

### 6.3.5

## Performance Appraisal System for Teaching Staff

### University of Mumbai

Name & Address of the College: \_\_\_\_\_

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER  
UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS  
(FOR COLLEGES & UNIVERSITIES)**

(As per University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

Application for promotion from: Annual Self-Assessment for the year: \_\_\_\_\_

Direct Recruitment: \_\_\_\_\_

Promotion: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3),  
Assistant Professor (Stage 3) to Associate Professor (Stage  
4), Associate Professor (Stage 4 to Professor / Equivalent  
cadres (Stage 5) and Professor (Stage 5 to Stage 6).

\_\_\_\_\_

(Please indicate whichever is applicable)

|  |
|--|
| Total API score calculated as per Appendix 3: _____.                       |
| Period of Assessment for the purpose of Self-Assessment / Promotion: _____ |

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

| Sr. No. | Particulars  |  |
|---------|--|--|
| 1.      | Name (in BLOCK letters)                                      |  |
| 2.      | Father's Name/Mother's Name                                  |  |
| 3.      | Department   |  |
| 4.      | Current Designation & Grade Pay                              |  |
| 5.      | Date of last promotion                                       |  |
| 6.      | Which position and grade pay are you an applicant under CAS? |  |
| 7.      | Date of eligibility for promotion                            |  |
| 8.      | Date and Place of Birth                                      |  |
| 9.      | Sex  |  |
| 10.     | Marital Status   |  |
| 11.     | Nationality  |  |
| 12.     | Indicate whether belongs in SC/ST/OBC category               |  |
| 13.     | Address for correspondence (with pin code)                   |  |
| 14.     | Permanent Address (with pin code)                            |  |
| 14.a.   | Telephone No.  |  |
| 14.b.   | Email  |  |

**15. Academic Qualifications (Metric till Post Graduation):**

| Examinations               | Name of the Board/University | Year of Passing | Percentage of marks obtained | Division/Class/Grade | Subject |
|----------------------------|------------------------------|-----------------|------------------------------|----------------------|---------|
| High School/Metric/ S.S.C. |                              |                 |                              |                      |         |
| Intermediate / (10+2)      |                              |                 |                              |                      |         |
| B.A./B.Sc./ B.Com/B.Music  |                              |                 |                              |                      |         |
| M.A./M.Sc./ M.Com/M.Music  |                              |                 |                              |                      |         |
| Other examination, if any  |                              |                 |                              |                      |         |

**16. Research Degree(s):**

| Degrees       | Title | Date of award | University |
|---------------|-------|---------------|------------|
| M.Phil.       |       |               |            |
| Ph.D./D.Phil. |       |               |            |
| D.Sc./D.Litt. |       |               |            |

\* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

**17. Record of academic service prior to this institution**

| Designation | Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure) | Name of Employer | Date of |         | Salary with Grade | Reason of leaving |
|-------------|--|------------------|---------|---------|-------------------|-------------------|
|             |  |                  | Joining | Leaving |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |

Please indicate whether in previous service:

- The essential qualification of the post held was not lower than the qualification prescribed by the UGC/University.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.

- c. Whether applied through proper channel
- d. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
- f. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one-year duration.

#### 18. Record of academic service in this institution

| Designation | Nature of appointment<br>(Regular / Temporary/<br>Ad-Hoc / Fixed tenure) | Name of Employer | Date of |         | Salary with Grade | Reason of leaving |
|-------------|--|------------------|---------|---------|-------------------|-------------------|
|             |  |                  | Joining | Leaving |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |

19. Period of teaching experience: P.G. Classes (in years)  : U.G. classes (in years)

20. Research Experience excluding years spent in M.Phil./Ph.D. (in years):

21. Fields of specialization under the Subject/Discipline

a.

b.

#### 22. Academic Staff College Orientation/Refresher course attended:

| Name of the Course/<br>Summer Course | Place | Duration | Sponsoring Agency |
|--------------------------------------|-------|----------|-------------------|
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |

(Attach certified true copy of the certificates)

#### 23. Detail of publications attached to the PBAS format (for evaluation)

| Sr. No. | Nature of publication<br>(Book Review / Research Paper etc.) | List of author/s as it appear in the publication | Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos. | ISSN / ISBN number | Impact factor (in case of journal) |
|---------|--|--|---|--------------------|------------------------------------|
|         |  |  |   |                    |                                    |
|         |  |  |   |                    |                                    |
|         |  |  |   |                    |                                    |
|         |  |  |   |                    |                                    |
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|         |  |  |   |                    |                                    |

24. Any Other relevant information: (please attach an additional sheet/paper if required)

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25. Please describe in brief about your future plans in relation to the following:

|     |                       |  |
|-----|-----------------------|--|
| I   | Teaching              |  |
| II  | Research              |  |
| III | Mentoring of students |  |
| IV  | Social Responsibility |  |

Date:

Signature of the staff

Remarks / Observations / Comments by the Head or senior most teacher of the Department

Date:

Signature of the Head or  
Senior most teacher  
Of the Department

Place:

Date:

Name & Signature of the applicant

Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide G.R. No. Sankirna-2017 / Pra. Kra. 33 / (17) / Vi. Shi. - 1/ dated March 4, 2017 and VCD.

**Part B (I)** is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part B (II)** is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part B (III)** is based on Category III of the table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

**N.B.** The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

# **PART B: ACADEMIC PERFORMANCE INDICATORS**

**(Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)**

(Please see detailed instructions of the PBAS proforma before filling out this section)

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

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

| S. No. | Course/Paper | Level | Mode of teaching L / P / T / F / PS* | No. of lectures / Hours allotted per week** | % of L / P / T / F / PS taken as per documented record |
|--------|--------------|-------|--------------------------------------|---|--|
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |
|        |              |       |                                      |   |  |

\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), (F) Field Visit includes Excursions, Field Trips, Industrial Visit etc. as prescribed in the syllabus, (PS): Project Supervision if prescribed in the syllabus.

\*\* Convert number of lectures to hours.

| Category | Nature of Activity  | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|----------|---|--------------------------------------|---|--|---|
| a        | Direct Teaching *:<br>1. Stage 1 to Stage 2 and Stage 2 to Stage 3<br>(Maximum API Score = 70 points)<br>API Score = (Actual time spend per academic year) / 7.5  |                                      |   |  |   |
|          | 2. Stage 3 to Stage 4 and Stage 4 to Stage 5<br>(Maximum API Score = 60 points)<br>API Score = (Actual time spend per academic year) / 7.75   |                                      |   |  |   |
| b        | Examination Duties including invigilation, question paper setting, evaluation of answer scripts as per allotment<br>1. Assistant Professor & Associate Professor<br>(Maximum API Score = 10 points)<br>API Score = (Actual time spend per academic year) / 10 |                                      |   |  |   |
|          | 2. Professor<br>(Maximum API Score = 15 points)<br>API Score = (Actual time spend per academic year) / 10   |                                      |   |  |   |
| c        | Innovative Teaching Learning Methodologies, updating of subject content / courses, preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, |                                      |   |  |   |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc. |  |  |  |  |  |
| 1. Assistant Professor<br>(Maximum API Score = 10 points)<br>API Score = (Actual time spend per academic year) / 10  |  |  |  |  |  |
| 2. Associate Professor<br>(Maximum API Score = 15 points)<br>API Score = (Actual time spend per academic year) / 10  |  |  |  |  |  |
| 3. Professor<br>(Maximum API Score = 20 points)<br>API Score = (Actual time spend per academic year) / 10  |  |  |  |  |  |

Note: \*: 1. Direct Teaching hours for Assistant Professor / Associate Professor / Professor is 16 Hours / 14 / 14 hours respectively and includes Lectures / Tutorials / Practical / Project Supervision / Field work wherever they are prescribed as part of the syllabus.  
2. Teachers are required to engage at least 80% of the lectures allotted to be eligible to score under Direct Teaching.  
3. Teachers are encouraged to work with students, beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently able students etc. for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API Scores.

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

- For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contributions
- Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may be.
- Final API score will be verified by the Screening cum Evaluation Committee / Screening Committee, as the case may be.

Please mention your contribution to any of the following:

| Sr. No. | Type of Activity  | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|--------------------------------------|---|--|---|
| a.      | Students related co-curricular, extension and field based activities.<br>(Maximum API Score = 15 points)  |                                      |   |  |   |
|         | i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student's seminar, and other activities)<br>API Score = (Actual hours spend per academic year) / 10                     |                                      |   |  |   |
|         | ii. Other co-curricular activities (Cultural, Sports, NCC, NSS, industry-implant training and placement activity etc.)<br>API Score = (Actual hours spend per academic year) / 10   |                                      |   |  |   |
|         | iii. Extension and Dissemination activities (public / popular lectures / talks / seminars, popular writings not covered under III, Community work on values of National Integration, secularism, democracy socialism, humanism, |                                      |   |  |   |

|    |   |  |  |  |  |
|----|---|--|--|--|--|
|    | <p>peace, scientific temper; flood or drought relief, small family norms etc.)</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p>  |  |  |  |  |
| b  | <p>Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,</p> <p><b>(Maximum API Score = 15 points)</b></p> <p>i. Administrative responsibility (including Dean / Principal / Vice Principal/ Chairperson / Convener / Teacher-in-Charge / Coordinator / similar other duties that require regular office hours for its discharge)</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees like admission committee, campus development committee, library committee, Responsible for or participation in committee for student's welfare, counseling and Discipline, Organization of Conference / Training Programmes of International / national / State / regional / Local level or as a member of the organizing committee etc.</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p> |  |  |  |  |
| c. | <p>Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)</p> <p><b>(Maximum API Score = 15 points)</b></p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p>  |  |  |  |  |

**Note:** Please attach relevant documents / certificate issued by the Principal of the College / Institution for information provided in Part B Category I & II

**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA:**  
**(Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)**

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 and **this VCD:**

✓ **Part (B) (I)** is based on API scoring for Category I of the table.

✓ **Part B (II)** is based on Category II of the table.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table II(A), II (B), and Table III of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 of the UGC Regulations 2010.

The self-assessment scores are further to be based on the indicators/activities given below.

**N.B.** The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

**REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.**

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

**Note:** Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

| <b>A) Research papers published in Journals</b> |                      |         |                 |               |                   |                                 |   |  |   |
|---|----------------------|---------|-----------------|---------------|-------------------|---------------------------------|---|--|---|
| Sr. No.   | Title with page nos. | Journal | ISSN / ISBN No. | Impact Factor | No. of co-authors | Whether you are the main author | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|   |                      |         |                 |               |                   |                                 |   |  |   |
|   |                      |         |                 |               |                   |                                 |   |  |   |
|   |                      |         |                 |               |                   |                                 |   |  |   |
|   |                      |         |                 |               |                   |                                 |   |  |   |

  

| <b>B (i) Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.</b> |  |                         |                 |                    |   |  |   |  |
|---|--|-------------------------|-----------------|--------------------|---|--|---|--|
| Sr. No.   | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |  |
|   |  |                         |                 |                    |   |  |   |  |
|   |  |                         |                 |                    |   |  |   |  |
|   |  |                         |                 |                    |   |  |   |  |
|   |  |                         |                 |                    |   |  |   |  |

B(ii).: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

III. C (i) Research Projects

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|---|
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |

C (ii). Consultancy Projects

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|---|
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |

C (iii). Project Outcomes / Outputs:

| Sr. No. | Patent / Technology Transfer / Product / Process / Major Policy documents prepared for International / Central / State Govt. / Local bodies | Agency | Period | Whether policy document / patents as outcome | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|--------|--------|--|---|--|---|
|         |   |        |        |  |   |  |   |
|         |   |        |        |  |   |  |   |
|         |   |        |        |  |   |  |   |

**(D) Research Guidance**

| Sr. No.               | Number Enrolled | Thesis submitted | Degree awarded | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|-----------------------|-----------------|------------------|----------------|---|--|---|
| M.Phil. or equivalent |                 |                  |                |   |  |   |
| Ph. D or equivalent   |                 |                  |                |   |  |   |

**(E) (i) Fellowships / Awards**

| Sr. No. | Title of the Fellowship / Award | Awarded by | Is the awarding body an academic body | Is the awarding body recognized as International / National / State / University Level? | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---------------------------------|------------|---------------------------------------|---|---|--|---|
|         |                                 |            |                                       |   |   |  |   |
|         |                                 |            |                                       |   |   |  |   |
|         |                                 |            |                                       |   |   |  |   |

**(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

| Sr. No. | Title of the Paper presented / lecture delivered | Title of Conference/ Seminar | Date of the event | Organized by | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|------------------------------|-------------------|--------------|--|---|--|---|
|         |  |                              |                   |              |  |   |  |   |
|         |  |                              |                   |              |  |   |  |   |
|         |  |                              |                   |              |  |   |  |   |
|         |  |                              |                   |              |  |   |  |   |

**(F) Development of e-learning delivery process / material**

| Sr. No. | Title of the e-learning process / material developed. | Institution for which the material / process was developed. | Used by | Period of development | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|---|---------|-----------------------|--|---|--|---|
|         |   |   |         |                       |  |   |  |   |
|         |   |   |         |                       |  |   |  |   |
|         |   |   |         |                       |  |   |  |   |
|         |   |   |         |                       |  |   |  |   |

**IV. SUMMARY OF API SCORES**

|     | Criteria  | Last Academic Year | Total-API Score for Assessment Period | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|-----|---|--------------------|---------------------------------------|---|--|---|
| I   | Teaching, Learning and Evaluation related activities    |                    |                                       |   |  |   |
| II  | Co-curricular, Extension, Professional development etc. |                    |                                       |   |  |   |
| III | Research and Academic Contribution                      |                    |                                       |   |  |   |

**PART C: OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| S. No. | Details (Mention Year, value etc. where relevant) |
|--------|---|
|        |   |
|        |   |
|        |   |

**LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)**

|    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with Designation, Place & Date

Signature of HOD/School Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

**N.B:** The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

**PROFORMA FOR COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE  
INDICATORS DEVELOPED BY THE UGC.**

**SECTION I: GENERAL**

| Sr. No. | Particulars                                    |   |
|---------|--|---|
| 1       | Name (in BLOCK letters)                        |   |
| 3.      | Department / Subject Applied for               |   |
| 4.      | Designation                                    | Assistant Professor / Associate Professor / Professor |
| 8.      | Date and Place of Birth                        |   |
| 9.      | Sex  |   |
| 10.     | Marital Status                                 |   |
| 11.     | Nationality                                    |   |
| 12.     | Indicate whether belongs in SC/ST/OBC category |   |
| 13.     | Address for correspondence (with pin code)     |   |
| 14.     | Permanent Address (with pin code)              |   |
|         | Telephone No.                                  |   |
|         | Email  |   |

**SECTION B:  
CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

| Cat. | Nature of Activity  | Max. Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|------|---|------------|---|--|---|
| a    | Direct Teaching *:  |            |   |  |   |
|      | 1. Stage 1 to Stage 2 and Stage 2 to Stage 3<br>API Score = (Actual time spend per academic year) / 7.5   | 70         |   |  |   |
|      | 2. Stage 3 to Stage 4 and Stage 4 to Stage 5<br>API Score = (Actual time spend per academic year) / 7.5   | 60         |   |  |   |
| b    | Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment   |            |   |  |   |
|      | 1. Assistant Professor & Associate Professor<br>API Score = (Actual time spend per academic year) / 10  | 10         |   |  |   |
|      | 2. Professor<br>API Score = (Actual time spend per academic year) / 10  | 15         |   |  |   |
| c    | Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc. |            |   |  |   |
|      | 1. Assistant Professor &<br>API Score = (Actual time spend per academic year) / 10  | 10         |   |  |   |
|      | 2. Associate Professor<br>API Score = (Actual time spend per academic year) / 10  | 15         |   |  |   |
|      | 3. Professor<br>API Score = (Actual time spend per academic year) / 10  | 20         |   |  |   |

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

| Sr. No. | Type of Activity  | Max. Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|------------|---|--|---|
| a.      | Students related co-curricular, extension and field based activities.   | 15         |   |  |   |
| B       | Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,   | 15         |   |  |   |
| c.      | Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes) | 15         |   |  |   |

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

| Sr. No. | Activity  | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|---|--|---|
| lii(a)  | Research papers published in  |   |  |   |
| lii(b)  | Research publications (books, chapters in books other than refereed journal articles) |   |  |   |

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|         |  |  |  |  |
|---------|--|--|--|--|
| lii (c) | Research projects  |  |  |  |
| lii(d)  | Research guidance  |  |  |  |
| lii(e)  | Fellowships, awards and invited lectures delivered in conferences / seminars |  |  |  |
| lii(f)  | Development of e-learning delivery process / material                        |  |  |  |
|         |  |  |  |  |

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Place &amp; Date

Signature of the Applicant with Designation

Observations and remarks of the Head / senior most staff of the Department.

Date

Signature of HOD / Senior most teacher of the Department

Observation and remark of the Principal.

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date:

Signature of the Chairperson of the Screening cum Evaluation Committee or Selection Committee

## Performance Appraisal System for Non-teaching Staff

**CONFIDENTIAL**

**FORM No. 6 ( See Rule 12 )**

University or College : Patpanhale Arts, Commerce & Science College

**Confidential Assessment and Self-Assessment Report of  
Non-Teaching / Non-Technical/ Technical Employees**

Serial No. .... Year ending 31st March 20 ..

File No. ....

Name : Shri. / Smt. / Kumari .....

Department or Office ( including Section ) .....

**Instructions :**

1. Report should be submitted annually and for the period ending 31st March of every year.
2. Report should be signed in full and dated by the Reporting Officer. His name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the Report.
4. If the employee has served under the reporting authority for less than six months, the officer/s under whom he has previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far and reports of other officers.
5. Anything specially meritorious or adverse to the employee should be sanctioned, even if not specially provided for.
6. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
7. All adverse / outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has right to ask justification of remarks from the reporting officer.

**Personal Information**

( To be filled by the employee concerned )

Name ..... Father's Name ..... Surname .....

Date of Birth as recorded in the service Book / .....

S.S.C. Certificate / School Leaving Certificate .....

Place of Birth .....

( Village / Town / Taluka / District / State )

Nationality and Religion .....

Whether belongs to Scheduled Castes / .....

Scheduled Tribes / Nomadic Tribes / Other .....

Backward Classes etc. ....

Home Town (with residential Address) -- -- -- .....

Permanent Address ( Local ) -- -- -- .....

Date of joining University Services and designation at the time of First Appointment -- .....

|   |          |             |
|---|----------|-------------|
| Intermediary positions held between initial appointment and present if any -- -- -- | Position | Period from |
| ( i ) .....   |          |             |
| ( ii ) .....  |          |             |
| ( iii ) .....   |          |             |

Mother Tongue -- -- -- .....

Language known -- -- -- .....

Qualification and degrees -- -- -- .....

University -- -- -- .....

Year -- -- -- .....

**Confidential Assessment Report regarding ability and character**

Name -- -- -- .....

Period of report -- -- -- .....

Post or Posts held during the period of report : .....

Department / Office / Section -- -- -- .....

Leave taken during the period E.L./C.L./Other Leave : .....

| Performance Assessment |  |        |      |      |         |                |
|------------------------|--|--------|------|------|---------|----------------|
| Sr. No.                | Item   | V.Good | Good | Fair | Average | Bellow Average |
|                        |  | A      | B    | C    | D       | E              |
| <b>I.</b>              | <b>Technical Adequacy</b>  |        |      |      |         |                |
| 1.                     | Industry   |        |      |      |         |                |
| 2.                     | Application  |        |      |      |         |                |
| 3.                     | Initiative   |        |      |      |         |                |
| 4.                     | Neatness   |        |      |      |         |                |
| 5.                     | Accuracy   |        |      |      |         |                |
| 6.                     | Punctuality in work  |        |      |      |         |                |
| 7.                     | Methodical & Systematic working  |        |      |      |         |                |
| 8.                     | Promptness in disposal   |        |      |      |         |                |
| 9.                     | Regularity in attendance   |        |      |      |         |                |
| 10.                    | Relations to Superiors   |        |      |      |         |                |
| 11.                    | Relations to Colleagues  |        |      |      |         |                |
| 12.                    | Relations with members of public   |        |      |      |         |                |
| 13.                    | Dependability  |        |      |      |         |                |
| 14.                    | Capacity to get work done  |        |      |      |         |                |
| <b>II.</b>             | <b>General Impression</b>  |        |      |      |         |                |
| 1.                     | General Impressions and grasp  |        |      |      |         |                |
| 2.                     | Leadership Qualities   |        |      |      |         |                |
| 3.                     | Level of Knowledge<br>(related to the section/ department)                                     |        |      |      |         |                |
| 4.                     | Tech. Ability ( wherever relevant)   |        |      |      |         |                |
| 5.                     | Spl. Complementary ( aptitude qualities<br>etc. other than job requirements )                  |        |      |      |         |                |
| <b>III.</b>            | <b>Recommendations</b>   |        |      |      |         |                |
| a.                     | Administrative ability including<br>judgement, initiative, promptness and drive                |        |      |      |         |                |
| b.                     | Fitness to continue in the present post  |        |      |      |         |                |
| c.                     | Fitness for promotion  |        |      |      |         |                |
| d.                     | Any other item not covered but which<br>you would like to record. Please specify<br>the aspect |        |      |      |         |                |

e. Recommendation - Observation of the  
Reporting Officer : .....

Date : ..... (Signature ) .....  
Place : RATNAGIRI Name and Designation of the Reviewing Officer

*Note : Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column as NA ( not applicable) . Assessment has to be done in five points scale. i.e. Very Good, Good, Fair, Average, Bellow Average.  
Please mark '✓' in appropriate columns to arrive at final assessment.*

**Observation of Reviewing Office in the Report**  
( To be filled in by the Reviewing Officer )

1. Length of Service under Reviewing Officer  
during the period under report

2. Do you agree with the Reporting Officer  
or do you wish to modify or add to his assessment

3. Observation of remarks to the employees and  
clarification from the reporting Officer sought, if any

4. Communication of remarks to the employees and  
clarification from the reporting officer sought, if any

Date : ..... (Signature ) .....  
Place : RATNAGIRI Name and Designation of the Reviewing Officer