KARNATAK UNIVERSITY

DHARWAD

UGC REGULATIONS 2010

ACADEMIC PERFORMANCE INDICATORS (API) FORMAT

SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

PART A : GENERAL INFORMATION

1. Name (in Block Letters)   :

2. Father's Name / Mother's Name Husband's Name   :

3. Department   :

4. Current Designation & Grade Pay   :

5. Application for the post of   :

6. Address for correspondence (with Pin code)   :

7. Permanent Address (with Pin code)   :

    Telephone No.   :

    Email   :

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

PART B : ACADEMIC PERFORMANCE INDICATORS (API) FORMAT

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1.1. Details of Lecturers, Seminars, Tutorials, Practicals Undertaken (*Attach proofs*)

Weight-age 50 points out of 125 points

Academic Year	Sem.	Activities	No. of hours allotted	No. of hours engaged	No. of days leave taken*	No. of extra classes taken	Hours engaged (%-age of hours allotted)	Self-assessed API Score
Academic Year 1	Odd	Lectures/ Seminars/Case study discussions/ Lab Practicals Demo and guidance sessions						
		Tutorials/Counseling						
		UG/PG Project work guidance						
		M.Phil / Ph.D guidance						
		Total						
	Even	Lectures/ Seminars/Case study discussions/ Lab Practicals Demo and guidance sessions						
		Tutorials/Counseling						
		UG/PG Project work guidance						
		M.Phil / Ph.D guidance						
		Total						
Academic Year 2	Odd	Lectures/ Seminars/Case study discussions/ Lab Practicals Demo and guidance sessions						
		Tutorials/Counseling						
		UG/PG Project work guidance						
		M.Phil / Ph.D guidance						
		Total						
	Even	Lectures/ Seminars/Case study discussions/ Lab Practicals Demo and guidance sessions						
		Tutorials/Counseling						
		UG/PG Project work guidance						
		M.Phil / Ph.D guidance						
		Total						
							Average	
						No. of Points (office use)		

Note:
1. The details provided by faculty may be supported by Dept. Time Table, Class attendance. List of Topics of Seminar sessions. List of Practicals. No. of Students underwent Remedial coaching / Tutorial, etc.
2. Leave include CLs, ELs, SCL, OD, Duty Leave, Medical Leave, etc.
3. API Score points to be awarded on the basis of Table A.

Table A		
Classes taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)		
Sl. No.	**Percentage**	**API Score**
1.	50 - 80	10
2.	81 - 85	20
3.	86 – 90	30
4.	91 – 95	40
5.	More than 96	50

1.2. Details of lectures or other teaching duties in excess of the UGC norms (*Attach proofs*)

Weight-age 10 points out of 125 points

Academic Year	Sem.	Activity	Equivalent Hrs.					Total hrs. of workload	Hrs. handled above UGC Norms	Self-assessed API Score
			UG	PG	M.Phil	Ph.D	Others			
Academic Year 1	Odd	No. of papers handled (No. of students in each class)								
		No. of each Projects works guided								
		No. of thesis/dissertation guided								
		No. of Lab based / Internship records guided / Observation notes designed								
		No. of Lab based experiments set up / Demo session conducted								
		Total								
	Even	No. of papers handled (No. of students in each class)								
		No. of Projects works guided								
		No. of thesis/dissertation guided								
		No. of Lab based / Internship records guided / observation notes designed								
		No. of Lab based experiments set up / Demo session conducted								
		Total								
Academic Year 2	Odd	No. of papers handled (No. of students in each class)								
		No. of each Projects works guided								
		No. of thesis/dissertation guided								
		No. of Lab based / Internship records guided / Observation notes designed								
		No. of Lab based experiments set up / Demo session conducted								
		Total								
	Even	No. of papers handled (No. of students in each class)								
		No. of Projects works guided								
		No. of thesis/dissertation guided								
		No. of Lab based / Internship records guided / observation notes designed								
		No. of Lab based experiments set up / Demo session conducted								
		Total								
									Average	
									No. of Points (Office use)	

Note: API Score points to be awarded on the basis of Table B.

Table B		
If a teacher has taken classes exceeding UGC norms, then the API Score will be as per table below.		
Sl. No.	**Percentage**	**API Score**
1.	101 – 102	2
2.	103 – 104	4
3.	105 – 106	6
4.	107 – 108	8
5.	109 – 110	10

1.3 Details of contribution in imparting syllabus-oriented knowledge
(like preparation of Instruction Manual / Lecture Notes / Learning materials / etc.) (*Attach proofs*)

Weight-age 20 points out of 125 points

Academic Year	Sem.	Activities	No(s).	Self-assessed API Score
Academic Year 1	Odd	a. Lesson Plans/ Lecture Notes / Power Point Presentation/Course Materials prepared (Unitwise)		
		b. Compilation and circulation of suggested readings, web-based resources, research papers and reprints of case study materials to the students (Unitwise)		
		c. Documentation of steps involved in conducting experiments / field studies / study tour/ development of questionnaires / Lab observation records/ any other relevant activities (Unitwise)		
		Total		
	Even	a. Lesson Plans/ Lecture Notes / Power Point Presentation/Course Materials prepared		
		b. Compilation and circulation of suggested readings, web-based resources, research papers and reprints of case study materials to the students		
		c. Documentation of steps involved in conducting experiments / field studies / study tour/ development of questionnaires / Lab observation records/ any other relevant activities		
		Total		
Academic Year 2	Odd	a. Lesson Plans/ Lecture Notes / Power Point Presentation/Course Materials prepared		
		b. Compilation and circulation of suggested readings, web-based resources, research papers and reprints of case study materials to the students		
		c. Documentation of steps involved in conducting experiments / field studies / study tour/ development of questionnaires / Lab observation records/ any other relevant activities		
		Total		
	Even	a. Lesson Plans/ Lecture Notes / Power Point Presentation/Course Materials prepared		
		b. Compilation and circulation of suggested readings, web-based resources, research papers and reprints of case study materials to the students		
		c. Documentation of steps involved in conducting experiments / field studies / study tour/ development of questionnaires / Lab observation records/ any other relevant activities		
		Total		
			Average	
			No. of Points (office use)	

Note: One activity fetches one points under each category (a, b, and c) with category-wise maximum of 10 points and grand total for all categories is up to 20 points.

1.4 Participatory and innovative teaching, learning methodologies, updation of subject content course improvement, etc (attach proof)

Weight-age 20 points out of 125 points

| Nature of the Activity (Nos.)	Academic Year 1		Academic Year 2		Academic Year 3		Average	No. of Points (Office use)
	Odd Sem.	Even Sem.	Odd Sem.	Even Sem.	Odd Sem.	Even Sem.		
a. Use of ICT in regular classes								
b. New Open Elective courses floated								
c. Latest development incorporated in the syllabus								
d. Course Material developed for subjects taught								
e. Group discussion / Quiz / Case discussion / Role Plays / Interactive Sessions developed								
f. Teaching through E-Resources / E-journals								
g. Discussion on recent Innovation								
Total								

Note: One activity fetches one points under each category (a to g) with category-wise maximum of 10 points and grand total for all categories is up to 20 points.

1.5 Details of examination-related duties discharges (attach proof)

Weight-age 25 points out of 125 points

Nature of the Activity (Nos.)	Academic Year 1		Academic Year 2		Academic Year 3		Average	No. of Points (Office use)
	Odd Sem.	Even Sem.	Odd Sem.	Even Sem.	Odd Sem.	Even Sem.		
a. Answer Sheet evaluation including internal assessment test (No. of Subjects)								
b. Question Paper Setting (No. of Subjects)								
c. Invigilation Duty (No. of Sessions)								
d. Evaluation of UG Project work (Nos.)								
e. Evaluation of PG Dissertation work (Nos.)								
f. Evaluation of M.Phil dissertation (Nos.)								
g. Evaluation of Ph.D thesis (Nos.)								
Total								

Note: Compliance of activities allotted under any two categories (a to g) willattract 25 points.
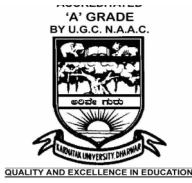
CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

2.1 Student related co-curricular, extension and field based activities *(attach proof)*

Weight-age 20 points out of 50 points

Nature of the Duty (YES OR NO)	Academic year 1	Academic year 2	Academic year 3
a. NCC / NSS Co-ordination			
b. Extension and Field activities through NCC / NSS			
c. Field based extension activities involving students			
d. Extension activities involving students through NGOs/ Science / Technology clubs, Association			
e. Association in Leadership campus / Students counseling activities / Soft skill training / Remedial coaching / UGC NET Coaching classes			
f. Lab to field experiments involving students			
g. Field based activities organized for Professional development of students			
h. Conduct of survey on social problems involving students			
i. Association with conduct of Cultural activities involving students			
j. Association in Student Film Clubs / Cultural Clubs Poet Clubs / Yoga or Dance Clubs			
k. Counseling session for drug abuse / mental depression / homesick students			
l. Association in Anti raging / Anti drugs / Aids awareness campaigns / blood donation / eye donation campaigns			
m. Organizing quiz, poster exhibitions, debate, essay competition, chat show, panel discussions			
n. Training and placement related activities			
o. Any other co-curricular activities			
Total			
Average			
No. of Points (Office use)			

Note: Each activity fetches five points and grand total for all activities is up to 20 points.
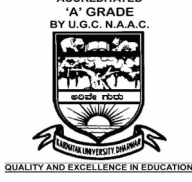
2.2 Contribution to Corporate life and management of the department and institution (attach proof)

Weight-age 15 points out of 50 points

Type of Activity (YES OR NO)	Position held		
	Academic year 1	Academic year 2	Academic year 3
a. Syndicate / Academic Council / Research Advisory Committee			
b. Board of Studies			
c. HOD/Coordinators			
d. Sports Committee			
e. University Students Welfare			
f. Cultural Committee (P.G. Gymkhana)			
g. Board of Examiners			
h. LIC			
i. Member of affiliated College Board			
j. Warden, University Hostel			
k. Director / Coordinator / Programme Officer of DD Courses / DDE Exams / Other DDE related works			
l. Organization of Refresher Course / Training Programme / Short-term course			
m. Association in University Sports, Yoga / Gym			
n. Other academic or institutional responsibilities if any (e.g. Chief / Deputy Superintendent of Exams, Chairman / Member Question Paper Board / Membership in other committees			
Total			
Average			
No. of Points (Office use)			

Note: Each activity fetches five points and grand total for all activities is up to 15 points.
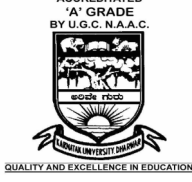
2.3 Professional Development Activities *(attach proof)*

Weight-age 15 points out of 50 points

Type of Activity (nos.)	Number of Events / Participation / Membership		
	Academic year 1	Academic year 2	Academic year 3
a. Participation in International Seminar*(2 points each)*			
b. Participation in National Seminar*(1 points each)*			
c. Participation in International Conference / Workshops*(2 points each)*			
d. Participation in national conferences / workshops *(1 points each)*			
e. Participation in International Training courses*(2 points each)*			
f. Participation in national training courses*(1 points each)*			
g. Talks / lectures*(2 points each)*			
h. Membership in international association / professional bodies / advisory / planning committees*(2 points each)*			
i. Membership in National Association / Professional bodies / Advisory / Planning Committees*(1 points each)*			
j. General / Popular Articles published*(1 points each)*			
k. Journal referring / peer reviewing / editorial board*(2 points each)*			
l. Jury / Chairman of a Tech. Session in a conference*(1 points each)*			
m. Membership in National Committees including Selection Committee, advisory committees, etc.*(2 points per committee)*			
Total			
Average			
No. of Points (Office use)			

ACADEMIC PERFORMANCE INDICATORS (API) FORMAT

FOR DIRECT RECRUITMENT

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

3.A RESEARCH PAPERS *(Attach proof)*

3.A.1 Refereed Journals (throughout the career)

Title of the Article	Author	Co-Authors	Name of the journal Vol. No. & pp	Impact Factor as on the current year	No. of points (for office use)	Total points
A. Refereed non-indexed journals				*(15 points per publication)*		
B. Refereed indexed journals				*(20 points per publication)*		
C. Refereed papers with impact factor between 1 and 2				*(25 points per publication)*		
D. Refereed papers with impact factor between 2 and 5				*(30 points per publication)*		
E. Refereed papers with impact factor between 5 and 10				*(40 points per publication)*		

Note: In the case of a joint paper, the first author and the corresponding author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.A.2 Non-refereed journals with ISSN / ISBN (throughout the career)

10 points per publication)

Title of the Article	Author	Co-Authors (s)	Name of the journal Vol. No. & pp	International / National	ISBN / ISSN	No. of points (for office use)	Total points

Note: In the case of a joint paper, the first author and the corresponding author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.A.3 Non-refereed / Non Indexed journals without ISSN / ISBN (throughout the career)

(05 points per publication)

Title of the Article	Author	Co-Authors (s)	Name of the journal Vol. No. & pp	International / National	No. of points (for office use)	Total points

Note: In the case of a joint paper, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.A.4 Full paper published in the proceedings of Conference / Seminars / Symposia, etc (throughout the career)

(10 points per publication)

Title of the article	Author	Co-author (s)	Name of the Programme	Organizer	Date	ISBN / ISSN if any

Note: In the case of a joint paper, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.2 RESEARCH PUBLICATIONS *(Attach proof)*

3.B.1 Text or reference books by international publisher (throughout the career)

(50 points per book / 10 points per chapter in an edited book)

Title of the Book	Author	Co-author(s)	Name of the publisher, month, year	ISBN / ISSN

Note: In the case of a joint publication, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.B.2.1 Subject books by National level publishers / State and Central Govt. publications with ISBN / ISSN Number.

(25 points per book / 5 points per chapter in edited book)

Title of the Book	Author	Co-author(s)	Name of the publisher / month, year	ISBN / ISSN

Note: In the case of a joint publication, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.B.2.2 Subject books by National level publishers / State and Central Govt. publications without ISBN / ISSN Number.

(15 points per book / 2 points per chapter)

Title of the Book	Author	Co-author(s)	Name of the publisher / month, year

3.B.2.3 Non-refereed / Non Indexed books without ISSN / ISBN (throughout the career)

(10 points per book)

Title of the Book	Author	Co-author(s)	Name of the publisher / month, year

3.B.3.1 Subject books by other local publishers with ISBN / ISSN numbers

(15 points per book / 3 points per chapter)

Title of the Book	Author	Co-author(s)	Name of the publisher / month, year	ISBN / ISSN

Note: In the case of a joint publication, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.B.4 Chapters contributed in edited volumes published by international publishers

(10 per chapter)

Title of the Book	Name of the Editor	Chapter contributed	Author / Co-author	Name of the publisher	ISBN / ISSN

Note: In the case of a joint publication, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.B.5 Chapters in national level publishers with ISBN / ISSN numbers
(and in the case of knowledge based volumes, with numbers of national and international directories)

(5 per chapter)

Title of the Book	Name of the Editor	Chapter contributed	Author / Co-author	Name of the publisher	ISBN / ISSN

Note: In the case of a joint publication, the first author would receive 60% of the total points and the remaining 40% would be shared equally by all other authors.

3.C RESEARCH PROJECTS (*Attach proof*)

3.C.1. Sponsored Projects carried out/ on-going

Title of the Project	Funding Agency	Grant sanctioned	Duration From	To	Project Status completed / on-going
a. Major Research Projects (>Rs. 30 lakhs for sciences and >Rs. 5 lakhs for others)					
					(20 per project)
b. Major Research Projects (>Rs.5 lakhs & ≤ Rs.30 lakhs for sciences and >Rs.3 lakhs & ≤ Rs.5 lakhs for others)					
					(15 per project)
c. Minor Research Projects (>Rs.0.5 lakhs & ≤ Rs.5 lakhs for sciences and >Rs.0.25 lakhs & ≤ Rs.3 lakhs for others)					
					(10 per project)

Note: (i) Sciences include faculties of Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences;
(ii) Others include faculties of Languages/Arts/Humanities/Social Sciences/Library/Physical Education / Management.

3.C.2. Consultancy Projects carried out/ on-going (*attach proof*)

Title of the Project	Funding Agency	Grant sanctioned	Duration from	To	Project Status completed / on-going	Self-assessed API score
(10 points per every Rs. 10 lakh in science & per every Rs. 2 lakh in others)						
					Total	
					No. of Points (Office use)	

Note: (i) Projects should be minimum of Rs.10 lakhs for sciences and minimum of Rs. 2 lakhs for others.
(ii) Sciences include faculties of Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences;
(iii) Others include faculties of Languages/Arts/Humanities/Social Sciences/Library/Physical Education/ Management.

3.C.3. Completed Projects: Quality Evaluation and Outcomes *(attach proof)*

Title of the Project	Project Type: Research Consultancy / Action Research	A. Completed Project Report Acceptance status by funding agencies	B. Outcomes		Self-assessed API score
			Title of the Project	Project Outcome	
				Total	
				No. of Points (Office use)	

Note: (i) For acceptance of project report by funding agencies, 20 points per major project and 10 points per minor project.
(ii) For outcomes (Patent/Technology transfer/ Product/Process/policy documents), 30 points per national level output and 50 points per international level output.

3.D RESEARCH GUIDANCE (Attach proofs)

3.D.1 Details of M.Phil Awarded

Name of the Scholar	Title of the Thesis	Submitted	Awarded	Name of the University	Month and Year	Self-assessed API score
						(3 points per candidates awarded)
					Total	
				No. of Points (Office use)		

3.D.2 Details of Ph.D. Awarded / Submitted

Name of the Scholar	Title of the Thesis	Submitted	Awarded	Name of the University	Month and Year	Self-assessed API score
						(10 points per Ph.D. awarded and 7 points for Ph.D thesis submitted.)
					Total	
				No. of Points (Office use)		

3.E TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS

3.E.1. Refresher courses, Methodology workshops, Training, etc. *(Max: 30 points)*

Event	Organizer / Place	Period / Duration	Self-assessed API score
A. Refresher Courses / Training programmes			
B. Methodology workshop			
C. Conferences / Seminars / Workshops			
D. Teaching –learning –evaluation programme			
E. Soft skill development			
F. Faculty Development programme			
		Total	
		No. of Points (Office use)	

*Note***:**   (i)   Not less than 2 weeks duration – 20 points and
         (ii) One week duration – 10 points each.

**3.E.2. Details of papers presented in Seminars / Conferences, etc.
which are not covered under Category 3.1.3** *(Attach proof)*

Title of the Article	Author	Co-Author (s)	Programme Name	Organiser	Date	Level: International / National / Regional / Local	Self-assessed API score
						Total	
						No. of Points (Office use)	

Note: (i) International - 10 points each (ii) National - 7.5 points each (iii) Regional / State level – 5 points each (iv) Local – 3 points each (v) In the case of a joint presentation, the first presenter would receive 60% of the total points and the remaining 40% would be shared equally by all other presenters.

3.E.3 Details of invited lectures / presentations in Conferences / Seminars, etc.

Name of the Programme	Organizer	Topic	Date & place	Level: International / National / Regional / Local	Self-assessed API score
				Total	
				No. of Points (Office use)	

Note: (i) International - 10 points each
(ii) National - 5 points each.

DECLARATION

I ……………………. hereby declare that the particulars furnished above are true to my knowledge.

Place   :

Date   :

Name & Signature of the
Candidate