API Score Sheet (For Associate Professor and Professor) as per UGC Regulation 2018

Assessment Criteria and Methodology for University/College Teachers

Table 1

1. Teaching

S.No.	Number of Classes	Number of Classes Taught	Total Assigned Classes	API Score	Encl No.

2. Involvement in the University/College students related activities/research activities:

S. No.	Administrative responsibility such as Head, Chairperson/ Dean / Director/ Co-ordinator, Warden etc.	Examination and evaluation duties assigned by the college/ University or attending the examination paper evaluation	Student related co-curricular, extension and field based activities such as student clubs, career counselling. Study visits, student seminars and other events, cultural, sports, NCC, NSS and community services	Organizing seminars/ conference/ workshops, other colleges/ University activities	Evidence of actively involved in guiding Ph.D. students	Conducting minor or major research project sponsored by National or International agencies.	At least one single or joint publication in peer reviewed or UGC list of Journals	API Score	Encl No.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1. **Research Papers in Peer-Reviewed or UGC listed Journals**

S.No	Title of the Research paper	Journal	Year	Vol.	Page No.	ISSN No.	Impact Factor	Whether you are the First/ Corresponding Author	Journal no. as per latest UGC list	API Score	Encl No.

2. **Publications (other than Research papers)**

(a) Books authored which are published by

International Publishers

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

National Publishers

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

Chapter in Edited Book

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

Editor of Book by International Publisher

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

Editor of Book by National Publisher

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

(b) Translation works in Indian and Foreign Languages by qualified faculties

Chapter or Research paper

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

Book

S.No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy :_____

(b) Design of new curricula and courses :_____

(c) MOOCs :

S.No	Development of Complete MOOCs in 4 quadrants (4 credit Course) (in case of MOOCs of lesser credits 5 marks/ credits)	MOOCS (developed in 4 quadrants) per module lecturer	Content writer / subject matter experts for each module of MOOCs (at least 1 quadrant)	Course co-ordinator for MOOCs (4 credit course) (in case of MOOCs of lesser credits 2 marks/ credits)	API Score	Encl No.

(d) E-Content :

S.No	Development of E-Content in 4 quadrants for a complete course/ E-Book	E-Content (developed in 4 quadrants) per module	Contribution to development of E-Content module in complete course/ paper/ E-book (at least 1 quadrant)	Editor of E-Content for complete course / paper/ E-book	API Score	Encl No.

4 (a) Research Guidance

S.No.		Degree awarded		API Score	Encl No.
	M.Phil./PG Dissertation				
	Ph. D.	Degree awarded	Thesis Submitted		

4 (b) Research Projects Completed

S. No.	Title of the project	Funding Agency	Period	Grant	API Score	Encl No.

4 (c) Research Projects Ongoing

S. No.	Title of the project	Funding Agency	Period	Grant	API Score	Encl No.

4 (d) Consultancy

S. No.	Title	Agency	Period	Amount Mobilized (Rs lakh)	API Score	Encl No.

5 (a) Patents

International :_____

National :_____

5. (b) policy documents (submitted to an International body/ organization like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)

International :_____

National :_____

5 (c) Awards/Fellowships

S. No.	Name of Awarding Body	Name of Award/ Honor	Date	International /National	API Score	Encl No.

6 Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S. No.	Title of the Invited Lecture delivered/Paper presented	Details of Conference / Seminar/ FDP and Organizing Institution	Category: International (Abroad)/ International (within country)/ National/ State/University	Please select Invited Talk/Paper Presented	API Score	Encl No.

Note: Enclose all relevant documents for API Verification.

Savitribai Phule Pune University
(Formerly University of Pune)

गणेशखिंड, पुणे-४११ ००७
प्रशासन शिक्षक कक्ष
दूरध्वनी क्र. : ०२०-२५६०११८७, २५६०११८८
ई-मेल : admint@pun.unipune.ac.in.

Ganeshkhind, Pune-411007
Administration Teaching Section
Phone : 020-25601187, 25601188
E-mail : admint@pun.unipune.ac.in

Ref. No. : AT/CR/ 985 *Date :-* 29/6/2018

To,
All the Teachers of University Teaching Departments,
Savitribai Phule Pune University,
Pune 411 007

Subject: Annual Performance Appraisal Reports for the academic year 2017-18.

Sir/Madam,

You are requested to submit through respective HOD duly filled & completed Annual Performance Appraisal Report to Assistant Registrar (Administration –Teaching Unit) on or before 31st August, 2018 in closed envelope marked as "Confidential" and your name written.

You are further requested to kindly note that Annual Performance Appraisal Report Formats are available as prescribed as per the guidelines of UGC Regulation, 2016. The Formats are available on University Website and downloaded for your necessary action.

Step-1: Link to www.unipune.ac.in
Step-2: Click on Circular (section)
Step-3: Click on Administration-Teaching Circulars (section)
Step 4: Click on CR & Performance Appraisal reports 2017-2018.

All the Teachers are further requested to note that submission of Annual Performance Appraisal Report as per University Statute No.420 are mandatory and pre-requisite for completing the process of Confirmation, CAS Promotions & extension in service conditions of the Teachers. Your co-operation to complete the above within time limit is solicited.

With regards,

29/6/18
Dr. A. D. Shaligram
Offg. Registrar

Copy to:

1) Assistant Registrar, Hon'ble Vice-Chancellor's Office.
2) Assistant Registrar, Hon'ble Pro- Vice-Chancellor's Office.
3) Assistant Registrar, Registrar's Office.

Savitribai Phule Pune University

PART 'A'

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
	ESSENTIAL	Max. API Score allotted (AP/Asso. P/ P)	Self-appraisal Score	Verified API Score
a.	Direct Teaching	70/60/60		
b.	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10		
c.	Innovative Teaching - learning methodologies, Up-dating of subject contents/courses, mentoring etc..	10/15/20		
	Total of (I)	**100/95/90**		

a. Actual hours spent per academic year÷7.5
b. Actual hours spent per academic year÷10
c. Actual hours spent per academic year÷10

Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/ Field Work. .

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

Sr. No.	Nature of Activity	Maximum Score		
	CO-CURRICULAR AND EXTENSION ACTIVITES	API Score allotted	Self-appraisal Score	Verified API Score
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		
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		
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		
	Total of (II)	**45**		

a. Actual hours spent per academic year÷10
b. Actual hours spent per academic year÷10
c. Actual hours spent per academic year÷10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	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		
				API Score allotted	Self apprais al Score	Verified API Score
III(A)	Research Publications (Journals)	Refereed Journals as notified by the UGC [Total Publications = N]	Refereed Journals as notified by the UGC [Total Publications = N]	25 / publication	N X 25 =	
		No. of Papers with impact factor less than 1 [out of N = N_1]	No. of Papers with impact factor less than 1[out of N = N_1]	5 / publication	N_1 X 5 =	
		No. of Papers with impact factor between 1 and < 2 [out of N = N_2]	No. of Papers with impact factor between 1 and 2 [out of N = N_2]	10 / publication	N_2 X 10 =	
		No. of Papers with impact factor between 2 and < 5 [out of N = N_3]	No. of Papers with impact factor between 2 and 5 [out of N = N_3]	15 / publication	N_3 X 15 =	
		No. of Papers with impact factor between 5 and < 10 [out of N = N_4]	No. of Papers with impact factor between 5 and 10 [out of N = N_4]	20 / publication	N_4 X 20 =	
		No. of Papers with impact factor above 10 [out of N = N_5]	No. of Papers with impact factor above 10 [out of N = N_5]	25 / publication	N_5 X 25 =	
		Other Reputed Journals as notified by the UGC [No. of papers = N_6]	Other Reputed Journals as notified by the UGC [No. of papers = N_6]	10 / Publication	N6 X 10 =	
				Total of III (A)		

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.

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 No. of single author book(s) = M_1	Text/Reference, Books published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website No. of sole author book(s) = M_1	30 /single Author book	M_1 X 30 =	
		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. No. of single author book(s) = M_2	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. No. of single author book(s) = M_2	20 /single Author book	M_2 X 20 =	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. No. of single author book(s) = M_3	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. No. of single author book(s) = M_3	15 /single Author book	M_3 X 15 =	
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. [No. of chapter(s) = M_4 /M_5]	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. [No. of chapter(s) = M_4 /M_5]	International 10 /Chapter International 10 /Chapter	M_4 X 10 = M_5 X 5 =	
				Total of III (B)		

III(C)	RESEARCH PROJECT					
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs [No. of S. Project(s) = P_1]	Major Projects with grants above Rs. 5 lakhs [No. of S. Project(s) = P_1]	20 / Project	P_1 X 20 =	
		(b) Major Projects with grants above Rs. 5 lakhs up to 30 lakhs [No. of S. Project(s) = P_2]	Major Projects with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [No. of S. Project(s) = P_2]	15 / Project	P_2 X 15 =	
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs [No. of S. Project(s) = P_3]	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs [No. of S. Project(s)= P_3]	10 / Project	P_3 X 10 =	
III(C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs.10 lakhs [No. of C. Projects=R]	Amount mobilized with minimum of Rs.2 lakhs [No. of C. Projects =R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process [a) No. of international level output = O_1 b) No. of national level output = O_2]	Major Policy document prepared for [a) international bodies like WHO/UNO/ UNESCO/UNICEFetc. Central / State Govt./ Local Bodies [a) No./International bodies = O_1 [b)No./Central Government = O_2] [c) No./State Government = O_3] [d) No./Local bodies = O_4]	(O_1)30/ international level; (O_2)20/ national level/central Govt. (O_3)10/ State Govt. (O_4) 5/ Local bodies	O_1 X 30 = O_2 X 20 = O_3 X 10 = O_4 X 5 =	
				Total of III (c)		

III(D)	RESEARCH GUIDANCE					
III (D) (i)	M. Phil.	Degree awarded No. of Candidates = D_1]	Degree awarded No.of Candidates = D_1]	5/candidate	D_1X 5 =	
III (D) (ii)	Ph.D.	[a) Degree awarded - No. of Candidates = D_2 b) Thesis submitted - No. of Candidates = D_3]	[a) Degree awarded - No. of Candidates = D_2 b) Thesis submitted - No. of Candidates = D_3]	15/candidate 10/candidate	D_2X15 = D_3 X10 =	
				Total of III(d)		
III(E)	**Fellowships, Awards and Invited lectures delivered in conferences / seminars**					
III (E) (i)	Fellowships/ Awards)	International Award/Fellowship from academic bodies [No. of Award/Fellowship =T_1]	International Award / Fellowship from academic bodies/ associations [No. of Award/Fellowship = T_1]	15 each Award/Fellowship	T_1 X 15 =	

		National Award/Fellowship from academic bodies [No. of Award/Fellowship =T_2]	National award/ Fellowship from Academic bodies/ associations [No. of Award/Fellowship =T_2]	10 each Award/Fellowship	T_2 X 10 =	
		State/University level Award from academic bodies [No. of Award =T_3]	State/University level Award from academic bodies/associations [No. of Award/Fellowship =T_3]	5 each award	T_3 X 10 =	
III (E) (ii)	Invited lectures / papers ***(The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.)***	International [No. of Lectures=C_1 No. of Papers=C_2]	International [No. of Lectures=C_1 No. of Papers=C_2]	7/5 each	C_1 X 7 = C_2 X 5 =	
		National [No. of Lectures=C_1 No. of Papers=C_2]	National [No. of Lectures=C_1 No. of Papers=C_2]	5/3 each	C_1 X 5 = C_2 X 3 =	
		State/University level [No. of Lectures=C_1 No. of Papers=C_2]	State/University level [No. of Lectures=C_1 No. of Papers=C_2]	3/2 each	C_1 X 3 = C_2 X 2 =	
				Total of III(E)		
III(F)	**Development of e-learning delivery process/material**	10 per module		**No. of modules** X 10 =		

Total of - III (A+B+C+D+E+F)		

Grand Total of Category (I + II + III)	

Signature of the teacher

Signature of HOD / Director

Date :

PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Vice Chancellor / Head of the Department of the work done under each head of activity :

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

Teaching [Category I of Part 'A']			
Grade	**Verified API Score**		
	Assistant Professor	**Associate Professor**	**Professor**
Outstanding	92-100	87-95	83-90
Very Good	84-91	79-86	76-82
Positively Good	76-83	72-78	68-75
Good	68-75	65-71	61-67
Average	60-67	57-64	54-60
Below Average	0-59	0-56	0-53

Extension [Category II of Part 'A']	
Grade	**Verified API Score**
Outstanding	36-45
Very Good	31-35
Positively Good	25-30
Good	20-24
Average	14-19
Below Average	0-13

	Outstanding (A+)	**Very Good (A)**	**Positively Good (B+)**	**Good (B)**	**Average (B-)**	**Below Average (c)**
Teaching						
Extension						
Research						
Administration						

2. (b) Grading: [General Assessment on the basis of the assessment made in Clause 1(a) above]

(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average:

3. Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c) :

4. Remarks and suggestions :

Signature
(Head of the Department)

5. Remarks of the Vice-Chancellor (Adverse remarks as well as remarks of appreciation)

Signature
(Vice Chancellor)