



## **ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU**

### **CAREER ADVANCEMENT SCHEME**

#### **ACADEMIC PERFORMANCE INDICATORS (API)**

**RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED FOR FINALISING THE PROPOSAL UNDER PERFORMANCE BASED APPRAISAL SYSTEM FOR PROMOTION OF ACADEMIC EXCELLENCE AND REWARD FOR THE TEACHING FACULTY OF ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU**

#### **PREAMBLE:**

The NAAC PEER TEAM (*Third Cycle*) and the External Evaluation Committee appointed by the Governing Body have recommended the introduction of Performance Based Evaluation System (PBES) for the teaching faculty of the College in view of the vision of the College to become a university. UGC and Government of Karnataka have also implemented the Career Advancement Scheme (CAS) and the selection process for posts like Assistant Professor (Selection) Associate Professor based on Performance Based Appraisal System (PBAS) and Academic Performance Indicators (API). The broad guidelines have been provided in this regard in the UGC Regulations notified: No. F.3-1/2009 Dated: 30<sup>th</sup> June 2009 and GOVERNMENT OF KARNATAKA ORDER NO. ED 37

Institutional guidelines, such candidates may be relieved from service at the end of two consecutive Academic years, and their candidature may be considered for fresh recruitment and reappointment subject to their performance in the PBAS. They will be designated as lecturers.

4. **Direct Recruitment** may be adopted for higher level posts subject to fulfilling all prescribed guidelines regarding the eligibility (UGC & Institutional) starting from **Assistant Professor, Stage 2.**
5. The Management may make necessary provision for the staff to attend Orientation Programme / Refresher courses / Short-term courses for their respective career advancements.
6. The faculty will have the following designations:

**Assistant Professor (Stage -1)**

**Assistant Professor (Stage -2)**

**Assistant Professor (Stage 3)**

**Associate Professor (Stage 4)**

**Professor (Stage 5)**

**Minimum Academic Performance Requirements and Screening / Selection Criteria for various stages of recruitment or Career Advancement Scheme shall be:**

**A: ASSISTANT PROFESSOR (Entry Level):**

- The minimum requirements of a good academic record of a minimum of 55% marks or equivalent grade in a point scale wherever grading system is followed at the Master's level.
- Qualifying NET/SLET shall remain the minimum eligibility condition for recruitment and appointment as Assistant Professors.
- However, candidates, who **are or have been** awarded Ph.D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the

minimum eligibility condition of NET/SLET/K-SET for recruitment and appointment as Assistant Professors

- Obtaining Ph.D after 2009 with mandatory Coursework may be considered equivalent to SLET/K-SET.

#### **B: ASSISTANT PROFESSOR (Stage 1 - Stage 2)**

- Assistant Professor in Stage 1 with **05** years of service (After obtaining the essential qualification)
- Cumulative API scores of 1150 for 5 years using PBAS scoring proforma developed by the College as per the norms provided in Appendix 1.
- The candidate shall have undergone **ONE** Orientation / Research Methodology Course of 3-week duration. Consideration may be given for candidates who undergo three Courses of one week duration each during their tenure of five years and treated equivalent to ONE Orientation Course
- A minimum of 02 Research Publication and 2 seminar/Webinar presentations
- A minimum of 02 MOOCs on Swayam/Coursera/edX/NTPL and other recognized Online Learning Platforms with 18 hrs each.
- Screening cum Verification process for recommending Promotion

#### **Fast Track Career Advancement: (In service candidates)**

Candidates already in service in the institution as Assistant Professors, Stage I, may be considered for the Fast Track Career Advancement to Assistant Professor, Stage II on fulfilling the following criteria:

- Obtain Ph.D within **04 years of service** as Assistant Professor, Stage I and as and when they fulfill all the following during their tenure as Assistant Professor, Stage I:
- Cumulative API scores of 1200 for using PBAS scoring proforma developed by the College as per the norms provided in Appendix 1.
- Sanction of ONE Minor research project from known external funding agency
- TWO Orientation Course of 3-week duration
- ONE Refresher Course of a week's duration
- 03 Research Publications and 02 Paper presentations
- 03 MOOCs in recognized online E-Learning platforms

### **Direct Recruitment: (Fresh/External Candidates)**

A candidate may be considered for Direct Recruitment to Assistant Professor-Stage II by fulfilling the following eligibility criteria:

- Ph.D with consecutive **03** years of teaching /Research/ Industry experience at the UG/PG level depending on the requirement of the Faculties in the College
- ONE Orientation Course of 3-week duration
- 02 Refresher Courses of a week's duration each or 1 Refresher course of 3 weeks.
- 04 Research Publications and 02 Paper presentations
- 01 Minor research project (Completed /ongoing) from Recognized agency

### **C : ASSISTANT PROFESSOR (Stage 2 - Stage 3)**

- Assistant Professor with a service of 5 years in Stage 2
- Minimum Cumulative API scores of 1225 for 5 years using the PBAS scoring proforma developed by the DCE as per the norms provided in Appendix I
- Completion of 1 Refresher Course in the discipline in the duration (Stage-2)
- At least 3 publications during the period as Assistant Professor, Stage-2
- At least 3 seminar presentations (stage 2)
- 03 MOOCs from recognized Online Learning Platforms like Swayam/Coursera/edX/NTPL and others
- Screening cum Verification process for recommending promotion.

### **Fast Track Career Advancement: (In Service Candidates)**

- Obtained Ph.D. within **04 years of service** at Assistant Professor, Stage -2 as and **when they fulfill all the following during their tenure as Assistant Professor, Stage II:**
- Minimum Cumulative API scores of 1300 using the PBAS scoring proforma developed by the DCE as per the norms provided in Appendix I
- Completion of 02 Refresher Course in the discipline in the duration (Stage-2)
- At least 04 publications during the period as Assistant Professor, Stage-2.
- At least 03 seminar presentations
- Completed at least ONE Minor Research Project from the recognized agency
- 3 MOOCs from recognized Online Learning Platforms like

Swayam/Coursera/edX/NTPL during Stage - 2

- Screening cum Verification process for recommending promotion.

### **Direct Recruitment: (Fresh/External)**

A candidate may be considered for Direct Recruitment to Assistant Professor-Stage III by fulfilling the following eligibility criteria:

- **Ph.D** with a minimum of **06 consecutive** years of teaching/Industry/Research Experience as per the needs of the vacancy/faculty.
- ONE Orientation and 03 Refresher Courses or equivalent trainings in Industry/research organization.
- A minimum of 07 Publications in renowned journals (SCOPUS, Web of Science, UGC Care)
- A minimum of 04 Seminar Presentations
- Completed at least ONE Minor Research Project by the recognized funding agency
- Screening cum Verification process for recommending promotion.

### **ASSOCIATE PROFESSOR (Stage 3 - Stage 4)**

- Assistant Professors with 05 years of service in Stage 3 along with Ph.D. in the relevant discipline
- Minimum Cumulative API scores of 1275 for 5 years using the PBAS scoring proforma developed by the college as per the norms provided in Appendix-I.
- At least 5 publications in the period as Assistant Professor (stage3 to 4) plus a minimum of 6 seminar / conference presentations
- Organization of at least one seminar/ conference / workshop in the college
- Successfully completed 2 course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation, ICT Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.
- 3 MOOCs from recognized Online Learning Platforms like Swayam/ Coursera/ edX/ NTPL
- A selection committee process as stipulated in the regulations in Appendix I.

### **Fast Track Career Advancement: (In Service staff)**

- Obtain Ph.D within 4 years of service at Assistant Professor, Stage 3 and as and when the candidate fulfills the following:
- Minimum Cumulative API scores of 1425 using the PBAS scoring proforma developed by the college as per the norms provided in Appendix-I.
- At least 5 publications in the period as Assistant Professor (stage3 to 4) plus a minimum of 6 seminar / conference presentations
- Organization of at least 02 seminars/ conferences / workshop in the college
- Successfully completed 03 courses / programmes from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation, ICT Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.
- 03 MOOCs from recognized Online Learning Platforms like Swayam/ Coursera/ edX/ NTPL
- A selection committee process as stipulated in this regulation in Appendix I.

#### **Direct Recruitment: (Fresh/External)**

- Ph.D with a minimum of consecutive 10 years of teaching/industry/Research experience as per requirement of the vacancy
- A minimum of ONE Orientation Programme and 03 Refresher Courses
- Completed at least 01 major Research Project or at least 02 Minor Research Projects from known funding agencies
- A minimum of 10 Publications and 10 Seminar presentations
- At least 06 MOOCs from the recognized Online Learning Platforms
- Organization of at least THREE Seminars/Conferences
- A selection committee process as stipulated in this regulation in Appendix I.

#### **PROFESSOR**

- Associate Professor with at least 05 years of uninterrupted service in Stage 4
- Recognized as a Research Guide by University/ Autonomous College/ Research Centres and should have successfully guided at least 01 PhDs
- Obtained a Research Grant from recognized external funding agency/agencies of more than Rs. 10 Lakhs for Science and Rs. 5 Lakhs for Social Science/Humanities.
- Minimum Cumulative API scores of 1445 for 5 years using the PBAS scoring proforma developed by the College as per the norms provided in Appendix-I.

- At least 07 publications in reputed journals during the previous level (in stage 4).
- A minimum of 8 seminar / conference presentations
- Organization of at least two seminars/ conferences / workshops in the college
- Successfully completed 4 course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation, ICT Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.
- A minimum of 06 MOOCs from recognized E-Learning Platforms like Swayam/Coursera/edX/NTPL and others
- A selection committee process as stipulated in this regulation in Appendix I.

#### **Fast Track Career Advancement: (In Service Candidates)**

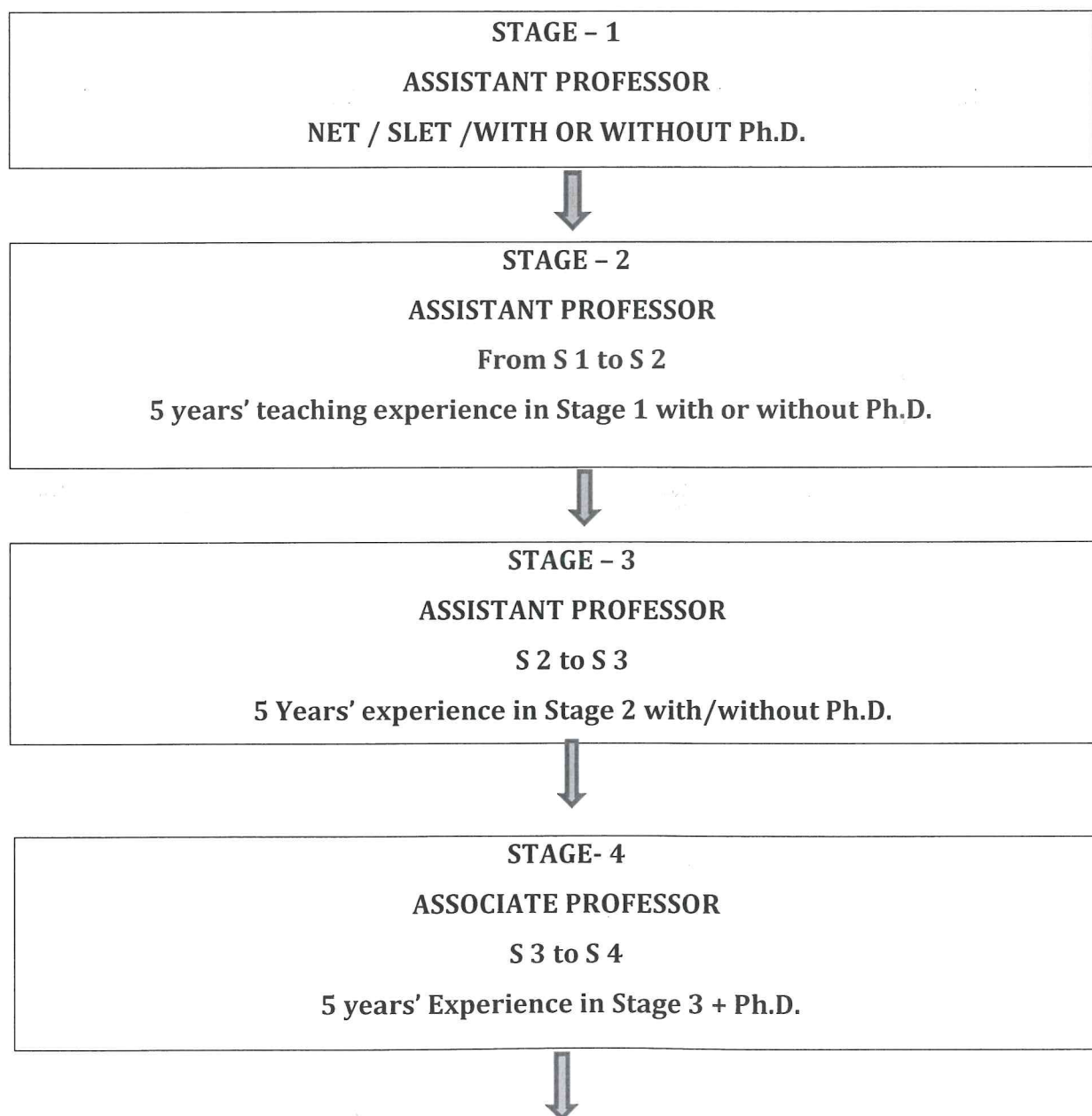
- Associate Professor with consecutive 04 years' experience
- Recognized as a Research Guide by University/ Autonomous College/ Research Centres and should have successfully guided at least 02 PhDs
- Attended at least 01 Orientation Programmes and 03 Refresher Courses
- Obtained a Research Grant from recognized external funding agency/agencies of more than Rs. 15 Lakhs for Science and 10 Lakhs for Social Science/Humanities.
- Minimum Cumulative API scores of 1525 using the PBAS scoring proforma developed by the College as per the norms provided in Appendix-I.
- At least 07 publications in reputed journals during the 4<sup>th</sup> Stage.
- A minimum of 10 seminar / conference presentations
- Organization of at least 03 seminars/ conferences / workshops in the College
- Successfully completed 4 courses / programmes from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation, ICT Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.
- A minimum of 06 MOOCs from recognized E-Learning Platforms like Swayam/Coursera/edX/NTPL and others
- A selection committee process as stipulated in this regulation in Appendix I.

#### **Direct Recruitment: (Fresh/External)**

- Ph.D with at least a total of 15 years of experience in teaching and research and at least 10 years of experience in teaching and research after obtaining Ph.D.

- Recognized as a Research Guide by University/ Autonomous College/ Research Centres and should have successfully guided at least 03 PhDs
- Attended at least 01 Orientation Programmes and 04 Refresher Courses
- Obtained a Research Grant from recognized external funding agency/agencies of more than Rs. 25 Lakhs for Science and Rs. 10 Lakhs for Social Science/Humanities.
- At least 12 publications in reputed journals after obtaining the Ph. D.
- A minimum of 10 seminar / Conference presentations

#### DIAGRAMMATIC PRESENTATION OF TEACHING CADRES





<p><b>STAGE- 5</b></p> <p><b>PROFESSOR</b></p> <p><b>S 4 to S 5</b></p> <p><b>5years' Experience in Stage 4 + Ph.D. + Guideship</b></p>
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**APPENDIX I : MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS AT ST ALOYSIUS COLLEGE (AUTONOMOUS) UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Sl. No.	ASSESSMENT CATEGORY	Minimum Average Yearly or Cumulative API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) and Weightages for Expert Assessment				
		Available Scores	Assistant Professor Stage 2 S1 - S2	Assistant Professor Stage 3 S2 - S3	Associate Professor Stage 4 S3 - S4	Professor Stage 5 S4- S5
						Annual API
I	Teaching, learning, examination and evaluation related activities	160	80 (50%)	80 (50%)	80 (50%)	80 (50%)
II	Co-curricular, extension and professional development related activities	100	25 (25%)	35 (35%)	40 (40%)	50
III	Research and academic contributions	250	50 (20%)	75 (30%)	100 (40%)	125
<b>TOTAL</b>	Minimum for one year I+II+III	510	230 (45%)	245 (48%)	255 (50%)	280 (55%)
<b>NOTE</b>	<b>The balance scores of the total minimum may be scored from any of these 3 categories taken together to score</b>					

the TOTAL MINIMUM from I +II+III to fill the deficit					
		<i>Cumulative for 5 years (Stage I)</i>	<i>Cumulative for 5 years (Stage II)</i>	<i>Cumulative for 5 (Stage III)</i>	
	<i>Cumulative Scores</i>	1150	1225	1275	

**EXPLANATORY NOTE FOR THE TABLE:**

1. All teachers shall submit the duly filled-in the software generated Performance Based Appraisal System (PBAS) proforma to the office of the HR annually. They will have to be documented and collated annually by the HR office of the college for follow up by the College authorities.
2. The aggregate minimum API score required can be earned from any of the sub-categories, subject to the minimum prescribed score in each category. This will ensure due weightage to teachers who contribute additionally through any of the components given in Categories I and II and the differing nature of contributions possible in different disciplines / courses
3. For Category III (research and academic contributions), an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
4. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so two months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.
5. **If however, on final assessment, candidates do not either fulfill the minimum criteria they will be reassessed only after a minimum period of one year.**
6. (a) If a candidate applies for promotion on completion of the minimum eligibility period fulfilling all the requirements of API as per the Regulations, the date of promotion will be deemed to be the date on which the promotion was due in the respective stage unless not qualified as per the Regulations.

(b) If however, the candidate finds that she / he fulfills the eligibility conditions at a later date and applies on that date and is found eligible, her / his promotion will be deemed to be from the date on which he/she qualifies.

(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the date on which he/she qualifies.

(d) In case of those teachers who avail Faculty Improvement Programme (FIP) facility, the promotion of such teachers who qualify, such promotions shall be deemed to be effective from the date on which such promotion was actually due.

#### **ANNEXUTURE 1:**

#### **BRIEF VIEW OF ACADEMIC PERFORMANCE INDICATORS (APIS) AND PROPOSED SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UG AND PG FACULTY**

<b>SL NO</b>	<b>NATURE OF ACTIVITY</b>	<b>SCORE AVAILBLE:</b>	<b>Minimum to be scored</b>
<b>CATEGORY I:</b>	<b>TEACHING, LEARNING, EXAMINATION AND EVALUATION RELATED ACTIVITIES</b>	160	80
	<b>CATEGORY I: Allocation</b>		
I-A	LECTURES TAKEN	48	45
I-B	ADDITIONAL LECTURES TAKEN	12	----
I-C	RESULTS	10	05
I-D	VALUATION OF INTERNAL TEST PAPERS	10	--
I-E	VALUATION OF ASSIGNMENT	10	--
I-F	GUIDING SEMINARS BY STUDENTS	5	02
I-G	REMEDIAL CLASSES & GUIDANCE	20	03
I-H	ENRICHMENT OF CURRICULUM / VALUE	20	03

	ADDITION / SYLLABUS / COURSE IMPROVEMENT / COURSE DESIGNING / EXAMINATION REFORMS, etc.		
I-I	EXAMINATION RELATED DUTIES	25	05
	EXAMINATION WORK OUTSIDE THE INSTITUTION		
<b>CATEGORY II:</b>	<b>CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.</b>	100	25
	<i>CATEGORY II: ALLOCATION</i>		
II-A	STUDENT RELATED CO-CURRICULAR, EXTRACURRICULAR AND EXTENSION AND FIELD BASED ACTIVITIES (SUCH AS EXTENSION WORK THROUGH NSS / NCC AND OTHER CHANNELS, CULTURAL ACTIVITIES, SUBJECT RELATED EVENTS, ADVISEMENT AND COUNSELING)	25	10
II-B	CONTRIBUTION TO DAY-T-DAY ADMINISTRATION AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC AND ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES	50	05
II-C	LEADERSHIP	05	-
II-D	LIFE MEMBERSHIP OF PROFESSIONAL BODIES	05	-
II-E	PROFESSIONAL DEVELOPMENT ACTIVITIES	15	-

CATEGORY-III:	RESEARCH AND ACADEMIC CONTRIBUTIONS	250* *Maximum that can scored	Minimum to be scored-125
III-A	RESEARCH PAPERS PUBLISHED Patents	15 25	-
III-B	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNAL ARTICLES)	50	-
III-C	RESEARCH PROJECTS	20	-
III-D	CONSULTANCY PROJECTS	20	-
III-E	COMPLETED PROJECTS	20	-
III-F	RESEARCH GUIDANCE	10	-
III-G	PARTICIPATION IN TRAINING COURSES / WORKSHOPS / SOFT SKILLS / FACULTY DEVELOPMENT PROGRAMME/ TEACHING-LEARNING- EVALUATION TECHNOLOGY PROGRAMMES, ETC	30	<b>05</b>
III-H	PRESENTATIONS OF PAPERS IN CONFERENCES / SEMINARS/ WORKSHOPS, ETC	10	<b>04</b>
III-I	INVITED PARTICIPATION IN CONFERENCES / SEMINARS/ WORKSHOPS, ETC	15	-
III-J	ORGAINISNG CONFERENCES / SEMINARS/ WORKSHOPS/ SYMPOSIA, ETC	15	<b>02</b>

III-K	PARTICIPATING IN CONFERENCES / SEMINARS/ WORKSHOPS AS DELEGATES, ETC	05	04
III-L	EDITORIAL SERVICE	30	-
III-M	ACADEMIC CONSULTANCY	10	-
III-N*	PROJECT OUTCOME / OUTPUTS	50	-
III-O*	AWARDS / HONOURS / RECOGNITIONS / FELLOWSHIP TITLES / POST-DOCTORAL RESEARCH DEGREES LIKE D.SC., D.LITT ETC.,	50	-
*	Optional indicators		

**TABLE : II :**

**CATEGORY I: TEACHING, LEARNING, EXAMINATION AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:.** Based on the teacher's self-assessment, API scores are proposed for : (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation;(d) contribution to innovative teaching, new courses, etc.

**The minimum API score required by teachers from this category I is 80 at all stages out of 160 minimum available.**

**TABLE—II A**

<b>CATEGORY I:</b>	<b>TEACHING, LEARNING, EXAMINATION AND EVALUATION RELATED ACTIVITIES</b>	<b>160</b>	
<b>I-A</b>	<b>LECTURES TAKEN(Essential)</b> Note: - 16 hours minimum for theory - 20 hours minimum for subjects with practical	16 X 3= 48	Minimum: 45
<b>I-B</b>	Additional Lectures Taken above the norm (3 scores per class)	4X3=12	---

	<b>Note:</b> Additional Classes taken for extra payment shall be excluded)		
<b>1-C</b>	<b>RESULTS</b>	<b>10</b>	Minimum: <b>05</b>
<b>1</b>	100 % in specific courses concerning the staff under consideration(applies to all the items below)	<b>10</b>	
<b>2</b>	90 % and above	<b>9</b>	
<b>3</b>	80 % to 90 %	<b>8</b>	
<b>4</b>	70 % to 80 %	<b>7</b>	
<b>5</b>	60 % to 70 %	<b>6</b>	
<b>6</b>	50 % to 60 %	<b>5</b>	
<b>I-D</b>	<b>VALUATION OF INTERNAL TEST PAPERS</b>	<b>10</b>	
<b>1</b>	Average 500 per semester	<b>10</b>	
<b>2</b>	Average 450 to 500 per semester	<b>9</b>	
<b>3</b>	Average 400 to 450 per semester	<b>8</b>	
<b>4</b>	Average 350 to 400 per semester	<b>7</b>	
<b>5</b>	Average 300 to 350 per semester	<b>6</b>	
<b>6</b>	Average 250 to 300 per semester	<b>5</b>	
<b>7</b>	Average 200 to 250 per semester	<b>4</b>	
<b>8</b>	Average 150 to 200 per semester	<b>3</b>	
<b>9</b>	Average 100 to 150 per semester	<b>2</b>	
<b>10</b>	Average 50 to 100 per semester	<b>1</b>	
<b>I-E</b>	<b>VALUATION OF ASSIGNMENT</b>	<b>10</b>	
<b>1</b>	Average 500 per semester	<b>10</b>	
<b>2</b>	Average 450 to 500 per semester	<b>9</b>	
<b>3</b>	Average 400 to 450 per semester	<b>8</b>	
<b>4</b>	Average 350 to 400 per semester	<b>7</b>	
<b>5</b>	Average 300 to 350 per semester	<b>6</b>	
<b>6</b>	Average 250 to 300 per semester	<b>5</b>	
<b>7</b>	Average 200 to 250 per semester	<b>4</b>	

<b>8</b>	Average 150 to 200 per semester	<b>3</b>	
<b>9</b>	Average 100 to 150 per semester	<b>2</b>	
<b>10</b>	Average 50 to 100 per semester	<b>1</b>	
<b>I-F</b>	<b>GUIDING SEMINARS BY STUDENTS</b>	<b>5</b>	Minimum: 02
<b>1</b>	Average 100 and above	<b>5</b>	
<b>2</b>	Average 75 to 100	<b>4</b>	
<b>3</b>	Average 50 to 75	<b>3</b>	
<b>4</b>	Average 25 to 50	<b>2</b>	
<b>5</b>	Average less than 25	<b>1</b>	
<b>I-G</b>	<b>REMEDIAL CLASSES &amp; GUIDANCE</b>	<b>20</b>	Minimum: 03
<b>1</b>	Minimum 10 classes per semester- 1 score for 2 classes – average for both the semesters	<b>10</b>	
<b>2</b>	Field studies ( 1 day – 2 scores, 2 days – 4 scores, 3 days -6 scores , 4 days – 8 scores, 5 days – 10 scores)	<b>10</b>	
<b>3</b>	Educational Tours (one day – 2 scores, 2 days – 4 scores, 3 days -6 scores, 4 days – 8 scores, 5 days – 10 scores)	<b>10</b>	
<b>4</b>	Industrial Visits –( One visit – 2 scores , 2 visits – 4 scores, etc.)	<b>10</b>	
<b>5</b>	Accompanying Rural Exposure Programme	<b>10</b>	
<b>6</b>	NSS ANNUAL CAMP	<b>10</b>	
<b>7</b>	Accompanying students in Residential Programmes (one day – 2 scores, 2 days – 4 scores, 3 days -6 scores , 4 days – 8 scores, 5 days – 10 scores)	<b>10</b>	
<b>8</b>	<b>Counselling / guidance (02 scores per student)</b>	<b>10</b>	
<b>I-H</b>	<b>ENRICHMENT OF CURRICULUM / VALUE</b>	<b>20</b>	Minimum:



	<b>ADDITION / SYLLABUS / COURSE IMPROVEMENT / COURSE DESIGNING / EXAMINATION REFORMS, etc.</b>		03
1	Contribution in the preparation of study material	02	
2	Contribution in Preparation of Practical manuals	02	
3	Helping students to present seminars	02	
4	Guiding students to participate in curricular activities	04	
5	Guiding the project / seminar / term paper	04	
6	Supervising the internship	04	
7	Guiding students in organizing and conducting surveys	04	
8	Introduction of new paper	10	
9	Introduction of new course structure ( <i>Revision of curriculum , syllabus</i> )	15	
10	BOS member / BOE member outside	10	
<b>I-I</b>	<b>EXAMINATION RELATED DUTIES</b>	<b>20</b>	<b>Minimum: 05</b>
1	BOE Chairperson	20	
2	BOE Member	10	
3	Examination Coordinator	20	
4	Examination Asst Coordinator	10	
5	Tabulation Coordinator	20	
6	Question Paper Setting	10	
7	Question Paper Proof Readers	05	
8	Internal Test Invigilation duty as allotted	05	

9	End Semester Invigilation duty as allotted	10	
10	Chairperson of Central/Board Valuation	10	
11	Malpractice Committee Coordinator	10	
12	Members of any of the above duties/ Committees _____	02	

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

**BRIEF EXPLANATION:**

Based on the teacher's self-assessment, category II API scores are proposed for involvement in day-to-day administrative work, co-curricular and extension activities, and Professional development related contributions. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required in this category to accrue to all teachers.

**The minimum API score required by teachers from this CATEGORY II is :**

**I Stage 25 out of 100**

**II stage 35 out of 100**

**III Stage 40 out of 100**

**Table-II -B**

SL NO	NATURE OF ACTIVITY	SCORE AVAILABLE	Minimum to be scored
<b>CATEGORY II:</b>	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES	<b>100</b>	<b>25</b>
II-A	STUDENT RELATED CO-CURRICULAR, EXTRACURRICULAR AND EXTENSION AND FIELD BASED ACTIVITIES (SUCH AS	25	<b>10</b>

	<p>EXTENSION WORK THROUGH NSS / NCC AND OTHER CHANNELS, CULTURAL ACTIVITIES, SUBJECT RELATED EVENTS, ADVISEMENT AND COUNSELING)</p> <p><b>NOTE:</b></p> <p>a. Coordinator/President/Convener Director/Secretary of the Cell will get 10 points Assistants- 5 points and other members each will get 2 points.</p> <p><b>Participation up to a maximum of 3 committees will be taken for assessment</b></p>		
1	Class Guide	5	
2	Mentoring	5	
3	President of Association	5	
4	Director Students Council	15	
5	Convenor –Student Fests	10	
6	Convenor- Student Skills Formation	10	
7	Coordinator Association Activities	10	
8	Hon Secretary, Student Cooperative Stores	5	
9	Directors- Student Cooperative Stores	03	
10	Staff Coordinator/ Convenor of any student activity	03	
11	NCC / NSS / Rangers and Rowers (Scouts/ Guides)	15	
12	Editor of student / faculty bulletin	10	
13	Editor of College Annual	15	

14	Organizing Guest Lecturers	5	
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<b>II-B</b>	<b>CONTRIBUTION TO DAY-T-DAY ADMINISTRATION AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC AND ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES</b>	<b>SCORE AVAILABLE</b> <b>50</b>	<b>Minimum</b> <b>05</b>
	Note: Assistant Coordinator will get 4 and the members will get 2 points		
1	Controller of Examination (Autonomous Colleges)	20	
2	Directors	20	
3	Hostel warden	20	
4	IQAC	20	
5	Deans	10	
6	NAAC/ coordinator / total Quality Management	10	
7	Chairperson of BOS / BOE	10	
8	HOD of Departments	10	
9	Dean Research	10	
10	Dean Extension Services	10	
11	Coordinator, Star College / College with Potential for Excellence and other Government Funded Schemes	10	

12	Coordinator College hand book / Prospectus	10	
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	<b>Heads / Coordinators</b> Note: Coordinator / Head will get 5 points, Assistant Coordinator will get 3 and the members will get 2 points		
1	Academic Formation of the staff	5	
2	Admission Committee	5	
3	Anti Ragging Committee	5	
4	Anti-Sexual Harassment Committee	5	
5	Calendar Committee	5	
6	Campus Ministry	5	
7	Canteen Committee	5	
8	Career Guidance Committee	5	
9	Certificate Courses (coordinators)	5	
10	Election Commission of College	5	
11	Grievance Cell	5	
12	Lady Students Grievance Cell	5	
13	Mentor for North-East students	5	
14	NAAC Individual Committee Heads	5	
15	Placement Cell	5	
16	Time Table Committee	5	
17	Web-site Maintenance Committee	5	
18	Administrative help given as members by the staff-admission process	5	
19	Women's Cell	5	
20	Members of Governing Body	2	

<b>II-C. a</b>	<b>SUBJECT ASSOCIATION (Registered and permitted by UGC norms)</b>	---	---
	President (National/ State / University)	10/7/5	
	Secretary (National/ State / University)	7/5/3	
	Treasurer (National/ State / University)	5/3/2	
	Other Office Bearers (National/ State / University)	3/2/1	
	Executive Committee Member (National/ State / University)	1 each	
<b>II-C. b</b>	<b>LIFE MEMBERSHIP OF PROFESSIONAL BODIES</b> like Indian Economic Association, Indian Society of Labour Economics, Indian History Congress, Indian Chemical Society, ISTE, etc	---	---
<b>1</b>	National / State / University International	7 / 5 / 3 10	
<b>2</b>	President / Secretary	10/7/5	
<b>3</b>	Other Office Bearer	7/5/3	
<b>4</b>	Member of Executive Committee	10/7/5	
<b>II-C. c</b>	<b>PROFESSIONAL DEVELOPMENT ACTIVITIES</b>	<b>15</b>	---

	(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)		
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<b>II-C.da</b>	<b>DELIVERED INVITED GUEST LECTURES</b>		
<b>a.1</b>	International	10 / each	
<b>a.2</b>	National Level	7 / each	
<b>a.3</b>	State / Regional Level	5 / each	
<b>a.4</b>	University / Local/ College Level	3 / each	
<b>II-C.db</b>	<b>RESOURCE PERSON for</b> <b>Note:</b> Through College Extension service 5 scores / by faculty themselves 3 scores		
<b>b.1</b>	Career Guidance	5/3	
<b>b.2</b>	Guest Lecture	5/3	
<b>b.3</b>	Leadership Training Programme	5/3	
<b>b.4</b>	Life Orientation Programme	5/3	
<b>b.5</b>	Personality Development Programme	5/3	
<b>b.6</b>	Soft Skills Development	5/3	
<b>b.7</b>	Subject Workshop / Symposia	5/3	
<b>b.8</b>	Value Education	5/3	
<b>b.9</b>	Radio / TV Talks / Phone -in -Programme	5/3	
<b>b.10</b>	Government duties assigned by district authorities / departments - Election / Census / Survey/ Consultancy and membership in Government committees <b>Note:</b> As Resource Person / Trainer 5 points and for officiating duty 3 points	5/3	

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

**Brief Explanation:** Based on the teacher's self-assessment. API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion.

**The minimum API score required by teachers from this category III is :**

**Stage I: 25/50 out of 250**

**TABLE III: C**

<b>SL NO</b>	<b>NATURE OF ACTIVITY</b>	<b>SCORE AVAILABLE</b>	<b>MINIMUM</b>
<b>CATEGORY-III:</b>	<b>RESEARCH AND ACADEMIC CONTRIBUTIONS</b>	<b>250</b>	<b>15</b>
<b>III- A</b>	<b>RESEARCH PAPERS PUBLISHED IN</b>		
1	Refereed Journals which are indexed publications with Impact factor less than one	15	
2	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	15	
3	Conference proceedings as full papers, in the Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India	10	



4	Conference proceedings as full papers	8	
5	Conference proceedings- Abstracts published (only organized by All India Subject Associations )	5	
III- B	<b>RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNAL ARTICLES)</b>		
	Text or Reference Books Published by International Publishers with an established peer review system	(100)50 / Sole author; 30 / Joint Authors10 / chapter in an edited book	
	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	(50) 25 / sole author, / 15 Joint authors and 5 / chapter- In. edited books	
	Subject Books by Other local publishers with ISBN / ISSN numbers.	15 / sole author/10 Joint Authors and 3 / chapter in edited books	
	Chapters contributed to edited knowledge-based volumes published by International Publishers	(20)10 /Chapter	
	Chapters in knowledge-based volumes in Indian / National level publishers with ISBN / ISSN numbers and with numbers national and international directories	(10)5 / Chapter	

	Subject Books by Other local publishers without ISBN / ISSN numbers. (Text Books / Reference Books only)	10 / sole author/07 Joint Authors and 3 / chapter in edited books	
	Subjects Books Edited without ISBN	07 points for sole editor / 05 points for joint editors	
	Literary and Other Books	7 sole Author/ 5 joint author, and 3 / chapter in edited books	
<b>III-C</b>	<b>RESEARCH PROJECTS</b>		
	Major Projects amount mobilized with grants above 10.0 lakhs	20 / each Project	(50)
	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs / 5.00 lakhs up to Rs. 10.00 lakhs	15 / each Project	(25)
	Minor Projects (Amount mobilized with up to Rs. 3 lakhs / 5.00 lakhs)	10 / each Project	(15)
<b>III-D</b>	<b>CONSULTANCY PROJECTS</b>		
	Amount mobilized above Rs.5.0 lakhs, respectively	20 per project	(50)
	Amount mobilized with minimum of Rs. 2.0 lakhs up to Rs. 5.00 lakhs	10 per project	(25)
	Amount mobilized less than 2.0 lakhs but more than 1.00 lakh	05 per project	(15)
	Amount mobilized less than 1 lakh but more than 50,000	03 per project	(10)

	Amount mobilized less than 50,000 but more than 10,000	02 per project	(5)
	Amount mobilized less than 10,000	01 per project	(2)
<b>III-E</b>	<b>COMPLETED PROJECTS I</b>		
	Completed project report (Accepted by funding agency)	20 per each major project / 10 per each minor project	
<b>III- F</b>	<b>RESEARCH GUIDANCE</b>		
	M.Phil – Awarded only	3 / each candidate	
	Ph. D. – Degree Awarded	10 / leach candidate	
	Ph. D – Thesis Submitted	7 /each candidate	
	Co-Guide for Ph.D Awarded	5 /each candidate	
	Ph.D Guiding	2 / each candidate	
<b>III-G</b>	<b>PARTICIPATION IN TRAINING COURSES / WORKSHOPS / SOFT SKILLS / FACULTY DEVELOPMENT PROGRAMME/ TEACHING-LEARNING-EVALUATION TECHNOLOGY PROGRAMMES</b>	<b>SCORES AVAILABLE</b> <b>30</b>	<b>MINIMUM</b> <b>05</b>
	Research methodology Courses not less than 3 weeks	20 / each	
	NCC Training one month and above	30 / each	
	NSS / Rowers / Scouts/ Counselling / Dramatics etc one month and above	20 / each	

	Participation in Soft skills Programme 3 weeks /2 weeks /1 week / 1 to 3 days	10/7/5/2	
	Participation in Faculty Development Programme 3 weeks /2 weeks /1 week / 1 to 3 days	10/7/5/2	
	Participation in Teaching-Learning-Evaluation Technology Programmes 3 weeks /2 weeks /1 week / 1 to 3 days	10/7/5/2	
<b>III-H</b>	<b>PRESENTATIONS OF PAPERS IN CONFERENCES / SEMINARS/ WORKSHOPS, ETC</b>	<b>SCORES AVAILABLE 20</b>	<b>Minimum 04</b>
	International Level	20 / each	
	Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India, etc.	20 / each	
	National Level	20 / each	
	State / Regional Level	10/7/5/2	
	University / Local/ College Level	10/7/5/2	
	Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India	10/7/5/2	
	<b>Note:</b> If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication and not under presentation		
<b>III-I</b>	<b>INVITED PARTICIPATION IN CONFERENCES / SEMINARS/ WORKSHOPS ETC</b>		
<b>A</b>	<b>AS RESOURCE PERSON</b>		

	International Level	15/ each	
	Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India,	10 / each	
	National Level	7 / each	
	State / Regional Level	5 /each	
	University / Local/ College Level	3 / each	
<b>B</b>	<b>AS CHAIRPERSON/ MODERATOR OF TECHNICAL / BUSINESS SESSIONS</b>		
	International Level	6/ each	
	Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India,	5/ each	
	National Level	4 / each	
	State / Regional Level	3 /each	
	University / Local/ College Level	2 / each	
<b>C</b>	<b>AS RAPPORTEUR OF TECHNICAL SESSION</b>		
	International Level	6/ each	
	Annual Conferences of All India Level Subject Associations	5/ each	
	National Level	4 / each	
	State / Regional Level	3/each	
	University / Local/ College Level	2 / each	
<b>III-J</b>	<b>ORGAINISNG CONFERENCES / SEMINARS/ WORKSHOPS/ SYMPOSIA ETC</b>	<b>SCORES AVAILABLE 15</b>	<b>MINIMUM 02</b>
<b>III-Ja</b>	<b>AS ORGANISNG SECRETARY /</b>		

	<b>CONVENOR / COORDINATOR / CHAIRMAN</b>		
	International	15 / each	
	Annual Conferences of All India Level Subject Associations	8 / each	
	National Level	7 / each	
	State / Regional Level	5 / each	
	University / Local/ College Level	3 / each	
<b>III-Jb</b>	<b>AS JOINT / ASSISTANT / CO-ORGANISING SECRETARY / CONVENOR / COORDINATOR / TREASURER / HEADS OF VARIOUS COMMITTEES</b>		
	International Level	5 / each	
	Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India,	5 / each	
	National Level	5 / each	
	State / Regional Level	5/each	
	University / Local/ College Level	3 / each	
<b>III-Jc</b>	<b>As Members of Various Organising Committees</b>	2 / each	
<b>III-K</b>	<b>PARTICIPATING IN CONFERENCES / SEMINARS/ WORKSHOPS ETC</b>	<b>SCORES AVAILBLE 05</b>	<b>MINIMUM 04</b>
	International Level	6 / each	
	Annual Conferences of All India Level Subject Associations like IEA, ICH, ISLE, Chemical Society of India, etc	5 / each	

	National Level	3 / each	
	State / Regional Level	2 /each	
	University / Local/ College Level	2 / each	
<b>III-L</b>	<b>EDITORIAL SERVICE</b>		
<b>EDITOR</b>	ISSN assigned Research Journal	30 /each	
	National Level Journal without ISSN	20 /each	
	State Level Subject Association Journal without ISSN	10 /each	
	Conference Volume with ISBN	20/ each	
	Bulletin / News letter of National Level / State level /University Level Association	10 /each	
<b>Associate / Asst Editor</b>	ISSN assigned Research Journal	10 /each	
	National Level Journal without ISSN	7 /each	
	State Level Subject Association Journal without ISSN	5 /each	
	Conference Volume with ISBN	5/ each	
	Bulletin / News letter of University Level Association	5 /each	
<b>Member of Editorial Board</b>	ISSN assigned Research Journal	5 /each	
<b>III- M</b>	<b>ACADEMIC CONSULTANCY</b>	10	
	British Council Library Consumer Forum CSIR DST E- Governance		

	EDP Gram Panchayat ICHR ICSSR Members of Academic Bodies Membership of Academies Membership of University Bodies NAAC Peer Committee members NIAS Participation in Academic Planning Public Education RDPR Regional Science Centres Resource person in Edu SAT Sahitya Parishad Subject Experts in Other Universities / Boards Subject Experts in PU Board TQM-District Task Force Urban Development Vision Group (VST) Women and Welfare Dept Any Other consultancy		
<b>III- N*</b>	<b>PROJECT OUTCOME / OUTPUTS</b>		
	Major Policy document of Govt. Bodies at Central and State level	10 each for regional level / 20 each for state level/ 30 each for national level output or patent / 50 each for	



		International level	
<b>III -O*</b>	<b>AWARDS / HONOURS / RECOGNITIONS / FELLOWSHIP TITLES / POST-DOCTORAL RESEARCH DEGREES LIKE D.SC., D.LITT ETC.,</b>		
<b>Discipline specific Awards</b>	a. Awards by Foreign universities / Accredited International Bodies	50 /each	
	b. National: by UGC, ICSSR, ICCR, Sahitya Academy and Professional Academies like Gnana-peet award etc.,	50 /each	
	c : State/university level	20 /each	
	Regional / local	10 /each	
<b>Honours / Recognitions</b>	Foreign countries Governments & International bodies like UNESCO etc.,	50 /each	
	National like Padma Sri etc.,	50 /each	
	State level/university level	20 /each	
	Regional / local by GO/NGOs/Rotary/ Lions etc.,	5 /each	
	Professional Subject Based Associations	5 /each	
<b>Fellowship Titles</b>	Foreign universities / bodies like Trinity title etc.	50 /each	
	Indian Academies of Languages, Arts etc.,	50 /each	
	Discipline specific National level Associations	10 /each	

<b>Postdoctoral Degrees</b>	D. Litt from an university based on post - doctoral thesis / LLD	50 /each	
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**Stage II: 40 /75 out of 250**

*Arenal*

**PRINCIPAL**

*Principal*

**ST.ALOYSIUS COLLEGE (AUTONOMOUS)**  
MANGALORE-575 003



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