**Instructions to Applicants**

**for calculating API Score in each category**

**Category I: Teaching, Learning and Evaluation Related Activities**

<table>
<thead>
<tr>
<th></th>
<th>Nature of Activity</th>
<th>Max. Score</th>
</tr>
</thead>
</table>
| A (i) | Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records which is the attendance sheet used by the teacher submitted to the office at the end of each semester along with the internal marks.  
No score should be assigned if a teacher has taken less than 60% of the assigned classes.  
In calculating the number of hours allocated, only working days/weeks will be taken into account. Total annual teaching hours/10 becomes the final score.  
Maximum score is 50. | 50 |
| (ii) | If a teacher has taken classes exceeding UGC norms, calculate the number of exceeding hours accordingly. Total annual teaching hours/10 becomes the final score.                                                      | 10 |
| (iii) | Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. Outstanding-----20, Very good--------15, Good--------10, Average-------- 7.5, Modest ---------05.  
Point Scheme:  
- Reading Materials related to prescribed text: 2 points/paper  
- Additional Reading Materials: 3 points/paper etc.  
Maximum Score is 20 points. | 20 |
| (iv) | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.  
Outstanding--------20, Very good--------15, Good----------------10, Average-------- 7.5, Modest ---------05.  
Point Scheme:  
- Updating of course, design of curriculum:5 points/single course  
- Interactive courses: 5 points/single module  
- Participatory modules: 5 points/single module  
- Case Studies: 5 points/each  
- Use of ICT: 3 points/course taught  
- Remedial/Bridge/any other Course/Training:5 points/single course  
- Lecture on BISAG: 5 points/single course  
- Any other Participatory & Innovative T/L Process: 03/paper  
Maximum Score is 20 points. | 20 |
| (v)  | Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination) (Maximum Score 25)  
- Invigilation: 3 hrs./invigilation  
- Evaluation of External Exam Script: 6 hrs./100 scripts  
- Evaluation of Internal Exam Script: 6 hrs./100 scripts  
- Question paper setting: 6 hrs./paper  
- Other exam duties like viva, practical exam etc should be devised accordingly. | 25 |
**Category II: Co-Curricular, Extension and Professional Development Related Activities.**

Maximum Scores Allocated: 50  
Minimum API Score Required: 15

<table>
<thead>
<tr>
<th>S.No .</th>
<th>Nature of Activity</th>
<th>Max. Score</th>
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</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Extension and Co-curricular, Extension and Professional Development Related Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outstanding-20, Very Good-15, Good-10, Average-5, Modest-3</td>
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<tr>
<td></td>
<td><strong>Point Scheme:</strong> 10/Activity at University level, 5/Activity at College level.</td>
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<tr>
<td></td>
<td>Activities may be listed as:</td>
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<tr>
<td></td>
<td>1. Field Work</td>
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<td>2. Educational Tour</td>
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<td>3. Student Seminar</td>
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<td>4. Other Events</td>
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<td></td>
<td>5. Career Counselling</td>
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<td>6. Cultural Activity</td>
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<td>7. Sports</td>
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<td>8. NSS</td>
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<td>9. NCC</td>
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<td></td>
<td>10. Public Lectures</td>
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<td></td>
<td>11. Talks</td>
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<td></td>
<td>12. Campus Publications</td>
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<td></td>
<td>13. Other Activities</td>
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<tr>
<td></td>
<td>(ii) <strong>Contribution to Corporate Life and Management of the Institution</strong></td>
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</tr>
<tr>
<td></td>
<td>Outstanding-15, Very Good-10, Good-7.5, Average-5, Modest-3</td>
<td></td>
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<tr>
<td></td>
<td><strong>Point Scheme:</strong> 10/Activity at University level, 5/Activity at College level.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activities may be listed as:</td>
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</tr>
<tr>
<td></td>
<td>1. Popular Lectures</td>
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<td></td>
<td>2. Subject Related Events</td>
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<td></td>
<td>3. Articles in College Magazines-</td>
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<td></td>
<td>4. Articles in University Volumes</td>
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<td></td>
<td>5. Member of BoS</td>
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<td></td>
<td>6. Member of Senate</td>
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<td>7. Member of Syndicate</td>
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<td>8. Member of the organizing Committee</td>
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<td>9. (Conference/Seminar/Workshop/Training Programme etc)</td>
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<td>11. Registrar</td>
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<td>12. Controller of Examination</td>
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<td></td>
<td>13. Principal</td>
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<td>14. IQAC Co-ordinator</td>
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<td>15. Dean</td>
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<td></td>
<td>16. HoD</td>
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</tbody>
</table>
### Professional Development Related Activities

**Point Scheme:**
- Membership in profession related committees at state and national level
  - a) At national level : 5 points each
  - b) At state level : 3 points each
- Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)
- Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)
- Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development ( 5 points each)
- Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each)

Activities may be listed as:
1. Participation in Subject Association/Conf./Sem. without paper presentation
2. STC(Less than one week)
3. Chairperson of College Committee
4. Chairperson of University level Committee
5. Member of the College Committee
6. Publication of article in ...........
   - Newspaper
   - Magazine
7. Radio Talk
8. Television Programme
9. Any other:

**Note:** For the above Activities wherever activities jointly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.
## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

### (A) Published Papers in Journals

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences</th>
<th>Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/Management</th>
<th>Max Points for University and College Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) (i)</td>
<td>Research Papers (Published in Journals)</td>
<td>Referred Journals with ISBN/ISSN numbers</td>
<td>Referred Journals with ISBN/ISSN numbers</td>
<td>15 / Publication</td>
</tr>
<tr>
<td></td>
<td>Referred Journals without ISBN/ISSN numbers</td>
<td>Referred Journals without ISBN/ISSN numbers</td>
<td>Non-referred but recognized and reputable Journals and Periodicals</td>
<td>10 / Publication</td>
</tr>
<tr>
<td></td>
<td>Non-referred but recognized and reputable Journals and Periodicals</td>
<td>Non-referred but recognized and reputable Journals and Periodicals</td>
<td></td>
<td>10 / Publication</td>
</tr>
</tbody>
</table>

Note 1: If there are more than one author of Research paper in Category (A); the points will be shared as follows:
- Up to three authors: Points will be shared equally.
- More than three authors; 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.

Note 2: The API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points (ii) paper with impact factor below 1 (5 Points); (iii) papers with impact factor between 1 and 2 (10 points); (iv) papers with impact factor between 2 and 5 (15 points); (v) papers with impact factor between 5 and 10 (25 points).

Note 3: The research papers published in reputed Journals identified by the University will be given 15 Points and other publication will be given 10 points.*

* i) University may maintain a Central pool containing Lists of Journals on the basis of recommendation of Academic Committees of all the teaching departments & place it on the University web-site; and

ii) The claim of an applicant with regard to Referred journal, if not explicitly mentioned in the journal, will be considered if he attaches a proof in this regard from the Editor alongwith his initial application form.

### A (ii) Full papers in Conference Proceedings

<table>
<thead>
<tr>
<th>A (ii)</th>
<th>Full papers in Conference Proceedings</th>
<th>Conference proceedings as full papers, etc. (Abstracts not to be included).</th>
<th>Conference proceedings as full papers, etc. (Abstracts not to be included).</th>
<th>10 Points/publication.</th>
</tr>
</thead>
</table>


### B (i) Books (including creative books) published as Author, Editor/Translator

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management</th>
<th>Max Points for University and College Teacher position (Not to exceed Maximum limit of 50 points and 25 points for the respective categories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B (i) Research Publications (books including Creative Books)/ Translated Book/ Text Book/ Monographs</td>
<td>Text or Reference Books Published by International Publishers with an established peer review system</td>
<td>Text or Reference Books Published by International Publishers with an established peer review system</td>
<td>Author 50 Points /sole author. Editor/Translator 25 Points/sole editor/translator. Note: If there are more than one author; points will be divided equally.</td>
<td>Note: If there are more than one editor/translator; points will be divided equally.</td>
</tr>
<tr>
<td></td>
<td>Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.</td>
<td>Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.</td>
<td>Author 25 Points /sole author. Editor/Translator 12.5 Points /sole editor/translator. Note: If there are more than one author; points will be divided equally.</td>
<td>Note: If there are more than one editor/translator; points will be divided equally.</td>
</tr>
<tr>
<td></td>
<td>Subject Books by other local publishers with ISBN/ISSN numbers.</td>
<td>Subject Books by Other local publishers with ISBN/ISSN numbers.</td>
<td>Author 15 Points /sole author. Editor/Translator 7.5 Points /sole editor/translator. Note: If there are more than one author; points will be divided equally.</td>
<td>Note: If there are more than one editor/translator; points will be divided equally.</td>
</tr>
<tr>
<td></td>
<td>Subject Books by other local Publishers without ISBN/ISSN numbers.</td>
<td>Subject Books by Other local Publishers without ISBN/ISSN numbers.</td>
<td>Author 10 Points /sole author. Editor/Translator 5 Points /sole editor/translator. Note: If there are more than one author; points will be divided equally.</td>
<td>Note: If there are more than one editor/translator; points will be divided equally.</td>
</tr>
</tbody>
</table>
### B (ii) Articles/ Chapters published in Books

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management</th>
<th>Max Points for University and College Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>B (ii)</td>
<td>Research Publications (Chapters in books, other than refereed journal articles)</td>
<td>Text or Reference Books Published by International Publishers with an established peer review system.</td>
<td>Text or Reference Books Published by International Publishers with an established peer review system.</td>
<td>10 points/Chapter in a Edited Book. Note: If there are more than one author; points will be divided equally.</td>
</tr>
<tr>
<td></td>
<td>Subjects Books by National level publishers/ State and Central Govt Publications with ISBN/ ISSN numbers.</td>
<td>Subjects Books by National level publishers/ State and Central Govt Publications with ISBN/ ISSN numbers.</td>
<td>Subjects Books by Other local publishers with ISBN/ISSN numbers.</td>
<td>5 points/Chapter in a Edited Book. Note: If there are more than one author; points will be divided equally.</td>
</tr>
<tr>
<td></td>
<td>Subject Books by Other local publishers with ISBN/ISSN numbers.</td>
<td>Subject Books by Other local publishers with ISBN/ISSN numbers.</td>
<td>Subjects Books by Other local publishers with ISBN/ISSN numbers.</td>
<td>3 Points/Chapter in a Edited Book. Note: If there are more than one author; points will be divided equally.</td>
</tr>
<tr>
<td></td>
<td>Chapters contributed to edited knowledge based volumes published by International Publishers.</td>
<td>Chapters contributed to edited knowledge based volumes published by International Publishers.</td>
<td>Chapters contributed to edited knowledge based volumes published by International Publishers.</td>
<td>10 Points/Chapter. Note: If there are more than one author; points will be divided equally.</td>
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<tr>
<td></td>
<td>Chapters in knowledge based Volumes by Indian /National level publishers with ISBN/ISSN numbers and with numbers on national and international directories.</td>
<td>Chapters in knowledge based Volumes by Indian /National level publishers with ISBN/ISSN numbers and with numbers on national and international directories.</td>
<td>Chapters in knowledge based Volumes by Indian /National level publishers with ISBN/ISSN numbers and with numbers on national and international directories.</td>
<td>5 Points/Chapter. Note: If there are more than one author; points will be divided equally.</td>
</tr>
</tbody>
</table>
C (i to v) Ongoing Research projects, consultancies and assignments

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture/ Veterinary Science/ Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/Humanities/ Social Sciences/Library/ Physical Education/ Management</th>
<th>Max Points for University and College Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>C (i) Sponsored Projects carried out/ ongoing</td>
<td>(a) Major Projects amount mobilized with grants above 30.0 lakhs.</td>
<td>Major Projects amount mobilized with grants above 5.0 lakhs.</td>
<td>20 /each Project</td>
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</tr>
<tr>
<td></td>
<td>(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs.</td>
<td>Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs.</td>
<td>15 /each Project</td>
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</tr>
<tr>
<td></td>
<td>(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 3 lakhs).</td>
<td>Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs).</td>
<td>10 /each Project</td>
<td></td>
</tr>
<tr>
<td>C (ii) Consultancy Projects carried out / ongoing</td>
<td>Amount mobilized with minimum of Rs.10.00 lakhs.</td>
<td>Amount mobilized with minimum of Rs.2.00 lakhs.</td>
<td>10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, Respectively for Science and social sciences.</td>
<td></td>
</tr>
<tr>
<td>C (iii) Completed projects : Quality Evaluation</td>
<td>Completed project Report (Acceptance from funding agency).</td>
<td>Completed project report (Accepted by funding agency)</td>
<td>20 /each major project and 10 /each minor project</td>
<td></td>
</tr>
<tr>
<td>C (iv) Projects Outcome / Outputs</td>
<td>Patent/Technology transfer/Product/ Process.</td>
<td>Major Policy document of Govt. Bodies at Central and State level.</td>
<td>30 /each national level output or patent &amp; 50 /each for International level</td>
<td></td>
</tr>
</tbody>
</table>

(D) Research Guidance

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture/ Veterinary Science/ Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/Humanities/ Social Sciences/Library/ Physical Education/ Management</th>
<th>Max Points for University and College Teacher position</th>
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</thead>
<tbody>
<tr>
<td>(i) M. Phil./ M.E./ M. Tech/ LL.M./ Equivalent</td>
<td>Degree awarded only</td>
<td>Degree awarded only</td>
<td>3 Points for each candidate</td>
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<tr>
<td>(ii) Ph. D</td>
<td>Degree awarded only</td>
<td>Degree awarded only</td>
<td>10 Points for each candidate</td>
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<td></td>
<td>Thesis submitted</td>
<td>Thesis submitted</td>
<td>7 Points for each candidate</td>
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</tbody>
</table>
### E (i) Training courses, teaching-learning-evaluation technology, faculty development programmes

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture /Veterinary Science /Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/Humanities/ Social Sciences/ Library/Physical Education/Management</th>
<th>Max Points for University and College Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>E (i)</td>
<td>Organizer ( President/ Chairman/ Coordinator/ Convener/Director/ Secretary) of Seminar, Refresher courses, Research Methodology, workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Maximum of 50 Points)</td>
<td>(a) Not less than two weeks duration.</td>
<td>(a) Not less than two weeks duration.</td>
<td>30 points each</td>
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<td>(b) One week duration.</td>
<td>(b) One week duration.</td>
<td>15 points each</td>
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<td>(c) Less than a week duration.</td>
<td>(c) Less than a week duration.</td>
<td>10 points each</td>
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Note: If there are more than one organizer, the points will be shared equally by all.

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture /Veterinary Science /Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/Humanities/ Social Sciences/ Library/Physical Education/Management</th>
<th>Max Points for University and College Teacher position</th>
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</thead>
<tbody>
<tr>
<td>E (ii)</td>
<td>Participation in Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Maximum of 30 Points)</td>
<td>(a) Not less than two weeks duration.</td>
<td>(a) Not less than two weeks duration.</td>
<td>20 points each</td>
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<td></td>
<td></td>
<td>(b) One week duration.</td>
<td>(b) One week duration.</td>
<td>10 points each</td>
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<td></td>
<td></td>
<td>(c) Less than a week duration.</td>
<td>(c) Less than a week duration.</td>
<td>5 points each</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture/ Veterinary Science/ Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/Management</th>
<th>Max Points for University and College Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>E (i)</td>
<td>Papers in Conference/ Seminars/ Workshops/ session Chaired etc.</td>
<td>Participation and Presentation of research papers (oral/poster) in :</td>
<td>Participation and Presentation of research papers (oral/poster) in :</td>
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<tr>
<td></td>
<td></td>
<td>a) International Conference</td>
<td>a) International Conference</td>
<td>10 Points each</td>
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<td>b) National</td>
<td>b) National</td>
<td>7.5 Points each</td>
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<td></td>
<td>c) Regional/State level</td>
<td>c) Regional/State level</td>
<td>5 Points each</td>
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<td></td>
<td></td>
<td>d) Local –University/College level</td>
<td>d) Local–University/ College level</td>
<td>3 Points each</td>
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</tbody>
</table>

Note: If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as per B (ii) and not under this headings
E (iii) Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars/Office Bearer/Advisor of Registered Professional Bodies

<table>
<thead>
<tr>
<th>Category</th>
<th>APIs</th>
<th>Engineering/Agriculture/ Veterinary Science/ Sciences/ Medical Sciences</th>
<th>Faculties of Languages Arts/Humanities/ Social Sciences/ Library /Physical Education/ Management</th>
<th>Max Points for University and College Teacher position</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Resource Person/ invited speakers/ Office Bearer/ Advisor of Registered Professional Bodies</td>
<td>(a) International</td>
<td>(a) International</td>
<td>10 Points each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) National level</td>
<td>(b) National level</td>
<td>5 Points each</td>
</tr>
</tbody>
</table>