# Vidyasagar University

## Guidelines for computing Academic performance indicators (API)

**As per G.O No. 222(20)-Edn(U-03/17(Pt.) Dated 02.03.2017 , Govt. Of West Bengal**

*(Based on University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.)*

## (With effect from 7th December, 2017)

## (For application of CAS the computation of API Scores (categories I, II, III) are to be submitted for each Year separately)

**The Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges:**

A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

### APPENDIX – III: TABLE I

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FORDIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES ANDCOLLEGES.**

|  | Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) Participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category.

**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 |
| I | a. Direct Teaching | 70 | Actual hours spent per academic year ÷7.5 | 60 | Actual hours spent per academic year ÷7.75 | 60 | Actual hours spent per academic year ÷7.75 |
| II | b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per academic year ÷10 | 20 | Actual hours spent per academic year ÷10 | 10 | Actual hours spent per academic year ÷10 |
| III | c. Innovative Teaching - learning methodologies, updating of subject contents/courses, 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/ Practical's /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 student-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 counselling 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

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co curricular and extension activities; and related contributions. 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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

| Category II | Nature of Activity | Maximum API Score | Actual score |
|---|---|---|---|
| a. | Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, 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 / 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 AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on 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 | 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* |
|---|---|---|---|---|
| A. | Research Papers published in: | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC# | 10 per Publication |
| 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 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 per Book for Single Author |
| | | 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. | Subject Books, published by National level publishers, wit h ISBN/ISSN number or State Central Govt. Publications a s approved by the University an d 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 | Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the | 15 per Book for Single Author |

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|---|---|---|---|---|
| | | ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 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. | 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) | RESEARCH PROJECTS | | | |
| | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | (a)Major Projects with grants above Rs. 5 lakhs | 20 per Project respectively |
| | | 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) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs | (c)Minor Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs | 10 per Project |
| III (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, |
| III (C) (iii) | Projects Outcome / Outputs | 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 Government – 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 lectures 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.
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Note:

1. 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 70% of the total points and the remaining 30% would be shared equally by all other authors.

Explanation:

Each of the principal authors* shall get 70% the total score and each of the co-authors shall get 30% of the total score. The following computation shall be adopted:

i)      In case of a paper with score 10 and 3 authors (one principal author [ A] and two co-authors [B & C]) the distribution of the score shall be - A=7 , and B= 3/2=1.5 & C=3/2=1.5

ii)     In case of a paper with score 30 and 4 authors (two principal authors [A & B] and two co- authors C & D the distribution of score shall be A= 21/2=10.5 , B = 21/2=10.5 and C= 9/2=4.5 , D=9/2=4.5

iii)    In case of book/book chapter publication above principle of sharing shall be followed.

*First author and corresponding authors shall be treated as principal author.

2. Regarding jointly undertaken research projects: For research projects carried out jointly, the Principal Investigator (PI) will be credited with 70% marks, while the rest 30% will be divided equally among the Co-PIs. Copies of the relevant pages /from the original project application and the final Project Report showing the name (s) of the research investigator (s) have to be enclosed.

Explanation:

The same principle as pointed out in case of publication in journal will be followed.

# 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.

## 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: | Assistant Professor / equivalent cadres: (Stage | Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4) | Associate Professor (Stage 4) Professor /equivalent cadres (Stage 5) | Professor (Stage 5) to Professor (Stage 6) |
|---|---|---|---|---|---|---|

| | | (Stage 1 to Stage 2) | 2 to Stage 3) | | | |
|---|---|---|---|---|---|---|
| I | Teaching-learning, Evaluation Related Activities | 80/Year | 80/Year | 75/year | 70/year | 70/year |
| II | Professional Development and Extension activities - Minimum score required 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 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* | 90 / Assessment period | 120 / Assessment period | 150 / Assessment period | 180 / Assessment period | 600 / Assessment period |
| IV | Expert Assessment System | Screening cum evaluation committee | Screening cum evaluation committee | Selection Committee | Selection Committee | Expert Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is | No separate points. Screening committee to verify API | No separate points. Screening Committee to verify API scores | 30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance | 50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance | 50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure |

| | | | | | | |
|---|---|---|---|---|---|---|
| 50) | scores | | | | | |
| | | | | | | |

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

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APPENDIX - III TABLE - II(B)

**Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

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| | Assistant Professor (Stage 1) | Associate Professor (Stage 4) | Professor (Stage 5) |
|---|---|---|---|
| Minimum API Scores | Minimum Qualification as stipulated in these regulations | Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative) | Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative) |
| Selection Committee criteria / weightages (Total Weightages = 100) | a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%) | a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20% ) | a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain Knowledge and Teaching Skills (20%). d) Interview performance :( 20%) |

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**APPENDIX-III - TABLE: III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

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| S.No. | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|---|---|---|---|
| 1 | Assistant Professor/ equivalent cadres from Stage 1 to | 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 | (i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 |

| | Stage 2 | 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 | weeks duration. (iii) Screening cum Verification process for recommending promotion. |
|---|---|---|---|
| 2 | Assistant Professor/ equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with completed service of five years in Stage 2. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) 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. (iii) Screening cum Verification process for recommending promotion. |
| 3 | Assistant Professor (Stage 3) to Associate Professor (Stage 4) | Assistant Professors with three years of completed service in Stage 3. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) 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. (iii) 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. (iv) A selection committee process as stipulated in the regulation and in Tables II(A). |
| 4 | Associate Professor (Stage 4) to Professor (Stage 5) | Associate Professor with three years of completed service in Stage 4. | i)Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. |

| | | | (iii) A selection committee process as stipulated in the regulation and in Tables II (A). |
|---|---|---|---|
| 5 | Professor (Stage 5) to Professor (Stage 6). | Professor with ten years of completed service (universities only) | (i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). <br> (ii) 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., <br> (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A).. |