ANNAMALAI UNIVERSITY

API Score Sheet based on PBAS for CAS Promotion (Form 2)
(Application for those qualify for promotion **after July 11, 2016**)

Stage ☐ **to** **Stage** ☐

Staff ID	
Name of the Faculty Member	
Designation and Department	
Date of Appointment / Promotion to Present Position	
Period of service for current stage	From(Date): To(Date)

1. **Eligibility Requirements:**

    i. Number of Courses Completed in the current stage (enclose proof):
    Orientation: **Refresher**:

    ii. Number of Research Papers Published:

2. **Scores Required for Promotion**

Promotion Stage	No. of Years	Category I Per Year	Category II Per assessment Period	Category III Per assessment Period	Category II+III Per assessment Period
Stage 1 to 2 (Assistant Professor)	4/5/6	80	50	20	90
Stage 2 to 3 (Assistant Professor)	5	80	50	50	120
Stage3 to 4 (Asst. to Associate Professor)	3	75	50	75	150
Stage 4 to 5 (Associate to Professor)	3	70	50	100	180

Declaration:

I, hereby declare that all the statements / particulars furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or in correct at any stage, my promotion is liable to be cancelled.

Date: Signature of the Faculty Member

Note: Please sign at the bottom of every page.

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category I.1- Direct Teaching

Sl No	Academic Year	Semester	No of hours Per weekallotted(Time TableProofshould be submitted)	Total No of hours in the semester	Total No. of hours in the academic year(Proof Should be Enclosed)	If Proof Submitted, Page Number of annexure	API Score obtained for one academic year as per formula given below
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1		Odd Sem					
2		Even Sem					
3		Odd Sem					
4		Even Sem					
5		Odd Sem					
6		Even Sem					
7		Odd Sem					
8		Even Sem					
9		Odd Sem					
10		Even Sem					
AVERAGE SCORE (Total Score÷No of Years) [Asst. Prof: Max=70: Asso.Prof. Max=60: Prof. Max=60]							

Note: (Asst.Prof: Score=No of hours÷7.5: Asso.Prof: Score=No of hours÷7.75: Prof: Score=No. of hours÷7.75)

Category I.2: Examination Duties

Sl.No	Academic Year	Semester	Question Paper Setting (Actual Hours)	Invigilation (Actual Hours)	Evaluation (Actual Hours)	Total Hours [(4)+(5)+(6)]	Score (Total Hours per Academic Year÷10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1		Odd Sem					
2		Even Sem					
3		Odd Sem					
4		Even Sem					
5		Odd Sem					
6		Even Sem					
7		Odd Sem					
8		Even Sem					
9		Odd Sem					
10		Even Sem					
						Total Score	
AVERAGE SCORE (Total Score÷No of Years)[Asst. Prof: Max=20: Asso.Prof. Max=20: Prof. Max=10]							

Category I.3: Innovative Teaching - Learning Methodologies

Sl No	Academic Year	Semester	Actual hours spent for Updating subject content	Actual hours spent for mentoring	Actual hours spent for couselling	Actual hours spent for guiding	Total hours spent in the academic year [(4)+(5)+(6)+(7)]	API Score Claimed. [Total Hours÷10]
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1		Odd Sem						
2		Even Sem						
3		Odd Sem						
4		Even Sem						
5		Odd Sem						
6		Even Sem						
7		Odd Sem						
8		Even Sem						
9		Odd Sem						
10		Even Sem						
							Total Score	
AVERAGE SCORE (Total Score÷No of Years) [Asst. Prof: Max=10: Asso.Prof. Max=15: Prof. Max=20]								

Category I : Summary of API Score Statement

Sl.No	Category	Maximum Score AP/ASSO/Prof	Average API Score Claimed	Verified API Score [Office Use]
1	I.1	70/60/60		
2	I.2	20/20/10		
3	I.3	10/15/20		
Total		100/95/90		

CATEGORY II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II.1. Student Related Co-Curricular Activities, Extension and Field Based Activities (Proof Should be Enclosed)

| Sl.No | Academic Year | Number of hours | | | | | | | | | Score = Total Hours per year÷10 |
		Semester	Remedial Classes	Career Counselling	Study Visit	Student Seminar	Cultural	Sports	NCC/ NSS/ YRC/ RRC	Extension/ Dissemination activity	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1		Odd									
2		Even									
3		Odd									
4		Even									
5		Odd									
6		Even									
7		Odd									
8		Even									
9		Odd									
10		Even									
Total Score											
Average Score per year (Max Score=15)											

Category II.2. Contribution To Corporate Life And Management Of Department And Institution
(Proof must be Enclosed)

Sl. No.	Parameters	Year Wise Hours Spent				
(1)	(2)	(3)				
1	Administrative Responsibility	1	2	3	4	5
	Dean/Director					
	Head/Teacher-in-charge					
	Other Duties require regular office hours					
2	Academic Responsibility					
	Board of Studies					
	Academic committees					
	Administrative committees					
Year wise TOTAL Hours						
Year Wise Score (Total Hours÷10)						
AVERAGE TOTAL PER YEAR (Max Score=15)						

Category II.3. Professional Development Activities (Proof Should Be Enclosed)

Sl. No (1)	Parameters (2)	Year Wise Hours Spent (3)				
		1	2	3	4	5
1	Participation in Seminar/Conferences					
2	Short Term training courses					
3	Industrial experience					
4	Talks					
5	Lectures Refresher courses/faculty development courses					
6	Dissemination and general articles					
7	Any other contribution					
	Year Wise TOTAL Hours					
	Year Wise					
Actual hours spent per academic year ÷ 10 (Max Score=15)						

Category II: Summary of API Score Statement

Sl. No	Category	Maximum Score	Average API Score	Verified API Score [Office Use]
1	II.1	15		
2	II.2	15		
3	II.3	15		
	Total	45		

CATEGORY III. RESEARCH AND ACADEMIC CONTRIBUTION

III-A: Research Papers Published In Refereed Journals

Category III-A	Impact Factor from Scopus or Web of Science	Single Author (100%)		First or Corresponding Author/Supervisor/ Mentor (70%)		Rest of Authors (30%)		Total Points Col. (3 *4) + (5*6)+ (7*8)
		Points per paper	Number of Papers	Points per paper	Number of Papers	Points per paper	Number of Papers	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	10 & Above	25		17.5		7.5		
2	5-10	20		14.0		6.0		
3	2-5	15		10.5		4.5		
4	1-2	10		7.0		3.0		
5	< 1	5		3.5		1.5		
6	Nil but UGC listed Journal	10		7.0		3.0		
	Total Score							

Note: Evidence for impact factor listed in Scopus or Web of Science and Journal in the UGC list (copy of the relevant page) must be enclosed.

III-B : Research Publications (Books/Monographs)

Category III-B		Single Author (100%)		First or Correspond. Author/Supervisor/ Mentor (70%)		Rest of Authors (30%)		Total Points Col. (3 *4) + (5*6)+ (7*8)
		Points/ paper	No. of Papers	Points / paper	No. of Papers	Points/ paper	No. of Papers	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Text/Reference Books	30		21		9		
2	Subject books- Int Publisher	20		14		6		
3	Subject books- Others	15		10.5		4.5		
4	Chapters - International	10		7		3		
	National	5		3.5		1.5		
	Total Score							

Note:

III-B-1: Text/Reference Books, published by International Publishers, with ISBN/ISSN number

III-B-2: Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications

III-B-3: Subject Books, published by Other local publishers, with ISBN/ISSN number

III-B-4: Chapters in Books, published by National and International level publishers, with ISBN / ISSN number

III (C): Research Projects (Projects sponsored by Government / International Agencies / Industries / NGOs)

		Faculty of Sciences / Engineering	Faculties of Languages / Humanities / Arts / Social Sci. / Library / Physical ed. / Management	Maximum score	Number of Projects completed	Score
III (C) 1	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project		
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project		
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project		
III(C) 2	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively		
III (C) 3	ProjectsOutcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF etc. Central/ State Govt./Local Bodies	30 for each International / 20 for each National level output or patent. Major policy document of International bodies - 30 Central Gov. – 20, StateGovt.- 10. Local bodies – 5		
		Total Score				

III (D): Research Guidance

	Degree	Status	Points	No. of Candidates	Score
III(D) 1	M.Phil.	Degree awarded	5 per candidate		
III(D) 2	Ph.D.	Degree awarded	15 per candidate		
	Ph.D	Thesis submitted	10 per candidate		
	Total Score				

III. (E). Fellowships, Awards and Invited lectures delivered in Conferences / seminars / Workshops

		Description	Points	Number	Score
III(E) 1	Fellowships / Awards	International Award/Fellowship from academic bodies	15 per Award / 15 per Fellowship		
		National Award/Fellowship from academic bodies	10 per Award / 10 per Fellowship		
		State/University level Award from academic bodies	5 Per Award		
III(E) 2	Invited lectures / papers	International	7 per lecture / 5 per paperpresented		
		National level	5 per lecture / 3 per paper presented		
		State/University level	3 per lecture / 2 per paper presented		
	Total Score				

III. (F). Development of E-Learning Delivery Process / Material

III(F)	Development of e-learning delivery process/material	10 per module		
	Total Score			

Category III : Summary of API Score Statement

Category III	Score Reported by Applicant	Verified Score
Part A		
Part B		
Part C		
Part D		
Part E		
Part F		
Total Score		

Eligibility:

(a) Assistant Professor possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (Stage 2) after completion of **four years** of service as Assistant Professor subject to the fulfilment of the conditions.

(b) Assistant Professor M.Phil. Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of **five years** of service as Assistant Professor subject to the fulfilment of the conditions.

(c) Assistant Professor who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of **six years** of service as Assistant Professor subject to the fulfilment of the conditions.

(d) Assistant Professor who has completed **five years** of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these Regulations to move up to next higher grade of Rs.8000 (Stage 3).

(e) Assistant Professor completing **three years** of teaching in the grade of Rs.8000 (Stage 3) shall be eligible to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Associate Professor subject to the fulfilment of the conditions.

(f) Associate Professor possessing Ph.D. degree and completing **three years** of service in Stage 4 shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (Stage 5) subject to the fulfilment of the conditions.

INSTRUCTIONS

1. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores as indicated in the appropriate API system tables by submitting application and the required PBAS proforma.

2. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

3. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

   (b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

   (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

4. The applicant should have completed the minimum eligibility period of service and other mandatory requirements regarding the minimum API scores as per the regulations of UGC.

5. For categories II and III API score has to be computed for the entire assessment period.

6. The required number of assessment year for each category will be considered before the date of eligibility. So the applicant has to provide details accordingly.

7. Odd and even semesters would be 1 July to 30 November and 1 December to 30 April, respectively, of an academic year. Teachers served/serving in DDE are asked to give academic year basis for category I.

8. **Document evidences must be submitted for all claims.**