

# JADAVPUR UNIVERSITY

## PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) OF UNIVERSITY TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (APIs) DEVELOPED BY UGC FOR ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR

The self appraisal score should be based on objectively verifiable criteria wherever possible and will be finalized by screening/selection committee.

Proposed scores for APIs for Career Advancement Scheme (CAS) promotions of university teachers are given in table I.

Minimum API required in the entire assessment period for promotion from one stage to the next stage and guidelines for expert assessment are given in table II.

Minimum API along with other academic performance required for promotion from one stage to the next stage is given in table III.

**TABLE-I**

### PROPOSED SCORES FOR APIS IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS

#### CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl.No.	Nature of Activity	Maximum API Score Allotted	Self appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)
1	Lecturers, Seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated 80% or above– full score 65% to 79% -35 50% to 64%-20 Less than 50%-no score (Self declaration)	50		
2	Lectures or other teaching duties in excess of UGC norms (i)Evening classes/ courses offered by Schools, Centres, other departments which are not assigned by own BoS: per semester- 6 (ii)Classes taken in courses in other universities /institutes/ colleges: per semester- 4	10		
3	Preparation and Imparting of knowledge/instruction as per curriculum-10 Syllabus enrichment by providing additional resources to students-10 ( give examples in support of your Self declaration)	20		
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc ( give examples in support of your Self declaration)	20		
5	Examination duties (Invigilation paper setting, evaluation/ assessment of answer scripts) as per allotment ( Duties performed as per allotment or not - Self declaration )	25		
Total Score:		125		
Minimum API Score Required:		75		

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

Sl.No.	Nature of Activity	Maximum API Score Allotted	Self appraisal Score(to be given by the applicant)	Verified API Score (for office use only)
1	Student related co-curricular/extension / field based activities (such as extension work through NSS/NCC / other channels/ cultural activities/subject related events/ advisement and counseling/ exhibition/ educational/ industrial tour, etc.) - 15 per activity ( give examples in support of your Self declaration)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities- 10 per activity ( give examples in support of your Self declaration)	15		
3	Professional Development activities (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) – 10 per activity ( give examples in support of your Self declaration)	15		
Total Score:		50		
Minimum API Score Required:		15		

\*Teachers may score 10 points from either Category-1 or Category-2 to achieve the minimum score required under Category I+II.

**CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS**

Sl. No.	Engineering/ /Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/ Social Sciences/ /Management	API Score allotted	Self- apprai sal Score (to be submit ted by the applic ant)	Verified API Score (for office use only)
<b>III(A) Research publications (Journals, Periodicals, Conference proceedings) and Editing Journals and Periodicals</b>	Category-A Journals*	Category-A Journals*	20/Publication per author		
	Category-B Journals*	Category-B Journals*	15/ Publication per author		
	Recognized and reputable periodicals/media*	Recognized and reputable periodicals/media*	10/ Publication per author		
	Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)	Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)	10/ Publication per author		
	Popular articles published in newspapers/ Professional magazines	Popular articles published in newspapers/ Professional magazines	3/ Publication per author [max -30]		
	Peer review: (i) Journal Papers (ii) Conference Papers (iii) Books	Peer review : (i) Journal Papers (ii) Conference Papers (iii) Books	(i) 5/Journal Paper [max -10] (ii) 3/ Conference Paper [max 10] (iii)10/ Book [max -10]		
	Editor of Journals/Periodicals	Editor of Journals/ Periodicals	5 each [max-10]		
	Member of Board of Editors of Journals/ Periodicals	Member of Board of Editors of Journals/ Periodicals	3 each [max-9]		
<b>III(B) Research publications (books, chapters in books, etc.)</b>	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 30/ per author in case of multiple Authors 10/chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors		
	Subject Books by National //State level publishers and State /Central Govt./University/College/ Institutional Publications	Subject Books by National /State level publishers and State /Central Govt./ University/ College/ institutional Publications	25/sole Author 15/ per author in case of multiple Authors 5/chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors		

	Chapters contributed to edited knowledge based volumes published by (i)International Publishers (ii) Indian Publishers	Chapters contributed to edited knowledge based volumes published by (i)International Publishers (ii) Indian Publishers	(i)International Publishers: 10/ chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors (ii) Indian Publishers: 5/ chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors		
	Peer reviewed Monographs	Peer reviewed Monographs	25 per Monograph		
	Translation work	Translation work	20 per book 10/ published work other than book		
	Editing of volumes	Editing of volumes	15/ volume in case of sole editor 10/ volume per editor in case of multiple editors		
<b>III(C)</b>	<b>RESEARCH PROJECT ###</b>				
<b>III(C)(i) Sponsored projects carried out/ongoing</b>	(a) Major Projects amount mobilized with grants above Rs. 30 lakhs	(a)Major Projects amount mobilized with grants above Rs. 5 lakhs	25/Project		
	(b)Major Projects amount mobilized with grants above Rs. 5 lakhs up to Rs. 30 lakhs	(b)Major projects amount mobilized with grants above Rs.3 lakhs up to Rs.5 lakhs	15/project		
	(c)Minor projects amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs	(c)Minor projects amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs	10/project		
<b>III(C)(ii) Consultancy Projects carried out/ongoing</b>	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.2 lakhs	10/every Rs. 10 lakhs and Rs. 2 lakhs respectively		
<b>III(C)(iii) Completed projects: Quality evaluation</b>	Completed project report (acceptance from funding agency)	Completed project report (acceptance from funding agency)	20/major project and 10/minor project		
<b>III(C)(iv) Project outcome/ outputs</b>	Patent/Technology transfer/product/Process	Major Policy document of Govt. Bodies/ Govt. recognized public or private institutions, societies and agencies , etc. at central and state level	30/ national level or patent and 50/ international level		
<b>III(C)(v) Consultancy (Honorary)</b>	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	5/ assignment [max-20)		
<b>III(D)</b>	<b>RESEARCH GUIDANCE</b>				
<b>III(D)(i)</b>	Master's Thesis or equivalent Work**	Degree awarded only	Degree awarded only	4 / candidate [max- 40]	

III(D)(ii)	M.Phil/ M.Tech/ M.E/ Equivalent thesis**	Degree awarded only	Degree awarded only	6/ candidate		
III(D)(iii)	Ph.D. Course Work- Project	Course Work completed only	Course Work completed only	6/ candidate[max- 40]		
III(D)(iv)	Ph.D.	Degree awarded	Degree awarded	20/ candidate		
III(D)(v)	Ph.D.	Thesis submitted	Thesis submitted	10/ candidate		
III(D)(vi)	Ph.D.	Registered/ Ongoing	Registered/Ongoing	5/ candidate		
<b>III(E)</b>	<b>TRAINING COURSES &amp; CONFERENCE/SEMINAR/WORKSHOP PAPERS</b>					
<b>III(E) (i) Organization##/ participation in Refresher courses/ Orientation courses Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skill Development Programme, Faculty Development Programmes, etc.</b>	(a) Not less than two weeks duration			20 each event		
	(b) One week duration			10 each event		
	(c) less than one week duration			5 each event		
<b>III(E) (ii) Presentation of research papers (oral/poster) in Conferences, Seminars, Workshops, etc.#</b>	(a) International/Foreign Conference etc.			10 each		
	(b) National			7.5 each		
	(c) Regional/State level			5 each		
	(d) Local-University/College level			3 each		
<b>III(E)(iii) (a) Resource persons or chairing the session in Invited lectures/invited presentations/ refreshers courses /training courses/study circles/ seminars/symposia/ conferences/ workshops/ academic courses, etc. (b) Organisation of (a) as above##</b>	(b) International			10 each event		
	(b) National			7.5 each event		
	(c) Regional/State level			5 each event		
	(d) Local-University/College level			3 each event		
<b>III(F)(i) Recognition of Research:</b> Prestigious Honours and Awards of national/international importance or recognized by the international agencies or the departments/ agencies of national/ state governments	(a) International			30 each (max-30)		
	(b) National			20 each (max-20)		
<b>III(F)(ii) Post-doctoral Fellowships:</b> Post-doctoral fellowships of at least 8-week/2 months duration received and availed of				15 each [max-30]		
<b>Total</b>						

\*Journals under Category-A and Category-B and Recognized and reputable periodicals/media to be decided by respective departments.

\*\* Equivalent Work of Master's Thesis and M.Phil/ M.Tech/ M.E Thesis is to be decided by respective departments.

# If paper presented in Conference/Seminar/Workshop, etc. is published in the form of proceedings, the points would accrue for the research publications [III (A)] and not under presentation [ III(E)(ii)]. Paper accepted in Conference/ Seminar/ Workshop, etc. may be reckoned as equivalent to papers presented.

## Each of the organisers of the programmes shall get same score. However for each of these programmes if one opts to get score as organiser he/she shall not be entitled to get score in other capacity/ies.

### For research projects carried out jointly, the Principal Investigator will be credited with 60%, while each of the Co-PIs will be credited with 40% uniformly. Copies of the relevant page/s from the original project application and the final project report showing the name(s) of the research investigator(s) have to be enclosed.

**TABLE – II**  
**MINIMUM APIS AS PROVIDED IN TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

Sl. No.		Assistant Professor/ equivalent cadres: (Stage 1 to stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres: (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres: (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning Evaluation Related Activities (Category I)	75/ Year	75/ Year	75/ Year	75/ Year	75/ Year
II	Co-curricular, Extension and Profession related activities (Category II)	15/ Year	15/ Year	15/ Year	15/ Year	15/ Year
III	Minimum total average annual score under Categories I and II*	100/ Year	100/ Year	100/ Year	100/ Year	100/ Year
IV	Research and Academic Contribution (Category III)	10/ Year (40/assessment period)	20/ Year (100/assessment period)	30/ Year (90/assessment period)	40/ Year (120/assessment period)	50/ Year (500/assessment period)
	Expert Assessment system	Screening Committee	Screening 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 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30%- Contribution to Research 50%- Assessment of domain knowledge and teaching practices 20%- Interview/ Discussion performance	50%- Contribution to Research 30%- Assessment of domain knowledge and teaching practices 20%- Interview / Discussion performance	50%- research 50%- Performance evaluation and other credential by referral procedure

\* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.  
Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

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

Sl. 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 Stage 2	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 Professional Courses such as LL.M, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D./ M.Phil./PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided. ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 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 API scores using PBAS scoring proforma developed by the concerned university as per the norms provided. 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 API scores using PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (Twelve years) 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 this regulation.
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	i) Minimum yearly/cumulative API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A)/ II(B) of Appendix III. 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 this regulation.
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	i) Minimum yearly/ cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix III. ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of 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.B., etc. iii) A review process by an Expert Committee as stipulated in this regulation.

\*For teachers seeking promotion under CAS to Associated Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Categories I and II. For all others

who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

\*\* For Category III (Research and Academic contributions, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the minimum aggregate score over two previous stages, taken together. In case of promotion to Professor, the publication requirement shall be met over the two previous stages (Explanatory Note, UGC Regulations, 2010, p. 7953).