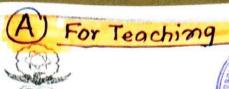# Azad Senior College Ausa

PROFARMA "B"

Confidential Assessment Report regarding ability&Character of theNon Teaching StaffTo be written and submitted by the head of the Department/Section

AISHE Code C-7418

1) Name of the Employee ....
2) StatusTemporary/Probationary ....
3) Period of Report ....
4) Department/Office/Section ....
5) EL/CL/Other Leave ....

B) PERFORMANCEASSESSMENT

Sr. No.	Items	Excellent A	V.Good B	Good C	Average D	Below Average E

a) TECHNICALADEQUACY:

1) Application ....
1) Initiative ....
3) Neatness ....
4) Accuracy ....
5) Factuality in work ....
6) Methodical &Systematic Working..
7)Promptness in Disposal ....
8)Regularity in attendances ....
9)Relation with superiors ....
10)Relation with colleagues ....
11)Relation with public ....
12)Dependability ....
13)Capacity to get work done ....

b) GENERALIMPRESSION

1) Leadership Qualities ....
2) Integrityand Character ....
3) Administrative Ability Including judgment &drive ....
4) Obedience ....

5) Do you agree with the self assessment If not give reasons --

6) **RECOMMENDATIONS-**

1) Punishment writing given if any..

2) Fitness to continuous of confirmation in the

   Post   ....

3) Fitness for promotion   ....

4) Any other observation or good point

   To be recorded   ....

Place- Ausa

Date: /   /20

Signature

Head of the Department

d) Observation o f the Reviewing officer on the above Report

(tobe filled by the reviewing Office)

1) Length of service under the

   Revising Officer during the period under report   ....

2) Do you agree with the reporting Officer

   observation are do you With do modify

   the moradd to his

   Assessment of the employee   ....

3) Observations on remarks given to

   The employee by the Reporting officers & notification

   Though from the Reporting Officer,ifany   ....

4) Communication of remainsis the employee&

   Notification rough from the employee ,if any ....

   5) Final Recommendations   ....

Place-Ausa

Date:/   /20

PRINCIPAL

Principal

Hindustani Education Society's

Azad Senior College, Ausa

AISHE
Code
C-7418

Swami Ramanand Teerth Marathwada University
NANDED-431 606

Name of College: _____

Self-Assessment-Cum-Performance Appraisal Forms
API - PBAS Proforma

CAS Promotion for Assistant Professor/ Associate Professor / Professor and
Direct Recruitment of Associate Professor / Professor in Universities and Colleges
For

Faculty of *Humanities / Sciences & Technology/ Commerce & Management/ Interdisciplinary*

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018
ii) Government of Maharashtra Misc. – 2018.CR 56/18/ UNI1 date 8th March, 2019
iii) SRTMU Acad/ UGC Regu/2018-19/3345 dated 26th March 2019

ACADEMIC YEAR: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:
2	Department	:
3	Current Designation & Academic Level	:
4	Date of last Promotion	:
5	Which position and Academic Level are you an applicant under CAS	:
6	Date of eligibility for promotion	:
7	Address (With Pin code)	:

Telephone / Mobile No :
E-mail :

8 Academic Qualifications (from S.S.C. till Post-Graduation):

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks Obtained	Division / Class / Grade	Subject
High School / S.S.C.					
Intermediate / H.S.C.					
U.G.					
P.G.					
Other examination, if any					

1

9. Research Degree(s):

Degrees	Title	Date of Award	Name of University
M. Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt./ Any other			

10. **Appointments held prior - joining this institution:** (Please attach relevant certificates of service / experience)

Designation	Name of Employer	Essential Qualifications for the post at the time of Appointment	Nature of Appointment (Regular/ Fixed term / Temporary / Adhoc)	Nature of Duties	Date of Joining	Date of Leaving	Salary with Grade	Reason of leaving

11. **Posts held after appointment at this institution:**

Designation	Department	Date of Joining		Grade Pay / Pay Matrix Level
		From	To	

12 Period of teaching experience :

        P.G. Classes (In Years):

        U.G. Classes (In Years):

13 Research Experience excluding years spent in M. Phil. / Ph. D. (In Years):

14 Fields of Specialization under the Subject / Discipline :

15 Human Resource Development Center Orientation / Refresher Course / FDP/ MOOC / One-Two week courses attended so far:

Name of the Course	Place	Duration	Name of Organizer

2

PART B: ACADEMIC PERFORMANCE INDICATORS (API):

Based on the teacher's self-assessment, API scores are proposed for (1) teaching related and certain knowledge; (2) Involvement in University / College student's related activities / research activities. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the Screening Cum Evaluation / Selection Committee. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category

Table 1

Assessment Criteria and Methodology for University/College Teachers

1. Teaching

Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading	Verified API Grading by Committee
		Actual Class spent per year	% of Teaching	For Assistant Professor/ Associate Professor/ Professor	
	(1)	(2)	(3)	(4)	
1	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			i) Good: 80 % & above ii) Satisfactory :Below 80% but 70% & above iii) Not satisfactory: Less than 70%	
	Teaching: Black board				
	Teaching: ICT based				
	Practical / Laboratory				
	Tutorials / Assignments / Project				
	Field Work				
	Group Discussion				
	Seminars				
	Remedial Teaching				
	Clarifying doubts within and outside the class hours				
	Additional teaching to support counseling and mentoring				
	Total Actual hours spent				

2. Involvement in the University/College students related activities/research activities

Category	Activities	Specify Actual participation in year	Total days Spent per year	Self-Appraisal Grading For Assistant Professor / Associate Professor / Professor	Verified API Grading by Committee
2	(1)	(2)	(3)	(4)	
	Involvement in the University/College students related activities/research activities			i) Good : Involved in at least 3 activities ii) Satisfactory :1-2 activities iii) Not-satisfactory: Not involved/ undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.	
	(a) Administrative responsibilities such as Head, Chairperson/ Dean / Director / Coordinator, Warden, etc.				
	(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.				

3

i) Question Paper Setting			
ii) Invigilation / Supervision			
iii) Flying Squad			
iv) CS / ACS / Custodian			
v) CAP Director / Assistant Director			
vi) Unfair Menace Committee			
vii) Grievance Committee			
viii) Internal Assessment			
ix) External Assessment			
x) Re-valuation			
xi) Result Preparation (College Level for Internal Assessment)			
xii) M. Phil., Ph. D. Thesis evaluation / any other			
(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.			
(d) Organizing seminars/ conferences/ workshops, etc and other college/university activities.			
(e) Evidence of actively involved in guiding Ph.D. students i) No. of Registered candidate : ii) No. of Awarded Candidates:			
(f) Conducting Minor Or Major Research Project sponsored by national or international agencies. i) Above 10 Lacs: ii) Below 10 Lacs			
(g) At least one single or joint publication in peer- reviewed or UGC list of Journals. i) No. of Papers Published (Single author): ii) No. of Papers Published(Joint author):			

Overall Grading:

Good: *Good in teaching and satisfactory or good in activity at S.No.2. Or*
Satisfactory: *Satisfactory in teaching and good or satisfactory in activity at S.No.2.*
Not Satisfactory: *If neither good nor satisfactory in overall grading.*

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

4

Table 2
Methodology for University and College Teachers for calculating Academic / Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

(1) Research Papers in Peer-Reviewed or UGC listed Journals: (Please refer points as per UGC notification)

Sr. No.	Title of paper	Journal Name, Page nos., Vol. no., Issue no., Year of publication	ISSN / ISBN NO.	Impact Factor if any	No. of Co-Authors	Whether Principal Author / Supervisor/ Co-supervisor	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
3									
						Total (1)			

(2) (a) Publications (other than Research papers) (Books, Chapters in Books)
   (i) Books Published with ISSN / ISBN number
      International Publisher: 12 points per Book for Single Author
      National Publisher: 10 points per Book for Single Author

Sr. No.	Title of Book with no. of pages	Publishers name with ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total: (2)(a)(i):			

(2) (a)(ii) Chapter in Edited Book with ISSN / ISBN   **(5 points per Chapter)**

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN / ISBN NO.	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total: (2)(a)(ii)			

5

(2)(a) (iii) Editor of Book with ISSN / ISBN number
Editor of Book by International Publisher: 10 points per Book for Single Author
Editor of Book by National Publisher: 8 points per Book for Single Author

Sr. No.	Title of Book with Page Nos.	Publisher Name & ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total (2)(a)(iii)			

(2) (b) Translation works in Indian and Foreign Languages by qualified faculties
(3 points per Chapter or Research paper)
(8 points per Book)

Sr. No.	Original Title of Chapter or Research paper / Book with Page Nos. Nos. ISSN / ISBN NO.	Name Of Original Author	Translated Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN NO.	No. of Translated Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total (2)(b)			
	Total (2) : (2)(a)(i) + (2)(a)(ii) + (2)(a)(iii) + (2)(b)							

(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(3)(a) Development of Innovative pedagogy: (5 points per Innovative pedagogy)

Sr. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos-Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums / Virtual Laboratories / Telecast / Picture / Models /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3)(a)			

6

(3) (b) Design of new curricula and courses: (02 points per curricula / Course)

Sr. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Subtotal (3)(b)			

(3) (c) MOOCs:

(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course) (20 per curricula / Course)
(In case of MOOCs of lesser credits 05 marks / credit)

Sr. No.	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3)(c)(i)			

(3) (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture   (5points per module / lecture)

Sr. No.	Name of Programme & Course where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3)(c)(ii)			

(3) (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)
(2 points per curricula / Course)

Sr. No.	Name of Programme & Course where Content is introduced	Course Credits	Title of new MGOC Content curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3)(c)(iii)			

7

(3) (c)(iv) Course Coordinator for MOOCs (4 credit course)   (8 points per curricula / Course)
(In case of MOOCs of lesser credits 02 marks / credit)

	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3)(c)(iv)			
Total (3)(c) : (3)(c)(i) + (3)(c)(ii) + (3)(c)(iii) + (3)(c)(iv)									

(3) (d) : E-Content
(3) (d) (i) Development of e-Content in 4 quadrants for a complete course/e-book

(12 points per curricula / Course)

Sr. No.	Title of e-Content course/ e-book with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Sub Total: (3)(d)(i)			

(3) (d) (ii) e-Content (developed in 4 quadrants) per module

(5 points per module / Course)

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Sub Total: (3)(d)(ii)			

(3) (d) (iii) Contribution to development of e-content module in complete course/paper/e-book
(at least one quadrant)

(2 points per module / Course)

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Sub Total: (3)(d)(iii)			

(3) (d) (iv) Editor of e-content for complete course/ paper /e-book

(10 points per Course / paper)

Sr. No.	Title of e-Content Course with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Editors	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
						Sub Total: (3)(d)(iv)		
Total (3) (d): (3)(d)(i) + (3)(d)(ii) + (3)(d)(iii) + (3)(d)(iv)								

(4) Research Score:

(4) (a) Research guidance: (Ph.D. : 10 points per degree awarded & 05 per thesis submitted)
(M. Phil. / P.G dissertation: 2 points per degree awarded)

Sr. No.	Sr. No.	Number of Candidate Enrolled	No. of Thesis Submitted with dates	No. of Candidate Degree Awarded with dates	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
	M. Phil. / P.G. Dissertation						
	Ph.D.			Sub Total: (4)(a)			

(4) (b) Research Projects Completed: A: More than 10 lakhs (10 points per Project)
B: Less than 10 lakhs (5 points per Project)

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2				Sub Total: (4)(b)					

(4) (c) Research Projects Ongoing: A: More than 10 lakhs (5 points per Project)
B: Less than 10 lakhs (2 points per Project)

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Duration of Project	Date of Starting	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1										
2						Sub Total: (4)(c)				

(4) (d) Consultancy: (3 points per Consultancy Project)

Sr. No.	Title of Consultancy Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
	Sub Total: (4)(d)						
	Total (4) : (4)(a) + (4)(b) + (4)(c) + (4)(d)						

(5) (a) Patents : (10 points per International Patent and 7 points per National Patent)

Sr. No.	Title of patent Project	Patent Number	Sponsored Agency if any	Date of Award	International / National	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								

9

| | | | | Sub Total: (5)(a) | | | |

(5) (b) *Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

A: International   (10 points per Policy Document)
B: National   (7 points per Policy Document)
C: State   (5 points per Policy Document)

Sr. No.	Title of Policy Document	Name of Submitted Agency	International / National / State	Policy Document Number	Date of Acceptance	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total: (5)(b)			

(5) (c) Awards/Fellowship:

A: International   (7 points per Awards/Fellowship)
B: National   (5 points per Awards/Fellowship)

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
				Sub Total: (5)(c)			
		Total (5) : (5)(a) + (5)(b) + (5)(c)					

(6) *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

International (Abroad): (7 points per Seminars/ Conferences)
International (within Country): (5 points per Seminars/ Conferences)
National: (3 points per Seminars/ Conferences)
State / University Level: (2 points per Seminars/ Conferences)

Sr. No.	Title of Presentation in Academic Session	Title of Conference / Seminar	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad) / International (within Country) / National / State / University Level	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Total (6) :			

Note: The Research score for research papers would be augmented as follows: Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list): i) Paper in refereed journals without impact factor - 5 Points ii) Paper with impact factor less than 1 - 10 Points iii) Paper with impact factor between 1 and 2 - 15 Points iv) Paper with impact factor between 2 and 5 - 20 Points v) Paper with impact factor between 5 and 10 - 25 Points vi) Paper with impact factor >10 - 30 Points
a) Two authors: 70% of total value of publication for each author.
b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

10

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Summary of Table 2 (Category III)
Academic / Research Score

Details of Academic & Research activities	Self-Appraisal Score	API Score Verified by Committee	Remarks
(1) Research Papers in Peer-Reviewed or UGC listed Journals			
(2) Publications (other than Research papers)			
(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
(4) Research guidance/ Projects Completed / Projects Ongoing/ Consultancy			
(5) Patents / Policy Document / Awards/Fellowship			
(6) Invited lectures / Resource Person/ paper presentation in Seminars / Conferences/full paper in Conference Proceedings			
Grand Total of Table 2			

IV SUMMARY OF API SCORES:

Category	Criteria	Annual API Score
Table 1	Activities: **Overall Grading** 1. Teaching 2. Involvement in the University / College students related activities / research activities	
Table 2 (Category III)	Academic/Research Score	

List of Enclosures: (Please attach copies of certificates and / or letters sanction orders, papers etc. wherever Necessary)

11

UNDERTAKING

I Dr/Mr. / Mrs. .... undertakes that the information provided is correct as per records submitted by me to College / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.

Date : ....

Place : ....

Signature of the faculty with
Designation
....

Date : ....

Place : ....

Signature
Head of Department

Date : ....

Place : ....

Signature
Director- IQAC

Signature of Principal

Principal
Hindustani Education Society's
Azad Senior College, Ausa

N.B. : The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the College / Institute / University as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification.

12