

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
JAMIA HAMDARD, NEW DELHI – 110062**

November 29, 2011

Subject: Academic Performance Indicator (API) score verification by  
the IQAC committee

The IQAC has been entrusted with the responsibility of verification of API scores of teachers who have applied for promotion under Career Advancement Scheme (CAS) as per the revised guidelines. Although these guidelines have been revisited several rounds and various aspects have been taken care of, Committee observed that there were some points on which committee had to decision on consensus basis. The Committee also felt that on these issues approval may be obtained from the Competent Authority. These points and action taken by the Committee are summarized below.

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

Sl. No.	Description	Exiting guidelines or API score, if any	Action of the committee
<b>III A &amp; B. PUBLICATIONS</b>			
1.	Augmentation of API score	Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 5 and above by 25 points.	<p>a. Augmentation shall be implemented only for journal publications.</p> <p>b. Augmentation shall be done before calculating the share of API score for each author.</p> <p>c. For journal publications journals having ISSN shall be considered as indexed.</p> <p>d. No score shall be allocated if a journal is not indexed and also not refereed.</p> <p>e. No API score for abstract published in journal/proceedings.</p> <p>f. Committee shall not seek clarification from applicants in this regard and apply its even judgment.</p>
2.	Refereed journal status		Information given by the applicants shall be relied upon. As already emphasized it would be required that for each discipline two lists of journals were required to be given by each Department. These lists were to be vetted by the expert committee. However, such lists have not been received from all the Departments. Therefore, it is very difficult to ascertain as to

*(Prof. M. Anwar)*

*(Prof. M. Z. Abidin)*

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			<p>whether a journal is actually refereed or not.</p> <p>a. Sharing of API score shall be implemented for all types of publications.</p> <p>b. In case a teacher is corresponding author 60% share of API shall be allocated to him/her.</p> <p>c. In case a teacher is the first as well as corresponding author 60% share of API shall be allocated.</p> <p>d. In case another teacher is corresponding author and the applicant is the first author out of 60% earmarked for first/corresponding author, 30% share shall be allocated to the applicant.</p> <p>e. In case it is proven that an applicant is neither the first nor the corresponding author but is one of the co-authors and is supervisor of the student who may be first or corresponding author, the said teacher shall be eligible for API score to the extent of 30% only. But, in such a case a teacher has to submit this information in his/her application. The committee feels that this clause may be implemented prospectively.</p> <p>f. The Committee shall use its own source of information to decide about the status of authors (teachers/students/collaborators). In case of doubt the applicant shall be contacted.</p> <p>g. The Committee may seek full paper or first page of the published paper/chapter/book cover to decide about status of authors in case of ambiguity.</p> <p>h. Paper accepted/in press shall also be counted for API score. However, whenever a paper is finally published with page numbers, it should be submitted to IQAC.</p> <p>i. In case of paper published as conference proceedings credit shall be given only to first or</p>
3.	Sharing of API score by the authors	The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the student would share equally 60% of the total points and the 40% would be for all other authors.	

Responsible

			corresponding author, as this is based on conference participation.
<b>III C. RESEARCH PROJECTS</b>			
1		In case of more than one investigator, points are to be shared in 70:30 ratio between PI and other investigators.	<p>a. In order to decide on the nature of involvement, it shall be required that an applicant submits copy of sanction letter from the funding agencies and self-attested pages of finally accepted project showing names of the investigators.</p> <p>b. For project where PI is from outside of Jamia Hamdard no point shall be awarded.</p>
<b>III D. RESEARCH GUIDANCE</b>			
1			<p>The following documentary proof shall be considered for guidance:</p> <p>a. Self-attested copy of the title page from theses of students showing names of supervisors.</p> <p>b. University notification.</p> <p>c. For PG scholars list verified by the HoD/Dean clearly showing names of students, supervisor and co-supervisors.</p> <p>d. In case supervisor and co-supervisor are not clearly defined, the first name of teacher shall be considered supervisor and others as co-supervisors.</p> <p>e. Notification of BRS decisions by the Registrar/Academic Section.</p>
<b>III F. TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP ATTENDED</b>			
			<p>a. The Committee has depended on the declaration of status of conference (national/international) by the applicant and also on the basis of certificate submitted or other documentary proof.</p> <p>b. API score shall be considered only for actual participation and presentation as first or lead author.</p> <p>c. Oral and poster presentation shall be given equal API score.</p>

			<p>d. For participation as invited lecture, chair/co-chair of session an e-mail copy from organizers shall also be considered.</p> <p>e. IQAC Committee may not consider API score claim for participation in professionally unrelated conferences/seminars/symposia.</p> <p>f. Two API score may be given to participation in professionally related events without presentation.</p> <p>g. Participation as resource person shall be considered as invited lecture.</p> <p>h. Certificate should indicate the topic of the lecture delivered.</p>
<b>III G. TRAINING COURSES / CONFERENCE/SEMINAR/WORKSHOP ORGANISED</b>			
1.		In case of Co-convener/Jt. Organizing Secretary points are to be shared in 70:30 ratio.	<p>a. Submission of pamphlet, poster, brochure, manual etc. shall be essential.</p> <p>b. Chairman of Organizing Committee/Convener/ Organizing Secretary/ of the Organizing Committee: 70%; Vice Chairman/Co-convener/Jt. Organizing Secretary/Treasurer: 30%.</p> <p>c. Membership of the above category in the events organized outside of University shall also be considered.</p>
<b>III H. CITATION OF PUBLICATIONS</b>			
1.			a. Citation of papers where a teacher is either first or corresponding authors shall only be considered for API score as specified.
<b>III I. PEER REVIEWING OF PAPERS/PROJECT PROPOSALS/EVALUATION OF PROJECT COMPLETION REPORT/M.PHIL/PH.D. THESIS</b>			
			API score for paper reviewing shall be considered journal-wise irrespective of number of papers reviewed.
<b>III.J. AWARDS/HONOURS/RECOGNITIONS</b>			




		<p>a. Best paper presentation award (oral/poster) shall also be considered only if a teacher himself/herself has made presentation and award is in his/her name. Awards won by students shall not be considered.</p> <p>b. API score for other awards and recognition may be considered subject to the submission of certificates by the applicant.</p>
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## 2. OTHER ISSUES

- i) API scores of only the assessment period shall be verified and counted.
- ii) API score for Practicals will be half of the theory class.
- iii) For Life Membership of professional society/associations related to discipline of the teacher one-time API score of 2 under Category II (iii).
- iv) Mere mention of revision of syllabus shall not be considered. There has to be an approved agenda in the Board of Studies (BoS) meeting. *Qualifiable approved & introduced syllabus may be accepted for this purpose.*
- v) Time table without endorsement of HoD/Dean shall not be considered.
- vi). It has been notified that:

*If the due date falls in period 31.12.2008 to 30.06.2010 then you are requested to submit PBAS based API score details only for Category III by considering the entire assessment period for promotion as stipulated in UGC Regulation 2010.*

Category III pertains to Research and Academic Contributions.

A majority of applications is from the above category.

The enclosed Tables provide detail of API score and other requirement for promotion and direct recruitment of teachers.

### For direct recruitment of Professor

- Minimum Essential Qualification and Consolidated API score of 400 Points from Category III of API.
- At least 10 years of teaching experience in University/College and/or experience in research at the University/national institutions/industry including experience of guiding candidates at doctoral level.

### For direct recruitment of Associate Professor

- Minimum Essential Qualification and Consolidated API score of 300 Points from Category III of API.

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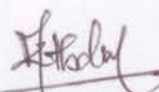
- At least 8 years experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University/college or accredited research institutions/industry excluding the period of Ph.D.


Since there is no clear guidelines for determining the minimum API score as per the notification for Category III, it is proposed that for the minimum yearly and assessment period API score as per UGC regulation 2010 may be considered for promotion of all categories of teachers.


vii) If an applicant attains the minimum API score as prescribed based on the information/documents submitted which are verified by the committee, his/her case shall be forwarded by IQAC Committee for further processing.

viii) It is also proposed that the University may constitute Selection Committees or Screening-cum-evaluation Committees as per the UGC/University norms for the applicants who are meeting all the requirement of experience, whose API score has been verified and the prescribed minimum API score has been obtained.

*Soft copy of all the documents/application is to be deposited with IQAC.*  
The Committee observed that the approval of appropriate Statutory Bodies of the University may be obtained for above-mentioned changes.

  
(Prof. M.Z. Abdin)  
Member

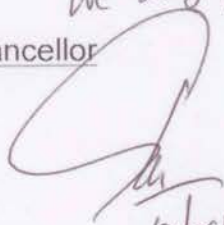
  
(Prof. S.H. Ansari)  
Member

  
(Dr. S. Raisuddin)  
Director, IQAC

For kind perusal and approval, please.

Hon'ble Vice Chancellor

*We may go ahead and report it to relevant ~~Academic~~ Statutory body at an appropriate time.*

  
10/11/2011

**INTERNAL QUALITY ASSURANCE CELL**  
**Jamia Hamdard, New Delhi - 110062**

Subject: Requirement of publications

The UGC Regulations 2010 for direct recruitment and promotion of teachers under Career Advancement Scheme (CAS) for various positions has prescribed the requirement of minimum number of publications.

In this regard the following is proposed by the Committee to be adopted in Jamia Hamdard.

1. Text Books, Reference Books, Edited Books and Proceedings of the Conferences
  - a. The book is in the field of specialization or related field of the teacher written or edited as the sole author/editor will be considered as of weightage of 'one'.

The following category of books will have half the weightage and accordingly two books will constitute as weightage of one.

- b. The book is in the field of specialization or related field of the teacher written or edited by multiple authors/editors including the case where the concerned teacher is the first author/editor.

The same criteria shall apply in case of proceedings of a Conference, Seminars and Symposia published with full papers contributed by the participants.

Abstract book shall not be considered as a publication.

2. Research and review published in journals
  - a. Publications in indexed and refereed journals shall only be considered.
  - b. Publications where the applicant teacher is either the first or corresponding author shall only be considered.
  - c. Abstract or extended abstracts published even in indexed journals shall not be considered.
3. Other publications

Other publications such as policy papers, manuals, handbooks etc. prepared for regulatory authorities and published by Government agencies (with or without

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ISBN/ISSN) shall also be considered with the same criteria as applicable to text books, edited books, reference books and conference proceedings defined above.

Other conditions

1. Publications with ISBN or ISSN will only be considered, except in case mentioned below at point 5.
2. In case of promotion, publications for assessment period as specified shall only be considered. Relaxation, if any shall be given as per UGC norms and guidelines as adopted by the University.
3. The book is published by reputed publishers.
4. In case a book is published in series in multiple volumes or editions it will be considered as 'one' only.
5. Publications without ISBN or ISSN may also be considered if the same is brought out as a publication of Jamia Hamdard or has been published with the approval of the Publication Committee of the University or the Competent Authority. The copyright of such publications will be vested with the University. For direct recruitment, publications from other Universities/Institutes may also be considered, if the same has been published in the manner as stated above.

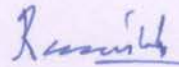
The above is for kind perusal and approval, please.



(Prof. M.Z. Abdin)



(Prof. S.H. Ansari)



(Dr. S. Raisuddin)

Hon'ble Vice Chancellor

