API FORM FOR THE ACADEMIC YEAR
AUGUST 20 _____TO JULY 20 _____

NAME OF THE FACULTY_____

NAME OF THE DEPARTMENT_____

SESSION _____

DATE OF SUBMISSION _____

ACADEMIC PERFORMANCE INDICATORS (API)
(Please refer to API scoring Guidelines (Annexure-1) before filling out this section)

CATEGORY: I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Practical (give semester-wise details for odd semester 20__ and even semester 20__)

S.No.	Course Code /Subject Name	Level UG/PG Even/odd Semester	Mode of teaching* (L/P)	No. of classes per week allotted	No. of classes taken as per attendance record per semester**

*Lecture (L), Practical (P),

** Attendance record duly countersigned by HOD to be attached.

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students.

S. No.	Course/Paper	Consulted	Prescribed	Additional Resources provided
API score based on Preparation and imparting of knowledge as per curriculum & syllabus enrichment by providing additional resources to Students (max score: 20)			API Score	

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
	Total Score (Max Score : 20)	

(iv) Admission/Examination Duties Assigned and Performed

S. No.	Type of Admission/ Examination Duties	Duties Assigned	Date	API Score
	Total Score (Max: 25)			

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

Please mention your contribution to any of the following:

S. No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise responsibilities	API Score
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (i+ii+iii) (Max : 25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS
(Detailed information for the entire assessment period e.g. July 2013 – June 2014 to be provided)
(A) (i) Published Papers in Journals

S. No.	Title with page nos. month & year of Publication	Journal	ISSN/ISBN No	Whether peer reviewed,	Impact Factor if any	No. of co-authors	Whether you are the main author	API Score

(A) (ii) Full Papers in Conference Proceedings

S. No.	Title with page nos. date and year of conference	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main author?	API Score

(B) Books /chapters Published as author or editor

S. No.	Title with page nos. month, year of publication	Type of Book Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed,	No. of co-authors	Whether you are the main author	API Score

Ongoing and Completed Research Projects and Consultancies

(C) (i & ii) Ongoing Projects/ Consultancies

S. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	No. of co-PI	Whether you are the PI/Co-PI?	API Score

(C)(iii & iv) Completed Projects /Consultancies

S. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Tech/M.Phil				
Ph.D				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

S.No.	Programme Duration	Organized by	API Score

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

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organized by	Whether international/national /state/regional /college or University level	API Score

E(iii) Invited Lectures and Chairmanships at national or international/conference/ seminars etc.

S. No.	Title of the Lecture/Academic Session	Title of Conference / Seminar	Organized by	Whether international/national	API Score

IV SUMMARY OF API SCORES

	Criteria	Total API Score for Academic Year
I	Teaching, Learning and Evaluation related activities	I (i) a
		Total
II	Co-curricular, Extension Professional development etc	
III	Total I+II	
	Research and Academic Contribution	

Part C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier during the academic year (August 20__ to July 20__).

S.No.	Details (Mention Year, value etc. where relevant)

List of Enclosures (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary) check list

- ☐ Reprints of papers published in Journals, conference proceedings along with reviews and comments received from referees.
- ☐ Copies of Article/Chapters in Books published along with book title, editor & Publisher.
- ☐ Documents related to Ongoing and Completed Research Projects and Consultancies.
- ☐ Documents related to Research Guidance (PhD or equivalent)
- ☐ Participation certificates related to attending the faculty development programmes (not less than one week duration), training programmes and short term courses.
- ☐ Invitation letters related to delivery of invited talks and Chairmanship at national or international/conference/seminar.
- ☐ Circulars and office orders related to Examination, Admission syllabus revision and extra mural duties performed during the academic year.
- ☐ Duly verified copy of the Attendance Register with details on lectures, practicals, engaged semester-wise for odd and even semesters.
- ☐ Participation certification related to Academic staff college/Orientation Programme/ Refreshers Courses attended.
- ☐ Document related to Part C on any other significant contribution, awards received etc.
- ☐ Student feedback evaluation report.
- ☐ HoD/Dean/VC assessment report

I certify that the information provided is correct as per records available with the undersigned and the university and documents enclosed along with the duly filled PBAS part (B) & Part (C) performa are authentic.

Signature of the faculty with
Designation, Place & Date

 *Assessment   by HoD/ Dean/ VC   Signature of HoD / Dean/ VC

*(marks would be awarded as per the prescribed format out of 50)

ANNEXURE-I

GUIDELINES FOR FILLING API

CATEGORY (I) : TEACHING-LEARNING EVALUATION RELATED ACTIVITIES

S. No.	Nature of Activity	Maximum Score (For any Academic Year)
(i) (a)	Lectures, seminars, tutorials, practical's, contact hours undertaken as percentage of lectures allocated (Annexure 1-A)	50
(b)	Lectures or other teaching duties in excess of norms (Annexure 1-B)	10
(ii)	Reading/Instructional material consulted and additional Knowledge resources provided to students (Annexure 1-C)	20
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. (Annexure 1-D)	20
(iv)	Examination duties (Invigilation, question paper setting, evaluation/assessment of answer scripts) as per allotment. (Annexure 1-E)	25
	Total Score	**125**
	Minimum API Score Required for any Academic Year	**75**

ANNEXURE I-A

TEACHING AND EVALUATION RELATED PERFORMANCE PER ACADEMIC YEAR

(i) Courses with 1 credit	4.25 *
(ii) Practical course with 1 credit	2.50
(iii) Courses with 2 credit	8.50
(iv) Practical course with 2 credit	5.0
(v) Courses with 3 credit	12.5
(vi) Practical course with 3 credit	7.5
(vii) Courses with 4 credit	16.5
(viii) Practical course with 4 credit	10
(ix) Minor Project Guidance of UG Student	0.3*no of credits per student to a maximum of 3
Lectures/Practical's/Tutorials/Contact classes taken should be based on verifiable records.	Max Score:50
* Maximum score if there is 100% achievement, **0 score if less than 80% achievment**	

ANNEXURE I-B

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes for API	Max Score:10

ANNEXURE I-C

Reading/Instructional material consulted and additional Knowledge resources provided to students (to be supported by student feedback evaluation report PART – I)	20

ANNEXURE I-D

(iii) Use of Participatory and Innovative Teaching-Learning Methodology, Updating of Subject Content, Course Improvement etc.

Indicators/activities	Maximum score
Updating of courses, design of curriculum, (5 / single course)	10

Participatory and Innovative T/L Process with material for problem based learning, case studies, group discussions etc.
   a) Interactive Courses ; 5 points/each
   b) Participatory Learning modules 5 points/each
   c) Case studies : 5 points/each
(to be supported by the Students Feedback Evaluation-Part-II)
	10

Use of ICT in T/L process with computer-aided methods like Power-Point/Multimedia/Simulation/Software etc. (Use of any one of these in addition to chalk & Board: 5-point each) (to be supported by Students feedback evaluation-Part-III)	10
Developing and imparting Remedial/Bridge Courses (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/ personality development courses modules (Each activity: 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative composition 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 and e- library skills to students (a) Workshop/Training course : 10 points each (b) Popularization program : 5 points	10
Maximum Aggregate Limit for any Academic Year	**20**

ANNEXURE I-E

(iv) Examination Related Work

Indicators	Max. score
University End semester/Annual Examination work as per duties allotted. (Invigilation – 10 points (1 point/duty); Evaluation of answer scripts – 5 points (2.5 points per subject); Question paper setting –5 points (2.5 point/question paper).	20
University internal examination/Evaluation (Minor Exam.) Paper Setting, Invigilation duties, Evaluation of answer scripts (100% compliance = 10 points)	10
Examination and Admission work such as coordination, superintendent, Deputy superintendent, or flying squad duties, counseling etc: 10 points	10
Maximum Aggregate Limit for any Academic Year	**25**

BRIEF EXPLANATION OF CATEGORY (II)

CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES APIS FOR ANY ACADEMIC YEAR

SI. No.	Nature of Activity	Maximum Score (For any Academic Year)
(i)	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 counseling), etc. (Annexure II-A)	20
(ii)	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities, etc. (Annexure II-B)	15
(iii)	Professional Development activities, etc. (such as participation in seminars, conferences, short term, training courses, talks, lectures membership of associations, dissemination and general articles, not covered in Category III below) (Annexure II-C)	15
	Total Maximum Score (i + ii +iii)	25

ANNEXURE II-A

STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES

Type of Activity	Maximum Score
Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Faculty advisor/Leadership role played in technical and other societies and clubs, organizations linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

ANNEXURE II-B

(iii) CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE INSTITUTION

Type of Activity	Maximum Score
Contribution to Corporate life through popular lectures (2 point each).	10
Institutional Governance responsibilities: Dean/COE/HOD Chief Warden/Proctor/Program Coordinator/ T & P coordinator/Ph.D. coordinator/Incharge Web Services/Admission Officer/any other major administrative assignment/duties performed. *Chairperson / members of committees constituted at university level Coordinating a workshop/FDP/Short Term Program/Conference	10 5 5 5
Maximum Aggregate Limit for any Academic Year	15

* (Membership of statutory bodies AC/BOS/BOM/ etc. excluded)

ANNEXURE II-C

(iii) PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Indicators/Activities	Maximum Score
Membership in professional bodies at state and national level At national level : 3 point each At state level : 2 points each	10
Participation in subject associations, conferences, seminars without paper Presentation (Each activity : 2 point)	10
Participation in short term training courses, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/Participation in Bodies/Committees on Education and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks etc. (2 point each), TV Panelist.	10
Maximum Aggregate Limit for any Academic Year	**15**

Category III: Research and Academic Contributions:

S. No.	APIs	Engineering/Technology and Sciences	Faculty of Humanities/ Management	Max points
IIIA (i)	Research Papers published in	(a) Refereed Journals	Refereed Journals	As per Annexure-IIIA
		Non refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Non refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	10/ publication
(ii)	Full papers in	Conference proceedings as full papers (abstracts not to be included)	Conference proceedings as full papers (abstracts not to be included)	10/publication
IIIB	Books, chapters in books, Published as author or editor	Text or reference books published by International publishers with an established peer review system	Text or reference books published by International publishers with an established peer review system	50/sole author 25/co-author 10/chapter in an edited book
		Subject Books by National level publisher/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publisher/State and Central Govt. Publications with ISBN/ISSN numbers	25/ sole author 12.5/ co-author 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15/ sole author 7.5/co-author and 3/ chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/ Chapter sole author 5/Chapter co-author
		Chapters in knowledge based volume by Indian/National level publishers with ISBN/ISSN Numbers and with number of national and international directories	Chapters in knowledge based volume by Indian/National level publishers with ISBN/ISSN Numbers and with number of national and international directories	5/ Chapter sole author 2.5/ Chapter co-author

IIIC	RESEARCH PROJECTS			
IIIC (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/each project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects amount mobilized with minimum of Rs. 3.00 lakhs up to 5.00 lakhs	10/ each project
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs.5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10/ each project
IIIC (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.0 lakh	10 per every Rs.10.0 lakhs and Rs.2.0 Lakhs respectively
IIIC (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20/ each major project and 10/ each minor project
IIIC (iv)	Project Outcome/ Outputs	Patent/Technology transfer/Product/ Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output/ patent 50/each for International level
	UGC/ICSSR/ CSIR/ Fulbright etc Post Doctoral Fellowship			30/ each
IIID	RESEARCH GUIDANCE			
(i)	M. Tech./M.Phil	Dissertation awarded only	Dissertation awarded only	3/each candidate
(ii)	Ph.D	Degree Awarded	Degree awarded	10/each candidate
		Thesis submitted	Thesis submitted	7/each candidate
IIIE	TRAINING COURSES , TEACHING LEARNING-EVALUATION TECHNOLOGY PROGRAMMES, FACULTY DEVELOPMENT PROGRAMMES			
IIIE (i)	Refresher courses, Methodology	(a) Not less than two weeks	(a) Not less than two weeks	20/each

	workshops, Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes	duration. (b) One week duration	duration. (b) One week duration	10/each Max: 30 points.
IIIE (ii)	Papers in Conferences/ Seminars/ Workshops/ Symposia	Participation and Presentation of research papers (oral/poster) in a)International Conference b) National c)Regional/State level d)Local University/ College level –	Participation and Presentation of research papers (oral/poster) in a)International Conference b) National c)Regional/State level d)Local– University/College level	10/each 7.5/each 5/each 3/each
IIIE (iii)	Invited lectures/ talks/ presentations for conferences/ Symposia/ *	(a) International (b) National level	(a) International (b) National level	10/ each 5/each

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*   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)(iii).

ANNEXURE III _A

S. No.	ACTIVITY	API SCORE
1	(i) Indexed Journal	15
	(ii) SCOPUS/ journals with impact Factor- > 0 to 1	20
	(iii) Impact Factor >1 to 2	30
	(iv) Impact Factor >2 and 5	40
	(v) Impact Factor >5 and 10	45
2	One refereed publication in National journal/refereed International proceedings	15
3	Publication in refereed National proceedings full Paper (Abstract not included)	10
4	A paper presented in National seminar/Conference, not Published in the proceedings	5

Note: An international journal is one, which has international Editorial board, international authors, international readership, and international subscription and is included in the standard abstracting/indexing services.

A list of journals/proceedings to be classified as referred International/National reputed publishing houses to be worked by a faculty committee, preferably by the SRC of the Schools from time to time and shall be circulated to all the faculty members.

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 all other authors.

Assessment of the Faculty by the HOD/Dean

HOD/Dean will indicate his/her evaluation of the faculty on each parameter by putting in the appropriate number in the column.

Unsatisfactory (1)　　Satisfactory (2)　　Good (3)　　Very Good (4)　　O utstanding (5)

S.No.	Parameter	Rating				
1	Innovations/experiments introduced in the lab course.	(1)	(2)	(3)	(4)	(5)
2	Contribution in Curriculum Development.	(1)	(2)	(3)	(4)	(5)
3	Organizing and participation in seminars/workshops, special lectures, FDP's, summer institutes etc.	(1)	(2)	(3)	(4)	(5)
4	Contribution to the corporate life of the school/university.	(1)	(2)	(3)	(4)	(5)
5	Communication skills (oral and written).	(1)	(2)	(3)	(4)	(5)
6	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work).	(1)	(2)	(3)	(4)	(5)
7	Ability to inspire and motivate.	(1)	(2)	(3)	(4)	(5)
8	Interpersonal relations and team work.	(1)	(2)	(3)	(4)	(5)
9	Integrity and trustworthiness.	(1)	(2)	(3)	(4)	(5)
10	General conduct.	(1)	(2)	(3)	(4)	(5)

Total score (words and figures):

(Signature of the HOD/Dean)

STUDENT FEEDBACK EVALUATION REPORT

(Session: Odd Semester, year: 2014(August-December 2014)

RATING: **Semester:** _____

Unsatisfactory   (1); Satisfactory (2); Good (3) ; Very Good (4) ; Outstanding (5)   **Branch**: _____

Part I: Imparting of knowledge/instruction as per curriculum with the prescribed material.

S. No.	Parameter	Name of the Teacher/ Subject/code	Name of the Teacher/ Subject/code	Name of the Teacher/ Subject/code	Name of the Teacher/ Subject/code	Name of the Teacher/ Subject/code
1.	The lectures were well structured and focused as per the course curriculum.					
2.	The teacher has fair knowledge of the subject.					
3.	Methodology of teaching is stimulating and effective.					
4.	The teacher spends sufficient time for course coverage as per the syllabus.					

           Max. Score: 20

Part II: Participatory & innovative T/L process with material for problem based learning, case studies, group discussions.

S. No.	Parameter					
1.	The teacher encourages students to raise pertinent questions & makes lectures participative.					
2.	The teacher gives assignments and solves typical problems/case studies in the class.					

           Max. Score: 10

Part III: Use of ICT in T/L process with computer-aided methods. (For Ist Year B.Tech. Students only.)

S. No.	Parameter					
1.	The teacher adheres to schedules and enforces discipline.					
2.	The teacher has enthusiasm and concern for students.					

           Max. Score: 10

Part III: Use of ICT in T/L process with computer-aided methods. (For II, III and IVth Year Students.)

S. No.	Parameter					
1.	The teacher uses latest ICT techniques is the class such as power point/over-head projector besides chalk/marker on board.					
2.	The teacher shows S/W implementation of problems/case studies/web based study material.					

(Signature of the student – optional)