PONDICHERRY UNIVERSITY
PUDUCHERRY – 605 014.

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

API Pro-forma for Recruitment to the post of :

Part A: GENERAL AND ACADEMIC INFORMATION

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 category :

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

13. Eligibility Qualification :

(a) Research Degree(s):

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 Positions held	Name of the Employer	Date of Joining	Date of Leaving	Scale of Pay	Reason for 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 Course /	Place	Duration		No. of Days	Name of the Institution where the program is conducted
		From	To		

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 (3rd Amendment) Regulations, 2016]

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

(i) Discipline related co-curricular activities
(e.g. field work, study visit, student seminar, events , career counselling, placement activity etc.)

Academic Year	(Actual Hours spent per academic year/10)					Score
	Field Work	Study Visits	Student Seminar	Career Counseling	Other Events	
					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 Counseling	:	Towards academic and higher studies 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.)

Academic Year	(Actual Hours spent per academic year/10)					Score
	Cultural	Sports	NSS / NCC	Student Welfare activity	PG/Research Scholar Forum	
					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 (3 Marks 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 Welfare Activity	:	Department level / University level (3 Marks per event)
PG / Research Scholar Forum	:	Alumni Association – Department level Research Association. (3 Marks per event)

(iii) Extension and dissemination activities (public/popular lectures, talks, seminars etc.)

Academic Year	(Actual Hours spent per academic year/10)				Score
	Public/Popular Lectures	Public/Popular Talks	Public/Popular Seminars	Others activities of such nature	
				Total Scores	
		GRAND TOTAL {II (a)(i)+II(a)(ii)+II(a)(iii)}			

* *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.)

Academic Year	Dean	HoD	Chairperson	Convener	Admission work	Faculty Advisor	Coordinator of Refresher Courses	Any other activity of similar nature that require regular office hrs for its discharge
Scores								
							Grand Total	

* *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) Participation in Board of Studies, Academic and Administrative Committees

Academic Year	Board of Studies	Academic Committees	Administrative Committees	Any other activity of similar nature that require regular office hrs for its discharge
(Actual Hours spent per academic year/10)				
Scores				
			Total Scores	
		GRAND TOTAL {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)

Event	Organizer / Place/ Employer	Period / Duration	Scores
(Actual Hours spent per academic year/10)			
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	

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 (3rd 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	Total Points

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

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	Duration		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	Duration		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)

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

* Faculties of Science /Engineering / Agriculture / Medical / Veterinary Sciences
** 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): 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.

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	Sponsoring Agency	International/ National/State/University level	Date	Total Points

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 1 and 2 by 10 points; (iii)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

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