



NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
Deemed to be University u/s of the UGC Act, 1956
(under Ministry of Education, Govt. of India)
NIRJULI (Itanagar) :: ARUNACHAL PRADESH : 791 109

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/Placement and Pay scale: _____
5. Eligible date & Grade of CAS due: _____
6. Academic Qualification: _____

Exam Passed	University	Class/Divn.	% of Marks	Discipline	Year

CATEGORY-I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

on the teacher's self assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and (c) contribution to innovative teaching, new courses etc. and (d) student feedback. The minimum API score required by teachers from this category is for different levels of promotion. The self assessment score should be based on objectively verifiable criteria. It shall be finalized by the screening cum 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.

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 ÷ 7.5	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

On the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities: and their 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.

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

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 reliable 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.

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 Other Reputed Journals as notified by the UGC Text/Reference Books by International Publishers as notified by the UGC	Refereed Journals as notified by the UGC Other Reputed Journals as notified by the UGC Text/Reference Books by International Publishers as notified by the UGC	25 per publication 10 per publication 30 per Book for single Author	
III (B)	Publications other than journals articles (books, chapters in books)	Subject Books by National level publishers as identified by the UGC or State/Central Govt. Publications Subject Books by other local publishers as identified by the UGC	Subject Books by National level publishers as identified by the UGC or State/Central Govt. Publications Subject Books by other local publishers as identified by the UGC	20 per Book for single Author 15 per Book for single Author International-10 per chapter National -5 per chapter	
Total API Score claimed by the Candidate :					
RESEARCH PROJECTS					
III (C)		(a) Major Projects with grants above ₹30.0 lakhs.	Major Projects with grants above ₹5.0 lakhs.	20 per Project	
III (C)(i)	Sponsored Projects	(b) Major Projects with grants above ₹5.0 lakhs up to ₹30.0 lakhs. (c) Minor Projects with grants above ₹1.00 lakh up to ₹5.0 lakhs.	Major Projects with grants above ₹3.0 lakhs up to ₹5.0 lakhs. Minor Projects with grants above ₹1.0 lakh up to ₹3.0 lakhs.	15 per Project 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 :					

RESEARCH GUIDANCE

M.Phil.	Degree awarded	Degree awarded	5 per candidate
	Degree awarded	Degree awarded	15 per candidate
Ph.D.	Thesis submitted	Thesis submitted	10 per candidate
Fellowships, Awards and Invited lectures delivered in Conferences/Seminars			
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 :			

III(F)(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

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STATEMENT 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 RELEVANT INFORMATION :

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

Sl.No.	Details (Mention year, value etc. where relevant)

List of Enclosures : Please attach, self attested copies of the certificates, sanction orders, research papers and courses undertaken substantiate the API claim wherever necessary.

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

Date : _____

Signature of the Candidate

AICTE 360⁰ Assessment Proforma

Department of

Calculation of Credit Points for academic year during Assessment period

Name	
Present Position	
Academic year	
Teaching Process	Class Rooms/ Labs/ Workshop/ Online
Total Teaching Experience till date of eligibility	

A. Teaching Process (Max Points 25)

S. No.	Semester	Course code/Name	No of Scheduled Classes	No of actually held classes	Points earned	Enclosure no.
1						
2						
3						
4						
5						
6						
		Total				

B. Students Feedback (Max Point 25)

S. No.	Semester	Course code/Name	Average student feedback on the scale of 25	Enclosure no.
1				
2				
3				
4				
5				
6				
		Total		

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1				3 Point/Semester	
2				3 Point/Semester	
3				3 Point/Semester	
4				3 Point/Semester	
5				3 Point/Semester	
6				3 Point/Semester	
		Total			

D. Institute Activities (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1				5 Point/Semester	
2				5 Point/Semester	
3				5 Point/Semester	
4				5 Point/Semester	
		Total			

E. ACR/ IPR maintained at Institute level (Max Credit 10)(To be filled by confidential section)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S. No.	Year	Activity		Credit Point	Criteria	Enclosure no.
1		ACR	IPR			
2		ACR	IPR			
3		ACR	IPR			
4		ACR	IPR			
5		ACR	IPR			
		Total				

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
4					
		Total			

Signature of Faculty Member

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students Feedback (Max Points 25)			
C. Departmental activities (Max points 20)			
D. Institute Activities (Max points 10)			
E. ACR (Max Points 10)			
F. Contribution to society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Head of the Department

Chairperson

Screening cum Evaluation Committee

CALCULATION OF 360⁰ FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)**
- b. Students' Feedback (Maximum Point 25)**
- c. Departmental Activities (Maximum Point 20)**
- d. Institute Activity (Maximum Point 10)**
- e. ACR (Maximum Point 10)**
- f. Contribution to Society (Maximum Point 10)**

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.