



POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

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PBAS Proforma for Promotion under CAS

Revised API - PBAS Pro forma for Recruitments and Promotion under CAS as per UGC's
4th Amendment Dated 11th July, 2016

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :-
2. Father's Name / Mother's Name :-
3. Department :-
4. Current Designation & Grade Pay :-
5. Date of last Promotion :-
6. Which position and grade pay are you an applicant under CAS?:
7. Date of eligibility for promotion :
8. Date and Place of Birth :
9. Sex :
10. Marital status :
11. Nationality :-
12. Indicate whether belongs to SC/ST/OBC category :-
13. Address for correspondence (with Pincode) :-
14. Permanent Address (with Pin code) :-

Email: -

15. Academic Qualifications (Matric till post graduation) :-

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject

16. Research Degree(s)

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

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):05**21. Fields of Specialization under the Subject / Discipline****22. Academic Staff College Orientation / Refresher Course attended :**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

a. Direct teaching Maximum Score 70, for Assistant Professor, Maximum Score 60 for Associate Professor & Professor.

a. i. Classroom teaching lectures, seminar (As per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching*	No. of periods / Hours allotted		No. of periods / Hours engaged per annum	Actual Score (Actual hours spent per academic year 7.5/ 7.75/7.75)
				Per Week	Per annum		
01							

* Lecture (L), Seminar (S)

a. ii. Classroom teaching (including lectures, seminar) in excess of UGC norms (as per allocation)

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours/ Periods per academic year engaged	Actual Score (Actual hours spent per academic year 7.5/ 7.75/7.75)

* Lecture (L), Seminar (S)

a. **iii. Tutorials and Practicals, Field work, Project Supervision** (Actual as per student attendance register)

Sr. No.	Course / Paper	Tutorials/ Field work/ supervision	Practical/ Project	Hours/ Periods per academic year engaged	Actual Score (Actual hours spent per academic year 7.5/ 7.75/7.75)

Sub Total a. Direct Teaching Max. Score 70/60 Actual Score – a i+ii+iii =

b. **Examination duties** - Maximum Score 20, for Assistant Professor & Associate Professor, Maximum Score 10 for Professor.

Sr. No.	Type of Duties	Dates from – to	Actual Hours spent	Actual Score (Actual hours spent per academic year 10)
	Question paper setting,			
	Invigilation/supervision			
	Flying squad			
	Custodian			
	CAP Director/Asst Director			
	Unfair menace committee			
	Lapses committee			
	internal assessment			
	external assessment			
	re evaluation			
	Total Actual Score			

c. **Innovative Teaching** - Maximum Score 10 for Assistant Professor, Maximum Score 15 for Associate Professor, Maximum Score 20 for Professor.

Sr. No.	Nature of Activity	Max Score	Actual hours spent per academic year	Actual Score (Actual hours spent per academic year 10)
	Learning Methodologies Use of innovative methodologies for teaching			

	Use of ICT Updating of subject content Course improvement Preparation of study material Interaction with entrepreneur / social worker Mentoring Participative teaching Role playing			
	Sub total (max score 10)	10/15/20		
	Total of Category 1 Max score	100/95/90		
	Minimum API score required for Category I *	80/75/70		

Note : * Assistant Professor Stage 1 to 2 = 80, Stage 2 to 3 = 80,
Assistant Professor to Associate Professor Stage 3 to 4 = 75,
Associate Professor to Professor Stage 4 to 5 = 70
Professor Stage 5 to 6 = 70

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.
4. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

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.

Category II	Nature of Activity	Maximum API Score	Actual 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 cocurricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year 10
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	Actual hours spent per academic year 10
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year 10

**CATEGORY II - CO- CURRICULAR, EXTENSION, PROFESSIONAL
DEVELOPMENT RELATED ACTIVITIES (Year wise)**

Category II	Nature of Activity	Maximum API Score	Actual score	Verified API Score	Page No.
a	<p>Student related co-curricular, extension and field based activities.</p> <p>i. Discipline related co- curricular activities organized</p> <ul style="list-style-type: none"> • Field work, field studies study tour • Student seminar • Remedial classes • Career counseling • NET/SET/GETT/Workshop (1 week) • Quiz, debate, elocution, (on subject) • Essay competition on subject • Exhibition • Subject / faculty day celebration • Survey conduction • Subject association activity (Evidence to be provided.) 	15	Actual hours spent per academic year 10		
	<p>ii. Other co-curricular activities</p> <ul style="list-style-type: none"> • Cultural prog. coordinator • NSS, NCC officer/ Assit officer • Eradication of superstitions • Tree plantation • AIDS / Awareness • Blood donation camp • Student welfare officer • Placement officer • Sports Committee <p>(Evidence to be provided.)</p>	15	Actual hours spent per academic year 10		

	<p>iii. Extension and dissemination activities Positions held / Leadership role played in organization linked with Extension work</p> <ul style="list-style-type: none"> • Community work such as—National integration, human Right, peace,Scientific temper flood/ drought relief • Public lectures delivered (Related to subject) • Talks delivered in a programme as chief guest • Seminars in public interest • General awareness activities • Organizing subject related event like lecturer on special topics • Popular writings not covered under(III) (Evidence to be provided.) 	15	Actual hours spent per academic year 10		
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B	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i. Administrative responsibility</p> <ul style="list-style-type: none"> • Dean, Principal, management council member • Director of school/institute • IQAC coordinator, • Refresher/orientation coordinator • Head of Department • Chairperson/ Convener • <p>Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty</p>	15	Actual hours spent per academic year 10		
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	ii. Participation in <ul style="list-style-type: none"> • BOS/ Faculty / Academic Council / •Senate/ any other University Committee • Chairman for subject related event like. Ph.D. Open Defense Session. • Various Scrutiny meeting • Resource Person/ Speaker for subject related event • Referee/ Judge for subject related event etc. • Administrative Committees • Editorial Board • Local management committee • Admission committee • Campus development • Library committee • Standing Committee • Sexual Harassment &Prevention Committee etc. • Membership / participation in State / Central bodies/committees on education research • Exam reforms 	15	Actual hours spent per academic year 10		
C	Professional Development activities <ul style="list-style-type: none"> • participation in seminars, conferences, • short term training courses, • industrial experience, • talks, • lectures in refresher / faculty development courses, • dissemination and general articles and any other contribution 	15	Actual hours spent per academic year 10		
	Total of Category II Max score	45			
	Minimum API score required for Category II (for Assessment period)	*50/50/50 /50/100			

* Stage 1 to 2 = 50, Stage 2 to 3 = 50, Stage 3 to 4 = 50, Stage 4 to 5 = 50,
Stage 5 to 6 = 100

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

VERIFIABLE CRITERIA:

- 1) Academic Dairy, 2) Bio Metric Generated Slips. 3) Attendance sheets,
- 4) Certification by HOD / Principal, 5) Supporting Documents

III C) RESEARCH PROJECTS**(C) (i) Sponsored Projects :**

Sr. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score allotted	Self-Appraisal Score	Verified API Score
1.							

(c) (ii) Consultancy Projects

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

(c) (iii) Projects Outcome/Outputs

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome	API Score allotted	Self-Appraisal Score	Verified API Score
				NIL				

(D) RESEARCH GUIDANCE**(i &ii) M.Phil. and Ph.D.**

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

III E-i) Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars

Sr.No	Award /fellowship	International Award/Fellowship from Govt./Reputed Organization	API Score allotted	Self-Appraisal Score	Verified API Score

(E) (ii) Invited lectures/ Papers 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
1.					
2.					
				Total	

III (F)Development of e-delivery process/Material.

Sr. No.	Module	No	API Score allotted	Self-Appraisal Score	Verified API Score
		NIL			

IV. SUMMARY OF API SCORES FOR ASSESSMENT PERIOD

	Criteria	A.Y. I	A.Y. II	A. Y. III	A.Y . IV	A.Y. V	A.Y. VI	Total	Average
	Year								
I	Teaching, Learning and Evaluation related activities (80/80/75/70)								
II	Co-curricular, Extension, Professional development etc(50/50/50/50)								
	Total (I + II)								
II	Research and Academic Contribution								
II	Munimum total A								
II	Score under categories II and I (90/120/150/180)								
	Total								

- A.Y. : Assessment Year

PART C: OTHER RELEVANT INFORMATION

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

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

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

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

Signature of HOD

Signature of the faculty with Designation, Place & Date

Co-ordinator, IQAC
Stamp

College Seal

Signature of Principal
Stamp

N.B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

GOVERNMENT OF MAHARASHTRA

H. & T.E. E.D.-CRF 1096(20/96)/TE-4

**Performance Appraisal for Lecturer / Reader / Assistant Professor / Associate Professor / Professor
/ Administrative Officer**

Name of the Teacher:	
Designation:	
Name of Institute:	

Duration of Appraisal:	01-04-	to 31-03-
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Note: * indicates multiplication sign

1. Performance of Engaging Lectures / Practicals:

Sr. No.	Class / Course	Subjects taught	No. of lectures target	Lectures actually engaged	Percentage target achieved	Average of Col. (6)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.							Excellent – 1.0 (100-91) Good – 0.7 (90-81)	05	
2.									
3.									

2. Performance of Attendance of Students: (As a teacher)

Sr. No.	Class / Course	Subjects taught	Sum of students present	Lectures actually engaged	Students on Roll	Average attendance $\frac{(4)*100}{(5)*(6)}$	Average of Col. (7)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.								Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	05	
2.										
3.										

3. Performance of Results: (As a teacher)

Sr. No.	Class / Course	Subjects taught	Average results of same subjects for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance and Multiplying factors	Max. Weight	Weight achieved (8)*(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent – 1.0 (100-81) Good – 0.7 (80-61) Average – 0.5 (60 – 41) Poor – 0.2 (40 – 00)	05	
2.								
3.								

Total weight achieved in TABLES 1, 2 and 3	
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4. Other Performance:

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Classroom Planning and Control:				
	a) Planning of lessons throughout the academic year.				
	b) Effective communication of subject matter and clarity of speech.				
	c) Management of lecture and class control.				
	d) Involvement of students in learning process.				
	e) Use of media such as charts, models, transparencies, OHP, VCR, TV.				
2.	For Teachers Concerned with Laboratory Work.				
	a) Planned laboratory instructions including management of practicals.				
	b) Uniform coverage of term work and guidance for writing journals.				
	c) Checking of journals and making continuous assessment of term work.				
	d) Preparation and display of instructional material, charts, models, etc.				
	e) Planning and procurement of consumables required for practicals.				
	OR				
2.	For Teachers Not Concerned with Laboratory Work.				
	a) Arranging special lectures of eminent persons.				
	b) Conducting special lectures for low profile students.				
	c) Attitude towards maintaining cleanliness and aesthetics.				
	d) Interactions with teachers teaching subjects other than his own discipline.				
	e) Preparation and display of instructional material.				
3.	Students Guidance and Counseling:				
	a) Guidance to students about books and literature.				
	b) Guidance about higher education / career planning.				
	c) Guidance about job opportunities / entrepreneurship.				
	d) Guidance for preparing for interviews / personality development.				
	e) Guidance for independent study technique.				

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
4.	Assignments / Evaluation				
	a) Giving assignments regularly and assessing promptly.				
	b) Maintaining quality and standard of questions / evaluation.				
	c) Providing feedback to the students about shortcomings.				
	d) Innovations in paper setting / evaluation.				
	e) Record keeping of students' profile.				
5.	Curriculum / Learning Resources Development:				
	a) Interest shown in curriculum development or preparation of syllabi.				
	b) Preparing question banks.				
	c) Motivating students for use of computers.				
	d) Giving handouts / upkeep of laboratory manuals / writing books.				
	e) Preparation of computer software as a teaching aid.				
6.	Seminars / Training:				
	a) Use of library books, periodicals, journals, etc.				
	b) Attendance in seminars / conferences / workshops.				
	c) Writing articles in State and National level periodicals.				
	d) Delivering speech in other institutions.				
	e) Memberships of professional bodies, Awards and Honours.				
7.	Co-curricular Activities:				
	a) Consultancy and testing in the appropriate work area or organizing continuing education programmes for revenue generation.				
	b) Organizing cultural programmes / sports / extra-curricular activities, etc.				
	c) Organizing industrial visits / study tours for students or taking interest in NCC / NSS / blood donation / plantation / medical camps.				
	d) Contribution to maintaining student discipline in general.				
	e) Ability to work as resource person.				
8.	Administrative Functions:				
	a) Contribution to conduct of gymkhana activities / procurement of equipment.				
	b) Worked as examination / gathering / admission in-charge.				
	c) Maintenance of buildings / electrical installations / water supply / computers / equipment, etc. or Worked as Rector / Assistant Rector / Warden.				
	d) Worked as in-charge for house-keeping / environmental hygiene / cleanliness of classrooms / premises / gardens / security.				
	e) Interest taken in activities related to canteen, cooperative stores, etc. or Willingness to take up higher responsibility or any responsibility.				
	Total Number of Tick Marks				

FINAL ASSESSMENT:

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than Other Performance.		
	Weight for Other Performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special weight given by Reporting Officer [Max. 5]		
Total weight achieved out of 100			
<i>In words:</i>			

Note: The special weight maximum of 5 may be awarded by reporting officer for the extraordinary contribution beyond institution (Please mention activities for which special weight is given).

टिप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

१००-८१ अत्युत्कृष्ट, ८१-७१ उत्कृष्ट,
७१-६१ निश्चित चांगला, ६०-५१ चांगला,
५०-३५ साधारण, ३४-०० साधारणहून कमी

सर्वसाधारण मूल्यामापन व श्रेणी :

श्रेणी :

टिकाण :

दिनांक :

प्रतिवेदन अधिका-याचा सही व शिक्का

पुनर्विलोकन अधिका-याचा अभिप्राय :

मी प्रतिवेदन अधिका-याने केलेल्या मूल्यामापणाशी सहमत आहे .

मी खालील कारणावरून प्रतिवेदन अधिका-याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो .

श्रेणी :

टिकाण :

दिनांक :

पुनर्विलोकन अधिका-याची सही व शिक्का