

**Hemwati Nandan Bahuguna Garhwal University, Srinagar Garhwal, Uttarakhand
(A Central University)**

[AS PER UNIVERSITY GRANTS COMMISSION REGULATION (MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 DATED 18 July 2018)]

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT
SCHEME (CAS) PROMOTIONS FOR UNIVERSITY TEACHERS**

PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letter) :
2. Father's Name :
3. Department :
4. Current Designation and Grade Pay :
5. Date of Last Promotion :
(Submit a self attested copy of the
Office Order/Appointment Letter)
6. Applicant for the Position and Academic Level under CAS? :
7. Date of Eligibility for Promotion :
8. Date and Place of Birth :
9. Sex :
10. Marital Status :
11. Nationality :
12. Indicate whether belong to SC/ST/OBC :
13. Address for Correspondence (with Pincode):

14. Permanent Address (with Pincode) :

Mobile No.:

E-Mail:

15. Academic Qualifications (Matric till Post Graduation)

Examinations	Board/University	Year	% of Marks	Division	Subjects

16. Research Degree(s)

Degree	Title	Date of Award	University

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		

18. Posts held after appointment at this institution

Designation	Department	Date of Actual Joining		Scale/Grade
		From	To	

19. Period of teaching experience: PG Classes (In Years) UG Classes (In Years)

20. Research experience including years spent in M.Phil./Ph.D. (In Years)

21. Fields of specializations under the subject/discipline

- a.
- b.
- c.

22. Have you published a minimum of one/three/seven/ten research publications in the peer-reviewed or UGC-listed journals as per requirement for promotion: Yes/No
(Submit a separate list of publication with reprints of the papers)

23. Have you included the vigilance clearance certificate?

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

PART - B: ACADEMIC PERFORMANCE INDICATORS
Self Assessment Scores for APIs

Note: Submit separate Table 1 for each applicable academic session

Table 1: Assessment Criteria and Methodology for University/College Teachers
Academic Session (20 - 20)

S. No.	Activity	Grading Criteria	Secured Teaching Score in percentage/Number with Name of Activities	Grading
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory		
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/ undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities		
Overall Grading: Good: Good in teaching and satisfactory or good in activity at SI.No. 2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI.No. 2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.				

Countersigned by Dean/Director

Verified by Head of Department

Signature of the faculty

Table 2
Methodology for University and College Teachers for calculating Academic/Research Score
For Entire Assessment Period (20__ to 20__)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. No.	Academic/Research Activity	Faculty of Sciences/ Engineering /Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages / Humanities/Arts/ Social Sciences/ Library/Education /Physical Education/ Commerce/ Management & other related disciplines	Total Number	Self Assessed score	Score verified by Screening Committee
1.	Research Papers in Peer-Reviewed or UGC listed Journal	08 per paper	10 per paper			
2.	Publications (other than Research papers)					
	(a) Books authored which are Published by ;					
	International publishers	12	12			
	National Publishers	10	10			
	Chapter in Edited Book	05	05			
	Editor of Book by International Publisher	10	10			
	Editor of Book by National Publisher	08	08			
	(b) Translation works in Indian and Foreign Languages by qualified faculties					
	Chapter or Research paper	03	03			
	Book	08	08			
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula					
	(a) Development of Innovative pedagogy	05	05			
	(b) Design of new curricula and Courses	02 per Curricula/ Course	02 per Curricula/ Course			
	(c) MOOCs					
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/ credit)	20	20			
	MOOCs (developed in 4 quadrant) per module/lecture	05	05			

	Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02			
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/ credit)	08	08			
	(d) E-Content					
	Development of e- Content in 4 quadrants for a complete course/e- book	12	12			
	e-Content (developed in 4 quadrants) per module	05	05			
	Contribution to development of e- content module in complete course/ paper/ e-book (at least one quadrant)	02	02			
	Editor of e-content for complete course/ paper /e-book	10	10			
4.	(a) Research guidance					
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted			
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded			
	(b) Research Projects Completed					
	More than 10 lakhs	10	10			
	Less than 10 lakhs	05	05			
	(c) Research Projects Ongoing					
	More than 10 lakhs	05	05			
	Less than 10 lakhs	02	02			
	(d) Consultancy	03	03			
5.	(a) Patents					
	International	10	10			
	National	07	07			
	State	04	04			
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/UNESCO/World Bank/International Monetary Fund etc or Central Government or State Government)					
	International	10	10			
	National	07	07			
	State	04	04			
	(c) Awards/Fellowship					
	International	07	07			
	National	05	05			

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		
upper capping of thirty percent of the total research score for Category 5(b) & 6					

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Note:

- Joint Projects: Principal Investigator and Co-investigator would get 50% each.
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

The category Wise Detail Scores need to be included separately in given prescribed formats. The self assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Date: _____

Signature of the Faculty with Designation

Place: _____

Signature of the Head of Department with Stamp

Countersigned by Dean/Director with Stamp

CATEGORY WISE DETAIL SCORES

Research Papers in Peer Reviewed or UGC List of Approved Journals*

S. No.	Title of Paper with name of all authors	Name of Journal with Volume and Page Numbers	Refereed/ UGC Listed (S. No. if UGC listed)	ISSN Number	First/Principal/ corresponding author/Others	Thomson Reuters Impact Factor, If any	Self Assessed Score	Score verified by Screening Committee
1.								
2.								
3.								
4.								
5.								

**Research publications only from journal indexed in UGC-CARE list will be considered prospectively w.e.f. 14 June 2019*

Publications (other than Research Papers)

S. No.	Title of Book/Chapter with number of pages	Name of Publisher with ISBN Number	Single Author/ One of the Authors	International/ National/ National Publisher	Self Assessed Score	Score verified by Screening Committee
(a) Books authored						
1.						
2.						
Chapter in Edited Book						
1.						
2.						
Editor of Book						
1.						
2.						
(b) Translation works in Indian and Foreign Languages by qualified faculties						
Chapter or Research Paper						
1.						
2.						
Book						
1.						
2.						

Research Guidance

S. No.	Name of the Student	Registration No.	Thesis Submitted/ Awarded with Year	Self Assessed Score	Score verified by Screening Committee
Ph.D.					
1.					
2.					
3.					
4.					
M.Phil./PG Dissertation					
1.					
2.					
3.					
4.					

Research Projects

Completed						
S. No.	Title of the Project	Funding Agency	Period	Sanctioned Grant/Amount	Self Assessed Score	Score verified by Screening Committee
1.						
2.						
3.						
Ongoing						
1.						
2.						
3.						
Consultancy						
1.						
2.						
3.						

Fellowships, Awards and Invited Lectures delivered in conferences/seminars

Patent						
S. No.	Title	Date of Acceptance	National/ International	Self Assessed Score	Score verified by Screening Committee	
1.						
2.						
*Policy Documents						
S.No.	Title of Document	Name of Agency with Date of Submission	National/ International/ State	Self Assessed Score	Score verified by Screening Committee	
1.						
2.						
Awards/Fellowship						
S. No.	Name of the Award/Fellowship	Name of the Academic body/ Association	Year & Place of Award/ Fellowship	National/ International	Self Assessed Score	Score verified by Screening Committee
1.						
2.						
3.						
*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)						
S. No.	Title of Invited Lecture/Paper Presented	Title of Conference/ Seminar	Name of Organizer with Dates & Place	International (Abroad)/ International (within Country/ National/State/ University Level	Self Assessed Score	Score verified by Screening Committee
1.						
2.						
3.						
4.						
5.						

Signature of the Faculty with Designation