



Estd: 1962  
NAAC 'A' Grade  
MHRD-NIRF-28<sup>th</sup> Rank

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४. महाराष्ट्र

दूरध्वनी (ईपीएबीएक्स) २६०९००० (संलग्नता विभाग - २६०९०८९, २६०९१३६)

फॅक्स : ००९१-०२३१-२६९१५३३, २६९३२९४ व २६९२३३३.

एसयु/संलग्नता/API/टे.१/वंगार/ No 5 0 8 8

दिनांक 20 MAY 2019

प्रति.

मा. प्राचार्य / संचालक,

सर्व संलग्नीत महाविद्यालये/ मान्यताप्राप्त शिक्षण संस्था.

विषय :- युजीसीच्या ४ थ्या दुरुस्तीनुसार API गुणांकन करून घेणेबाबत..

संदर्भ :- संकीर्ण-२००७/प्र.क्र.३३/१७विशि-१ दि.०४/०३/२०१७ रोजीचा शासन निर्णय.

महोदय,

विद्यापीठ अनुदान आयोगाच्या दि. ३० जून २०१० च्या अधिसूचनेस दि.११ जुलै २०१६ रोजी चौथी दुरुस्ती निर्गमित केली. सदरची चौथी दुरुस्ती स्विकारल्याबाबत महाराष्ट्र शासनाने ०४ मार्च २०१७ रोजी शासन निर्णय निर्गमित केला आहे.

त्यानुसार एपीआय कोणत्या पध्दतीने मापन करावायाचे त्याचे मार्गदर्शन तत्वे तयार करण्यात आली ते खालील प्रमाणे -

- एपीआय चा फॉर्म IQAC Co-ordinator यांच्याकडे सुपुर्त करावा त्यांनी तो गुणांकन करून प्राचार्यांच्या मान्यतेस ठेवावे.
- कॅस चे शिबीर आयोजित करित असतांना screening Committee व Selection Committee यांनी UGC अधिसूचना ३० जून २०१० नुसार करावी, त्यासंबंधितील Explanatory Note Table II A & B मधील १ ते ८ मुद्द्यांची अमलबजावणी करावी.
- विद्यापीठ व महाविद्यालयीन शिक्षक व शिक्षक समकक्ष पदांसाठी युजीसी अधिसूचना २०१० च्या चौथ्या दुरुस्तीनुसार कॅटेगरी १ व २ साठी तास कोणत्या पध्दतीने मापन करावायाचे त्याचे मार्गदर्शक तत्वे तयार करण्यात आले आहेत.

सदर API मापन पध्दतीचा मसुदा विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in), Affiliation T1 Circulars येथे उपलब्ध आहे, याची नोंद घ्यावी.

कळावे,

आपला विश्वासू,

उपकुलसचिव  
संलग्नता विभाग

सोबत - वरील प्रमाणे

## Maximum Hours for Category I and Category II Activities for College Teachers

Sr. No.	Activity	Maximum Hours
<b>CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>		
a i	Classroom teaching lectures, seminar	Actual
a ii	Classroom teaching (including lectures, seminar) in excess of UGC norms	Actual
a iii	Tutorials and Practicals	Actual
	Field work, Survey, Study tour	8 hours per day
	Project/Research Supervision (including Master thesis/dissertation)	1 hour per student per working week
b	<b>Examination duties</b>	
	Semester examination question paper setting	12 hours per set
	Internal examination question paper setting	1 hour per set
	Semester examination supervision (junior/senior)	4 hours per sessions
	Examiner of Practical examination	8 hours per day
	Internal examination supervision	1 hour per sessions
	Flying squad	8 hours per day
	Custodian	2 hours per day (during exam days only)
	SRPD coordinator	2 hours per session
	CAP Director/Assitt. Director	8 hours per day
	Semester/Internal Exam Coordinator	25 hours per exam
	Unfair menace committee	Actual
	Lapses committee	Actual
	Internal assessment	(Number of answerbooks÷ 12) hours
	External assessment	(Number of answerbooks÷ 6) hours
	Re-valuation	(Number of answerbooks÷ 3) hours
	M. A./M. Com/M. Sc. Project evaluation	2 hours per project
	M. Phil. dissertation evaluation	20 hours per dissertation
	Ph. D. thesis evaluation	30 hours per thesis
	Entrance exam setting	(Number of questions÷ 4) hours
Chairman, Paper setting committee	10 hours per exam	
c	<b>Innovative Teaching</b>	
	<ul style="list-style-type: none"> <li>• Learning Methodologies - CD, Software, Models, Videos etc.</li> <li>• Use of innovative methodologies for teaching</li> <li>• Use of ICT, PPT, CD</li> <li>• Interactive courses</li> <li>• Course improvement</li> <li>• Interaction with entrepreneur/ social worker</li> <li>• Mentoring</li> <li>• Participative teaching</li> <li>• Role playing etc</li> </ul>	0.8 hour per activity
	<ul style="list-style-type: none"> <li>• Updating of subject content</li> <li>• Preparation of study material</li> </ul>	320 hours per year

<b>CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES</b>		
a	<b>Student related co-curricular, extension and field based activities:</b>	
a i	<b>Discipline related co-curricular activities</b>	
	Field work, Study tour, survey conduction, etc.	8 hours per day
	Student seminar	(Actual number of students guided ÷ 4 + Actual number of seminars attended ÷ 10) hours
	Remedial classes, career counseling, Lectures delivered in NET/SET/GETT workshop, Bridge course, M Phil/PhD course work, etc.	3 hours per lectures
	Coordinator of NET/SET/GETT workshop (one week), Remedial coaching activity, one week training programme, etc.	25 hours per activity
	Organization of Quiz, Debate, Elocution, Essay competition, Exhibition, Guest lecture, (on subject) etc.	Chairperson: 10 hours per activity Member: 5 hours per activity
	Subject/Faculty Day celebration	5 hours per day
	Celebration of special days	2 hours per day
	Subject association activity	8 hours per day
	Avishkar coordinator	10 hours per year
	Avishkar/Anveshanteam manager (State/National level)	8 hours per day (during activity days only)
a ii	<b>Other co-curricular activities</b>	
	Cultural programme coordinator	100 hours per year
	Associate NCC officer	200 hours per year
	NSS Coordinator	200 hours per year
	Activities such as Eradication of superstitions, Tree plantation, AIDS awareness, Blood donation camp, etc	5 hours per activity
	Placement Officer	50 hours per year
	Member of Sports committee, Placement committee, NSS committee, etc.	30 hours per year
	Member, Time-table committee	10 hours per year
a iii	<b>Extension and dissemination activities</b>	
	Positions held / Leadership role played in organization linked with Extension work <ul style="list-style-type: none"> <li>• Community work such as—National Integration, Human Right, Peace, Scientific temper, Flood/ drought relief</li> <li>• Public lectures delivered (Related to subject)</li> <li>• Talks delivered in a programme as chief guest</li> <li>• Seminars in public interest</li> <li>• General awareness activities</li> <li>• Organizing subject related event like lecturer on special topics</li> <li>• Popular writings not covered under( III), etc.</li> </ul>	5 hours per activity

b	<b>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</b>	
b i	<b>Administrative responsibility</b>	
	Dean, Principal, Management Council Member, Director of School/Institute	200 hours per year
	IQAC/NAAC Coordinator	100 hours per year
	Refresher/orientation Programme Coordinator	100 hours per programme
	Head of Department	50 hours per year
	Chief Rector/Rector, Students' Hostel	100 hours per year
	Coordinator of a Programme/cell/center, etc.	50 hours per year
	Organization of a conference, seminar, workshop, etc.	Convener/Organizing-secretary: 20 hours per day of activity per activity  Member, Organizing Committee: 10 hours per day of activity per activity
	Chairperson of a conference session	5 hours per day
	Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty	20 hours per year
b ii	<b>Participation in</b>	
	BOS / Faculty / Academic Council / BOS Sub-Committee, etc.	8 hours per meeting
	Senate/ any other University Committee	8 hours per meeting
	Chairman for subject related event like M. Phil./Ph.D. Open Defense Session.	5 hours per session
	Various Scrutiny meeting	8 hours per day
	Research Advisory Committee	8 hours per day
	Selection Committee	8 hours per day
	Resource Person, Speaker, Referee, Judge, etc for subject related event (Not claimed in Category III)	5 hours per event
	<b>Administrative Committees</b> Editorial Board, Local Management Committee, Admission Committee, Campus Development Committee, Library Committee, Standing Committee, Internal Complaint Committee, AAA Committee, Internal Assessment Monitoring Committee, etc.	Chairperson/ Member-Secretary: 35 hours per year  Member: 30 hours per year
	College Development Committee/ Expert Committee	8 hours per day
	Membership / participation in State / Central bodies/committees on education research, exam reforms	10 hours per day
c	<b>Professional Development activities</b>	8 hours per day
	<ul style="list-style-type: none"> <li>• Participation in seminars, conferences, short term training courses</li> <li>• Industrial experience</li> <li>• Talks</li> <li>• Lectures in refresher / faculty development courses</li> </ul>	
	Dissemination and general articles and any other contribution, etc.	8 hours per dissemination/article

**Note:**

1. Direct teaching 16/14/14 hours per week includes lectures/practicals/tutorials/project supervision/field work.
2. Category-I: Direct teaching hours and its score should be calculated in the following manner.
  - a. Number of hours allotted per year= Number of lecture allotted per week  $\times$  30.
  - b. For UG teacher, Number of hours engaged per year =Numberof lecture engaged per year  $\times$  48/ 60.
  - c. Actual score for Assistant Professor =Number of hours engagedper year / 7.5
  - d. Actual score for Associate Professor/Professor =Number of hours engagedper year / 7.75
3. Teacher should engage at least 75% of the teaching workload assigned to him/her to claim a score for Category-I. No score can be claimed below 75%.
4. As per the UGC circular, Duty leave/on duty leave /study leave/maternity leave/fellowship leave should be considered as teaching days. Such teaching days shall be considered for calculating the score for Category-I (Direct Teaching).

**Rules for submission and verification of CAS proposal / Direct Recruitment proposals**

1. The academic year wise API which has been submitted to the college/University should be attached to the CAS proposals.
2. Teachers CAS proposals should be submitted to the inward section of the University.
3. Only the scrutiny committee members are authorized to verify CAS proposals and API calculations.
4. Once API calculation is approved by the University Authorities it should be valid for future requirements unless it is canceled by University Authorities or UGC.
5. Teacher is allowed to submit his/her CAS proposal three months prior to the due date of his/her promotion. University will organize placement camps (CAS programme) in the month of April and October of each year.
6. As per UGC regulation 30<sup>th</sup> June of 2010, The PBAS proforma will have to be documented and collated (examined / verified) annually by the IQAC of the Colleges /University. In order to facilitate this process, all teachers shall submit the duly filled in PBAS proforma to the IQAC annually.
7. Scrutiny committee should verify only the API score of Category III claimed by the teachers.
8. Documents of category –I and II are not supposed to be required once verified by the college /University authorities (IQAC Coordinator or Principal) .
9. As per the University Circular dated \_\_\_\_\_ the research papers published in any ISSN Journal on or before \_\_\_\_\_ will be considered for calculation of score in category –III.



## College Librarian

### Note:

1. As per the UGC circular, Duty leave/on duty leave /study leave/maternity leave/fellowship leave should be considered as teaching days. Such teaching days shall be considered for calculating the score for Category-I (Direct Teaching).

### Rules for submission and verification of CAS proposal / Direct Recruitment proposals

1. The academic year wise API which has been submitted to the college/University should be attached to the CAS proposals.
2. Librarians CAS proposals should be submitted to the inward section of the University.
3. Only the scrutiny committee members are authorized to verify CAS proposals and API calculations.
4. Once API calculation is approved by the University Authorities it should be valid for future requirements unless it is canceled by University Authorities or UGC.
5. Librarian is allowed to submit his/her CAS proposal three months prior to the due date of his/her promotion. University will organize placement camps (CAS programme) in the month of April and October of each year.
6. As per UGC regulation 30<sup>th</sup> June of 2010, The PBAS proforma will have to be documented and collated (examined / verified) annually by the IQAC of the Colleges /University. In order to facilitate this process, all librarians shall submit the duly filled in PBAS proforma to the IQAC annually.
7. Scrutiny committee should verify only the API score of Category III claimed by the librarians.
8. Documents of category –I and II are not supposed to be required once verified by the college /University authorities (IQAC Coordinator or Principal) .
9. As per the University Circular dated \_\_\_\_\_ the research papers published in any ISSN Journal on or before \_\_\_\_\_ will be considered for calculation of score in category –III.