

# SHIVAJI UNIVERSITY, KOLHAPUR

## ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM (ACADEMIC YEAR \_\_\_\_\_)

(Introduced as per U.G.C. Notification 30<sup>th</sup> June, 2010 approved by Govt. of Maharashtra State vide G.R. dated 15<sup>th</sup> February, 2011)

### PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters)** :-
2. **Father's Name / Mother's Name / Husband's Name:-**
3. **Department** :-
4. **Current Designation & Grade Pay** :-
5. **Date of last Promotion** :-
6. **Address for correspondence (With Pin code) :-**
7. **Permanent Address (with Pin code) :-**  
**Telephone No. (Res.) and (Cell)** :-  
**Email** :-
8. **Whether acquired any degree or fresh academic qualification during the year ?** :-
9. **Academic Staff College Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended during the year.**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**PART B : ACADEMIC PERFORMANCE INDICATORS**

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

- (i) Lectures, Seminars, tutorials, practical's, contact hours undertaken with percentage (50 points per annum )

**No Score should be assigned if a teacher has engaged less then 80% of the assigned classes.**

Sr. No.	Course / Paper	Level	Mode of Teaching*	No. of periods / Hours allotted		No. of periods / Hours engaged per annum	% of Periods engaged
				Per week	Per annum		

\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

- (ii) **Teaching Load in excess of UGC norm (max score: 10 pa)**  
**If teacher has engaged classes exceeding UGC norm, then two points to be assigned for each extra hour of classes / credit Classes exceeding UGC norm such as,** Classes exceeding UGC norm such as Coaching for Advanced and slow Learners, for imparting extra skill, for value and environmental education, for the students of socially and financially weaker section of the society, for competitive examination etc.

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours / Periods per week engaged	Remark

\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

iii) **Preparation & imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students. (20 points pa)**

(a) Reading/Instruction material consulted: Max. 15 Pts /3 Pts for Each material.  
Encyclopedia, Reference Books, Text Book, Research Journals (Print & Electronic Media), Internet, Annual Report, Surveys, Educational C.D.

(b) Additional knowledge resources provided: 05 Pts/ 1 Pts for each resource. Abstracts, Internet Print Out, Poster Presentation, Wall papers, Case study, Paper/Journal cuttings, Educational Software, etc.

Sr. No.	Course / Paper	Consulted	Prescribed	Additional Resource provided

(iv) **Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc. (Max: 20 pa)**

A. Updating courses, design of curriculum ( 5-pts single course)

Such as Suggestions for updating course content, design of curriculum through proper channels, Contribution as a Member of Syllabus sub-committee/BOS/Faculty/Academic Council, Oral/ Written presentations at seminar/workshop / subject Association, etc.

B. Preparation of resource material, fresh reading materials, Laboratory manuals etc.

Such as Graphical Presentations, Internet print-outs, Journals/ News paper Xerox copies, Synopsis, Transparencies, etc.

C. Use of participative & Innovative teaching-learning methodologies; Use of ICT, Updating of subject content, and course improvement, etc.

I. **Use of participative & Innovative teaching-learning methodologies-10 pts. -2 pts. Each activity**

Faculty exchange, Poster display, Role playing, Interaction with Entrepreneur, social worker and authors, Slid show, Quiz , Study tours, Brain Storming etc

II. **ICT Based Teaching material -10 pts. -2 pts. Each activity**

Such as Power Point Presentation, Use of Laptop, Computer, LCD, LAN, etc.

III. **Interactive courses 5 pts. each**

Such as Group Discussion, Question- Answer Session, Quiz Session, Case studies, Students Seminar, etc.

IV. **Participatory Learning Modules : 5 pts. each**

Such as Criticism Module, Debating Model, Essay writing Modules, Universal Human Values Modules, Composition Modules, Characterization Modules, Report Writing Modules, etc.

D. Developing and imparting Remedial/Bridge Courses and counseling Modules (**Each activity : 5 pts**)

Remedial /Bridge Courses for Socially Backward Students, Minority Students, Below Poverty Line Students, Under Privileged Students, Repeater Students, Otherwise abled Students etc.

E. Developing and imparting soft skills/ Communication Skill/ personality development courses/models (**Each activity : 5 points**)

Soft Skills such as Leadership, Good Manners, Time Management, Event management, Sense of Humor, Public Relation, Human Resource Management etc.

**Communication Skills such as** ICT, Effective Public Speech, Conversation, Vocabulary, Writing, Reading, Listening, Speaking, etc.

**Personality Development Courses/Modules such as** Confidence Building, Decision Making, Rationality, Innovation, Presence of mind, Sharpness, Creativity, Planning, Imagination, Foresight, Scientific Approach etc.

**F. Organizing and conduction of popularization programmes/ training courses in computer assisted teaching 'web-based learning and e-library skills to students**

- a. Workshop / Training Course : 5 points each
- b. Popularization program : 5 points each for Orientation and Creating awareness

Sr. No.	Short Description

**(v) Examination duties**

- I. College/University and semester / Annual Examination work as per duties allotted (Invigilation -10 points; Evaluation of answer scripts 5 points; question paper setting 5 Moderation, Revaluation and redressal, Other Exam work 2 points each. (100% compliance-=20 points)
- II. College /External examination / Evaluation responsibilities for internal/ continuous assessment work as allotted (100% compliance-10 points.)
- III. Examination work such as co-ordinator, CAP Director , flying squad (District and Centre) duties of Members of 32 (5)G, Lapses committee etc. (Maximum of 5 or 10 depending upon intensity of duty), (100% Compliance =10 points )

Sr. No.	Type of Examination Duties	Duties Assigned from - to	Extent to which carried out (%)

**Summary of CATEGORY I: Teaching, learning and evaluation related activities**

Sr. No.	Nature of Activity	Maximum Score		
	ESSENTIAL	API score allotted	Self-appraisal score	API score Verified
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
<b>Total Score</b>		125		
<b>Minimum API Score required</b>		75		

**CATEGORY: II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Please mention your contribution to any of the following and then enter the score at the end:

Sr.No.	Type of Activity	API Score
(i)	<p>A. Institutional Co-curricular activities for students such as field studies / educational tours, industry- implant training and placement activity <b>(5 point each)</b></p> <p>Activities such as Survey, Educational Tours, Industrial visits, Visits to social / political Institutions viz. Zillah Parishad/ Gram Panchayat / Municipal Councils/ Corporation /Reformative Home/ Assembly / Parliament, Industrial Training programme/ Workshop, Placement Cell etc.</p> <p>B. Positions held/ Leadership role played In organization linked with Extension Work and National service Scheme NSS , NCC , or any other similar activity. <b>(Each activity 10 pts.)</b></p> <p>Activities in College such as NCC, NSS, Nature Club, Addiction –Free Campaign, Eradication of superstitions, Tree Plantation, Protection of Environment, AIDS Awareness, Social health awareness, Save Baby Campaign, Blood Donation Awareness, Consumer Awareness, RIT Awareness, Anti-Dowry Awareness etc. <b>(Chairman-10 marks, Member-3 marks)</b></p> <p>C. Students and Staff Related Socio-Cultural and Sports Programmes, Company Publications <b>(Departmental level 2 pts. Each , Institutional level 5 pts. each)</b></p> <p>Activities such as Cultural Programs, Sports Committee, Celebration of Birth / Death Anniversary of national leaders or Local Dignitaries, Celebration of special days viz. Science Day, Teachers Day, Consumer Day, Population Day etc., Wall-paper publication, Exhibition of Cuttings, Publication of Survey Highlights, Inter Class Matches etc.</p> <p>D. Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 pts. each)</p>	
	Total (Max :)	20
(ii)	<p>A. Contribution to Corporate life in Universities/ colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes <b>(2 points each)</b> Such as Contribution to Participation in BOS /Faculty/ Academic Council / Senate/ Management Council or any other University Committee Meeting, Popular Lecturer on any subject in Uni./ college, chief guest/ Chairman for subject related Event viz.M.Phil, Ph. D. Open Defense Session, Ph. D. Scrutiny Meeting, Resource Person /Speaker for subject related event, Referee/ Judge for subject related event, work done on editorial Board of journals etc.</p> <p>B. Institutional Governance responsibilities like Vice Principal (if approved by Shivaji University, Kolhapur), Dean, Director, warden, Bursar, IQAC co-ordinator, Course Co-ordinator, Head of the</p>	

	<p>Department, P.G. Co-ordinator, etc. <b>(10 points each )</b></p> <p><b>C.</b> Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, LMC, Standing Committee, Student Council, Sexual Harassment &amp; Prevention Committee, etc.</p> <p><b>Chairman - 5 pts each / Member -3 pts each</b></p> <p><b>D.</b> Responsibility for or participation in committee for Students Welfare, Counseling and Discipline <b>(5 each)</b> Participation in student related committee such as Scholarship Committee, Student Aid Fund Committee, Sportsman Aid Fund Committee, standing Committee, Students Counseling Committee, Discipline Committee, Student Counseling etc.</p> <p><b>Chairman -5 pts each / Member -3 pts each</b></p> <p><b>E.</b> Organization of Conference/Training International (10 points); national / regional (5points) <b>Chairman/Convener -5 pts each / Member -3 pts each.</b></p> <p><u>International Activity:</u> -Convener/Coordinator of Conference etc. : 10 pts each -Convener of Sub- committee: 5 pts each -Member of Organizing Committee / or Any Sub- Committee: 3Pts. Each</p> <p><u>National / Regional / University level Activity</u> -Convener/ Co- ordinator of Conference: 5 pts each -Chairperson / Convener of Sub – Committee: 3 pts each -Member of Organizing committee or any sub-committee: 2 pts each</p>	
	Total (Max :)	15
(iii)	<p><b>A.</b> Membership in Profession related committees at state and national level. <b>At National Level : 3 points each</b> Such As Professional / Subject Associations Viz. Indian Economics Association, All India Commerce Conference etc. <b>At State Level : 2 points each</b> Such as Subject/ Professional Associations Viz. Maharashtra Commerce Association etc.</p> <p><b>B.</b> Participation in subject associations, conferences, seminars, workshop etc. without paper presentation <b>(Each activity : 2point)</b></p> <p><b>C.</b> Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional Governance <b>(Each activity: 5points)</b></p> <p><b>D.</b> Membership / participation in State / Central Bodies / Committees on education, Research and National Development <b>(5 each)</b></p> <p><b>E.</b> Publication of articles in newspapers, magazines or other publications (not covered in category 3); Radio talks ; Television Programms <b>(1point each ).</b></p>	
	Total (Max :)	15

**Summary of CATEGORY: II:  
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES  
(Max. 50 points)**

Sr. No.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	API Score Verified
1.	<p>A. Institutional Co-curricular activities for students such as field studies / educational tours, industry- implant training and placement activity <b>(5 point each)</b> Activities such as Survey, Educational Tours, Industrial visits, Visits to social / political Institutions viz. Zillah Parishad/ Gram Panchayat / Municipal Councils/ Corporation /Reformative Home/ Assembly / Parliament, Industrial Training programme/ Workshop, Placement Cell etc.</p> <p>B. Positions held/ Leadership role played In organization linked with Extension Work and National service Scheme NSS , NCC , or any other similar activity. <b>(Each activity 10 pts.)</b>  Activities in College such as NCC, NSS, Nature Club, Addiction –Free Campaign, Eradication of superstitions, Tree Plantation, Protection of Environment, AIDS Awareness, Social health awareness, Save Baby Campaign, Blood Donation Awareness, Consumer Awareness, RIT Awareness, Anti-Dowry Awareness etc. <b>(Chairman-10 marks, Member-3 marks)</b></p> <p>C. Students and Staff Related Socio-Cultural and Sports Programmes, Company Publications <b>(Departmental level 2 pts. Each , Institutional level 5 pts. each)</b>  Activities such as Cultural Programs, Sports Committee, Celebration of Birth / Death Anniversary of national leaders or Local Dignitaries, Celebration of special days viz. Science Day, Teachers Day, Consumer Day, Population Day etc., Wall-paper publication, Exhibition of Cuttings, Publication of Survey Highlights, Inter Class Matches etc.</p> <p>D. Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. <b>(5 pts. each)</b></p>	20		



2.	<p>A. Contribution to Corporate life in Universities/ colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes <b>(2 points each)</b> Such as Contribution to Participation in BOS /Faculty/ Academic Council / Senate/ Management Council or any other University Committee Meeting, Popular Lecturer on any subject in Uni./ college, chief guest/ Chairman for subject related Event viz. M.Phil., Ph. D. Open Defense Session, Ph. D. Scrutiny Meeting, Resource Person /Speaker for subject related event, Referee/ Judge for subject related event, work done by editorial board of Journals etc.</p> <p>B. Institutional Governance responsibilities like Vice Principal (if approved by Shivaji University, Kolhapur), Dean, Director, warden, Bursar, IQAC Co-ordinator, Course Co-ordinator, Head of the Department, P.G. Co-ordinator, etc. <b>(10 points each)</b></p> <p>C. Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, LMC, Standing Committee, Student Council, Sexual Harassment &amp; Prevention Committee, etc. <b>Chairman -5 pts each / Member -3 pts each.</b></p> <p>D. Responsibility for or participation in committee for Students Welfare, Counseling and Discipline <b>(5 each)</b> Participation in student related committee such as Scholarship Committee, Student Aid Fund Committee, Sportsman Aid Fund Committee, standing Committee, Students Counselin Committee, Discipline Committee, Student Counseling etc. <b>Chairman -5 pts each / Member -3 pts each.</b></p> <p>E. Organization of Conference/Training International (10 points); national / regional <b>(5points)</b> <b>Chairman/Convener -5 pts each / Member -3 pts each.</b></p> <p><u>International Activity:</u></p> <ul style="list-style-type: none"> <li>- Convener/Coordinator of Conference etc. : 10 pts each</li> <li>- Convener of Sub- committee: 5 pts each</li> <li>- Member of Organizing Committee / or Any Sub-Committee: 3Pts. Each</li> </ul> <p><u>National / Regional / University level Activity</u></p> <ul style="list-style-type: none"> <li>- Convener/ Co- ordinator of Conference: 5 pts each</li> <li>- Chairperson / Convener of Sub – Committee: 3 pts each</li> <li>- Member of Organizing committee or any sub - committee: 2 pts each</li> </ul>	15		
3.	<p>A. Membership in Profession related committees at state and national level. <b>At National Level : 3 points each</b> Such As Professional / Subject Associations Viz. Indian Economics Association, All India Commerce Conference etc.</p>	15		

	<p><b>At State Level : 2 points each</b> Such as Subject/ Professional Associations Viz. Maharashtra Commerce Association etc.</p> <p>B. Participation in subject associations, conferences, seminars, workshop etc. without paper presentation (Each activity : 2point)</p> <p>C. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional Governance (Each activity: 5points)</p> <p>D. Membership / participation in State / Central Bodies / Committees on education, Research and National Development (5 each)</p> <p>E. Publication of articles in newspapers, magazines or other publications (not covered in category 3); Radio talks ; Television Programms (1point each ).</p>			
	<b>Total Score</b>	50		
	<b>(Minimum score required for this category)</b>	15		

**VERIFIABLE CRITERIA:**

- 1)Academic Dairy
- 2)Bio Metric Generated Slips.
- 3)Attendance sheets.
- 4)Certification by HOD / Principal.
- 5)Supporting Documents.

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**CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**A) (i) Published Papers in Referred Journals\* (15 points per publication)**

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Whether peer reviewed/ Impact Factor, if any	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self appraisal score	API score Verified

\* Whether relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

- i) indexed journal – 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 25 points.

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors

**(ii) Non refereed but recognized, indexed and reputed Journals and Periodicals having ISSN/ISBN No. (10 points per publication)**

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Whether peer reviewed/ Impact Factor, if any	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self appraisal score	API score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**iii) Full Papers published in Conference Proceedings etc. (Abstract not to be included) (10 points per publication)**

Sr. No.	Title with page Nos.	Details of Conference Publication / Journal	No. of co-authors (40 % weightage)	Whether principal author / correspo author / Guide (60 % weightage)	Self appraisal score	API score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**B) Other Research Publications (Books, Chapters in book other than referred Journal articles)**

**i) Research Monographs, Text Books, Reference Books, Published by International Publisher with an established peer review system.** (Sole author 50 points per publication, Chapter in edited book 10 points per publication)

Sr. No	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self appraisal score	API score Verified

Notes:

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**ii) Subject Books Published by National level / State level / Central Govt. publication with ISBN / ISSN No.** (Sole author 25 points per publication, Chapter in edited book 05 points per publication)

Sr. No	Title with Page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self API score	appraisal score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**iii) Subject Books published by Other Local Publisher with ISBN / ISSN No.** (Sole author 15 points per publication, Chapter in edited book 03 points per publication)

Sr. No	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self appraisal score	API score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.



**iv) Chapters contributed to edited knowledge based volumes published by International Publishers (10 points per publication)**

Sr. No	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self appraisal score	API score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

v) Chapters in Knowledge Based volumes by Indian / National level publishers with ISSN / ISBN numbers and with numbers of national and international directories. (05 points per publications)

Sr. No	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors (40 % weightage)	Whether principal author / corresponding author / Guide (60 % weightage)	Self appraisal score	API score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**vi) Editing of the proceedings of the Seminar / Symposium / Conference / Workshops etc.**

(International level: sole editor 20 per publication, National level: sole editor 15 per publication, State level: sole editor 05 per publication)

Sr. No	Title	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-editor (40 % weightage)	Whether principal editor / corresponding editor (60 % weightage)	Self appraisal score	API score Verified

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. 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 teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**C) Research Projects:**

**i) Ongoing and Completed Research Projects** (In case of Co-PI points are to be shared in 60:40 ratio) (Major projects: grants more than Rs.30 lakhs for experimental sciences & Rs.5 lakhs for others, 20 points per project, Major project: grants more than Rs. 5 lakhs for experimental science and Rs.2 lakhs for others, 15 points per project, Minor project: grants more than Rs.50 thousands for experimental sciences & Rs.25 thousands for others, 10 points per project, below Rs.50,000/- for experimental sciences and below Rs.25000/-for other – 5 pts. each)

Sr. No.	Title	Agency	Period	Whether Co-PI	Grant /Amount Mobilized (Rs. Lakh)	Self appraisal Score	API score Verified

**ii) Completed / Ongoing Consultancy Projects** (Grants more than Rs.10 lakhs for experimental sciences & Rs.2 lakhs for others, 10 points per project. In case of joint ventures points are to be shared 60:40 ratio)

Sr. No.	Title	Agency	Period	Whether Co-PI	Grant / Amount Mobilized (Rs. Lakh)	Self appraisal score	API score Verified

**3 (C)****iii) Quality evaluation and Project Report**

(Completed Project Report accepted by funding Agency (20 points for major project and 10 points for other )

**iv) Projects Outcome/Output: Patent / Technology transfer / Product process**

(Major policy document of Govt. bodies at central and state level (30 points each national level output or patent / 50 points each for international level )

Major policy documents of Govt. bodies of Central / State level (for others). (In case of joint output points are to be shared in 60:40 ratios) (National level: 30 points per outcome/output, International level: 50 per outcome / output)

Sr. No.	Name of the Project	Funding Agency	Whether Co-PI	Amount Mobilized (Rs.)	Self appraisal score	API score Verified

**(D) Research Guidance** (In the case of joint supervision points are to be equally shared)

(For M.Phil. degree awarded 3 points per candidate, Ph.D. degree awarded 10 points per candidate. Ph.D. thesis submitted 7 points per candidate)

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed by the candidate	API Score Verified
M. Phil or equivalent					
Ph. D. or equivalent					

**(E) (i) Training Courses, teaching Learning Evaluation Technology Programmes, Faculty Development Programmes, Soft skill development** (not less than two week duration (10-12 days), 20 points each; not less than one week duration (5-6 days), 10 points each) **(Maximum 30 Points)**

Sr. No.	Programme	Duration	Organized by	API Score Claimed by the candidate	API Score Verified

**(ii) Papers presented in Conferences, Seminars, Workshops, Symposia etc. \*\***

Participation and presentation of research paper (oral/poster) in international 10 points, national 7.5 points, and regional/state level 5 points; local-university/ college level 3 points each. (In case of joint output points are to be shared in 60:40 ratios)

Sr. No.	Title of the paper presented	Title of Conference / Seminar	Organized by	Whether international /National/State /Regional/College or University level	API Score Claimed by the candidate	API Score Verified

\*\* If the paper presented in conference / seminar is published in the form of proceeding, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))

**(iii) Invited lectures, visiting professorship and Chairmanships at national or international conference/seminar etc.**

(International level 10 points, National level 7.5 points, State/Region level 5 points, University/College level 3 points)

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by	Whether international /National	API score claimed	API Score Verified

**IV. SUMMARY OF API SCORES**

	Criteria	API score claimed	API score verified
I	Teaching, Learning and Evaluation related activities		
II	Co-curricular, Extension, Professional development etc		
	Total I + II ( Minimum Score required 100 )		
III	Research and Academic Contribution		

## UNDERTAKING

I \_\_\_\_\_ undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled PBAS proforma.

My PBAS based APIs score carries

Place :

Date :

Signature of the faculty with  
Designation

Place :

Date :

Signature  
Head of the Department

Place :

Date :

Principal / Director/ Vice- Chancellor

N. B.: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the college/Institute/university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.



**Requirement of API score (for the College level UG/PG Teachers)**  
(Only for deciding grades while assessing the self-assessment proforma of Assistant Professors, Associate Professors and Professors)

Criteria I	Criteria II	Minimum Score In Criteria I+II	Minimum Score In Criteria III	Assistant Professor with AGP Rs.6000/-	Assistant Professor with AGP Rs.7000/-	Assistant Professor with AGP Rs.8000/-	Associate Professor with AGP Rs.9000/-	Professor with AGP Rs. 10000/-	Professor with AGP Rs. 12000/-	Grade
1	2	3	4	Min.(3+1a)	Min.(3+1b)	Min.(3+1c)	Min.(3+1d)	(Min.(3+1e)	Min.(3+1f)	
75	15	100	a:05	166 & above	171 & above	176 & above	181 & above	186 & above	191 & above	A+
75	15	100	b:10	151-165	156-170	161-175	166-180	171-185	176-190	A
75	15	100	c:15	136-150	141-155	146-160	151-165	156-170	161-175	B+
75	15	100	d:20	121-135	126-140	131-145	136-150	141-155	146-160	B
75	15	100	e:25	106-120	111-125	116-130	121-135	126-140	131-145	C+
75	15	100	f:30	105	110	115	120	125	130	C

- A + : Outstanding  
A : Excellent  
B + : Very good  
B : Good  
C + : Satisfactory  
C : Not Satisfactory

( Note : for six monthly reports under probation, a teachers score points obtained during the six months shall be multiplied by 2, which indicate the annual score points. )

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**Requirement of ATP score (for the University Assistant Professors, Associate Professors and Professors)**

(Only for deciding grades while assessing the self-assessment performance of University Assistant Professors, Associate Professors and Professors)

Criteria I	Criteria II	Minimum Score In Criteria I+II	Minimum Score In Criteria III	Assistant Professor with AGP Rs.6000/-	Assistant Professor with AGP Rs.7000/-	Assistant Professor with AGP Rs.8000/-	Associate Professor with AGP Rs.9000/-	Professor with AGP Rs.10000/-	Professor with AGP Rs.12000/-	Grade
1	2	3	4	Min.(3+4a)	Min.(3+4b)	Min.(3+4c)	Min.(3+4d)	(Min.(3+4e)	Min.(3+4f)	
75	15	100	a:10	171 & above	181 & above	191 & above	201 & above	211 & above	221 & above	A+
75	15	100	b:20	156-170	166-180	176-190	186-200	196-210	206-220	A
75	15	100	c:30	141-155	151-165	161-175	171-185	181-195	191-205	B+
75	15	100	d:40	126-140	136-150	146-160	156-170	166-180	176-190	B
75	15	100	e:50	111-125	121-135	131-145	141-155	151-165	161-175	C+
75	15	100	f:60	110	120	130	140	150	160	C

- A + : Outstanding
- A : Excellent
- B + : Very good
- B : Good
- C + : Satisfactory
- C : Not Satisfactory

( Note : for six monthly reports under probation, a teachers score points obtained during the six months shall be multiplied by 2, which indicate the annual score points. )

पद्मभूषण वसंतरावदादा पाटील इन्स्टिटयुट ऑफ टेक्नॉलॉजी, बुधगांव

शिक्षकेतर कर्मचा-यांच्या वार्षिक कामकाजाच्या मुल्यांकनाचा अहवाल (वर्ग ४ च्या )

विभाग - .....

सन - .....

नाव - .....

पदनाम - .....

शैक्षणिक अर्हता.....

अनुभव ..... वर्षे

अ. नं.	तपशिल	सर्वोच्च गुण	फक्त कार्यालयीन वापरसाठी विभाग प्रमुख	
			मिळवलेले गुण	शेरा
	<b>विभागप्रमुख यांनी भरावयाची माहिती</b>			
	<b>विभागाच्या कामकाजातील आढावा</b>			
०१	१. लॅब/ऑफीस/विभागातील जागेची स्वच्छता राखणे. (संबंधीत वरीष्ठ/ विभागप्रमुख यांच्या मार्गदर्शनाखाली ) - २० २. लॅब/ऑफीस/विभागातील अवजारे, उपकरणे, हत्यारे, कॉम्प्युटर इत्यादींची स्वच्छता राखणे (संबंधीत वरीष्ठ/ विभागप्रमुख यांच्या मार्गदर्शनाखाली ) - १५ ३. संबंधीत वरीष्ठ/ विभागप्रमुख यांची आज्ञा पाळतांना दाखविलेली तत्परता - १०	४५		
०२	<b>विभागातील कामकाजाचा सहभाग</b> १. नेमूण दिलेले काम पुर्ण करणेबाबत स्वतःहून दाखविलेला पुढाकार - ०८ २. नेमूण दिलेल्या कामाव्यतिरिक्त इतर कामातील पुढाकार (अचुकता ,दक्षता व सुरक्षितता) - ०५ ३. नेमूण दिलेले काम पुर्ण करताना ते जास्त चांगल्या पध्दतीने करण्याबाबत दिसून आलेले प्रयत्न - ०२	१५		
०३	<b>विभागातील व महाविद्यालयातील दक्षता, सुरक्षितता व काटकसर</b> १. विभाग, विभागातील उपकरणे, साहित्य, कॉम्प्युटर, हत्यारे इ. ची दक्षता व सुरक्षितता - ०३ विभाग व महाविद्यालयातील साधन, सुविधा (उदा. विज, पाणी, फॅन, कुलर, केरकचरा इत्यादी) विषयी जागरूकता, काळजी, काटकसर इ. - ०२	०५		
०४	<b>विद्यार्थी / शिक्षक/ विभाग प्रमुखांचे मत</b> १. विभागातील शिक्षक, विभागप्रमुख यांचे आपणाविषयीचे मत - ०३ २. विद्यार्थ्यांना विभागात मदत सहकार्य इ. विषयी आपला सहभाग - ०२	०५		

**पद्मभूषण वसंतरावदादा पाटील इन्स्टिट्यूट ऑफ टेक्नॉलॉजी, बुधगांव**

शिक्षकेतर कर्मचा-यांच्या वार्षिक कामकाजाच्या मुल्यांकनाचा अहवाल  
(लॅब असिस्टंट/ ऑफीस स्टाफ / इतर विभागातील स्टाफ)

विभाग - .....

शैक्षणिक वर्ष - .....

नांव - .....

पदनाम - ..... शैक्षणिक अर्हता..... अनुभव ..... वर्षे

अ. नं.	तपशिल	सर्वोच्च गुण	फक्त कार्यालयीन वापरसाठी विभाग प्रमुख	
			मिळवलेले गुण	शेरा
०१	<p><u>विभागाच्या कामकाजातील आढावा</u></p> <p>१. लॅब/ऑफीस/विभागातील अवजारे, उपकरणे, हत्यारे, कॉम्प्युटर इत्यादी सुस्थितीत ठेवली आहेत - १०</p> <p>२. वरील बाबीसाठी सातत्याने प्रयत्न दिसून येत आहेत - ०५</p> <p>३. आपल्या विभागाची सर्वकष मांडणी - ०५</p> <p>४. नवीन उपकरणे / साहित्य इ. उपलब्ध करणेसाठी केलेले प्रयत्न - ०५</p> <p>५. संबंधीत विभागातील वरीष्ठांचा कामाबाबतचा रीपोर्ट - ०५</p> <p>६. संबंधीत विभागातील रेकॉर्ड अद्यावत ठेवले आहे - ०५</p>	३५		
०२	<p><u>शैक्षणिक अर्हता</u></p> <p>१. नेमलेल्या कामाबद्दल नियमाप्रमाणे असणारी अर्हता धारण केली आहे. - ०५</p> <p>२. नेमलेल्या कामाबद्दल नियमाप्रमाणे असणारी अर्हता धारण केली नाही. - ०३</p>	०५		
०३	<p><u>विभागातील कामकाजाचा सहभाग</u></p> <p>१. नेमून दिलेले काम पूर्ण करणेबाबत स्वतःहून दाखविलेला पुढाकार - ०५</p> <p>२. नेमून दिलेले काम पूर्ण करताना ते जास्त चांगल्या पध्दतीने करण्याबाबत दिसून आलेले प्रयत्न - ०२</p>	०७		
०४	<p><u>महाविद्यालयातील कामकाजाचा सहभाग</u></p> <p>१. ....</p> <p>२. ....</p> <p>३. ....</p> <p>उदा. प्रवेश प्रक्रियेतील सहभाग, इतर कमिटीतील सहभाग इ.</p>	१०		