



Maratha Vidya Prasarak Samaj's,
GMD Arts, BW Commerce & Science College, Sinnar

[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)]

PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

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. **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 SC/ST/OBC category :-**
13. **Address for correspondence (with Pincode) :-**
14. **Permanent Address (with Pin code) :- 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
High School /Matric					
Intermediate					
B.A./B.Sc/B.Com/ B. Mus					
M.A./M.Sc/M.Com/ M. Mus					
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 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) years

U.G. Classes (in years) Year

20. Research Experience excluding years spent in M. Phil / Ph. D (in years):05

21. Fields of Specialization under the Subject / Discipline

(a)

(b)

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

APPENDIX “II” Table 2
Methodology for University and College Teachers for calculating
Academic/Research Score

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

Name of the Candidate	
Post Applied for	
Department	
Whether Awarded Ph.D. Degree (Yes/ No)	
Whether Supervised Doctoral Research Work (Yes/ No)	
Teaching/ Research Experience (in years) Total Number of Experience on regular basis at the level of Assistant Professor or above (Excluding the years spent for M.Phil and Ph.D.)	

1. Research Papers in Peer- Reviewed or UGC listed Journals

Sl. No.	Title of the Article/ Paper	Name of the journal	Vol. No. & PP / Month and Year	Whether you are the main Author	No. of Coauthors'	ISSN No.	UGC Journal No.	Impact Factor	Claimed Score
1.									

Total Score:

2. Publications (other than Research papers)

(a) Books authored which are published by:

(i) International Publishers

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN No.	Claimed Score

Total Score:

(ii) National Publishers

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN No.	Claimed Score

Total Score:

(iii) Chapter in Edited Book

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN No.	Claimed Score

Total Score:05

(iv) Editor of Book by International Publisher

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN No.	Claimed Score

Total Score:

(v) Editor of Book by National Publisher

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN No.	Claimed Score

Total Score:

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

(i) Chapter or Research paper

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN / ISSN No.	Claimed Score

Total Score:

(ii) Book

Sl. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher	Month, Year	ISBN No.	Claimed Score

Total Score:

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

(a) Development of Innovative pedagogy

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	Claimed Score

Total Score:

(b) Design of new curricula and courses

Name of the subject/discipline for which e-learning resource	Name of the Subject / course for which e-learning resource is developed (Eg: B.E,	Level of Course Material (Eg. UG/PG)	Details of the URL/website where	Number of Modules	Claimed Score

is developed (Eg. Science: Physics)	M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)		available or if CD/DVD enclose a copy		

Total Score:

(C) MOOCS

Development of complete MOOCs in 4 quadrants.

Sl. No.	Details	Course Credit	Details of the URL/website where available or if CD/DVD enclose a copy

Total Score:

MOOCs (developed in 4 quadrants) per module/ lecture

Sl. No.	Details	Course Credit	Details of the URL/website where available or if CD/DVD enclose a copy

Total Score:

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

Sl. No.	Details	Course Credit	Details of the URL/website where available or if CD/DVD enclose a copy

Total Score:

Course Coordinator for MOOCs

Sl. No.	Details	Course Credit	Details of the URL/website where available or if CD/DVD enclose a copy

Total Score:

(d) E-Content

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

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	Claimed Score

Total Score:

(ii) e-Content (developed in 4 quadrants)

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	Claimed Score

Total Score:

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

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	Claimed Score

Total Score:

(iv) Editor of e-content for complete course/ paper /e-book

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	Claimed Score

Total Score:

4. (a) Research guidance

(i) Ph.D.

Name of the Scholar	Title of the Thesis	Submitted/ Awarded (Pls. Specify)	Name of the University	Month and Year	Claimed Score

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Total Score:

(ii) M.Phil./P.G dissertation

Name of the Scholar	Title of the Thesis	Awarded (Yes/ No)	Name of the University	Month and Year	Claimed Score

Total Score:

(b) Research Projects Completed

(i) More than 10 lakhs

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research Policy Document	Claimed Score
			From	To			

Total Score:00

(ii) Less than 10 lakhs

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research Policy Document	Claimed Score
			From	To			

Total Score:

(c) Research Projects Ongoing

(i) More than 10 lakhs

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research Policy Document	Claimed Score
			From	To			

Total Score:

(ii) Less than 10 Lakhs

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Research/ Consultancy/ Action Research Policy Document	Claimed Score
			From	To			

Total Score:

(d) Consultancy

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Consultancy/ Action Research	Policy Document	Claimed Score
			From	To				

Total Score:

5. (a) Patent
(i) International

Title of the Patent	Funding Agency	Details of Patent	Claimed Score

Total Score:

(ii) National

Title of the Patent	Funding Agency	Details of Patent	Claimed Score

Total Score:

(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

(i) International

Title of the Project	Funding Agency	Project Outcome/Outputs		Claimed Score
		Details of Patents / Technology Transfer / Product / Process (Science & Engineering)*	Major Policy Documents of Central / State Govt./ WHO/ UNO/ UNESCO / UNICEF etc. Bodies prepared (Humanities & Management)**	

Total Score:

(ii) National

Title of the Project	Funding Agency	Project Outcome/Outputs		Claimed Score
		Details of Patents /	Major Policy Documents	

		Technology Transfer / Product / Process (Science & Engineering)*	of Central / State Govt./ WHO/ UNO/ UNESCO / UNICEF etc. Bodies prepared (Humanities & Management)**	

Total Score:

(iii) State

Title of the Project	Funding Agency	Project Outcome/Outputs		Claimed Score
		Details of Patents / Technology Transfer / Product / Process (Science & Engineering)*	Major Policy Documents of Central / State Govt./ WHO/ UNO/ UNESCO / UNICEF etc. Bodies prepared (Humanities & Management)**	

Total Score:

*Faculties of Science /Engineering / Agriculture / Medical / Veterinary Sciences

** Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical Education/Management

(c) Awards/Fellowship

(i) National

Name of the Award / Fellowship	Sponsoring Agency	Date	Claimed Score

Total Score:

(ii) International

Name of the Award / Fellowship	Sponsoring Agency	Date	Claimed Score

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Total Score:

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)

Name of the Programme	Name of Organizing Agency	International (Abroad)/International (within Country)/ National/ State/University level	Title of the Paper / Talk	Duration (Dates of Event)	Claimed Score

Total Score:

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 Cosupervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- #For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

SUMMARY SHEET OF ACADEMIC AND RESEARCH SCORE

Sl. No.	Academic/ Research Activity	Claimed Score	Verified Score
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 development of new and innovative courses and curricula		
4 (a)	Research Guidance		
(b)	Research Projects		
5	(a) Patents		
	(b) Policy Document		
	(c) Awards (Scholarship)/ Fellowship		
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)		
	Total Score		
	Total Score after Capping from the Categories 5 (b) and 6		

DECLARATION

I certify that the information provided in the duly filled proforma is correct as per records enclosed.

Date:

Place:

Signature of the applicant

IV. SUMMARY OF API SCORES FOR ASSESSMENT PERIOD

	Criteria	A.Y. I	A.Y. II	A. Y. III	A.Y. IV	A.Y. V	A.Y. VI	Total	Average
	Year								
I	Teaching, Learning and Evaluation related activities								
II	Co-curricular, Extension, Professional development etc								
III	Research and Academic Contribution								
	Total								

- **A.Y. : Assessment Year**

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

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

Signature of HOD

**Signature of the faculty with
Designation, Place & Date**

Co-ordinator, IQAC
Stamp

College Seal

Signature of Principal
Stamp

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.



NAME OF THE COLLEGE : _____

ASSESSMENT REPORT FOR SENIOR COLLEGE TEACHERS

ASSESSMENT REPORT FOR THE YEAR 20.....- 20.....

PART A :

1. Name : _____
2. Designation : Assistant Professor/Associate Professor/Professor
3. Subject : _____
4. Qualification : _____

Sr.No.	Degree	University	Year	Class	Marks	Subject
1						
2						
3						
4						
5						
6						
7						
8						

5. Teaching Activities

Sr.No.	Class	Subject	Lectures per Week	Practicals per week
1				
2				
3				
4				
5				
6				

(Attach Separate Sheets for evidences, if necessary)

5.1 Teaching: (No. of Lectures/Total No of Lectures assigned) x 100 = _____

5.2 Involvement in the College/Institute/University student's activities _____

5.3 Examination and evaluation duties assigned by the College _____

5.4 Development of e-content during this academic year (Don't mention PowerPoint presentations) _____

5.5 Development of MOOC, if any _____

- 5.6 Books published during this academic year _____

- 5.7 Papers published during this academic year _____

- 5.8 Papers presented in seminars during this year _____

- 5.9 Development of Innovative pedagogy, if any _____

- 5.10 Invited as a Resource Persons for different level seminars _____

6. Research Guidance during this academic year (Attach evidences)
No. of Students completed Ph.D : _____, M.Phil : _____
No. of Students ongoing Ph.D : _____, M.Phil : _____
No. of Students guided for P.G. _____
Patents, if any _____

7. Conducting minor or major research projects sponsored by national or international agencies _____

8. Involvement in NAAC Work of the College _____

9. Writing Academic Daily Diary consistently _____

10. Co-curricular and extracurricular activities _____

11. Difficulties encountered _____

12. How you overcome these difficulties _____

Date :

Place :

Name and Signature of Faculty/Person

PART B: REMARK OF HEAD OF DEPARTMENT

Adverse remarks as well as remarks of appreciation of any outstanding work should be brought to the notice of the person concerned by the Head of Department/Principal with a view to making improvement in the work by person concerned.

1. Assessment by the Head of the Department of the work done under each head of activity.

Activity	Outstanding	Very Good	Good	Fair	Poor
Teaching					
Research					
Extension					
Administration					
Extracurricular					

1.1 Rationales for discrepancy in the assessment _____

1.2 Justification of the assessment of work as outstanding or poor _____

Remarks seen and agreed with

Date:

PART C: REPORT OF THE PRINCIPAL

(To be filled confidentially by the Principal)

Sr.No.	Description	Evaluation on Five Point Scale (Round wherever applicable)				
		Outstanding	Very Good	Good	Average	Below Average
1	Subject Knowledge and its regular Updation	Outstanding	Very Good	Good	Average	Below Average
2	Regularity and Seniority in academic and College Work	Outstanding	Very Good	Good	Average	Below Average
3	Professional Ability	Outstanding	Very Good	Good	Average	Below Average
4	Teaching	Outstanding	Very Good	Good	Average	Below Average
5	Research Contribution	Outstanding	Very Good	Good	Average	Below Average
6	Extension work	Outstanding	Very Good	Good	Average	Below Average
7	Administration work, if any	Outstanding	Very Good	Good	Average	Below Average
8	Extra Curricular Activities Organization	Outstanding	Very Good	Good	Average	Below Average

9	Capacity to get work done with colleagues	Outstanding	Very Good	Good	Average	Below Average
10	Capacity to work in time.i.e. Work Efficiency	Outstanding	Very Good	Good	Average	Below Average
11	Behaviour with Student's	Co-operative	Courteous	Helpful	Indifferent	Unfriendly
12	Relation with Colleagues	Co-operative	Courteous	Helpful	Indifferent	Unfriendly
13	Behaviour with Principal	Co-operative	Courteous	Helpful	Indifferent	Unfriendly
14	Behaviour with College	Co-operative	Courteous	Helpful	Indifferent	Unfriendly
15	Attitude towards College work	Helpful	Sympathetic	Unsympathetic	Neutral	Not Helpful

1. Remark about Improvement in Teaching : _____

2. Completion of Syllabus of all courses _____

3. Efficient work of NAAC of the College _____

4. Extra time given for College upliftment (Excluding working hours) _____

5. Ready for completing the different duties assigned by the College _____

6. Commitment towards M.V.P.Samaj Nasik _____

7. Attitude towards College work and Work Efficiency _____

8. Writing Academic daily diary with details _____

General Remark : _____

Date:

Place:



शाखेचे नाव-
शिक्षकेतर सेवकांसाठी स्वयं मूल्यमापन अहवाल
(Self Appraisal Report for Non-teaching Staff)

शैक्षणिक वर्ष- २०२ - २०२

भाग-अ: स्वतः भरावयाची माहिती

१) नाव

२) सद्याचे पद व दिनांक

३) संवर्ग

४) जन्मदिनांक

५) शैक्षणिक पात्रता

६) सद्याच्या किंवा समान पदावरील सेवेचा कालावधी

७) या शैक्षणिक वर्षात तुम्ही केलेली वैशिष्ट्यपूर्ण कामे कोणती

१) _____

२) _____

३) _____

४) _____

५) _____

६) _____

८) या शैक्षणिक वर्षात तुम्हावर सोपविलेल्या तुमच्या स्वतःच्या कर्तव्याचे तुम्ही कसे मूल्यमापन कराल.

१) _____

२) _____

३) _____

४) _____

ठिकाण :

दिनांक : / /

सेवकाची स्वाक्षरी

नाव व हुद्दा

(पान नं.- १)

भाग-ब: अहवाल अधिकारी यांचा शेरा



१) सदर मूल्यमापनाशी तुम्ही सहमत आहात काय? होय/नाही

नसल्यास त्याची कारणे

१)

२)

३)

४)

२) विद्यार्थी, शिक्षक, कार्यालयीन कर्मचारी व शाखाप्रमुख यांच्याशी वर्तणूक

३) सेवकाची कर्तव्य दक्षता

४) वर्षभरात सेवकाच्या कोणत्या चुका/उणिवा तुम्हाला जाणवल्या

१)

२)

३)

४)

५)

६)

५) सेवकास निदर्शनास आणून दिलेल्या उणिवांमध्ये सुधारणा करण्याचा प्रयत्न केला का?

ठिकाण :

दिनांक : / /

(पान नं.- २)

अहवालीत अधिकारी स्वाक्षरी
नाव व हुद्दा

भाग-क: शाखा प्रमुखांचा गोपनीय अहवाल
(योग्य त्या पर्यायावर अशी खूण करावी)

अ.क.	क्षमता	उत्कृष्ट	चांगली	सर्वसाधारण	अकार्यक्षम
१	शारीरिक क्षमता	उत्कृष्ट	चांगली	सर्वसाधारण	अकार्यक्षम
२	बुद्धिमत्ता	उत्कृष्ट	चांगली	सर्वसाधारण	अल्प
३	तांत्रिक समर्थता	उत्कृष्ट	चांगली	सर्वसाधारण	अल्प
४	सहकार्य भावना	उत्कृष्ट	चांगली	सर्वसाधारण	अभाव
५	महाविद्यालय व संस्थेबाबत निष्ठा	उत्कृष्ट	चांगली	सर्वसाधारण	अल्प
६	ग्रहण शक्ती	उत्कृष्ट	चांगली	सर्वसाधारण	अल्प
७	आज्ञाधारकत्व	उत्कृष्ट	चांगले	सर्वसाधारण	अभाव
८	वक्तशीरपणा	उत्कृष्ट	चांगला	सर्वसाधारण	अभाव
९	महाविद्यालय व शाखाप्रमुख यांच्याशी वर्तणूक	उत्कृष्ट	चांगली	सर्वसाधारण	ठीक
१०	जबाबदारीची जाणीव	उत्कृष्ट	चांगली	सर्वसाधारण	ठीक
११	संवाद कौशल्य	उत्कृष्ट	चांगले	सर्वसाधारण	ठीक
१२	भावनिक संतुलन	उत्कृष्ट	चांगले	सर्वसाधारण	ठीक
१३	विशिष्ट कालावधीत काम पूर्ण करण्याची क्षमता	उत्कृष्ट	चांगली	सर्वसाधारण	ठीक
१४	नियोजन व निर्णय क्षमता	उत्कृष्ट	चांगली	सर्वसाधारण	ठीक
१५	विविध यंत्रणेशी समन्वय साधण्याची क्षमता	उत्कृष्ट	चांगली	सर्वसाधारण	ठीक

१६) शाखा प्रमुखांचा अभिप्राय: _____

ठिकाण :

दिनांक : / /

शाखा प्रमुख

नाव व हुद्दा

ठिकाण :

दिनांक : / /

(पान नं. - ३)

सरचिटणीस

मराठा विद्या प्रसारक समाज, नाशिक