academic performance indicators (APIs)



in direct recruitments & promotion of teachers at

Mahatma gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API)

as per UGC 2016 Regulations, [4th Amendment]

1. Name (in Block Letters) **:**
2. Father's Name/Mother's Name **:**
3. Department/School **:**
4. Current Designation & Academic Grade Pay **:**
5. Date of last Promotion:
6. Which position and grade pay are you an applicant under CAS?
7. Date of eligibility for promotion **:**
8. Date and Place of Birth **:**
9. Sex **:**
10. Marital Status **:**
11. Nationality **:**
12. Indicate whether belongs to SC/ST/OBC category **:**
13. Address for correspondence(with Pin code)
14. Permanent Address (with Pin code) Telephone No **:**

Email **:**

15. Whether acquired any degrees or fresh academic qualifications during the year :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the Board/University** | **Year of passing** | **Percentage of Marks obtained** | **Division/ Class/Grade** | **Subject** |
| High |  |  |  |  |  |
| School/Matric |  |  |  |  |  |
|  |  |  |  |  |  |

16. Academic Qualifications(Matric till Post Graduation):

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| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the**  **Board/University** | **Year of**  **passing** | **Percentage**  **of Marks**  **obtained** | **Division/**  **Class/Grade** | **Subject** |
| High School/Matric |  |  |  |  |  |
| Intermediate |  |  |  |  |  |
| B.A/B.Sc./B.Com/B.Mus. |  |  |  |  |  |
| M.A/M.Sc./M.Com/M.Mus. |  |  |  |  |  |
| Other Examination, if any |  |  |  |  |  |

17. Research Degree(s)

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

18. Appointments held prior to joining this Institution:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of Joining** | | **Salary with Grade** | **Reason of Leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |
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19. Posts held after appointment at this Institution:

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| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Date of actual Joining** | | **Grade** |
|  |  | **From** | **To** |  |
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20. Period of teaching experience: P.G Classes (in year) UG. Classes(in years)

21. Research Experience excluding years spent in M.Phil. /Ph.D.(In years)

22. Fields of Specialization under the Subject/Discipline

(a)

(b)

23. Academic Staff College Orientation/Refresher Course attended during the year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course/**  **Summer School** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
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**PARTB: ACADEMICPERFORMANCEINDICATORS**

(Pleases detailed instructions of this PBAS Performa before filling out this section)

**CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Assistant Professor** | | **Associate Professor** | | **Professor** | |
| **Max.**  **Score** | **Actual score** | **Max.**  **Score** | **Actual score** | **Max.**  **Score** | **Actual score** |
| 1 | a) Direct Teaching | 70 | Actual hours spent per Academic Year | 60 | Actual hours spent per Academic Year ÷7.75 | 60 | Actual hours spent per Academic Year ÷7.75 |
|  | b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per Academic Year | 20 | Actual hours spent per Academic Year ÷10 | 10 | Actual hours spent per Academic Year |
|  | c) Innovative Teaching -Learning Methodologies, updating of subject contents/course, mentoring etc. | 10 | Actual hours spent per Academic Year ÷10 | 15 | Actual hours spent per Academic Year ÷10 | 20 | Actual hours spent per Academic Year ÷10 |

**Note:**

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.

**FOR ASSISTANT PROFESSOR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Assistant Professor** | | **Self Assessed Score** | **Score verified**  **by the Screening Committee** |
| **Max.**  **Score** | **Actual score** |  |  |
| 1 | a) Direct Teaching | 70 | Actual hours spent per Academic Year |  |  |
|  | b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per Academic Year |  |  |
|  | c) Innovative Teaching -Learning Methodologies, updating of subject contents/course, mentoring etc. | 10 | Actual hours spent per Academic Year ÷10 |  |  |

**FOR ASSOCIATE PROFESSOR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Assistant Professor** | | **Self Assessed Score** | **Score verified**  **by the Screening Committee** |
| **Max.**  **Score** | **Actual score** |  |  |
| 1 | a) Direct Teaching | 60 | Actual hours spent per Academic Year ÷7.75 |  |  |
|  | b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per Academic Year ÷10 |  |  |
|  | c) Innovative Teaching -Learning Methodologies, updating of subject contents/course, mentoring etc. | 15 | Actual hours spent per Academic Year ÷10 |  |  |

**FOR ASSOCIATE PROFESSOR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Assistant Professor** | | **Self Assessed Score** | **Score verified**  **by the Screening Committee** |
| **Max.**  **Score** | **Actual score** |  |  |
| 1 | a) Direct Teaching | 60 | Actual hours spent per Academic Year ÷7.75 |  |  |
|  | b) Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 10 | Actual hours spent per Academic Year |  |  |
|  | c) Innovative Teaching -Learning Methodologies, updating of subject contents/course, mentoring etc. | 20 | Actual hours spent per Academic Year ÷10 |  |  |

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

The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category  II | Nature of Activity | Maximum API Score | Actual Score | Self  Assessed Score | Score verified by the Screening Committee |
| 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 / HoD/ Convener / Teacher-in-charge/similar other duties that require regular office hrs 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 |  |  |

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION**

[Please note that candidates / faculty who do not fill up the Category III Form in the prescribed format, filling up each column as directed, their form shall be summarily rejected]

**(A) RESEARCH PUBLISHED PAPERS IN REFEREED JOURNALS / OTHER REPUTED JOURNALS AS NOTIFIED BY THE UGC #**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Journal** | **ISSN/ISBN**  **No.** | **Whether peer**  **reviewed. Impact**  **factor, if any** | **No. of**  **Coauthors** | **Whether you are**  **the main author** | **Self**  **Assessed**  **API Score** | **Score**  **verified by**  **the**  **Screening**  **Committee** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

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

**(i) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Book Title,**  **editor &**  **publisher** | **ISSN/ISB**  **N No.** | **Whether**  **peer**  **reviewed.** | **No. of Coauthors**  **and**  **date of**  **publication** | **Whether**  **you are**  **the main**  **author** | **Self Assessed**  **API Score**  **Score** | **verified by**  **the**  **Screening**  **Committee** |
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**(ii) Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its website.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Book Title,**  **editor &**  **publisher** | **ISSN/ISB**  **N No.** | **Whether**  **peer**  **reviewed.** | **No. of Coauthors**  **and**  **date of**  **publication** | **Whether**  **you are**  **the main**  **author** | **Self Assessed**  **API Score**  **Score** | **verified by**  **the**  **Screening**  **Committee** |
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**(iii) Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its Website.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title with page no.** | **Type of Book**  **& Authorship** | **Publisher &**  **ISSN/ISBN No.** | **Whether**  **peer**  **reviewed.** | **No. of Coauthors**  **and**  **date of**  **publication** | **Whether**  **you are**  **the main**  **author** | **Self Assessed**  **API Score**  **Score** | **verified by**  **the**  **Screening**  **Committee** |
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**(iv) Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its Website.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title with page no.** | **Type of Book**  **& Authorship** | **Publisher &**  **ISSN/ISBN No.** | **Whether**  **peer**  **reviewed.** | **No. of Coauthors**  **and**  **date of**  **publication** | **Whether**  **you are**  **the main**  **author** | **Self Assessed**  **API Score**  **Score** | **verified by**  **the**  **Screening**  **Committee** |
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**(C) RESEARCH PROJECTS**

**(i) Sponsored Projects**

**(a) Major Projects**

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| --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title** | **Agency** | **Period** | **Grant/ Amount**  **Mobilized (Rs Lakhs)** | **Self Assessed API**  **Score** | **Score verified by**  **the Screening**  **Committee** |
|  |  |  |  |  |  |  |
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**(b) Consultancy Projects**

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| **S.N.** | **Title** | **Agency** | **Period** | **Grant/ Amount**  **Mobilized (Rs Lakhs)** | **Whether Policy**  **Documents/Paten**  **t as outcome** | **Self Assessed API**  **Score** | **Score verified by**  **the Screening**  **Committee** |
|  |  |  |  |  |  |  |  |
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**(c) Projects Outcome/Outputs**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.N.** | **Title** | **Agency** | **Period** | **Grant/ Amount**  **Mobilized (Rs Lakhs)** | **Whether Policy**  **Documents/Paten**  **t as outcome** | **Self Assessed API**  **Score** | **Score verified by**  **the Screening**  **Committee** |
|  |  |  |  |  |  |  |  |
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**(D) Research Guidance**

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Number**  **Enrolled** | **Thesis Submitted** | **Degree Awarded** | **Self Assessed**  **API Score** | **Score verified by the**  **Screening Committee** |
| M. Phil. |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |

**(E) FELLOWSHIPS, AWARDS AND INVITED LECTURERS DELIVERED IN CONFERENCES/SEMINARS**

**(E) (i) Fellowships/Awards**

**(a) International Award/Fellowship from Academic Bodies/ Associations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title of Award** | **Date(s) of the**  **event** | **Organized by** | **Self Assessed API**  **Score** | **Score verified by the**  **Screening**  **Committee** |
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**(b) National Award/Fellowship from Academic Bodies/ Associations**

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title of Award** | **Date(s) of the**  **event** | **Organized by** | **Self Assessed API**  **Score** | **Score verified by the Screening**  **Committee** |
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**(c ) State/University Level Award from Academic Bodies/ Associations**

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title of Award** | **Date(s) of the**  **event** | **Organized by** | **Self Assessed API**  **Score** | **Score verified by the**  **Screening**  **Committee** |
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**(E) (ii) Invited Lectures /Papers**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title of Lecture/**  **Academic Session** | **Title of**  **Conference/Seminar**  **etc.** | **Date(s)**  **of the**  **event** | **Organized by** | **Whether**  **International/**  **National/**  **State/University**  **Level** | **Self**  **Assesse**  **d API**  **Score** | **Score**  **verified**  **by the**  **Screening**  **Committ**  **ee** |
| **a) International** | | | | | | | |
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| **(b) National** | | | | | | | |
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| **( c) State/University Level** | | | | | | | |
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**\*** The score under this category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

**(F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Details** | **Authorized/Sponsored by** | **Self Assessed API Score** | **Score verified by the Screening Committee** |
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Summary of the Scores Claimed:

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| --- | --- | --- |
| CATEGORY | CRITERIA | API CLAIMED |
|  |  |  |
| 1 | DIRECT TEACHING |  |
| 1 | EXAMINATION DUTIES |  |
| 1 | INNOVATIVE TEACHING |  |
|  |  |  |
| TOTAL SCORE OF CATEGORY - I | |  |
|  |  |  |
| 2 | STUDENT RELATED CO-CURRICULAR ACTIVITIES |  |
| 2 | CORPORATE LIFE AND MANAGEMENT |  |
| 2 | PROFESSIONAL DEVELOPMENT ACTIVITIES |  |
|  |  |  |
| TOTAL SCORE OF CATEGORY - II | |  |
|  |  |  |
| 3 | RESEARCH PUBLICATION IN JOURNALS |  |
| 3 | BOOK PUBLICATION OR CHAPTER IN BOOK |  |
| 3 | RESEARCH PROJECTS |  |
| 3 | RESEARCH GUIDANCE |  |
| 3 | AWARDS, FELLOWSHIP, PAPER, LECTURES |  |
| 3 | DEVELOPMENT OF E- LEARNING MATERIAL |  |
|  |  |  |
| TOTAL SCORE OF CATEGORY-III | |  |

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

|  |  |
| --- | --- |
| **S.N.** | **Details (Mention Year, Value etc. where relevant)** |
|  |  |
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|  |  |

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

1. 6.

2. 7.

3. 8.

4. 9.

5. 10

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled PBAS Format.

**Signature of the Candidate**

**Place :**

**Date :**

**Signature of HOD/School**

**Chairperson/ Principal**

**BRIEF EXPLANATIONS OF CATEGORY III**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Activity** | **Faculty of Sciences /Engineering /Agriculture /Medical / Veterinary Sciences** | **Faculties of Languages /Humanities / Arts / Social Sciences / Library /Physical education /Management** | **Maximum Score for University /college teacher\*** |
| III(A) | Research Papers  Published in: | Only publications made in Journals in Web of Science as per Thomson reuters list i.e., Science Citation Index®, Science Citation index ExpandedTM, Social Sciences Citation Index® and Arts & Humanities Citation Index®, and SCOPUS, shall be accepted for the purpose of direct recruitment and | | **25 per Publication** |
| III(B) | Publications other than journal  articles(books,  chapters in books) | Text/Reference, 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. | Text/Reference, Book 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 per Book for Single**  **Author** |
| Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved  by the University and posted on its Website. The List will be intimated to UGC. | **20 per Book for Single**  **Author** |
| 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. | 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 per Book for Single**  **Author** |
| 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. | 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. | **International 10 per Chapter National- 5 per**  **Chapter** |
| III( C)  (i) | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | (a) Major Projects with grants  above Rs. 5 lakhs | **20 per Project** |
| (b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs | (b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | **15 per Project** |
| (c) Major Projects with grants above Rs. 1 lakhs up to Rs. 5 lakhs | (c) Major Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs | **10 per Project** |
| (C)  (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs. 10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs. 10 lakhs and Rs.2 lakhs, respectively |
| (C)  (iii) | Projects Outcome/ Outp uts | Patent/Technology transfer/Product/Process | Major Policy document prepared for International bodies like WHO/UNO/ UNESCO/UNICEF etc. Central/State Govt./Local Bodies | 30 for each International/ 20 for each national level output or patent. Major policy document of International bodies - 30 Central Governmnet-20, State Govt.-10 Local bodies-5 |
| III(D) | RESEARCH GUIDANCE | | | |
| III(D)(i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate |
| III(D)(ii) | Ph.D. | Degree awarded/ Thesis submitted | Degree awarded/ Thesis submitted | 15/10 per candidate |
| III (E) | Fellowships, Awards and Invited Lecturers delivered in Conferences/ Seminars | | | |
| III (E)(i) | Fellowships/  Awards | International Award/Fellowship from Academic Bodies | International Award/Fellowship from Academic Bodies/ Associations | 15 per Award / 15 per fellowship |
| National Award/Fellowship from Academic Bodies | National Award/Fellowship from Academic Bodies/ Associations | 10 per Award / 10 per fellowship |
| State/University Level Award from Academic Bodies | State/University Level Award from Academic Bodies/ Associations | 5 per Award |
| III  (E)(ii) | Invited Lectures/ Papers | International | International | 7 per lecture/ 5 per paper presented |
| National Level | National Level | 5 per lecture/ 3 per paper presented |
| State/University Level | State/University Level | 3 per lecture/ 2 per paper presented |
|  | 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 | | | 10 per module |

\* 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.