**SNDT Women’s University**

**1, Nathibai Thackersey Road, Mumbai – 400 020**

**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API’s) IN RECRUITMENTS ANDCAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF LIBRARIANS**

**Part A- General Information**

**Name of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application for promotion from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1) Assistant Professor in Stage 1 to Stage 2

2) Assistant Professor in Stage 2 to Stage 3

3) Assistant Professor to Associate Professor in Stage 3 to Stage 4

4) Associate Professor to Professor in Stage 4 to Stage 5

5) Professor to Senior Professor in Stage 5 to Stage 6

**Assessment Period: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**

**Note: For CAS promotion:**

**a) Part A to be filled one time only**

**b) Part B to be filled separately for each year considered for the promotion**

**c) For direct recruitment Part B to be filled for the entire career period and not year-wise**

**Compiled API Score (To be filled in by the University Verification Committee)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
|  |  |  |  |  |  |  |  |
| **Category I** |  |  |  |  |  |  |  |
| **Category II** |  |  |  |  |  |  |  |
| **Total (Category I + II)** |  |  |  |  |  |  |  |
| **Category III** |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

**Note:**

* **Please indicate respective year in each column**
* **Category I + Category II= 100 (Required minimum score)**
* **Category I + Category II= 175 (Maximum score)**
* **For entire CAS period or for Direct Recruitment Maximum Score 30 points to be considered in Category III(E)- Refresher and Orientation courses**

**Date: Name & Signature of the Candidate**

**Place:**

**Date: Name & Signature of the HOD/Principal**

**Place:**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |
| --- | --- | --- |
| 1 | Name (in Block Letters):  |  |
| 2 | Father's Name / Mother's Name / Husband's Name:  |  |
| 3 | Department:  |  |
| 4 | Current Designation Pay Band & Grade Pay:  | Designation:Pay Band:Grade Pay |
| 5 | Date of last Promotion:  |  |
| 6 | Date of Eligibility for Promotion: |  |
| 7 | Date of Place and Birth: |  |
| 8 | Nationality: |  |
| 9 | Category: Open/SC/ST/OBC/DT/NT/SBC/PH |  |
| 10 | Address for Correspondence (with Pin code)  |  |
| 11 | Permanent Address (with Pin code):  |  |
| 12 | Telephone No.: |  |
| 13 | Email: |  |

1. **Academic Qualifications (S.S.C. till post-graduation):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examinations** | **Name of the Board / University** | **Mode of Learning:****Regular/****Distance** | **Year of Passing** | **Percentage of marks obtained** | **Division / Class / Grade** | **Subject** |
| High School / Matric /S.S.C. |  |  |  |  |  |  |
| H.S.C. |  |  |  |  |  |  |
| B.A. /B.Com./ B.Sc. etc. |  |  |  |  |  |  |
| M.A./M.Sc./ M.Com. etc. |  |  |  |  |  |  |
| NET/SET/JRF |  |  |  |  |  |  |
| Other examination, if any  |  |  |  |  |  |  |

1. **Research Degree(s)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degrees** | **Subject** | **Faculty** | **Title** | **Date of Notification** | **Date of Degree Awarded** | **University** | **Mode of Learning:****Regular/****Distance** |
| M. Phil.  |  |  |  |  |  |  |  |
| Ph.D. / D.Phil.  |  |  |  |  |  |  |  |
| D.Sc. / D.Litt.  |  |  |  |  |  |  |  |

1. **Appointments held prior to joining present institution**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Designation** | **Nature of Appointment:****Regular/Temporary/****Ad-hoc/Fixed Tenure/CHB/Any Other** | **Name of the College/Dept. & Address** | **Date of joining** | **Salary with grade****Pay (at the time of leaving)** | **Reasons for Leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Positions held since appointment at present institution:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Designation** | **Nature of Appointment:****Regular/Temporary/****Ad-hoc/Fixed Tenure/CHB/Any Other** | **Name of the College/Dept. & Address** | **Date of joining** | **Salary with grade pay(at the time of leaving/promotion)** | **Reasons for Leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Period of teaching experience: P.G. (in years) U.G. (in years)
2. Research Experience excluding years spent in M. Phil. / Ph. D. (In years)
3. Fields of Specialization under the Subject / Discipline

a.

b.

1. **Academic Staff College Orientation / Refresher Courses/Short Term Courses attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the Course / Summer School** | **Place** | **Duration** | **Sponsoring Agency**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: All supporting documents to be attached.**

**Date: Name & Signature of the Candidate**

**Place:**

**Date: Name & Signature of the HOD/Principal**

**Place:**

**Part B- ACADEMIC PERFORMANCE INDICATORS FOR LIBRARIANS**

**Academic Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATEGORY I: Procurement, Organisation, and delivery of knowledge and information through library Services**

**Brief Explanation:**

Based on the librarian’s self-assessment, API scores are proposed. The minimum API score required by teachers from this category is **75** **per year**. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Activity** | **Maximum Score** | **Self-Assessment Score****(To be filled by the Applicant)** | **Verified API Score****(To be filled by the Head)** |
| **1** | Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University / College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. | **40** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Activity** | **Maximum Score** | **Self-Assessment Score****(To be filled by the Applicant)** | **Verified API Score****(To be filled by the Head)** |
| **2** | ICT and other new technologies’ application for up-gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management | **30** |  |  |
| **3** | Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. | **25** |  |  |
| **4** | User awareness and instruction programmes (Orientation lectures, users’ training in the use of library services such as e-resources, OPAC; knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.) | **20** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Activity** | **Maximum Score** | **Self-Assessment Score****(To be filled by the Applicant)** | **Verified API Score****(To be filled by the Head)** |
| **5** | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms, examination duties. | **10** |  |  |
|  | **Total Score (Maximum)** | **125** |  |  |
|  | **Minimum API Score required** | **75** |  |  |

**Note: All supporting documents to be attached.**

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

**For Librarians**

**Brief Explanation:**

Based on the librarian’s self-assessment, category II API scores are proposed for co-curricular and extension activities, and professional development related contributions. The minimum API required by librarians for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all librarians can earn scores from a number of items, whereas some activities will be carried out only be one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Indicators / Activities  | **Maximum Score** | **Self-Appraisal score**  | **Verified****Aggregate API Score** |
| 1 | Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. | **20** |  |  |
| 2 | Contribution to corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities | **15** |  |  |
| 3 | Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | **15** |  |  |
|  | Total Score (Maximum) | **50** |  |  |
|  | Minimum API Score Required  | **15** |  |  |

**Note:**

* **All supporting documents to be attached.**
* **Category I + Category II = 100 (Required Minimum Score)**
* **Category I + Category II = 175 (Maximum Score)**

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**Brief Explanation:**

Based on the librarian's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by librarians from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences** | **Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Home Science/ Management** | **API score allotted** | **Self-Appraisal score** | **Verified API score** |
| **(A) Research Papers published** |  |  |  |
| Refereed Journals**\*** | Refereed Journals**\*** | 15/Publication |  |  |
| Non-refereed but recognized and reputable Journals and periodicals having ISSN | Non-refereed but recognized and reputable Journals and periodicals having ISSN  | 10 /Publication |  |  |
| Conference proceedings as fullpapers etc.  | Conference proceedings as full papers, etc.  | 7/ abstract in International5/ abstract in National |  |  |
| 10 /full paper publication International10 / full paper publication for National7.5 /full paper publication State5 /full paper publication Local |
| Articles in all disciplines without any impact factor, and without ISSN included | Articles in all disciplines without any impact factor, and without ISSN included | 10 / publication |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences** | **Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Home Science/ Management** | **API score allotted** | **Self-Appraisal score** | **Verified API score** |
| **(B) Research Publications (Books, Chapters in Books, other than journal articles)** |  |  |  |
| Text or Reference Books Published by International Publishers with ISBN | Text or Reference BooksPublished by InternationalPublishers with ISBN | 50/Sole author;25/Editor of Book10/chapter inedited book |  |  |
| Subjects Books by National level publishers / State and Central Govt. Publications with ISBN  | Subject Books published by national level publishers / State and Central Govt. Publications with ISBN  | 25/sole author,15/Editor of a Book5/chapter in edited book |  |  |
| Subject Books by Other localpublishers with ISBN | Subject Books by Other local publishers with ISBN | 15 /sole author10/editor of a bookand 3/ chapter in edited books |  |  |
| Distance Learning Material | Distance Learning Material | 5/Coordinator for Entire Program (UG/PG)10/Sole Author per Course Material5/Chapter in Course Material |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences** | **Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Home Science/ Management** | **API score allotted** | **Self-Appraisal score** | **Verified API score** |
| **C) RESEARCH PROJECTS** |  |  |  |
| Sponsored Projects carried out / ongoing | (a) Major Projects amount mobilized with grants above 30.0 lakhs | (a) Major Projects amount mobilized with grants above 5.0 lakhs | 20/ each Project completed |  |  |
| (b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | (b) Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs 5.00 lakhs | 15 / each Project completed |  |  |
| c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) | Minor Projects (Amountmobilized With grants aboveRs 25,000 up to Rs. 3 lakhs) | 10 / each Project completed |  |  |
| Consultancy Projects carried out / ongoing | Amount mobilized with minimum-of Rs. 10.00 lakhs | Amount mobilized with minimum of Rs. 2.0 lakhs | 10/everyRs 2.0 lakhs completed |  |  |
| Completed projects: Quality Evaluation | Completed project Report (Acceptance from funding agency)Major Project- Rs. 5 lakhs and aboveMinor Project- Rs. 50,000 to Rs. 5 lakhs  | Completed project report (Accepted by funding agency)Major Project- Rs. 3 lakhs and aboveMinor Project- Rs. 25,000 to Rs. 3 lakhs  | 20 / each major project10/ each minor project |  |  |
| Projects outcome / output | Projects Patent / Technology transfer/ product / process | Major Policy document of Govt. Bodies at Central and State level | 50/ each for International Level 30/ each national level 20/ each State level 10/ each Local level  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences** | **Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Home Science/ Management** | **API score allotted** | **Self-Appraisal score** | **Verified API score** |
| **D) RESEARCH GUIDANCE** |  |  |  |
| M. Phil | Degree awarded only | Degree awarded only | 3 / each candidate |  |  |
| Ph. D.  | Degree awarded  | Degree awarded | 10 / each candidate |  |  |
| Thesis submitted  | Thesis submitted  | 7 / each candidate |  |  |
| **E) TRAINING COURSES AND CONFERENCE SEMINAR/ WORKSHOP PAPERS** |  |  |  |
| Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation TechnologyProgrammes, Soft Skills development Programmes, Faculty Development Programmes **(Max: 30 points)\*\*** | (a) Not less than two weeks | (a) Not less than two weeks | 20/ each |  |  |
| (b) One week duration (Six days) | (b) One week duration (Six days) | 10/ each |  |  |
| Papers Presented in ConferencesSeminars workshops etc. **\*\*** **\*** | Participation and Presentation of research papers (oral/poster) in | Participation and Presentation of research papers (oral/poster) in |  |  |  |
| a)International conference  | a)International conference  | 10 each |  |  |
| b) National  | b) National | 7.5 / each |  |  |
| c) Regional / State level  | c) Regional / State level  | 5 / each |  |  |
| d) Local-University / College level | d) Local-University / College level | 3/ each |  |  |
| Chairing Sessions or Invited lectures or presentations for seminar/conferences / symposia | (a) International | (a) International | 10/ each |  |  |
| b) National | b) National | 7.5/each |
| c) Regional / State level  | c) Regional / State level  | 5 / each |  |  |
| d) Local-University / College level | d) Local-University / College level | 3/ each |  |  |

**\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: Indexed journals – (i) papers with impact factor less than 1by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.**

**\*\* For entire CAS period or for Direct Recruitment Maximum Score 30 points to be considered**

**\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).**

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner; of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40%would be shared equally by all other authors.

**Note: All supporting documents to be attached.**

**Date: Name & Signature of the Candidate**

**Place:**

**Date: Name & Signature of the HOD/Principal**

**Place:**

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS (DETAILED SCORE WITH DESCRIPTION)**

1. **Published Papers in Journals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Paper Title with page Nos.** | **Journal** | **ISSN/ISBN****No.** | **Whether Peer Reviewed Impact Factor, if any** | **No. of Co- authors** | **Whether you are the main Author** | **API Score** |
| **Self Assessment Score** | **Verified** **Score** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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**B(i) Articles/Chapters published in Books**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title (Articles/ Chapters) with Page Nos.** | **Book Title,****editor & publisher** | **ISSN/ISBN****No.** | **Whether peer reviewed** | **No. of co- authors** | **Whether you are the main Author** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |  |
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1. **Full Papers in Conference Proceedings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of the Paper with Page no.** | **Details of Conference Publication****(International, National, State, Local)** | **ISSN****/ ISBN****No.** | **No. of co- authors** | **Whether you are the main author** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Books Published as single author or as editor**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title** | **Type of Book & Authorship** | **Publisher & ISBN No.** | **No. of co- authors** | **Whether you are the main author** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**C) Ongoing and Completed Research Projects and Consultancies**

**(i & ii) Ongoing Projects/Consultancies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title** | **Agency** | **Period** | **Grant/ Amount Mobilized****(Rs Lakh)** | **API Score** |
| **Self Assessment Score** | **Verified** **Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**(iii & iv) Completed Projects/Consultancies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title** | **Agency** | **Period** | **Grant/ Amount Mobilized (Rs. Lakh)** | **Whether policy document/ patent as outcome** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |
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1. **Research Guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Number Enrolled** | **Thesis Submitted** | **Degree awarded** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
| M. Phil or equivalent |  |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |  |

1. **(i) Training Courses, Teaching- Learning- Evaluation technology Programmes, Faculty Development Programmes (not less than one week duration)** **(Maximum score = 30)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Programme** | **Duration & Date** | **Organised by** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of the****Paper presented** | **Title of the****Conference/ Seminar** | **Date of the Conference** | **Organised by** | **Whether International****/ National/****State/Local Level** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(E)(iii) Invited Lectures and Chairmanships at Conferences/ Seminar etc.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of****Lecture/Academic Session** | **Title of****Conference/ Seminar/Lectures etc. (with date)** | **Organised by** | **Whether International/ National/State/Local Level** | **API Score** |
| **Self Assessment Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: Indexed journals – (i) papers with impact factor less than 1by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.**

**\*\* If a paper presented in Conference/Seminar are published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).**

**IV. SUMMARY OF API SCORES**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Total-API Score For Assessment Period** |
|  |  | **Self Appraisal Score** | **Verified API Score** |
| **I** | Teaching, Learningand Evaluation related activities |  |  |
| **II** | Co-curricular. Extension, Profess development etc |  |  |
|  | Total I + II |  |  |
| **III** | Research and Academic Contribution |  |  |

**Notes:**

The API for joint publications will have to be calculated in the following manner; Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40%would be shared equally by all other authors.

**Note: All supporting documents to be attached.**

**Date: Name & Signature of the Candidate**

**Place:**

**Date: Name & Signature of the HOD/Principal**

**Place:**

**TABLE -II (A)**

**MINIMUM APIs AS PROVIDED IN TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREERADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND WEIGHTAGES FOR EXPERT ASSESSMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Assistant Professor/ equivalent Cadres (Stage 1 to Stage 2) | Assistant Professor/ equivalent Cadres (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Associate Professor/ equivalent Cadres (Stage 4) | Associate Professor (Stage 4) to Professor/ equivalent Cadres (Stage 5) | Professor (Stage 5) to Professor (Stage 6) |
| I | Teaching-learning.Evaluation Related Activities (category I) | 75 / year | 75 / year | 75 / year | 75 / year | 75 / year |
| II | Co-curricular, ExtensionAnd Profession related activities (Category II) | 15 / year | 15 / year | 15 / year | 15 / year | 15 / year |
| III | Minimum total average annual Score under Categories I and II**\*** | 100 / year | 100 / year | 100 / year | 100 / year | 100 / year |
| IV | Research and Academic Contribution (Category III) | 10 / Year (40 / assessment period) | 20 / Year (100 / assessment Period) | 30 / Year (90 / assessment period) | 40 / Year (120 / assessment period) | 50 / Year(500/assessment period) |
|  | Expert Assessment System | ScreeningCommittee | Screening Committee | Selection Committee | Selection Committee | Expert Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance | 50% - Contribution to research. 30% - Assessment of domain knowledge and teaching practices. 20% - Interview performance | 50% - research. 50% - Performance evaluation and other credential and referral procedure |

**\*** Teachers may score 10 Points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities for which Sixth PRC Awards are applicable, Stages 1,2,3,4,5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

**TABLE -II (B)**

**MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THEPROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Assistant Professor / equivalent Cadres (Stage 1 to Stage 2) | Assistant Professor / equivalent Cadres (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Associate Professor / equivalent Cadres (Stage 4) | Associate Professor to Professor promotion in colleges(Stage 5) as per assigned posts |
| I | Teaching-learning.Evaluation Related Activities (category I) | 75 / year | 75 / year | 75 / year | 75 / year |
| II | Co-curricular, ExtensionAnd Profession relatedactivities (Category II) | 15 / year | 15 / year | 15 / year | 15 / year |
| III | Minimum total averageannual Score under Categories I and II**\*** | 100 / year | 100 / year | 100 / year | 100 / year |
| IV | Research and AcademicContribution (Category III) | 5 / Year (20 / assessment period) | 10 / Year (50 / assessment Period) | 15 / Year (45 / assessment period) | 20 / Year (60 / assessment period) |
|  | Expert Assessment System | ScreeningCommittee | Screening Committee | Selection Committee | Selection Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 20% - Contribution to Research. 60% - Assessment of domain knowledge and teaching practices. 20% - Interview performance | 30% - Contribution to research. 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance |

**\*** Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

**Explanatory note for Tables II (a) and II (b):**

1. All universities/ colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow-up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities I colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(a) and II (b) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

 (b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.

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

**TABLE – II(c)**

**Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  Assistant Professor/ equivalent cadres (Stage 1)  | Associate Professor/ equivalent cadres (Stage 4)  | Professor/equivalent cadres (Stage 5)  |
| Minimum API Scores | Minimum Qualification as stipulated in these regulations | Consolidated API score requirement of 300 points from category III of APIs | Consolidated API score requirement of 400 points from category III of APIs |
| Selection Committee criteria / weightages (Total Weightages =100) | 1. Academic Record and Research Performance (50%)
2. Assessment of Domain Knowledge and Teaching Skills (30%)
3. Interview performance (20%)
 | 1. Academic Background (20%)
2. Research performance based on API score and quality of publications (40%).
3. Assessment of Domain Knowledge and Teaching Skills (20%)
4. Interview performance: (20%)
 | 1. Academic Background (20%)
2. Research performance based on API score and quality of publications (40%).
3. Assessment of Domain Knowledge and Teaching Skills (20%)
4. Interview performance: (20%)
 |

Note: For universities / colleges for which Sixth PRC Awards are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively.

**Table III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Promotion of Teachers through CAS** | **Service requirement** | **Minimum Academic Performance Requirements and Screening/Selection Criteria** |
| 1 | Assistant Professor/ equivalent cadres from Stage 1 to Stage 2  | Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil./PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D./M.Phil./PG Degree in Professional Courses  | 1. Minimum API scores using PBAS scoring Proforma developed by the S. N. D. T. Women’s University as per the UGC norms.
2. One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.
3. Screening cum Verification process for recommending promotion.
 |
| 2. | Assistant Professor/ equivalent cadres from Stage 2 to Stage 3  | Assistant Professor with completed service of five years in Stage 2.  | 1. Minimum API scores using the PBAS scoring proforma developed by the S. N. D. T. Women’s University as per the UGC norms.
2. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.
3. Screening cum Verification process for recommending promotion.
 |
| 3. | Assistant Professor (Stage 3) to Associate Professor (Stage 4)  | Assistant Professors with three years of completed service in Stage 3.  | 1. Minimum API scores using the PBAS scoring proforma developed by S. N. D. T. Women’s University as per the UGC norms.
2. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.
3. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
4. A selection committee process as stipulated in this regulation and in API proforma.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Promotion of Teachers through CAS** | **Service requirement** | **Minimum Academic Performance Requirements and Screening/Selection Criteria** |
| 4.  | Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)  | Associate Professor with three years of completed service in Stage 4.  | 1. Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the S. N. D. T. Women’s University as per the UGC norms. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
2. A minimum of five publications since the period that the teacher is placed in Stage 3.
3. A selection committee process as stipulated in the regulation.
 |
| 5.  | Professor (Stage 5) to Professor (Stage 6) | Professor with ten years of completed service (universities only)  | 1. Minimum yearly /cumulative API scores for the assessment period as per the norms provided in API Proforma.
2. Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,
3. A review process by an Expert Committee as stipulated in this regulation and in the norms.
 |

**\*** For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Appendix 3, Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities/colleges for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.