Marathwada Shikshan Prasarak Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon

INTERNAL QUALITY ASSURANCE CELL

CRIETERION-6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Sample Appraisal System Forms for Teaching Staff

Self Asst. Cum-Performance Apprisal Forms API-PBAS Proforma (svk)

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.
431 004.

Name of College :- _____

Self-Assessment-Cum-Performance Appraisal Forms
API-PBAS Proforma
CAS Promotion for Assistant Professor / Associate Professor / Professor and Direct
Recruitment of Associate Professor/Professor in Unioversities and Colleges.

For
Faculty of Humanities / Sciences & Technology / Commerce & Management /
Interdisciplinary/

Reference : i) The Gazette of India : Extraordinary, Part III Section 4 dated 18th July,2018.
ii) Government of Maharashtra Misc -2018.CR 56/18/UNI date 8th March.2019.

ACADEMIC YEAR :- _____

PART – A : GENERAL INFORMATION AND ACADEMIC BACKGROUND.

1	Name (in Block Letters)	:
2	Department	:
3	Current Designation & Academic Level	:
4	Date of last Promotion	:
5	Which position and Academic Level :	:
6	Date of eligibility for promotion	:
	Address (with Pin Code)	

Telephone /Mobile No.
E-mail

8. **Academic Qualifications (UG & PG) :**

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks obtained.	Division / Class / Grade	Subject
U.G. ( )					
P.G. ( )					
Other examination, if any					

Self Asst. Cum-Performance Appraisal Forms API-PBAS Proforma (svk)

09. Research Degree(s) :

Degree	Title	Date of award	Name of University
M.Phil			
Ph.D. /D.Phil.			
NET/SET			
D.Sc./D.Litt./Any other			

10. Appointment held prior – joining this institution : (Please attach relevant certificates of service / experience)

Designation	Name of Employer	Essential Qualifications for the post at the time of Appointment	Nature of Appointment (Regular / Fixed term / Temporary / Adhoc)	Date of Joining	Date of Leaving	Salary with Grade	Reason of leaving

11. Posts held after appointment at this institution :

Designation	Department	Date of Joining		Grade Pay / Pay Matrix Level.
		From	To	

12. Period of teaching experience :

       P.G. Classes (In Years) :

       U.G. Classes (In Years) :

13. Research Experience excluding years spent in M.Phil./ Ph.D. (In Years) :

14. Fields of Specialization under the Subject / Discipline :

15. Human Resource Development Center Orientation / Refresher Course /FDP/ MOOC / One-

Two week courses attended so far :

Name of the Course	Date of Courses	Duration (Period)	Name of Organizer

2

PART B : ACADEMIC PERFORMANCE INDICATORS (API) :

Based on the teacher's self-assessment, API Scores are proposed for (1) teaching related activities, domain knowledge (2) Involvement in University / College student's related activities / research activities. 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. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API Scores required under this category.

Table 1

Assessment Criteria and Methodology for University / College Teachers.

Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading	Verified API Grading by Committee.
		Actual Class spent per year	% of Teaching	For Assistant Professor/ Associate Professor / Professor	
	(1)	(2)	(3)	(4)	
1	Teaching : (Number of Classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			i) Good : 80% & above. ii) Satisfactory : Below 80% but 70% & above. iii) Not satisfactory : Less than 70%	
	Teaching Black Board				
	Teaching ICT based.				
	Practical / Laboratory				
	Tutorials /Assignments/ Project.				
	Field Work				
	Group Discussion				
	Seminars				
	Remedial Teaching				
	Clarifying doubts within and outside the class hours				

3

Additional teaching to support counseling and mentoring				
Total Actual hours Spent				

2. Involvement in the University / College students related activities / research activities.

2	Activities	Specify Actual participation in year	Total days Spent per year	Self-Appraisal Grading For Assistant Professor/ Professor	Verified API Grading by Committee
	Involvement in the University / College students related activities / research activities.			i) **Good** : Involved in at least 3 activities. ii) **Satisfactory** : 2 activities. iii) Not-satisfactory : Not involved / under-taken any of the activities. **Note** : Number of activities can be within or across the broad categories of activities.	
	(a) Administrative responsibilities such as Head, Chairperson /Dean/ Director/ Coordinator, Warden, etc.				
	(b) Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.				
	i) Question Paper Setting				
	ii) Invigilation / Supervision				
	iii) Flying Squad				
	iv) CS/ACS/ Custodian				
	v) CAP Director Assistant Director				
	vi) Unfair Menace Committee				
	vii) Grievance Committee				
	viii) Internal Assessment				
	ix) External Assessment				
	x) Re-valuation				
	ix) External Assessment				

4

	x) Re-valuation.				
	xi) Result Preparation (College Level for Internal Assessment)				
	xii) M.Phil. Ph.D. Thesis evaluation / any other.				
	(c) 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.				
	(d) Organizing seminars / conferences/ Workshops, etc and other college / university activities.				
	(e) Evidence of actively involved in guiding Ph.D students. i) No. of Registered candidate : ii) No. of Awarded Candidates :				
	(f) Conducting Minor Or Major Research Project sponsored by national or international agencies. i) Above 10 Lacs. ii) Below 10 Lacs.				
	(g) At least one single or joint publication in peer-reviewed or UGC list of Journals. i) No of Papers Published (Single author) : ii) No of Papers Published (Joint author) :				
Overall Grading (Attached List) **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, statues and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic / Research Score.

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 and Professor.

(Assessment must be based on evidence produced by the teacher such as : copy of publications, project sanction letter, utilization and completion certificate issued ffby the University and acknowledgement for patent filing and approval letters, students Ph.D. award letter, etc,.

(1) Research Papers in Peer-Reviewed or UGC listed Journals : (Please refer points as per UGC notification).

Sr. No.	Title of Paper	Journal Name, Page nos, Vol. no., Year of publication	ISSN / ISBN No.	Impact Factory if any (with if agency)	No. of Co. Authors	Whether Principal Author / Supervisor/ Co.supervisor	Self. Appraisal Score	API Score Verified	Page No. of Relevant Documents.
							Total (1)		

(2) (a) Publications (other than Research papers) (Books, Chapters in Books)

    (i) Books published with ISSN/ISBN number

        International publisher : 12 points per Book for Single Author

        National Publisher : 10 points per Book for Single Author.

Sr. No.	Title of Book with no. of papers	Publishers name with ISSN/ ISBN / No.	International/ National Publisher	No. of Co. Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
							Total (2)(a)(i):	

(2) (a) (ii) Chapter in Edited Book with ISSN/ ISBN   (5 points per Chapter)

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN/ISBN NO.	No. of Co-Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
1								
2								
					Total (2)(a)(i):			

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

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 Book with page Nos.	Publisher Name & ISSN / ISBN NO.	International Publisher	No. of Co-Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
1								
2								
					Total (2)(a)(i):			

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

(3 points per Chapter or Research paper
(8 points per Book

Sr. No.	Title of Book with page Nos.	Publisher Name & ISSN / ISBN NO.	International Publisher	No. of Co-Author	Whether Principal Author / Co. Author	Self Appraisal Score	API Score Verified.	Page No. of Relevant Documents
1								
2								
				Sub Total (2)(b)				
	Total (2) : (2)(a)(i)+ (2)(a)(ii)+ (2)(a)(iii)+(2)(b)							

7

(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 : (5 points per Innovative pedagogy)

Sr. No	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments : Face-to-face/ Networked/ Open and distance/Virtual /if any	Specify ICTs resources web link : You Tube Videos-Audios/ Smart Classroom / Simulation Game / Blogging / Online Discussion Forums / Virtual Laboratories / Telecast /Picture/ Model /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3)(a)			

(3) (b) Design of new curricula and courses : (02 points per curricula / Course)

Sr. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Subtotal (3)(a)			

8

(3) (c) MODCs:

(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course) (20 per curricula/

course)

(In case of MOOCs of lesser credits 05 marks/ Credit)

Sr. No	Name of Programme where curricula introduced	Course Credits	Title of new MOOC Curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
							Subtotal (3)(a)		

(3) (c) (ii) MOOCs (Developed in 4 quadrants) per module/Lecture (5 points per module /lecture)

Sr. No	Name of Programme where curricula introduced	Course Credits	Title of new MOOC Curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model /Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
							Subtotal (3) (c)(a)		

(3) (c)(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

(2 points per curricula / Course)

Sr. No	Name of Programme & Course where Content is introduced	Course Credits	Title of new MOOC Content curricula	Specify ICTs resources : web link/ You tube link:/Audio / Video/ Telecast Picture Model	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents

				/Charts if any					
1									
2									
							Subtotal (3) (c)(a)		

(3) (c)(iv) Course Coordinator for MOOCs (4 credit course) (8 Points per curricula / Course) (In case of MOOCs of lesser credits 02 marks /credit)

Sr. No .	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources : web link/ You tube link:/Audi o / Video/ Telecast Picture Model /Charts if any	Date of approval from authority	Date of Implementatio n	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3) (c)(a)(iv)			
	Total (3) (c) :(3)(c)(i)+(3)(ii)+(3)(c)(iii)+(3)(c)(iv)								

(3) (c)(iv) Course Coordinator for MOOCs (4 credit course) (8 Points per curricula / Course) (In case of MOOCs of lesser credits 02 marks /credit)

Sr. No .	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources : web link/ You tube link:/Audi o / Video/ Telecast Picture Model /Charts if any	Date of approval from authority	Date of Implementatio n	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (3) (c)(a)(iv)			
	Total (3) (c) :(3)(c)(i)+(3)(ii)+(3)(c)(iii)+(3)(c)(iv)								

(3) (d)e-Content

(3) (d) (i) Development of e-Content in 4 quadrants for a complete course / e-book

(12 points per curricula / Course)

Sr. No.	Title of e-Content course /e-book 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									
							Subtotal (3) (c)(d)(i)		

(3) (d) (ii) e-Content (developed in 4 quadrants) per module (5 points per module / Course)

Sr. No.	Title of e-Content course /e-book 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									
							Subtotal (3) (c)(d)(ii)		

(3) (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book

(at least one quadrant) (2 points per module / Course)

Sr. No.	Title of e-Content course /e-book 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									
							Subtotal (3) (c)(d)(iii)		

(3) (d) (iv) Editor of e-content for complete course / paper/e-book (10 points per Course/paper)

Sr. No.	Title of e-Content course /e-	Name of Programme	Specify ICTs	Whether Peer	No. of Co-	Whether Principal	Self-Appraisal	API Score	Page No. of Relevant

11

	book with no. of pages, ISSN / ISBN NO.if any	& Course to which introduced	resources : web link	reviewed	Authors	Author/ Co-Author	Score	Verified	Documents
1									
2									
						Subtotal (3) (d)(iv)			
	Total (3)(d): (3)(d)(i)+ (3)(d)(ii)-(3)(iii)+(3)(d) (iv)								
	Total (3) : (3)(a)+(3)(b)+(3)(c)+(3)(d)								

(4) Research Score:

(4) (a) Research guidance: (Ph.D.: 10 points per degree awarded & 5 per thesis submitted)

(M.Phil./PG dissertation: 2 points per degree awarded)

Sr. No.	Sr. No.	Number of Candidate Enrolled	No. of thesis submitted with dates	No. f Candidate Degree Awarded with dates	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
-	M.Phil. /P.G. Dissertation						
	Ph.D						
				Sub Total: (4)(a)			

(4) (b) Research Projects Completed: A: More than 10 lakhs (10 points per Project)
B: Less than 10 lakhs (5 Points per Project)

Sr. No.	Type of Project : A/B	Title of Project	Sponsored agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Subtotal (4) (b)			

(4) (C) Research Projects Ongoing : A: More than 10 lakhs (5 points per Project)
B: Less than 10 lakhs (2 Points per Project)

Sr. No.	Type of Project : A/B	Title of Project	Sponsored agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
2									
						Sub Total (4) (c)			

(4) (d) Consultancy:

Sr. No.	Title of Consultancy Project	Sponsored agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
				Sub Total (4) (d)			
	Total (4) : (4) (a)+ (4)(b)+(4)(c)+ (4)(d)						

(5) (a) Patents: (10 points per International Patent and 7 points per National Patent)

Sr. No.	Title of patent Project	Patent Number	Sponsored agency if any	Date of Award	International National	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total (5) (b)			

(5) (b)* Policy Document (Submitted to an International Body / Organization like UNO/UNESCO/

World Bank/International Monetary Fund etc. or Central Government or State Government)

A: International (10 Points per Policy Document)
B: National   (07 Points per Policy Document)
C: Sate   (05 points per policy Document)

Sr. No.	Title of Policy Document	Name of Submitted Agency	International / National State	Policy Document Nuber	Date of Acceptan	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Sub Total (5) (b)			

(5) (c)* Awards /Fellowship:

A: International (07 Points per Policy Document)
B: National   (05 Points per Policy Document)

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents

1							
2							
				Sub Total (5) (b)			
				Total (5) : (5)(a)+(5)(b)+(5)(C)			

(5) (b)* 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)
International (Abroad) : (07 Points per seminars / Conferences)
International (within Country): (05 Points per seminars / Conferences)
National : (3 Points per Seminars / Conferences)
State / University Level : (2 points per Seminars / Conferences)

Sr. No.	Title of Persentation in Academic Session	Title of Conference Seminar	Mode of Presentation Invited Lectures/ Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad) International (within Country) / National /State / University Level	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
					Total (6)			

Note: 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, both shall get 7 marks each.

14

- *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.

Summary 7 (Category III)

Academic / Research Scoure

Details of Academic & Research activities	Self- Appraisal Score	API Score Verified by Committee	Remarks
(1) Research Papers in Peer-Reviewed or UGC listed Journals			
(2) Publications (other than Research Papers)			
(3) Creation of ICT mediated Teaching learning pedagogy and content and development of new and innovative courses and curricula			
(4) Research guidance / Projects Completed/ Projects Ongoing / Consultancy			
(5) Patents / Policy Document Awards / Fellowship			
(6) Invited lectures / Resource person / paper presentation in Seminars Conferences /full paper in Conference Proceedings			
Grand Total of Table 2			

IV   SUMMARY OF API SCORES:

Category	Criteria	Annual API Score
Category II	Activities: Overall Grading 1. Teaching 2. Involvement in the University / College students related activities / research activities	

15

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2 Category III)	Academic / Research Score	

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

O.993 for CAS Promotion.doc

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UNDERTAKING

I Dr/Mr./ Mrs_____ undertakes that the information provided is correct as per records submitted by me to college / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.

Date: _____   Signature of the faculty with

                          Designation

Place: _____   _____

Date: _____   **Signature Head of Department**

Place: _____

Date: _____   **Signature Director- IQAC**

Place: _____

                                                Signature of Principal

N.B.: The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the College / Institute / University as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification.

Coordinator
Internal Quality Assurance Cell (IQAC)
Sunderrao Solanke Mahavidyalaya,
Majalgaon, Dist.Beed (MS)

PRINCIPAL
Sunderrao Solanke Mahavidyalaya
Majalgaon Dist. Beed (M.S.)

17