



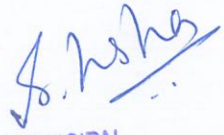
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AND
SMT. THIRUMALAI COLLEGE OF SCIENCE
WADALA MUMBAI-400031

INDEX
6.3.5

Institutions Performance Appraisal System for teaching and non-teaching staff

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3	Performance appraisal for teaching and non-teaching : Blank Format	32-35
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Sample API-PBAS Form

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	
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	



[Handwritten Signature]

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Sample API - PBAS Form

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
	Direct Teaching *:				
a	1. Stage 1 to Stage 2 and Stage 2 to Stage 3 API Score = (Actual time spend per academic year) / 7.5	70			
	Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment				
b	1. Assistant Professor & Associate Professor API Score = (Actual time spend per academic year) / 10	10			
	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.				
c	1. Assistant Professor API Score = (Actual time spend per academic year) / 10	10			
	Total Score				

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			



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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			
	Total Score				

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)			
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			
	Total Score			

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:



Name of teacher with designation


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University of Mumbai

SAMPLE API - PBAS FORM

Applicant Name:

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)
(Based on UGC 4th Amendment dated July 11, 2016)**

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

Promotion: Assistant Professor Stage ___ to Stage ___

Total API Score Calculated as per Appendix III

Period of Self-Assessment	
Average Score for Assessment Period Category I	
Total Score for Assessment Period for Category II	
Total Score for Assessment Period for Category III	
Total Score for Assessment Period for Category II + III	



J.M.S.
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Sample API - PBAS Form

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
1.					
2.					
3.					

* 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
	Direct Teaching *:				
a.	Stage 1 to Stage 2 and Stage 2 to Stage 3 (Maximum API Score = 70 points) API Score = (Actual time spend per academic year) / 7.5				
	Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment				
b.	Assistant Professor & Associate Professor (Maximum API Score = 10 points) 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				



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	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.				
	Assistant Professor (Maximum API Score = 10 points) API Score = (Actual time spend per academic year) / 10				
	Total (a + b + c) =				

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.

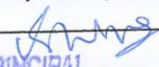
CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

- For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contribution.
- Verified API Score is to be filled by the Head of the Department / seniormost 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. (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) 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.) API Score = (Actual hours spend per academic year) / 10				
	iii. Extension and Dissemination activities (public / popular lectures / talks / seminars, popular				





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Sample - API - PBAs Form

	writings not covered under III, Community work on values of National Integration, secularism, democracy socialism, humanism, peace, scientific temper; flood or drought relief, small family norms etc.) API Score = (Actual hours spend per academic year) / 10				
Total					
b.	<p>Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities (Maximum API Score = 15 points)</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) API Score = (Actual hours spend per academic year) / 10</p>				
ii.	<p>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. API Score = (Actual hours spend per academic year) / 10</p>				
Total					
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) (Maximum API Score = 15 points) API Score = (Actual hours spend per academic year) / 10</p>				
Total					
	Grand Total (a + b + c)				

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




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Sample API - PBAS Form

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.

Sr. No.	A) Research papers published in Journals 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



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B (i) Text or Reference Books Published by International 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(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




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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

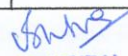
III. C (i) Research Projects

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




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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




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(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

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Sample API - PBAS Form

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)

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:
Date:

Teachers name with designation



Signature of HOD/School
Chairperson/Principal
(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

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Date:

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




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**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

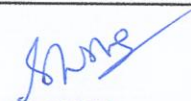
Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (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) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities




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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.





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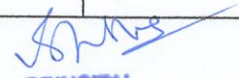
Table 2

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.,)

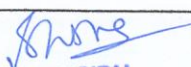
S. N.	Academic/Research Activity	Faculty of Sciences /Engineering /Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05




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	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded	10 per degree awarded
		05 per thesis submitted	05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05




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6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper n Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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.

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.



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Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SET	03			
6.	Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC- listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- A) (i) M.Phil + Ph.D : Maximum - 30 Marks
(ii) JRF/NET/SET : Maximum - 07 Marks
(iii) In awards category: Maximum - 03 Marks

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B) Number of candidates to be called for interview shall be decided by the concerned universities.

C) Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
TOTAL	-	100

Table: 3 B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
		1.	Graduation	80% & Above = 21	60% to less than 80% = 19
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SET	05			
6.	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			



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#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

A) (i) M.Phil + Ph.D	:	Maximum - 25 Marks
(ii) JRF/NET/SET	:	Maximum - 10 Marks
(iii) In awards category:		Maximum - 03 Marks
B) Number of candidates to be called for interview shall be decided by the college.		
C) Academic Score	-	84
Research Publications	-	06
Teaching Experience	-	10
<hr/>		
TOTAL	-	100
<hr/>		

Table 4

Assessment Criteria and Methodology for Librarians

Sr. No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website. 	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>



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3.	<p>If library has a computerized database then OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not up to mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>v) Design and offer short-term courses for users.</p> <p>vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>



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Overall Grading:

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Not satisfactory: If neither good nor satisfactory in overall grading.

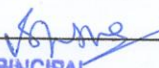
Note:

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**


Sr. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 Disciplines Unsatisfactory – neither good nor satisfactory




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4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. ii) Being invited for coaching at state/national level. iii) Organizing at least three workshops in a year. iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory: Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
<p>Note:</p> <ol style="list-style-type: none"> 1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. 2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. 3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee. 		




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**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

Appendix III

TABLE – A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – B

(Minimum API requirement for the promotion of teachers under CAS in colleges UG & PG))

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee



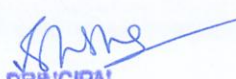

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TABLE – C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)	Deputy Librarian (Stage4/ AGP Rs. 9000) to Deputy Librarian (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee



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TABLE – E

(Minimum API requirement for the promotion of University Director/Deputy Director, Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)	Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee



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**Accompaniment to Government Resolution,
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /
UNI-1, dated 08 March, 2019.**

PROFORMA FOR FIXATION OF PAY

Name of the College/Institution: _____

Name of the teacher: Shri/Smt. _____

Sr. No.	Description	Relevant Information
1.	Designation of the post in which pay is to be fixed as on January 1, 2016 or on _____ (latter date)	
2.	Status (Substantive/officiating)	
3.	Pre-revised Pay Band and Academic Grade Pay or Scale	
4.	Existing Emoluments as on 01.01.2016 (as per pre-revised scale)	
	a. Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay)	
	b. Dearness Allowance	
	c. Existing emoluments (a + b)	
5.	Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay) in the pre-revised structure as on January 1, 2016	
6.	Applicable Level in Pay Matrix corresponding to Pay Band and Grade Pay or Scale shown at Sr. No. 3	
7.	Amount arrived at by multiplying basic pay as at Sr. No. 5 by 2.57	
8.	Applicable Cell in the Level either equal to or just above the Amount at Sr. No. 7	
9.	Revised Basic Pay (as per Sr. No. 8)	
10.	Stepped up pay with reference to the revised pay of Junior, if applicable. Name and pay of the junior also to be indicated distinctly.	
11.	Revised pay with reference to the Substantive Pay in case where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	
12.	Personal Pay, if any	
13.	Date of next increment and pay after grant of increment	

Date of Increment

Pay after increment in applicable Level of Pay Matrix

14. Any other relevant information:

Date:

Place:



Signature & Designation of Head of Institution

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MAJOR R. PARAMESHWARAN MARG, SEWREE - WADALA ESTATE,

PLOT NO. 337, WADALA, MUMBAI - 400 031.

SR NO	NAME OF THE STAFF	SR NO	NAME OF THE STAFF
1	MR P MANOHARAN	32	MR P ARUMUGAM
2	MR MHATRE JAYASHREE D	33	MR.RAMESH KAMBLE
3	MR MARATHE VASANT P	34	MR RAJU MESHRAM
4	MR AKHADMAL SOMNATH	35	MR DAGLE SHANTARAM
5	MR P KRISHNAN	36	MR RAMCHANDRA RANE
6	MS SUNDER LAKSHMI M	37	MR GOSAVI B
7	MS ROSELIN CHRISTOPHER	38	MR MADHUKAR PARLE
8	MR R CHANDRASEKAR	39	MR NIVRUTI PATIL
9	MR M RAJENDRAN	40	MR M THANGAMALAI
10	MR S D RAHATE	41	MR MANOJ MOHILE
11	MR ASHOK BIDLAN	42	MR NAKHWA IBRAHIM
12	MR TORASKAR JYOTIBA	43	MR A THANGIAH
13	MR INDIRASINGH PATIL	44	MR RAJESH A AHIRE
14	MR PRADEEP SUTAKE	45	MR K MURUGESAN
15	MR SURANJAN KAROTIA	46	MR GANESH JAWLE
16	MR JADHAV NARAYAN	47	MR SUBRAMANIAN A PILLAI
17	MR SURVE SANTOSH	48	MR ISHI ROHIDAS D
18	MR SANJAY SHINDE	49	MR PRAKASH BHOSALE
19	MR BHARAT PATIL	50	MR KIRVE MADHUKAR
20	MR C MUTHIAH	51	MR VITTAL SHETTY
21	MR TAWAR JANAKSINGH C	52	MR DHARSE ASHOK
22	MR K KARUPPIAH	53	MR.SAMBHAJI R.KUMBHAR
23	MS SUVARNA SAWANT	54	MR.SAKPAL AKSHAY K
24	MR P VELSAMY	55	MR CHANDRAKANT GURAV
25	MR PIRAMUDAS	56	Ms. NIRMALA SINGH
26	MR R SHANKAR	57	Ms. BHOSALE SANGITA
27	MR RAGHUNATH D RAHATE	58	Ms. PUSHPA PIVHAL
28	Mrs.SABLE SUSHMA SANTOSH	59	Mr.BALIRAM KADAM
29	MR.RAVI SHINDE	60	Mr.SINGH.GANESH NAINSINGH
30	MR A A BHOSALE	61	Ms.KHARADE MANISHA MANOJ
31	MR SURESH DILIP SINGH	62	Mr.MAKWANA JITENDRA MAVJI
		63	Mr.BHOSALE DEEPAK ASHOK



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PERSONAL INFORMATION

(To Be filled in by the employee concerned)

Name:

Father's /Husbands Name:

Surname:

Date of Birth as recorded in the service book / S.S.C Certificate / Leaving Certificate		
Place of Birth		
Whether belongs to Scheduled Caste / 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 position if any	Positions	Period from
	i)	
	ii)	
	iii)	
Mother Tongue		
Language Known		
Qualification and degrees		
University		
Year		

Confidential Assessment Reports 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 : E.L. M.L. C.L.




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Performance Assessment

Sr No	Item	Very	Good	Fair	Average	Below
I	Technical Adequacy					
1	Industry					
2	Application					
3	Initiative					
4	Neatness					
5	Accuracy					
6	Punctuality in work					
7	Methodical and systematic working					
8	Promptness in disposal					
9	Regularity in Attendance					
10	Relations with Superiors					
11	Relations with Colleagues					
12	Relations with members of public					
13	Dependability					
14	Capacity to get work done					

Sr. No	Item	Very	Good	Fair	Average	Below
II	General Impression					
1	General impression and grasp					
2	Leadership qualities					
3	Level of Knowledge (related to the					
4	Teach, ability (wherever relevant)					
5	Special Complementary aptitude qualities					
III	Recommendation					
a)	Administrative ability including					
b)	Fitness to continue in the present post					
c)	Fitness for promotion					
d)	Any other item not covered by which you					
e)	Recommendation – Observation of the					

Date : _____


Signature : _____

Place : Mumbai – 400 031.

Name : (Dr. Usha Sukumart Iyer)

Designation : Principal
(Name and Designation of the Reporting Officer)




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Observation of Reviewing Office on 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 Office 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

(Dr. Usha Sukumar Iyer)

Place : Mumbai – 400 031

Name & Designation of the
Reviewing Officer



Usha
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Name : _____

Period of Report : 01/01/1996 To 31/12/1996

Post or posts held during the period of report : _____

Department / Office / Section : _____

Leave taken during the period : _____

E.L. / C.L. / Other Leave : E.L. 06 M.L. NIL C.L. 08

Confidential Assessment Reports regarding ability and Character

Name : _____

Period of Report : 01/01/1997 To 31/12/1997

Post or posts held during the period of report : _____

Department / Office / Section : _____

Leave taken during the period : _____

E.L. / C.L. / Other Leave : E.L. 19 M.L. NIL C.L. 08

Confidential Assessment Reports regarding ability and Character

Name : _____

Period of Report : 01/01/1998 To 31/12/1998

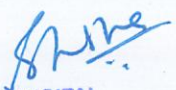
Post or posts held during the period of report : _____

Department / Office / Section : _____

Leave taken during the period : _____

E.L. / C.L. / Other Leave : E.L. 07 M.L. 15 C.L. 08




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S.I.W.S.

N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS

AND

Smt. THIRUMALAI COLLEGE OF SCIENCE

Major R. Parameshwaran Marg, Sewree – Wadala Estate,

Plot No. 337, Wadala, Mumbai – 400 031

PRINCIPAL'S FEEDBACK FORM (2020_2021)

1. The principal develops and monitors long range plans for College improvement.
 Strongly Agree Agree Disagree Strongly Disagree
2. The principal serves as a catalyst for college improvement and focuses on improving student performance as the core mission of the college.
 Strongly Agree Agree Disagree Strongly Disagree
3. The principal creates hope and optimism about the college and its mission, empowering others to reach higher levels of performance.
 Strongly Agree Agree Disagree Strongly Disagree
4. The principal demonstrates values, beliefs and attitudes that inspire staff to higher levels of performance.
 Strongly Agree Agree Disagree Strongly Disagree
5. The Principal maintains caring professional relationships with teachers and staff.
 Strongly Agree Agree Disagree Strongly Disagree
6. The Principal values staff.
 Strongly Agree Agree Disagree Strongly Disagree
7. The principal values students.
 Strongly Agree Agree Disagree Strongly Disagree
8. The principal has high expectations from employees.
 Strongly Agree Agree Disagree Strongly Disagree
9. The principal is supportive of the staff.
 Strongly Agree Agree Disagree Strongly Disagree
10. The principal creates and promotes a healthy work environment.
 Strongly Agree Agree Disagree Strongly Disagree
11. The Principal effectively responds to concerns and issues of stakeholders, confronting and resolving problems in a timely manner.
 Strongly Agree Agree Disagree Strongly Disagree



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12. The principal promotes the use of technology.
 Strongly Agree Agree Disagree Strongly Disagree
13. The principal implements and enforces policies and procedures so that college is supportive and conducive to learning.
 Strongly Agree Agree Disagree Strongly Disagree
14. The principal demonstrates sound financial management, including budgeting, targeting funds to meet institutional goals, purchasing and ethical use of funds.
 Strongly Agree Agree Disagree Strongly Disagree
15. The principal encourages innovative use of staff, student groups, schedules and organizational structures to support student achievement.
 Strongly Agree Agree Disagree Strongly Disagree
16. The principal involves staff in decision making, including systems, curriculum, instructional practices and assessment.
 Strongly Agree Agree Disagree Strongly Disagree
17. The principal interacts easily and in a positive manner with the stakeholders.
 Strongly Agree Agree Disagree Strongly Disagree
18. The principal is an effective public speaker, clearly communicating her message with an engaging style that is received in a positive way by her audience.
 Strongly Agree Agree Disagree Strongly Disagree
19. The principal seeks out opportunities to interact with the public and to build support for our college, such as participating in community events and organizations.
 Strongly Agree Agree Disagree Strongly Disagree
20. The principal practices delegation of authority.
 Strongly Agree Agree Disagree Strongly Disagree
21. The principal is accessible to Teaching and non-teaching staff.
 Strongly Agree Agree Disagree Strongly Disagree
22. The principal explores ways to find common ground in dealing with difficult and divisive issues.
 Strongly Agree Agree Disagree Strongly Disagree
23. The principal exhibits effective administration and organizational skills and promotes academic, co-curricular and extra-curricular activities.
 Strongly Agree Agree Disagree Strongly Disagree
24. The principal maintains honesty and integrity, demonstrating a high level of personal and Professional ethics, and promotes ethical behavior among staff and students.
 Strongly Agree Agree Disagree Strongly Disagree
25. The principal follows through on promises and commitments.
 Strongly Agree Agree Disagree Strongly Disagree

Any other Comment :



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