Ref: NIU/RO/ 46/2022/26034

21st March, 2022

Performance Based Appraisal System

This MORP has been prepared for Calculating Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Increment, Promotions and Appointment of Academic Staff at Noida international University. (As per UGC Notification, the 18th July, 2018).

1. Introduction

Noida International University (NIU) considers the need to facilitate the research and development activities which are interdisciplinary and to lay strong foundation and register growth in research globally by generation of resources, research collaborations and establishing links with industry. In this continuation, set of ruies regarding calculating Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) which is the impetus of UGC regulations on minimum qualifications for appointment of teachers and other academic staff in University for the maintenance of standards in higher education.

2. Rnles aud Regulatious

These Rules would be applicable for the Annual Increment as well as Promotion of University Faculty along with for the new appointments for the position of Assistant Professor, Associate Professor and Professors. The faculty members must fulfil the minimum Academic Performance Indicator (API) scores as per the UGC Notification, 2018.

2.1 Increment and Promotiou Guideliues

The following process would be followed for carrying out annual assessment for increment and promotion at all levels:
The University teachers shall submit an annual self-appraisal report in the prescribed Proforma (**Annexure 1**). The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD and Director.

The API scores are to be calculated over the following categories:

Category I Teaching, Learning and Evaluation Related Activities.

Category II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.

Category-III: Research and Academic Contributions (Publications in Journals, Text or Reference Books/Monographs, Edited Books, Conference Proceedings, etc.).

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Consolidated Minimum API seores for eligibility shall be calculated as simple snm of API scores for Category I, Category II and Category III.

2.1.1 Category-I: Teaching, Learniug and Evaluation Related Aetivities
2.I.1.1 Teaching

(i) (a)	Lectures, semlnars, tutorlals, practical, contact classes/ Workshop / Jury should be based on verlfiable records which is the attendance sheet used by the teacher submitted to the offlce at the end of each semester along with the internal marks. No score should be assigned if a teacher has taken less than 60% of the assigned classes. Assigned hours for classes=(hours available for taking classes based on timetable and teaching days available-classes lost for reasons other than due to the teacher concerned). Score to be given= ((Hours of classes taken/Assigned hours)*100-60)*1.25 If 5core as calculated above is negative zero score shall be given Maxlmum score of 50 if there is 100% performance	Max. Score: 50
(b)	If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/week per semester or for every one credit additional per semester	Max. 5core: 10
(ii)	imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. 2 points per paper taught with regularly used resources. 3 points per paper taught where additional resources were provided to students. 1 point per final project guided at Bachelor's/ Master's level **(100% compliance = 20 points)**	20

(iii) 2.1.1.2 Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

Indicators/ Activities	Max. Score
Updating of Course, design of curriculum, (5 points per single course)	10
Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc. **a) Interactive Courses : 5 points/each** **b) Participatory Learning modules : 5 points/each** c) **Case 5tudies : 5 points/each**	10
Use of ICT in T/L process with computer-aided methods like power-point/Multimedia/ 5imulation/5oftware etc.,	10

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(Use of anyone of these in addition to Marker & Board : 5 points per course taught)	
Developing and imparting Remedial/Bridge Courses (each activity : 5 points/ set of material/course)	10
Developing and imparting soft skills/communications skills/personality development course/ modules (each activity 5 points)	10
Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students a) Workshop/Training course: 10 points each b) Popularization programmes: 5 points each	10
Maximum Aggregate Limit	**20**

(iv) 2.1.1.3 Examination Related Work

Indicators	Max. Score
University Semester Examination work as per duties, allotted. (invigilation – **2 points per duty taken**, Evaluation of answer scripts – 5 points/subject/per exam; Question paper setting-**3 points/ per subject/exam. 5 points per Lab/Viva exam conducted as examiner.**) (100% compliance = 25 points)	**25**
Maximum Aggregate Limit B **(iv)**	**25**

Maximum Score of Category – I: 50+10+20+20+25=125

2.1.2 Category- II: Co-curricular, Extension and Profession Related Activities
Maximum Score Allocated: 50
Minimum API Score Required: 15

(i) 2.1.2.1 Extension and Co-curricular, Extension and Professional Development Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training, Placement etc. (5 points each)	10

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Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, Employment Bureau or any other similar activity **at University level** (each activity 10 points). **Similar roles at Department level will get 3 points.**	10
Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level **2** points, Institutional level **5** points)	10
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points)	10
Maximum Aggregate Limit	**20**

(ii) 2.1.2.2 Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in University through popular lectures, subject related events, articles in University magazine and University volumes (2 point each)	**10**
Institutional Governance responsibilities like Member of Syndicate/ Academic Council/Senate, Registrar, Controller of Examinations, Dean, Director IRAA/CIRM, Chief Warden , IQAC Coordinator, Principal (15 points each)	**15**
Departmental level Administrative responsibilities, Head of Dept, Director of School (10 points each) Chief superintendent of exams, Chairman Passing Board/Valuation Camp, Placement Co-ordinator (5 points each) Dept. Council secretary, Member BOS, Member of faculty (3 points, Member passing board-2 points)	**10**
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (3 points each), Batch co-ordinator-2 points.	10
Organization of Conference/Refresher/ Training as Chairman/Organizational Secretary/Treasurer: **(a) International (10 points) National/regional (5 points)** **(b) As member of the organizing committee (1 point each)**	**10**
Maximum Aggregate Limit	**15**

(iii) 2.1.2.3 Professional Development Related Activities

Membership in profession related committees at state and national level a) At national level : **5** points each b) At state level : **3** points each	10
Participation in subject associations, conferences, seminars without paper	10

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presentation (each activity : 2 points)	
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)	10
Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development (5 points each)	**10**
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	**15**

Note: *For the above Activities wherever activities jaintly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.*

Maximum Score of Category- II: 20+15+15=50

2.1.3 Category- III: Research and Academic Contributions

Methodology for University Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

S.No.	Category	Academic/Research Activity	Facuityof Sclences /Engineering / Archltecture & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/Commerce/ Management/ Law/ Fashion Design/Design & other related disciplines
I.	III (A) Research Paper Publication	(i) Research Papers in Peer-reviewed or UGC listed Journals	08 per paper	10 per paper
2.	III (B) Publlcations (other than Research papers)	**(a) Books autbored wbieb are publisbed by**		
		(i) International publishers	12	**12**
		(ii) National Publishers	10	**10**
		(iii) Chapter in Edited Book	05	**05**
		(iv) Editor of Book by	10	**10**

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		International Publisher		
		(v) Editor of Book by National Publisher	08	**08**
		(b) Translation works in Indian and Foreign Languages by qualified faculties		
		(i) Chapter or Research paper	03	**03**
		(ii) Book	08	**08**
3.	**III (C) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**	**(a) Development of Innovative pedagogy**	05	**05**
		(b) Design of new curricula and courses	02 per curricula/ course	**02 per curricula/ course**
		(c) MOOCs		
		(i) Development of complete MOOCs in 4 quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/credit)	20	**20**
		(ii) MOOCs (developed in 4 quadrant) per module/lecture	05	**05**
		(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	**02**	**02**
		(iv) Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	**08**	**08**
		(d) E-Content		
		(i) Development of e-Content in 4 quadrants for a complete course/e-book	12	**12**
		(ii) e-Content (developed in 4 quadrants) per module	05	**05**
		(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	**02**
		(iv) Editor of e-content for complete course/ paper /e-book	10	**10**

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4.	III (D) Research	**(a) Research guidance**		
		Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
		M.Phil./P.G. dissertation	02 per degree awarded	02 per degree awarded
		(b) Research Projects Compieted		
		More than 10 lakhs	10	10
		Less than 10 lakhs	05	05
		(c) Research Projects Ongoing		
		More than 10 lakhs	05	05
		Less than 10 lakhs	02	02
		(d) Consultancy	03	03
5	III(E) Patents and Awards	**(a) Patents**		
		International (Per Patent)	10	10
		National (Per Patent)	07	07
		(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		(c) Awards/Fellowship		
		international	10	10
		National	05	05
6.	III (F) Invited Talk (Per Talk) This Score cannot exceed 30% of the total score in Category III *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences /full paper in Conference Proceedings (Paper	International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
		State/University	02	02

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	presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			

The Research score for research papers would be augmented as follows:

A) Research Papers:

Peer-Reviewed or UGC-listed Journals (**impact factor to be determined as per Thomson Reuters list/ Scopus/web of science) :**

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor more than 10	-	30 Points

(a) Two authors: 70% points to each author.

(b) **More than two authors:** 70% points to First and Remaining 30% will be equally divided into other authors.

B) Projects: For Joint Projects, Principal Investigator and Co-investigator would get 50% points each.

C) PhD Supervision: For joint supervision of PhD research students; there shall be 70% of the total marks for Supervisor and 30% for Co-supervisor.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shali be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

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For Professor and Associate Professor, the research score will be consider of category III only (direct requirement as well as career advancement) and shall be from the minimum of three categories of Category-III out of six categories.

2.2 Minimum API Required for the Increment/ Promotion

(Along with meeting other criterion as prescribed by the University time to time)

S.No.	Category	Assistant Professor (AGP 6000)	Assistant Professor (AGP 7000)	Assistant Professor (AGP 8000)	Associate Professor (AGP 9000)	Professor (AGP 10000)
1	Category **I** (Teaching Learning etc) **Max Seore: 125**	80/year	90/year	100/year	105/year	105/year
2	Category **II** (Co-curricular activities etc): **Max Score : 50**	30/year	40/year	40/year	50/year	50/year
3	Category **III** (Research and Academic Contributions) **Max Score: No Upper Capping**	50/year	60/year	70/year	80/year	90/year
4	**Minimum score requirement (I+II+III)**	**170/year**	**200/year**	**220/year**	**240/year**	**250/year**

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Annexure - I

Noida International University
Annual Assessment for the API based PBA5 Index-Faculty
Academic Session/Year: _____(July 01,20__ to June 30, 20__)

Part A: General Information and Qualification

Name of the Faculty :
School :
Department :
Date of Joining :
Date of Confirmation :
Designation at the time of joining :
(With Grade)
Present CTC :
Present Designation : Since.....
(With Grade)
Correspondence Address :

Mobile No. :
Email ID :

University Ratification (Month/Year/Designation):
Academic Qualifications* (Graduation onwards):

Qualification	University	College	Date of Admission/ Registration	Date of Completion/ Award	Regular/ Part Time	Total Marks	Marks Obtained	Per (%)	Div./ Class
Graduate Degree (UG)									
Post Graduate Degree (PG)									
M. Phil.									
Ph.D/D.Phil / Any Other									
D.Sc./D.Litt.									
Other Degrees (if any)									

Please enclosed all related qualification documents.

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Part B: Academic Performance Indicators

(Please see detailed instructions of this PBAS Performa before filling out this section)

Category-I: Teaching, Learning and Evaluation Related Activities

(i)Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester- wise details, where necessary)

S.No	Course Code/ Paper	Level (UG/PG/PhD)	Mode of teaching*	No. of Hrs per week allotted			No. of Classes conducted			% of classes taken as per documented record
				L	T	P	L	T	P	
1										
2										

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
a.	Lectures/Seminars/Practicals/Tutorials/Contact classes/Workshop/ Jury taken should be based on verifiable records. **No score** if a teacher has taken less than 80 % assigned classes. **Score of 25** is allotted If a teacher has taken 80% to 95% of Assigned classes **5core of 50**, a teacher has taken 100 % of Assigned classes **[Max. 5core: 50]**	
b.	If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes. [**Max. 5core: 10]**	

(ii)Reading instructional material consulted and additional knowledge resources provided to students.

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S.N.	Course/ Paper	Consulted	Prescribed	Additional resources provided
1				
2				
APi score hased on preparation and imparting of knowiedge/instruction as per curricuium and syliabus enrichment hy providing additionai resources to students. (Max. Score 20)				API score

(iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

S.No.	Short Description	API Score
1		
2		
3		
	Total Score [Max. Score:20]	

(iv) Examination Duties assigned and performed.

S.No.	Types of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score
1				
2				
	Totai Score [Max. Score:25]			
Totai Score (i(a+b) + ii + iii+ iv) (Max. 5core:125) (I (50+10) + ii (20) + iii(20) + iv(25) :125)				

Category- II. Co-Curricular, Extension, Professional Development Related Activities

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(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
	Total **(Max. Score:20)**		
	(ii) Contribution to Corporate Life and Management of the institution	Yearly/ Semesterwise Responsibilities	APi Score
1			
2			
	Total **(Max. Score:15)**		
	(iii) Professional Development Activities		
1			
2			
3			
	Total **(Max. Score: 15)**		
Total Score **(i + ii + iii) (Max. Score:50)** **(i(20)+ii(15)+iii(15):50)**			

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 the University. The self-assessment score shall be based on verifiable records 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.

1. (i) Research papers in Peer- reviewed or UGC listed journals:

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S.No	Title of the Research paper	Journal	Year	Vol.	Page No.	ISSN No.	Impact Factor	Whether you are the First/ Corre-sponding Author	Journal no. as per UGC List, if any	API Score	Encl No.
1											
2											
3											

2. Publications (other than Research papers) (Books, Chapters in Books)

a) (i) & (ii) Books Published with ISSN / ISBN number

International Publisher: 12 points per Book for Single Author

National Publisher: 10 points per Book for Single Author

a) (i) Books authored which are published by International Publishers

S.NO	Title with Page No	Date of Publication	Book Titie Editor & Publisher	ISSN/ ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether You are the mai author	API Score	Encl No
1									
2									
3									

(ii) National Publishers

S.No.	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN/ ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.
1									
2									

(iii) Chapter in Edited Book

S.No.	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether You are The main author	API Score	Encl No.
1									
2									

(iv) Editor of Book by International Publisher

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S.No.	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of Co author	Whether You are The main author	API Score	Encl No.
1									
2									

(v) Editor of Book by National Publisher

S.No.	Title with Page No	Date of Publication	Book Title Editor & Publisher	iSSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether You are The main author	APi Score	Encl No.
1									
2									

b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research paper

(3 points per Chapter or Research paper)

(8 points per Book)

S.No.	Title with Page No	Date of Pubiication	Book Titie editor & Pubiisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Wbether you are The main author	API Score	Enc i No.
1									
2									

(ii)Book

S.No.	Titie with Page No	Date of Publication	Book Titie Editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are The main author	API Score	Enc i No.
1									
2									

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

a. **Development of Innovative pedagogy: Give Details in separate annexure.**

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b. **Design of new curricuia and courses: Give Detaiis in separate annexure.**

c. **MOOCs :**

S.No	(i)Development of a complete MOOCs in 4 quadrants(4 credit course)(420credit course)(In case of MOOCS of lesser credits 05marks/credit)	(ii)MOOCs developed in 4 quadrant)per module/lecture	(iii) Content writer/subject matter expert for each moduie of MOOCs (at least one quadrant)	(iv) Course coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02marks/credit)	API Score	Enci No.
1						
2						

(d) E-Content:

S.No	(i) Development of e - Content in 4 quadrants for a complete course/e-book	(ii) e-Content (developed in 4 quadrants)per module	(iii) Contribution to development of e-content module in complete course/papa/e-book(at least one quadrant)	(iv) Editor of e-content for complete course/paper/ e-hook	API Score	Encl No.
1						
2						

4 (a) Research Guidance

5.No.	Degree	Degree awarded		APi Score	Encl No.
1.	MPhil /PG Dissertation				
2.	Ph. D.	Degree awarded	Thesis Submitted		

(b) Research Projects Completed

S. No.	Title of the project	Funding Agency	Period	Grant	API 5core	Encl No.

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1						
2						

(c) Research Projects Ongoing

S. No.	Title of the project	Funding Agency	Period	Grant	APi 5core	Encl No.
1						
2						

(d) Consuitancy

S. No.	Title	Agency	Period	Amount Mobilized (Rs lakh)	APi 5core	Encl No.
1						
2						

5. (a) Patents

International: Give details in separate annexure.
Natiоnal: Give details in separate annexure.

(b) *Poiicy Document (Submitted to an International body/organisation iike UNO/UNESCO/World Bank/Internationai Monetary Fund etc. or Central Government or State Government) international/Natlonal/State

(c) Awards/Feilowships (internationai/National)

S. No.	Name of Awarding Body	Name of Award/ Honor	Date	international /National	APi Score	Encl No.
1						
2						

6. invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/fuil papers in Conference Proceedings (Paper presented in Seminars/Conferences and also pubiished as fuli paper in Conference Proceedings will be counted oniy once).

international (Abroad)/international (within Country), Nationai, State/University

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5. No.	Title of the invited Lecture deiivered/Paper presented	Details of Conference / Seminar/ FDP and Organizing Institution	Category: internationai (Abroad)/ International (within country)/ National/ State/University	Piease select invited Talk/Paper Presented	API Score	Enci No.
1						
2						

Summary of APi Scores Category-III

RESEARCH SCORE		
Categpry	Research Activities	Score
I	Research Paper Publication	
II	Pubiications (Other than Research papers	
III	Creation of ICT Mediated Teaching-Learning Pedagogy etc.	
iV	Research Guidance, Research Projects & Consuitancy	
V	Patents /Policy Documents & Awards/Fellowships	
Vi	Invited Lectures/Resource Person/Paper Presentation/Full Paper in Conference Proceedings	
	Totai APi Scores Category-III	

Part C: Other Relevant Information

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

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

List of Enciosures: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

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1. 6.

2. 7.

3. 8.

4. 9.

S. 10.

I certify that the information provided is correct as per records available with the University and/ or documents enclosed along with the duly filled PBAS Performa.

Part D: Summary of API Scores

Sr. No.	Criteria	API Score Computed by Faculty	APi Score Computed by HOD	APi Score Computed by Director
I	Teaching, Learning and Evaluation related activities			
Ii	Co-curricular, Extension, Profession Related activities			
iii	Research and Academic Contribution			
	Totai			

Signature of the Faculty Member :

Name :

Designation :

Date :

Comments of HOD :

Signature of HOD :

Comments of Director :

Signature of Director :

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