**Criterion - 6 :Governance, Leadership and Management**

***6.3 :Faculty Empowerment Strategies***

***6.3.5 : Institutions Performance Appraisal System for Teaching and Non-Teaching Staff***

***2021-22***

API format for Teaching Staff

ST. THOMAS COLLEGE, BHILAI

Academic Performance Indicators-2010(4thAmendment,2016)

## PARTA:PERSONAL DATA

**(To be filled up by the Assistant Professor / Associate Professor)**

|  |  |  |  |
| --- | --- | --- | --- |
| **01** | Name(inBLOCKLetters) | : |  |
| **02** | Father's/ Mother's Name/Husband Name | : |  |
| **03** | Department | : |  |
| **04** | Educational Qualification | : |  |
| **05** | Current Designation and Academic Grade Pay | : |  |
| **06** | Dateof firstJoining | : |  |
| **07** | Which position and AGP (7000,8000,9000 and 10,000) are you an applicant under CAS? | : |  |
| **08** | Date of eligibility for promotion | : |  |
| **09** | Date of Birth | : |  |
| **10** | Sex | : | Male |  | Female |  |  |
| **11** | Marital status | : |  |
| **12** | Nationality | : |  |
| **13** | Indicate whether belongs to SC/ST/OBC category | : |  |
| **14** | Address for correspondence | : |  |
| **15** | Permanent Address | : |  |
|  | Telephone No./Mobile No. | : |  |
|  | E-mail ID  | : |  |



|  |  |  |
| --- | --- | --- |
|  | **16** |  |
|  | **Examinations** | **Name of the Board/ University** | **Your of Passing** | **Division/ Class/ Grade** | **Subject/s** | **Rank and Remark if any** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **17** | **ResearchDegree(s) :** |
|  | **Degrees** | **Title** | **Date of Award** | **University** |
| M. Phil. |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Litt. |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **18** | **Particulars of NET/JRF/SLET/GATE etc** |
|  | **Name of the Test** | **Name of the test conducting body** | **Month and year** | **Roll No.** | **Subject** | **Score, where applicable** |
|   |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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|  |  |
| --- | --- |
| **19** | **ServiceRecord** |
|  | **Sr.****No.** | **Post/ Designation** | **Name of Employer** | **Dateof** | **Pay Scale/Pay Band & AGP** | **Reasonof leaving** | **Major Achieve-ment** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 20 |  Period of Teaching experience  | : |  |
|  | 1. P.G. Classes (in years)
 | : |  |
|  | 1. U.G. Classes (in years)
 | : |  |
| 21 |  Research experience excluding years  spent in M.Phil / Ph.D (in years) | : |  |
| 22 |  Fields of Specialization under the  Subject / Discipline (if any) | : |  |

****

**PARTB:**

**CATEGORYI:TEACHING,LEARNING AND EVALUATION RELATED ACTIVITIES AND THEIR API SCORE RESPECTIVELY (forStage-1, 2& 3).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **NatureofActivities** | **Max.Score** | **ActualScore** | **API****ScoreClaim** | **API Score approved byIQAC** |
| I | a.Direct Teaching | 70/60/60 | Actual hours spent per academic year÷7.5/7.75/7.75 |  |  |
|  | b. Examination duties(question paper setting, Invigilation, evaluatie of answer scripts) as per allotment | 20/20/10 | Actual hours spent per academic year÷10/10 /10 |  |  |
|  | c. Innovative Teaching –learning methodologies, updating of subject contents/courses, mentoring etc. | 10/15/20 | Actual hours spent per academic year÷10/10 /10 |  |  |

**CATEGORYII:PROFESSIONAL DEVELOPMENT,CO-CURRICULAR AND EXTENSION ACTIVITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CategoryII** | **Nature of Activity** | **MaximumAPI Score** | **Actualscore** | **API****ScoreClaim** | **API Score approved by IQAC** |
| a. | Student related co-curricular, extension and field based activities.(i)Discipline related co-curricular activities (e.g.remedial classes, career counseling, study visit, student seminar and other events.) | 15 | Actual hours spent per academic year÷ 10 |  |  |
|  | (ii)Otherco-curricular activities (Cultural,Sports,NSS,NCC etc.) |  |  |
|  | (iii) Extension and dissemination activities (public/popular lectures/talks/seminars etc.) |  |  |
| b. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.(i)Administrative responsibility (including as Dean/Principal/Chairperson/Convernor/Teacher-in-charge/similar other duties that require regularofficehours forits discharge) | 15 | Actual hours spent per academic year÷ 10 |  |  |
|  | (ii) Participation in Board of Studies, Academic and Administrative Committees |  |  |
| c. | Professional Development activities (such as | 15 | Actual |  |  |
|  | Participation in seminars, conferences, short term |  | hours |
|  | training courses, industrial experience, talks, |  | spentper |
|  | Lectures in refresher/faculty development courses, |  | academic |
|  | Dissemination and general articles and any other |  | year÷ 10 |
|  | contribution) |  |  |
|  | TotalScore : | 45 |  |  |  |

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**CATEGORY: III RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS**

**Category - III Research and Academic Contributions**

**III (A) : Research Papers (Journals, etc)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Title with Page No.  | Journal | Year | ISSN/ISBN No. | Whether peer reviewed impact factor, if any  | No. of Co-authors (Excluding you) | Whether you are the main Author  | API Score claimed  | API Score approved by IQAC |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total API-IIIA** |  |  |  |  |  |  |  |  |

**III B (i) Articles/Chapters Published in Books**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | Title with Page No.  | Book Title. editor &publisher | ISSN/ISBN No. | Whetherpeerreviewed | No. of Co-authors(Excludingyou) | Whether you are the main author  | API Score Claimed  | API Score approved by IQAC |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total API- III B (i)** |  |  |  |  |  |  |  |

**III (C) Research Projects**

**III(C) (i) Sponsored Project**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs | API Score Claimed  | API Score approved by IQAC  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |

****

**III(C) (ii) Consultancy Projects**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs | Whether Policy Documents/Patent as outcome  | API Score Claimed  | API Score approved by IQAC  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |  |

**III(C) (iii) Project outcome outputs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title | Major policydocument preparedfor internationalbodies likeWHO/UNO/UNESCO/UNICEF etc. | Major policydocument preparedfor internationalbodies likeCentral/State Govt. /Local bodies | Grant/AmountMobilized (Rs.lakhs) | API Score Claimed  | API Score approved by IQAC  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |

**III(D) (i) & (ii) Research Guidance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Number Enrolled  | Thesis submitted  | Degree awarded | API Score claimed  | API Score approved  |
| **M. Phil. or Equivalent** |  |  |  |  |  |
| **Ph. D. or Equivalent** |  |  |  |  |  |

**III(E) (i) Fellowship Awards and invited lectures delivered in conferences / seminars**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Title & Year** | API Score claimed  | API Score approved  |
|  | International Award | Fellowship fromAcademic Bodies | Associations |  |  |
|  |  |  |  |  |  |
|  | **Nil** |  |  |  |  |
| **Total III (E) (i)** |  |  |  |  |

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**III (E) (ii) Invited Lectures / Papers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Paper Presented / Invited Lectures | Title of Conference / Seminar  | Organized by  | Whether International / National / State / Regional / College or University Level  | API Score Claimed  | API Score approved by IQAC |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total III (E) (ii**) |  |  |  |  |  |

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category-III for any assessment period.

**III (F) Development of e-learning delivery process/material**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | e-learning delivery process developed  | e-learning material developed  | API Score Claimed  | API Score approved by IQAC |
|  |  |  |  |  |
|  | Total III (F) (ii)  |  |  |  |

**Note :**Wherever relevant to any specific discipline, the API score for paper in refereed journal would beaugmented as follows: (i) paper with impact factor less than 1 - by 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

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## The parameters listed in table of category-III (Research and Academic contributions) in relation to the total API score claimed by the candidates: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **sub-Category** | **Total – API Score for Assessment Period** | **Annual Av. API Score for Assessment Period** | **API score approved by IQAC** |
| III(A):Research paper s(Journals,etc) |  |  |  |
| III(B):Articles/Chapters Published in Books |  |  |  |
| III(C):Research Projects |  |  |  |
| III(D):Research Guidance |  |  |  |
| III(E) :Fellowship Awards and invited lectures delivered in conferences/seminars |  |  |  |
|  | III(F) :Development of e-learning delivery process/ material |  |  |  |
|  | **Total API Score of Category III** |  |  |  |

**PARTC:**

## OTHER RELEVANT INFORMATON

Please give details of any other credential,significant contributions, awards received etc notmentioned earlier.

**LIST OF ENCLOSURES**: (Please attach,copies of certificates, sanction orders, papers etc. wherever necessary)

## Declaration by the applicant:

I certify that the information provided is correct as per records available with the Institute documents enclosed alongwith this duly filled PBAS performa.

Signature of faculty.................................

Name.......................................................

Designation.............................................

****

## Report of Convener of IQAC

All the document submitted by Assistant Professor/Associate Professor are verified and found authentic. TheAPI Score mentionedaboveare correct.

........................................................................Signature of the HOD......................................

NameoftheDepartment..............................

Place:.......................................................

Date:........................................................

................................................................................

Signature of the Convenor of IQAC :

NameoftheDepartment..............................

Place:....................................................................

Date:....................................................................

**N.B**.: The individual PBAS Performa for CAS promotion duly filled along with all enclosures, willbe duly verified by the IQAC and shall be place before the Screening cum Evaluation CommitteeorSelection Committee for Promotion.

In case of the HOD / convener IQAC is not satisfied with the reporting by the teacher in the self -appraisals and thus not willing to certify (as mentioned above), then HOD/Convenor IQAC must record below the reasons in writing for not certifying the reported self- appraisal information asmentioned inPART-II(serial no.23 toserial number41)

................................................................

Signature of the HOD.................................

Name of the Department............................

Place:.........................................................

Date:..........................................................

.....................................................................

Signature of the Convenor of IQAC :

Name of the Department............................

Place:....................................................................

Date:....................................................................

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# APPENDIX–IIITABLE–II(A)

**MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE – I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME(CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERTASSESSMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Activity** | **Assistant Professor /Equivalent cadres :(Stage-1toStage-2)** | **Assistant Professor / Equivalent cadres :(Stage-2toStage-3)** | **Assistant Professor(Stage-3) to Associate Professor/Equivalent Cadre****(Stage-4)** | **Associate Professor (Stage-4)to Professor/ Equivalent cadres (Stage-5)** | **Professor (Stage-5to) Professor (Stage-6)** |
| I | Teaching-learningEvaluation Related Activities | 80/Year | 80/Year | 75/Year | 70/Year | 70/Year |
| II | Professional Development and Extension activities-Minimum score required to be assessedcumulatively | 50/AssessmentPeriod | 50/AssessmentPeriod | 50/Assessment Period | 50/AssessmentPeriod | 100/Assessment Period |
| III | Research andAcademic Contributions –Minimum Score required–to be assessed cumulatively | 20/Assessment Period | 50/AssessmentPeriod | 75/Assessment Period | 100/Assessment Period | 400/Assessment Period |
| II+III | Minimum total APIscore underCategories-IIandIII\* | 90/Assessment Period | 120/Assessment Period | 150/Assessment Period | 180/Assessment Period | 600/Assessment Period |
| IV | Expert AssessmentSystem | Screening cum evaluationcommittee | Screening cum evaluationcommittee | Selection Committee | Selection Committee | Expert Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage=100.Minimum required for promotionis50) | No separate points screening committee to verify API scores | No separate points screening committee verify API scores | 30%-Research Contribution 50%-Assessment of domain knowledge & teaching practices.20%-Interview performance | 50%Research Contribution 30%-Assessment of domain knowledge & teaching practices.20%-Interview performance | 50%-Research Contribution 50%-Performance evaluation and other credential by referral procedure |

\*Teachers may score the balance of points either Category-II or Category-III to achieve the minimum score required under category-II+ III.

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**API Format for Non – Teaching Staff**

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