

North Eastern Regional Institute of Science & Technology

DEEMED UNIVERSITY u/s 3 of UGC Act, 1956

Nirjuli(Itanagar) : Arunachal Pradesh : 791 109 : [www.nerist.ac.in](http://www.nerist.ac.in/)

(Under Ministry of Human Resource Development, Govt. of India)

**PROFORMA FOR CAS FOR FACULTY**

**COMMON FOR ALL GRADES**

1. Name : ………………………………………………………………………………………………………………..
2. Date of Birth : ……………………………………………………………………………
3. Date of first entry at NERIST with pay-scale (in regular post ): …………………………………………………..
4. Date of present appointment & scale : …………………………………………………….
5. Date & Grade of CAS due ……………………………………………………………
6. Academic Qualification : ………………………………………

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| **Exam Passed** | **University** | **Class/Divn.** | **% Marks** | **Discipline** | **Year** |
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**CATEGORY-I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Based on the teacher’s self assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; (c) contribution to innovative teaching, new courses etc. and (d) student feedback. The minimum API score required by teachers from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable criteria. It shall be finalized by the screening cum evaluation/selection committee. Universities may detail the activities, in case institutional specifications require, adjust and weightages without changing the minimum total API scores required under this category.

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| --- | --- | --- | --- | --- | --- |
| Category | Nature of Activity | Assistant Professor | Associate Professor | Professor | API claimed by candidate |
| Max. Score | Actual Score | Max. Score | Actual Score | Max. Score | Actual Score |  |
| I | a. Lectures – Classroom Teaching (including Lectures in excess of UGC norms) | 70 | Actual hours spent per academic year ÷ 7.5 | 60 | Actual hours spent per academic year ÷ 7.75 | 60 | Actual hours spent per academic year ÷ 7.75 |  |
|  | b. Examinations duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per academic year ÷ 10 | 20 | Actual hours spent per academic year ÷ 10 | 10 | Actual hours spent per academic year ÷ 10 |  |
|  | c. Innovative Teaching – learning methodologies, updating of subject contents/ courses etc. | 10 | Actual hours spent per academic year ÷ 10 | 15 | Actual hours spent per academic year ÷ 10 | 20 | Actual hours spent per academic year ÷ 10 |  |
| Total API Score claimed by the Candidate : |  |

**\* Note : 1. 16/14/14** hours per week include the Lectures/Practicals/Project Supervision. Two hours of Practicals/project supervision be treated as equivalent to one hour of lecture. Those teachers who supervise the research of five or more Ph.D. students at a time may be allowed a reduction of Two hours per week in direct teaching hours.

2. 6 hours per week include the hours spent on tutorials, remedial classes, seminars, administrative responsibilities, innovation and updating of course contents.

3. Hours spent on examination duties such as invigilation, question paper setting, evaluation of answer scripts and tabulation of results are over and above the prescribed direct teaching hours and are an integral part of overall teaching work load of 40 hours per week.

4. Lectures allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

Date : Signature of the Candidate

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

Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed Table II A. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

 The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

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| --- | --- | --- | --- | --- |
| Category II | Nature of Activity | Maximum API Score | Actual Score | API claimed by candidate |
| a. | Student related co-curricular, extension and field based activities.(i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar and other events, career counseling etc.)(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)(iii) Extension and dissemination activities (public/popular lectures/talks/ seminars etc.) | 15 | Actual hours spent per academic year ÷ 10 |  |
| 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/similar other duties that require regular office hrs for its discharge)(ii) Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours spent per academic year ÷ 10 |  |
| c. | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, membership of associations, dissemination and general articles and any other contribution) | 15 | Actual hours spent per academic year ÷ 10 |  |
| Total API Score claimed by the Candidate : |  |

Date : Signature of the Candidate

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

Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

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| --- | --- | --- | --- | --- | --- |
| Category | Activity | Sciences/Engineering/Agriculture/ Medical/Veterinary Sciences | Faculties of Languages/Humanities/ Arts/ Social Sciences/Library/ Physical education/Management | Maximum score for University/College teacher\* | API claimed by candidate |
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC | Refereed Journals as notified by the UGC | 15 per publication |  |
| Other Reputed Journals as notified by the UGC | Other Reputed Journals as notified by the UGC | 10 per publication |  |
| III (B) | Publications other than journals articles (books, chapters in books) | Text/Reference Books by International Publishers as notified by the UGC | Text/Reference Books by International Publishers as notified by the UGC | 30 per Book for single Author |  |
| Subject Books by National level publishers as identified by the UGC or State/Central Govt. Publications | Subject Books by National level publishers as identified by the UGC or State/Central Govt. Publications | 20 per Book for single Author |  |
| Subject Books by other local publishers as identified by the UGC | Subject Books by other local publishers as identified by the UGC | 15 per Book for single Author |  |
| Chapters in Books published by the National and International level publishers as identified by the UGC | Chapters in Books published by the National and International level publishers as identified by the UGC | International-10 per chapterNational -5 per chapter |  |
| Total API Score claimed by the Candidate : |  |
| III (C) | RESEARCH PROJECTS |
| III(C)(i) | Sponsored Projects | (a) Major Projects with grants above `30.0 lakhs. | Major Projects with grants above `5.0 lakhs. | 20 per Project |  |
| (b) Major Projects with grants above `5.0 lakhs up to `30.0 lakhs. | Major Projects with grants above `3.0 lakhs up to `5.0 lakhs. | 15 per Project |  |
| (c) Minor Projects with grants above `1.00 lakh up to `5.0 lakhs. | Minor Projects with grants above `1.0 lakh up to `3.0 lakhs. | 10 per Project |  |
| III(C)(ii) | Consultancy Projects | Amount mobilized with a minimum of `10.00 lakhs. | Amount mobilized with a minimum of `2.0 lakhs. | 10 for every `10.0 lakhs and `2.0 lakhs, respectively. |  |
| III(C) (iii) | Projects Outcome/ Outputs | Patent/Technology transfer/ Product/ Process | Major Policy documents of Central / State Govt. Bodies prepared | 30 for each International/ 20 for each for National level output or patent or major policy document |  |
| Total API Score claimed by the Candidate : |  |

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| --- | --- |
| III (D) | RESEARCH GUIDANCE |
| III(D) (i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate |  |
| III(D) (ii) | Ph.D. | Degree awarded | Degree awarded | 15 per candidate |  |
| Thesis submitted | Thesis submitted | 10 per candidate |  |
| III E | Fellowships, Awards and Invited lectures delivered in Conferences/Seminars |
| III(E)(i) | International Award/Fellowship | International Award/Fellowship | 15 per Award/ 15 per Fellowship |  |
| National Award/Fellowship | National Award/Fellowship | 10 per Award/ 10 per Fellowship |  |
| State/University level Award | State/University level Award | 5 per Award |  |
| Total API Score claimed by the Candidate : |  |

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| --- | --- | --- | --- | --- | --- |
| III(E) (ii) | Invited lectures/ papers | International | International | 7 per lecture/ 5 per paper presented |  |
| National level | National level | 5 per lecture/ 3 per paper presented |  |
| State/University level | State/University level | 3 per lecture/ 2 per paper presented |  |
| The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period |
| III(F) | Development of e-learning delivery process/material | 10 per module |  |
| Total API Score claimed by the Candidate : |  |

\* Wherever relevant to any specific discipline, 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) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication 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.

Date : Signature of the Candidate

**NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY**

**NIRJULI – 791109 (Itanagar), ARUNACHAL PRADESH**

**SUMMERY OF API SCORES** :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Criteria | Last Academic Year | Total API score for Assessment Period | Annual Ave. API Score for Assessment Period |
| I | TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES |  |  |  |
| II | PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES |  |  |  |
| III | RESEARCH AND ACADEMIC CONTRIBUTIONS |  |  |  |
| **Total :** |  |  |  |

**OTHER RELEVENT INFORMATION** :

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

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| --- | --- |
| Sl.No. | Details (Mention year, value etc. where relevant) |
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List of Enclosures : Please attach, self attested copies of the certificates, sanction orders, research papers and courses undertaken substantiate the API claim wherever necessary.

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2. 7.

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Date : Signature of the Candidate