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Note: Records to be maintained.

1.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1			
2			
3			
4			
5			

1.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score

1.5) EXAMINATION RELATED WORK (MAXIMUM SCORE: 25 POINTS):

SN	Type of Examination Duties	API Score Claimed	Verified API Score

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Maximum Score: 50)

2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES**(MAXIMUM SCORE: 20 POINTS)**

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score

2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (MAXIMUM SCORE: 15 POINTS)**2.2A) COMMUNITY WORK**

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score

2.2B) ADMINISTRATIVE AND ACADEMIC

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score
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CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION

**** (Refer Manual for the Marks)**

3.1) PUBLISHED PAPER IN JOURNAL

SN	Title with Page no.	Journal	ISSN/ ISBN No.	Whether peer reviewed, Impact Factor , if any	No. of Co- Authors	Whether you are the main author	API Score Claimed	Verified API Score

3.2 ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS

3.2.1) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS

SN	Title of book	Publisher	ISSN/ISBN No.	No. of Co- Authors	Whether you are the main author/Single author	API Score Claimed	Verified API Score

3.2.2) FULL PAPERS IN CONFERENCE PROCEEDINGS

SN	Title with Page no.	Details of Conference Publication	ISSN/ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES

SN	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score Claimed	Verified API Score

3.4) RESEARCH GUIDANCE (MAXIMUM 10POINTS)/QUALIFICATION

SN	Research Guidance/Qualification	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score

3.5) PATENT/IPR

Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified API Score

IV. SUMMARY OF API SCORES

	Criteria	API for Assessment Year	Total-API Score for Assessment Period (If applicable)	Annual Average API Score for Assessment Period (If applicable)
I	Teaching , Learning and Evaluation Related Activities			
II	Co-curricular, Extension, Professional Development etc.			
	Total I+II			
III	Research and Academic Contribution			
IV	Others*			

***Attach separate page if required**

UNDERTAKING

I _____ undertake that the information provided is correct as per records submitted by me to College / Institute and / or documents enclosed along with the duly filled API Proforma.

Date

Signature of the Teacher with Designation

****Note:** The special API Score of maximum of 5 each may be awarded by principal for the following activities for reward category only. This score shall be added to the score total secured in category I +II.

- 1) Extra ordinary contribution beyond institution (Please mention activities for which special weight is given)
- 2) Overall impression of the teacher (Like attitude, Integrity, Self discipline, Loyalty Towards Institute etc).

API GRADES TABLE AND ASSESSMENT SUMMARY

Grade shall be given according to API score as shown below.

API Category I +II	API Category III	Grade
161-175	>60	O (outstanding)
161-175	41-60	A+ (Excellent)
151-160	>40	A (Very Good)
151-160	21-40	B+ (Positively Good)
126-150	>20	B (Good)
126-150	11-20	C+ (Satisfactory)
100-125	≥10	C (Satisfactory)
<100	Or <10	Not Satisfactory

REMARK OF THE ASSESSMENT OFFICER:

Assessment Grade:

Place:

Date:

Assessment officer Sign and Designation
(Chairman IQAC / HOD)

REMARK OF REVALUATION OFFICER:

1) I agree with the above assessment. Yes / No

2) I want to change above allotted grade due to following reasons:

Revised Grade:

Place:

Date:

Revaluation Officers sign and designation
(Principal)

PROMOTIONAL INCENTIVES AND PENALTY BASED ON THE API SCORED

❖ Special award-I for the teacher scoring API in outstanding category:

• Conditions for special award-I:

Teacher securing API score in outstanding category and fulfilling following conditions:

Research Paper: Papers with total impact factor 2 (main author or corresponding author or supervisor)

OR

Major research project (Ongoing or completed during assessment academic year)

OR

Book published by reputed International or reputed National publishers

• Award for special award-I:

Cash Prize of fifty thousand or Sponsoring for the international conference with full registration fees and Travel expenses.

❖ Special award-II for the teacher scoring API in outstanding category for three consecutive years:

• Conditions for special award-II:

Teacher securing API score in outstanding category and eligible for special award-I for three years in a slot of five years.

• Award for special award-II:

Incentive of the one increment and one year benefit may be given to such teacher for the promotion to higher post (If there is no post available management can consider for creating additional post)

❖ Penalty for less API score (Not satisfactory grade)

1. If API score of the teacher is not in satisfactory grade for two consecutive years, then increment shall not be granted (For non granted institutes). In case of the granted institutes such teacher shall not be recommended for the promotion / higher grade pay.
2. If API score of teacher is not in satisfactory grade even for one year during the assessment period, his promotion to higher post/ Grade pay may be delayed by one year.
3. If API score of the teacher on probation is not in satisfactory grade, he / she shall be terminated.