API format for Teaching Staff Annexure-I

API Proforma for Professor, Associate Professor & Assistant Professor

ACADEMIC PEFORMANCE INDICATORS BASED ON PERFORMANCE BASED APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENTOF TEACHERS AND OTHER ACADEMIC STAFF AS PER UGC REGULATIONS, 2010

Academic Performance Indicators-2010 (4th Amendment, 2016)
PART A: PERSONAL DATA
(To be filled up by the Assistant Professor/Associate Professor)

01	Name (in BLOCK Letters)	:				
02	Father's/ Mother's Name/Husband Name	:				
03	Department	:				
04	Educational Qualification	:				
05	Current Designation and Academic Grade Pay	:				
06	Date of first Joining	:				
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	**Research Degree (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**

19	**Service Record**							
	Sr. No.	**Post/ Designation**	**Name of Employer**	**Date of**		**Pay Scale/ Pay Band & AGP**	**Reason of leaving**	**Major Achieve-ment**
				Joining	**Leaving**			

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

PART B:

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES AND THEIR API SCORE RESPECTIVELY (for Stage-1, 2 & 3).

Category	Nature of Activities	Max. Score	Actual Score	API Score Claim	API Score approved by IQAC
I	a. Direct Teaching	70/60/60	Actual hours spentper academic year ÷7.5 / 7.75 / 7.75		
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10	Actual hours spentper academic year ÷10 / 10 / 10		
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	10/15/20	Actual hours spentper academic year ÷10 / 10 / 10		

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

Category II	Nature of Activity	Maximum API Score	Actual score	API Score Claim	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.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public/popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10		
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 regular office hours for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10		
	Total Score :	45			

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-III A									

III B (i) Articles/Chapters Published in Books

Sr. No.	Title with Page No.	Book Title. editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors (Excluding you)	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 policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc.	Major policy document prepared for international bodies like Central/State Govt. / Local bodies	Grant/ Amount Mobilized (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 from Academic Bodies	Associations		
	Nil				
Total III (E) (i)					

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 be augmented 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.

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 papers (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			

Please give details of any other credential, significant contributions, awards received etc not mentioned 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 along with 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. The API Score mentioned above are correct.

.... Signature

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

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

Place: ....

Date: ....

....

Signature of the Convenor of IQAC : Name of the

Department..............................

Place: ....

Date: ....

N.B.: The individual PBAS Performa for CAS promotion duly filled along with all enclosures, will be duly verified by the IQAC and shall be place before the Screening cum Evaluation Committeeor Selection 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 in PART -II (serial no. 23 to serial number 41)

.... Signature

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

Name of the Department........................... Place:

....

Date : ....

....

Signature of the Convenor of IQAC : Name of the

Department...........................

Place: ....

Date : ....

APPENDIX – III TABLE – 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 EXPERT ASSESSMENT

Category	Activity	Assistant Professor / Equivalent cadres : (Stage-1 toStage-2)	Assistant Professor / Equivalent cadres : (Stage-2 to Stage-3)	Assistant Professor (Stage-3) toAssociate Professor / Equivalent Cadre (Stage-4)	Associate Professor (Stage-4) to Professor / Equivalent cadres (Stage-5)	Professor (Stage-5 to) Professor (Stage-6)
I	Teaching-learning Evaluation RelatedActivities	80/Year	80/Year	75/Year	70/Year	70/Year
II	Professional Development and Extension activities -Minimum scorerequired to be assessed cumulatively	50/ Assessment Period	50/ Assessment Period	50/ Assessment Period	50/ Assessment Period	100/ Assessment Period
III	Research and Academic Contributions – Minimum Scorerequired – to beassessed cumulatively	20/ Assessment Period	50/ Assessment Period	75/ Assessment Period	100/ Assessment Period	400/ Assessment Period
II+III	Minimum total APIscore under Categories-II and III*	90/ Assessment Period	120/ Assessment Period	150/ AssessmentPeriod	180/ Assessment Period	600/ Assessment Period
IV	Expert Assessment System	Screeningcum evaluation committee	Screeningcum evaluation committee	SelectionCommittee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Pointsin the Expert Assessment (Totalweightage = 100. Minimum requiredfor promotion is 50)	No separate points screening committee toverify API scores	No separate points screening committee to verify API scores	30%- Research Contribution50 % - Assessmentof domain knowledge &teaching practices. 20%-Interview performance	50% Research Contribution 30% - Assessmentof domain knowledge & teaching practices. 20%-Interview performance	50%- Research Contribution 50%- Performance evaluation and other credential byreferral procedure

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

Self Appraisal Form
स्व मूल्यांकन प्रपत्र
Non - Teaching Staff
गैर शिक्षण कर्मचारी

Academic Year _____

शैक्षणिक वर्ष

Name _____
नाम

Department _____
विभाग

Rate yourself in a scale of 1 to 5 where 5 is the highest and 1 is the lowest
स्वयं को 1 से 5 के पैमाने में वरीयता दें जहाँ 5 सबसे अधिक एवं 1 सबसे कम है|

Sl No	Parameters क्रमांक मापदंड	Self Appraisal स्व मूल्यांकन	Approved By Head of the Department विभाग प्रमुख द्वारा अनुमोदित
1	Teamwork and Coordination with faculty members सामूहिक कार्य एवं संकाय सदस्यों के साथ समन्वय		
2	Punctuality: To reach college and work delivery समय का पालन एवं कार्य का वितरण		
3	Technically competent in your field स्वयं के क्षेत्र में तकनीकी रूप से सक्षम		
4	Maintenance of Laboratory resources / office Documents प्रयोगशाला संसाधनों/ कार्यालय दस्तावेजों का रखरखाव		
5	Attendance in college महाविद्यालय में उपस्थिति		
6	Cordial interaction with students छात्रों के साथ सौहार्द्रपूर्ण वार्तालाप		

7. Write the number of training / workshop/ orientation program attended.
भाग लेने वाले प्रशिक्षण/ कार्यशाला/ अभिविन्यास कार्यक्रम की संख्या लिखें|
{Attach certificates/ relevant documents}. _____
(प्रमाणपत्र / प्रासंगिक दस्तावेज संलग्न करें)

Head of Department

विभागाध्यक्ष

Principal

प्राचार्य

कार्यालय आयुक्त, उच्च शिक्षा संचालनालय

गोपनीय प्रतिवेदन प्रपत्र

31 मार्च, ... को समाप्त होने वाले वर्ष के लिये

ग्रंथपाल–संवर्ग

1. नाम
   (महिला अधिकारी विवाह के पूर्व का नाम भी लिखे)   ....

2. पिता / पिता का नाम   ....

3. जन्म तिथि   ....

4. शैक्षणिक योग्यता   ....

5. वर्तमान पद पर नियुक्ति / पदोन्नति
   का दिनांक तथा प्रकार   ....

6. वेतनमान (अ) वर्तमान वेतनमान   ....

   (ब) वरिष्ठ श्रेणी वेतनमान
   पारित दिनांक   ....

   (स) प्रवर श्रेणी वेतनमान
   पारित दिनांक   ....

7. सेवाकाल में पहले किस–किस
   महाविद्यालय में पदांकित रहें   ....

   ....

   ....

8. विचाराधीन वर्ष में पुस्तकालय बढ़ाने तथा   ....
   सुसज्जित करने में प्रमुख योगदान
   (ग्रंथपाल उन्हें सौपें गये कार्यो के निष्पादन   ....
   प्रतिपादन संलग्न करें)   ....

   ....

प्रतिवेदित ग्रंथपाल के हस्ताक्षर

नाम ....

दिनांक ....

प्रतिवेदक अधिकारी की अभ्युक्ति

1. विचाराधीन वर्ष में पुस्तकालय बढ़ाने तथा सुसज्जित करने में कहा तक सफल रहें ।

2. उच्चाधिकारियों, सहकर्मियों तथा अधिनस्थों से संबंध

3. समग्र व्यक्तित्व

4. कोई प्रतिकूल टीका/दंड दियागया हो तो उल्लेख करें

5. निष्ठा

6. समग्र मूल्यांकन

उत्कृष्ठ/बहुत अच्छा/अच्छा/साधारण/घटिया

(उत्कृष्ठ या घटिया वर्गीकरण करने पर इसका औचित्य भी स्पष्टतः अंकित करें)

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प्राचार्य के हस्ताक्षर

नाम तथा सील

दिनांक ....

समीक्षक अधिकारी की अभ्युक्ति

स्वीकृतकर्ता अधिकारी की अभ्युक्ति

कार्यालय, आयुक्त, उच्च शिक्षा, छत्तीसगढ़ रायपुर

गोपनीय प्रतिवेदन प्रपत्र

31 मार्च .... को समाप्त होने वाले वर्ष के लिये

क्रीड़ा अधिकारी संवर्ग

1. नाम
   (महिला अधिकारी विवाह के पूर्व का नाम भी लिखें)

....
....

2. पिता/पति का नाम

....

3. जन्मतिथि

....

4. शैक्षणिक योग्यता

....

5. वर्तमान पद पर नियुक्ति/पदोन्नति का
   दिनांक तथा प्रकार

....
....

6. वेतनमान (अ) वर्तमान वेतनमान

....

   (ब) वरिष्ठ श्रेणी वेतनमान पारित दिनांक

....

   (स) प्रवर श्रेणी वेतनमान
   पारित दिनांक

....

7. वर्ष में किस-किस महाविद्यालय में पदस्थ रहे.

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

8. विचाराधीन वर्ष में खेलकूद आदि की व्यवस्था
   बढ़ाने में प्रमुख सहयोग / प्रयास

....

   (क्रीड़ा अधिकारी उन्हें सौंपे गये कार्यों के निष्पादन
   प्रतिवेदन संलग्न करें)

प्रतिवेदित अधिकारी
क्रीड़ा अधिकारी के हस्ताक्षर

नाम- ....

दिनांक- ....

प्रतिवेदक अधिकारी की अभ्युक्ति

1. विचाराधीन वर्ष में खेलकूद आदि की
   व्यवस्था बढ़ाने में प्रमुख सहयोग/प्रयास   ....

   ....

2. उच्चाधिकारियों, सहकर्मियों तथा अधिनस्थों से संबंध   ....

3. समग्र व्यक्तित्व   ....

4. कोई प्रतिकूल टीका/दंड दिया गया हो तो उल्लेख करें   ....

5. निष्ठा   ....

6. सामान्य मूल्यांकन   ....
   उत्कृष्ट/बहुत अच्छा/अच्छा/साधारण/घटिया
   (उत्कृष्ट या घटिया वर्गीकरण करने पर इसका औचित्य भी स्पष्टतः करें)

दिनांक ....

प्राचार्य के हस्ताक्षर
नाम तथा सील

समीक्षक / स्वीकृतकर्त्ता प्राधिकारी-संभागीय अतिरिक्त संचालक की टीप ....

....

....

अतिरिक्त संचालक के हस्ताक्षर

नाम- ....

दिनांक- ....   सील-........................

फार्म (ब) चरित्र पंजी-तृतीय श्रेणी (लिपिक वर्गीय) कर्मचारी
31 मार्च, ... को समाप्त होने वाले वर्ष के लिए

1. नाम ....
2. धारित पद (मूल, स्थानापन्न, अस्थायी) ....
3. वेतन ....
4. (1) संबंधित की जन्मतिथि ....
   (2) नियुक्ति का दिनांक ....
   (3) नियुक्ति का प्रकार ....
   (4) सेवा निवृत्ति की दिनांक ....
   (5) विवाह पूर्व का नाम (महिला अधि./कर्म.हेतु) ....
   (6) सामान्य भविष्य निधि खाता क्र. ....
   (7) जाति - अ.जाति, अ.जन-जाति, पिछड़ा वर्ग एवं सामान्य का स्पष्ट उल्लेख किया जावे। ....
5. व्यक्ति और व्यवहार ....
6. शारीरिक क्षमता ....
7. बुद्धिमत्ता और पहल शक्ति ....
8. प्रारूप और टीप लिखने की योग्यता ....
9. नियन्त्रण क्षमता ....
10. तत्परता ....
11. आचरण और चरित्र ....
12. ऋणग्रस्तता - यह बताया जाना चाहिए कि ऋण के संबंध में यह निजी तौर पर कहां तक उत्तरदायी है - ....
13. प्रतिवेदनाधीन अवधि में दण्ड, निंदा या विशेष प्रशंसा कर्मचारी की पिछली रिपोर्ट के बाद प्रतिकूल टिप्पणी सूचित की जाने की तारीख - ....
14. पदोन्नति, दक्षतावरोध पार करने की उपयुक्तता ....
15. सामान्य टिप्पणी - ....
   सामान्य मूल्यांकन - उत्कृष्ट/बहुत अच्छा/अच्छा/साधारण/घटिया ....

नाम - ....   हस्ताक्षर - ....

पदनाम - ....   तारीख - ....

जांच करने वाले अधिकारी/अधिकारियों की टिप्पणी ....

समीक्षक प्राधिकारी की टिप्पणी ....

स्वीकृतकर्ता प्राधिकारी की टिप्पणी ....

API Format for Class 4

<p style="text-align:center">गोपनीय चरित्र पंजी चतुर्थ श्रेणी कर्मचारी
31 मार्च, को समाप्त होने वाले वर्ष के लिए</p>

1. नाम :
2. धारित पद :
3. वेतन :
4. विभाग :
5. जन्मतिथि :
6. जाति – अनु.जाति / जन–जाति / पिछड़ा वर्ग :
7. शैक्षणिक योग्यता :
8. नियुक्ति दिनांक :
9. अवधि जिसके लिए मत अंकित किया जा रहा है :
10. आचरण, व्यवहार तथा आज्ञाकारिता :
11. समय की पाबंदी :
12. शारीरिक क्षमता :
13. सौंपे गये कार्य को करने की समझ और योग्यता :
14. स्थानांतरण, दंड आदि के संबंध में सामान्य मत :

मतांकन अधिकारी के हस्ताक्षर

नाम – ....

पदनाम – ....

समीक्षक प्राधिकारी की टिप्पणी