



LMC/2024-25/ 114

Date: 01/10/2024

### OFFICE ORDER

#### **Implementation of Policy for Yearly Increments for Teaching Staff**

*Lachoo Memorial College of Science & Technology, Policy for Research Promotion – 2023* is already in existence to motivate teaching faculty to accelerate research and fetch grants. Further, teaching staff plays an important part in imparting quality education and continuously strives hard to achieve excellence in academics.

In larger student interest and to ensure the quality outcomes in academics, college management has approved and adopted policy for performance based yearly increments as per the regulatory guidelines.

1. For this purpose, *Academic Performance Indicators (API)* proforma based on yearlong performance of individual faculty is annexed herewith. API proforma also known as **Employee Development and Training Policy** is self-explanatory and which is to be self-assessed and submitted to concern Principal/Director on or before every 5<sup>th</sup> July of the preceding academic year completed on 30<sup>th</sup> June. The self-assessment scores are subject to verification by the *Screening-cum-Evaluation Committee*.
2. Employee Development and Training Policy is broadly categorized in three categories as illustrated below along with minimum API score to be achieved for regular yearly increment:

**TABLE No 1 - CUMULATIVE API SCORE**

S. No.	Designation	Minimum API score in each category					
		CATEGORY 1 Teaching learning		CATEGORY 2 Administrative		CATEGORY 3 Research	
		Max.	Min.	Max	Min.	Max.	Min.
1	Assistant Professor	125	75	50	15	-NA-	25
2	Associate Professor/Professor	125	75	50	15	-NA-	30

3. **Special Consideration for a.s. 2024-25:** Yearly increment will be sanctioned as per this policy to be implemented in July – 2025 and for onward years. But as this policy is circulated three months after start of academic session 2024-25. Hence, as an exception 75% of achieved API score against different categories shall be considered **ONLY FOR THE YEARLY INCREMENT TO BE IMPLEMENTED IN JULY – 2025** (Table No. 2)

**TABLE No. 2 - CUMULATIVE API SCORE FOR A.S. 2024-25**

S. No.	Designation	Minimum API score in each category					
		CATEGORY 1 Teaching learning		CATEGORY 2 Administrative		CATEGORY 3 Research	
		Max.	Min.	Max	Min.	Max.	Min.
1	Assistant Professor	125	56.25	50	11.25	-NA-	18.75
2	Associate Professor/Professor	125	56.25	50	11.25	-NA-	22.5





## LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector-A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • office@lachoomemorial.org • www.lachoomemorial.org

#### 4. Clause related to failure to perform and attain minimum API score as per the policy:

Performance based appraisal in yearly increment is implemented with the only purpose to ensure student interest and for their betterment. Any teaching faculty failing to perform is directly affecting the core purpose of any educational institute resulting in compromised education to students. Therefore, it is notified that:

- If any teaching faculty fails to attain minimum API score in any academic year will not be benefitted by yearly 3% increment and
- If any teaching faculty fails to attain minimum API score for consecutive two academic session, shall be terminated from his services on grounds of non-performance without any further notice. Such faculty members shall be given three months advance salary along with applicable PF, Gratuity, and Group Insurance.

#### NOTE:

- Any change in minimum score in any category or any other modification in the policy shall be notified in advance and Corrigendum in policy shall be issued.
- It will be primary duty of teaching staff to coordinate with respective Principal/Director regarding review/allotment of work in different committees and to prepare all the related documents regarding conduct of classes, attendance registers, course status/completion or any other relevant files/documents etc. This will be required for screening of API's
- It will sole responsibility of teaching staff to regularly maintain all documents related to evaluation criterion against different categories.

**Praveen Mathur**  
President

LMC/2024-25/

Date: 01/10/2024

*Copy forwarded for information and necessary action to: -*

1. The Principal/Director(s) - Lachoo Memorial College of Science & Technology.
2. HoD's/ Teaching Staff - Lachoo Memorial College of Science & Technology.
3. Personal File – All Teaching Staff

**Praveen Mathur**  
President





# LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • Phone: 0291-2431238 • office@lachoomemorial.org • www.lachoomemorial.org

## EMPLOYEE DEVELOPMENT & TRAINING POLICY

An **Employee Development & Training Policy** outlines the commitment to enhancing employee skills and competencies through continuous learning. It defines the process for identifying training needs, offering learning opportunities, and supporting career growth. It fosters a culture of personal and professional development, benefiting both the individual and the organization by improving productivity and job satisfaction.

To evaluation the following performance indicators are considered. There is a form for the purpose which every individual has to fill and submit at the central office.

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

#### (i) Teaching

SNO	Course	Class-Section	Th / Pr / Tut / Rem	Total Classes		%
				Per week as per time table (x)	Taken as per documented record (y)	
						$[(y)/(x)]*100$

S.No.	Statement	Maximum API Score
1	Maximum score 50 for 100% performance and proportionate score up to 80%; No score below 80% performance.	50
2	Remedial classes	10
<b>Total Score (50 + 10)</b>		<b>60</b>

\* Maximum score 50 for 100% performance and proportionate score up to 80%; No score below 80% performance.

$$\% \text{ performance} = \frac{\text{No. of classes} + \text{practical per week as per the documented record}}{\text{No. of classes} + \text{practical per week as per the time table}} \times 100$$

- For instance: If the number of classes and practicals allotted as per the timetable is 6, and the same number of classes and practicals have been recorded as per the document, it will be considered as 100%, and the score given will be 50.
- If the number of classes and practicals allotted as per the timetable is 6, and the number of classes and practicals recorded as per the document is 5, it will be considered as 83%, and the score given will be 40.
- If the number of classes and practicals allotted as per the timetable is 6, and the number of classes and practicals recorded as per the document is 4, it will be considered as 66%, and no score will be given.
- By the end of the year/semester average score will be calculated.

#### (ii) Additional criteriarelated to teaching and learning (based on student feedback)

S.No.	Indicator/activities	Maximum API score
1	Coverage of syllabus, syllabus enrichment by providing additional resource to student, advising and mentorship, course revision and updates	20
2	Preparatory and innovative teaching/learning process with materials for problem based learning, case studies, group discussion etc.	10
	Developing and imparting remedial/bridge course	10
	Quality of Notes/handouts/presentation (whether legible with appropriate, current and accurate information)	10
	Use of ICT in T/L process with computer aided methods like ppt/software/simulations/multimedia	10
	Organising and conduction of training courses in computer assisted learning/web-based learning and e-library skills to students	10
	Coverage of all the practical/laboratory/fieldoriented contents	10
<b>Maximum aggregated limit</b>		<b>20</b>
<b>Total Score (20 + 20)</b>		<b>40</b>





# LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • Phone: 0291-2431238 • office@lachoomemorial.org • www.lachoomemorial.org

## (iii) Examination duties

S.No.	Type of Examination	Type of Duties	Extent of completion of duty (%)	API Score
1	College/University end semester/annual exam for external examination	Invigilation		10
		Evaluation		5
		Question paper setting		5
2	College/University end semester/annual exam for internal/continuous assessment	All the duties related to internal assessment		10
3	Examination work	Coordination/flying squad		10
Maximum aggregated limit				25

\* Maximum score 25 for 100% performance and proportionate score up to 80%; No score below 80% performance.

$$\% \text{ performance} = \frac{\text{No. of duties performed}}{\text{No. of duties allotted}} \times 100$$

Table 1: API score for Category 1

S.No	Activities	API score	Maximum Score	Minimum Score required
1	Direct teaching and learning	60	125	75
2	Additional activities related to teaching and learning	40		
3	Examination duties	25		





# LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • Phone: 0291-2431238 • office@lachoomemorial.org • www.lachoomemorial.org

## CATEGORY 2: EVALUATION CRITERIA FOR ADMINISTRATIVE AND SERVICE RESPONSIBILITIES

(\*To be evaluated by Principal/Director)

Duties other than teaching	List of duties	Average hours/ week	Maximum score (50) [A(15)+B(20)+C(15)]	Obtained score
A. 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 / Principal / Chairperson / Convener / Teacher- in-charge/similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees				
B. Extension, co-curricular and field based activity				
C. Professional Development activities				
<b>Total score</b>				

A. All the details provided by the individual, shall be forwarded by the in-charge and verified by the head.

B. A separate form is to be filled for each activity (as per the details provided in the form) and submitted within 7 days of completion of the activity.

C. All details must be submitted to the central office, before the last working day of the session.

$$\text{Obtained score} = \frac{\text{Actual hour spent per academic year}}{10}$$

Table 2: API score of category 2

S.No	Activities	API score	Maximum Score	Minimum Score required
1	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15	50	15
2	Extension, co-curricular and field based activity	20		
3	Professional Development activities	15		

## CATEGORY 3: EVALUATION CRITERIA FOR RESEARCH AND RELATED ACTIVITIES

S.No	Research activity	UGC decided score	Enter quantity/parameter	Obtained score
1	<b>Research Papers in Peer-Reviewed or UGC listed (But Not Refereed) Journals without Impact Factor</b>			
	Single author	8		
	Two author	5.6		
	First/Principal/Corresponding Author (More than 2 Authors)	5.6		
	Co-Author (More than 2 Authors)	2.4		
2	<b>Research Papers in Peer-Reviewed or UGC listed (Refereed) (Scopus and WoS indexed) Journals without Impact Factor</b>			
	Single author	13		
	Two author	9.1		
	First/Principal/Corresponding Author (More than 2 Authors)	9.1		
	Co-author (More than 2 Authors)	3.9		
3	<b>Research Papers in Peer-Reviewed or UGC listed with Impact Factor less than 1 (Impact Factor of Clarivate analytics be considered)</b>			
	Single author	18		
	Two author	12.6		
	First/Principal/Corresponding Author (More than 2 Authors)	12.6		





# LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • Phone: 0291-2431238 • office@lachoomemorial.org • www.lachoomemorial.org

	Authors)			
	Co- Author (More than 2 Authors)	5.4		
4	<b>Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 1 and 2 (Include 1 &amp; 2) (Impact Factor of Clarivate analytics be considered)</b>			
	Single author	23		
	Two author	16.1		
	First/Principal/Corresponding Author (More than 2 Authors)	16.1		
	Co-Author (More than 2 Authors)	6.9		
5	<b>Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Don't Include 2) (Impact Factor of Clarivate analytics be considered)</b>			
	Single author	28		
	Two author	19.6		
	First/Principal/Corresponding Author (More than 2 Authors)	19.6		
	Co-Author (More than 2 Authors)	8.4		
6	<b>Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Don't Include 5) (Impact Factor of Clarivate analytics be considered)</b>			
	Single author	33		
	Two author	26.6		
	First/Principal/Corresponding Author (More than 2 Authors)	26.6		
	Co-Author (More than 2 Authors)	11.4		
7	<b>Books Authored published by International Publishers</b>			
	Single author	12		
	Two author	8.4		
	First/Principal/Corresponding Author (More than 2 Authors)	8.4		
	Co-Author (More than 2 Authors)	3.6		
8	<b>Books Authored published by National Publishers</b>			
	Single author	10		
	Two author	7		
	First/Principal/Corresponding Author (More than 2 Authors)	7		
	Co-Author (More than 2 Authors)	3		
9	<b>Publication of Chapter in Edited Books (Not Paper/Article in Edited Books)</b>			
	Single author	5		
	Two author	3.5		
	First/Principal/Corresponding Author (More than 2 Authors)	3.5		
	Co-Author (More than 2 Authors)	1.5		
10	<b>Editor of Book by International Publishers</b>			
	Editor/editors	10		
11	<b>Editor of Book by National Publishers</b>			
	Editor/editors	8		
12	<b>Translation Work of Chapter or Research Paper (International)</b>			
	Single author	8		
	Two author	5.6		
	First/Principal/Corresponding Author (More than 2 Authors)	5.6		
	Co-Author (More than 2 Authors)	2.4		
13	<b>Translation Work of Chapter or Research Paper (National)</b>			
	Single author	3		
	Two author	2.1		
	First/Principal/Corresponding Author (More than 2 Authors)	2.1		
	Co-Author (More than 2 Authors)	0.9		
14	<b>Research Project Completed (More than 10 Lakhs)</b>			
	Single Investigator	10		





# LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • Phone: 0291-2431238 • office@lachoomemorial.org • www.lachoomemorial.org

	Principal Investigator in Joint Project	5		
	Co-investigator in Joint Project	5		
15	<b>Research Project Completed (Less than 10 Lakhs)</b>			
	Single Investigator	5		
	Principal Investigator in Joint Project	2.5		
	Co-investigator in Joint Project	2.5		
16	<b>Research Project ongoing (More than 10 Lakhs)</b>			
	Single Investigator	5		
	Principal Investigator in Joint Project	2.5		
	Co-investigator in Joint Project	2.5		
17	<b>Research Project ongoing (less than 10 Lakhs)</b>			
	Single Investigator	2		
	Principal Investigator in Joint Project	1		
	Co-investigator in Joint Project	1		
18	<b>Patent</b>			
	International	10		
	National	7		
19	<b>Awards and fellowship</b>			
	International	7		
	National	5		
20	<b>Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference/ faculty development program</b>			
	International (abroad)	7		
	International (within country)	5		
	National level (outside state)	3		
	National level (within state)	2		
21	<b>Contribution in policy document (International body or organization/Central Govt. or State Govt.)</b>			
	International	10		
	National	7		
	State	4		
22	<b>Consultancy</b>	3		
<b>Massive Open Online Course (MOOC)</b>				
23	<b>Development of Complete MOOCs in 4 Quadrant (up to 4 Credit Course)</b>			
	4 credit course	20		
	3 credit course	15		
	2 credit course	10		
	1 credit course	05		
24	<b>MOOCs (developed in 4 quadrant) per module / lecture</b>			
	Module / Lecture Creator (Per Module)	05		
25	<b>Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</b>			
	Content Writer / Subject Matter Expert (Per Module)	02		
26	<b>Course Coordinator for MOOCs</b>			
	4 credit course	08		
	3 credit course	06		
	2 credit course	04		
	1 credit course	02		
	<b>Total Score</b>			

**Table 3: API Score for category 3: Research and related activities**

S.No	Designation and Grade	Minimum Score required
1	Assistant Professor	25
2	Associate Professor and Professor	30





# LACHOO MEMORIAL COLLEGE OF SCIENCE AND TECHNOLOGY

'NAAC' Accredited College Since 2004 (4<sup>th</sup> Cycle) • UGC granted 'AUTONOMOUS' status and approved under 2(f) and 12 (B)

Affiliated to Jai Narain Vyas University, Jodhpur • Approved by Rajasthan State Government, AICTE & PCI

Sector A, Shastri Nagar, Jodhpur-342003 (Rajasthan) • Phone: 0291-2431238 • office@lachoomemorial.org • www.lachoomemorial.org

## SUMMARY OF MINIMUM API SCORE REQUIRED

**Table 1: API score for Category 1: Teaching, learning and evaluation related activities**

S. No	Activities	API score	Maximum Score	Minimum Score required
1	Direct teaching and learning	60	125	75
2	Additional activities related to teaching and learning	40		
3	Examination duties	25		

**Table 2: API score of category 2: Administrative and service responsibilities**

S. No	Activities	API score	Maximum Score	Minimum Score required
1	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15	50	15
2	Extension, co-curricular and field based activity	20		
3	Professional Development activities	15		

**Table 3: API Score for category 3: Research and related activities**

S.No	Designation and Grade	Minimum Score required
1	Assistant Professor	25
2	Associate Professor and Professor	30

**Table 4: CUMULATIVE API SCORE**

S.No.	Designation and grade	Minimum API score in each category			Minimum API score aggregated
		Category 1 (125)	Category 2 (50)	Category 3 (-NA-)	
1	Assistant Professor	75	15	25	115
2	Associate Professor and Professor	75	15	30	120