

***Shiksha Mandal's***  
***G.S.College of Commerce, Wardha***

Revised API Pro forma as per (New UGC Regulation)4<sup>th</sup> Amendment dated 11 July 2016

For  
CAS promotions for Assistant Professor/ Associate Professor/ Professor and Direct  
Recruitment of Associate Professor/ Professor in Universities and Colleges.

For  
Faculties of Languages /Humanities / Arts / Social Sciences/ Library / Physical education  
/Management

## Part A : General Information and Academic Background

1. Name ( in Block Letters) :-

2. Name of College:-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. For which position and grade pay you are an applicant under CAS?

7. Date of eligibility for promotion :-

8. Address (With Pin Code) :-

Telephone No :-

E-mail :-

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

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
S.S.C.					
H.S.C.					
Bachelor Degree					
Master Degree					
Any other					

## 10. Research Degree(s)

Degrees	Title	Date of award	University
M. Phil.			
Ph.D.			
D.Sc/D. Litt.			

## 11. Appointments held prior to joining this institution

Designation	Name of Employer	Date of		Salary with Grade Pay	Reason of leaving
		Joining	leaving		

## 12. Posts held after appointment at this institution:-

Designation	Department	Date of actual		Grade
		From	To	

## 13. Period of teaching experience:

P.G. Classes (in years) \_\_\_\_\_

U.G. Classes (in years) \_\_\_\_\_

14. Research Experience excluding years spent in M. Phil / Ph. D (in years) \_\_\_\_\_

15. Fields of Specialization under the Subject / Discipline

(a) \_\_\_\_\_

(b) \_\_\_\_\_

16 Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

17. Tick the appropriate stage your promotion under CAS and mentioned whether you fulfill the minimum Academic Performance Requirements indicated therein:

Tick(✓) the appropriate	Stages of promotion of teacher through CAS	Service requirement	Minimum academic performance requirements	Eligible Yes/No
	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.	(i) One Orientation course of 3 weeks duration. (ii) One Refresher / Research Methodology Course of 2/3 weeks duration.	
	Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) 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.	
	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) 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 may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (ii) 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.	
	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) A minimum of five publications since the period that the teacher is placed in stage 3.	
	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Additional credentials are to be evidenced by: (a) postdoctoral 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.D., etc.,	

## Part B: API calculation of category I, II and III:

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score			Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent	For Assistant Professor	For Associate Professor	For Professor	
I (a)	<b>Direct Teaching</b>						
	(1)	(2)	(3)	(4) = (3)/7.5 (Max 70)	(5) = (3)/7.75 (Max 60)	(6) = (3)/7.75 (Max 60)	
	Lectures						
	Practicals						
	Tutorials						
	Project Supervision						
	Field work						
Any other							
I(b)	<b>Examination Duties</b>	Actual hours spent per Academic Year	Total hours spent	For Assistant Professor	For Associate Professor	For Professor	Verified API Score by Committee
	(1)	(2)	(3)	(4) = (3)/10 (Max 20)	(5) = (3)/10 (Max 20)	(6) = (3)/10 (Max 10)	
	Paper Setting						
	Invigilation						
	Evaluation of Answer Scripts						
	Coordinator /Custodian /member						
	Flying Squad						
	Cap Director / AO/PO						
	Lapses /unfair means Committee						
	Examiner/Expert for practical's /orals						
	Result Preparation						
	Any other						

I(c)	Contribution to Innovative Teaching	Actual Hours spent per academic year	Total Hours Spent	For Assistant Professor	For Associate Professor	For Professor	Verified API Score by Committee
	(1)	(2)	(3)	(4) = (3)/10 (Max 10)	(5) = (3)/10 (Max 15)	(6) = (3)/10 (Max 20)	
	Innovative teaching learning methodologies						
	Use of ICT						
	Interactive course						
	Preparation of resource/study materials/Laboratory manuals						
	Updating of subject content/course/ design of curriculum						
	Mentoring						
	Participatory Learning modules						
	Any other						

Total of Category I	
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1. Direct Teaching 16/14/14 hours per week include the Lectures / Tutorials / Practicals / Project Supervision / Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories .

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a students – centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum APIs to be applied for the promotion of teachers under CAS in University Departments and Colleges, and weightages for expert assessment is as follows:

Category	Activity	Assistant Professor / equivalent cadres: (Stage1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor(Stage 4) to Professor /equivalent cadres (Stage5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-Learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year

According to the above table the teacher is eligible/not eligible in category I: -----

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

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent		
II (a)	Students related co-curricular, extension and field based activities	(1)	(2)	(3)	(4)=(3)/10 (Max15)
	Remedial classes/bridge course				
	Career counseling				
	Study visit/tour/Field work				
	Students seminar				
	Quiz/Debate/etc				
	Industry -implant training and placement activities				
	Aviskar, Ashwamedhetc participation				
	Subject related survey				
	NET/SET/GATE workshops/Lectures				
	NSS/NCC etc				
	Cultural/sports				
	Public/popular: Lectures/Talks/Seminars etc				
	Community/Social work/SwatchtaAbhiyanetc				
	Water/Tree conservation, Blood donation/Alumni meet				
	Testing and Analysis				
	Any other activities				

II(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Dean/Teacher-in-charge/Management Council member etc				
	Director/Head/Principal/ Vice-Principal				
	NAAC/IQAC/API/SAP/FIST/ RUSA/TEQIP etc Chairman/ Coordinator/ member				
	Coordinator/member of Avishkar/ Uvarang, Ashwamedh etc				
	Convener/Chairman/ Coordinator/member of conference/ workshop/seminar/Refresher/ Orientation course				
	Hostel Warden/sport Incharge etc				
	Admission/Academic/Examination committees/Local management committee/ library committee/ Standing Committee/Sexual Harassment & Prevention Committee member etc				
	BOS/ Faculty / Academic Council /Senate member				
	Examination Reforms/ Institutional Governance				
	Any other				



II(c)	Professional Development activities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Participation in Seminars / Conferences / Short Term Training Courses / Industrial Trainings				
	Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course/Colleges				
	Membership of associations International/ National/State				
	Publications of articles in Proceedings/ newspaper/magazine etc not covered in Category III. (1 - hour / publication)				
	Dissemination/Radio Talksetc				
	Chairman for subject related event like. M. Phil/Ph.D. viva/Referee for M. Phil./Ph. D. thesis/ Referee for subject Journals/Editors of subject Journals				
	Session chairman/sectional president for Conference/ Seminar/workshop etc				
	Any other				

<b>Total of Category II</b>	
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**Minimum APIs to be applied for the promotion of teachers under CAS in University Departments and Colleges, and weightages for expert assessment is as follows:**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage5)	Professor (Stage 5) to Professor (Stage 6)
II	<b>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities</b>	50/Assessment period	50/Assessment period	50/Assessment period	50/Assessment period	100/Assessment period

According to the above table the teacher is eligible/not eligible in category II: -----

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

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

**III A) RESEARCH PAPERS PUBLISHED:****(a) Refereed Journals as notified by UGC#(25 points per publication)**

Sr. No	Title of the paper with page Nos.	Journal name#with ISBN/ISSN No	Whether Journal is notified by UGC? #	Impact Factor, if any	First/Principal/ corresponding authors/supervisor/mentors	Self appraisal API Score *	Verified API Score by Committee *
<b>Sub Total IIIA(a)</b>							

**(b) Other reputed Journals as notified by UGC # (10 points per publication)**

Sr. No	Title of the paper with page Nos.	Journal name# with ISBN/ISSN No	Whether Journal is notified by UGC? #	First / Principal/ corresponding authors/ supervisor/mentors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIA(b)</b>						

**III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)**

**(a)** Text/Reference, Subject Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (30 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIB(a)</b>						

**(b)** Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIB(b)</b>						

(c) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIB(c)</b>						

(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (10 points for International/ 05 points for National books per chapter)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total III B(d)</b>						



<b>(ii) Sponsored projects: Major /minor projects</b>							

<b>(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process</b>							
<b>Sub Total III C</b>							

**III (D) RESEARCH GUIDANCE: (Ph. D. awarded per candidate 15, Ph. D. submitted per candidate 10 and M. Phil. awarded 05 per candidate)**

<b>Sr.No.</b>	<b>Ph.D / M.Phil.</b>	<b>Degree awarded/ Thesis submitted</b>	<b>Guide/ co- guide</b>	<b>Self appraisal API Score</b>	<b>Verified API Score by Committee</b>
<b>Sub Total III D</b>					

### III(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/ SEMINARS

- (i) Fellowship/Award: (International award/fellowship 15 points per award, National award/fellowship 10 points per award, state/University level award/fellowship 05 points per award)

International/National/state/University level Awards					
Sr. No.	Name of the award	Academic Body/Society/Association	Level International /National/State/University	Self appraisal API Score	Verified API Score by Committee
International /National/state/University level Fellowships					
Sr. No.	Name of the fellowship	Academic body/Society/Association	Level International /National/state / University	Self appraisal API Score	Verified API Score by Committee
Sub Total III E(i)					

- (ii) Invited Lectures/paper presented in Conferences/Seminars:

Points per lecture: International 07, National 05, State/University 03.

Points per paper presentation: International 05, National 03, State/University 02.

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

Invited lectures/paper presentations						
Sr. No.	Title of the Invited lecture/paper presentations	Title of Conference/seminar	Organized by	Level International/ National/State / University	Self appraisal API Score	Verified API Score by Committee
Sub Total III E(ii) Sub Total III E(ii)						
(API points shall be restricted to 20% of the minimum fixed for Category III for <i>any assessment period</i> )**						



**\*\* For CAS: Assistant Professor / equivalent cadres: (Stage 1 to Stage 2): Max 4 API score; Assistant Professor / equivalent cadres: (Stage 2 to Stage 3): Max 10 API score; Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4) : Max 15 API score; Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5): Max 20 API score and Professor (Stage 5) to Professor(Stage 6): Max 80 score.**

**\*\* FOR Direct recruitment: 20% of the minimum fixed for Category III.**

### III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (10 points per module)

Sr.No.	e-learning delivery process/material	Title of the process/material	Details of the website	No of modules developed	Self appraisal API Score	Verified API Score by Committee
<b>Sub Total III F</b>						

<b>Total of Category III:</b>	
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\* 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 University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

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III	Research and Academic Contributions-Minimum Score required - to be assessed cumulatively	20/Assessment period	50/Assessment period	75/Assessment period	100/Assessment period	400/Assessment period
II+III	Minimum total API score under Categories II and III <sup>§</sup>	90/Assessment period	120/Assessment period	150/Assessment period	180/Assessment period	600/Assessment period

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

According to the above table the teacher is eligible/not eligible in category II and II+III: -----

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

Forwarded through:

Coordinator, IQAC

Head/Director/Principal

College/university