Annasaheb Gundewar College
Katol Road, Nagpur – 13

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Annual Performance Assessment Report (APAR)

(As Per UGC Regulation 2018)

Session/Year: 2021 to 2022

(To be completed and submitted at the end of each assessment Year)

PART A: GENERAL INFORMATION

1.	Name of College / University	ANNASAHEB GUNDEWAR COLLEGE
2.	Name of Incumbent(In block Letters)	
3.	Name of Father / Mother	
4.	Sex	
5.	Date of birth	
6.	Nationality	

7. Educational Qualifications

Qualification	Name of Degree	Overall Percentage	Year	University/Institute
Awards/Honours				

8.	Current designation	
9.	Department	

10.	Date of entry into service	
11.	Date of last promotion if any	
12.	Date of eligibility for promotion	
13.	Address for correspondence (with Pin code)	
14.	Telephone No:	
15.	Email	

16. Academic staff College Orientation/Refresher Course /equivalent course attended:

Name of the Course / Summer School	Venue	Duration (From -To)	Sponsoring Agency

PART B
Annual Performance Assessment Report (APAR)
(As Per UGC Regulation 2018)

Session/Year: 2021 to 2022
(To be completed and submitted at the end of each assessment Year)

1. **TEACHING**

SR No	Course /Paper	Level	Innovative teaching methods if any	No. of hoursper week allotted	No. of hours engaged per week	% of Classes/ Pract. taken
			TOTAL	**20**	**20**	**100**
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"				**Grade**		

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

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

2. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:

(2. a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden etc.

Sl.No	Type of Responsibility/Duty	Role Performed
Total number of activities Involved		

(2. b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.

Sl. No	Type of Responsibility/Duty	Role Performed
Total number of activities Involved		

(2. 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.

Sl.No	Type of Responsibility/Duty	Role Performed
Total number of activities Involved		

(2. d) Organizing seminars/ conferences/ workshops, other college/university activities.

Sl.No	Type of Responsibility/Duty	Role Performed
Total number of activities Involved		

(2. e) Evidence of active involvement in guiding Ph.D students.

Sl.No	Name of Student	Date of Registration and Registration No.	Ongoing/Submitted/Awarded
Total number of students			

(2. f) Major/Minor Research projects sponsored by national or international agencies.

Sl.No	Name of project	Funding Agency	Amount sanctioned/utilized
Total number of projects			

(2. g) Research Publications

(At least one single or joint publication in peer- reviewed or UGC approved (CARE List) Journals

Sl.No	Title with page Nos.	Journal	ISSN/ISBN No	Peer reviewed /UGC listed	UGC Care List ID No.	No. of Co authors	Whether you are the main author
Total number of publications							

Overall Grade for SL.2 (a+b+c+d+e+f+g)	
(Good – Involved in at least 3 activities, **Satisfactory –** 1-2 activities **Not – satisfactory –** Not involved/undertaken any of the activities) *Number of activities can be within or across the broad categories of activities	

Summary of Overall Grade in APAR

Activity	Grade
1. Teaching	
2. Involvement in the University/College student related activities/research activities.	
Overall Grade for the Assessment Year	

Overall Grading:
Good = Good in teaching and satisfactory or good in activity at Sl.No.2
Satisfactory = Satisfactory in teaching and good or satisfactory in activity at Sl.No.2
Not Satisfactory = If neither good nor satisfactory in overall grading
Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

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

Sign & Name of Applicant

Designation

Place:

Date:

CERTIFICATE

This is to certify that Dr/Sri/Smt.. has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year

Countersigned by:

(Office Seal)   Name and Signature of Principal/Head of the Office

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: *(a)* Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. *(b)* Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. *(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. *(d)* Organising seminars/ conferences/ workshops, other college/university activities. *(e)* Evidence of actively involved in guiding Ph.D students. *(f)* Conducting minor or major research project sponsored by national or international agencies. *(g)* At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities **Note:** Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

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

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

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	**Research Papers in Peer-Reviewed or UGC listed Journals**	08 per paper	10 per paper
2.	**Publications (other than Research papers)**		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	**(a) Research guidance**		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
.	**(b) Research Projects Completed**		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	**(a) Patents**		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
.			
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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.

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	**Graduation**	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	**Post-Graduation**	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	**M.Phil.**	60% & above = 07	55% to less than 60% = 05		
4.	**Ph.D.**	30			
5.	**NET with JRF**	07			
	NET	05			
	SLET/SET	03			
6.	**Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)**	10			
7.	**Teaching / Post Doctoral Experience (2 marks for one year each)#**	10			
8.	**Awards**				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A)   **(i)** M.Phil + Ph.D   Maximum - 30 Marks

   (ii) JRF/NET/SET   Maximum - 07 Marks

   (iii) In awards category   Maximum - 03 Marks

(B)   Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80	
Research Publications	-	10	
Teaching Experience	-	10	
Total	**-**	**100**	

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

<u>**Table: 3 B**</u>

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
1.	**Graduation**	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% =10
2.	**Post-Graduation**	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	**M.Phil.**	60% & above = 07	55% to less than 60% = 05		
4.	**Ph.D.**	25			
5.	**NET with JRF**	10			
	NET	08			
	SLET/SET	05			
6.	**Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)**	06			
7.	**Teaching / Post Doctoral Experience (2 marks for one year each)#**	10			
8.	**Awards**				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

<u>Note</u> :

(A)

(i)	M.Phil. + Ph.D.	Maximum	-	25 Marks
(ii)	JRF/NET/SET	Maximum	-	10 Marks
(iii)	In awards category	Maximum	-	03 Marks

(B)   Number of candidates to be called for interview shall be decided by the college.

(C)   Academic Score   -   84

        Research Publications   -   06

        Teaching Experience   -   10
        TOTAL   -   100

(D)   SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then OR If library does not have a computerized database	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	Good : Checked inventory and missing book less than 0.5%
		Satisfactory - Checked inventory and missing book less than 1%
		Unsatisfactory - Did not check inventory
		Or
		Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (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.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
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.

Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.

3.	Institution participating in external competitions	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.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) 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.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
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: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		

WEBSITE NOTIFICATION

It is hereby notified that a copy each of the templates Annual Self-Assessment for the Performance Based Appraisal System (PBAS) and PBAS Proforma for Promotion under CAS as indicated in Clause 6.0.2 under schedule 6.0.0 of "UGC-Regulations on Minimum Qualifications for appointement of Teachers and Other Academic Staff in Univesites and Colleges and Measures for the Maintenance of Standards in Higher Education,2010."may be read along with the above regulations.

Financial Advisor
UGC

University of _____

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year _____

(To be completed and submitted at the end of each academic year}

PART A: GENERAL INFORMATION

1. Name (in Block Letters):

2. Father's Name/Mother's Name~~Husband's Name~~:

3. Department :

4. Current Designation & Grade Pay:

5. Date of last Promotion :

6. Address for correspondence (with Pincode)

7. Permanent Address (with Pincode)

   Telephone No:

   Email:

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation/Refresher Course attended during the year:

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, LEARNING AND EVALUATION RELATED ACTIVITIES

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

S. No.	Course/Paper	Level	Mode of teaching*	(Hours per week allotted	% of classes taken as per documented record

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

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

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

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of 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 etc.

S. No.	Short Description	API Score
	Total Score (Max Score : 20)	

(iv) Examination Duties Assigned and Performed

S No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

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

Please mention your contribution to any of the following:

S. No	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (i + ii + iii) (Max : 25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

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

B(i)) Articles / Chapters published in Books

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN /ISB N No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

S. 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) Books Published as single author or as editor

S. 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

III C). Ongoing and Completed Research Projects and Consultancies

(c) (I & ii) Ongoing Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

(c)(iii & iv) Completed Projects / Consultancies

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

(D) Research Guidance

S 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)

S. No.	Programme	Duration	Organised by	API Score

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

S. No	Title of the Paper presented	Title of Conference / Seminar	Organised 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.

S. No	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organised by	Whether international /national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic. Year	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

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

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

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university 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 Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be

I. Teaching and Evaluation Related Performance

(i)   a

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100 % achievement	Max Score: 50

b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max. Score : 10

(ii)

Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max Score: 20

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 – single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course Improvement. a. ICT Based Teaching material:10points/each	10

b. Interactive Courses : 5 points/each c. Participatory Learning modules: 5 points/each		
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10	
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10	
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10	

Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students
   (a) Workshop / Training course : 10 points each
   (b) Popularization program : 5 points each
	10	

Maximum Aggregate Limit	20	

(Iv)Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: **Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution**

(I) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points].	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	**20**

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training: International (10 points); national/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation In subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables - IV to IX of the UGC-Regulations, 2010.

University of _____

PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):

2. Father's Name/Mother's Name:

3. Department :

4. Current Designation & Grade Pay:

5. Date of last Promotion :

6. Which position and grade pay are you an applicant under CAS?

7. Date of eligibility for promotion:

8. Date and Place of Birth:

9. Sex:

10. Marital status:

11. Nationality:

12. Indicate whether belongs to SC/ST/OBC category:

13. Address for correspondence (with Pincode)

14. Permanent Address (with Pincode)

   Telephone No:

   Email:

15. Academic Qualifications (Matric till post graduation):

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

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience: P.G. Classes (in years) [   ] : U.G. Classes (in years) [   ]

20. Research Experience excluding years spent in M. Phil / Ph. D. (In years) [   ] .

21. Fields of Specialisation 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, LEARNING AND EVALUATION RELATED ACTIVITIES

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

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record
—					

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

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

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

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
—				
API score based on Preparation and Imparting of 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 etc.

S. No.	Short Description	API Score
	Total Score (Max Score : 20)	

(iv) Examination Duties Assigned and Performed

S No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max: 25)			

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

Please mention your contribution to any of the following:

S. No	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (i + ii + iii) (Max : 25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

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

B(I)] Articles / Chapters published in Books

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN /ISB N No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

S. 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) Books Published as single author or as editor

S. 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

III C). Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

(c)(iii & iv) Completed Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	Whether policy document/pate nt as outcome	API Score

(D) Research Guidance

S 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)

S. No.	Programme	Duration	Organised by	API Score

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

S. No	Title of the Paper presented	Title of Conference / Seminar	Organised 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.

S. No	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organised by	Whether international /national	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic. Year	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.

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

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

1   6
2   7
3   8
4   9
5   10

I certify that the information provided is correct as per records available with the university 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/verification.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

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

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

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

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table 1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY: I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80 % of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. **Maximum score of 50 if there is 100 % performance.**	Max Score: 50

(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max. Score : 10

(ii)

Imparting of knowledge / instruction *as per curriculum* with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students **(100% compliance = 20 points)**	Max Score: 20

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5 per single course)	10

Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc.,
    (a) Interactive Courses: 5 points/each
    (b) Participatory Learning modules: 5 points/each
    (c) Case studies: 5 points/each
	10

Use of ICT in T/L process with computer-aided methods like powerpoint / Multimedia/Simulation/Softwares etc., (Use of any one of these in addition to Chalk & Board: 5 points)	10
Developing and imparting Remedial/Bridge Courses (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10

Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students
    (a) Workshop / Training course : 10 points each
    (b) Popularization program : 5 points each
	10

Maximum Aggregate Limit	20

(iv)Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points]	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points}	10
Maximum Aggregate Limit B (iv)	25

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

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

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points]	10
Students and Staff Related Socio Cultural and Sports Programmes, campus	10

publications (departmental level 2 points, institutional level 5 points).	
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training as Chairman/Organizational Secretary/Treasurer : (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each]	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered In category 3); radio talks; television programmes (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian / Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables – IV to IX of the UGC-Regulations, 2010.

Annasaheb Gundewar College
Katol Road, Nagpur – 13

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Annual Performance Assessment Report (APAR)

(As Per UGC Regulation 2018)

Session/Year: 2021 to 2022

(To be completed and submitted at the end of each assessment Year)

PART A: GENERAL INFORMATION

1.	Name of College / University	ANNASAHEB GUNDEWAR COLLEGE
2.	Name of Incumbent(In block Letters)	NILESH JAGANNATH IKARE
3.	Name of Father / Mother	JAGANNATH DAMODAR IKARE
4.	Sex	MALE
5.	Date of birth	23/08/1987
6.	Nationality	INDIAN

7. Educational Qualifications

Qualification	Name of Degree	Overall Percentage	Year	University/Institute
UG	B.COM.	56.52	2008	SOLAPUR UNIVERSITY, SOLAPUR
PG	M.COM.	71.76	2013	SOLAPUR UNIVERSITY, SOLAPUR
Ph.D				
NET/NET-JRF / SLET	NET	54.86	2014	UGC NET
Awards/Honours				

8.	Current designation	ASSISTANT PROFESSOR
9.	Department	COMMERCE

10.	Date of entry into service	11/03/2017
11.	Date of last promotion if any	N.A.
12.	Date of eligibility for promotion	11/03/2023
13.	Address for correspondence (with Pin code)	C/O ANNASAHEB GUNDEWAR COLLEGE, KATOL ROAD, NAGPUR - 13
14.	Telephone No:	9922257662
15.	Email	NILESHIKARE@GMAIL.COM

16. Academic staff College Orientation/Refresher Course /equivalent course attended:

Name of the Course / Summer School	Venue	Duration (From -To)	Sponsoring Agency
ONLINE FACULTY INDUCTION COURSE	RAMANUJ COLLEGE, DELHI UNIVERSITY, DELHI	20.10.2022 TO 18.11.2022	PMMMMTT & UGC-HRDC
REFRESHER COURSE IN COMMERCE	RAMANUJ COLLEGE, DELHI UNIVERSITY, DELHI	30.10.2022 TO 13.11.2022	PMMMMTT & UGC-HRDC

PART B
Annual Performance Assessment Report (APAR)
(As Per UGC Regulation 2018)

Session/Year: 2021 to 2022
(To be completed and submitted at the end of each assessment Year)

1. TEACHING

SR No	Course /Paper	Level	Innovative teaching methods if any	No. of hoursper week allotted	No. of hours engaged per week	% of Classes/ Pract. taken
1.		UG	Lecture	4	4	100
2.		UG	Lecture	4	4	100
3.		UG	Lecture	4	4	100
4.		UG	Lecture	4	4	100
5.						
			TOTAL	**20**	**20**	**100**
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"				**Grade**		**GOOD**

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

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

2. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:

(2. a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden etc.

Sl.No	Type of Responsibility/Duty	Role Performed
1	Admission Committee	Convener For M.Com.Admission
2	Classes Time Table Committee	Member
3	College Attendance Committee	Member
4	Stock Verification Committee	Member
5	Internal Quality Assurance Cell	Member
6	AQAR Criteria No. 6 : Governance, Leadership and Management	Convener
Total number of activities Involved		**6**

(2. b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.

Sl. No	Type of Responsibility/Duty	Role Performed
1	Rashtrasant Tukadoji Maharaj Nagpur University Nagpur Winter 2021 Online College Level University Examination Committee	Member
2	Rashtrasant Tukadoji Maharaj Nagpur University Nagpur Winter 2021 Online College Level University Examination	Paper Setter & Evaluator
3	Rashtrasant Tukadoji Maharaj Nagpur University Nagpur Winter 2021 Online College Level University Examination	In-Charge
4	Rashtrasant Tukadoji Maharaj Nagpur University Nagpur Summer 2022 Online College Level University Examination	Paper Setter & Evaluator
5	MAHA TET Examination conducted in the month of Nove 2021	Supervisor & In-Charge of Examination
Total number of activities Involved		**5**

(2. 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.

Sl.No	Type of Responsibility/Duty	Role Performed
1	Backward Class Students Welfare Committee	Member
2	Person with Disability Committee	Convener
3		

4		
	Total number of activities Involved	**2**

(2. d) Organizing seminars/ conferences/ workshops, other college/university activities.

Sl.No	Type of Responsibility/Duty	Role Performed
1	E-Conference Organizing Committee	Member
2	Editorial Board for the book to be published for E-Conference	Member
3		
4		
5		
Total number of activities Involved		**2**

(2. e) Evidence of active involvement in guiding Ph.D students.

Sl.No	Name of Student	Date of Registration and Registration No.	Ongoing/Submitted/Awarded
1			
2			
3			
4			
5			
Total number of students			**NIL**

(2. f) Major/Minor Research projects sponsored by national or international agencies.

Sl.No	Name of project	Funding Agency	Amount sanctioned/utilized
1			
2			
3			
4			
5			
Total number of projects			**NIL**

(2. g) Research Publications

(At least one single or joint publication in peer- reviewed or UGC approved (CARE List) Journals

Sl.No	Title with page Nos.	Journal	ISSN/ISBN No	Peer reviewed /UGC listed	UGC Care List ID No.	No. of Co authors	Whether you are the main author
1							
2							
3							
4							
5							
Total number of publications					**NIL**		

Overall Grade for SL.2 (a+b+c+d+e+f+g) **(Good –** Involved in at least 3 activities, **Satisfactory –** 1-2 activities **Not – satisfactory –** Not involved/undertaken any of the activities) *Number of activities can be within or across the broad categories of activities	**GOOD**

Summary of Overall Grade in APAR

Activity	Grade
1. Teaching	**GOOD**
2. Involvement in the University/College student related activities/research activities.	**GOOD**
Overall Grade for the Assessment Year	**GOOD**

Overall Grading:
Good = Good in teaching and satisfactory or good in activity at Sl.No.2
Satisfactory = Satisfactory in teaching and good or satisfactory in activity at Sl.No.2
Not Satisfactory = If neither good nor satisfactory in overall grading
Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

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

Sign & Name of Applicant

Designation

Place:

Date:

CERTIFICATE

This is to certify that Dr/Sri/Smt.. has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year **2021. - 2022**

Countersigned by:

(Office Seal)   Name and Signature of Principal/Head of the Office

परिशिष्ट-ब (भाग-२)

गट ''अ'' ते गट ''क'' चे शासकीय अधिकारी/कर्मचारी यांच्यासाठी गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र

स्वयंमूल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना/कर्मचाऱ्यांना सूचना

१. जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की, आपापसातील चर्चेनुसार ठरविण्यात आली होती.

२. सर्व दैनंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास, उद्दिष्टाचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.

३. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत, ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.

४. ''मी माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले", किंवा "वरिष्ठांनी माझे काम नावाजले'' अशी किंवा अशा सारखी विधाने करू नयेत, अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.

५. स्वयंमूल्यनिर्धारण अहवाल अर्ध्या पानातच लिहावा.

६. स्वयंमूल्यनिर्माण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून ९५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

१. गोपनीय अहवाल लिहितांना कर्मचाऱ्यांनी भाग–3 मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.

२. वरील सूचना क्र. ६ अनुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.

३. प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्याभोवती वर्तुळ करावे. उदा. अ. क्र. ४ उद्योगप्रियता व कार्यतत्परता या समोर उत्कृष्ट असे शेरे द्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट   उत्कृष्ट   चांगले   साधारण   साधारणपेक्षा कमी

४. मागासवर्गीय अधिकारी/कर्मचारी यांना येणाऱ्या अडचणी समजून घेऊन त्या दूर करण्याच्या दृष्टीने अधिकारी/कर्मचारी यांनी केलेले प्रयत्न व त्यांच्याबाबतचा दृष्टीकोन याबाबतची नोंद परिशिष्ट ''ब'' (भाग–४) मधील बाब क्रमांक १० येथे नमूद करावी.

५. (अ)   गोपनीय अहवालाच्या प्रपत्रातील बाब क्र. 3, ९, १०, ११ व १८ या समोरील शेरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.

(ब)   प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहील याची दक्षता घ्यावी.

(क)   अत्युत्कृष्ट शेरे नोंदवितांना गोपनीय अहवाल काळातील कर्मचाऱ्यांच्या कामकाजाच्या मूल्यांकनासाठी ठेवलेल्या कच्च्या टिपणावरून (Ephemeral Roll) अत्युत्कृष्ट शेऱ्यांचे पृष्ठ्यर्थ वस्तुस्थितीदर्शक समर्थन गोपनीय अहवालात देणे आवश्यक आहे.

(ड)   साधारण, सर्वसाधारण, बरा, ठीक, सुमार या शेऱ्यांची कर्मचारी प्रतिकूल स्वरूपाची असल्याचे प्रतिवेदन अधिकाऱ्यांनी लक्षात घ्यावे.

पुनर्विलोकन अधिकाऱ्यांना सूचना

१. अधिकारी /कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.

२. प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहील याची दक्षता घ्यावी.

३. अत्युत्कृष्ट शेरे नोंदवितांना त्यांच्या पृष्ठ्यर्थ वस्तुस्थितीदर्शक समर्थन नोंदसावे.

(स्वयंमूल्यनिर्धारण अहवाल)

कालावधी :-

(१) शासकीय अधिकाऱ्याचे / कर्मचाऱ्याचे नांव   ..

(२) पद   ..

(३) या वर्षी/कालावधीत नेमून दिलेल्या कामची   ..
उद्दिष्टे (असल्यास)

(४) वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची   ..
व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भांसहित)   ..

अधिकाऱ्याची/कर्मचाऱ्याची सही, नाव
व पदनाम

_____

(१) शासकीय अधिकारी/कर्मचारी यांच्यायरील   ..
स्वयंमूल्यनिर्धारणाशी सहमत आहात का ?

(२) नसल्यास, त्याची कारणे   ..

प्रतिवेदन अधिकाऱ्याची सही, नाव व पदनाम

परिशिष्ट ''ब'' (भाग-४)

गट ''अ'' ते गट ''क'' च्या अधिकाऱ्यांची/कर्मचाऱ्यांची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय

Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers/Employees

(१) नाव : श्री./श्रीमती/कुमारी
(1) Name : Shri/Smt./Kum.

(२) प्रतिवेदनाचा कालावधी . : पासून : दिवस महिना वर्ष पर्यंत : दिवस महिना वर्ष
(2) Period of Report : From : Date Month Year To : Date Month Year

(३) धारण केलेले पद/पदे :
(3) Post/Posts held :

(४) उद्योगप्रियता व कार्यतत्परता : अत्युकृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
(4) Industry & Application : Outstanding Very good Good Average Below Average

(५) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता : अत्युकृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी प्रश्न उद्भवत नाही
(5) Capacity to get work done by subordinates : Outstanding Very good Good Average Below Average Question does not arise

(६) सहकारी व जनता यांच्याशी असलेले संबंध : सहकार्याचे सौजन्याचे मदतीचे उदासीन अमैत्रीपूर्ण
(6) Relations with colleagues & public : Co-operative Courteous Helpful Indifferent Unfrinedly

(७) सर्वसाधारण बुद्धिमता : अत्युत्कृष्ट उत्कृष्ट चांगली साधारण साधारणपेक्षा कमी
(7) General intelligence : Outstanding Very good Good Average Below Average

(८) निर्णयशक्ती, उपक्रमशीलता व धडाडी यासह कार्यक्षमता : अत्युत्कृष्ट उत्कृष्ट निश्चित चांगली चांगली साधारण साधारणपेक्षा कमी
(8) Administrative ability including judgment, initiative and drive. : Outstanding Very good Positively Good Good Averate Below Average

(९) तांत्रिक/व्यावसायिक कार्यक्षमता (संबंधित असले तेथे) :
(9) Technical/Professional ability (Where relevant) :

(१०) मागासवर्गीयांबाबतचा दृष्टिकोन : मदतीचा सहानुभूतीचा असहानुभूतीपूर्ण तटस्थ
(10) Attitude towards backward Class : Helpful Sympathetic Unsympathetic Neutral

(११) विशेष कल :
(11) Special Attitude :

(१२) सचोटी व चारित्र्य :
(12) Integrity & Character :

(१३) प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर करतात काय ? : होय अंशतः नाही
(13) Whether powers delegated are fully utilised ? : Yes Partly No

(१४) पदोन्नतीसाठी पात्रता : अयोग्य ज्येष्ठतेनुसार योग्य
(14) Fitness for Promotion : Unfit Fit in normal Course (according to seniority)

(१५) प्रशिक्षणासाठी आवश्यक क्षेत्र : येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.
(15) Areas of training required :

(१६) प्रकृतिमान : चांगले नाही चांगले उत्कृष्ट
(16) State of Health : Not Good Good Very Good

(१७) क्षेत्रीय स्तरावर काम करण्याची योग्यता : आहे नाही संबंधीत नाही
(17) Fitness for field work : Yes No Not relevant

(१८) संगणकावर काम करण्याची आवड : आहे नाही दिसून आली नाही संबंधीत नाही
(18) Willingeness to work on Computer : Yes No Not seen Not relevant
(१९) सर्वसाधारण मूल्यमापन :
(19) General Assessment
(२०) प्रतवारी : अ+अत्युत्कृष्ट, अ—उत्कृष्ट, ब+निश्चित चांगली, ब—चांगला, ब—साधारण, क—साधारणपेक्षा कमी
(20) Grading : A+Outstanding, A-very good, B+Positively good, B-Good, B-Average, C-Below average
(write in handwriting)

ठिकाण :—
Place :-

दिनांक :—
Date :-

प्रतिवेदन अधिकाऱ्याची सही
नाव व पदनाम
Signature, Name & Designation
of the Reporting Officer.

परिशिष्ट ''ब'' (भाग-५)
पुनर्विलोकन अधिकाऱ्याचे अभिप्राय
Remarks of the Reviewing Officer

१. पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी ..
1. Length of Service under Reviewing Officer ..

२. आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात ? ..
(सहमत नसल्यास, कुठल्या अभिप्रायाशी सहमत नाही हे
विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये
काही सुधारणा करण्याची किंवा भर घालण्याची आपली
इच्छा आहे ?
2. Do You agree with the Reporting Officer ? ..
(If not state specifically the remarks with which
you do not agree) or do you wish to modify or
add to his assessment ?

३. प्रतवारी : अ+अत्युत्कृष्ट, अ—उत्कृष्ट, ब+निश्चित चांगली, ब—चांगला, ब—साधारण, क—साधारणपेक्षा कमी
3. Grading : A+Outstanding, A-very good, B+Positively good, B-Good, B-Average, C-Below average
(write in handwriting)

ठिकाण :—
Place :-

दिनांक :—
Date :-

पुनर्विलोकन अधिकाऱ्याची सही
नाव व पदनाम
Signature, Name & Designation
of the Reviewing Officer.