NAWAB SHAH ALAM KHAN COLLEGE OF ENGINEERING AND TECHNOLOGY
NEW MALAKPET, HYDERABAD-500024

API FORM
PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters)** :

2. **a. Father's Name** :

   b. Mother's Name :

3. **Place of work** :

4. **Department & College** :

5. **Date of appointment as** :

6. **Current Designation &AGP** :

7. **Position and Academic Grade Pay applied for under CAS of UGC RSP 2006** :

8. **Date of eligibility for promotion** :

9. **Date and Place of Birth** :

10. **Gender** : **Male / Female**

11. **Marital Status** :

12. **Nationality** :

13. **Category (tick the category)** : **OC / SC / ST / BC (A,B,C,D,E)**

14. **Address for correspondence (with Pin code)** :

15. **Permanent Address (with Pin code)** :

   Mobile No. ……………………………   Landline No. ……………………..

   Email:

16. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
High School / Metric					
Intermediate					
Undergraduate					
Post-Graduate					
Other examination, if any					

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			
D.Sc. / D.Litt.			

18. Appointments held prior to joining the Osmania University service:

[Enclose copies of   a) Appointment Orders   b) Relieving Orders c) Proceedings of the Selection Committee   d) Service Certificate, etc.]

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

19. Appointments after joining in the Osmania University:

(Enclose copies of the orders)

Designation	Department	Date of actual joining		Grade pay
		From	**To**	

20. Teaching experience:

       P.G. level   :   years

       U.G. level   :   years

21. Research Experience excluding years
    spent in pursuing M.Phil. / Ph. D   :   Years

22. Fields of Specification under the Subject / Discipline:

  (a)

  (b)

23. Orientation / Refresher Courses attended at Academic Staff Colleges:

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College / University	Duration	Sponsoring Agency

Date: Signature of the Teacher

PART B: ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC RSP 2006

[For details, see the UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education)(4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016]

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Category I : Teaching, Learning and Evaluation Related Activities

a) Direct teaching :

Academic year	No. of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	API Score: Actual hours spent ÷ 7.5 for (Asst. Prof) & 7.75 for (Assoc. Prof)
Total API Score (for Assessment period)			

Max. API score: 70/Academic year for Asst. Professor and 60/Academic year for Assoc. Professor

b) Examination duties (question paper setting, invigilation and evaluation of answer scripts):

Academic Year	No. of hours spent on paper setting	No. of hours spent on invigilation	No. of hours spent on evaluation of Answer scripts	API Score: Actual hours spent ÷ 10
Total API Score (for Assessment period)				

Max. API score: 20/Academic year for all.

c) Innovative teaching-learning methodologies, updating of subject content/courses, mentoring, etc. :

Academic Year	No. of hours spent during Academic year	API Score: Actual hours spent ÷ 10
Total API Score (for Assessment period)		

Max. API score: 10/Academic year for Asst. Professor and 15/Academic year for Assoc. Professor

Category II : Professional Development, Co-curricular and Extension activities

a) **Student related co-curricular extension and field based activities:**

Academic Year	Actual hours spent in each of the following activity			Actual API Score: Total Actual hours spent per Academic year ÷ 10
	Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminars and other events)	Other co-curricular activities (cultural, sports, NSS, NCC, etc.)	Extension and dissemination activities (public / popular lectures / talks / seminars, etc.)	
Total API Score (for Assessment period)				

Max. API score: 15/Academic year

b) **Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities :**

Academic Year	Actual hours spent in each of the following activity		Actual API Score: Actual hours spent per Academic year ÷ 10
	Administrative responsibilities (including as Dean / Principal / Head / Convenor/ similar other duties that require regular office hours for its discharge)	Participation in Board of Studies, Academic and administrative Committees	
Total API Score (for Assessment period)			

Max. API score: 15/Academic year

c) **Professional development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination of knowledge and publication of general articles and any other contribution) :**

Academic Year	No. of hours spent during Academic year	Actual API Score: Actual hours spent ÷ 10
Total API Score (for Assessment period)		

Max. API score: 15/Academic year

Category III : Research and Academic Contributions

Note-1:

Wherever relevant to any specific discipline, the API score for paper in refereed journal   would be augmented as follows:

- (i)   papers 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.

Note-2:

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.

A) Research papers published:
   (*Enclose the list and copies of the relevant research publications*)

Year	Activity	API Score	
	Research Publications	**Refereed journals as notified by the UGC** *(Max. 25 per Publication)*	**Other journals of repute as notified by the UGC** *(Max. 10 per Publication)*
Total API Score (for Assessment period)			

B) Publications other than journal articles (books, chapters in books):
   (*Enclose the list and copies of the relevant publications*)

Year	**Activity:** Text/Reference books published by International Publishers, with ISBN/ISSN number	**API Score:** *(Max. 30 per book for single author)*
Total API Score (for Assessment period)		

Year	**Activity:** **Subject books published by National Level publishers, with ISBN/ISSN number or state / Central Government publications**	**API Score:** *(Max. 20 per book for single author)*
Total API Score (for Assessment period)		

Year	**Activity:** **Subject books published by other local publishers, with ISBN/ISSN number**	**API Score:** *(Max. 15 per book for single author)*
Total API Score (for Assessment period)		

Year	**Activity:** **Chapters in books published by National and International Level publishers, with ISBN/ISSN number**	**API Score for** *(Max. API Score: International-10 per Chapter and National-05 per chapter)*
Total API Score (for Assessment period)		

C) Research Projects (*Enclose the copies of the relevant sanction letters of the projects*):

Year	Activity **Sponsored Projects**	API Score for **Faculties of Science / Engineering / Technology** *(API Score for major projects with grants above Rs. 30 lakhs is 20 per project, for those with grants above Rs. 5 lakhs up to 30 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 5 lakhs is 10 per project)*	API Score for **Faculties of Arts / Social Sciences/ Law/ Education/ Commerce / Management** *(API Score for major projects with grants above Rs. 5 lakhs is 20 per project, for those with grants above Rs. 3 lakhs up to 5 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 3 lakhs is 10 per project)*
Total API Score (for Assessment period)			

Year	Activity **Consultancy Projects**	API Score for **Faculties of Science/ Engineering/Technology** *(API Score for amount mobilized with a minimum of Rs. 10 lakhs is 10 for every Rs. 10 lakhs)*	API Score for **Faculties of Arts/ Social Sciences/ Law/ Education/ Commerce/ Management** *(API Score for amount mobilized with a minimum of Rs. 2 lakhs is 10 for every Rs. 2 lakhs)*
Total API Score (for Assessment period)			

Year	Activity **Projects Outcome / Outputs** *(Enclose the relevant documents)*	API Score for **Faculties of Science/ Engineering/ Technology** *(API Score for Patent/ Technology transfer/ Product/ Process : 30 for each International and 20 for each National level Patent or Output)*	API Score for **Faculties of Arts/ Social Sciences/ Law/ Education/ Commerce/ Management** *(API Score for Major policy documents prepared for International bodies like WHO/ UNO/ UNESCO/ UNICEF, etc and for Central/ State/Local bodies: 30 for International bodies, 20 for Central Govt., 10 for State Govt. and 5 for Local bodies)*
Total API Score (for Assessment period)			

D) Research Guidance (*Enclose the list candidates awarded/submitted*)**:**

Year	Activity: Guiding Ph.D. / M.Phil.	API Score: (API Score: 15 for each Ph.D. degree awarded, 10 if the Ph.D. thesis is submitted and 5 for each M.Phil. degree awarded)
Total API Score (for Assessment period)		

E) Fellowships/Awards and Invited Lectures delivered in conferences/seminars:
(The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period)

Year	Activity: Fellowships/Awards from academic bodies / academic associations (*Enclose the copies of the certificates*)		API Score: (API Score: 15 for International Award/Fellowship, 10 for National Award/Fellowship and 5 for State/University level Award)
Total API Score (for Assessment period)			

Year	Activity: Invited Lectures / Paper presentations (*Enclose the copies of the certificates*)		API Score: (API Score: 7 per lecture and 5 per paper presented at International level, 5 per lecture and 3 per paper presented at National level, and 3 per lecture and 2 per paper presented at State/University level)
Total API Score (for Assessment period)			

F) Development of e-learning delivery process / material:

Year	E-learning modules / material developed	API Score: *(10 per Module developed)*
Total API Score (for Assessment period)		

Summary of API Scores

Category	Criteria	Last Academic Year	Total API Score for Assessment period	Annual average 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 : II + III			

PART C: OTHER RELEVENT INFORMATION

(Give details of any other credentials, significant contributions, awards received, etc. that are not mentioned in the application form)

Year	Details *(enclose copies of relevant certificates/documents)*

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date: Signature of the Teacher
                                                          Designation

Counter signed by:

Head of the Department   Principal
                                                          with College seal

Note:

1. The Individual API proforma duly filled along with all enclosures will only be verified by the University and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.
2. The applicants of Library Information and Science may refer to Appendix– III, Table- VII of UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education)(4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016 (available in the University website) for weightages and API Scores.
3. For further information, the applicants may go through the above cited UGC Regulations (4th Amendment) issued on 11.07.2016.