

**PONDICHERRY UNIVERSITY**  
(A Central University established by an act of Parliament 1985)

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER  
ADVANCEMENT SCHEME (CAS) for Assistant Professor/ Associate Professor /  
Professor (UGC Regulations dated 18<sup>th</sup> July 2018)**

**Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Date and Place of Birth :
4. Sex :
5. Marital status :
6. Nationality :
7. Indicate whether you belong to SC/ST/OBC/GEN/EWS  
category :
8. Name of the Department/School :
9. Present Designation & Academic Level :
10. Date of Last Promotion :
11. Position and Academic Level for which you are  
an applicant under CAS :
12. Date of eligibility for promotion :
13. Address for correspondence (with Pin code) :
  
14. Permanent address (with Pin code) :
  
- Telephone / Mobile No :
  
- Email :

**15. Scholastic Records (Matriculation till post-graduation):**

Examinations	Subject	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade
High School/ Matriculation/ Hr. Sec					
Intermediate/ PUC					
B.A./B.Sc./B.Com/B. LIS/B.P.Ed.					
M.A./M.Sc./ M.Com/MLIS/ M.Tech./M.P.Ed.					
Other examinations, if any *					

\* NET/JRF/SLET/Lectureship

**16. Research Degree(s):**

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D./D.Phil.			
Post-Doctoral Programme			
D.Sc./D.Litt.			

**17. Position held prior to joining this institution:**

Designation	Name of Employer	Date of joining		Salary with Grade	Reason for leaving
		Joining	Leaving		

**18. Position held after appointment in this institution:**

Designation	Department/ Faculty	Date of actual Joining		Grade/Academic Level
		From	To	

**19. Teaching experience: PG teaching (in years) :            UG teaching (in years):**

**20. Research experience (excluding years spent in M.Phil./Ph.D.) (in years):**

**21. Field of Specialization**

(a) ...

(b) ...

**22. Details of Orientation/Refresher Courses/Short term courses attended:**

Name of the Course	Place	Duration		Sponsoring Agency
		From	To	

**23. Number of Ph.D.s awarded under your guidance:**

Name of the candidate	Full Time / Part Time	Date of Ph.D. Viva	Month and Year of Degree awarded

## **PART-B**

(As per UGC Regulations 2018, Appendix II)

**Table 1: Assessment Criteria and Methodology for University Teachers**

**A: Teaching, Involvement in the University Students related Activities/ Research Activities\*:**

**1. Teaching:(Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)**

Sl. No	Academic Year	Semester	<u>Teaching</u>		*Encl No.
			Total **Classes (hours) Assigned	Number of Classes (hours) Taught	
1	Year 1	Odd			
		Even			
	Year 2	Odd			
		Even			
	Year 3	Odd			
		Even			
	Year 4	Odd			
		Even			
	Year 5	Odd			
		Even			
	Year 6	Odd			
		Even			
	Total number of hours handled for the assessment period (A)				
	Total number of hours assigned for the assessment period (B)				
	Overall Percentage = A/B x100				

\* Should be claimed by the applicant with supporting documents.

\*\* Theory paper 4 Credit = 4 x 12 weeks = 48 hours per semester, Practical paper : 1 Credit = 2 x 12 weeks = 24 hours per semester , and this may be arrived proportionately

**2. Involvement in the University Students related Activities / Research Activities:**

Assessment Period	Activity	Claimed by the Applicant	Verified by the HOD/ Dean	Remarks	*Encl No.
	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				
	b. Examination and evaluation duties assigned by the Department/School / university or attending the examination paper evaluation.				



Sl. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Claimed Score	Verified Score by HOD/Dean	Encl. No.
<b>Editor of Book by International Publisher</b>								
<b>Editor of Book by National Publisher</b>								
<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>								
<b>Chapter or Research paper</b>								
<b>Book</b>								

**Note:** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

**3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.**

Sl. No.	Activity*	Claimed Score	Verified Score by HOD/Dean	Encl. No.
<b>(a) Development of Innovative pedagogy</b>				
<b>(b) Design of new curricula and courses</b>				
<b>(c) MOOCs</b>				
<b>Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)</b>				
<b>MOOCs (developed in 4 quadrant) per module/lecture</b>				
<b>Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</b>				

Sl. No.	Activity*	Claimed Score	Verified Score by HOD/Dean	Encl. No.
<b>Course Coordinator for MOOCs (4 credit course)</b>				
<b>(In case of MOOCs of lesser credits 02 marks/credit)</b>				
<b>(d) E-Content</b>				
<b>Development of e-Content in 4 quadrants for a complete course/e-book</b>				
<b>e-Content (developed in 4 quadrants) per module</b>				
<b>Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</b>				
<b>Editor of e-content for complete course/ paper /e-book</b>				

\* Each activity should be claimed by the applicant with supporting documents.

#### **4. (a) Research Guidance**

##### **Ph.D. awarded / Thesis submitted\***

Sl. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	Claimed Score	Verified Score by HOD/Dean	Encl. No.

\* Submit Ph.D. Notification/Certificate of Submission

##### **M.Phil./P.G. awarded \***

Sl. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil./P.G.	University	Month and Year	Claimed Score	Verified Score by HOD/Dean	Encl. No.

\* Submit M.Phil./P.G. Notification /Certificate of awarded



6. **\*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

Sl. No.	Title	Name of the Event	Organiser/Institute	Duration	Invited/Oral/Poster	International (Abroad)/ International (within country) / National / State / University level	Claimed Score	Verified Score by HOD/Dean	Encl. No.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture /Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by ;</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		

	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
  - ii) Paper with impact factor less than 1 - 10 Points
  - iii) Paper with impact factor between 1 and 2 - 15 Points
  - iv) Paper with impact factor between 2 and 5 - 20 Points
  - v) Paper with impact factor between 5 and 10 - 25 Points
  - vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
  - (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Applicant Claimed Score in Research Component**

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
<b>Total Claimed Score</b>							

**Verified Score by the HOD/DEAN in Research Component**

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
<b>Total Claimed Score</b>							

**Declaration**

I, \_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

**Place :**

**Signature of the applicant**

**Date :**

**Designation**

**Forwarded by:**

**Head of the Department**

**Dean**

**Department of .....**

**School of .....**

**Minimum API requirements for the promotion of teachers under CAS in university departments**

<b>S.No.</b>		<b>Assistant Professor (Academic Level 10 to Academic Level 11)</b>	<b>Assistant Professor (Academic Level 11 to Academic Level 12)</b>	<b>Assistant Professor to Associate Professor (Academic Level 12 to Academic Level 13A)</b>	<b>Associate Professor to Professor (Academic Level 13 A to Academic Level 14)</b>
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Note:** The eligibility conditions for CAS promotion for different academic levels refer page no. 82 - 84 of UGC notification dated 18<sup>th</sup> July 2018