

**Dr. Madhukarrao Wasnik PWS Arts, Commerce & Science College,**

**Nagpur-26**

### **6.3.5 Performance Appraisal System for teaching and Non-teaching staff**

For the smooth process of placements and promotions of the Teaching and Non-teaching staff College has adopted the system released by the UGC, Government of Maharashtra and RTM Nagpur University, Nagpur.

#### **For teaching Staff:**

Teacher has to fulfill the criteria for the career advancement scheme applicable for the affiliated colleges. A teacher has to perform on three different level i.e. teaching learning, Research Publication and administrative role in his duties during the sessions under his placement tenure.

**Annual Teacher's Profile:** To access the annual performance college IQAC has developed a form for a teacher i.e. teacher's profile. The profile is develop to get input for NAAC works and may it be support to PBAS documentation.

**Performance Based Appraisal System (PBAS):** A form is developed by the Government of Maharashtra & RTM Nagpur University for the placement procedure of the teachers. The proforma is compulsory to all teacher in each category.

**PBAS Proforma for Promotion under CAS:** The proforma is applicable for the placement of Associate Professor and Professor

**Confidential Form:** A teacher has to submit a confidential form which has three parts. The first part is filled by the teacher, second part is to be filled by the head of the department and the third part is to be filled by the principal. Principal's remarks vary from Excellent, Very Good, Good, Satisfactory or Unsatisfactory.

**Feedback Form:** College annually receives feedback from the college teaching staff to look into quality improvements in the campus experience.

#### **Placement Process:**

1. The placement slots are 6 years for first placement of Asst. Professor,(4 years for Ph D holder), next five years for the second placement of Asst. Professor, next three years for the placement of associate professor, and another three years for the placement of Professor is generally applicable here.
2. A teachers has to submit application to The principal for his placement process
3. The teacher is asked to prepare his placement file and produce his PBAS/CAS proforma with adequate research score.
4. To scrutinize the file and for validate the claims made by the applicant for his placement, principal appoints a screening committee and IQAC Coordinator. In the Screening committee two senior teachers have been appointed to evaluate the placement file.
5. The satisfactory completion of the scrutineer process in the college, the Principal engages his admin staff to online process of the teacher's application to RTM Nagpur University, College section.

6. University send a committee of experts including Chairman, Two Vice-chancellor's nominee, and two Subject expert.
7. With the committee from University, Principal sends an application to Joint Director of Higher education for the JD Nominee
8. With the JD Nominee's approval a placement date is decided and all the members are invited for the placement meeting where the members evaluate the teacher's performance during the period of placement through the file prepared by the applicant.
9. For the first two placement it is only a screening of the work done by the member is applicable whereas for the placement of Associate Professor and Professor a proper interview is conducted. A teacher is supposed to give his presentation and answer the questions of the interview panel.
10. With the satisfactory answer members signed the minutes of the placement and finalized the file for further processing of approval by RTM Nagpur University and Joint Director of Higher Education, Nagpur Division.
11. After approval process successfully completed a revised scale of placement is given to the beneficiary teacher.

#### **For Non-Teaching Staff:**

A placement of non-teaching staff is done after 12 years and 24 years for placement increments. College first take an approval form the Joint Director of Higher education, and then promotion measures are applied. College will give promotion to the senior most non-teaching staff of the college.

The promotion is done on the availability of the vacant post only.

If the post is vacant college has to take an approval from the Joint Director of higher education. The post is scrutinized for the category and accordingly it is filled.

A non-teaching staff is supposed to submit **his Feedback form and confidential form** annually which help the administrator to consider the name of employee for the possible promotions.

#### **Appendix – III**

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

**DR. MADHUKARRO WASNIK PWS ARTS AND COMMERCE COLLEGE, NAGPUR**

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**ACADEMIC YEAR**

**(PERIOD FROM 20\_\_ TO 20\_\_)**

***(For Teachers other than Physical Education Persons and Librarians)***

(Introduced as per U.G.C. Notification 11<sup>th</sup> July, 2016 approved by Govt. of Maharashtra State vide  
G.R. dated 04<sup>th</sup> March, 2017)

(To be completed and submitted at the end of each academic year)

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

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

Sr. No.	Name of the Course/ Summer School	Place	Duration Date		Sponsoring Agency
			From	To	
1.	--	--	--	--	--

Date:

Signature of Teacher

**PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please read the Instructions of UGC Notification 11<sup>th</sup> July, 2016 carefully before filling the Proforma for  
Category I, II, III)

**CATEGORY I:**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(Since all the activities are based on objectively verifiable records, evidences must be provided to the  
committee)

**I.a. Direct Teaching:** Includes Lectures/Tutorials/Practical's /Project Supervision/Field Work. (For Assistant Professor **Maximum Score = 70**, for Associate Professor & Professor **Maximum Score= 60**)

sr. No.	Course/ Paper	Level	Mode of Teachi ng*	Unit of calculation		Self Appraisal API Score	Verified API Score by Committee
				Actual hours spent per academic year	Total Hours Spent		
1.						<b>For Assistant Professor (Total Hours Spent ÷ 7.5) =</b>	
2.							
3.							
4.							
5.						<b>For Associate Professor (Total Hours Spent</b>	
6.							
7.							
8.							

						$\div 7.75) =$	
						<b>For Professor (Total Hours Spent <math>\div 7.75) =</math></b>	

<b>Actual API Score claimed for I.a. =</b>	
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\* **Lecture (L), Seminar (S), Tutorial (T), Practical (P), Project Supervision (PS), Field Work (FW)**

**I.b. Examination Duties:** Includes **Question paper setting, Invigilation, Evaluation of answer sheets, Coordinator, Custodian, Lapses /unfair means Committee, Examiner/Expert for practical's /orals, Result Preparation, Any other**

(For Assistant Professor & Associate Professor Maximum Score = 20, for Professor Maximum Score =10)

<b>Sr. No.</b>	<b>Type of Duties</b>	<b>Actual Hours spent per Academic Year</b>	<b>Total Hours spent</b>	<b>Self Appraisal API Score (Total Hours Spent <math>\div</math> 10)</b>	<b>Verified API Score by Committee</b>
				<b>For Assistant Professor (Max.20 ) = 20</b>	
				<b>For Associate Professor (Max.20 ) =20</b>	
				<b>For Professor (Max.15 ) =</b>	
<b>Actual API Score claimed for I.b. =</b>					

**I.c. Innovative Teaching:** Includes **Innovative Teaching, Learning methodologies, Use of ICT, Interactive Course, Preparation of resource/study materials/Laboratory manuals, Updating of subject content/course, Design of curriculum, Participatory Learning Modules, mentoring, any other**

(For Assistant Professor Maximum Score =10, for Associate Professor Maximum Score= 15 and for Professor Maximum Score= 20)

Sr. No.	Nature of Activity	Actual Hours spent per Academic Year	Total Hours spent	Self -Appraisal API Score (Total Hours Spent÷ 10)	Verified API Score by Committee
				For Assistant Professor(Max.10 ) =	
				For Associate Professor(Max.15 ) =	
				For Professor(Max.20 ) =	

<b>Actual API Score claimed for I.c. =</b>	
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<b>For Category I, Actual API score Claimed I.a.+I.b.+I.c.(Max.100/95/90) =</b>	
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Signature of Teacher

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

**Category II a. Student related co-curricular, extension and field based activities:**

- i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit/tour, student seminar quiz/debate, NET/SET/GATE work shop/Lecturers and other events.)
- ii. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
- iii. Extension and dissemination activities (public /popular lectures/talks/seminars, subject related survey, Community/ Social work/Swatchta Abhiyan etc, Water/Tree conservation, Blood donation/Alumni meet etc.)

Sr. No.	Nature of Activity	Actual Hours spent per Academic Year	Total Hours spent	Self -Appraisal API Score (Total Hours Spent÷ 10) (Max.15)	Verified API Score by Committee

<b>Actual API score Claimed for II.a. =</b>	
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**Category II b. Contribution to corporate life and management of the department and institution through, participation in academic and administrative committees and responsibilities:**

- i. Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in- charge, NAAC/ IQAC/ API/ SAP/ FIST/ RUSA/ TEQIP charge, etc. Chairman/ Coordinator/ member, Convener/ Chairman/ Coordinator/ member of conference/ workshop/ seminar/ Refresher/ Orientation course, Hostel Warden/ sport In charge, Admission/ Academic/ Examination committees/ Local management committee/ library committee/ Standing Committee /Sexual Harassment & Prevention Committee member etc)
- ii. Participation in Board of Studies, Academic and Administrative Committees

Sr. No.	Nature of Activity	Actual Hours spent per Academic Year	Total Hours spent	Self Appraisal API Score (Total Hours Spent÷ 10) (Max.15)	Verified API Score by Committee


<b>Actual API score Claimed for II.b. =</b>	
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**Category II c. Professional Development activities:**

(such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/ faculty development courses, dissemination and general articles Membership of associations International/ National/ State, Chairman for subject related event like. M. Phil/ Ph.D. Viva / Referee for M. Phil./ Ph. D. thesis / Referee for subject Journals/ Editors of subject Journals, Session chairman/ sectional president for Conference/ Seminar/ workshop etc. and other contribution)

Sr. No.	Nature of Activity	Actual Hours spent per Academic Year	Total Hours spent	Self Appraisal API Score (Total Hours Spent ÷ 10) (Max.15)	Verified API Score by Committee

Actual API score Claimed for II.c. =	
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For Category II, Actual API score Claimed II.a.+II.b.+II.c. (Max.45) =	
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Signature of Teacher

**PART B: ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY: III RESEARCH AND ACADEMIC CONTRIBUTIONS**

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

### III A) Research Publications in

(a) **Published Papers in Refereed Journals as notified by the UGC<sup>#</sup> (25 points per publication\*)**

Sr. No.	Title of the paper with page Nos.	Journal name <sup>#</sup> with ISBN/ ISSN No	Impact Factor, if any	No. of co-authors	Whether First/ Principal/ corresponding/ authors/ supervisor/ mentors	Self-appraisal API Score*	API Score Verified by Committee
<b>Sub Total A (a) =</b>							

(b) **Published Papers in Other Reputed Journals as notified by the UGC<sup>#</sup> (10 points per publication\*)**

Sr. No.	Title of the paper with page Nos.	Journal name <sup>#</sup> with ISBN/ISSN No	Impact Factor, if any	No. of co-authors	Whether First/Principal/ corresponding/authors/supervisor/mentor	Self-appraisal API Score*	API Score Verified by Committee *
<b>Sub Total A (b)</b>							

<b>For Category III A, Total API Score Sub Total A (a) + Sub Total A (b) = 40</b>	
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**III B) Publications other than journal articles (books, chapters in books)**

**(a) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (30 Points per Book for Single Author)**

<b>Sr. No.</b>	<b>Title of the Book With ISBN/ISSN No</b>	<b>Name of the Publisher with address</b>	<b>Whether Book Approved by the University and Intimated in the UGC? #</b>	<b>Publication level International / National/ Local</b>	<b>No. of co-authors</b>	<b>Whether you are the main author</b>	<b>Self-appraisal API Score*</b>	<b>API Score Verified by Committee*</b>
<b>Sub Total III B (a)</b>								

**(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 Points per Book for Single Author)**

<b>Sr. No.</b>	<b>Title of the Book With ISBN/ISSN No</b>	<b>Name of the Publisher with address</b>	<b>Whether Book Approved by the University and Intimated in the UGC? #</b>	<b>Publication level International / National/ Local</b>	<b>No. of co-authors</b>	<b>Whether you are the main author</b>	<b>Self-appraisal API Score*</b>	<b>API Score Verified by Committee*</b>
<b>Sub Total III B (b)</b>								

(c) **Subject Books, published by Other Local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 Points per Book for Single Author)**

Sr. No.	Title of the Book With ISBN/ISSN No	Name of the Publisher with address	Whether Book Approved by the University and Intimated in the UGC? #	Publication level International / National/ Local	No. of co-authors	Whether you are the main author	Self-appraisal API Score*	API Score Verified by Committee*
<b>Sub Total III B (c)</b>								

(d) **Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (International -10 points per Chapter National – 5 Points per Chapter)**

Sr. No.	Title of the Book With ISBN/ISSN No	Chapter in book with page no.	Name of the Publisher with address	Whether Book Approved by the University and Intimated in the UGC? #	Publication level International / National	No. of authors	Self-appraisal API Score*	API Score Verified by Committee*
<b>Sub Total III B (d)</b>								

<b>For Category III B, Total API Score = Sub Total [B (a) + B(b) + B(c) +B (d)]</b>	
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**III C) Research Projects:**

**(i) Sponsored Projects**

- a. Major projects: grants above Rs.30 lakhs for Engineering/ Sciences, **20** points per project,
- b. Major project: grants above Rs. 5 lakhs up to Rs. 30 lakhs for Engineering/ Science,**15** points per project,
- c. Minor project: grants above Rs.1 lakhs up to Rs. 5 lakhs for Engineering/ Sciences, **10** points per project,

Sr. No.	Type of the project	Title of the Project	Name of Sponsoring Agency	Period	Grant ( Rs. Lakhs)	Self-appraisal API Score	API Score Verified by Committee
<b>Sub Total III C (i)</b>							

**(ii) Consultancy Projects:** (Amount mobilized with minimum Rs.10 lakhs for Engineering/ Sciences **10 Points** for every Rs.10 lakhs)

Sr. No.	Title of the Project	Name of Sponsoring Agency	Period	Amount Mobilized (Rs. Lakhs)	Self-appraisal API Score	API Score Verified by Committee
<b>Sub Total IIIC (ii)</b>						

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

**Major Policy document** prepared for international bodies like WHO/ UNO/ UNESCO/ UNICEF etc. Central / State Govt./ Local Bodies (**30** for each International / **20** for each national level **output** or **patent**. **Major policy document** of International bodies - **30** Central Government – **20**, State Govt.-10 Local bodies – 5)

Sr. No.	Patent / Technology transfer / Product / Process/Major Policy documents prepared for international bodies like WHO/	Agency	Period	Whether policy document/ Patents as outcome	Self-appraisal API Score	API Score Verified by Committee

	<b>UNO/ UNESCO/ UNICEF etc./ Central / State Govt./ Local bodies</b>					
<b>Sub Total IIIC (iii)</b>						

<b>For Category III C, Total API Score = Sub Total [ C (i) +C (ii) +C (iii) ]</b>	
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**III D Research Guidance (In the case of joint supervision points are to be equally shared)** (For M.Phil. Degree awarded 5 points per candidate, Ph.D. Degree awarded 15 points per candidate. Ph.D. thesis submitted 10 points per candidate)

<b>Sr. No.</b>	<b>Research Guidance</b>	<b>Guide / Co-Guide</b>	<b>Thesis Submitted</b>	<b>Degree awarded</b>	<b>Self-appraisal API Score</b>	<b>API Score Verified by Committee</b>
i.	<b>M. Phil</b> or equivalent					
ii.	<b>Ph. D.</b> or equivalent					
<b>Sub Total III D</b>						

<b>For Category III D, Total API Score =</b>	
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### III E Fellowships, Awards and Invited lectures delivered in conferences / seminars

#### (i) Fellowships/ Awards

- a. International Award /Fellowship from academic bodies/associations -15 per Award / 15 per Fellowship.
- b. National Award/Fellowship from academic bodies/associations -10 per Award / 10 per Fellowship.
- c. State/University level Award from academic bodies/associations -5 per Award

Sr. No.	Name of the Fellowship/ Award	Year	Level International/ National / State/ University	Awardee Academic Body/ Association	Self-appraisal API Score	API Score Verified by Committee
<b>Sub Total III E(i)</b>						

#### (ii) Invited lectures / papers presented

- a. Invited lectures (International level 7 per lecture, National level 5 per lecture, State / University level 3 per lecture)

Sr. No.	Title of the invited Lectures	Title of Conference / Seminar etc.	Organized by	Level, international/ National/ State / University	Self-appraisal API Score	API Score Verified by Committee
<b>Sub Total III E(ii) a.</b>						

- b. Papers presented (International level 5 per paper, National level 3 per paper, State / University level 2 per paper)

Sr. No.	Title of presented Papers	Title of Conference / Seminar etc.	Organized by	Level, international/ National/ State /University	Self-appraisal API Score	API Score Verified by Committee
<b>Sub Total III E(ii) b.</b>						

<b>Sub Total III E(ii) = III E(ii) a. + III E(ii) b.=</b>		
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<b>For Category III E, Total API Score Sub Total E (i) + Sub Total III E(ii)=</b>	
<b>The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**</b>	

**III (F) Development of e-learning delivery process/material: 10 Points per module**

<b>Sr. No.</b>	<b>e-learning delivery process/material</b>	<b>Title of the process/material /Module</b>	<b>Details of the Website</b>	<b>No of modules developed</b>	<b>Self-appraisal API Score</b>	<b>API Score Verified by Committee</b>
<b>Sub Total III F</b>						

<b>For Category III F ,Total API Score =</b>	
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**Note: e-learning module shall be approved by the head of the Institution/ Department**

**IV SUMMARY OF CATEGORY III**

<b>Sr. No.</b>	<b>Details</b>	<b>Self-appraisal API Score</b>	<b>API Score Verified by Committee</b>	<b>Remark, if any</b>
1.	API Score for III A			
2.	API Score for III B			
3.	API Score for III C			
4.	API Score for III D			
5.	API Score for III E			
6.	API Score for III F			
	<b>Grand Total</b>			

**V SUMMARY OF API SCORES**



Category	Criteria	Self-appraisal API Score	API Score Verified by Committee
<b>I</b>	<b>Teaching, Learning And Evaluation Related Activities</b>		
<b>II</b>	<b>Professional Development, Co- Curricular and Extension Activities</b>		
<b>III</b>	<b>Research and Academic Contribution</b>		
	<b>Total API Score (I + II + III)</b>		

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

Signature of teacher

**Observation and Remark of the Screening cum Evaluation/ Selection Committee:-----**

**Member, Screening cum Evaluation/ Selection Committee:**

1. ....
2. ....

Chairman / Co-ordinator IQAC

Signature of Chairman

**Appendix – II**

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**  
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

**PBAS Proforma for Promotion under CAS**  
**(PART A, PART B & PART C)**

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

- 1. Name (in Block Letters):**
- 2. Father's Name/Mother's Name:**
- 3. Department/College:**
- 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 to SD/ST/OBC category:**

**13. Address for correspondence (with pincode)**

**14. Permanent address (with Pincode)**

**Telephone No:**

**Email:**

**15. Academic Qualifications (Matric till post-graduation)**

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
S.S.C.					
Diploma					
B.E.					
M.TECH.					

**16. Research Degree(s)**

Degrees	Title	Date of award	University

**17. Appointments held prior to joining this institution**

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		
					-
					-

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

Designation	Department	Date of actual Joining		Grade
		From	To	

**19. Period of teaching experience: P.G. Classes (in years):** \_\_\_\_ Yrs.

**U.G. Classes (in years):** \_\_\_\_ Yrs.

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

**21. Fields of Specialization under the Subject/Discipline:**

**22. Academic Staff College Orientation/Refresher Course attended:**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**Date:**

**Signature of the teacher.**

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

- (i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester wise/ Year wise details, where necessary (for the prescribed period of each category by the UGC))

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours I

		API Scores
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

- (ii) Reading/Instructional material consulted and additional knowledge resources provided to students

S.No	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20)				API Score:

- (ii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

S.No.	Short Description	API Score
	<b>Total Score (Max Score:20)</b>	

**(iv) Examination Duties Assigned and Performed**

<b>S.No.</b>	<b>Type of Examination Duties</b>	<b>Duties Assigned</b>	<b>Extent to which carried out (%)</b>	<b>API Score</b>
	<b>Total Score (Max: 25)</b>			

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct:**

\_\_\_\_\_  
**Signature of H.O.D / Principal**

**Final Score approved by the Screening / Selection Committee:  
(For Category: I)**

\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**

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

**Please mention your contribution to any of the following:**

<b>S.No.</b>	<b>Type of Activity</b>	<b>Average Hrs/week</b>	<b>API Score</b>
	<b>(i) Extension, Co-curricular &amp; field based Activities</b>		
	<b>Total (Max:20)</b>		
	<b>(ii) Contribution to Corporate Life and Management of the institution</b>	<b>Yearly/Semester wise responsibilities</b>	<b>API Score</b>
	<b>Total (Max:15)</b>		
	<b>(iii) Professional Development Activities</b>		
	<b>Total (Max:15)</b>		
	<b>Total Score (I + ii + iii) (Max: 25)</b>		

**Total Score (Category: II) :-**

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of H.O.D / Principal**

**Final Score approved by the Screening / Selection Committee:  
(For Category: II)**

\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**

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

**III-A) Published Papers in Journals**

S. No.	Title with page nos.	Journal	ISSN / ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co. authors	Whether you are the main author	API Score
01							
02							

**III-B) (i) Articles/Chapters published in Books**

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of coauthor	Whether you are the main author	API Score

**(ii) Full Papers in Conference Proceedings**

S. No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No	No. of co authors	Whether you are the main author	API Score

**(iii) Books published as single author or as editor**

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of coauthors	Whether you are the main author	API Score

**III-C) Ongoing and Completed Research Projects and Consultancies**

**(i & ii) Ongoing Projects/Consultancies**

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score



**(iii & iv) Completed Projects/ Consultancies**

S. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs in lakhs)	Whether policy document / patent as outcome	API Score

**III-D) Research Guidance**

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil. or equivalent				
Ph.D. or equivalent				

**III-E) (i) Training Courses, Teaching-Learning Evaluation Technology Program, Faculty Development Programmes (not less than one week duration)**

S. No.	Program	Duration	Organized by	API Score

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

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organized by	Whether International / National / state/ Regional / college or university level	API Score

**(iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.**

S. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether international/national	API Score

**Total Score (Category: III) :-**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of Teacher**

\_\_\_\_\_  
**Signature of H.O.D / Principal**

**Final Score approved by the Screening / Selection Committee:  
(For Category: III)**

\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**

**IV. SUMMARY OF API SCORES**

	<b>Criteria</b>	<b>Last Academic Year</b>	<b>Total – API Score for Assessment Period</b>	<b>Annual Av. API Score for Assessment Period</b>
<b>I</b>	<b>Teaching, Learning and Evaluation related activities</b>			
<b>II</b>	<b>Co-curricular, Extension Professional development etc</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct:**

\_\_\_\_\_  
**Signature of H.O.D / Principal**

\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**

**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.


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

Signature of the  
faculty with  
Designation, Place  
& Date

Signature of HOD

Signature of Chairperson/Principal

**N.B:** The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will

be duly verified by the University / College as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment / Verification.

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

**DR. MADHUKARRAO WASNIK PWS ARTS, COMMERCE & SCIENCE**

**COLLEGE, NAGPUR-26**

**UNDER CAS PROMOTION FOR TEACHERS IN COLLEGE**

**CONSOLIDATED PROFORMA**

**PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATED**

**PROFESSOR UNDER CAS**

**As per 7<sup>th</sup> pay UGC regulation 18<sup>th</sup> July, 2018 and**

**Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019**

**For College Associate Professor 2017-20**

**(Duration From 2017-18, 2018-19, 2019-20)**

**Academic Year :**

**PART A: GENERAL INFORMATION**

a)	Name (in Block Letters)	
b)	Current Designation & Pay	----- <b>i) Pay Scale :</b> <b>ii) Grade Pay :</b>
c)	Name of College	<b>Dr. M.W.P.W.S. Arts and Commerce College, Nagpur.</b>
d)	Department	
e)	Date of Appointment	

f)	Which position and pay are you an applicant under CAS	
g)	Date of eligibility for promotion	
	Sex	
	Nationality	<b>Indian</b>
h)	Address (with Pin code)	
	Permanent Address (with Pin code)	<b>As Above</b>
	Mobile No.	
	Email	

**B. Academic Qualifications (S.S.C. till Post Graduation)**

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject

**C. Research degree / Fellowship / Research Training Program:**

Degrees	Title	Date of award	University

**D. Particulars of NET/ JRF/ SLET/GATE ect**

Name of the Test	Name of the Test conducting body	Month & Year	Subject	Annex ure

**i) Post held after appointment at this Institution**

Designation	Department	Date of actual Joining		Grade
		From	To	

**D. Orientation/Refresher Course attended**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**Date: / /2021**

**Signature of the Teacher**





**Table 1.2: Involvement in the College students related activities/research activities:**

S. N.	Activity	Involvement Yes / No	Grade Claimed And marks	Grade Verified	Annexur e
a)	<b>Administrative responsibility</b> 1.				
b)	<b>Examination &amp; Evaluation Duties</b> 1.				
c)	<b>Student related co- curricular, extension and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community Services: -</b>				
d)	Organizing seminars/ conferences/ workshops, other college 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.				

## Summary

Sr.No	Activity	Self Appraisal Grading of Academic Year	Verified API Grading by Committee	Signature of IQAC
1	<b>Teaching Learning and Evaluation related Activity</b>			
2	<b>Involvement in the college students related Co-curricular ,Extension Professional development Activity</b>			

**According to the above table the teacher is eligible/not eligible in Table 1**

**Eligible**  
: .....

Signature of Faculty

Verified and found correct:

Signature of Principal/H.O.D

Chairman, IQAC committee  
College

Final grade approved by the screening / selection committee:  
(For Table 1)

Signature of Chairman screening/  
Selection committee

**Dr. M.W.P.W.S. Arts and Commerce College, Nagpur**  
**Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**  
**Research Score Sheet under CAS for Associate Professor**  
 (Govt. of Maharashtra Higher & Technical Education Department Government Resolution No.  
 Misc-2018/C.R.56/18/UNI-1, Dated 08 March, 2019)

**Appendix –II**

**Table – 2**

**(Methodology for University and College Teachers for calculating Academic/Research Score)**

**1. Research papers in peer reviewed or UGC listed Journals**

Give details regarding Research papers published in peer reviewed Journals, Book published with ISSN/ISBN.

<b>Sr. No.</b>	<b>Title with page nos.</b>	<b>Journal</b>	<b>ISSN/ ISBN No</b>	<b>Whether Peer Reviewed Impact Factor, if Any</b>	<b>No. of co, Authors</b>	<b>Whether you are the main author or</b>	<b>API Score</b>
<b>Academic Year 2017-18</b>							
1.							
2.							
<b>Total</b>							
<b>Grand Total</b>							

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

Sr. No.	Title of the Book With ISBN/ISSN No	Chapter in book with page no.	Name of the Publisher with address	Whether Book Approved by the University and Intimated in the UGC? #	Publication level International / National	No. of authors	Self-appraisal API Score*	API Score Verified by Committee*
1018-19								
1.								
2.								
2019-20								
1.								
<b>Sub Total III B (d) =</b>								

**(2) (a) (iii) Editor of Book with ISSN / ISBN number**

Editor of Book by International Publisher: 10 points per Book for Single Author

Editor of Book by National Publisher: 8 points per Book for Single Author

Sr. No.	Title of the Book With ISBN/ISSN No	Name of the Publisher with address	Whether Book Approved by the University and Intimated in the UGC? #	Publication level International / National/ Local	No. of co-authors	Whether you are the main author	Self-appraisal API Score*	API Score Verified by Committee*
2018-19								
1.								
2019-20								
1.								
<b>Sub Total III B (b) = 13</b>							13	13

**(b) Translation works in Indian and Foreign Languages by qualified faculties**

Sr. No.	Title of the Book With ISBN/ISSN No	Name of the Publisher with address	Whether Book Approved by the University and Intimated in the UGC? #	Publication level International / National/ Local	No. of co-authors	Whether you are the main author	Self-appraisal API Score*	API Score Verified by Committee*
2017-18								
1.								
<b>Sub Total III B (c)= 08</b>								

**3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:**

- (a) **Development of Innovative pedagogy: PPT**
- (b) **Design of new curricula and courses: Nil.**
- (c) **MOOCs: Nil**

**(3) (d) (ii) e-Content (developed in 4 quadrants) per module (2017-18)**

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

**(3) (d) (ii) e-Content (developed in 4 quadrants) per module (2018-19)**

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

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

- (3)(a) Development of Innovative pedagogy: (1019-20)**



					<b>Mobilized (Rs lakh)</b>	<b>Score</b>	
					<b>Total</b>		

4. (c) **Research Projects Ongoing:** Nil

(d) **Consultancy:** Nil

5. (a) **Patents:** Nil

(b) **Policy Document (Submitted To An International Body/ Organisation Like Uno/Unesco/World Bank /International Monetary Fund etc. or Central Government or State Government):** Nil

(c) **Awards/Fellowship):** Nil

6. **Invited Lectures / Resource Person/ Paper Presentation In Seminars/ Conferences/Full Paper In Conference Proceedings (Paper Presented In Seminars/Conferences And Also Published As Full Paper In Conference Proceedings Will Be Counted Only Once):**

<b>Sr. No.</b>	<b>Title of the invited Lectures</b>	<b>Title of Conference / Seminar etc.</b>	<b>Organized by</b>	<b>Level, international/ National/ State / University</b>	<b>Self-appraisal API Score</b>	<b>API Score Verified by Committee</b>
1.						
2.						
<b>Sub Total III E(ii) a.= 07</b>						

**Full Papers in Conference Proceedings**

<b>Sr. No.</b>	<b>Title with page nos.</b>	<b>Details of Conference Publication</b>	<b>ISSN / ISBN</b>	<b>No. of co-authors</b>	<b>Whether you are the main author</b>	<b>Research Score</b>	<b>Annexure</b>
					<b>Total</b>		

<b>RESEARCH SCORE SHEET (APPENDIX- II, TABLE-2)</b>		
S. No.	Academic and Research Activity	Total Research Score
1.	Research Published papers in Journals ( 4 Research papers)	
	Publications (Other Than Research Papers) Articles in Book	
2.	(a) Books authored which are published by	
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:	
	(a) Development of Innovative pedagogy	
	(b) Design of new curricula and courses	
	(c) MOOCs	
	(d) E-Content	
4.	(a) Research Guidance for Ph. D for PG dissertation	
	(b) Research Project Completed (1-Minor )	
	(c) Research Project ongoing	
5.	(a) Patent	
	(b) Policy Document (Submitted To An International Body/ Organisation Like UNO/UNESCO/World Bank /International Monetary Fund etc. or Central Government or State Government)	
	(c) Awards/Fellowship)	
6	Invited Lecture /Paper presented at National/ International seminar/conferences/Proceedings, papers presented (score without capping=18) (capping 30 %)	
	<b>Invited Lecture = 05</b>	
	<b>Resource Person - Nil</b>	
	<b>Paper Presented -Nil</b>	
	<b>Conferences Proceedings</b>	
	<b>Total Research Score (API)</b>	

### SUMMARY OF CATEGORY III

Sr.No	Details	API Score Claimed	Score Approved by API Screening Committee	Remark
<b>1</b>	<b>III (1)</b>			



<b>2</b>	<b>III (2)</b>			
<b>3</b>	<b>III (3)</b>			
<b>4</b>	<b>III (4)</b>			
<b>5</b>	<b>III (5)</b>			
<b>6</b>	<b>III (6)</b>			
	<b>Grand Total</b>			

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

Signature of the teacher

Forwarded through:

Chairman, IQAC committee

Principal  
Dr. M.W. P.W.S. Arts & Commerce College, Nagpur