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**ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER  
 ADVANCEMENT SCHEME (CAS) PROMOTION OF IGNOU TEACHERS**

**TABLE I**

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME  
 (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND  
 PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND  
 PROFESSOR IN IGNOU**

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Considering the institutional specificities and the activities performed by the Teachers of IGNOU, the activities have been further detailed, however, there is no change in the weightages or the minimum total API scores required under this category.

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max Score	Actual Score	Max Score	Actual Score	Max Score	Actual Score
I	<b>a. Course Design, Development, Maintenance, Programme/course coordination and teaching for MPhil/PhD*</b>	<b>70</b>	Actual hours spent per academic year $\div$ 7.5	<b>60</b>	Actual hours spent per academic year $\div$ 7.75	<b>60</b>	Actual hours spent per academic year $\div$ 7.75
	<b>b. Examination duties</b> (question paper setting, invigilation, assignment preparation, monitoring and evaluation, evaluation of answer scripts, project proposals, project reports and practicals) as per allotment.	<b>20</b>	Actual hours spent per academic year $\div$ 10	<b>20</b>	Actual hours spent per academic year $\div$ 10	<b>10</b>	Actual hours spent per academic year $\div$ 10
	<b>c. Innovative Teaching - learning methodologies,</b>	<b>10</b>	Actual hours spent per	<b>15</b>	Actual hours spent per	<b>20</b>	Actual hours spent

	<b>updating of subject contents/courses, mentoring, etc.</b> [Innovation in curriculum design, linkages with industry and multiple target groups, teaching learning methodology for transaction of curriculum and use of technology for learner support; use of multiple media in delivery of instruction; development of e-content and online delivery of instruction such as online courses, Open Educational Resources (OERs), Massive Open Online Courses (MOOCs), web based repository, portals; web casting and broadcasting of educational content through EduSat, Website, Portals, Social media etc.; updating printed SLMs and e-content, concept note for revision]		academic year ÷ 10		academic year ÷ 10		per academic year ÷ 10
	<b>Total Score</b>	<b>100</b>		<b>95</b>		<b>90</b>	

\* **Activities under I(a) above in Course Design, Development, Maintenance, Programme/course coordination and direct teaching for MPhil/PhD**

S.NO	Nature of Activity	Assistant Professor	Associate Professor	Professor
1.	Planning and designing curriculum; need assessment for launching new programmes; programme/course development; providing inputs for Course Committee meetings, School Council, School Boards and Doctoral Committees etc.; writing of course units; editing of units; translation and vetting of translated units; preparation of assignments; Moderation of Question papers; Conducting and guiding of practicals, project work, field based activities etc. Design and development of curriculum for staff development of ODL functionaries;	<b>70</b>	<b>60</b>	<b>60</b>

	marginalized and disadvantaged groups and its implementation. Academic Counselling and guidance (pre and post) through face to face counseling sessions, tutorials, radio counseling, teleconferencing, web casting, online counseling activities; orientation of course writers and academic counsellors. Preparation of audio and video programmes; development of programme guides, manuals (programme wise/course wise) practical manuals, project guides, training manuals, etc.; Conduct of systemic research; programme evaluation for revising and updating programmes/courses; pilot testing of SLMs before launch.			
<b>Total Score</b>	<b>70</b>	<b>60</b>	<b>60</b>	

## CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's/Academic's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively 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.

The model table below gives groups of activities and API scores. The UGC has specified that 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. However, there is no change in the weightage assigned or in the Minimum API score required under this category.

<b>Category II</b>	<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a.	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events as assigned.) (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 / Director /Head/ Chairperson / Convener / Faculty	15	Actual hours spent per academic year ÷ 10

	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/Faculty Council/School Board/School Council etc.		
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

### 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 universities and colleges. 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.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Book published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC	30 per Book for Single Author
		Subject Books, published by National level publisher, with ISBN/ISSN number or State / Central Govt. Publication by the University and posted on its	Subject Books, published by National level publisher, with ISBN/ISSN number or State / Central Govt. Publication by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author

		website. The List will be intimated to UGC.		
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by national and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by national and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Project	(a) Major Projects with grants above Rs. 30 Lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 Laksha up to Rs. 30 Laksh	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with gants above Rs. 1 lakh up to Rs. 5 lakhs	Major Projects with grants above Rs. 1 Lakh up to Rs. 3 lakhs	10 per Project
III(C) (ii)	Consultancy Project	Amount mobilized with a minimum of Rs 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs respectively
III (C) (iii)	Project Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UN	30 for each International / 20 for each

			ICEF etc. Central / State Govt. / Local Bodies	national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt. – 10 Local bodies – 5
III(D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III (E) (i)	Fellowships/Awards	International Award/ Fellowship from academic bodies	International Award/Fellowship from academic bodies / associations	15 per Award / 15 per Fellowship
		National Award / Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 per Award
III (E) (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

\* 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.

# 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 clause 6.0.5 (i) will be strictly followed by the University.

**Table – II(A)**

**MINIMUM APIs AS PROVIDED IN TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN IGNOU, AND WEIGHTAGES FOR EXPERT ASSEMENT**

Category	Activity	Assistant Professor/ equivalent 1 to Stage 2)	Assistant Professor/ equivalent Cadres: (Stage 2 to Stage3)	Assistant Professor/ (Stage3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/ Year	80/ year	75/ year	70/ year	70/ year
II	Professional Development and Extension activities- Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period	100/ Assessment period
III	Research and Academic Contributions- Minimum	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period	400/ Assessment period

	Score required – to be assessed commutatively					
II+III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period	180/ Assessment period	600/ Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment ( Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50%, Assessment of domain knowledge & teaching practice. 20%- Interview performance	50% Research Contribution, 30% Assessment of domain knowledge & teaching practice. 20% Interview performance	50% Research Contribution, 50% Performance evaluation and other credential by referral procedure

\*Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

**TABLE – II (B)**

**Minimum Scores for APIs for direct recruitment of Teachers in University Department/ and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	Assistant Professor (Stage 1)	Associate Professor (Stage4)	Professor (Stage 5)
Minimum API score	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/ weightages (Total Weightages=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 publication (40%) c) Assessment of Domain Knowledge	a) Academic Background (20%) b) Research performance based on API score and quality publication (40%) c) Assessment of Domain Knowledge



		and teaching Skill (20%) d) Interview performance: (20%)	and Teaching Skill (20%) d) Interview performance: (20%)
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**TABLE – III**

**Minimum Academic Performance and Service Requirements for Promotion of Teachers in IGNOU**

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirement and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil/ PG Degree in Profession courses	(i) Minimum cumulative API scores using PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with of five years of completed service in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes. Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.\ (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (Twelve years). However, in the case of College teachers, an exemption of one publication may be given to M.Phil. holders and an exemption of two

			<p>publications may be given to Ph.D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning – Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in the regulation and in a Table II(A)</p>
4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API Scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) A selection committee process as stipulated in the regulation and in Table II (A).</p>
5	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	<p>(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A).</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of thigh standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Table II (A).</p>