

# University of Mumbai

Phone No.-022-68320050  
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TAAS (CT)  
Room No. 204/205  
Fort Campus, M.G. Road.  
Mumbai - 400 032.

Ref. No.: TAAS(CT)/CAS/SA/ICD/19-20/ 22512

Date: 09/01/2020

To,  
The Joint Director,  
Higher Education Mumbai Division,  
3, Mahapalika Marg,  
Mumbai - 400 001.

Respected Sir,

As desired by the I/c. Principal, Laxmi Charitable Trust's Shri Chinai College of Commerce and Economics, Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai - 400 069, I am forwarding herewith the report of Screening Cum Evaluation Committee in respect of the following teacher/s for the placement of Assistant Professor in Stage - 1 to Assistant Professor in Stage - 2.

Sr.No.	Name of the Teacher	Subject/s	Recommendation for placement in Stage-1 to Stage - 2
1	Dr. Balaji B. Kamble	Commerce	01/03/2015

The Screening Cum Evaluation Committee has scrutinized & recommended the case/s for placement on verification / evaluation of the minimum requirement of the API score secured by the candidate/s through the PBAS.

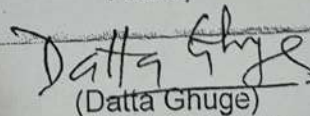
The recommendation of the Screening Cum Evaluation Committee report of Dr. Balaji B. Kamble for Assistant Professor in Stage -1 to Assistant Professor in Stage -2 has been accepted as per University Grants Commission Notification No. F.3-1/2009 dated 30<sup>th</sup> June, 2010 which has been implemented by the Government of Maharashtra vide Government Resolution No. Sankirna-2011/(25-11) vishi-1 dated 15<sup>th</sup> February, 2011 and CONCOL/ TAU/40 of 2012-2013 dated 19<sup>th</sup> March, 2013.

I am therefore request you to kindly take further necessary action in the matter and communicate the same to the Principal of the said college under intimation to this office.

The relevant document submitted by the Principal along with the proposal are enclosed herewith for your information and further necessary action.

Thanking you.

Yours,

  
(Datta Ghuge)

Deputy Registrar-TAAS(CT)

✓ Copy forwarded with compliments to the I/c. Principal, Laxmi Charitable Trust's Shri Chinai College of Commerce and Economics, Dr. S. Radhakrishnan Marg,



# University of Mumbai

Phone No.-022-68320050  
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College Teachers Approval Unit  
Room No. 204/205  
Fort Campus, M.G. Road,  
Mumbai - 400 032.

Ref. No.: CTAU/CAS/SA/ICD/21-22/ 3853

Date: 11 / 11 / 2021

To,  
The Joint Director,  
Higher Education Mumbai Division,  
3, Mahapalika Marg,  
Mumbai - 400 001.

Respected Sir,

We are in receipt of the proposal from Principal, Shri Chinai College of Commerce & Economics, Andheri (East), Mumbai - 400 069, vide their letter No. PR/67 dated 19/06/2021. I am forwarding herewith the recommendation of the Screening Cum Evaluation Committee in respect of the following teacher/s for the placement of Assistant Professor in Stage - 2 to Assistant Professor in Stage-3.

Sr. No.	Name of the Teacher	Subject/s	Date of Appointment	Stage	1 <sup>st</sup> Promotion	Date of such Recommendation
1	Dr. Balaji Bhavanrao Kamble	Commerce	01/03/2011	Stage - 2 to Stage - 3	01/03/2015	01/03/2020

The Screening Cum Evaluation Committee has scrutinized & recommended the case/s for placement on verification / evaluation of the minimum requirement of the API score secured by the candidate/s through the PBAS.

The recommendation of the Screening Cum Evaluation Committee report of **Dr. Balaji Bhavanrao Kamble** for Assistant Professor in Stage - 2 to Assistant Professor in Stage - 3 **has been accepted** as per University Grant Commission Notification which has been implemented by the Government of Maharashtra vide Government Resolution No.Misc-2018 /C.R.56/18/UNI-1 dated 08/03/2019, University circular No. TAAS(CT) /ICD/2018-19/1241 dated 26/03/2019 & corrigendum issued by Government under reference No.Misc-2018/ C.R.56 /18/UNI-1 dated 10/05/2019 and University circular No. टीएएस(युटी/सीटी)/०८/२०१९-२०२० दि. ४ जुलै, २०१९.

I am therefore request you to kindly take further necessary action in the matter and communicate the same to the Principal of the said college under intimation to this office.

The relevant document submitted by the Principal along with the proposal are enclosed herewith for your information and further necessary action.

Thanking you.

Yours,

(Ravindra D. Salve)  
Deputy Registrar  
(College Teachers Approval Unit)

Copy forwarded with compliments to the Principal, Shri Chinai College of Commerce & Economics, Andheri (East), Mumbai - 400 069, for information.



# University of Mumbai

Phone No.-022-68320050  
Email-concolsection@gmail.com



College Teachers Approval Unit  
Room No. 204/205  
Fort Campus, M.G. Road,  
Mumbai - 400 032.

Ref. No.: CTAU/CAS/SA/ICD/22-23/ 26275

Date: 10/07/2023

To,  
The Joint Director,  
Higher Education Mumbai Division,  
3, Mahapalika Marg,  
Mumbai - 400 001.

Respected Sir,

We are in receipt of the proposal from the Principal, Laxmi Charitable Trust's Shri Chinai College of Commerce & Economics, Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai - 400 069, vide their letter No. PR1/1113 dated 17/03/2023, I am forwarding herewith the recommendation of the Selection Committee in respect of the following teacher/s for the placement of Assistant Professor in Stage - 3 to Associate Professor in Stage- 4.

Sr. No.	Name of the Teacher	Subject	Date of Appointment	Stage	1 <sup>st</sup> Promotion	2 <sup>nd</sup> Promotion	Date of such Recommendation
1	Dr. Balaji Bhavanrao Kamble	Commerce	01/03/2011	Stage-3 to Stage-4	01/03/2015	01/03/2020	01/03/2023

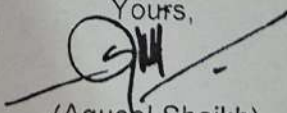
The Selection Committee has scrutinized & recommended the case/s for placement on verification / evaluation of the minimum requirement of the API score secured by the candidate/s through the PBAS.

The recommendation of the Selection Committee report of Dr. Balaji Bhavanrao Kamble for placement of Assistant Professor in Stage-3 to Associate Professor in Stage-4 has been accepted as per University Grant Commission Notification which has been implemented by the Government of Maharashtra vide Government Resolution No.Misc-2018/C.R.56/18/UNI-1 dated 08/03/2019, University circular No. TAAS(CT)/ICD/2018-19/1241 dated 26/03/2019 & corrigendum issued by Government under reference No.Misc-2018/C.R.56/18/UNI-1 dated 10/05/2019 and University circular No. टीएएस(युटी/सीटी)/०८/२०१९-२०२० दि. ४ जुलै, २०१९.

I am therefore request you to kindly take further necessary action in the matter and communicate the same to the Principal of said college under intimation to this office.

The relevant document submitted by the Principal along with the proposal are enclosed herewith for your information.

Thanking you.

Yours,  
  
(Aqueel Shaikh)  
Deputy Registrar  
College Teachers Approval Unit

Copy to 1) The Principal, Laxmi Charitable Trust's Shri Chinai College of Commerce & Economics, Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai - 400 069, for information.

### University of Mumbai

Name & Address of the University Department/College:

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION  
UNDER UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS  
(For Colleges & Universities)**

(As Per University Grants Commission ( Minimum Qualifications for appointment of teachers and other academic staff in Universities & colleges and measures for the maintenance of Standards in Higher education) (4<sup>th</sup> Amendment), Regulation 2016)

Application for promotion from : Annual Self Assessment for the year: \_\_\_\_\_

Direct Recruitment: \_\_\_\_\_

Promotion: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6). \_\_\_\_\_

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: _____
Period of Assessment for the purpose of Self Assessment / Promotion: _____

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

Sr. No.	Particulars	
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?	Position : Grade Pay :
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC Category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
14.a	Telephone No.	Landline : Mobile No.:
14.b	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/ S.S.C.					
Intermediate / (10+2)					
B.A./B.Sc./ B.Com/B.Music					
M.A./M.Sc./ M.Com/M.Music					
NET/SET/JRF					
Other examination, if any					

**16. Research Degree(s):**

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

\* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

**17. Record of academic service prior to this institution**

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

Please indicate whether in previous service:

- The essential qualification of the post held was not lower than the qualification as prescribed by the UGC/ University.
- The post is/was in an equivalent grade or of the pre revised scale of pay.

c. Whether applied through proper channel.

d. Whether possessed the same minimum qualification as prescribed by the UGC/ University for appointment to the post.

e. The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/ State Government/ Central Government/ Concerned Institutions

**18. Record of academic service in this institution**

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure).	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

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 courses attended:**

Name of the Course/ Summer Course	Place	Duration	Sponsoring Agency

(Attach certified true copy of the certificates)

**23. Detail of publications attached to the PBAS format (for evaluation)**

<b>Sr. No</b>	Nature of publication (Book Review/ Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN	Impact factor Number (in case of journal)

**24. Any Other relevant information: (please attach an additional sheet/paper if required)**

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25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date:

Signature of the staff

Remarks / Observations / Comments by the Head or senior most teacher of the Department

Date:

Signature of the Head or  
Senior most teacher  
of the Department

Place:

Date:

Name & Signature of the applicant

Instructions for filling up part b of the PBAS proforma

(Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

**Part B** of the proforma is based on appendix 3, Table 1, of the University Grants Commission (Minimum Qualifications for Appointment of Teachers & other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment, regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide GR No. Sankirna – 2017 PRA. KRA. 33 /(17)/Vi.Shi.-1/ dated March 4, 2017 and VCD \_\_\_\_\_.

**Part (B)(I)** is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part (B)(II)** is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part (B)(III)** is based on Category III of the table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table – I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/ activities given below.

**N. B.** The self-assessment scores are subject to verification by the University/College and by the Screening cum Verification Committee or Selection Committee as the case may be.



**PART B: ACADEMIC PERFORMANCE INDICATORS**

**(Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)**

(Please see detailed instructions of the PBAS proforma before filling out this section)

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

- (i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching L/P/T/F/PS*	No. Of Lectures/ hours allotted per week**	% of L/P/T/F/PS taken as per documented record

\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), (F) Field Visits includes excursions, Field trips, Industrial Visits as prescribed in the Syllabus.(PS) Project Supervision if prescribed in the syllabus.

\*\* Convert number of lectures to hours.

Category	Nature of Activity	Actual hours spent per academic year	API Score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal)	Final Score by Screening cum Evaluation/ Selection Committee
a	Direct Teaching*				
	1. Stage 1 to Stage 2 & Stage 2 to Stage 3 (Maximum API Score = 70 points) API Score = (Actual time spent per academic year)/7.5				
	2. Stage 3 to Stage 4 & Stage 4 to Stage 5 (Maximum API Score = 60 points) API Score = (Actual time spent per academic year)/7.75				
b	Examination Duties includes invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor (Maximum API Score = 20 points) API Score = (Actual time spent per academic year)/10				
	2. Professor (Maximum API Score = 10 points) API Score = (Actual time spent per academic year)/10				

c	Innovative Teaching Learning Methodologies, updating of subject content/courses, preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching, preparation of new teaching learning material, bridge material, study pack or additional resources for students, use of anonymous student feedback on the quality of classroom teaching and student interaction etc.			
	1. Assistant Professor (Maximum API Score = 10 points) API Score = (Actual time spent per academic year) / 10			
	2. Associate Professor (Maximum API Score = 15 points) API Score = (Actual time spent per academic year) / 10			
	3. Associate Professor (Maximum API Score = 20points) API Score = (Actual time spent per academic year) / 10			

**Note : \***

1. Direct Teaching hours for Assistant Professor /Associate Professor/ Professor is 16 hours/14/14 hours respectively and includes Lectures/Tutorial/Practical/Project Supervision/ Field work wherever they are prescribed as part of the syllabus.

2. Teachers are required to engage at least 50% of the lectures allotted to be eligible to score under Direct Teaching. The API points can be calculated and awarded based on the schedule given below:

Ex. Assume that for College "A" ; Lectures ( including tutorials, practicals etc) could be conducted on 100 working days (can be calculated separately for each subject/overall as the case may be)(excluding the non-instructional days for Annual days, Sports Days, examination days etc.) and on an average 4 lectures are conducted per day i.e expected no. Of lectures to be conducted is 400 lectures i.e. total number of hours available for conduct of lectures is 320 hours. API points can be calculated as :



No. of hours "X" (converted to hours) spent by a teacher in conduct of lectures of the total number of hours available to conduct lectures (w.r.t. above ex. 320 hours)	API points between
$X \geq \underline{\hspace{2cm}}$	70
$70\% \leq \underline{\hspace{2cm}}$	$60 \leq \underline{\hspace{2cm}}$
$65\% \leq \underline{\hspace{2cm}}$	$50 \leq \underline{\hspace{2cm}}$
$60\% \leq \underline{\hspace{2cm}}$	$40 \leq \underline{\hspace{2cm}}$
$55\% \leq \underline{\hspace{2cm}}$	$30 \leq \underline{\hspace{2cm}}$
$50\% \leq \underline{\hspace{2cm}}$	$20 \leq \underline{\hspace{2cm}}$
	0

Teachers are encouraged to work with students beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently abled students etc for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API scores.

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

For category II, API scores are proposed for Professional Development, Co- Curricular And Extension Activities And Related Contribution.

Verified API Score is To Be Filled By Senior Most Staff/Head Of The Dept/ By The Principal as the case may be.

Final API score will be verified by Screening cum Evaluation/Selection Committee as the case may be.

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

Sr. No	Type of Activity	Actual hours spent per academic year	API Score to be filled by the applicant	Verified API By Senior Most Staff/Head Of The Dept/ By The Principal	Final API score by Screening cum Evaluation/ Selection Committee
<b>A</b>	Students related, Co- Curricular, Extension and field based Activities (Maximum API score – 15 points)				
	i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, students' seminar and other activities)  API Score = (Actual time spent per academic year)/10				
	ii. Other co-curricular activities (Cultural, sports, NCC, NSS, industry implant training and placement activity etc)  API Score = (Actual time spent per academic year)/10				
iii. Extension and Dissemination activities (public/ popular lectures/ talks/ seminars, popular writing not covered under III. Community work on values of national Integration, Secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc)  API Score = (Actual time spent per academic year)/10					

B	<p>Contribution to Corporate list and management of Department and institution through participation in academic and administrative committees and responsibilities (Maximum API score – 15 points)</p>				
	<p>i. Administrative responsibility(including Dean/Principal/Vice-Principal/Chairperson/ Convener/Teacher in Charge /Coordinator/similar other duties that require regular office hours for its discharge)  API Score = (Actual time spent per academic year)/10</p>				
	<p>ii. Participation in Board of Studies, academic and Administrative Committees like admission committee, campus development committee, library committee, responsible for or participation in committee for students' welfare, counselling and discipline, Organization of Conference/ Training/ Local level or as a member of the Organizing Committee etc.  API Score = (Actual time spent per academic year)/10</p>				



c	<p>Professional Development Activities (such as participation in seminars, conferences, membership in profession related committees at state and national level, membership/ Participation in State/ Central bodies/ committees on Education, research and national development, short term training courses of less than a week duration, industrial experience, talks, lectures in refresher course/ orientation course, dissemination and general articles and any other contribution, radio talks, television programmes) (Maximum APi score – 15 points)</p> <p>API Score = (Actual time spent per academic year)/10</p>				
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Note: Please attach relevant documents/certificates issued by the Principal of the College/Instiution for information provided in Part B Category I & II.

**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA**  
**(Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)**

**Part B** of the proforma is based on Appendix 3, Table 1, of the University Grants Commission (Minimum Qualifications for Appointment of Teachers & other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment, regulation 2016 and this VCD\_\_\_\_\_.

**Part (B)(I)** is based on API scoring for category I of the table.

**Part (B)(II)** is based on category II of the table.

The proforma is to be filled as per these tables and self-assessment scores given. For each category even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Appendix III, Table II(A), II(B) and Table III of the UGC University Grants Commission ( Minimum Qualifications for Appointment of Teachers & other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education)(4<sup>th</sup> Amendment, regulation 2016 of the UGC regulations 2010.

The self-assessment scores are further to be based on the indicators/ activities given below.

N.B. The self-assessment scores are subject to verification by the University/College and by the Screening cum Verification Committee or Selection Committee as the case may be.

REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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

Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

**A) Research Papers published in Journals**

Sr. No.	Title with page nos.	Journal Name and UGC approved Journal No	ISSN / ISBN No.	Impact Factor, if Any	No. of co-authors	Whether you are the main author	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal)	Final Score by Screening cum Evaluation/ Selection Committee

**B (i) Text or Reference Books Published by International Publishers with ISBN/ISSN Number as approved by the University and posted on its website**

Sr. No.	Book title and/or Chapter title with page numbers	Editor &/OR Publisher	ISSN/ ISBN	No. of co-author s.	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal)	Final Score by Screening cum Evaluation/Selection Committee



**B ii) Subject Books by national level publisher with ISBN/ISSN Number as approved by the University and posted on its website**

Sr. No.	Book title and/or Chapter title with page numbers	Editor &/OR Publisher	ISSN/ISBN No.	No. of co-authors.	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal )	Final Score by Screening cum Evaluation/Selection Committee

**B iii) Subject Books by local publisher with ISBN/ISSN Number as approved by the University and posted on its website**

Sr. No.	Book title and/or Chapter title with page numbers	Editor &/OR Publisher	ISSN/ISBN No.	No. of co-authors	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal)	Final Score by Screening cum Evaluation/Selection Committee

**B (iv) Chapters in Books by published by national and international level publishers with ISBN/ISSN Number as approved by the University and posted on its website**

Sr. No.	Book title and/or Chapter title with page numbers	Editor &/OR Publisher	ISSN/ISBN No.	No. of co-authors	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal)	Final Score by Screening cum Evaluation/Selection Committee

III. C) (i) Research Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal)	Final Score by Screening cum Evaluation/ Selection Committee



(ii) Consultancy Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of the Dept/ by the Principal )	Final Score by Screening cum Evaluation/Selection Committee

**C. (iii) Project Outcomes / Outputs**

Sr. No.	Patent/Technology Transfer/Product/Process/ major Policy documents prepared for International/central/ State Govt/Local bodies	Agency	Period	Whether policy documents/patents as outcome	API score to be filled by the applicant	Verified API Score[By Senior most Staff/Head of the Dept/ by the Principal]	Final Score by Screening cum Evaluation/Selection Committee

**(D) Research Guidance**

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API score (by senior most staff/ Head of the Dept./ by the Principal)	Final score by Screening cum Evaluation/ Selection Committee
M.Phil. or Equivalent						
Ph.D or equivalent						

**(E) (i) Fellowships/Awards**

Sr. No	Titles of the Fellowship/ Award	Awarded by	Is the awarding body an academic body	Is the awarding body recognised as International/ National/ State/ University Level?	API score to be filled by the applicant	Verified API score (by senior most staff/ Head of the Dept./ by the Principal)	Final score by Screening cum Evaluation/ Selection Committee

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

Sr. No.	Title of the Paper presented/ Lecture delivered	Title of Conference/ Seminar	Date of the event	Organized by	Whether international/ national/state/ regional college or university level	API score to be filled by the applicant	Verified API score (by senior most staff/ Head of the Dept./ by the Principal)	Final score by Screening cum Evaluation/ Selection Committee



(F). Development of e-learning delivery process/material

Sr. No.	Title of the e-learning process/material developed	Institution for which the material/process was developed	Used by	Period of Development	Whether International/national/state/regional college or university level	API score to be filed by the applicant	Verified API score (by senior most staff/ Head of the Dept./ by the Principal)	Final score by Screening cum Evaluation/ Selection Committee

#### IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	API score to be filled by the applicant	Verified API Score (by Senior most Staff/ Head of the Dept./by the Principal	Final score by Screening cum Evaluation/ Selection Committee
I	Teaching, Learning and Evaluation related activities					
II	Co-curricular, Extension, Professional development etc.					
III	Research and Academic Contribution					

### PART C: OTHER RELEVANT INFORMATION

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

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

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

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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

Signature of the faculty  
with Designation, Place &  
Date

Signature of HOD/School  
Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

**N.B:** The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

**PROFORMA FOR UNIVERSITY/COLLEGE TEACHERS BASED ON ACADEMIC  
PERFORMANCE INDICATORS DEVELOPED BY THE UNIVERSITY.**

**SECTION I: GENERAL**

Sr. No.	Particulars	
1.	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	Department / Subject Applied for	
4.	Designation	Assistant Professor/ Associate Professor/ Professor  Grade Pay:-
5.	Date of Promotion	
6.	Which position and Grade Pay are you an applicant under CAS ?	Position:- Grade Pay :-
7.	Date of Eligibility for Promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC Category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Land Line :- Mobile No:-
16.	Email	



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

Category	Nature of Activity	Max Score	API Score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of Dept/ by Principal)	Final Score by Screening cum Evaluation/ Selection Committee
a	Direct Teaching*				
	1. Stage 1 to Stage 2 & Stage 2 to Stage3 API Score = (Actual time spent per academic year)/7.5	70			
	2. Stage 3 to Stage 4 & Stage 4 to Stage 5 API Score = (Actual time spent per academic year)/7.75	60			
b	Examination Duties includes invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor API Score = (Actual time spent per academic year)/10	10			
	2. Professor API Score = (Actual time spent per academic year)/10	15			
c	Innovative Teaching Learning Methodologies, updating of subject content/courses, preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching, preparation of new teaching learning material, bridge material, study pack or additional resources for students, use of anonymous student feedback on the quality of classroom teaching and student interaction etc.				
	1. Assistant Professor API Score = (Actual time spent per academic year)/10	10			
	2. Associate Professor API Score = (Actual time spent per academic year)/10	15			
	3. Professor API Score = (Actual time spent per academic year)/10	20			

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

Sr. No	Type of Activity	Max. Score	API Score to be filled by the applicant	Verified API By Senior Most Staff/Head of Dept/ By The Principal	Final API score by Screening cum Evaluation / Selection Committee
a	Students related, Co- Curricular, Extension and field based Activities	15			
b	Contribution to Corporate list and management of Department and institution through participation in academic and administrative committees and responsibilities.	15			
c	Professional Development Activities (such as participation in seminars, conferences, membership in profession related committees at state and national level, membership/ Participation in State / central bodies/ committees on Education, research and national development, short term training courses of less than a week duration, industrial experience, talks, lectures in refresher course/ orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)	15			

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

Sr. No	Activity	API Score to be filled by the applicant	Verified API By Senior Most Staff/ Head of Dept/ By The Principal	Final API score by Screening cum Evaluation/ Selection Committee
III (a)	Research Papers Published in Journals			
III(b)	Research Publications (Books, Chapters In Books Other Than Refereed Journal Articles)			
III(c)	Research projects			
III(d)	Research guidance			
III(e)	Fellowships awards and invited lectures delivered in conferences and seminars			
III(f)	Development of e- learning delivery process/ material			

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

Place & Date

Signature of the Applicant with Designation

Observations and remarks of the Head / senior most staff of the Department.

Date

Signature of HOD / Senior most teacher of the Department

Observations and remarks of the Principal.

Date

Signature of Principal

Observations and remarks of the Chairperson of the Selection Committee.

Date

Signature of the Chairperson of the Screening cum Evaluation Committee or Selection Committee & also members of the committee

**Performance Appraisal Form for Non-Teaching Staff**  
**2023-2024**

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

**1. PROFESSIONAL COMPETENCE**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulations, and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	capacity to supervise (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands-on) for all aspects of the job to perform your job functions satisfactorily?					

**2. PERFORMANCE**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

6	Diligence and sense of responsibility					
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### 3. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behavior					

### 4. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

### 5. ATTITUDE TOWARD PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

### 6. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in students' interest?					
3	Responsibility towards your tasks/ areas of management assigned to?					

#### **Declaration**

I hereby declare that the information stated above is true to my knowledge.



Place: -

Date: -

Name and Signature of the nonteaching staff

**Countersigned by the Head of the Institution**