



पुण्यश्लोक अहिल्यादेवी होळकर  
सोलापूर विद्यापीठ  
॥ विद्यया संपन्नता ॥  
NAAC Accredited-2015  
'B' Grade (CGPA-2.62)

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर  
Punyashlok Ahilyadevi Holkar Solapur University, Solapur  
केगाव, सोलापूर - ४१३ २५५, महाराष्ट्र (भारत)

दुरध्वनी क्र. ०२१७-२७४४७७१ / ७२/ ७३ (११ लाईन्स), फॅक्स : ०२१७-२३५१३००,  
संकेतस्थळ: <http://su.digitaluniversity.ac/www.sus.ac.in/su.digitaluniversity.ac.in>

ई-मेल: [bcudugc@sus.ac.in](mailto:bcudugc@sus.ac.in) विस्तारीत क्रमांक - १६२, २०१



शिक्षक मान्यता विभाग- २

Teacher Approval Section -२

जा. क्र. पुअहोसोविसो/शि.मा.-२/२०२०-२१/ 8078

दिनांक :- - 9 OCT 2020

परिपत्रक

( सहाय्यक प्राध्यापक ते सहयोगी प्राध्यापक स्टेज ३ ते ४/ अकॅडमीक लेवल १२ ते अकॅडमिक लेवल १३A पदोन्नती / स्थाननिश्चिती )


विद्यापीठ अनुदान आयोगाच्या अधिसूचना, ३० जून २०१०, ११ जुलै २०१६ व १८ जुलै २०१८ व महाराष्ट्र शासन निर्णय दि. ०८/०३/२०१९ नुसार सहाय्यक प्राध्यापक, ग्रंथपाल, शारीरिक शिक्षण संचालक ( स्टेज ३ ते ४ / अकॅडमीक लेवल १२ ते अकॅडमिक लेवल १३A (Associate Professor) यांचे CAS अंतर्गत स्थाननिश्चितीसाठी CAS प्रक्रिया विद्यापीठामार्फत केंद्रीय पद्धतीने राबविली जाणार आहे.

याबाबत प्रस्तुत विद्यापीठ संलग्नित अनुदानित महाविद्यालय व मान्यताप्राप्त संस्थेचे माननीय प्राचार्य/संचालक, संस्थाचालक व सर्व संबंधितांना या परिपत्रकाद्वारे कळविण्यात येते की, संबंधित महाविद्यालयाच्या प्राचार्यांनी सद्यस्थितीत महाविद्यालयाच्या सेवेत असलेल्या पात्र सहाय्यक प्राध्यापक / ग्रंथपाल / शारीरिक शिक्षण संचालक यांचे प्रस्ताव विद्यापीठाकडे करावेत.

महाराष्ट्र शासन निर्णय ०८/०३/२०१९ मधील मुद्दा क्रमांक ७.३ व विद्यापीठ अनुदान आयोग अधिसूचना, १८ जुलै २०१८ मधील मुद्दा क्रमांक ६.३ (The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.) नुसार विद्यापीठ अनुदान आयोगाच्या अधिसूचना, ३० जून २०१०, ११ जुलै २०१६ व १८ जुलै २०१८ प्रमाणे प्रस्ताव सादर करण्याचा पर्याय सहाय्यक प्राध्यापक, ग्रंथपाल, शारीरिक शिक्षण संचालक यांना देण्यात आला आहे, हा पर्याय ०७/०३/२०२२ पर्यंत वापरता येईल.

तरी यास अनुसरून पात्र प्रस्ताव विहित नमुन्यामध्ये, सोबत जोडलेल्या मार्गदर्शक सूचना, प्रस्ताव अर्जानुसार अनुक्रमणिकेमध्ये नमूद केलेल्या कागदपत्रासह तीन प्रतीत हार्ड कॉपी सीडी सह तसेच सॉफ्ट कॉपी मध्ये [cas@sus.ac.in](mailto:cas@sus.ac.in) या ई-मेल आयडीवर दि. ३१/१०/२०२० पर्यंत सादर करावेत. प्रस्तावासोबत शुल्क पावती (fee) रुपये ५,०००/- वित्त व लेखा विभागाकडे भरणे करून त्याची पावती प्रस्तावा सोबत सादर करावी. विहित मुदतीनंतर प्रस्ताव स्विकारले जाणार नाहीत. कृपया प्रस्ताव सादर करतेवेळी स्पायरल फाईलचा वापर करू नये. प्रस्ताव सादर करतानाची Application Format व सूचना विद्यापीठ संकेत स्थळ [su.digitaluniversity.ac.in](http://su.digitaluniversity.ac.in) या अंतर्गत टायटलबार Academic & Research Development अंतर्गत CAS (Career Advancement Scheme) या लिंकवर प्रकाशित करण्यात आलेले आहेत.

आदेशान्वये,

  
सहाय्यक कुलसचिव

प्रति : योग्य त्या कार्यवाहीस्तव

१) मा. प्राचार्य / संस्थाचालक / संचालक, सर्व संलग्नित अनुदानित महाविद्यालये, प्रस्तुत विद्यापीठ



**\* प्रस्ताव सादर करण्यासाठी मार्गदर्शक सूचना \***

१	महाविद्यालयाच्या प्राचार्यांनी सहाय्यक प्राध्यापक/ग्रंथपाल/ शारीरिक शिक्षण संचालक यांचे CAS साठीचे प्रस्ताव IQAC मार्फत तपासणी करून पात्र प्रस्ताव विद्यापीठाकडे अग्रेषित करावेत.
२	परिपूर्ण प्रस्तावावर माननीय प्राचार्य व IQAC यांच्या सहा व शिक्के झाल्यानंतर pdf Format Scan करून cas@sus.ac.in या इमेल वरती पाठवावा. प्रस्ताव pdf मध्ये scan करताना सोबत दिलेल्या अनुक्रमणिके प्रमाणे स्कॅन करण्यात यावे. तसेच सदरचा प्रस्ताव तीन प्रतीत हार्ड कॉपी मध्ये सादर करावीत.
३	सदर प्रस्ताव सादर करताना सोबत जोडलेल्या Index प्रमाणे तयार करून प्रत्येक जोडपत्रास पान नंबर देवून त्यांचा उल्लेख Index मध्ये करावा. अनुक्रमणिकेप्रमाणे सुरुवातीला शिर्षकाचे Divider जोडावे.
४	यानुसार नव्याने प्रस्ताव सादर करत असताना CAS प्रक्रिया शुल्क, आपण online पद्धतीने खालील अकाउंट वरती भरावे व त्याची पावती पीडीएफ प्रस्तावामध्ये द्यावी. Bank :- Central Bank of India, Kondi Branch Account No. ३१७७०५७६७९ IFSC Code : CBIN०२८२८१५ MICR Code : ४१३०१६००५
५	प्रस्ताव सादर करत असताना आपण विद्यापीठ अनुदान आयोगाच्या अधिसूचना, ३० जून २०१० व ११ जुलै २०१६ नुसार API-PBAS forms व आवश्यक कागदपत्रे जोडावीत. API-PBAS forms शैक्षणिक वर्षाप्रमाणे न भरता, ते नियुक्ती / पदोन्नती दिनांकानुसार भरावेत ( उदा: नियुक्ती / पदोन्नती दिनांक ०२/०९/२०१० असल्यास API-PBAS form चा कालावधी ०२/०९/२०१० ते ०१/०९/२०११, ०२/०९/२०११ ते ०१/०९/२०१२ प्रमाणे असेल). २००९-१० ते २०१६-१७ या वर्षाचे API-PBAS forms विद्यापीठ अनुदान आयोग अधिसूचना ३० जून २०१० नुसार भरावेत व २०१७-१८ ते २०१९-२० या वर्षाचे API-PBAS forms विद्यापीठ अनुदान आयोग अधिसूचना ११ जुलै २०१६ नुसार भरावेत.
६	<b>यानुसार पदोन्नती साठी आवश्यक Category III API ची अट विद्यापीठ अनुदान आयोग अधिसूचना, १८ जुलै २०१८ मधील Appendix III, Table-B / Table-D / Table-F प्रमाणे असेल.</b>
७	CAS पदोन्नतीसाठी च्या कालावधी व्यतिरिक्त इतर सर्व पात्रता पूर्ण करत असल्यास संबंधित सहाय्यक प्राध्यापक/ग्रंथपाल/ शारीरिक शिक्षण संचालक आवश्यक सेवा कालावधीच्या अगोदर तीन महिने प्रस्ताव सादर करू शकतात.
८	CAS प्रक्रियेमध्ये जे सहाय्यक प्राध्यापक/ग्रंथपाल/ शारीरिक शिक्षण संचालक पदोन्नतीसाठी चा किमान आवश्यक सेवा कालावधी वेळाने पूर्ण करीत असतील अशा सहाय्यक प्राध्यापक/ग्रंथपाल/ शारीरिक शिक्षण संचालक यांना पदोन्नतीचा लाभ आवश्यक सेवा कालावधी, निकष पात्रता, UGC व शासनाच्या मार्गदर्शक तत्वानुसार पूर्ण होईल, त्या तारखेपासून देय असेल.
९	ज्या सहाय्यक प्राध्यापक/ग्रंथपाल/ शारीरिक शिक्षण संचालक यांच्या सेवेत १८० दिवस अथवा त्यापेक्षा कमी कालावधीचा सेवाखंड असेल अशा सहाय्यक प्राध्यापक/ग्रंथपाल/ शारीरिक शिक्षण संचालक यांचा संबंधित सेवाखंड रीतसर क्षमापित केलेला असेल तर सेवा खंडाचा कालावधी वगळून त्यापूर्वीची व नंतरची सेवा स्थाननिश्चितीसाठी ग्राह्य धरण्यात येईल.
१०	१८० दिवसापेक्षा जास्त सेवाखंड असेल आणि असा सेवाखंड जरी क्षमापित केला असला तरी सेवाखंडानंतरचीच सेवा स्थाननिश्चितीसाठी ग्राह्य धरण्यात येईल.
११	या स्थाननिश्चिती साठीचे सर्व अर्जाचे नमुने ( API-PBAS forms व IQAC reports) विद्यापीठ संकेतस्थळावर Academic, Research and Development या मथळ्याखाली CAS (Career Advancement Scheme) या लिंकवर उपलब्ध करून देण्यात आले आहेत.
१२	प्रस्तावासोबत अद्यावत सर्व्हिस बुक ची छायांकित प्रत प्रमाणित करून सादर करावी.

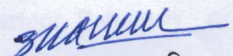
१३	अधिक माहितीसाठी आपण विद्यापीठ अनुदान आयोगाच्या अधिसूचना, ३० जून २०१०, ११ जुलै २०१६ व १८ जुलै २०१८ यांचा नियमानुसार वापर करावा. याची संबंधितांनी नोंद घ्यावी व त्याप्रमाणे यथोचित कार्यवाही करावी.
१४	प्रस्ताव सादर करण्याची अंतिम तारीख दि. ३१/१०/२०२० राहिल. उशिरा आलेले प्रस्ताव कोणत्याही परिस्थितीत स्विकारले जाणार नाहीत.
१५	यापूर्वी ज्या सहाय्यक प्राध्यापकांचे प्राध्यापक पदाचे पदोन्नतीचे प्रस्ताव कॅस समितीने नाकारलेले आहेत. अशा सहयोगी प्राध्यापकांचे प्रस्ताव नाकारलेल्या दिनांकापासून एक वर्ष पूर्ण झाल्यानंतर सादर करावेत.



## INDEX (8000 to 9,000) (For level 12 TO 13A)

- Full Name : \_\_\_\_\_
- College Name : \_\_\_\_\_
- Subject : \_\_\_\_\_

Sr. No.	Details	Page no.
1	Prescribed form with covering letter of principal	
2	Cash receipt of Rs. 5000/-	
3	Appointments	
4	Joining Report	
5	Present Designation	
6	Educational qualification. i. UG Mark sheet & Certificate ii. PG Mark sheet & Certificate iii. M.Phil iv. Ph.D. v. SET/NET	
7	Appointment letter/s	
8	University Approval/s	
9	Pay fixation certificate by JDHE& Sr. Auditor in 8000 AGP/ academic level 12	
10	Certificates of refresher, FDP, short term, summer/winter school etc. completed	
11	Break condonation if any (Attach Break condonation certificate)	
12	Changes in staff of	
13	Attested photocopy of updated service book.	
14	Court Case if any.	
15	IQAC report about self appraisal forms / API-PBAS forms	
16	Yearly self appraisal form / API & PBAS forms	
17	Yearly supporting documents for API & PBAS forms	
18	Research papers, books published	

  
सहायक कुलसचिव



**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**

IQAC Form-A

Statement showing information of the assistant professor/ librarian/physical director due for promotion, (Stage III to stage IV) OR (AL 12 to AL 13A) under CAS

Date:- - -2020

Name of Teacher-

Subject:

College:-

Education Qualifications: Assessment Period for Placement: Break in service & Period of condonation (if any) :

Assessment Year	Category I	Category II	Category (I+II)	Category III	Date of Appointment & Approval	Date of Pay Fixation	Date of Placement in AL 12	Due Date of Placement in AL 13A	Certificate by the college
									This is to certify that the details provided in this statement are true and are verified from the office records.  Principal Signature & Seal
Sr. No.	Details of Refresher courses, FDP etc. during Assessment Period(if applicable)					API SCORE & Publications		Number of Publications in entire service	RECOMMENDATIONS OF THE COMMITTEE Eligible for promotion (AL 12 to AL13A) from Recommended placement in: AL13A w.e.f.
	Title	Category	From	To	Total Category III API for the Assessment Period	Number of Publications in entire service			

IQAC Member

IQAC Co-ordinator

Head of Department

Chair person

**Assistant Professor/Librarian/Physical Director  
due for promotion from AL 12 to AL 13A**

College Name: -

The meeting of the API evaluation Committee was held on .....at ..... in the office of Principal.

The Following members were present for the meeting.

Sr. No.	Name of the Member	Designation
1.	The Principal of the College	Chair person
2.	Head of concerned department from the college	Member
3.	IQAC Co-ordinator	Member
4.	IQAC Member	Member

The report of the meeting is as follows:

The proposal for verification of API, submitted by ..... from department of ..... of the college is verified by the committee. The API score of ..... for the assessment period (3 years) is as under:

	Criteria	A.Y.-I	A.Y.-II	A.Y.-III	Total	Average
<b>I</b>	Teaching, Learning and Evaluation related Activities					
<b>II</b>	Co-curricular, Extension Professional development etc.					
	<b>Total I+II</b>					
<b>III</b>	Research and Academic Contribution					

IQAC Member

IQAC Co-ordinator

Head of Department

Chair person

Date:

Place:



(For years 2009-10 to 2016-17)

FORM-C



## Punyashlok Ahilyadevi Holkar Solapur University Solapur

### Part A

#### Year of performance Appraisal:

#### SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

#### SECTION - B:

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

Sr. No.	Nature of Activity ESSENTIAL	Maximum Score		
		API Score allotted	Self- appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*			
2.	Lectures or other teaching duties in excess of UGC norms			
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.			
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.			
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.			
<b>Total Score</b>				

\* Lectures & tutorials allocation to add upto the UGC norms for particular category of teacher.

**CATEGORY II:****CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

<b>Sr. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>		
	<b>CO-CURRICULAR AND EXTENSION ACTIVITIES</b>	<b>API Score allotted</b>	<b>Self-appraisal Score</b>	<b>Verified API Score</b>
<b>1.</b>	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)			
<b>2.</b>	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.			
<b>3.</b>	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)			
<b>Total Score</b>				



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

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals (Total Publications = N)	Refereed Journals (Total Publications = N)	15 / publication	N X 15 =	
		No. of Papers in indexed journals out of N = N <sub>1</sub>	No. of Papers in indexed journals out of N = N <sub>1</sub>	5 / publication	N <sub>1</sub> X 5 =	
		No. of Papers with impact factor between 1 and 2 out of N = N <sub>2</sub>	No. of Papers with impact factor between 1 and 2 out of N = N <sub>2</sub>	10 / publication	N <sub>2</sub> X 10 =	
		No. of Papers with impact factor between 2 and 5 out of N = N <sub>3</sub>	No. of Papers with impact factor between 2 and 5 out of N = N <sub>3</sub>	15 / publication	N <sub>3</sub> X 15 =	
		No. of Papers with impact factor between 5 and 10 out of N = N <sub>4</sub>	No. of Papers with impact factor between 5 and 10 out of N = N <sub>4</sub>	25 / publication	N <sub>4</sub> X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N <sub>5</sub>	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N <sub>5</sub>	10 / Publication	N <sub>5</sub> X 10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N <sub>6</sub>	Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N <sub>6</sub>	10/ publication	N <sub>6</sub> X 10 =	
		<b>Total of III (a)</b>				

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M <sub>1</sub> b) No. of chapter(s) in an edited book(s) = M <sub>2</sub>	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M <sub>1</sub> b) No. of chapter(s) in an edited book(s) = M <sub>2</sub>	50 /sole author; 10/chapter in an edited book	M <sub>1</sub> X 50 = M <sub>2</sub> X 10 =		
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers a) No. of sole author book(s) = M <sub>3</sub> b) No. of chapter(s) in an edited book(s) = M <sub>4</sub>	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN a) No. of sole author book(s) = M <sub>3</sub> b) No. of chapter(s) in an edited book(s) = M <sub>4</sub>	25 /sole author; 5/chapter in an edited book	M <sub>3</sub> X 25 = M <sub>4</sub> X 5 =		
		Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M <sub>5</sub> b) No. of chapter(s) in an edited book(s) = M <sub>6</sub>	Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M <sub>5</sub> b) No. of chapter(s) in an edited book(s) = M <sub>6</sub>	15 /sole author; 3/chapter in an edited book	M <sub>5</sub> X 15 = M <sub>6</sub> X 3 =		
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M <sub>7</sub>	Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M <sub>7</sub>	10 /Chapter	M <sub>7</sub> X 10 =		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories No. of chapter(s) = M <sub>8</sub>	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories No. of chapter(s) = M <sub>8</sub>	5 / Chapter	M <sub>8</sub> X 5 =		
<b>Total of III (b)</b>							

<b>III(c)</b>		<b>RESEARCH PROJECT</b>				
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs No. of Project(s) = P <sub>1</sub>	Major Projects amount mobilized with grants above 5 lakhs No. of Project(s) = P <sub>1</sub>	20 / Project	P <sub>1</sub> X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs No. of Project(s) = P <sub>2</sub>	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs No. of Project(s) = P <sub>2</sub>	15 / Project	P <sub>2</sub> X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) No. of Project(s) = P <sub>3</sub>	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) No. of Project(s) = P <sub>3</sub>	10 / Project		
III(c) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs No. of 10 Lakh(s)=R	Amount mobilized with minimum of Rs.2 lakhs No. of 2 Lakh(s)=R	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q <sub>1</sub> b) No. of completed & accepted Minor project(s) = Q <sub>2</sub>	Completed project report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q <sub>1</sub> b) No. of completed & accepted Minor project(s) = Q <sub>2</sub>	20 / major project and 10 / minor project	Q <sub>1</sub> X 20 = Q <sub>2</sub> X 10 =	
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process a) No. of national level output = O <sub>1</sub> b) No. of international level output = O <sub>2</sub>	Major Policy document of Govt. Bodies at Central and State Level a) No. of national level output = O <sub>1</sub> b) No. of international level output = O <sub>2</sub>	30 / national level; 50/ International level (output or patent)	O <sub>1</sub> X 30 = O <sub>2</sub> X 50 =	
		<b>Total of III (c)</b>				

<b>III(d)</b>		<b>RESEARCH GUIDANCE</b>				
III (d) (i)	M.Phil.	Degree awarded No. of Candidates = D <sub>1</sub>	Degree awarded No.of Candidates = D <sub>1</sub>	3/candidate	D <sub>1</sub> X 3 =	
III (d) (ii)	Ph.D	Degree awarded Thesis submitted a) No. of Candidates = D <sub>2</sub> b) No. of Candidates = D <sub>3</sub>	Degree awarded Thesis submitted a) No. of Candidates = D <sub>2</sub> b) No. of Candidates = D <sub>3</sub>	10/candidate 7/ candidate	D <sub>2</sub> X10 = D <sub>3</sub> X 7 =	
		<b>Total of III(d)</b>				



III(e)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (e) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration No. of Programme(s)=T <sub>1</sub>	(a) Not less than two weeks duration No. of Programme(s)=T <sub>1</sub>	20 each	T <sub>1</sub> X 20 =	
		(b) One week duration No. of Programme(s)=T <sub>2</sub>	(b) One week duration No. of Programme(s)=T <sub>2</sub>	10 each	T <sub>2</sub> X 10 =	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A) )	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference No. of Papers=C <sub>1</sub>	a.International conference No. of Papers=C <sub>1</sub>	10 each	C <sub>1</sub> X 10	
		a. National No. of Papers=C <sub>2</sub>	a. National No. of Papers=C <sub>2</sub>	7.5 each	C <sub>2</sub> X 7.5	
		b. Regional /State level No. of Papers=C <sub>3</sub>	b. Regional / State level No. of Papers=C <sub>3</sub>	5 each	C <sub>3</sub> X 5	
		c. Local- University/ College level No. of Papers=C <sub>4</sub>	c. Local- University/ College level No. of Papers=C <sub>4</sub>	3 each	C <sub>4</sub> X 3 =	
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	a. International No. of Lecture(s) and/or Presentation(s) =L <sub>1</sub>	a. International No. of Lecture(s) and/or Presentation(s) =L <sub>1</sub>	10 each	L <sub>1</sub> X 10 =	
		b. National No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub>	b. National No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub>	5 each	L <sub>2</sub> X 5 =	
<b>Total of III(e)</b>						
<b>Total of Category III(a+b+c+d+e)</b>						
<b>Grand Total of Category (I+II+III)</b>						

Date:

Signature of Teacher

Place:

Signature of HOD

**PART 'B'**

Form C

(Adverse remarks as well as remarks of any out standing work shall be brought to the notice of the person concerned by the vice chancellor or head of the university department with a view to make improvement in the work, by the person concerned)

**1. (a) Assessment by the Vice-Chancellor/ Head of the Department of the work done under each head of the activity:**

Assessment of teaching , extension and research activities should be based on the verified API score under the respective category as mentioned in part A and shall be made in the following manner.

Teaching (Category I of Part A)		Extension (Category II of Part A)	
Grade	Verified API Score	Grade	Verified API Score
Outstanding	115-125	Outstanding	40-50
Very good	105- 114	Very good	34-39
Positively g	95-104	Positively good	28-33
Good	85-94	Good	22-27
Average	75-84	Average	15-21
Below average	0-74	Below average	0-14

Research (Category III of Part A)						
	Outstanding (A+)	Very good (A)	Positively Good(B+)	Good (B)	Average (B-)	Below Average(C)

(b) Grading :[General assessment on the basis of the assessment made in clause 2(a) above]

(A+) Outstanding, (A) Very good, (B+) Positively Good, (B) Good, (B-)Average, (C)Below Average

(c) Justification for assessment of work as outstanding/ below average

2. Comments of the vice chancellor/ Head of the Department on (1) (b) and (c)

**3. Remarks and suggestions**

(Head of the Department)

4. Remarks of the Principal(Adverse Remarks as well as remarks of appreciations)

Co-ordinator-IQAC  
Principal  
stamp

College seal

Signature of  
stamp



(For years 2009-10 to 2016-17)

FORM-D



## Punyashlok Ahilyadevi Holkar Solapur University Solapur

### PBAS Proforma for Promotion under CAS

#### SESSION / YEAR

#### PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND.

1.	Name (in Block Letters)	
2.	Father's Name	
3.	Department.	
4.	Current Designation and Grade Pay.	
5.	Date of Last Promotion/joining	
6.	Which Position and grade pay are you an applicant under CAS	
7.	Date of eligibility of 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 Pin code)	
14.	Permanent Address. (With Pincode)	
	Telephone No.	
	Email.	

15. Academic qualification (Matric till Post Graduation)

Examina- tion	Name of the Board/ University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Subject
High School/ Matric					
Intermediate H.S.C.					
B.A./B.Sc/B .Com					
M.A./M.Sc/ M.Com.					

16. Research Degrees:-

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

17. Appointment held prior to joining this institute

Name of the College	Subject * *	Class	Name of papers taught	No. of years with dates From to year

18. Post held after appointment at this institute

Designation	Department	Date of joining		Grade pay
		From	To	

19. Period of teaching experience:

20. Research Experience excluding years spent in Ph.D. (in Years)

21. Field of Specialization under the Subject/Discipline

a) Clinical Psychology

22. Academic Staff College Orientation/ Refresher Course attended

Name of the Course	Place	Duration	Sponsoring agency
Refresher Course			

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

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

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours

Sr No	Course/ Paper	Level	Mode of Teaching*	Hours per week allotted	% of Classes taken per documented record
1					
2					
3					
4					

- Lectur (L), Seminar (S), Tutorials (T), Practical (P), Contact Hour (C)

		API Score
(a)	Classes taken (Max 50 for 100% performance % Proportinate score up to 80% performance, below which no score may be given)	
(b)	Teaching load in excess of UGC norms (max score 10)	
	Total	

(ii) Reading/ instructional material consulted and additional knowledge resources provided to students

Sr No	Course/Paper	Consulted	Prescribed	Additional resources provided
1				
2				
API score based on Preparation and imparting knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max score 20)				API score

(iii) Use of participatory and innovative Teaching- Learning Methodologies, Updating of Subject Content, Course Improvement

Sr No	Short description	API Score
1	ICT instruction Lecturing process –Chalk, Board, LCD, OHP Seminars	
	Total Score (Max Score : 20)	



(iv) Examination duties Assigned and Performed

Sr No	Type of Examination Duties	Duties Assigned	Extent to which carried out	API Score
1	Invigilation University & College	Junior Supervisor	100%	
2	Evaluation of Answer sheets of internal and university exam	College/University evaluation	100%	
3	Internal Question paper setting	Setting University & College question Papers	100%	
Total Score (Max 25)				
Total obtained score(i+ii+iii=iv)				

Maximum allowed score: 125

Minimum score required: 75

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

Please mention your contribution to any of the following:

Sr No	Type of activity	API Score
	(i) Extension, Co-curricular & field based Activities	
1	Educational Tours/ Industry visit of B.A.III	
2	Research Cum counseling, Subject related events	
	(ii) Contribution to Corporate Life & Management of the Institution	<b>API Score</b>
1	Member of Board of Studies, Member of Faculty of Science, Member of BOS at other Universities	-
2	Research Committee, Member of Committees,	
3	LICs of University, college committee(admission committee, UGC Committee)	
	(iii) Professional development Activities	
1	Member of Association - SUCTA, SUTA	
2	Participation in National/International Conferences/ Seminars	
	Total Score (i+ii+iii) (Max 50)	





iii) Books published as Single author or editor- :

Sr. No.	Title with page No.	Type of Book & Authorship	Publisher& ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**C) Ongoing and Completed Research Projects and Consultancies:**

**D) C) ( I& II) Ongoing Projects/ Consultancies**

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized ( Rs. Lakh)	API Score

**(C ) ( II & IV) Completed Projects / Consultancies:**

Sr. No	Title	Agency	Period	Grant/ Amount Mobilized ( Rs. Lakh)	Whether policy document/ patent as outcome	API Score

**(D) Research Guidance:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil. Or equivalent				
Ph.D or equivalent				

**E (i) Training Courses, Teaching Learning Evaluation Technology Programmes, Faculty development Programmes (not less than one week duration):**

Name of the Course	Place	Duration	Sponsoring agency	API Score Allotted	Self appraisal score	Verified API Score

**E ii) Papers Presented**

Sr. No.	Title of the paper presented	Title of Conference / Seminar	Organized by	International/National/State Regional/college or university level	API Score	Self appraisal score	Verified API Score

**E (iii) Invited Lectures and Chairmanships at National and International Conferences/ Seminars etc.**

Sr. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organized by	Whether International/ National	API Score

**IV SUMMARY OF API SCORE**

	Criteria	Academic Year(API)					Total API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related Activities							
II	Co-curricular, Extension Professional development etc.							
	Total( I+II)							
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

Sr No	Details (Mention Year, value, where relevant)
1	<b>Nil</b>

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

- 1.
- 2.
- 3
- 4.

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

Signature of teacher

Signature of HOD

Signature of Principal

(For years from 2017-18)

FORM-C



## PART – A

### YEAR OF PERFORMANCE APPRAISAL:

#### SECTION-A: GENERAL

1	Name	:	
2	Designation	:	
3	Name of the Department / Centre	:	
4	Communication Address	:	
5	Email	:	
6	Telephone	:	
7	Mobile Number	:	

#### SECTION-B:

#### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum API Score Allotted (A.P/Asso.P/P.)	Self appraisal API Score	Verified API Score
a	Direct Teaching	70/60/60		
b	Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment	20/20/10		
c	Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc.	10/15/20		
<b>Total of (I)</b>		100/95/90		

- a) i) For Assistance Professor : Actual hours spent per academic year ÷ 7.5  
ii) For Asso. Professor / Professor : Actual hours spent per academic year ÷ 7.75  
b) Actual hours spent per academic year ÷ 10  
c) Actual hours spent per academic year ÷ 10

Designation	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Note :

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.



**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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Sr. No.	Nature of Activity	Maximum API Score allotted	Self appraisal API Score	Verified API 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		
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		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures	15		
<b>Total of (II)</b>		<b>45</b>		

a, b, c = Actual hours spent per academic year ÷ 10

### CATEGORY-III: RESEARCH AND ACADMIC 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.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences / Pharmacy	Faculties of Languages / Humanities / Arts / Social Sciences / Library /Education/ Physical education / Commerce/ Management/Law	Maximum score for University / College teacher*	Self appraisal API Score	Verified API Score
<b>III (A)</b>	<b>RESEARCH PAPERS PUBLISHED IN:</b>					
		Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication		
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication		

<b>III (B)</b>		<b>PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)</b>				
		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.	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 per Book for Single Author		
		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.	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 per Book for Single Author		
		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.	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 per Book for Single Author		
		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.	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 per Chapter National – 5 per Chapter		
<b>III (C)</b>		<b>RESEARCH PROJECTS</b>				
III (C) (i)	Sponsored Projects	(a)Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project		
		(b)Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project		
		(c)Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project		
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively		

III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UN ICEF 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		
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>					
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate		
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate		
<b>III (E)</b>	<b>FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS</b>					
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship		
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship		
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award		
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented		
		National level	National level	5 per lecture / 3 per paper presented		
		State/University level	State/University level	3 per lecture / 2 per paper presented		
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period					
<b>III(F)</b>	<b>DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (10 PER MODULE)</b>					
1						
2						
<b>Total of category III A, B, C, D, E</b>						

\* 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.

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

## PART - B

Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or head of the University Department with a view to make improvement in the work, by the person concerned.

### 1.(a) Assessment by the Vice-Chancellor/ Head of the Department of the work done under each head of activity:

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

Teaching (Category I of Part 'A')				Extension (Category II of Part 'A')	
Grade	Verified API Score			Grade	Verified API Score
	Asst.Prof.	Asso Prof.	Prof.		
<b>Outstanding</b>	92-100	87-95	83-90	<b>Outstanding</b>	41-45
<b>Very Good</b>	84-91	80-86	75-82	<b>Very Good</b>	37-40
<b>Positively Good</b>	76-83	72-79	68-74	<b>Positively Good</b>	34-36
<b>Good</b>	68-75	65-71	61-67	<b>Good</b>	32-33
<b>Average</b>	60-67	57-64	54-60	<b>Average</b>	27-29
<b>Below Average</b>	0-59	0-56	0-53	<b>Below Average</b>	0-26

	<b>Outstanding (A+)</b>	<b>Very Good (A)</b>	<b>Positively Good (B+)</b>	<b>Good (B)</b>	<b>Average (B-)</b>	<b>Below Average (C)</b>
Teaching	A+					
Extension	A+					
Research	A+					
Administration	A+					

**(b)Grading: [General Assessment on the basic of the assessment made in Clause 2(a) above]**

**(A+)Outstanding, (A) Very Good, (B+) Positively Good, (B)Good, (B-)Average, (C) Below Average**

**(c) Justification of assessment of work as outstanding/below average:**

**3. Comments of the Vice-Chancellor/Head of the Department on (1) (b) (and) (c):**

**4. Remarks and suggestions:**

**Signature**  
**(Head of the Department)**

**Remarks of the Principal (Adverse remarks as well as remarks of appreciation)**

**Coordinator – IQAC**  
**Stamp**

**College Seal**

**Signature of Principal**  
**Stamp**



**APPENDIX - III TABLE - II (A)**

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage3) to Assoc. Professor/ equivalent Cadres: (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

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

APPENDIX - III TABLE - II(B)

**Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	Assistant Professor(Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Minimum	Consolidated API score requirement	Consolidated API score requirement
	Qualification as stipulated in these regulations	of 300 points from categories II & III of APIs (cumulative)	requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/ weightages (Total Weightages = 100)	a)Academic Record and Research Performance (50%) b)Assessment of Domain Knowledge & Teaching Skills (30%) c)Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c)Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	a)Academic Background (20%) b)Research performance based on API score and quality of publications (40%). c)Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance:(20%)

**APPENDIX-III - TABLE: III**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A)..



**Punyashlok Ahilyadevi Holkar Solapur University Solapur**

**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	Telephone No.	
15	Email	

16. Academic Qualifications a) Matric to till Post Graduation

Sr. No.	Examinations	Name of the Board University	Year of passing	Percentage of marks obtained	Division / Class /Grade	Subject
1	S.S.C. / Equivalent exam					
2	H.S.C. / Equivalent exam					
3	BA/B.Sc./B.Com.					
4	M A /M.Sc./M.Com.					
5	SET/NET					
6	Ph.D.					

**b) Research Degrees:-**

Degrees	Title	Date of award	University
M.Phil.	-	-	-
Ph. D.			

**17) Appointments held prior to joining this institution:-**

Designation	Name of the Employer	Date of Joining From To		Salary with Grade pay	Reason for leaving
Lecturer					
Do					

**18) Posts held after appointment at this institution:-**

Designation	Department	Date of Joining		Grade

**19. Period of teaching experience :-**

(a) U.G. Classes ( in years):

(b) P.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)

**22. Academic Staff College Orientation / Refresher Course / Short terms attended:**

Name of the Course / Summer School	Place	Duration		Sponsoring Agency
		From	To	

## PART B : ACADEMIC PERFORMANCE INDICATORS

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

Form - D

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

#### a. Direct teaching:

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

Sr. No.	Course / Paper	Level	Mode of Teaching	Hours per week allotted	% of classes taken as per documented record
1					100
2					100
3					100
4					100
5					100

\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

	API Score
(a) <b>Classes Taken ( for 100% performance &amp; proportionate score) up to 80% performance, below which no score may be given</b> (Total working days =180, CL/DL = 17, actual working days =163, 23 weeks, 23 x 20 =460 converted to 450)	Actual Hours spent/7.5=450/7.5 =
(b) <b>Teaching Load in excess of UGC norm (max score : 10)</b>	-
<b>Total Score (Maximum Score Allotted for Assistant Prof.=70, Associate Prof. = 60 and Professor = 60 )</b>	



**b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment**

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1				Actual Hour Spent/10= 180/10=18
2				
3				
<b>Total Score (Maximum Score for Assistant Prof.=20, Associate Prof. = 20 and Professor =10 )</b>				
<b>c. Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc.</b> (Reading / Instructional material consulted and additional knowledge resources provided to students)				
Sr. No.	Course / Paper	Details of Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc.	API Score	
1				Actual Hour Spent/10= 100/10=10
2				
3				
<b>Total Score (Maximum Score for Assistant Prof.=10, Associate Prof. = 15 and Professor =20 )</b>				

**Score of Category I**

- a) i) For Assistant Professor : Actual hours spent per academic year ÷ 7.5  
ii) For Asso. Professor / Professor: Actual hours spent per academic year ÷ 7.75
- b) Actual hours spent per academic year ÷ 10
- c) Actual hours spent per academic year ÷ 10

**Summary of Category – I :**

Sr. No.	Nature of Activity	Maximum API Score Allotted (A.P/Asso.P/P.)	Self appraisal API Score	Verified API Score
<b>a</b>	Direct Teaching	70/60/60		
<b>b</b>	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10		
<b>c</b>	Innovative Teaching – learning methodologies, updating of subject content/courses, mentoring etc.	10/15/20		
<b>Total of Category - I</b>		<b>100/95/90</b>		

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

**please mention your contribution to any of the following**

Sr No.	Nature of activity	Average Hrs/week	API Score
a	Student related co-curricular, extension and field based activities.		
	(i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)	Two/week <b>Total Hour spent =50/10</b>	Actual Hour Spent/10 = 50/10 =
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)		
		Two/week <b>Total Hour spent = 50/10</b>	Actual Hour Spent/10 = 50/10 =
	(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	Two/week <b>Total Hour spent = 50/10</b>	Actual Hour Spent/10 = 50/10 =
	<b>Total (Maximum API Score : 15)</b>		

b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	Yearly / Semester wise responsibilities	API Score
	(i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)	Yearly Yearly	Actual Hour Spent/10 = 100/10 =
	(ii) Participation in Board of Studies, Academic and Administrative Committees	Yearly Yearly Yearly	Actual Hour Spent/10 = 50/10 =
<b>Total (Maximum API Score : 15)</b>			
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures		Actual Hour Spent/10 = 150/10 =15
<b>Total (Maximum API Score : 15)</b>			
<b>Total Score (a+b+c) (Maximum API Score : 45)</b>			

**Score of category II a, b, c = Actual hours spent per academic year ÷ 10**



### III (C) RESEARCH PROJECTS

i) Sponsored Projects					
Sr No.	Title	Agency	Period	Grants/Amount Mobilized (Rs. Lakh)	API Score
1					

ii) Sponsored Projects						
Sr No.	Title	Agency	Period	Grants/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as out come	API Score
1						

iii) Project outcome/output					
Sr No.	Title	Agency	Period	Details of outcome/output	API Score
1					

### III (D) Research Guidance : (Ph. D. Guide Recognition letter by SUS)

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent	-	-	-	-
Ph. D. or equivalent	-	-	-	-

**III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars  
(i) Fellowships, Awards**

Sr. No.	Details of Fellowship/Awards	API Score

**III E ii) Invited Lectures/paper presented**

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by Whether International /National / State/ University	API Score
1		h		

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

Sr. No.	Details of e-learning delivery process / material developed	API Score
1		



**IV. SUMMARY OF API SCORES FOR ASSESSMENT PERIOD**

	<b>Criteria</b>	<b>A.Y. I</b>	<b>A.Y. II</b>	<b>A.Y. III</b>	<b>A.Y. IV</b>	<b>A.Y. V</b>	<b>A.Y. VI</b>	<b>Total</b>	<b>Average</b>
I	Teaching, Learning and Evaluation related activities					-	-		
II	Professional development Co-curricular, Extension Activities					-	-		
III	Research and Academic Contributions					-	-		
II + III						-	-		

A. Y.: Assessment year

**PART C: OTHER RELEVANT INFORMATION**

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

<b>Sr. No.</b>	<b>Details (Mention Year, value etc. where relevant)</b>
1	
2	
3	

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

1		6
2		7
3		8
4		9
5		10

Coordinator – IQAC  
Stamp

Head of the Department

College Seal

Signature of Principal  
Stamp



## Punyashlok Ahilyadevi Holkar Solapur University, Solapur

### Part 'A'

#### YEAR OF PERFORMANCE APPRAISAL:

#### **SECTION – A: GENERAL**

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

#### **SECTION - B:**

#### **CATEGORY: I : PROCUREMENT, ORGNIZATION AND DILIVERY OF KNOWLEDGE AND INFORMATION THOUGH LIBRARY SERVICES**

Sr. No.	Nature of Activity	Maximum Score		
	ESSENTIAL	API Score allotted	Self-appraisal Score	Verified API Score
1.	Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researches and analysis of report; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40		
2.	ICT and other new technologies application for up gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference & information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30		

3.	Development, organization and management of e-resources including their accessibility over Intranet/ internet, digitization of library resources, e-delivery of information, etc. curriculum; syllabus enrichment by providing the additional resources to students.	25		
4.	User awareness and instruction programmes (Orientation lectures, users training in the use of library services as e-resources, OPAC; knowledge resources use promotion programs like organizing book exhibitions, other interactive latest learning resources, etc. )	20		
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facility to outsiders through external membership norms.	10		
<b>Total Score</b>		<b>125</b>		

\* Lectures & tutorials allocation to add up to the UGC norms for particular category of teacher.

#### **CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
	<b>CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES</b>	<b>API Score allotted</b>	<b>Self appraisal Score</b>	<b>Verified API Score</b>
1.	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20		
2.	Contribution to Corporate life and Management of the library units & institution through participation in library & administrative committees responsibilities.	15		
3.	Professional Development Activities(such as participation in seminar, conferences, short term, e-library training courses, workshop of associations, dissemination and general articles, not covered in category III below)	15		
<b>Total Score (II)</b>		<b>50</b>		

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS.**

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals (Total Publications = N)	Refereed Journals (Total Publications = N)	15 / publication	N X 15 =	<b>10</b>
		No. of Papers in indexed journals out of N = N <sub>1</sub>	No. of Papers in indexed journals out of N = N <sub>1</sub>	5 / publication	N <sub>1</sub> X 5 =	
		No. of Papers with impact factor between 1 and 2 out of N = N <sub>2</sub>	No. of Papers with impact factor between 1 and 2 out of N = N <sub>2</sub>	10 / publication	N <sub>2</sub> X 10 =	
		No. of Papers with impact factor between 2 and 5 out of N = N <sub>3</sub>	No. of Papers with impact factor between 2 and 5 out of N = N <sub>3</sub>	15 / publication	N <sub>3</sub> X 15 =	
		No. of Papers with impact factor between 5 and 10 out of N = N <sub>4</sub>	No. of Papers with impact factor between 5 and 10 out of N = N <sub>4</sub>	25 / publication	N <sub>4</sub> X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.  No. of papers = N <sub>5</sub>	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.  No. of papers = N <sub>5</sub>	10 / Publication	N <sub>5</sub> X 10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included)  No. of papers = N <sub>6</sub>	Conference proceedings as full papers, etc. (Abstracts not to be included)  No. of papers = N <sub>6</sub>	10/ publication	N <sub>6</sub> X 2 =	
<b>Total of III (a)</b>						

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = $M_1$ b) No. of chapter(s) in an edited book(s) = $M_2$	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = $M_1$ b) No. of chapter(s) in an edited book(s) = $M_2$	50 /sole author; 10/chapter in an edited book	$M_1 X$ $50 =$ $M_2 X$ $10 =$		
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers a) No. of sole author book(s) = $M_3$ b) No. of chapter(s) in an edited book(s) = $M_4$	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN a) No. of sole author book(s) = $M_3$ b) No. of chapter(s) in an edited book(s) = $M_4$	25 /sole author; 5/chapter in an edited book	$M_3 X$ $25 =$ $M_4 X$ $5 =$		
		Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = $M_5$ b) No. of chapter(s) in an edited book(s) = $M_6$	Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = $M_5$ b) No. of chapter(s) in an edited book(s) = $M_6$	15 /sole author; 3/chapter in an edited book	$M_5 X$ $15 =$ $M_6 X$ $3 =$		
		Chapters contributed to edited knowledge based volumes published by International Publishers  No. of chapter(s) = $M_7$	Chapters contributed to edited knowledge based volumes published by International Publishers  No. of chapter(s) = $M_7$	10 /Chapter	$M_7 X$ $10 =$		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories  No. of chapter(s) = $M_8$	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories  No. of chapter(s) = $M_8$	5 / Chapter	$M_8 X$ $5 =$		
		<b>Total of III (b)</b>					

III(c)		RESEARCH PROJECT					
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs No. of Project(s) = P <sub>1</sub>	Major Projects amount mobilized with grants above 5 lakhs No. of Project(s) = P <sub>1</sub>	20 / Project	P <sub>1</sub> X 20 =		
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs No. of Project(s) = P <sub>2</sub>	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs No. of Project(s) = P <sub>2</sub>	15 / Project	P <sub>2</sub> X 15 =		
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) No. of Project(s) = P <sub>3</sub>	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) No. of Project(s) = P <sub>3</sub>	10 / Project	P <sub>3</sub> X 10 =		
III(c) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs No. of 10 Lakh(s)=R	Amount mobilized with minimum of Rs.2 lakhs No. of 2 Lakh(s)=R	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =		
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q <sub>1</sub> b) No. of completed & accepted Minor project(s) = Q <sub>2</sub>	Completed project report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q <sub>1</sub> b) No. of completed & accepted Minor project(s) = Q <sub>2</sub>	20 / major project and 10 / minor project	Q <sub>1</sub> X 20 = Q <sub>2</sub> X 10 =		
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process a) No. of national level output = O <sub>1</sub> b) No. of international level output = O <sub>2</sub>	Major Policy document of Govt. Bodies at Central and State Level a) No. of national level output = O <sub>1</sub> b) No. of international level output = O <sub>2</sub>	30 / national level; 50/ International level (output or patent)	O <sub>1</sub> X 30 = O <sub>2</sub> X 50 =		
		<b>Total of III (c)</b>					

<b>III(d) RESEARCH GUIDANCE</b>						
III (d) (i)	M.Phil.	Degree awarded No. of Candidates = $D_1$	Degree awarded No. of Candidates = $D_1$	3/candidate	$D_1 \times 3 =$	
III (d) (ii)	Ph.D.	Degree awarded  Thesis submitted  a) No. of Candidates = $D_2$  b) No. of Candidates = $D_3$	Degree awarded  Thesis submitted  a) No. of Candidates = $D_2$  b) No. of Candidates = $D_3$	10/candidate  7/ candidate	$D_2 \times 10 =$ $D_3 \times 7 =$	
<b>Total of III(D)</b>						
<b>III(e) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPER</b>						
III (e) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration  No. of Programme(s)= $T_1$	No. of Programme(s)= $T_1$	20 each	$T_1 \times 20 =$	
		(b) One week duration  No. of Programme(s)= $T_2$	(b) One week duration  No. of Programme(s)= $T_2$	10 each	$T_2 \times 10 =$	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A) )	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference No. of Papers= $C_1$	a. International conference No. of Papers= $C_1$	10 each	$C_1 \times 10 =$	
		a. National No. of Papers= $C_2$	a. National No. of Papers= $C_2$	7.5 each	$C_2 \times 7.5 =$	
		b. Regional /State level No. of Papers= $C_3$	b. Regional / State level No. of Papers= $C_3$	5 each	$C_3 \times 5 =$	
		c. Local– University/ College level No. of Papers= $C_4$	c. Local- University/ College level No. of Papers= $C_4$	3 each	$C_4 \times 3 =$	
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	a. International  No. of Lecture(s) and/or Presentation(s) = $L_1$	a. International  No. of Lecture(s) and/or Presentation(s) = $L_1$	10 each	$L_1 \times 10 =$	

		b. National No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub>	b. National No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub>	5 each	L <sub>2</sub> X 5 =	
<b>Total of III(e)</b>						
<b>Total of Category III (a+b+c+d+e)</b>						
<b>Grand Total of Category (I+II+III)</b>						

Date:

Signature of Teacher

Place:

Signature of HOD



## PART 'B'

(Adverse remarks as well as remarks of any out standing work shall be brought to the notice of the person concerned by the vice chancellor or head of the university department with a view to make improvement in the work, by the person concerned)

**1. (a) Assessment by the Vice-Chancellor/ Head of the Department of the work done under each head of the activity:**

Assessment of teaching , extension and research activities should be based on the verified API score under the respective category as mentioned in part A and shall be made in the following manner.

<b>Teaching (Category I of Part A)</b>		<b>Extension (Category II of Part A)</b>	
<b>Grade</b>	<b>Verified API Score</b>	<b>Grade</b>	<b>Verified API Score</b>
Outstanding	115-125	Outstanding	40-50
Very good	105- 114	Very good	34-39
Positively g	95-104	Positively good	28-33
Good	85-94	Good	22-27
Average	75-84	Average	15-21
Below average	0-74	Below average	0-14

<b>Research (Category III of Part A)</b>						
	<b>Outstanding (A+)</b>	<b>Very good (A)</b>	<b>Positively Good (B+)</b>	<b>Good (B)</b>	<b>Average (B-)</b>	<b>Below Average (C)</b>
Teaching						
Extension						
Research						
Administration						

**(b) Grading :** [General assessment on the basis of the assessment made in clause 2 (a) above]

**(A+) Outstanding, (A) Very good, (B+) Positively Good, (B) Good, (B-)Average, (C)Below Average**

**(c) Justification for assessment of work as outstanding/ below average**

**2. Comments of the vice chancellor/ Head of the Department on (1) (b) and (c)**

**3. Remarks and suggestions**

**Signature**  
**(Head of the Department)**

**4. Remarks of the Principal (Adverse Remarks as well as remarks of appreciations)**

**Co-ordinator-IQAC**  
**Stamp**

**College seal**

**Signature of Principal**  
**Stamp**

(For years 2009-10 to 2016-17)

FORM-D



**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**

**PBAS PROFORMA FOR PROMOTION UNDER CAS**

**Academic Year-**

**Name of the College**

:

**Section : A :**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

<b>01.</b>	Name (in Block Letters).	:	
<b>02.</b>	Father's Name.	:	
	Mother's Name.	:	
<b>03.</b>	Department.	:	
<b>04.</b>	Current Designation and Grade Pay	:	
<b>05.</b>	Date of Last Promotion.	:	
<b>06.</b>	Position and Grade Pay applied under CAS.	:	
<b>07.</b>	Date of eligibility for promotion.	:	
<b>08.</b>	Date and Place of Birth.	:	
<b>09.</b>	Sex.	:	
<b>10.</b>	Marital Status.	:	
<b>11.</b>	Nationality.	:	
<b>12.</b>	Indicate category and sub category (if reserved)	:	
<b>13.</b>	Address for Correspondence. (with Pin code).	:	
<b>14.</b>	Permanent Address.	:	
	Telephone No.	:	
	E-mail	:	
<b>15.</b>	<b>Academic Qualification.</b>	:	

Examinations	Name of the Board/ University	Year of Passing	Percentage of Marks obtained	Division/ Grade	Subject
High School/S.S.C.					
H.S.C.					
B.A.					
B. Lib. & Inf. Sc.					
M. Lib. & Inf. Sc.					
NET/SET					

<b>16.</b>	<b>Research Degree(s).</b>	:	
------------	----------------------------	---	--

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

<b>17.</b>	<b>Appointment held prior to joining this Institution :</b>
------------	---

Designation	Name of Employer	Date of		Salary with Grade Pay	Reason of Leaving
		joining	Leaving		

<b>18.</b>	<b>Post held after appointment at this Institution :</b>
------------	--

Designation	Department	Date of actual		Grade pay
		From	To	

<b>19.</b>	<b>Period of Teaching Experience</b>	:	PG Classes	:	
		:	UG Classes	:	

<b>20.</b>	<b>Research Experience excluding years spent in M. Phil./Ph.D. (in years)</b>	:	
------------	---	---	--

<b>21.</b>	<b>Fields of Specialization under the subject/ Discipline</b>	:	
------------	---	---	--

22.	Academic Staff College Orientation/ Refresher Course/ISTE-sponsored STTP/SBP attended during the year.			
Sr. No.	Name of Course	Place	Duration	Sponsoring Agency

**PART B:****ACADEMIC PERFORMANCE INDICATORS**

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

**CATEGORY: I.****PROCUREMENT, ORGNIZATION AND DILIVERY OF KNOWLEDGE AND INFORMATION THOUGH LIBRARY SERVICES**

Sr. No.	Nature of Activity	API Score Allotted	Self Appraisal API Score	Verified API Score
i.	Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researches and analysis of report; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40		
ii.	ICT and other new technologies application for up gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference & information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. )	30		
iii.	Development , organization and management of e-resources including their accessibility over Intranet/ internet, digitization of library resources, e-delivery of information, etc.	25		
iv.	User awareness and instruction programmes ( Orientation lectures , users training in the use of library services as e- resources, OPAC; knowledge resources use promotion programs like organizing book exhibitions , other interactive latest learning resources, etc. )	20		

v.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facility to outsiders through external membership norms.	10		
	<b>Total Score (Max. Score : 125 )</b>	<b>125</b>		
	<b>Total Minimum API Score Required : 75</b>			

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

<b>Type of the Activities</b>		<b>API Score. Allotted</b>	<b>Self Appraisal API Score.</b>	<b>Verified API Score.</b>
<b>1.</b>	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	<b>20</b>		
<b>Total Score (Max. Score : 20 )</b>		<b>20</b>		
<b>2.</b>	<b>Contribution to Corporate life and Management of the library units &amp; institution through participation in library &amp; administrative committees responsibilities.</b>			
<b>Type of the Activities</b>		<b>API Score. Allotted</b>	<b>Self Appraisal API Score.</b>	<b>Verified API Score.</b>
<b>1.</b>		<b>15</b>		
<b>Total Score (Max. Score : 15)</b>				
<b>3.</b>	<b>Professional Development Activities(such as participation in seminar, conferences, short term, e-library training courses, workshop of associations, dissemination and general articles, not covered in category III below)</b>			
<b>Type of the Activities</b>		<b>API Score. Allotted</b>	<b>Self Appraisal API Score.</b>	<b>Verified API Score.</b>
<b>1.</b>		<b>15</b>		
<b>Total Score (Max. Score : 15 )</b>				
<b>Total Score. (I+II+III) (Max. Score :50 )</b>				





Sr. No.	Title with page nos.	Details of Book Publication	Year of publication	ISSN / ISBN No.	No. of Authors	Whether you are the main author/sole author	API Score	Self Appraisal Score	Verified API Score

### III (B) Publications other than Journal articles (books, Chapter in books)

Sr. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer Reviewed	No of co-authors	Whether you are the main author	API Score

### III (C) RESEARCH PROJECTS

#### (I) Sponsored Projects carried out/ongoing

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

#### (II) Consultancy Projects carried out/ongoing

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

**(III) Completed projects : Quality Evaluation**

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

**(IV) Projects Outcome /Outputs**

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

**D. Research Guidance.**

Sr. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score	Self Appraisal Score	Verified API Score
M. Phil or equivalent						
Ph.D. or equivalent						

**E. i. Training courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)**

Sr. No.	Programme	Duration	Organized by	API Score	Self Appraisal Score	Verified API Score



<b>IV. SUMMARY OF API SCORES.</b>				
<b>Sr. No.</b>	<b>Criteria</b>	<b>Academic Year</b>	<b>Total-API Score for assessment Period</b>	<b>Annual Av. API Score for Assessment Period</b>
<b>I</b>	<b>Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Co-curricular, Extension, Professional Development, etc.</b>			
	<b>Total: I+II</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

<b>PART C:</b>	
<b>OTHER RELEVANT INFORMATION</b>	
Please give details of any other credential, significant contributions, awards received, etc. not mentioned earlier.	
<b>Sr. No</b>	<b>Details (mention year, value etc. where relevant)</b>
<b>LIST OF ENCLOSURES</b>	
(Please attach copies of certificates, sanctioned orders, papers, etc. wherever necessary).	
<b>Sr. No</b>	<b>Details of Enclosed Documents'</b>
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	
<b>Place :</b>	<b>Signature of the Faculty</b>
<b>Date :</b>	<b>Signature of the Principal</b>



**Punyashlok Ahilyadevi Holkar Solapur University Solapur  
Academic Performance Indicators (APIs) and Proposed Scores  
developed for adoption of Performance Based Appraisal  
System (PBAS) for Direct Appointments/Promotions  
Applicable to Career Advancement Scheme (CAS) of  
University Librarian/University Deputy Librarian/ Assistant  
Librarian/College Librarian.**

**Instructions for Filling up Part B of the PBAS Proforma**

**( Please read the Instructions carefully before filling the  
proforma for Category I, II, III )**

**CATEGORY : I : Procurement, organization and delivery of knowledge  
and information through Library services.**

Sr.No.	Nature of Activity	Maximum Score	Actual Score
			Actual hours spent per academic year ÷ 20
1	Library resources organization and maintenance of books, journals, reports Provision of library reader - services, literature retrieval services to researchers and analysis of report Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	15	
2	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and Information Services. Library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet Management.	15	

3	Development, organization and management of e-resources including their accessibility over Internet/Internet, digitization of library resources, e-delivery of information, etc. Creating Intranet / Internet facility Digitization of library e-delivery of information	15	
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programs like organizing book exhibitions, other interactive latest learning resources, etc.)	Maximum Score 15	÷ 10
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership Norms.	15	÷ 10
<b>Total Score</b>		<b>100</b>	
<b>Minimum API Score required</b>		<b>70</b>	

**CATEGORY: II : Professional Development, Co-curricular & Extension Activities.**

**(i) Extension and Co-curricular & field based Activities**

Sr.No.	Nature of Activity	Maximum Score	Actual Score
			Actual hours spent per academic year ÷ 10
1	Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	

**(2) Contribution to Corporate life and Management of the Institution.(Indicators)**

	Maximum Score	Actual hours spent per academic year ÷ 10 = Actual Score
Contribution to Corporate life in Universities/colleges through meetings, popular lectures, Library related events, articles in college magazine and University volumes	15	
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator		
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee		
Responsibility for or participation in committees for Students Welfare, Counseling and Discipline		
Organisation of Conference /Training as Chairman/Organizational Secretary / Treasurer : (a) International National/Regional (b) as member of the organizing committee)		



**(3) Professional Development Related Activities.**

<b>Indicators / Activities</b>	<b>Maximum Score</b>	<b>Actual hours spent per academic year ÷ 10= Actual Score</b>
Membership in profession related committees at State and National level a. At National level b. At State level		
Associations, Conferences, Seminars Participation in subject without paper presentation	<b>15</b>	
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development		
Publication of articles in newspapers, magazines or other publications (not covered in category III; radio talks; television programmes)		
<b>Minimum API Score</b>		

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

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/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 Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max.score *	API score
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication	
		Other Reputed Journals as notified by the UGC#	10 per Publication	
III (B)	Publications other than journal articles (books, chapters in books)	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 per Book for Single Author	
		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 per Book for Single Author	
		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 per Book for Single Author	

	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 per Chapter National – 5 per Chapter	
--	---	--	--

III (C)	RESEARCH PRO JECTS			API score
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project	
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project	
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project	
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs	
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central/ State Govt./Local Bodies prepared	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5	
III (D)	RESEARCH GUID ANCE			
III(D)(i)	M.Phil.	Degree awarded	5 per candidate	
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 /10 per candidate	
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conference / seminars			
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship	
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship	
	Award/Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award	
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented	
		National level	5 per lecture / 3 per paper presented	
		State/University level	3 per lecture / 2 per paper presented	
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(E) (iii)	Development of e-delivery process/material		10 per module	

\* Wherever relevant, 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/books 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 of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

Coordinator – IQAC  
Stamp

Head of the Department

College Seal

Signature of Principal  
Stamp



**Punyashlok Ahilyadevi Holkar Solapur University Solapur**  
**PBAS Proforma for Promotion under CAS**  
**( PART A, PART B & PART C )**

*( For University Librarian / Deputy Librarian / Assistant Librarian  
and College Librarian.)*

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

1. Name (in Block Letters) : \_\_\_\_\_

2. Father's/Mothers/Husband's Name : \_\_\_\_\_

3. Department : \_\_\_\_\_

4. Current Designation & Grade Pay : \_\_\_\_\_

5. Date of last Promotion : \_\_\_\_\_

6. For which position and grade pay you are 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 Pincode) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No : \_\_\_\_\_ Email : \_\_\_\_\_

**15. Academic Qualifications (Matric onwards till post graduation) :**

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject/s
High School / Matric					
Intermediate / HSC					
B.A. / B.Sc. / B.Com. /B.Lib/ B.Mus./					
M.A. / M.Sc. / M.Com. /M.Lib/ M.Mus./.....					
Other examination, if any					

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

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

**17. Appointments held prior to joining this institution :**

Sr. No.	Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
			Joining	Leaving		
1.						
2.						
3.						
4.						



## **PART B : ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS(Appendix-VII) proforma before fillingout this section)

### **CATEGORY : I**

#### **1. Procurement, Organization and delivery of knowledge and information through Library Services.**

a. Library resources organization and maintenance of Books, Journals and Reports. (Full Score for 900 % compliance and proportionate Score may	API Score
--	-----------

Sr.No.	Nature of Activity	Maximum Score : 70	Actual Score	API Score
			Actual hours spent per academic year ÷ 20	
1				
2				
3				
4				
5				
<b>(Maximum Score : 70 )</b>				

#### **b. ICT and other new technologies**

Sr.No.	Mode of Technology	Maximum Score : 15	Actual Score	API Score
			Actual hours spent per academic year ÷ 10	
1				
2				
3				
4				
5				
<b>(Maximum Score : 15 )</b>				

#### **C. Additional Services :**

Sr.No.	Additional Services	Actual Score	API Score
		Actual hours spent per academic year ÷ 10	
1	Digitalization of Library		
2	e-delivery of information		
3	Creating Internet and Intranet facility		
<b>(Maximum Score : 15 )</b>			

\* Score may be allotted on the basis of Success Rate.

## **PART B : ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS(Appendix-VII) proforma before filling out this section)

### **CATEGORY : II**

#### **PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES.**

**Extention and Co-curricular & field based Activities.**

S. No.	Type of Activity	Actual Score	API Score
	<b>(i) Extension, Co-curricular &amp; field based Activities</b>	<b>Actual hours spent per academic year ÷10</b>	
1			
2			
3			
4			
5			
	<b>Total (Max : 15)</b>		
	<b>(ii) Contribution to Corporate life and Management of the Institution</b>	<b>Actual Score</b>	<b>API Score</b>
		<b>Actual hours spent per academic year ÷10</b>	
1			
2			
3			
4			
5			
	<b>Total (Max : 15)</b>		
	<b>(iii) Professional Development Activities</b>	<b>Actual Score</b>	<b>API Score</b>
		<b>Actual hours spent per academic year ÷10</b>	
1			
2			
3			
4			
5	<b>Total (Max. : 15)</b>		
	<b>Total Score (i + ii + iii) (Max. : 45)</b>		
	<b>Minimum API Score ( 15 )</b>		



## **PART B : ACADEMIC PERFORMANCE INDICATORS**

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

### **CATEGORY : III**

#### **RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.**

**A) Published Papers in Journals (As per Gazette Notification July 11, 2016).**

<b>Sr. No.</b>	<b>Title with page nos.</b>	<b>Journal</b>	<b>ISSN / ISBN No.</b>	<b>Whether peer reviewed. Impact Factor, If any</b>	<b>No. of co-authors</b>	<b>Whether you are the main author</b>	<b>API Score</b>
1							
2							
3							
4							
5							

**B(i) Articles / Chapters published in Books(As per Gazette Notification July 11, 2016).**

<b>Sr. No.</b>	<b>Title with page nos.</b>	<b>Book Title, editor &amp; publisher</b>	<b>ISSN / ISBN No.</b>	<b>Whether peer reviewed.</b>	<b>No. of co-authors</b>	<b>Whether you are the main author</b>	<b>API Score</b>
1							
2							
3							
4							
5							

**B(ii) Full Papers In Conference Proceedings (As per Gazette Notification July 11, 2016).**

<b>Sr. No.</b>	<b>Title with page nos.</b>	<b>Details of Conference Publication</b>	<b>ISSN / ISBN No.</b>	<b>No. of co-authors</b>	<b>Whether you are the main author</b>	<b>API Score</b>
1						
2						
3						
4						
5						

**B(iii) Books Published as single Author or as Editor (As per Gazette Notification July 11, 2016).**

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

**C) Ongoing and Completed Research Projects and Consultancies.**

**(C) (i & ii) Ongoing Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

**(C) (iii & iv) Completed Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						

**(D) Research Guidance.**

<b>Sr. No.</b>	<b>Number Enrolled</b>	<b>Thesis Submitted</b>	<b>Degree awarded</b>	<b>API Score</b>
<b>M. Phil. or equivalent</b>				
<b>Ph. D. or equivalent</b>				

**(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration).**

<b>Sr. No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Organised by</b>	<b>API Score</b>
1				
2				
3				
4				
5				

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

<b>Sr. No.</b>	<b>Title of the Paper presented</b>	<b>Title of Conference / Seminar</b>	<b>Organised by</b>	<b>Whether international / national /state / regional/college or university level</b>	<b>API Score</b>
1					
2					
3					
4					
5					

**E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.**

<b>Sr. No.</b>	<b>Title of Lecture / Academic Session</b>	<b>Title of Conference/ Seminar etc.</b>	<b>Organised by</b>	<b>Whether international / national</b>	<b>API Score</b>
1					
2					
3					
4					
5					

**IV. SUMMARY OF API SCORES.**

<b>Category</b>	<b>Criteria</b>	<b>Last Academic Year</b>	<b>Total- API Score for Assessment Period</b>	<b>Annual Av. API Score for Assessment Period</b>
<b>I</b>	Procurement, Organization & delivery of knowledge			
<b>II</b>	<b>Co-curricular, Extension, Related Professional Development Activities.</b>			
	<b>Total I + II</b>			
<b>III</b>	<b>Research, Publication and Academic Contribution ( For entire period )</b>			
	<b>Total II + III</b>			

### **PART C : OTHER RELEVANT INFORMATION**

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

<b>S.No.</b>	<b>Details (Mention Year, value etc. where relevant)</b>
1	
2	
3	
4	
5	

**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

**Coordinator – IQAC  
Stamp**

**Head of the Department**

**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.

**APPENDIX - III TABLE - VIII (A)**

**MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES**

<b>Category</b>	<b>Activity</b>	<b>Assistant / College Librarian (Stage 1 to Stage 2)</b>	<b>Assistant / College Librarian (Stage 2 to Stage 3)</b>	<b>Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)</b>	<b>Deputy Librarian (Stage 4) to Librarian (Stage 5)</b>
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and	50% Library publication work 30% Assessment of innovative Library service and organization of digital library
	Minimum required 50))			Organizational skills 20 % - Interview performance	services 20% Interview performance

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

**APPENDIX - III TABLE – VIII (B)**

**Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

<b>Minimum Norm / Criteria</b>	<b>Assistant University Librarian / College Librarian (Stage 1)</b>	<b>Deputy Librarian in universities (Stage 4)</b>	<b>Librarian (university only) (Stage 5)</b>
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance(30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) .b) Library automation skills and Organizational Plans (20%) .c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

**APPENDIX-III - TABLE IX**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

<b>Sl.No.</b>	<b>Promotion of Librarian Cadres through CAS</b>	<b>Service (as prescribed by the MHRD Notification) requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (II)One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone first stage and second during the assessment period. (iii) Screening cum Verification process for recommending promotion.



3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication
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	to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	(Selection Grade) with three years of completed service in Stage 3.	will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A)
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.



**Punyashlok Ahilyadevi Holkar Solapur University Solapur**  
**PART-A**

**YEAR OF PERFORMANCE APPRAISAL:**

**SECTION-A: GENERAL**

1	Name	:	
2	Designation	:	
3	Name of the Department/ Centre	:	
4	Communication Address	:	
5	Email, Telephone/ Mobile Number	:	
6	YEAR OF PERFORMANCE APPRAISAL	:	

v

**SECTION-B:**

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		API score allotted	Self-appraisal score	API score verified
1	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports)	20		
	Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours	20		
2	Extending services, sports facilities and training on holidays to the institutions and organizations	10		
3	Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Collegiate Levels	25		
	Organizing and conducting coaching camps / sports person development / training programmes	15		
4	Up gradation of scientific and technological knowledge in Physical Education and Sports.	10		
	Identifying sports talents and Mentoring sports excellence among students	10		
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15		
<b>Total Score</b>		<b>125</b>		
<b>Minimum API Score required</b>		<b>75</b>		

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

Sr.No	Nature of Activity	Maximum Score		
	ESSENTIAL	API score allotted	Self-appraisal score	API score Verified
<b>1</b>	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various levels of extramurals and intramural programmes); extension work through NSS/NCC and other channels,	<b>20</b>		
<b>2</b>	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	<b>15</b>		
<b>3</b>	Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	<b>15</b>		
<b>Total Score</b>		<b>50</b>		
<b>Minimum API Scored</b>		<b>15</b>		

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

Sr.No.	APIs	Faculties of Languages/Arts/ Humanities/ Social Sciences/ Library /Physical Education/Management	Max. points for University and college teacher position		
			API Score allotted	Self appraisal Score	Verified API Score
III (a)	Research Publication (Journals)	Refereed Journals (Total Publications=N)	15/ Publication	Nx15 =	
		No. of Papers in indexed journals (out of N=N1)	5/ Publication	N1x5 =	
		No. of papers with impact factor between and 2 (Out of N=N2)	10/ Publication	N2x10	
		No. of papers with impact factor between 2and 5 (Out of N=N3)	15/ Publication	N3x15 =	
		No. of papers with impact factor between 5 and 10 (Out of N=N4)	25/ Publication	N4x25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. (No. of papers=N5)	10/ Publication	N5x10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included) (No.of papers =N6)	10/ Publication	N6x10 =	
<b>Total of III (a)</b>					
III (b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system [a] No. of sole author book(S)=M1 b)No. of chapter(s) in an edited book(s) =M2	50/ sole author 10/ chapter in edited book	M1x50 = M2x10 =	
		Subject Books By/national level publishers/ State and Central Govt.Publications with ISBN/ISSN [a] No. of sole author book (s)=M3 b)No. of chapter(s) in an edited book(s)=M4	25/ sole author 5/ chapter in edited book	M3x25 = M4x5 =	
		Subject Books by Other local publishers with ISBN/ISSN numbers (a) No. of sole author book (s)=M5 b)No. of chapter(s) in an edited book(s)=M6	15/ sole author 3/ chapter in edited book	M5x15 = M6x3 =	
		Chapters contributed to edited knowledge based volumes published International Publishers [No. of chapter(s) = M7	10/ chapter	M7x10 =	
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories No. of chapter(s)=M8	5/ chapter	M8x5 =	
<b>Total of III (b)</b>					
III (c)	<b>RESEARCH PROJECTS</b>				
III (c) (i)	Sponsored Projects carried out / ongoing	Major Projects amount Mobilized grants only above 5 lakhs [No.of Project(s)=P1]	20/Project	P1x20 =	
		Major Projects amount mobilized with minimum of Rs.3 lakhs up to Rs.5 lakhs [No.of Proiects(s)=P2]	15/Project	P2x15 =	
		Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs. 3 lakhs [No.of Project(s)=P3]	10/Project	P3x10 =	

<b>III (c) (ii)</b>	<b>Consultancy Projects carried out/ ongoing</b>	Amount mobilized with minimum of Rs.2lakhs [No.of 2 Lakh(s)=R]	10 per every Rs.10 lakhs and 2 lakhs Respectively	Rx10 =	
<b>III (c) (iii)</b>	<b>Completed Projects: Quality Evaluation</b>	Completed project Report (Accepted by funding agency) [a)No. of completed & accepted Major project(s)=Q1 b)No. of completed & accepted Minor project(s)=Q2]	20 major project and 10 minor project	Q1x20 = Q2x10 =	

<b>III (c) (iv)</b>	<b>Projects Outcome/Output</b>	Major Policy document of Govt. Bodies at Central and State Level [a) No. of national level Output =O1 b)No. of international level output = O2	30/ national level; 50/ international level (output or patent)	O1x30 = O2x50 =	
<b>Total of III (c)</b>					
<b>III (d)</b>	<b>Research Guidance</b>				
<b>III (d) (i)</b>	<b>M.Phil</b>	Degree awarded [No.of Candidates = D1]	3/candidate	D1x3 =	
<b>III (d) (ii)</b>	<b>Ph.D.</b>	Degree awarded Thesis submitted [a) No. of Candidate=D2 b) No. of Candidate=D3]	10/candidate 7/candidate	D2x10 = D3x7 =	
<b>Total of III (d)</b>					
<b>III (e)</b>	<b>TRAINING COURSES AND CONFERENCE/ SEMINAR/ WORKSHOP PAPERS</b>				
<b>III (e) (i)</b>	<b>Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max:30 points)</b>	a)Not less than two weeks duration [No. of Programme(s)=T1]	20 each	T1x20 =	
		b)One week duration [No. of Programme(s)=T2]	10 each	T2x10 =	
<b>III (e) (ii)</b>	<b>Papers in Conferences/ Seminars/ work Shops etc.[that are not included in III(A)]</b>	Participation and Presentation of research papers (oral/poster)			
		a)international conference [No.of Papers=C1]	10 each	C1x10 =	
		b. National [No.of Papers=C2]	7.5 each	C2x7.5 =	
		c.Regional/State level [No.of Papers=C3]	5 each	C3x5 =	
		d.Local/University/College level [No.of Papers=C4]	3 each	C4x3 =	
<b>III (e) (iii)</b>	<b>Invited lectures or presentations for conferences/ symposia</b>	a) International [No. of Lecture(s) and/or Presentation(s)=L1]	10 each	L1x10 =	
		b)National [No. of Lecture(s) and/or Presentation(s)=L2]	5 each	L2x5 =	
<b>Total of III (e)</b>					
<b>Total of- III (a+b+c+d+e)</b>					
<b>Grand Total of Category (I + II +III)</b>					

**Signature of the Physical Director**

Date -     /     /

Place -

## PART- 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or head of the University Department with a view to a make improvement in the work by the person concerned.)

### **1.(a)Assessment by the Vice-Chancellor/Head of the Department of the work done under each head of activity:**

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part" A" and shall be made in the following manner.

<b>Teaching (Category-I-of Part' A')</b>		<b>Extension (Category-II of Part 'A')</b>	
<b>Grade</b>	<b>Verified API Score</b>	<b>Grade</b>	<b>Verified API Score</b>
Outstanding	115-125	Outstanding	40-50
Very Good	105-114	Very Good	34-39
Positively Good	95-104	Positively Good	28-33
Good	85-94	Good	22-27
Average	75-84	Average	15-21
Below Average	0-74	Below Average	0-14

	<b>Outstanding (A+)</b>	<b>Very Good (A)</b>	<b>Positively Good (B+)</b>	<b>Good (B)</b>	<b>Average (B-)</b>	<b>Below Average (c)</b>
Teaching						
Extension						
Research						
Administration						

**(b) Grading:** [General Assessment on the basic of the assessment made in Clause2 (a) above] (A+) outstanding, (A) Very Good, (B+) positively Good, (B) Good, (B-) Average, (c) Below Average

**(c)Justification of assessment of work as outstanding/below average**

**3. Comments of the vice-chancellor/Head of the Department on (1) (b) and (c):**

**4. Remarks and suggestions:**

Director

Signature of the Physical

**5.Remarks of the Principal (Adverse marks as well as remarks of appreciation)**

Coordinator-IQAC  
Stamp

College Seal

Signature of Principal  
Stamp



(For years 2009-10 to 2016-17)

FORM-D



## Punyashlok Ahilyadevi Holkar Solapur University Solapur

### PBAS Proforma for Promotion Under CAS

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

1.	Name (in Block Letters)	
2.	Father's / Mother's / Husband'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 Pin code)	
14.	Permanent Address (with Pin code)	
	Telephone No.	
	Email	

**15. Academic Qualification (Matric till Post Graduation):**

Examination	Name of the Board/ University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Subject
High School/ Matric					
Intermediate H.S.C.					
B. A.					
B. P. Ed.					
M. A					
M. P. Ed.					
NET/SET					
Any other					

**16. Research Degrees:**

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 joining		Grade
		From	To	

**19. Period of teaching experience:**

P.G. Classes (in years) -

U.G. Classes (in years) –

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

**21. Fields of Specialization under the Subject/Discipline:**

a) \_\_\_\_\_

b) \_\_\_\_\_

**22. Academic Staff College Orientation/ Refresher Course attended:**

<b>Name of the Course / Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

## PART B: ACADEMIC PERFORMANCE INDICATORS

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

### CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

#### 1 (a) Management of Physical Education and Sports Programme for students. i)

Sr. No.	Physical Education / Sports Programme	Level	API Score
1			
2			
3			
<b>(Maximum Score 10)</b>			

#### ii)

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1				
2				
3				
<b>(Maximum Score 10)</b>				
<b>Total Score (i+ii) (Maximum Score: 20)</b>				

#### (b) Lecture cum practice based athlete/sports classes, seminars undertaken as per Percentage of allotted hours.

Sr. No.	Lecture / Sports classes / Seminars	Allotted	Compliance in %	API Score
1				
2				
3				
<b>(Maximum Score: 20)</b>				
<b>Total Score (a+b) (Maximum Score: 40)</b>				

**2. Extending Services, Sports facilities and Training on holidays to the Institutions and Organizations.**

Sr. No.	Type of Service, Sports facility and Training Extended	Name of the Institute or Organization to which the Service, Sports facility or Training is provided	Date(s)	API Score
1				
2				
API Score based on extending Services, Sports facilities and Training on holidays to the Institutions and Organizations. (Maximum Score: 10)				

**3. (a) Organizing and conducting sports and games competitions at International / National / Inter University / Inter Collegiate levels.**

Sr. No.	Nature of Sports and Games Competition Conducted	Level	API Score
1			
2			
3			
4			
(Maximum Score: 25)			

**3. (b) Organizing and Conducting Coaching Camps / Sports Person Development / Training Programmes.**

Sr. No.	Organization of Coaching Camp / Training Programme	Level	API Score
1			
2			
3			
4			
(Maximum Score: 15)			
Total Score (a+b) (Maximum Score: 40)			

**4. (a) Upgradation of scientific and technological knowledge in Physical Education and Sports.**

Sr. No.	Scientific and Technological knowledge upgraded (Give Short Description)	API Score
1		
2		
(Total Max. Score: 10)		

**(b) Identifying sports talents and Maintaining sports excellence among students.**

<b>Sr. No.</b>	<b>Name of the Student Identified</b>	<b>Justification</b>	<b>API Score</b>
<b>1</b>			
<b>2</b>			
<b>(Maximum Score: 10)</b>			
<b>Total Score (a+b) (Maximum Score: 20)</b>			

**Development and Maintenance of play fields, Purchase and Maintenance of the sports facilities.**

<b>Sr. No.</b>	<b>Name of the Sports facility</b>	<b>Activity Head</b>	<b>API Score</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>(Maximum Score: 15)</b>			

<b>Total Score (Category : I) :</b>	<b>(Maximum Score)</b>	<b>125</b>
<b>Minimum API Score Required</b>		<b>75</b>

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

**1. Student related co-curricular, extension & field based activities**

Sr. No.	Type of Activity	API Score
1		
2		
3		
4		
5		
<b>(Maximum Score: 20)</b>		

**2. Contribution to Corporate life and Management of the Sports Units & Institution**

Sr. No.	Type of Activity	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
4			
5			
<b>(Maximum Score: 15)</b>			

**3. Professional Development Activities**

Sr. No.	Type of Activity	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
<b>(Maximum Score: 15)</b>			

<b>Total Score (1 + 2 + 3):</b>	<b>50</b>
---------------------------------	-----------

<b>Total Score (Category: II):</b>	<b>(Maximum Score)</b>	<b>50</b>
------------------------------------	------------------------	-----------

<b>Minimum API Score Required in Category II</b>	<b>15</b>
--	-----------

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

**A) Published papers in Journals**

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Whether peer revised. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

**B) (i) Articles / Chapters published in Books**

Sr. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**ii) Full Papers in Conference Proceedings**

Sr. No.	Title with page Nos.	Details of Conference publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

**iii) Book Published as single author or as editor**

Sr. No.	Title with page Nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**C) Ongoing and Completed Research Projects and Consultancies**

**C) (i & ii) Ongoing Projects / Consultancies**

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score



**C) (iii & iv) Completed Projects / Consultancies**

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome	API Score

**D) Research Guidance**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil.or Equivalent				
Ph.D. or Equivalent				

**(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration) -**

Sr. No.	Programme	Duration	Organized by	API Score

**(E) (ii) Paper presented in Conferences, Seminars, Workshops, Symposia**

Sr. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University Level	API Score

**(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.**

Sr. No.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc	Organized by	Whether International / National	API Score

**(iv) SUMMARY OF API SCORES FOR ASSESSMENT PERIOD**

	<b>Criteria</b>	<b>Last Academic Year</b>	<b>Total – API Score for Assessment Period</b>	<b>Annual Av. API Score for Assessment Period</b>
I	Teaching, Training, Coaching, Sports Person Development and Sports Management Activities			
II	Co-curricular, Extension & Professional Development Related Activities			
	<b>Total (I+II)</b>			
III	Research and Academic Contribution			
	<b>Total</b>			

**PART C: OTHER RELEVANT INFORMATION**

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

<b>Sr. No.</b>	<b>Details (Mention Year, value etc. where relevant)</b>

**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 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

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



## Punyashlok Ahilyadevi Holkar Solapur University Solapur

Part – A

Year of performance Appraisal : \_\_\_\_\_

### Section – A : General

1	Name	:	
2	Designation	:	
3	Name of the Department / Centre	:	
4	Communication Address	:	
5	Email	:	
6	Telephone	:	
7	Mobile Number	:	

### Section – B :

#### Category – I : TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Sr. No.	Nature of Activity	Maximum API Score Allotted (A.D.P.E./D.D. P.E. /D.P.E.)	Self Appraisal API Score	Verified API Score
<b>1</b>	Lecture cum practice based athlete/sports classes, seminars undertaken as per Percentage of allotted hours. / Organizing and Conducting Coaching Camps / Sports Person Development / Training Programmes.	<b>80/70/60</b>		
<b>(a)</b>	Identifying sports talents and Maintaining sports excellence among students.			
<b>(b)</b>	Development and Maintenance of play fields, Purchase and Maintenance of the sports facilities.			
<b>(c)</b>				
<b>2</b>	Management of Physical Education and Sports Programme for students. / Organizing and conducting sports and games competitions at International / National / Inter University / Inter Collegiate levels./Association's Sports	<b>10/10/10</b>		
<b>3</b>	Upgradation of scientific and technological knowledge in Physical Education and Sports. / Extending Services, Sports facilities and Training on holidays to the Institutions and Organizations.	<b>10/10/10</b>		
<b>Total of Category – I</b>		<b>100/90/80</b>		

Direct Workload and weightage to be given to different levels of Physical Education Personnel

	Direct working hours per week	Weightage
Assistant Director of Physical Education	40	100
Deputy Director of Physical Education	36+4*	90
Director of Physical Education	32+8*	80

Based on the Physical Education Personnel's self-assessment, API scores are proposed for (a) Lecture cum practice based athlete / sports classes coaching and training related activities; (b) Organizing and conducting sports and games competitions and management related activities; and (c) upgradation of sports infrastructure and extension services etc. The minimum API score required by Physical Education Personnel 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.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

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

Based on the Physical Education Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. 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 Director of Physical Education / College Director of Physical Education & Sports to higher grades and selection committee for the promotion of Assistant DPE&S to Deputy DPE&S and for direct recruitment of Deputy DPE&S and DPE&S. The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual score	API score
a) Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ <b>10</b>	
b) Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities(including as Principal / Director / Convener / similar other duties that require regular office hrs for its discharge)	15	Actual hours spent per academic year ÷ <b>10</b>	
c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ <b>10</b>	

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion in universities/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 Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports and for direct recruitment of Deputy Director of Physical Education & Sports and Director of Physical Education & Sports.

Category	Activity	Faculties of Physical Education & Sports	Max. score for University/College DPE*	API Score
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication	
		Other Reputed Journals as notified by the UGC#	10 per Publication	
III (B)	Publications other than journal articles (books, chapters in books)	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 per Book for Single Author	
		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 per Book for Single Author	
		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 per Book for Single Author	
		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.	1 International –10 per Chapter National – 5 per Chapter	
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project	
		Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project	
		Minor Projects with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per Project	
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs	
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5	
III (D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	5 per candidate	
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate	
			10 per candidate	

III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		API Score
III(E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/International Sports Organizations	15 per Award / 15 per Fellowship
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	10 per Award / 10 per Fellowship
	Award /Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III(E)	Development of e-learning delivery process/material		10 per module
(iii)			
<b>Total of Category III A, B, C, D, E</b>			

\* Wherever relevant, 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/books 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 of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

**Coordinator – IQAC  
Stamp**

**Head of the Department**

**College Seal**

**Signature of Principal  
Stamp**



**Punyashlok Ahilyadevi Holkar Solapur University Solapur**

**PBAS Proforma for Promotion Under CAS**

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

1.	<b>Name (in Block Letters)</b>	
2.	<b>Father's / Mother's / Husband's Name</b>	
3.	<b>Department</b>	
4.	<b>Current Designation &amp; Grade Pay</b>	
5.	<b>Date of Last Promotion</b>	
6.	<b>Which Position and grade pay are you an applicant under CAS?</b>	
7.	<b>Date of Eligibility for Promotion</b>	
8.	<b>Date and Place of Birth</b>	
9.	<b>Sex</b>	
10.	<b>Marital Status</b>	
11.	<b>Nationality</b>	
12.	<b>Indicate whether belongs to SC/ST/OBC category</b>	
13.	<b>Address for Correspondence (with Pin code)</b>	
14.	<b>Permanent Address (with Pin code)</b>	
	<b>Telephone No.</b>	
	<b>Email</b>	

**15. Academic Qualification (Matric till Post Graduation):**

Examination	Name of the Board/ University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Subject
High School/ Matric					
Intermediate H.S.C.					
B. A.					
B. P. Ed.					
M. A					
M. P. Ed.					
NET/SET					
Any other					

**16. Research Degrees:**

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 joining		Grade
		From	To	

**19. Period of teaching experience:**

P.G. Classes (in years) -

U.G. Classes (in years) -



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

**21. Fields of Specialization under the Subject/Discipline:**

a) \_\_\_\_\_

b) \_\_\_\_\_

**22. Academic Staff College Orientation/ Refresher Course attended:**

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

**CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

**1 (a) Lecture cum practice based athlete/sports classes, seminars undertaken as per Percentage of allotted hours.**

Sr. No.	Lecture / Sports classes / Seminars	Allotted	Compliance in %	API Score
1				
2				
3				
<b>(Maximum Score: 25)</b>				

**(b) Organizing and Conducting Coaching Camps / Sports Person Development / Training Programmes.**

Sr. No.	Organization of Coaching Camp / Training Programme	Level	API Score
1			
2			
3			
4			
<b>(Maximum Score: 25)</b>			

**(c) Identifying sports talents and Maintaining sports excellence among students.**

<b>Sr. No.</b>	<b>Name of the Student Identified</b>	<b>Justification</b>	<b>API Score</b>
<b>1</b>			
<b>2</b>			
<b>(Maximum Score: 20)</b>			

**(d) Development and Maintenance of play fields, Purchase and Maintenance of the sports facilities.**

<b>Sr. No.</b>	<b>Name of the Sports facility</b>	<b>Activity Head</b>	<b>API Score</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>(Maximum Score: 10)</b>			
<b>Total Score (Maximum Score Allotted for Assistant Director of Physical Education = 80, Deputy Director of Physical Education = 70, Director of Physical Education = 60)</b>			

**2 (a) Management of Physical Education and Sports Programme for students.**

**i)**

<b>Sr. No.</b>	<b>Physical Education / Sports Programme</b>	<b>Level</b>	<b>API Score</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>(Maximum Score : 5)</b>			

**ii)**

<b>Sr. No.</b>	<b>Type of Examination Duties</b>	<b>Duties Assigned</b>	<b>Extent to which carried out (%)</b>	<b>API Score</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>(Maximum Score : 5)</b>				

OR

**2. Organizing and conducting sports and games competitions at International / National / Inter University / Inter Collegiate levels.**

<b>Sr. No.</b>	<b>Nature of Sports and Games Competition Conducted</b>	<b>Level</b>	<b>API Score</b>
1			
2			
3			
4			
<b>(Maximum Score: 10)</b>			
<b>Total Score (Maximum Score Allotted for Assistant Director of Physical Education = 10, Deputy Director of Physical Education = 10, Director of Physical Education = 10)</b>			

**3. Upgradation of scientific and technological knowledge in Physical Education and Sports.**

<b>Sr. No.</b>	<b>Scientific and Technological knowledge upgraded (Give Short Description)</b>	<b>API Score</b>
1		
2		
<b>(Total Max. Score: 10)</b>		

OR

**3. Extending Services, Sports facilities and Training on holidays to the Institutions and Organizations.**

<b>Sr. No.</b>	<b>Type of Service, Sports facility and Training Extended</b>	<b>Name of the Institute or Organization to which the Service, Sports facility or Training is provided</b>	<b>Date(s)</b>	<b>API Score</b>
1				
2				
<b>API Score based on extending Services, Sports facilities and Training on holidays to the Institutions and Organizations. (Maximum Score: 10)</b>				
<b>Total Score (Maximum Score Allotted for Assistant Director of Physical Education = 10, Deputy Director of Physical Education = 10, Director of Physical Education = 10)</b>				

**Summary of Category – I :**

<b>Sr. No.</b>	<b>Nature of Activity</b>	<b>Maximum API Score Allotted (A.D.P.E./D.D.P.E. /D.P.E.)</b>	<b>Self Appraisal API Score</b>	<b>Verified API Score</b>
<b>1</b>	Lecture cum practice based athlete/sports classes, seminars undertaken as per Percentage of allotted hours. / Organizing and Conducting Coaching Camps / Sports Person Development / Training Programmes.	<b>80/70/60</b>		
<b>(a)</b>	Identifying sports talents and Maintaining sports excellence among students.			
<b>(b)</b>	Development and Maintenance of play fields, Purchase and Maintenance of the sports facilities.			
<b>2</b>	Management of Physical Education and Sports Programme for students. / Organizing and conducting sports and games competitions at International / National / Inter University / Inter Collegiate levels.	<b>10/10/10</b>		
<b>3</b>	Upgradation of scientific and technological knowledge in Physical Education and Sports. / Extending Services, Sports facilities and Training on holidays to the Institutions and Organizations.	<b>10/10/10</b>		
	<b>Total of Category – I</b>	<b>100/90/80</b>		

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

**1. Student related co-curricular, extension & field based activities**

<b>Sr. No.</b>	<b>Type of Activity</b>	<b>API Score</b>
1		
2		
3		
4		
5		
<b>(Maximum Score: 15)</b>		

**2. Contribution to Corporate life and Management of the Sports Units & Institution**

<b>Sr. No.</b>	<b>Type of Activity</b>	<b>Yearly / Semester wise responsibilities</b>	<b>API Score</b>
1			
2			
3			
4			
5			
<b>(Maximum Score: 15)</b>			

**3. Professional Development Activities**

<b>Sr. No.</b>	<b>Type of Activity</b>	<b>Yearly / Semester wise responsibilities</b>	<b>API Score</b>
1			
2			
3			
<b>(Maximum Score: 15)</b>			

**Total Score (1 + 2 + 3):**

**84**

**Total Score (Category: II):**

**(Maximum Score: 45)**

**Minimum API Score Required in Category II**

**(Maximum Score: 15)**

### CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**A) Research paper published in :**

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Whether peer revised. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

**B) Publications other than Journal articles (books, Chapter in books)**

Sr. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**C) Research Projects**

i) Sponsored Projects						
Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	

ii) Consultancy Projects						
Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	

iii) Projects Outcome / Outputs						
Sr. No.	Title	Agency	Period	Details of Outcome / Output	API Score	

**D) Research Guidance**

Sr. No.	Degree	Number Enrolled	Thesis Submitted	Degree awarded	API Score
1.	M. Phil.or Equivalent				
2.	Ph.D. or Equivalent				

**(E) Fellowships, Awards and Invited lectures delivered in conferences / seminars :**

i) Fellowships / Awards		
Sr.No.	Details of Fellowships / Awards	API Score

ii) Invited Lectures / Papers Presented					
Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by	Whether International/ National/ State/ University	API Score

**F) Development of e-learning delivery process / material**

Sr.No.	Details of e-learning delivery process / material developed	API Score

**(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	Ave.
I	Teaching, Training, Coaching, Sports Person Development and Sports Management Activities								
II	Professional Development, Co-curricular & Extension Activities								
III	Research and Academic Contribution								
	<b>Total</b>								

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)

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

**Coordinator – IQAC  
Stamp**

**Head of the Department**

**College Seal**

**Signature of Principal  
Stamp**



**APPENDIX - III TABLE - V (A)**

**MINIMUM APIs AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE DIRECTOR AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES**

<b>Category</b>	<b>Activity</b>	<b>Assistant / College Director of Physical Education (Stage 1 to Stage 2)</b>	<b>Assistant / College Director of Physical Education (Stage 2 to Stage 3)</b>	<b>Assistant/College Director of Physical Education(Stage 3) to Deputy/College Director of Physical Education (Stage 4)</b>	<b>Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5)</b>
I	Teaching, training, coaching, sports person development and sports management activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions - Minimum score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research contribution 50% - Assessment of domain knowledge & teaching practices. 20%- Interview performance	50%- Research contribution. 30%- Assessment of domain knowledge and teaching practices. 20 %- Interview performance

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

**APPENDIX - III TABLE - V(B)**

**Minimum Scores for APIs for direct recruitment of Physical Education Cadres in Universities / Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	Assistant DPE (Stage 1)	Deputy DPE (Stage 4)	DPE (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%)	a) Research papers (3 nos) evaluation:(40%) b) Organisational skills/ Plans of sports (30%) c) Interview performance (30%)	a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan: (25%) c) Interview performance (25%)

**APPENDIX-III - TABLE VI**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES**

Sr. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). (ii) One Orientation and one Refresher / Research Methodology Course of 3/4 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE/ Assistant DPE (selection grade) / College DPE (selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) College DPE (senior scale) with completed service of five years in Stage 2	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 3/4 week duration. (iii) Screening cum Verification process for recommending promotion.

3.	Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / College DPE (Selection Grade) (Stage 3 to Stage 4).	Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). (ii) At least three publications in the entire period as Assistant/College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) Evidence of having produced teams / athletes
			(iv) A selection committee process as stipulated in the regulation and in Tables V(A).
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period the personnel is placed in stage 3 (iii) Evidence of having produced teams / athletes (iv) A selection committee process as stipulated in the regulation and in Tables V(A).

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.



**Table-1**

**PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**

**Annual Self Appraisal Report (ASAR)**

As per 7<sup>th</sup> Pay UGC Regulation 18<sup>th</sup> July, 2018 and

Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019

**For College Professor (AL 13A-14) / University Associate Professor (AL 12 - 13A) / University Professor (AL 13A-14)**

Assessment Year : (From / / To / / )

**A. General Information**

- a) Name (Surname first) : Dr./Shri./Smt.
- b) Designation :
- c) College / University :
- d) Department :
- e) Date of Birth :
- f) Date of Appointment :
- g) Date of Last Promotion :
- h) Assessment Period : (From / / To / / )
- i) Due Date of Next Promotion :
- j) Total Teaching Experience : UG : PG :
- k) Permanent Address (with Pin code) :
- Mobile No. :
- Email :

**B. Academic Qualifications :**

Sr. No.	Exam. Passed	University	Subject	Year	Grade / Class
1					
2					
3					
4					
5					
6					

**C. Research / Fellowship / Research Training Program :**

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF/PDF etc.		
2	M.Phil.		
3	Ph.D.		
4	Research Training Program		
5	Minor/Major Research Projects		
6	Other		

**D. Experience :**

Sr. No.	Designation	Name of Employer	Salary with Grade Pay/ Academic Level	Date of		Experience in years
				Joining	leaving	
Total Experience in years						

**E. Orientation / Refresher/Research Methodology Course etc. Completed :**

Sr. No.	Course	Duration	University / Institute
1			
2			
3			
4			
5			

## Assessment Criteria and Methodology for University/College Teachers

Table 1.1: **Teaching** –

Activity	Percentage Obtained	Grade Claimed	Grade Verified
Teaching-  $\frac{A}{B} \times 100 = \text{-----} \%$ Where A: Number of classes (Lectures) taught B: Total classes (Lectures) assigned (Classes taught includes sessions on tutorials, lab and other teaching related activities)		Good / Satisfactory / Not satisfactory	Good / Satisfactory/ Not satisfactory

Grading Criteria : 80% & above - Good, Below 80% but 70% & above - Satisfactory  
 Less than 70% - Not satisfactory.

**Note :** Strike out whichever is not applicable.

**Table 1.2: Involvement in the University / College students related activities / research activities:**

Sr. No.	Activity	Grade Claimed	Grade Verified	Page No.
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. Number of activities : .....	Good / Satisfactory / Not satisfactory	Good / Satisfactory/ Not satisfactory	
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. Number of activities : .....			
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. Number of activities : .....			
(d)	Organizing seminars/ conferences/ workshops, other college/university activities. Number of activities : .....			

(e)	Evidence of actively involved in guiding Ph.D students. Number of Students :.....			
(f)	Conducting minor or major research project sponsored by national or international agencies. Number of Projects : Major : ..... Minor : ....			
(g)	At least one single or joint publication in peer reviewed or UGC list of Journals. Number of Publications : .....			

**Grading Criteria** : **Good** - Involved in at least 3 activities (a to g)

: **Satisfactory** - 1-2 activities (a to g)

: **Not-satisfactory** - Not involved / undertaken any of the activities

**Note:** i) Number of activities can be within or across the broad categories of activities

ii) Strike out whichever is not applicable.

### Overall Grading:

Sr. No.	Grade	Criteria
1	Good	Good in teaching (Table 1.1) and satisfactory or good in activity at Table 1.2.
2	Satisfactory	Satisfactory in teaching (Table 1.1) and good or satisfactory in activity at Table 1.2.
3	Not Satisfactory	If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Table 1.1 and Table 1.2, 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, statutes and ordinances of the parent institution.

<b>Overall Grading</b>				
<b>Sr. No.</b>	<b>Grade Claimed</b>	<b>Overall Grade Claimed</b>	<b>Grade Verified</b>	<b>Overall Grade Verified</b>
<b>Table – 1.1</b>	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory
<b>Table – 1.2</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	

Signature of the Faculty

Signature of HOD/Director/Co-ordinator

Signature of Principal/ Director/ Vice Chancellor





**Table 2**

**PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**

**Annual Self Appraisal Report (ASAR)**

As per 7<sup>th</sup> Pay UGC Regulation 18<sup>th</sup> July, 2018 and

Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019

**Proforma For College Professor (AL 13A-14) / University Associate Professor (AL 12 -13A) / University Professor (AL 13A-14) 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.,)

**Table - 2(1)- Research papers in Peer reviewed or UGC listed journals**

Sr. No.	Name of the Author(s) (as appeared in the research article/ paper)	Title of the paper	Name of the Journal, issue(volume) , Year (month, if the information is available), page numbers	Details of Publisher with Name, postal address & Internet home page	Sr. No. in the UGC List of Journals (if any), Peer Reviewed* and/or Impact factor (if any, as per Thomson Reuters)	Score of the Paper (8 + 5) / (8 + IF Score)/ (10 + 5) / (10 + IF Score) = X	Self-Appraisal Score, i.e., Contribution the teacher (70 % or 30% of X)	Verified Score (not to be entered by the teacher )
1								
2								
...								
<b>Total Score of Table 2(1)</b>								

*\*As per UGC Rules.*

**Note –**

i.) Faculty of Sciences/ Engineering / Agriculture / Medical /Veterinary Sciences - **08 per paper**

ii.) Faculty of Languages / Humanities / Arts /Social Sciences / Library / Education /

Physical Education / Commerce / Management & other related disciplines – **10 per paper**

**Table - 2(2)- Publications (Other than research papers)**

**A. Books/Chapter(s) in Book**

Sr. No.	Book Title with ISSN/ISBN, Year	Role of the Teacher ( Author of Book/Author of Chapter in Book/Editor)	Details of the Publisher with address	International/ National	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1						
2						
...						
<b>Total of 2(2)(A)</b>						

## B. Translation works in Indian and Foreign Languages by qualified faculties

Sr. No.	Book Title with ISSN/ISBN, Year	Role of the Teacher(Author of Book/Author of Chapter or research paper)	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1				
2				
...				
<b>Total of 2(2)(B)</b>				
			<b>Total Score of Table 2(2)</b>	

### **Table – 2(3)- Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

a. Innovative Pedagogy b. Design of new curricula and courses c. MOOCs d. E-content

Sr. No.	a/b/c/d	Details	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1				
2				
...				
<b>Total of Table - 2(3)</b>				

### **Table – 2(4) - Research Guidance/Projects/Consultancy**

#### **2(4)(a)Research Guidance**

Sr. No.	Name of the Candidate	Month and Year of 1. Degree Awarded/Thesis Submitted 2.Dissertation	Supervisor/Co-supervisor if, if more than one supervisors	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
<b>Total of 2(4)(a)</b>					

#### **2(4)(b) Research projects completed**

Sr. No.	Title of the Project and duration	Funding Agency and Amount sanctioned	Principal Investigator/Co-Investigator	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
<b>Total of 2(4)(b)</b>					

**2(4)(c) Research projects ongoing**

Sr. No .	Title of the Project and duration	Funding Agency and Amount sanctioned	Principal Investigator/Co-Investigator	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
<b>Total of 2(4)(c)</b>					

**2(4)(d) Consultancy**

Sr. No .	Title of the Project/Consultancy and duration	Funding Agency and Amount of the project	Amount mobilized	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
<b>Total of 2(4)(d)</b>					
				<b>Total of Table 2(4)</b>	

**Table – 2(5) - Patent/Policy Document/Awards/Fellowship**

- a. Patent
- b. Policy document
- c. Awards
- d. Fellowship

Sr.No.	a/b/c/d	Details (Title/Year/Agency or organization)	International /National	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
			<b>Total of Table 2(5)</b>		

**Table – 2(6) - Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings**

Sr. No.	Invited Talk/ Resource Person/ Session Chair/ Title of the paper	Title of Conference /Seminar and Organizer	Level- International (Abroad/within country) /National / State / University	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
<b>Total of 2(6)</b>					

<b>Total of Table 2 (1+2+3+4+5+6)</b>	
---------------------------------------	--

### **Additional 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. 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 OF Table 2 : Academic/Research Score**

<b>Details</b>	<b>Score Obtained</b>	<b>Score Verified</b>	<b>Remark</b>
<b>1</b>			
<b>2 (a+b)</b>			
<b>3 (a+b+c+d)</b>			
<b>4 (a+b+c+d)</b>			
<b>5 (a+b+c)</b>			
<b>6</b>			
<b>Grand Total</b>			

**IQAC Co-ordinator**

**HOD**

**Principal of College**



Table 4

**PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**

**Annual Self Appraisal Report (ASAR)**

As per 7<sup>th</sup> Pay UGC Regulation 18<sup>th</sup> July, 2018 and

Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019

**For University Assistant Librarian / College Librarian / University Deputy Librarian (AL 10 to 11, 11 to 12, 12 to 13A, 13A to 14)**

Assessment Year : (From / / To / / )

**A. General Information**

- a) Name (Surname first) : Dr./Shri./Smt.
- b) Designation :
- c) College / University :
- d) Department :
- e) Date of Birth :
- f) Date of Appointment :
- g) Date of Last Promotion :
- h) Assessment Period : (From / / To / / )
- i) Due Date of Next Promotion :
- j) Total Teaching Experience : UG : PG :
- k) Permanent Address (with Pin code) :
- Mobile No. :
- Email :

**B. Academic Qualifications :**

Sr. No.	Exam. Passed	University	Subject	Year	Grade / Class
1					
2					
3					
4					
5					
6					

**C. Research / Fellowship / Research Training Program :**

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF/PDF etc.		
2	M. Phil.		
3	Ph.D.		
4	Research Training Program		
5	Minor/Major Research Projects		
6	Other		

**D. Experience :**

Sr. No.	Designation	Name of Employer	Salary with Grade Pay/ Academic Level	Date of		Experience in years
				Joining	leaving	
Total Experience in years						

**E. Orientation / Refresher / Research Methodology Course, etc. Completed :**

Sr. No.	Course	Duration	University / Institute
1			
2			
3			
4			
5			

## Assessment Criteria and Methodology for College / University Librarian

Sr. No.	Activity	Grading Criteria			
		Percentage Obtained	Grade Claimed	Grade Verified	
1.	Regularity of attending library $\frac{A}{B} \times 100 = \text{-----} \%$ Where A: Total no. of days attended B: Total no. of days expected to attend  While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>		Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	
<b>Grading Criteria:</b> Good -90% and above, Satisfactory- Below 90% but 80% and above Not satisfactory- Less than 80% -					
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	No. of Activities	Grade Claimed	Grade Verified	Page No.
	1.National		Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	
	2.State				
	3.Institute				
<b>Grading Criteria:</b> Good – 1 National level seminar / workshop + 1 State / institution level Workshop / Seminar. Satisfactory – (i) 1 National level seminar/ workshop or (ii)1 state level seminar / workshop + 1 institution level seminar/ workshop or (iii) 4 institution seminar / workshop. Unsatisfactory – Not falling in above two categories.					
3.	Computerized database	Yes/ No	<b>Grade Claimed</b>	<b>Grade Verified</b>	<b>Page No.</b>
	If library has a computerized database then OR		Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	
	If library does not have a computerized database				
<b>Grading Criteria:</b> Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date, Satisfactory- 90% catalogue database made up to date, Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)					

4.	Checking inventory and extent of missing books	<b>Grade Claimed</b>	<b>Grade Verified</b>	<b>Page No.</b>	
		Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory		
<p><b>Grading Criteria:</b> Good : Checked inventory and missing books less than 0.5%  Satisfactory - Checked inventory and missing books less than 1%  Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.  <b>Note</b> - Checking inventory and extent of missing books with norms of UGC &amp; Sate Govt. as well as Particular University</p>					
5.	<b>Activity</b>	<b>Yes / No</b>	<b>Grade Claimed</b>	<b>Grade Verified</b>	<b>Page No.</b>
	(i) Digitisation of books database in institution having no computerized database. (Digitisation of Thesis / Manuscripts / Question Paper / College Magazine / Paper Cuttings etc.)		Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	
	(ii) Promotion of library network.				
	(iii) Systems in place for dissemination of information relating to books and other resources.				
	(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.				
	(v) Design and offer short-term courses for users.				
	(vi) Publications of at least one research paper in UGC approved journals.				
<p><b>Grading Criteria:</b> Good : Involved in any two activities, Satisfactory : At least one activity  Not Satisfactory: Not involved/ undertaken any of the activities.</p>					



<b>Overall Grading</b>				
<b>Sr. No.</b>	<b>Grade Claimed</b>	<b>Overall Grade Claimed</b>	<b>Grade Verified</b>	<b>Overall Grade Verified</b>
<b>Item - 1</b>	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory
<b>Item - 2</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
<b>Item - 3</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
<b>Item - 4</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
<b>Item - 5</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	

**Overall Grading:**

**Good:** Good in Item 1 and satisfactory/good in any two other items including Item 4.

**Satisfactory:** Satisfactory in Item 1 and satisfactory /good in any other two Items including Item 4.

**Not satisfactory:** If neither good nor satisfactory in overall grading.

**Note :**

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee

Signature of the Faculty

Signature of Principal /Director / Vice-Chancellor



Table 5

**PUNYASHLOK AHILYADEVJI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR**

**Annual Self Appraisal Report (ASAR)**

As per 7<sup>th</sup> Pay UGC Regulation 18<sup>th</sup> July, 2018 and

Govt. of Maharashtra Resolution 8<sup>th</sup> March, 2019

**For College Director of Physical Education and Sports /University Assistant  
Director of Physical Education and Sports / University Deputy Director of  
Physical Education and Sports  
(AL 10 to 11, 11 to 12, 12 to 13A, 13A to 14)**

Assessment Year : (From / / To / / )

**A. General Information**

- a) Name (Surname first) : Dr./Shri./Smt.
- b) Designation :
- c) College / University :
- d) Department :
- e) Date of Birth :
- f) Date of Appointment :
- g) Date of Last Promotion :
- h) Assessment Period : (From / / To / / )
- i) Due Date of Next Promotion :
- j) Total Teaching Experience : UG: PG:
- k) Permanent Address (with Pin code) :
- Mobile No. :
- Email :

**B. Academic Qualifications :**

Sr. No.	Exam. Passed	University	Subject	Year	Grade / Class
1					
2					
3					
4					
5					
6					

**C. Research / Fellowship / Research Training Program :**

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF/PDF etc.		
2	M. Phil.		
3	Ph.D.		
4	Research Training Program		
5	Minor/Major Research Projects		
6	Other		

**D. Experience :**

Sr. No.	Designation	Name of Employer	Salary with Grade Pay/ Academic Level	Date of		Experience in years
				Joining	leaving	
Total Experience in years						

**E. Orientation / Refresher / Research Methodology Course, etc. Completed :**

Sr. No.	Course	Duration	University / Institute
1			
2			
3			
4			
5			

**Assessment Criteria and Methodology for Directors of Physical Education and Sport's**

<b>Sr. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>			
<b>1</b>	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. $\frac{\text{Total no of days attended}}{\text{Total no of days expected to attend}} \times 100$	Percentage Obtained	Grade Claimed	Grade Verified	
			Good / Satisfactory /Not satisfactory	Good / Satisfactory /Not satisfactory	
<b>Grading Criteria:</b> 90% and above – Good, Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory					
<b>2</b>	<b>Organizing Intra - College Competition</b>				
Sr. No.	Organizing intra college competition	Date	Grade Claimed	Grade Verified	Page No.
I			Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	
Ii					
iii					
Iv					
V					
<b>Grading Criteria:</b> Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.S					
<b>3</b>	<b>Institution participating in external competitions</b>				
Sr. No.	Competitions	National / State / Zone/ Inter-zone level	Grade Claimed	Grade Verified	Page No.
I					
Ii					
iii					
<b>Grading Criteria:</b> Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.					

4	<b>Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.</b>			
Sr. No.	Items Name	Grade Claimed	Grade Verified	Page No.
I	Guest/ Renowned Personality visit and Presentation, Technological Inputs	Minimum 10 Days Fitness Camp	Good – 4 or More activities (Minimum 2 from i and ii)  Satisfactory – 2 or 3 activities (Minimum 1 from i and ii)  i. Not-Satisfactory – Neither good nor Satisfactory	
		National Sports Day		
		Guest lecture for Physical Education		
		Minimum 10 Days Advance technique of Particular Game		
Ii	Development and Maintenance of Play fields	Indoor and Outdoor		

**Grading Criteria:** Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.

5	At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organization of state/national/inter university/Inter zonal /inter college level competition. ) Being invited for coaching at District / state/ University /national level. i) Organizing at least three workshops in a year. Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.
---	--

Sr. No.	Activity	No. of Activities	Grade Claimed	Grade Verified	Page No.
I	a) Participation of at least one student in National/ State/ University Teams b) Organization of Sports and Games		Good / Satisfactory/ Not satisfactory	Good / Satisfactory / Not satisfactory	
Ii	Invited for Coaching at National/ State/ University level				
iii	Organizing at least three Workshops in a year				
Iv	Publication of atleast one research paper Assistance in college administration and Governance related work including work done during admission, examinations and extra curricular activities				
	.Good-Any two activities from i to iv , . Satisfactory- Any one activity from i to iv, .Not satisfactory-Not involved /undertaken any activity from i to iv.				

**Overall Grading: Good:** Good in Item 1 and satisfactory/good in any two other items.

**Satisfactory:** Satisfactory in Item 1 and satisfactory/good in any other two items.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

Note :

1. It is recommended to use ICT Technology to monitor to attendance of Sports and Physical Education and Compute the criteria of assessment.
2. The institution must obtain student feedback. The Feedbacks must be shared with the concerned director of Physical education and Sports and also CAS promotion Committee.
3. The system of tracking users grievances and Extent of grievance redressal details may also be made available to the CAS promotion Committee.

<b>Overall Grading</b>				
<b>Sr. No.</b>	<b>Grade Claimed</b>	<b>Overall Grade Claimed</b>	<b>Grade Verified</b>	<b>Overall Grade Verified</b>
<b>Item - 1</b>	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory	Good / Satisfactory / Not satisfactory
<b>Item - 2</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
<b>Item - 3</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
<b>Item - 4</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	
<b>Item - 5</b>	Good / Satisfactory / Not satisfactory		Good / Satisfactory / Not satisfactory	

Signature of the Faculty

Signature of Principal /Director / Vice- Chancellor