

Guidelines for Academic Performance Indicator (API) scored system for Assistant Professor and Associate Professor and other Academic Staff in Government And Private Aided College In Haryana Colleges under Career Advancement Scheme (CAS).

1. These guidelines will be applicable on recruitment and CAS promotion of teachers and other academic staff working in affiliated colleges covered under Govt. Notification No. 07/18-09 C-IV (3) dated 21.07.2011.
2. The Internal Quality Assurance Cell (IQAC) shall be established in all colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the principal as Chairperson. The IQAC shall act as the documentation and record keeping centre for the institution including assistance in the development of the API criteria based PBAS Performa laid down in the notification dt. 21.7.2011 and as illustrated with these guidelines.
3. The API score given hereunder will be applicable from the academic session 2012-13. The academic session means 1st July to 30th June of every year.
4. The API score will be considered on yearly performance basis for the purpose of CAS.
5. If a teacher is considered for CAS promotion in 2013-14, one year API score for 2012-13 alone will be required for assessment.

If the next stage of a teacher is due in the academic session 2014-2015 the only two years API score i.e. 2012-13 and 2012-14 will be counted for the purpose and so on leading progressively for the complete Assessment period for the years required for the purpose, as per Govt. Notification dated 21.07.2011.

6. An Assistant Professor having post graduate with NET qualification with grade pay of Rs. 6,000/- will be placed in the grade pay of Rs. 7,000/- after six years service subject to fulfilling all other requirement of PBAS/API as given in the notification and illustrated in these guidelines. The period for Assistant Professor having M.Phil and Ph.D degree will be five and four years respectively as the case may be. Provided further if an Assistant Professor possesses Ph.D degree in lieu of relaxation of NET as essential eligibility condition, then he will be treated at par of Assistant Professor having post graduate degree with NET qualification.
7. An Assistant Professor in the grade pay of Rs. 7,000/- will be moved to grade pay of Rs. 8,000/- after completion of 5 years service in grade pay of Rs. 7,000/- subject to meeting the API based PBAS requirements.
8. An Assistant Professor completing three years of service shall be eligible subject to the qualifying conditions and the API based PBAS requirements to move to the next higher grade. (i.e. pay band IV with G.P. Rs. 9000)
9. A teacher who wishes to be considered for promotion under CAS may submit in writing to the college authorities that he fulfils all qualifications under CAS and submit to the college, the PBAS proforma as evolved under these guidelines duly supported by all credentials.
10. Candidates who do not fulfil the minimum score requirement under the API scoring system or those who obtain less than 50% in the expert assessment will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he successfully got re-assessed.

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF TEACHERS AND OTHER ACADEMIC STAFF, OF GOVERNMENT AND PRIVATE AIDED COLLEGE IN HARYANA

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. 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 (by applicant) | Verified API Score |
|---------|---|---------------|--------------------------------------|--------------------|
| 1. | Lectures, practicals, undertaken as percentage of lectures allocated | 50 | | |
| 2. | Lectures or other teaching duties in excess of the State Govt. norms | 10 | | |
| 3. | Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students | 20 | | |
| 4. | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | 20 | | |
| 5. | Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment. | 25 | | |
| | Total Score | 125 | | |
| | Minimum API Score Required | 75 | | |

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

Brief Explanation: Based on the teacher'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 teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from number of items, whereas some activities will be carried out only by 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. | Nature of Activity | Maximum Score | Self Assessment Score (by applicant) | Verified API Score |
|---------|---|---------------|--------------------------------------|--------------------|
| 1. | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling) | 20 | | |
| 2. | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | 15 | | |
| 3. | Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III) | 15 | | |
| | Total Score | 50 | | |

| | | | | |
|--|----------------------------|----|--|--|
| | Minimum API Score Required | 15 | | |
| | | | | |

Instructions for filling up Category-I & II of the PBAS Proforma

Category I: Teaching Learning and Evaluation Related Activities

Maximum Scores Allocated: 125

Minimum API Score Required: 75

| Sr. No | Nature of Activity | Maximum Score |
|--------|--|---------------|
| 1. | Lectures, tutorials, practical, should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to (i) students not turning up or bunking classes ii) any other reason beyond the control of the teacher. 10 points for 80% Classes taken and 2 points for each additional % age of classes taken. | 50 |
| 2. | If a teacher has taken classes exceeding State Govt. norms, then two points to be assigned for each extra period of unpaid class/week. | 10 |
| 3. | a) Imparting of knowledge/instructions as per curriculum with the prescribed material (Text Book/Manua 15 Points (with documentary proof) b) syllabus enrichment by providing additional resources to student such as lab manuals, lecture notes, etc : 10 points (with documentary proof) | 20 |
| 4. | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. :- | |
| | Participatory & Innovative Teaching-Learning Process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, (10 points/each) | 10 |
| | Use of ICT in Teaching-Learning process with computer-aided methods like power-point/Multimedia/Simulation/Software etc., (Use of any one of these in addition to Chalk & Board : 10 Points/each) | 20 |
| | Developing and imparting Remedial/Bridge Courses (each activity; 5 Points) | 10 |
| | Developing and imparting soft skills/communications skill/personality development courses/modules, etc. (each activity 5 points) | 10 |
| | Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity 5 points) | 10 |
| | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop/Training course: 10 Points each b) Popularization programmes: 5 Points each | 10 |
| | Maximum Aggregate Limit for S. No. 4 | 20 |
| 5. | Examination Related Work | |
| | College/University semester/Annual Examination work as per duties allotted. (Coordination/invigilation-10 points, Evaluation of answer scripts-10 points; Question paper setting-10 Points) (100% compliance= 15 Points) | 15 |
| | College/University examination/Evaluation responsibilities for internal assessment/seminars/assignments/continuous assessment work as allotted. (100% compliance= 15 Points) | 15 |
| | Examination work such as coordination, or flying squad duties etc. (10 points) | 10 |
| | Maximum Aggregate Limit for S. No. 5 | 25 |

Category II: Co-Curricular, Extension and Professional Development Related Activities.

Maximum Scores Allocated: 50

Minimum API Score Required: 15

| S. No | Nature of Activity | Maximum Score |
|-----------|---|---------------|
| 1. | Extension, Co-curricular and Related Activities | |
| | Institutional Co-curricular activities for students such as field studies/educational tours/Industrial tour/field training/quiz contest/declamation contest/debate/industry- training etc. (5 point each) | 10 |
| | Positions held/Leadership role played in organization linked with Extension Work and National service like NSS, NCC, Red Cross, Eco-Club, Women Cell, NGOs or any other similar organisational activity (10 points each) | 10 |
| | Donating blood, commitment to donate eyes or body or organs, contribution to Prime Minister's relief fund or Chief Minister's relief fund, contribution to University corpus fund, instituting a scholarship for the education of the poor and needy (5 points each) | 10 |
| | Students and Staff Related Socio Cultural and Sports Programmed (organizing such program (s) or contributing by participating in any of the program (s) at intra/interdepartmental or Intercollege or interuniversity level) a) Intradepartmental/college level : 5 points each b) Interdepartmental : 10 Points each c) Intercollege : 10 points each d) Interuniversity : 15 points each | 15 |
| | Community work such as values of National integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation etc, through lectures/awareness programmes or through TV/Satellite/EDUSAT/Radio etc. (5 Points each) | 10 |
| | Maximum Aggregate Limit for S. No. 1 | 20 |
| 2. | Contribution to corporate Life and Management of the Institution | |
| | Contribution to Corporate life in universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programme, invited lectures on subject related/scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each) | 10 |
| | Institutional Governance responsibilities: Warden, Bursar, Member of University Court/Executive Council/Academic Council/IQAC: 7 points each | 15 |
| | Participation in committee concerned with any aspect of departmental or institutional activity such as admission. Purchase, time-table, campus development, inspection, library, students welfare, guidance & counselling, placement, anti-ragging, Proctorial duty, UGC or any such committee discipline/cultural committee women cell appointed by Principal. (5 point each) | 15 |
| | Organization of Conferences/Seminars/Symposia/workshops/Training as Coordinator/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc: a) International (10 Points each) b) National/regional (7 points each) As member of the organizing committee of (a) above (5 points each) As member of the organizing committee of (b) above or the Advisory Committee of (a) (3 points each) | 10 |
| | Organization of Faculty Development programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/ Joint-Secretary/Treasurer etc. (5 points each) | 10 |
| | Maximum Aggregate Limit for S.No. 2 | 15 |

| S. No | Nature of Activity | Maximum Score |
|-------|--|---------------|
| 3. | Participation in subject association, conference, seminars, symposia, workshop without paper presentation (2 points each); Visits abroad (excluding for conference/seminar/ symposia/workshop) for research collaborations or delivering lectures (at least one week duration) (5 points each) | 10 |
| | Invited Lectures in orientation courses/refresher courses (5 points each) | 10 |
| | Participation in short term training courses less than one week duration in education technology, curriculum development, professional development, Examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 Points each) | 10 |
| | Membership /participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR. etc. (5 points each) | 10 |
| | Membership of professional associations/bodies at the national level (like ISCA, INSA, ICAI, ICWAI, ICSI etc); membership of committees like Board-of-studies (UG and PG) of any university/Institute ; editorial/advisory committees/boards of journals; referring of research papers of journals with impact factors, etc. (5 points each) | 10 |
| | Office bearers of professional bodies including Teachers' association, Teachers' club etc. (5 points each) | 10 |
| | Publication of articles in newspapers, magazines or other publications (not covered in category III) (2 points each) | 10 |
| | Maximum Aggregate Limit for S. No. 3 | 15 |

Category III: Research and academic contributions

Brief Explanation: Based on the teacher's self assessment, API scores are proposed for research and academic contributions. Minimum API score required from this Category is different for different levels of promotion. The self assessment score will be based on verifiable criteria and will be finalized by the screening /selection committee.

| Sr. No. | APIs | Faculties of Arts & Language /Social Science/Life Sciences /Sciences/ Education / Comm. & Mgt. | Max. Points for university and college teacher position | | |
|------------|--|--|---|------------------------|----------------------|
| | | | API Score | Self Appraisal score + | Verified API Score # |
| IIIA | Research papers* Published in : | Refereed Journals with impact factor 5 and above | 45/ Publication | | |
| | | Refereed journal with impact factor between 2 and 5 | 35/Publication | | |
| | | Refereed journal with impact factor between 1and 2 | 30/Publication | | |
| | | Refereed and Indexed Journals | 20/Publication | | |
| | | Refereed Journals, (Fine arts : Participation in international exhibition /workshop with one's own work -15 points each) | 15/Publication | | |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. (Fine arts : Participation in international exhibition /workshop with one's own work -10 points each; state level -5 points each) | 10/Publication | | |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/Publication | | |
| IIIB | Research Publications* (books, Chapters in books, other than referred journal articles) | Text or Reference Books published by international Publishers with an established peer review system with ISBN. | 50/Sole author (book) and 10 each chapter in an edited book | | |
| | | Subject Books by National level publishers /state and Central govt. Publications with ISBN/ISSN numbers. (Fine Arts: Solo exhibition of one's own work-25 points each) | 25/Sole author (book) and 5 each chapter in an edited book | | |
| Sr. | APIs | Faculties of Arts & Language /Social | Max. Points for university and college | | |

| No. | | Science/Life Sciences /Sciences/ Education / Comm. & Mgt. | teacher position | | |
|---|--|---|--|------------------------|----------------------|
| | | | API Score | Self Appraisal score + | Verified API Score # |
| | | Subject books by other local publishers with ISBN/ISSN numbers | 15/ sole author (book) and 3 each chapter in an edited book | | |
| | | Chapter contributed to edited knowledge based volumes published by international Publishers with ISBN | 10/ chapter | | |
| | | Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories. | 5 /Chapter | | |
| IIIC | Research Projects | | | | |
| I | Sponsored projects carried out/ongoing | (a) Major project (amount mobilized with grant above Rs. 5.00 lakhs) | 20/Project | | |
| | | (b) Major projects (amounts mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs) | 15/ Project | | |
| | | (c) Minor projects (amounts mobilized with grants above Rs. 25000 upto Rs. 3.00 lakhs) | 10 / Project | | |
| (ii) | Consultancy Projects carried out/on going | Amount mobilized with minimum of Rs. 2.00 lakhs | 10 per every Rs. 2 lakhs | | |
| | | Amount mobilized between Rs. 10000/- and Rs. 2.00 lakhs | 5 for each project | | |
| (iii) | Completed projects quality evaluation | Completed project report (Accepted by Funding Agency) | 20/ each major project and 10/ each minor project | | |
| (iv) | Projects outcome/outputs | Major Policy document of Govt. Bodies at Central and State level | 30/ each national level output; 50/ each for international level | | |
| III D Training Courses and conference/Seminar/Symposium/Workshop papers. | | | | | |
| (i) | Refresher courses, Methodology workshop, training , teachers Learning Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (max,. 30 points) | Not less than two weeks duration. One week duration. Less than one week duration | 20/ each 10/ each. 5/each | | |
| (ii) | Papers in conferences / Seminars/Symposia/ workshops etc. ** | Participation and presentation of research papers (oral/ poster) in International Level national Level Regional/ State Level Local- University/ College Level | 10/ each 7.5/ each 5/ each 3/ each | | |
| (iii) | Invited for conference /seminars/ workshop/ symposia to deliver lecturers/ Chair sessions | International Level National Level Regional/ State Level Local-University /College Level | 10 /each 7.5 /each 5 /each 3 /each | | |

To be filled by the candidate.

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* 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 the other authors. For examples, if the total score for a publication is 10 (say), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

** API Score for III E(ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, 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).

Note: Date of publication of research paper will be 1st January in case journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

APPENDIX – III TABLE – II (B)

Minimum APIS AS PROVIDED IN APPENDIX – III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, 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) and Assistant Professor to Principal Stage 5 on Promotion | Associate Professor to the promotion of Principal in Colleges (Stage 5) |
|-----|---|--|--|---|---|
| i | Teaching-learning, Evaluation Relation Activities (category I) | 75/Year | 75/Year | 75/Year | 75/Year |
| ii | Co-curricular, Extension and Profession related activities (category II) | 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 |
| iv | Research and Academic Contribution (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 | Screening Committee | 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 |