SHIVAJI UNIVERSITY, KOLHAPUR

Revised API - PBAS Pro forma for Recruitments and Promotion under CAS as per UGC's 4th Amendment Dated 11th July, 2016

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

Name of College :-

1. Name (in Block Letters) :-

2. Father's Name / Mother's Name :-

3. Department :-

4. Current Designation & Grade Pay :-

5. Date of last Promotion :-

6. Position and Grade Pay applied under CAS :-

7. Date of eligibility for promotion :-

8. Date and Place of Birth :-

9. Sex :-

10. Marital status :-

11. Nationality :-

12. Indicate category and sub category (if reserved):-

13. Address for correspondence (with Pin code) :-

14. Permanent Address (with Pin code) :-
    Telephone No :-
    Email :-

15. 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
High School /S.S.C.					
H.S.C.					
B.A./B.Sc/B.Com/ B. Mus. B.E., B.Tech. Etc.					
M.A./M.Sc/M.Com/ M. Mus., M.E., M.Tech., Etc.					
Others examination, if any					

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of		Salary with Grade Pay	Reason of leaving
		Joining	leaving		

18. Posts held after appointment at this institution:-

Designation	Department	Date of actual		Grade
		From	To	

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

U.G. Classes (in years) _____

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

21. Fields of Specialization under the Subject / Discipline

(a) _____

(b) _____

22. Academic Staff College Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended during the year.

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a. Direct teaching Maximum Score 70, for Assistant Professor, Maximum Score 60 for Associate Professor & Professor.

a. i. Classroom teaching lectures, seminar (As per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching*	No. of periods / Hours allotted		No. of periods / Hours engaged per annum	Actual Score (Actual hours spent per academic year ÷ 7.5/ 7.75/7.75)
				Per Week	Per annum		

* Lecture (L), Seminar (S)

a. ii. Classroom teaching (including lectures, seminar) in excess of UGC norms (as per allocation)

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours/ Periods per academic year engaged	Actual Score (Actual hours spent per academic year ÷ 7.5/ 7.75/7.75)

* Lecture (L), Seminar (S)

a. iii. Tutorials and Practicals, Field work, Project Supervision (Actual as per student attendance register)

Sr. No.	Course / Paper	Tutorials/ Practical/ Field work/ Project supervision	Hours/ Periods per academic year engaged	Actual Score (Actual hours spent per academic year ÷ 7.5/ 7.75/7.75)

Sub Total a. Direct Teaching Max. Score 70/60 Actual Score – a i+ii+iii =

b. **Examination duties -** Maximum Score 20, for Assistant Professor& Associate Professor, Maximum Score 10 for Professor.

Sr. No.	Type of Duties	Dates from – to	Actual Hours spent	Actual Score (Actual hours spent per academic year ÷ 10)
	Question paper setting,			
	Invigilation/supervision			
	Flying squad			
	Custodian			
	CAP Director/Assitt director			
	Unfair menace committee			
	Lapses committee			
	internal assessment			
	external assessment			
	re evaluation			
	Total Actual Score			

c. Innovative Teaching - Maximum Score 10 for Assistant Professor, Maximum Score 15 for Associate Professor, Maximum Score 20 for Professor.

Sr. No.	Nature of Activity	Max Score	Actual hours spent per academic year	Actual Score (Actual hours spent per academic year ÷ 10)
	• Learning Methodologies • Use of innovative methodologies for teaching • Use of ICT • Updating of subject content • Course improvement • Preparation of study material • Interaction with entrepreneur / social worker • Mentoring • Participative teaching • Role playing			
	Sub total (max score 10)	10/15/20		
	Total of Category 1 Max score	100/95/90		
	Minimum API score required for Category I *	80/75/70		

Note : * Assistant Professor Stage 1 to 2 = 80, Stage 2 to 3 = 80,
         Assistant Professor to Associate Professor Stage 3 to 4 = 75,
         Associate Professor to Professor Stage 4 to 5 = 70
         Professor Stage 5 to 6 = 70

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

4. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

CATEGORY II

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category II	Nature of Activity	Maximum API Score	Actual score
a.	**Student related co-curricular, extension and field based activities.** **(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)**	15	Actual hours spent per academic year ÷ 10
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/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees**	15	Actual hours spent per academic year ÷ 10
c	**Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lecturesin refresher / faculty development courses, dissemination and general articles and any other contribution)**	15	Actual hours spent per academic year ÷ 10

CATEGORY II - CO- CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Year wise)

Category II	Nature of Activity	Maximum API Score	Actual score	Verified API Score	Page No.
a	**Student related co-curricular, extension and field based activities.** **i. Discipline related co- curricular activities organized** • Field work, field studies study tour • Student seminar • Remedial classes • Career counseling • NET/SET/GETT/Workshop (1 week) • Quiz, debate, elocution, (on subject) • Essay competition on subject • Exhibition • Subject / faculty day celebration • Survey conduction • Subject association activity (Evidence to be provided.)	15	Actual hours spent per academic year ÷ 10		
	ii. Other co-curricular activities • Cultural prog. coordinator • NSS, NCC officer/ Assit officer • Eradication of superstitions • Tree plantation • AIDS / Awareness • Blood donation camp • Student welfare officer • Placement officer • Sports Committee (Evidence to be provided.)		Actual hours spent per academic year ÷ 10		
	iii. Extension and dissemination activities Positions held / Leadership role played in organization linked with Extension work • Community work such as—National integration, human Right, peace,Scientific temper flood/ drought relief • Public lectures delivered (Related to subject) • Talks delivered in a programme as chief guest • Seminars in public interest • General awareness activities • Organizing subject related event like lecturer on special topics • Popular writings not covered under(III) (Evidence to be provided.)		Actual hours spent per academic year ÷ 10		

| B | **Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.**
i. Administrative responsibility
• Dean, Principal, management council member
• Director of school/institute
• IQAC coordinator,
• Refresher/orientation coordinator
• Head of Department
• Chairperson/ Convener
•
Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty | 15 | Actual hours spent per academic year ÷ 10 | | |
| | **ii. Participation in**
• BOS/ Faculty / Academic Council /
• Senate/ any other University Committee
• Chairman for subject related event like. Ph.D. Open Defense Session.
• Various Scrutiny meeting
• Resource Person/ Speaker for subject related event
• Referee/ Judge for subject related event etc.
• Administrative Committees
• Editorial Board
• Local management committee
• Admission committee
• Campus development
• Library committee
• Standing Committee
• Sexual Harassment &Prevention Committee etc.
• Membership / participation in State / Central bodies/committees on education research
• Exam reforms
• | | Actual hours spent per academic year ÷ 10 | | |

C	**Professional Development activities** • **participation in seminars, conferences,** • **short term training courses,** • **industrial experience,** • **talks,** • **lectures in refresher / faculty development courses,** • **dissemination and general articles and any other contribution** •	15	Actual hours spent per academic year ÷ 10			
	Total of Category II Max score	45				
	Minimum API score required for Category II (for Assessment period)	*50/50/50 /50/100				

* Stage 1 to 2 = 50,
   Stage 2 to 3 = 50,
   Stage 3 to 4 = 50,
   Stage 4 to 5 = 50,
   Stage 5 to 6 = 100

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

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

CATEGORY: III

RESEARCH AND ACADEMIC CONTRIBUTIONS

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

III A) (i) Published Papers in Refereed Journals as notified by the UGC* (25 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self apprais al score	API score Verified	Page No. of relevant documents
Sub Total A (i)									

Published Papers in Other Reputed Journals as notified by the UGC* (10 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self apprais al score	API score Verified	Page No. of relevant documents
Sub Total A (i)									

III B) Publications other than journal articles (books, chapters in books)

(i) 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)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B i)									

(ii) 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)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B ii)									

(iii) 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 Authour)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B iii)									

(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. The List will be intimated to UGC. (International -10 points per Chapter National – 5 Points per Chapter)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B iv)									

Total B (i+ii+iii+iv)	

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III C) Research Projects:

III C (i) Sponsored Projects

A) Major projects: grants above Rs.30 lakhs for Engineering/ sciences &above Rs.5 lakhs for others, 20 points per project,

B) Major project: grants above Rs. 5 lakhs up to Rs. 30 lakhs for Engineering/ science and Rs.3 lakhs minimum to Rs. 5 lakhs for others, 15 points per project,

C) Minor project: grants above Rs.1 lakhs up to Rs. 5 lakhs for Engineering/ sciences & above Rs.1 lakhs up to Rs. 3 lakhas for others, 10 points per project,

Type of project	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C (i)								

III C (ii) Consultancy Projects (Amount mobilized with minimum Rs.10 lakhs for Engineering/ sciences & minimum of Rs.2 lakhs for others, 10 points for every Rs 10 lakhs & Rs. 2 lakhs. respectively)

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Amount Mobilized (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C (ii)								

III C (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.	Name of the Project	Funding Agency	Whether Co-PI	Amount Mobilized (Rs.)	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total C (iii)							

Total C(i+ii+iii)	

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)

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
M. Phil or equivalent						
Ph. D. or equivalent						
Sub Total D						

III E Fellowships, Awards and Invited lectures delivered in conferences / seminars

III E (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.	Fellowship / Award	Year	Level International /National / State / University	Awardee Academic Body/ Association	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
Sub Total E (i)							

III E (ii) Invited lectures / papers International level 7 per lecture, National level 5 per lecture, State / University level 3 per lecture
a. Invited lectures

Sr. No.	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international /National	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E (ii)							

(ii) Invited lectures / papers International level 5 per paper, National level 3 per paper, State / University level 2 per paper
a. Papers presented

Sr. No.	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international/National/ State or University level	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E (ii)							

Total E (i+ii)	

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

III (F) Development of e-learning delivery process/material   10 per module
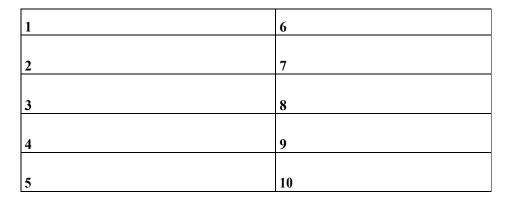
IV SUMMARY OF CATEGORY III

Details	By Candidate	By Committee	Remark
Total A)			
Total B)			
Total C)			
Total D)			
Total E)			
Total F)			
Grand Total			

V SUMMARY OF API SCORES

		Criteria	API score claimed	API score verified	Page No.
I		Procurement, Organization, and Delivery of Knowledge and Information Through Library Services			
II		Professional Development, Co-Curricular and Extension Activities			
III		Research and Academic Contribution			
		TOTAL API(I + II + III) (Minimum Score required 90/120/150/180)			

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

1	6
2	7
3	8
4	9
5	10

UNDERTAKING

I_____ undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filledPBAS performa.

My PBAS based APIs score carries

Place :

Date :   Signature of the faculty with
                                                                        Designation

Place :

Date :   Signature
                                                              Head of the Department

Place :

Date :   Principal / Director/ Vice- Chancellor

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