

THE ENGLISH & FOREIGN LANGUAGES UNIVERSITY, HYDERABAD
COMPUTATION OF API SCORES FOR PROMOTION OF FACULTY UNDER CAREER ADVANCEMENT SCHEME
(AS PER UGC REGULATIONS OF 2010, 3RD & 4TH AMENDMENTS 2016)
FOR FACULTY ELIGIBLE FOR PROMOTION UNDER CAS ON OR AFTER 4TH MAY 2016 till 17 July 2018)

NAME: _____ DEPARTMENT: _____ SCHOOL: _____

CURRENT STAGE: _____ STAGE TO WHICH PROMOTION IS SOUGHT: _____ DATE OF ELIGIBILITY: _____ ASSESSMENT PERIOD: ____ TO ____

NOTE: The API scores claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence. API scores that cannot be verified will not be considered. PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.

CATEGORY I: TEACHING, LEARNING & EVALUATION (FOR FACE-TO-FACE MODE)

SUB-CATEGORY	NATURE OF ACTIVITY	ACTUAL HOURS SPENT PER ACADEMIC YEAR	API SCORE CLAIMED (Actual hours ÷ 10) (SUBJECT TO MAXIMUM SCORES SPECIFIED BELOW)	VERIFIED API SCORE
I (a)	Lectures – classroom teaching in face-to-face mode (including lectures in excess of UGC norms) & contact teaching in distance mode			
I (b)	Examination duties (question paper setting, invigilation, evaluation of answer scripts)			
I (c)	Innovative Teaching-Learning methodologies, updating of subject content/courses, etc.			
I (d)	Student Feedback (Copies of the feedback received for each course to be submitted for verification. API score will be awarded by the Screening Committee)	Outstanding = 10 Very Good = 8 Good = 6 Average = 4 Below Average = 0		

CATEGORY I: TEACHING, LEARNING & EVALUATION (FOR DISTANCE MODE)

SUB-CATEGORY	NATURE OF ACTIVITY	ACTUAL HOURS SPENT PER ACADEMIC YEAR	API SCORE CLAIMED (Actual Hours ÷ 10) (SUBJECT TO MAXIMUM SCORES SPECIFIED BELOW)	VERIFIED API SCORE
I (a)	Teaching-related activities as per DEC norms (detailed below)*			
I (b)	Examination duties (question paper setting, invigilation, evaluation of answer scripts)			
I (c)	Planning and designing of curriculum and programme (60-100 hours)			
I (d)	Student Feedback (Copies of the feedback received for each course to be submitted for verification. API score will be awarded by the Screening Committee)	Outstanding = 10 Very Good = 8 Good = 6 Average = 4 Below Average = 0		

* Teaching-related activities as per DEC norms include:

- A. Writing/rewriting of lessons (per unit) (100-150 hours)
- B. Editing (per unit) (40-60 hours)
- C. Revision of a unit (80-100 hours)
- D. Translation of a unit (60-80 hours)
- E. Vetting a translation and copy-editing (40-60 hours)
- F. Adaptation of a unit (40-60 hours)
- G. Audio programme (40-80 hours)
- H. Video programme (100-120 hours)
- I. Radio-conferencing/tele-conferencing (10-20 hours)
- J. Maintenance of course (60-100 hours)
- K. Designing, establishing and monitoring student support services (80-120 hours)

INSTRUCTIONS FOR CATEGORY I:

For I (a) in the face-to-face mode and contact teaching in the distance mode, calculation of actual hours spent is based on the time-table as notified by the Head of the Department/Programme Coordinator.

For I (d), *do not award yourself any API score*: it will be awarded by the Screening Committee based on the copies of the students' feedback submitted by you.

Those who have taught on face-to-face *and* distance modes will fill in API scores in the appropriate sub-categories in both modes.

MAXIMUM SCORES FOR CATEGORY I, SUB-CATEGORIES (a) TO (c):

Sub-Category	Maximum API Score that Can Be Claimed in Each Sub-Category for Promotion to Different Stages		
	Stage 1 to Stage 2 & Stage 2 to Stage 3	Stage 3 to Stage 4	Stage 4 to Stage 5
I (a)	60	50	45
I (b)	20	15	10
I (c)	10	15	15

For sub-categories I (a) to I (c), attach additional sheets giving calculation of scores claimed for each year of the assessment period, with details of the concerned activity and supporting evidence. **SCORES CLAIMED ARE TO BE VERIFIED BY THE HEAD OF THE CONCERNED DEPARTMENT/DEAN OF THE CONCERNED SCHOOL (WHERE HEAD IS A CANDIDATE FOR PROMOTION TO THE SAME STAGE AS THE APPLICANT)**

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES (TO BE SUBMITTED YEAR-WISE FOR EACH YEAR OF THE ASSESSMENT PERIOD)

ASSESSMENT YEAR: _____

SUB-CATEGORY	NATURE OF ACTIVITY	ACTUAL HOURS SPENT PER ACADEMIC YEAR	API SCORE CLAIMED: ACTUAL HOURS SPENT ÷ 10 MAXIMUM SCORE = 15	VERIFIED API SCORE
II (a)	Student-related co-curricular, extension & field based activities: (i) Discipline related co-curricular activities (eg., remedial classes, career counselling, study visit, student seminar and other similar events) (ii) Other co-curricular activities (NSS, cultural events, sports & games events) (iii) Extension and dissemination activities (public/popular lectures/talks/seminars not included in Category II (c) and Category III (E) (ii)			
II (b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities: (i) Administrative responsibility (including as Dean/Principal/Chairperson/Convenor/Teacher-in-charge and other similar duty that requires regular office hours for its discharge) (ii) Participation in Board of Studies, other academic & administrative committees			

II (c)	Professional development activities (such as participation in seminars, conferences, short-term training courses, industrial experience, talks, lectures in refresher courses/faculty development courses, dissemination and general articles and any other contribution not included in Category II (a) and Category III (E) (ii)			
--------	---	--	--	--

INSTRUCTIONS FOR CATEGORY II: API Scores for Category II are calculated for the assessment period, and not per academic year as in Category I. The proforma for this category must be filled separately for each year of the assessment period.

Attach additional sheets giving calculation of scores claimed for each year of the assessment period, with details of the concerned activity and supporting evidence. **SCORES CLAIMED ARE TO BE VERIFIED BY THE HEAD OF THE CONCERNED DEPARTMENT/DEAN OF THE CONCERNED SCHOOL (WHERE HEAD IS A CANDIDATE FOR PROMOTION TO THE SAME STAGE AS THE APPLICANT)**

CATEGORY III: RESEARCH & OTHER ACADEMIC CONTRIBUTIONS

SUB-CATEGORY	NATURE OF ACTIVITY	MAXIMUM API SCORE	API SCORE CLAIMED	VERIFIED API SCORE
III (A)	Research papers in refereed journals as notified by the UGC	25 per publication		
	Research papers in other reputed journals as notified by the UGC	10 per publication		
III (B)	Text/Reference books published by international publishers, with ISBN/ISSN numbers, as approved by the University and posted on its website. The list will be intimated to UGC.	30 per book for single author		
	Subject books published by national level publishers, with ISBN/ISSN number, or State or Central Govt. publication as approved by the University and posted on its website. The list will be intimated to UGC.	20 per book for single author		
	Subject books published by other local publishers, with ISBN/ISSN number approved by the University and posted on its website. The list will be intimated to UGC.	15 per book for single author		
	Chapters in books published by national and international level publishers, with ISBN/ISSN number, approved by the University and posted on its website. The list will be intimated to UGC.	International = 10 per chapter National = 5 per chapter		
III (C) (i)	Sponsored research projects (major) with grants above Rs. 5 lakhs	20 per project		
	Sponsored research projects (major) with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project		
	Sponsored research projects (minor) with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project		
III (C) (ii)	Consultancy projects: amount mobilized with a minimum of Rs. 2 lakhs	10 per project		
III (C) (iii)	Major policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc., Central/State Governments and Local Bodies	International = 30 Central Govt. = 20 State Govt. = 10 Local Bodies = 5		

III (D) (i)	Research Guidance: M.Phil. degree awarded (within assessment period)	5 per candidate		
III (D) (ii)	Research Guidance: Ph.D. degree awarded (within assessment period)	15 per candidate		
	Research Guidance: Ph.D. thesis submitted (within assessment period)	10 per candidate		
III (E) (i)	International Awards from academic bodies/associations	15 per Award		
	International Fellowships from academic bodies/associations	15 per Fellowship		
	National Award from academic bodies/associations	10 per Award		
	National Fellowship from academic bodies/associations	10 per Fellowship		
	State/University level Award from academic bodies/associations	5 per Award		
III (E) (ii)	Invited Lectures: International Level	7 per lecture		
	Invited Papers Presented: International Level	5 per paper		
	Invited Lectures: National Level	5 per lecture		
	Invited Papers Presented: National Level	3 per paper		
	Invited Lectures: State/University Level	3 per lecture		
	Invited Papers Presented: University/State Level	2 per paper		
	<i>The total score under Category III (E) (ii) is subject to a maximum as below:</i> For promotion from Stage 1 to Stage 2: 4 points for assessment period For promotion from Stage 2 to Stage 3: 10 points for assessment period For promotion from Stage 3 to Stage 4: 15 points for assessment period For promotion from Stage 4 to Stage 5: 20 points for assessment period For promotion from Stage 5 to Stage 6: 80 points for assessment period			
III (F)	Development of e-learning delivery process/material	10 per module		

INSTRUCTIONS FOR CATEGORY III:

A. Attach additional sheets giving calculation of scores claimed for each year of the assessment period, with details of the concerned activity and supporting evidence. **SCORES CLAIMED ARE TO BE VERIFIED BY THE HEAD OF THE CONCERNED DEPARTMENT/DEAN OF THE CONCERNED SCHOOL (WHERE HEAD IS A CANDIDATE FOR PROMOTION TO THE SAME STAGE AS THE APPLICANT)**

B. For Category III (A), 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) paper with impact factor between 1 and 2: by 10 points
- (iii) paper with impact factor between 2 and 5: by 15 points
- (iv) paper with impact factor between 5 and 10: by 20 points
- (v) paper with impact factor above 10: by 25 points

C. For Category III (A) and III (B), API for joint publication will be as follows:

- (i) Where there are two authors only, the API points will be shared equally (ie., 50% of prescribed score)
- (ii) Where there are more than two authors, the First Author and Principal/Corresponding Author/Supervisor/Mentor will share equally 70% of the total points prescribed, and the remaining 30% will be shared equally by all other authors.

DECLARATION BY THE APPLICANT

Certified that the information furnished above is true to the best of my knowledge and belief.

DATE: _____

(SIGNATURE OF APPLICANT)

LIST OF DOCUMENTS SUBMITTED FOR VERIFICATION:

CERTIFICATE OF VERIFICATION BY THE HEAD OF THE CONCERNED DEPARTMENT/DEAN OF THE SCHOOL (IN CASE THE HEAD IS AN APPLICANT FOR PROMOTION TO THE SAME STAGE):

Certified that I have verified the API scores claimed by the applicant, and the scores awarded in each category are as follows:

Category I: _____ API points per academic year. Required API score: _____

Category II: _____ API points for the assessment period. Required API score: _____

Category III: _____ API points for the assessment period. Required API score: _____

HEAD OF THE DEPARTMENT/DEAN OF THE SCHOOL

RECOMMENDATION OF THE SCREENING-CUM-EVALUATION COMMITTEE/SCREENING COMMITTEE:

The API scores verified by the Head of the Department/Dean of the School are as follows, and the applicant is ELIGIBLE/NOT ELIGIBLE (tick whichever is applicable) for promotion under CAS on the API scores and other criteria prescribed by the UGC under Regulations of 2010, 3rd and 4th Amendments 2016.

Category I: _____ API points per academic year

Category II: _____ API points for the assessment period

Category III: _____ API points for the assessment period.

If the applicant is NOT ELIGIBLE, reasons for ineligibility:

RECOMMENDATION:

- A. Recommended/not recommended for promotion to Assistant Professor Stage 2/ Assistant Professor Stage 3
 - B. Recommended/not recommended for further consideration by Selection Committee (for promotion to Associate Professor/Professor)
- (Strike out whichever is not applicable)

Signature of Members:

- 1. Name: _____ Designation: _____ Signature: _____
- 2. Name: _____ Designation: _____ Signature: _____
- 3. Name: _____ Designation: _____ Signature: _____
- 4. Name: _____ Designation: _____ Signature: _____
- 5. Name: _____ Designation: _____ Signature: _____

DATE: _____