# PONDICHERRY UNIVERSITY PUDUCHERRY – 605 014.

# SELF-ASSESSMENT CUM PERFORMANCE APPRAISAL FORM ACADEMIC PERFORMANCE INDICATOR (API)

(To be filled up by the Applicant for Appointment on Deputation / Temporary as Associate Professor)

API Pro-forma for Recruitment to	the post of
in the Department of	
Part A: GENERAL AND ACADEMIC I	NFORMATION
1. Name (in Block Letters)	:
2. Father's Name/Mother's Name	:
3. Department	:
4. Current Designation & Grade Pay	:
5. Date and Place of Birth	:
6. Sex	:
7. Marital status	:
8. Nationality	:
9. Indicate whether belongs to SC/ST/OBC/PH cate	gory:
10.Address for correspondence (with Pin code)	:
11.Permanent address (with Pincode)	
Telephone No:	Mobile:
Email:	

12. Academic Qualifications (Matric till post graduation):

Examinations	Name of the	Year of	Percentage	Division/	Subject
	Board/University	Passing	of marks	Class/	
			obtained	Grade	
High School /					
Matric					
Higher					
Secondary/PUC					
Graduation					
Post Graduation					
Others (Specify if any)					

## 13. Eligibility Qualification:

(a) Research Degree(s):

Degrees Degrees	Discipline / Subject (As per UGC – 2009 regulations)	Title of the Thesis / Dissertation	Date of award	University/Agency of Accreditation
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				

(b) Minimum Eligibility:

Degrees	Subject	Date of Qualification	Name of Agency
NET			
SLET			
SET			

14. Previous Experiences:

Name of	Name of the	Date of		Scale of Pay	Reason for
Positions held	Employer	Joining	Leaving		leaving
			_		

## 15. Teaching Experience:

PG classes (in years) : UG Classes (in years)

PG (Year/Month/Days)	UG (Year/Month/Days)	Total (Year/Month/Days)

- 16. Research Experience (excluding years spent as a Teacher and doing M.Phil./Ph.D.)
- 17. Research Area(s) of Specialization under the Subject :
- (a) ...
- **(b)**
- (b) ...

# 18. Details of Orientation / Refresher Course / Summer and Winter School attended (organized by Human Resource Development Centre /UGC Academic Staff College of the University):

Name of the	Place	Duration		No. of	Name of the
Course /		From	То	Days	Institution where the program is conducted
					conducted

Part - B

#### **CATEGORY - II**

# PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

[In accordance with UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (3<sup>rd</sup> Amendment) Regulations, 2016]

# II (A) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (Cumulative: Assessment/Eligibility Period (i.e 8 years) (Attach Proofs)

		(Actual Ho	ours spent per ac	ademic year/10)		
Academic Year	Field Work	Study Visits	Student Seminar	Career Counseling	Other Events	Score
				1	Total Scores	

Field Work : Students project related Research Studies – Community outreach (3 Marks per event)

Study Visit : Self enhancement of knowledge in Abroad / India

Participation in Educational Tour (3 Marks per event)

Students Seminar : It may be inter/intra departmental (3 Marks per event)

Career : Towards academic and higher studies

Counseling Placements, Soft skills and Communication (3 Marks per event)

Other Events : Which are not covered above. (3 Marks per event)

(ii) Other co-curricular activities (e.g. cultural, sports, NSS, NCC, involvement in student welfare activity and P.G./Research scholar forum etc.)

	(Actual Hours spent per academic year/10)					
Academic Year	Cultural	Sports	NSS / NCC	Student Welfare activity	PG/Research Scholar Forum	Score
			•			
					Total Scores	

Cultural : Intra University, Inter University – State level – National level (3 Marks per event)

Sports : District / University level / State level – National Level – International Level

(3Marks per event)

NCC/NSS : Participation and organizing camps at National / State level like Blood donation /

Clean and Green Swatch Bharat / Social Awareness Programs, etc. (3 Marks per

event)

Students : Department level / University level (3 Marks per event)

Welfare Activity

PG/Research : Alumni Association – Department level Research Association. (3 Marks per event)

Scholar Forum

(iii) Extension and dissemination activities (public/popular lectures, talks, seminars etc.)						
	(.	Actual Hours spent p	er academic year/1	(0)		
Academic Year	Public/Popular	Public/Popular	Public/Popular	Others activities	Score	
	Lectures	Talks	Seminars	of such nature		
Total Scores						
		GRAND	TOTAL (II (a)(i)-	+II(a)(ii)+II(a)(iii)}		

<sup>\*</sup> Popular talks in AIR / TV – Panel discussions (5 Marks per event)

# II (B) CONTRIBUTION TO LIFE AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC AND ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES

(Cumulative: Assessment/Eligibility Period (i.e 8 years)

#### (i) Administrative Responsibilities

(e.g. Dean / HoD / Convener, Admission work, Acting as faculty advisor, Coordinator of Refresher course in Academic Staff College.)

(Actual Hours spent per academic year/10) Any other activity of similar **Academic** Coordinator Admission **Faculty** nature that HoD Chairperson Convener of Refresher Year Dean Advisor work require Courses regular office hrs for its discharge **Scores Grand Total** 

<sup>\*</sup> Dean of Schools and Administrative Bodies of University (3 Marks per event)
HoD of the Department / Research Centres (3 Marks per event)
Chairperson / Convener of any Committee constituted by the University (3 Marks per event)
Admission Work: Co-ordinator and members of the Admission Committee (3 Marks per event)
Student Faculty Adviser (2 Marks per event)
Co-ordinator of Refresher Courses (3 Marks per event)

(ii) Participat	(ii) Participation in Board of Studies, Academic and Administrative Committees				
		(Actual Hours spe	nt per academic year/10)		
Academic Year	Board of Studies	Academic Committees	Administrative Committees	Any other activity of similar nature that require regular office hrs for its discharge	
Scores					
			Total Scores		
		GRAND T	OTAL {II (b)(i)+II(b)(ii)		

Board of Studies : Chairperson / Member (3 Marks per event)

Academic : Member of Court / Senate / Executive Council / Academic Council / IQAC / CDC

Committees (3 Marks per event)

Administrative : Members of the Hostel Committee / Anti-ragging Committee / Anti-Sexual

Committees Harassment Committee, etc. (3 Marks per event)

Any Other : Not covered above (3 Marks per event)

II (c) Professional Development Activities (such as participation in seminars, conferences, short term courses, industrial experience, talks, lectures in refresher /faculty development courses membership of associations, dissemination and general articles and any other contribution)

(Cumulative: Throughout the career)

(Actual Hours spent per academic year/10)					
Event	Organizer / Place/ Employer	Period / Duration	Scores		
Participation in Conferences / Seminars / Workshops/Summer and Winter Schools (National – 2 Marks per event; International – 3 Marks per event)					
Refresher Courses / Training programmes (3 Marks per event)					
Short term Courses (2 Marks per event)					
Methodology workshop (2 Marks per event)					
Industrial Experience – Study / Consultancy (3 Marks per event)					
Invited Talks (2 Marks per event)					
Lectures in Refresher Courses / Faculty Development Courses (2 Marks per event)					
Membership in Professional Bodies (2 Marks per event)					
Dissemination of Academic / Research Knowledge / General Articles (2 Marks per event)					
Any other contribution of similar nature (Please specify) (2 Marks per event)					
		Total Scores			

## SUMMARY OF API SCORES CLAIMED UNDER CATEGORY II

Category	Scores
II (a)	
II (b)	
II (c)	
Total Scores	

#### **CATEGORY - III**

#### RESEARCH / ACADEMIC CONTRIBUTIONS

[In accordance with UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (3<sup>rd</sup> Amendment) Regulations, 2016]

(Enclose a copy of all publications & Proof for academic contributions etc.)

#### III (A): DETAILS OF RESEARCH PAPERS PUBLISHED (Attach photocopies as proof)

**III** (A) (i): **Refereed Journals as notified by the UGC\*** (Cumulative: Throughout the career)

Title of the Article	Author	Co-Authors	Name of the journal Vol. No. & pp	Impact Factor	Total points

Note: 15 points per publication. 70% to the first author and remaining 30% to be shared equally by all the other authors. **Refer Note (I, II) in the end of the form.** 

III (A) (ii): Other reputed Journals as notified by the UGC\* (Cumulative: Throughout the career)

Title of the Article	Author	Co-Author(s)	Name of the journal Vol. No. & pp	Impact Factor	Total point

Note: 10 points per publication. 70% to the first author and remaining 30% to be shared equally by all the other authors. **Refer Note (I, II) in the end of the form.** 

#### III (B): PUBLICATIONS OTHER THAN JOURNAL ARTICLES (Books, Chapters in Books)

III (B) (i): Text / reference books by International Publishers as notified by UGC\*

(Cumulative: Throughout the career) – Attach Proof

Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	Total Points

Note: 30 points per book for single author. 70% to the first author and remaining 30% to be shared equally by all the other authors. **Refer Note (II) in the end of form.** 

III (B) (ii): Subject books by National level publishers as identified by the UGC\* or State / Central Govt. Publications (Cumulative: Throughout the career) – Attach Proof

Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	<b>Total Points</b>

Note: 20 points per book for single author. 70% to the first author and remaining 30% to be shared equally by all the other authors. **Refer Note (II) in the end of form.** 

III (B) (iii): Subject books by other local Publishers as identified by the UGC\* (Cumulative: Throughout the career) – Attach Proof

Title of the Book	tle of the Book Author Co-Author(s)		Name of the Publisher / Month, Year	<b>Total Points</b>

Note: 15 points per book for single author. 70% to the first author and remaining 30% to be shared equally by all the other authors. **Refer Note (II) in the end of form.** 

III (B) (iv): Chapters in Books published by National & International level Publishers as identified by the UGC\* (Cumulative: Throughout the career) – Attach Proof

Title of the Book	Number of Chapters contributed	Title of the Chapter	Author	Name of the Publisher of the Book	Total Points

Note: International: 10 points per chapter. National: 5 points per chapter. **Refer Note (II) in the end of form.** 70% to the first author and remaining 30% to be shared equally by all the other authors.

III (C): RESEARCH PROJECTS (Attach proof)

**III** (C) (i): **Details of Sponsored Projects** (Cumulative: Throughout the career)

Title of the Project	Funding Agency	Grant sanctioned	Durat	ion	Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research	Policy Document	Total points
			From	To				
						_		

Note: (i) Major projects of over 30 lakhs in science / engineering and above 5 lakhs in social science and languages will get 20 points per project (ii) Projects of 5-30 lakhs in science / engineering and 3-5 lakhs in social science, etc. will get 15 points per project (iii) Minor projects of 1 lakh – Rs. 5 lakhs in science / engineering and Rs.1 lakh – 3 lakhs in social science, etc. will get 10 points per project.

#### **III** C (ii): **Details of Consultancy Projects** (Cumulative: Throughout the career)

Title of the Project	Funding Agency	Grant sanctioned	Dui	ration	Project Status completed / on-going	Project Type: Consultancy/ Action Research	Policy Document	Total points
			From	To				

Note: Consultancy mobilized for more than 10 lakhs in science and engineering and 2 lakhs in social science, etc. will get 10 points for every Rs 10 lakhs and Rs 2 Lakhs respectively.

## III (C) (iii): Projects Outcome / Output (Cumulative: Throughout the career)

			Project Ou	tcome/Outputs	
Title of the Project	Funding Agency	National /International	Details of Patents / Technology Transfer / Product / Process (Science & Engineering)*	Major Policy Documents of Central / State Govt. Bodies prepared (Humanities & Management)**	Total points

<sup>\*</sup> Faculties of Science / Engineering / Agriculture / Medical / Veterinary Sciences

## III (D): RESEARCH GUIDANCE (Attach proof)

#### III (D) (i): Details of M.Phil. Awarded

Name of the Scholar	Title of the Dissertation	Name of the University	Month and Year	Total Points

Note: 5 points per candidate.

<sup>\*\*</sup> Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Management.

Note: 30 points for each International/20 points for each national level output or patent or major policy document

#### III (D) (ii): Details of Ph D Awarded / submitted

Name of the Scholar	Title of the Thesis	Submitted	Awarded	Name of the University	Month and Year	Total Points

Note: 15 points per candidate for degree awarded and 10 points per candidate for thesis submitted

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

### III (E) (i): Details of Awards/Fellowships

Name of the Award / Fellowship	<b>Sponsoring Agency</b>	International/ National/State/University level	Date	<b>Total Points</b>

Note: 15 points for International level, 10 points for National level and 5 for State/University level per award/fellowship

## III (E) (ii): Details of invited lectures / papers presented in Conferences / Seminars, etc.

Name of the Programme	Name of Organising Agency	International/ National/ State/University level	Title of the Paper / Talk	Duration (Dates of Event)	Total Points

Note: 7 points per lecture and 5 points per paper presented for International level, 5 points per lecture and 3 points per paper presented for National level and 3 points per lecture and 2 points per paper presented for State/University level. [The score under this sub-category (III (E) (ii)) shall be restricted to 20 % of the minimum score fixed for category III for any assessment period]

#### III (F): DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the subject/course for which e-learning resource is developed (Eg. B.E, M.E, M.Sc, B.Sc, MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	Total Points

Note: 10 points per module. 70% to the first author and remaining 30% to be shared equally by all the other authors.

#### SUMMARY OF API SCORES CLAIMED UNDER CATEGORY III

Category	Scores
III (A)	
III (B)	
III (C)	
III (D)	
III (E)	
III (F)	
Total Scores	

# SUMMARY OF API SCORES CLAIMED UNDER CATEGORY II & CATEGORY III (Cumulative)

Category	Scores
II	
III	
Total Scores	

## **NOTES:**

- (I) Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows: (i) papers with impact factor less than 1 by5 points; (ii) papers with impact factor between than 2 and 5 by 15; papers with impact factor between than 2 and 5 by 15; papers with impact factor between than 5 and 10 by 20 points; papers with impact factor above 20 by 25 points points.
- (II) The API for Joint Publications shall be calculated in the following manner: of the total score for the relevant category of publications 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.

(III) \* 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". The subject-wise list of journals, periodicals and publishers under categories IIIA and B that are hosted in the University website (www.pondiuni.edu.in/content/list-journals-if), would be used as guidelines by the scrutinizing committee for scrutinizing purpose. However, the scrutinizing committee reserves the right to decide on the qualifying journal/publisher for the purpose of finalizing the API score for the purpose of scrutinizing.

#### **DECLARATION**

Ι	, hereby declare that the particulars furnished above
are true to my knowledge.	
Place:	
Date:	

#### SIGNATURE OF THE APPLICANT

Minimum APIs and Other Norms for the Direct Recruitment /Deputation /Temporary Appointment of teachers in University Department /Colleges and weightages in Selection Committees to be considered along with other specifications stipulated in the Regulations.

	Assistant Professor	Associate Professor	Professor	
	(Stage 1)	(Stage 4)	(Stage 5)	
	Minimum Qualification as	Consolidated API score	Consolidated API score	
Minimum API Score	stipulated in the regulations	requirement of 300 points	requirement of 400 points	
		from categories II and III	from categories II & III of	
		of APIs (cumulative)	APIs (cumulative)	
Selection committee	(a) Academic Record and	(a) Academic Background	(a) Academic Background	
criteria Weightages	Research Performance	(20%)	(20%)	
(Total weightage =	(50%)	(b) Research performance	(b) Research performance	
100)	(b) Assessment of Domain	based on API score and	based on API score and	
	Knowledge & Teaching	quality of publications	quality of publications	
	Skills (30%)	(40%)	(40%)	
	(c) Interview Performance	(c) Assessment of Domain	(c) Assessment of Domain	
	(20%)	Knowledge & Teaching	Knowledge & Teaching	
		Skills (20%)	Skills (20%)	
		(d) Interview Performance	(d) Interview Performance	
		(20%)	(20%)	