**Revised API Pro forma as per (New UGC Regulation)4th Amendment dated 11 July 2016**

**For**

**THE PRINCIPAL OF FACULTY OF LANGUAGES /HUMANITIES / ARTS / SOCIAL SCIENCES/LIBRARY / PHYSICAL EDUCATION /MANAGEMENT**

**Part A : General Information and Academic Background**

1. Name ( in Block Letters) :-

2. Name of College:-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. For which position and grade pay you are an applicant under CAS?

7. Date of eligibility for promotion :-

8. Address (With Pin Code) :-

Telephone No :-

E-mail :-

**9. Academic Qualifications (S.S.C. till post graduation) :-**

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| --- | --- | --- | --- | --- | --- |
| **Examinations** | **Name of the Board/ University** | **Year of Passing** | **Percentage of marks obtained** | **Division/ Class/Grade** | **Subject** |
| S.S.C. |  |  |  |  |  |
| H.S.C. |  |  |  |  |  |
| Bachelor Degree |  |  |  |  |  |
| Master Degree |  |  |  |  |  |
| Any other |  |  |  |  |  |

**10. Research Degree(s)**

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| --- | --- | --- | --- |
| **Degrees** | **Title** | **Date of award** | **University** |
| M. Phil. |  |  |  |
| Ph.D. |  |  |  |
| D.Sc/D. Litt. |  |  |  |

**[ 2 ]**

**11. Appointments held prior to joining this institution**

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| **Designation** | **Name of Employer** | **Date of** | **Salary with Grade Pay** | **Reason of leaving** |
| **Joining** | **leaving** |
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**12. Posts held after appointment at this institution:-**

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| **Designation** | **Department** | **Date of actual** | **Grade** |
| **From** | **To** |
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**13. Period of teaching experience:**

P.G. Classes (in years) \_\_\_\_\_\_\_

 U.G. Classes (in years) \_\_\_\_\_\_\_

14. Research Experience excluding years spent in M. Phil / Ph. D (in years)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Fields of Specialization under the Subject / Discipline

(a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16 Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended

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| **Name of the Course/ Summer School** | **Place** | **Duration** | **Sponsoring Agency** |
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**[ 3 ]**

**Part – B : API Calculation of Category – II and III**

**CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND**

 **EXTENSION ACTIVITIES**

 (Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Unit of calculation** | **Self appraisal API Score** | **Verified API Score by Committee** |
| **II (a)** | **Students related co-curricular, extension and field basedactivities** | **Actual Hours spent per academic year** | **Total Hours Spent** |
| **(1)** | **(2)** | **(3)**  | **(4)=(3)/10 (Max15)** | **(Max15)** |
| Remedial classes/bridge course |  |  |  |  |
| Career counseling |  |
| Study visit/tour/Field work |  |
| Students seminar |  |
| Quiz/Debate/etc |  |
| Industry -implant training and placement activities |  |
| Aviskar, Ashwamedhetc participation |  |
| Subject related survey  |  |
| NET/SET/GATE workshops/Lectures |  |
| NSS/NCC etc |  |
| Cultural/sports |  |
| Public/popular: Lectures/ Talks/Seminars etc |  |
| Community/Social work/ Swatchta Abhiyanetc |  |
|  | Water/Tree conservation, Blood donation/Alumni meet |  |  |  |  |
|  | Testing and Analysis |  |  |  |  |
|  | Any other activities |  |  |  |  |

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| **II(b)** | **Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities** | **Actual Hours spent per academic year**  | **Total Hours Spent** | **Self appraisal API Score** | **Verified API Score by Committee** |
| **(1)** | **(2)** | **(3)**  | **(4)=(3)/10 (Max15)** | **(Max15)** |
| Dean/Teacher-in-charge/Management Council memberetc |  |  |  |  |
| Director/Head/Principal/ Vice- Principal |  |
| NAAC/IQAC/API/SAP/FIST/ RUSA/TEQIP etc Chairman/ Coordinator/ member |  |
| Coordinator/member of Avishkar/ Uvarang, Ashwamedhetc |  |
| Convener/Chairman/ Coordinator/member of conference/ workshop/seminar/Refresher/ Orientation course |  |
| Hostel Warden/sport Incharge etc |  |
| Admission/Academic/Examination committees/Local management committee/library committee/Standing Committee/Sexual Harassment & Prevention Committee member etc |  |
| BOS/ Faculty / Academic Council /Senate member |  |
| Examination Reforms/ Institutional Governance |  |
|  | Any other |  |  |  |  |

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| **II(c)** | **Professional Development activities** | **Actual Hours spent per academic year**  | **Total Hours Spent** | **Self appraisal API Score** | **Verified API Score by Committee** |
| **(1)** | **(2)** | **(3)**  | **(4)=(3)/10 (Max15)** | **(Max15)** |
| Participation in Seminars /Conferences / Short Term Training Courses / Industrial Trainings |  |  |  |  |
| Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course/Colleges |  |
| Membership of associations International/ National/State |  |
| Publications of articles in Proceedings/ newspaper/magazine etc not covered in Category III. |  |
| Dissemination/Radio Talksetc |  |
| Chairman for subject related event like. M. Phil/Ph.D. viva/Referee for M. Phil./Ph. D. thesis/ Referee for subject Journals/Editors of subject Journals |  |
|  | Session chairman/sectional president for Conference/ Seminar/workshop etc |  |  |  |  |
|  | Any other |  |  |  |  |

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| **Total of Category II** |  |

**[ 6 ]**

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

**III (A) RESEARCH PAPERS PUBLISHED:**

**(a) Refereed Journals as notified by UGC#(25 points per publication)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Title of the paper with page Nos.** | **Journal name#with ISBN/ISSN No** | **Whether Journal is notified by UGC? #** | **Impact Factor, if any** | **First/Principal/ corresponding authors/supervisor/mentors** | **Self appraisal API Score \*** | **Verified API Score by Committee \*** |
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| **Sub Total III A (a)** |  |

**(b) Other reputed Journals as notified by UGC # (10 points per publication)**

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| **Sr. No** | **Title of the paper with page Nos.** | **Journal name# with ISBN/ISSN No** | **Whether Journal is notified by UGC? #** | **First / Principal/ corresponding authors/ supervisor/mentors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
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| **Sub Total IIIA(b)** |  |

 **[ 7 ]**

**III (B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)**

**(a) Text / Reference, Subject 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 points for single author per book)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address** | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
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| **Sub Total IIIB(a)** |  |

**(b) 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. (20 points for single author per book)**

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| **Sr. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address** | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
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| **Sub Total IIIB(b)** |  |

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**(c) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 points for single author per book)**

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| **Sr. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address** | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
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| **Sub Total IIIB(c)** |  |

**(d) 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. (10 points for International/ 05 points for National books per chapter)**

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| **Sr. No** | **Title of the Book with ISBN/ISSN No** | **Name of the Publisher with address** | **Whether Book approved by the University and intimated in the UGC? #** | **No of authors** | **Self appraisal API Score\*** | **Verified API Score by Committee\*** |
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**\*** 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. 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.

**#** Clause 6.0.5 (i) : 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”. This clause 6.0.5 (i) will be strictly followed by the University.

**III (C) RESEARCH PROJECTS:**

1. **Sponsored projects: *Major Projects:*** with grants above Rs. 05 lakhs (20 points per Project) and with grants above Rs. 3 lakhs to Rs. 05 lakhs (15 points per Project). ***Minor Projects***: with grants above Rs. 01 lakhs to Rs. 03 lakhs (10 points per Project).
2. **Consultancy Projects:** Amount mobilized with a minimum of Rs.02 lakhs (10 for every Rs.02 lakhs)
3. **Projects Outcome /Outputs: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.

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| **(i) Sponsored projects: Major /Minor projects** |
| **Sr. No.** | **Title of Project** | **Name of Sponsoring Agency** | **Period** | **Grant /Amount mobilized in Lakhs** | **Major/Minor/Patent/Technology Transfer/product/process** | **Self appraisal API Score** | **Verified API Score by Committee** |
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| **(ii) Sponsored projects: Major /minor projects** |
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| **(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process** |
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| **Sub Total III C** |  |

**III (D) RESEARCH GUIDANCE: (Ph. D. awarded per candidate 15, Ph. D. submitted per candidate**

 **10 and M. Phil. awarded 05 per candidate)**

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| **Sr.No.** | **Ph.D / M.Phil.** | **Degree awarded/ Thesis submitted** | **Guide/ co-guide** | **Self appraisal API Score** | **Verified API Score by Committee** |
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**[ 11 ]**

**III(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/ SEMINARS**

1. **Fellowship/Award: (International award/fellowship 15 pointsper award, National award/fellowship 10 points per award, state/University level award/fellowship 05 points per award)**

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| **International/National/state/University level Awards** |
| **Sr. No.** | **Name of the award** | **Academic Body/Society/Association** | **Level International /National/State/University** | **Self appraisal API Score** | **Verified API Score by Committee** |
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| **International /National/state/University level Fellowships** |
| **Sr. No.** | **Name of the fellowship** | **Academic body/Society/ Association** | **Level International /National/state/ University**  | **Self appraisal API Score** | **Verified API Score by Committee** |
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1. **Invited Lectures/paper presented in Conferences/Seminars:**

**Points per lecture: International 07, National 05, State/University 03.**

**Points per paper presentation: International 05, National 03, State/University 02.**

**(The score under this sub-category API points shall be restricted to 20% of the minimum fixed for Category III for anyassessment period)**

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| **Invited lectures/paper presentations** |
| **Sr. No.** | **Title of the Invited lecture/paper presentations** | **Title of Conference/seminar** | **Organized by** | **Level****International/ National/State/ University** | **Self appraisal API Score** | **Verified API Score by Committee** |
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| **Sub Total IIIE(ii)Sub Total IIIE(ii)** **(API points shall be restricted to 20% of the minimum fixed for Category III for *any assessment period)*\*\*** |  |

**\*\* FOR Direct recruitment: 20% of the minimum fixed for Category III.**

**[ 12 ]**

**III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (10 points per module)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sr .No.** | **e-learning delivery process/material** | **Title of the process/material** | **Details of the website** | **No of modules developed** | **Self appraisal API Score** | **Verified API Score by Committee** |
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| **Sub Total III F** |  |

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| **Total of Category III:** |  |

I certify that the information provided is correct as per records available with the college/university Department and/or documents enclosed along with the duly filled proforma.

Signature of the teacher

Forwarded through:

Chairman, IQAC committee Head/Director/Principal

College/university