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

TABLE I

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME
 (CAS) PROMOTIONS FOR ASSISTANT DIRECTOR/ASSISTANT REGIONAL DIRECTOR,
 DEPUTY DIRECTOR/ REGIONAL DIRECTOR AND SR REGIONAL DIRECTOR/ADDL
 DIRECTOR /EQUIVALENT IN IGNOU**

Based on the Academic's self-assessment, API scores are proposed for Based on the Academic's self assessment, API scores are proposed for activities related to (a) Promotion, coordination, implementation and monitoring of ODL programmes / courses, curriculum transaction and delivery through multiple modes, (b) contribution to innovative, ICT mediated teaching learning process and application of new technologies for management of ODL, (c) Creating avenues for mentoring and peer group learning, extending academic facilities to students in excess of normal working hours, and participation in examination and evaluation etc. The minimum API score required by Academics 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 Academics 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.

CATEGORY1: Teaching, Training, Programme Delivery, Student Support, Management and Evaluation Related Activities

Category	Nature of Activity	Assistant Director/Asst Regional Director/ Equivalent		Regional Director /Deputy Director /equivalent		Sr Regional Director / Addl Director/ Academics (stage 5)	
		Max Score	Actual Score	Max Score	Actual Score	Max Score	Actual Score
I	a. Implementation and monitoring of ODL programmes / courses, curriculum transaction and delivery through multiple modes*	80	Actual hours spent per academic year ÷ 7.5	70	Actual hours spent per academic year ÷ 7.75	60	Actual hours spent per academic year ÷ 7.75
	b. ICT mediated teaching learning processes, management of Learner support, and application of new technologies for ODL. [Application of technologies for implementation of ODL; academic	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷	10	Actual hours spent per academic year ÷

<p>counseling methodologies, student support, evaluation and programme delivery; Development of e-resources; conduct of systemic research, feedback & learning analytics and impact and assessment studies.</p> <p>Identification and empanelment of academic counselors, Programme Incharges Coordinators and functionaries of learner support centres. Monitoring/evaluating performance of Learner support centres, Regional centres, and other Units at headquarters.</p> <p>Organizing workshops/ seminars/ conferences/statutory bodies/high power committee meetings and providing academic inputs: preparing concept papers, proposals, reports, manuals, policy documents etc.</p> <p>Multimedia/Edusat/webcast lectures/preparing MOOCs/OERs/e-innovations/ etc.</p>			10		10
<p>c. Innovative initiatives/schemes and upgrading services etc.</p> <p>Upgrading learner support services, extending services, facilities to learner support centres in excess of normal working hours;</p> <p>creating avenues for mentoring and peer group learning.</p> <p>Development of multimedia and webcast lectures.</p> <p>Focus group meets with marginalized sections, differently abled learners, defense & paramilitary personnel; Interface between alumni and students; creating avenues for mentoring and peer group learning & interaction; promoting extra curricular activities; creating and maintaining blogs, newsletters, e-journals etc;</p> <p>creating industry-academia linkages; setting up innovation clubs and incubation centres; extending CSR activities;</p> <p>Providing inputs to various Departments of the University and Govt. for preparation of reports/manuals/profiles and related documents;</p> <p>Creating and regular updation of Institutional databases and records;</p> <p>Transmission/teleconferencing/academic channels/Gyanvani/gyandarsan related activities.</p>	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10

	Total Score	100		90		80	
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*** Activity wise distribution of I(a) above a. Implementation and monitoring of ODL programmes / courses, curriculum transaction and delivery through multiple modes**

S. No.	Nature of Activity	Assistant Director/AR D/ Equivalent	Regional Director /Deputy Director /equivalent	Sr Regional Director / Addl Director/ equivalent
1.	<p>Promotion, coordination, implementation and monitoring of ODL system/programmes/ courses; Curriculum transaction and delivery through multiple modes; Providing academic support & guidance to the students; Organizing induction programmes; counselling; Organising academic counseling programme wise for theory and practical courses through various modes (face to face counseling, radio counseling, teleconferencing, tutorials, webcasting, online and other ICT enabled modes); grievance redressal.</p> <p>Transacting the curriculum using self learning materials and other instructional material; organizing & managing broadcasting, telecasting, webcasting, web conferencing and other educational mass media.</p> <p>Designing and developing Audio/Video programmes, multimedia programmes; e-content and OER, other web based teaching learning resources, digital repositories, question banks including their periodic maintenance and updation. Development and maintenance of web applications and e- platforms including LMS, CMS, MOOCS and other ICT enabled teaching-learning & support solutions, and developing prototypes.</p> <p>Planning and formulation of ODL policies, projects and schemes and their evaluation and monitoring. Benchmarking and Quality assurance of ODL activities including devising norms, parameters and standards in this regard; evaluation of Institution and their programmes; maintenance of standards in ODL Institutions and their evaluation.</p> <p>Development of databases for all ODL activities, its management, updation and maintenance; Academic inputs for meetings of Councils /Academic Boards/ IQAC/ including preparation of Agendas, Proceedings and reports;</p> <p>Training and capacity building of ODL functionaries including academic counselors on ODL pedagogy, special education, innovations, and use of ICT & other technologies.</p>	50	40	40

<p>Development, production, updation and revision of all Standard Operating Procedures, handbooks, manuals, promotional material, materials required for supporting learning endeavours; Software Requirement Specifications, Reports, prospectus, guidelines, placement counseling, promoting students alumni.</p> <p>Collaboration, liaisoning and networking with academic Institutions/Universities, government bodies, Industry, electronic media centres; Establishment and monitoring of regional centres, Learner support centres/study centres, programme centres, special study centres and activation of programmes etc; organising their functions and providing academic and technical guidance; costing and monitoring.</p> <p>Admission and Evaluation related activities including pre and post admission counselling, online admission, online evaluation; examination duties such as invigilation & supervision of exam centres, activities related development of e-platforms for On Demand and online examination; handling assignments, conduct of skill tests/viva-voce etc.; assessment of assignments, projects & answer scripts etc in excess of the work assigned.</p> <p>Editing and evaluation of audio/video materials; development and management of MIS.</p> <p>Preparing for Assessment & accreditation; activities related to recognition of programmes; programme evaluation; academic audit of ODL activities and conduct of self evaluative exercises; coordination with Schools/Academic Divisions/Centres and providing academic inputs thereto.</p>	30	30	20
Total Score	80	70	60

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

Based on the 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 Academics 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 Director/equivalent cadres to higher grades and selection committee for the promotion of Assistant Director/ Assistant Regional Director to Deputy Director/ Regional Director and from Deputy Director/ Regional Director to Sr Regional Director/ Addl Director and for direct recruitment of Deputy Director/Regional Director and Sr Regional Director.

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.

Category II	Nature of Activity	Maximum API Score	Actual Score
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.)	15	Actual hours spent per academic year

	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (Public / Popular lectures/talks/seminars etc.)		÷ 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/ Principal / Chairperson / Convener / Regional Director/ Academics-in-charge/ similar other duties that require regular office hrs for its discharge). (ii) Participation in Statutory Bodies, 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

Category III: Research and Academic Contributions

Based on the Academic's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for Academics 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 Directors/Equivalent cadres to higher grades and Selection Committee for the promotion of Assistant Director/ Assistant Regional Director to Deputy Director/ Regional Director and from Deputy Director/ Regional Director to Sr Regional Director/Addl Director and for direct recruitment of Deputy Director/Regional Director and Sr Regional Director.

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	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

		UGC.		
		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.	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
		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/UNICEF etc. Central / State Govt. / Local Bodies	30 for each International / 20 for each 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 academic, 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 ACADEMICS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN IGNOU, AND WEIGHTAGES FOR EXPERT ASSEMENT

Category	Activity	Assistant Director/ARD / equivalent cadres 1 to Stage 2)	Assistant Director/ARD / equivalent Cadres: (Stage 2 to Stage3)	Assistant Director /ARD/Equivalent cadres (Stage3) to Deputy Director / Regional Director (Stage 4)	Deputy Director/Regional Director (Stage 4) to Sr Regional Director/Addl Director/ equivalent cadres (Stage 5)
I	Teaching, Training, Programme Delivery, Student Support, Management and Evaluation Related Activities	80/ Year	80/ year	75/ year	70/ year
II	Professional Development	50/ Assessment	50/ Assessment	50/ Assessment period	50/ Assessment period

	and Extension activities- Minimum score required to be assessed cumulatively	period	period		
III	Research and Academic Contributions- Minimum Score required – to be assessed commutatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II+III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period	180/ Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection 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

*Academics/Equivalent cadres 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 Academics/equivalent cadres in University Department/ and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Director/ARD/equivalent cadres (Stage 1)	Deputy Director/Regional Director/Equivalent cadres (Stage4)	Sr Regional Director/ /Addl Director (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	a) Academic Record	a) Academic	a) Academic

criteria/ weightages (Total Weightages=100)	and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%)	Background (20%) b) Research performance based on API score and quality publication (3 nos) (40%) c) Assessment of Domain Knowledge and teaching Skill (20%) d) Interview performance: (20%)	Background (20%) b) Research performance based on API score and quality publication (5 nos) (40%) c) Assessment of Domain Knowledge and academic Skills (20%) d) Interview performance: (20%)
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TABLE – III

Minimum Academic Performance and Service Requirements for Promotion of Academics/equivalent cadres in IGNOU

S.No.	Promotion of Academics through CAS	Service requirement	Minimum Academic Performance Requirement and Screening/Selection Criteria
1	Assistant Director/Assistant Regional Director/ equivalent cadres from Stage 1 to Stage 2	Assistant Director/ARD/equivalent cadres 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 Director/Assistant Regional Director / equivalent cadres from Stage 2 to Stage 3	Assistant Director/Assistant Regional Director/ equivalent cadres with completed service of five years 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 Director/Assistant Regional Director/ equivalent cadres (Stage 3) to Deputy Director/Regional Director (Stage 4)	Assistant Director/Assistant Regional Director/ equivalent cadres with three years of completed service in Stage 3.	<ul style="list-style-type: none"> (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 Director/ARD/equivalent cadres (Twelve years). (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. (iv) A selection committee process as stipulated in the regulation and in a Table II(A)
4	Deputy Director/ Regional Director (Stage 4) to Sr Regional Director/Addl Director (Stage 5)	Deputy Director/ Regional Director with three years of completed service in Stage 4.	<ul style="list-style-type: none"> (i) Minimum cumulative API Scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Academics may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the Academics is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Table II (A).