

SHIVAJI UNIVERSITY, KOLHAPUR

*Revised API - PBAS Pro forma for Recruitments and Promotion under CAS
as per UGC's 4th Amendment Dated 11th July, 2016
(YEAR / /200 - / /200)*

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 | |
| | | | | |
| | | | | |
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19. Period of teaching experience:

P.G. Classes (in years) _____

U.G. Classes (in years) _____

[3]

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 |
|--------------------------------------|-------|----------|-------------------|
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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 | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

* 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/ Field work/ supervision | Practical/ Project | 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) |
|---------|--|-----------|--------------------------------------|--|
| | <ul style="list-style-type: none"> • 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, lectures in 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 | <p>Student related co-curricular, extension and field based activities.</p> <p>i. Discipline related co- curricular activities organized</p> <ul style="list-style-type: none"> • 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 | | |
| | <p>ii. Other co-curricular activities</p> <ul style="list-style-type: none"> • 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 | | |
| | <p>iii. Extension and dissemination activities</p> <p>Positions held / Leadership role played in organization linked with Extension work</p> <ul style="list-style-type: none"> • 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 | <p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i. Administrative responsibility</p> <ul style="list-style-type: none"> • Dean, Principal, management council member • Director of school/institute • IQAC coordinator, • Refresher/orientation coordinator • Head of Department • Chairperson/ Convener • <p>Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty</p> | 15 | Actual hours spent per academic year ÷ 10 | | |
| | <p>ii. Participation in</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 appraisal score | API score Verified | Page No. of relevant documents |
|------------------------|----------------------|---------|-----------------|-----------------------|-------------------|--|----------------------|--------------------|--------------------------------|
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| 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 appraisal score | API score Verified | Page No. of relevant documents |
|------------------------|----------------------|---------|-----------------|-----------------------|-------------------|--|----------------------|--------------------|--------------------------------|
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| | | | | | | | | | |
| 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 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 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) | | | | | | | | | |

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|-------------------------------|--|
| 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 lakhs 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 |
|--------------------------|---------------------|----------------|---------------|------------------------|----------------------|--------------------|--------------------------------|
| | | | | | | | |
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| Sub Total C (iii) | | | | | | | |

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|---------------------------|--|
| 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 filled PBAS 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.