## E:\Images & Logos\Logos\university_emb.bmpANNAMALAI 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:**
   1. Number of Courses Completed in the current stage (enclose proof): **Orientation**: **Refresher**:
   2. 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 | | | | | | | | |  |
| Semester | Remedial Classes | Career Counselling | Study Visit | Student Seminar | Cultural | Sports | NCC/  NSS/YRC/RRC | Extension/  Dissemination activity | Score = Total Hours  per year÷10 |
| (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 | Numberof  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 / Agriculture / Medical / VeterinarySciences | 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:**

1. 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.
2. 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.

1. 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.

1. 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).
2. 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.

1. 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.**