



**SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S**

# **DR. PANJABRAO DESHMUKH COLLEGE OF LAW, AMRAVATI**

**3rd Cycle  
Assessment & Accreditation by NAAC**

## **Criterion-VI - Governance, Leadership and Management**

### **6.2 Strategy Development and Deployment**

**6.2.2 THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT, SERVICE RULES AND PROCEDURES, ETC.**





SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
**DR PANJABRAO DESHMUKH COLLEGE OF LAW**

Morshi Rd, Amravati, Mah. 444603 Ph. (Off.) 0721-266707

Affiliated to Sant Gadge Baba Amravati University

Website: [www.drpdclamtorg.in](http://www.drpdclamtorg.in) E-mail : [drpdclamt13@gmail.com](mailto:drpdclamt13@gmail.com)



**Principal**

Dr. Varsha N. Deshmukh

**Founder**

Dr. Panjabrao @ BhausahebDeshmukh

**President**

Shri. Harshwardhan P. Deshmukh

No. of PDCL/2709/2023.....

College Code-130

Date : 18/05/2023.....

**Declaration**

"We, the undersigned, hereby solemnly declare and affirm that the information, reports of various events, true copies of documents, and numerical data furnished in this file are verified and found to be true and correct by the Internal Quality Assurance Cell (IQAC) of Dr. Panjabrao Deshmukh College of Law, in accordance with the best of our knowledge, information, and belief.


We further declare that the documents submitted as evidence in support of the data templates are genuine and have not been falsified or tampered with in any way.

This declaration is made in good faith and may be relied upon by the National Assessment and Accreditation Council (NAAC) as evidence of the genuineness and accuracy of the documents and information provided herein."

Hence this Declaration



  
(IQAC) Dr. Rajesh G. Patil  
Dr. Panjabrao Deshmukh  
College of Law, Amravati  
Amravati

  
Principal  
Dr. Varsha N. Deshmukh  
Chairperson, IQAC  
College of Law, Amravati  
Dr. Panjabrao Deshmukh College of Law,  
Amravati





# SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI

(Maharashtra State)  
Regd.No. F-89 (Amt)



☎ 2662146, 2661747  
Fax: 0721-2662146, 2661747  
Tele : Shivaji

Founder President  
Dr. Panjabrao Alias Bhausaheb Deshmukh  
E-mail : ati\_secasses@sancharnet.in

No.SSES/H.Ed.-8/ 6342 /2006

Date 23/11/2006

## APPOINTMENT ORDER

To,  
Mrs. Deshmukh Varsha Nitin  
LL.M., Ph.D.  
"Shiveri" Banglow,  
Camp Rd., Amravati



With reference to your application and interview held on 12/10/2006 and approval received from University vide letter No. SGBAU/8/C-1796/2006 dated 13/11/2006. I have the pleasure to inform you that you are hereby appointed as a Full Time Lecturer in **Law** in **Dr. Panjabrao Deshmukh College of Law, Amravati** in the pay scale of Rs. 8000-275-13500/- with effect from date of your joining, subject to the following conditions.

1. You will be entitled to allowances such as compensatory local allowance, house rent allowances and dearness allowance as specifically sanctioned by Government from time to time.
2. Your appointment is purely temporary on probation period of two years from the date of joining.
3. Your services shall be governed by the rules as laid down by Government of Maharashtra, Statutes, Ordinances of the University and various Government Resolutions and circulars of the State Government issued from time to time.
4. You shall have to undergo a medical examination by Civil Surgeon, **Amravati** within 3 months from the date of joining.
5. Your appointment shall be subject to the verification of original documents, caste validity certificate, non creamy layer certificate etc.
6. You are requested to acknowledge order of appointment and communicate your acceptance of the appointment within five days from the date of receipt of this order & join your duties within seven days as per order. In any case your joining period should not be exceeded more than seven days from the receipt of this order.
7. If no reply accepting the appointment is received from you within the period mentioned in paragraph 6, the order shall be treated as cancelled.
8. Your services can be terminated with one-month notice on either side without assigning any reasons thereof.
9. Your services are transferable elsewhere in the colleges run by Shri Shivaji Education Society, Amravati.
10. **As per the Govt. G.R. No. अंनियो १००५/१२६/सेवा-४ Dated 31.10.2005, on their appointment to the Government Service on or after 1st November 2005, they would be covered under New "Defined Contribution Pension Scheme" and that the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation of Pension) Rules, 1984) and General Provident Fund Scheme will not be applicable to them.**

(V.G. Bhamburkar)

Secretary,

Shri Shivaji Education Society, Amravati

**Copy is forwarded for information and necessary action to/-**

1. The Principal, Dr. Panjabrao Deshmukh College of Law, Amravati.  
He should please allow **Mrs. Deshmukh Varsha Nitin** to join her post immediately and report regarding her joining to this office immediately.
2. The Asstt. Registrar (Collegiate), Sant Gadgebaba Amravati University, Amravati.

**Copy is submitted to**

3. The Joint Director, Higher Education, Amravati Dn., Amravati for favour of information

Sd/-  
Secretary,

Shri Shivaji Education Society, Amravati





Shri Shivaji Education Society, Amravati's

Dr. Panjabrao Deshmukh College Of Law,

Morshi Road, Amravati. (Maharashtra)

Phone - Office : 660707 : Resi 651770



Founder President

Dr. Panjabrao @ Bhausheh Deshmukh

Principal

Adv. Anil L. Jagtap

President

Vasantrao Ramrao Dhotre

No. PDCL/92CA/2002.

Date 24-7-2002.

OFFICE ORDER

To,

Ku. Bhagyashri A. Deshpande,  
" Ashirwad " Vidya Nagar,  
behind, S.K.K. College,  
At. Po. Tq. Jalgaon (Jamod),  
Dist. Buldhana.

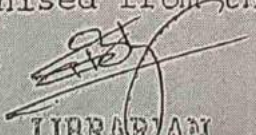
Subject:- Appointment order as a full-time  
Lecturer in Law.

...

Dear Madam,

With reference to the report of Selection Committee dated 13-7-2002 for the post of full-time lecturer in Law. You are hereby appointed as a full-time lecturer in law from 24-7-2002 to 23-7-2004 on two year probation period in the pay Scale of Rs.8000-13500 plus admissible allowances on the following terms and conditions which governed by U.G.C. and State Government issued from time to time.

1. That you will not able to leave the job during the probation period.
2. That you have to submit your joining report within 7 days from the date of receipt of this order.
3. That you are bound to University and University Act, Rules, service conditions etc. applicable to the post of Lecturers
4. That you will have to devote whole time to the duties of your appointment heartedly.
5. That this appointment is subject to the approval from Amravati University.
6. No salary will be paid to you till your appointment is recognised from the Competent Authority.

  
LIBRARIAN

Dr. Panjabrao Deshmukh  
College of Law, Amravati.



Shri Shivaji Education Society, Amravati's

Dr. Panjabrao Deshmukh College Of Law,

Morshi Road, Amravati. (Maharashtra)

Phone - Office : 660707 : Resi 651770



Deer President

Dr. Panjabrao @ Bhausaheb Deshmukh

Principal

Adv. Anil L. Jagtap

President

Vasant Rao Ramrao Dhotre

CL/ \_\_\_\_\_

---2---

Date \_\_\_\_\_

7. That in addition to your ordinary duties, you will have to perform such other duties as may be entrusted to you by the authority in connection with the special intellectual capability on the activities of the College.
8. That you will have to submit medical fitness certificate within three months from the date of joining.
9. That if you do not join within stipulated period then this order be treated as cancelled.

*Anil L. Jagtap*  
Principal

Dr. Panjabrao Deshmukh  
College of Law, Amravati.

*[Signature]*  
LIBRARIAN  
Dr. Panjabrao Deshmukh  
College of Law, Amravati.



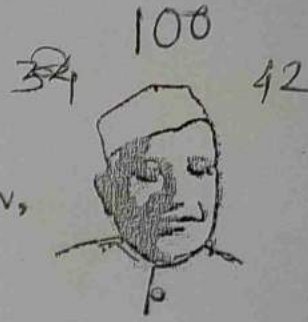


Shri Shivaji Education Society, Amravati's

Dr. Panjabrao Deshmukh College Of Law,

Morshi Road, Amravati. (Maharashtra)

Phone - Office : 660707 : Resi 651770



Founder President

Dr. Panjabrao @ Bhausahab Deshmukh

Principal

Adv. Anil L. Jagtap.

President

Vasantrao Ramrao Dhotre

No. PDCL/ 454/03

Date 26-12-2003

To,  
Shri Nandkishor K. Ramteke,  
Shahid Mishra Ward, Tisoga,  
Tah. Turora,  
Dist. Gondia (M.S.)

Subject : Appointment order as a Full-Time Lecturer in Law.

With reference to the report of Selection Committee dated 10.12.2003 for the Post of Full-Time Lecturer in Law. You are hereby appointed as a Full-Time Lecturer in Law (S.C.Category) from 26.12.2003 to 26.12.2005 on two year probation period in the pay scale of Rs.8000-13500 plus admissible allowances on the following terms and conditions which governed by U.G.C. and State Government issued from time to time.

1. That you will not able to leave the job during the probation period.
2. That you have to submit your joining report within 7 days from the date of receipt of this order.
3. That you are bound to University and University Act, Rules, Service conditions etc. applicable to the post of Lecturers.
4. That you will have to devote whole time to the duties of your appointment heartedly.
5. That this appointment is subject to the approval from Amravati University.
6. No salary will be paid to you till your appointment is recognised from the Competent Authority.

- 2 -

Asstt. / Asso. Professor  
Dr. Panjabrao Deshmukh College of Law  
Amravati



101  
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Shri Shivaji Education Society, Amravati's



# Dr. Panjabrao Deshmukh College Of Law,

Morshi Road, Amravati. (Maharashtra)

Phone - Office : 660707 : Resi 651770



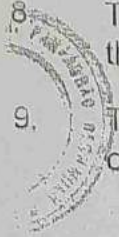
Founder President Dr. Panjabrao @ Bhausahab Deshmukh	Principal Adv. Anil L. Jagtap	President Vasant Rao Ramrao Dhotre
---	----------------------------------	---------------------------------------

No. PDCL/ 1054/03

Date 26-12-2003

- 2 -

7. That in addition to your ordinary duties, you will have to perform such other duties as may intrusted to you by the authority in connection with the special intellectual capability on the activities of the college.
8. That you will have to submit medical fitness certificate within three months from the date of joining.
9. That if you do not join within stipulated period, then this order be treated as cancelled.



*Anil L. Jagtap*  
Principal

Dr. Panjabrao Deshmukh  
College of Law, Amravati.  
Dr. Panjabrao Deshmukh  
College of Law, Amravati.

Asstt. / Asso. Professor  
Dr. Panjabrao Deshmukh College of Law  
Amravati





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Tele : Shivaji

Founder President  
Dr. Panjabrao Alias Bhausheb Deshmukh  
E-mail : ati\_sesses@sancharnet.in

No. SSES/H.Ed.-8/ 7787 /2007

Date 7 / 12 / 2007

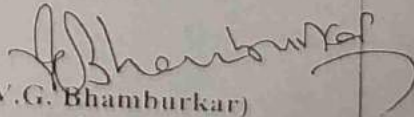
## APPOINTMENT ORDER



✓  
Shri. Ingole Mahendra Uddhaorao  
LL.M., NET,  
Near Varma Work Shop,  
Rathi Nagar, Amravati

With reference to your application and interview held on 12/10/2006 and approval received from University vide letter No. SGBAU/8/C-139/2007 dated 2/2/2007. I have the pleasure to inform you that you are hereby appointed as a Full Time Lecturer in Law in Dr. Panjabrao Deshmukh College of Law, Amravati in the pay scale of Rs. 8000-275-13500/- with effect from date of your joining, subject to the following conditions.

1. You will be entitled to allowances such as compensatory local allowance, house rent allowances and dearness allowance as specifically sanctioned by Government from time to time.
2. Your appointment is purely temporary on probation period of two years from the date of joining.
3. Your services shall be governed by the rules as laid down by Government of Maharashtra, Statutes, Ordinances of the University and various Government Resolutions and circulars of the State Government issued from time to time.
4. You shall have to undergo a medical examination by Civil Surgeon, Amravati within 3 months from the date of joining.
5. Your appointment shall be subject to the verification of original documents, caste validity certificate, non creamy layer certificate etc.
6. You are requested to acknowledge order of appointment and communicate your acceptance of the appointment within five days from the date of receipt of this order & join your duties within seven days as per order. In any case your joining period should not be exceeded more than seven days from the receipt of this order.
7. If no reply accepting the appointment is received from you within the period mentioned in paragraph 6, the order shall be treated as cancelled.
8. Your services can be terminated with one-month notice on either side without assigning any reasons thereof.
9. Your services are transferable elsewhere in the colleges run by Shri Shivaji Education Society, Amravati.
10. As per the Govt. G.R. No. असाज २००७/२२३/असा-४ Dated 31.10.2005, on their appointment to the Government Service on or after 1st November 2005, they would be covered under New "Defined Contribution Pension Scheme" and that the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation of Pension) Rules, 1984) and General Provident Fund Scheme will not be applicable to them."

  
(V.G. Bhamburkar)  
Secretary,

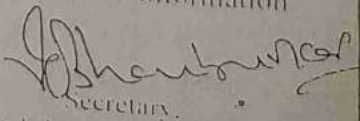
Shri Shivaji Education Society, Amravati

Copy is forwarded for information and necessary action to:-

1. The Principal, Dr. Panjabrao Deshmukh College of Law, Amravati.  
He should please allow Shri. Ingole Mahendra Uddhaorao to join his post immediately and report regarding his joining to this office immediately.
2. The Assit. Registrar (Collegiate), Sant Gadgebaba Amravati University, Amravati.

Copy is submitted to

3. The Joint Director, Higher Education, Amravati Dn., Amravati for favour of information

  
Secretary,  
Shri Shivaji Education Society, Amravati





# SCIENCE COLLEGE

PAUNI Distt. BHANDARA (M.S.)

FOUNDER PRESIDENT

Late Dr. Panjabrao alias Bhausaheb Deshmukh

CHAIRMAN

Prof. W. M. alias Dadasaheb Kalmegh  
M.Sc. (Saugor), M. Tech. (I. I. T., Kharagpur)

No. PSC... 2678/96

Date... 24/12/96

To,

Shri Uday V. Thakare.

U. V. Thakare

Rukmini Nagar, Amravati

AMRAVATI

Subject :- Appointment in Degree College as a Lecturer in physical Education.

I am glad to inform you, that you are hereby appointed as a lecturer in physical education in this Degree College, in the pay scale of Rs. 2200 - 75 - 2800 - EB - 100 - 4,000 on probation for one year in the first instance with effect from the date of your Joining.

That, this appointment is full time and does not permit you to engage your self in outside work or employment either part time or full time.

That, this appointment is purely on temporary basis (probation) terminable by giving one month's notice on either side.

That, this appointment is subject to the Condition of absorption of surplus teacher, which may be directed either by University or Govt.

That, this appointment is subject to Condition of approval from vice Chancellor, Nagpur University, Nagpur, Joint Director, Higher Education, Nagpur Division, Nagpur and Govt of Maharashtra.

*G. S. Ch.*  
Offl. principal  
Science College, pauni,  
Distt.:- Bhandara,  
Science College, Paun  
Distt. Bhandara

Copy is forwarded with compliment for kind information to :-

- 1) Shri W.M. alias Dadasaheb Kalmegh,  
Hon'ble president S.S.E.S. Amravati and  
Chairman L.M.C. Science College, pauni.
- 2) Hon'ble Vice Chancellor, Nagpur University Nagpur.
- 3) Hon'ble Joint Director, Higher Education Nagpur,  
Division Nagpur.



To  
The principal,  
Science College, Puni,  
Distt: Bhandara.

Subject : Assuming charges of the office as a Lecturer in Physical Education  
in your College (Degree College).  
Reference : Letter No. 2678/96  
dated : 24/12/96

Sir,

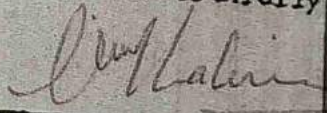
With reference to above, I am glad to inform you that I am accepting the appointment as Lecturer in Physical Education (Degree College) in your college with effect from 27/12/96 on the conditions mentioned in your letter cited above.

Thanking you,

Yours faithfully,

Dated : 27/12/96

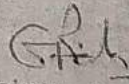
Signature :



Name :

Uday Vinayakrao Thakre

Seen and permitted to join as Lecturer in Physical Education (Degree College), W.E.F. 27/12/96 before noon.

  
Office principal  
Science College, Puni,  
Distt: Bhandara.

Copy to

- ✓ 1) Head, Deptt. of \_\_\_\_\_
- 2) Suptd/Acctt.
- 3) Head Clerk
- 4) Librarian
- 5) Deling Clerk.





Shri Shivaji Education Society's, Amravati.  
**DR. PANJABRAO DESHMUKH COLLEGE OF LAW**



Morshi Road, Amravati. (Maharashtra) Ph.: (Off.) 0721-2660707, (Resi.) 2651770  
 Accredited By NAAC & Permanently Affiliated to Sant Gadge Baba Amravati University, Amravati.

FOUNDER PRESIDENT  
 Dr. Panjabrao @ Bhausaheb Deshmukh

PRINCIPAL  
 Adv. Anil L. Jagtap

PRESIDENT  
 Adv. Arunbhau Shelke

No. of PDCL/407/2010

Date: 13/11/2010

Office order

Intimation of Confirmation / Continuation of services as a Full-Time Lecturers/Assistant Professors.

In continuation of appointment orders issued to the following Lecturers/Asstt. Professor working in Dr. Panjabrao Deshmukh College of Law, in LL.B. Three Year Degree Course (Grant-in-aid), further intimation is given to them, that as per the following respective resolutions passed by Local Managing Committee of Dr. Panjabrao Deshmukh College of Law, Amravati, their services are confirmed / continued until further orders in their respective scale of pay, as they have completed their probation period of two years with effect from the date of their actual joining mentioned against their names.

Sr.No	Name of Lectures/ Asstt. Professors	Qualification	Subject Number & date of LMC	Date of Joining	Date of Confirmation/ Continuation
1	Shri.P.R.Malviya	B.A., LL.M. SET/NET	Subject No. 7A 11 oct. 2005	24/07/2002	24/07/2004
2	Ku.B.A.Deshpande	B.E. LL.M. SET	Subject No. 7A 11 oct. 2005	24/07/2002	24/07/2004
3	Shri.N.K.Ramteke	B.Sc. LL.M. NET	Subject No. 7A 21 Dec. 2006	30/12/2003	30/12/2005
4	Smt. Dr.V.N.Deshmukh	LL.M. PhD in Law	Subject No. 6B 03June 2010	24/11/2006	24/11/2008
5	Shri.M.U.Ingole	B.Sc. ,LL.M. NET	Subject No. 6B 03June 2010	08/02/2007	08/02/2009

Hence this intimation.

Copy to:-

- Shri.P.R.Malviya, Asstt. Prof. Dr.P.D.College of Law,Amravati
- Ku.B.A.Deshpande, Asstt. Prof. Dr.P.D.College of Law,Amravati
- Shri.N.K.Ramteke, Asstt. Prof. Dr.P.D.College of Law,Amravati
- Smt.Dr.V.N.Deshmukh, Asstt. Prof. Dr.P.D.College of Law,Amravati
- Shri.M.U.Ingole, Asstt. Prof. Dr.P.D.College of Law,Amravati



*(Signature)*  
 Principal  
 Dr. Panjabrao Deshmukh  
 College of Law, Amravati.

*(Signature)*  
 Principal  
 Dr. Panjabrao Deshmukh  
 College of Law, Amravati.



☎ 2662146,2661747  
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Regd.No. F-89 (Amt)

Founder President  
Dr.Panjabrao Alias Bhausaheb Deshmukh  
E-mail : ati\_sccs@sancharnet.in

No.SSES/H.Ed.-8/2690/2005

Date :17/1/2005

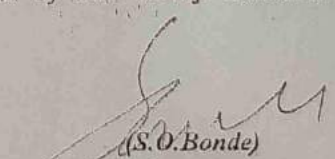
### APPOINTMENT ORDER



To,  
Shri. Kale Ravindra Sudhakarrao  
L.L.B, L.L.M., NET  
Behind Latebai School,  
Telephone Lane, Sharda Nagar,  
Amravati

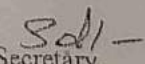
With reference to your application and interview held on 05/11/2004 and approval received from University vide letter No. AU/8/C-103/2005 dated 13/1/2005. I have the pleasure to inform you that you are hereby appointed as a Full Time Lecturer in Law in Dr.Panjabrao Deshmukh College of Law, Amravati on Rs. 8,000/- per month & in the pay scale of Rs. 8000-275-13500/- with effect from date of your joining, subject to the following conditions.

1. You will be entitled to allowances such as compensatory local allowance, house rent allowances and dearness allowance as specifically sanctioned by Government from time to time.
2. Your appointment is purely temporary on probation period of two years from the date of joining.
3. Your services shall be governed by the rules as laid down by Government of Maharashtra, Statutes, Ordinances of the University and various Government Resolutions and circulars of the State Government issued from time to time.
4. You shall have to undergo a medical examination by Civil Surgeon, Amravati within 3 months from the date of joining.
5. Your appointment shall be subject to the verification of original documents, caste validity certificate, non creamy layer certificate etc.
6. You are requested to acknowledge order of appointment and communicate your acceptance of the appointment within five days from the date of receipt of this order & join your duties within seven days as per order. In any case your joining period should not be exceeded more than seven days from receipt of this order.
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9. Your services are transferable elsewhere in the colleges run by Shri Shivaji Education Society, Amravati.

  
(S.O. Bonde)  
Secretary,  
Shri Shivaji Education Society, Amravati

Copy is forwarded for information and necessary action to/-

1. The Principal, Dr.Panjabrao Deshmukh College of Law, Amravati  
He should please allow Shri. Kale Ravindra Sudhakarrao to join his post immediately and report regarding his joining to this office immediately.
2. The Asstt. Registrar (Collegiate), Nagpur University, Nagpur.
3. The Asstt. Registrar (Collegiate), Amravati University, Amravati.
4. Copy is submitted to the Joint Director, Higher Education, Amravati Dn., Amravati for favour of information
5. Copy is submitted to the Joint Director, Higher Education, Nagpur Dn., Nagpur for favour of information.

  
Secretary,  
Shri Shivaji Education Society, Amravati





# SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI

(Maharashtra State)  
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☎ 2662146, 2661747

Fax: 0721-2662146, 2661747

Tele : Shivaji

Founder President

Dr. Panjabrao Alias Bhausaheb Deshmukh

E-mail : atf\_secsecs@sancharnet.in

No.SSES/H.Ed.-8/2834/2005

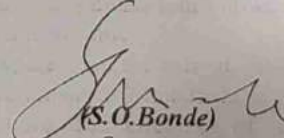
Date 29/1/2005

## APPOINTMENT ORDER

To,  
Shri Patil Rajesh Gajanan  
L.L.B, L.L.M., NET  
A-1 Shubham Apartment,  
Mainde Chowk,  
Yavatmal.

With reference to your application and interview held on 05/11/2004 and approval received from University vide letter No. AU/8/C-103/2005 dated 13/1/2005. I have the pleasure to inform you that you are hereby appointed as a Full Time Lecturer in Law in Dr. Panjabrao Deshmukh College of Law, Amravati on Rs. 8,000/- per month & in the pay scale of Rs. 8000-275-13500/- with effect from date of your joining, subject to the following conditions.

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7. If no reply accepting the appointment is received from you within the period mentioned in paragraph 6, the order shall be treated as cancelled.
8. Your services can be terminated with one month notice on either side without assigning any reasons thereof.
9. Your services are transferable elsewhere in the colleges run by Shri Shivaji Education Society, Amravati.
10. You are required to submit Caste Validity Certificate to this office within three months failing which your services shall be terminated.

  
(S. O. Bonde)

Secretary,

Shri Shivaji Education Society, Amravati

Copy is forwarded for information and necessary action to/-

1. The Principal, Dr. Panjabrao Deshmukh College of Law, Amravati  
He should please allow Shri Patil Rajesh Gajanan to join his post immediately and report regarding his joining to this office immediately.
2. The Asstt. Registrar (Collegiate), Nagpur University, Nagpur.
3. The Asstt. Registrar (Collegiate), Amravati University, Amravati.
4. Copy is submitted to the Joint Director, Higher Education, Amravati Dn., Amravati for favour of information
5. Copy is submitted to the Joint Director, Higher Education, Nagpur Dn., Nagpur for favour of information.

Sd/  
Secretary,

Shri Shivaji Education Society, Amravati





# SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI

(Maharashtra State)  
Regd.No. F-89 (Amt)



☎ 2662146, 2661747

Fax: 0721-2662146, 2661747

Tele: Shivaji

Founder President

Dr. Panjabrao Alias Bhusaheb Deshmukh

Email: ati\_sesses@amravarner.in

No. SSES/H.Ed.-8 (A)/11-37/2010

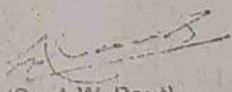
Date 14.12.2010

## APPOINTMENT ORDER

Shri Chaitanya Ajabrao  
Plot No. 21, Babra Colony  
"Karmyog" Karanja (Lad)  
Dist. Washim 444105

With reference to your application and interview held on 3/05/2010 in NT (D) Category and approval received from University vide letter No. SGBAU/8/C-1383/2010 dated 23/06/2010, I have the pleasure to inform you that you are hereby appointed as a Full Time Assistant Professor in Law in Dr. Panjabrao Deshmukh College of Law, Amravati in the pay scale of Rs.15600 - 39100 Grade pay -6000 with effect from the date of your joining subject to the following conditions.

- You will be entitled to allowances such as compensatory local allowance, house rent allowances and dearness allowance as specifically sanctioned by Government from time to time.
- Your appointment is purely temporary on probation period of two years from the date of joining.
- Your services shall be governed by the rules as laid down by Government of Maharashtra, Statutes, Ordinances of the University and various Government Resolutions and orders of the State Government issued from time to time.
- You are requested to join your duties at Dr. Panjabrao Deshmukh College of Law, Amravati within seven days from the date of receipt of this order & submit Medical fitness certificate at the time of joining failing which this order shall be treated as cancelled.
- Your services can be terminated with one month notice without assigning any reason there of.
- As per the Govt. G.R. No. अतियो १००५/१२६/सेवा-४ Dated 31.10.2005, on their appointment to the Government Service on or after 1st November 2005, they would be covered under New "Defined Contribution Pension Scheme" and that the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation of Pension) Rules, 1984) and General Provident Fund Scheme will not be applicable to them."

  
(Dr. A.W. Raut)  
I/c Secretary,

Shri Shivaji Education Society, Amravati

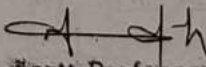
### Copy is submitted to

1. The Joint Director, Higher Education, Amravati Dist., Amravati for favour of information.

### Copy is forwarded for information and necessary action to/-

- The Asstt. Registrar (Collegiate), Sant Gadgebaba Amravati University, Amravati.
- The Principal, Dr. Panjabrao Deshmukh College of Law, Amravati.

He should obtain Medical fitness certificate at the time of joining from Shri Chaitanya Ajabrao, E.L.M. NET to join his new assignment as mentioned above and inform this office accordingly.

  
Asstt. Professor

Dr. Panjabrao Deshmukh  
College of Law, Amravati





# SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI



(Maharashtra State)  
Regd.No. F-89 (Amt)

☎ 2662146,2661747  
Fax: 0721-2662146, 2661747  
Tele :Shivaji

Founder President  
Dr.Panjabrao Alias Bhausaheb Deshmukh  
E-mail :ati\_scesses@sancharnet.in

No.SSES/H.Ed.-8/2729/2005

Date : 19/1/2005

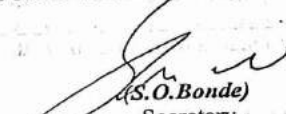
## APPOINTMENT ORDER



To,  
Shri Lokhande Dipak Haridas,  
L.L.B, L.L.M., NET  
Opp.Sahakar Surabhi Bhavan,  
Bapatwadi,  
Amravati 444 606

With reference to your application and interview held on 05/11/2004 and approval received from University vide letter No. AU/8/C-103/2005 dated 13/1/2005. I have the pleasure to inform you that you are hereby appointed as a Full Time Lecturer in Law in Dr.Panjabrao Deshmukh College of Law, Amravati on Rs. 8,000/- per month & in the pay scale of Rs. 8000-275-13500/- with effect from date of your joining, subject to the following conditions.


1. You will be entitled to allowances such as compensatory local allowance, house rent allowances and dearness allowance as specifically sanctioned by Government from time to time.
2. Your appointment is purely temporary on probation period of two years from the date of joining.
3. Your services shall be governed by the rules as laid down by Government of Maharashtra, Statutes, Ordinances of the University and various Government Resolutions and circulars of the State Government issued from time to time.
4. You shall have to undergo a medical examination by Civil Surgeon, Amravati within 3 months from the date of joining.
5. Your appointment shall be subject to the verification of original documents, caste validity certificate, non creamy layer certificate etc.
6. You are requested to acknowledge order of appointment and communicate your acceptance of the appointment within five days from the date of receipt of this order & join your duties within seven days as per order. In any case your joining period should not be exceeded more than seven days from receipt of this order.
7. If no reply accepting the appointment is received from you within the period mentioned in paragraph 6, the order shall be treated as cancelled.
8. Your services can be terminated with one month notice on either side without assigning any reasons thereof.
9. Your services are transferable elsewhere in the colleges run by Shri Shivaji Education Society, Amravati.
10. You are required to submit Caste Validity Certificate to this office within three months failing which your services shall be terminated.

  
(S.O. Bonde)  
Secretary,  
Shri Shivaji Education Society, Amravati

Copy is forwarded for information and necessary action to/-

1. The Principal, Dr.Panjabrao Deshmukh College of Law, Amravati  
He should please allow Shri Lokhande Dipak Haridas to join his post immediately and report regarding his joining to this office immediately.
2. The Asstt. Registrar (Collegiate), Nagpur University, Nagpur.
3. The Asstt.Registrar (Collegiate), Amravati University, Amravati.
4. Copy is submitted to the Joint Director, Higher Education, Amravati Dn., Amravati for favour of information
5. Copy is submitted to the Joint Director, Higher Education, Nagpur Dn., Nagpur for favour of information.

  
Secretary,  
Shri Shivaji Education Society, Amravati

  
Asstt. Professor  
Dr. Panjabrao Deshmukh  
College of Law, Amravati





Shri Shivaji Education Society, Amravati's

Dr. Panjabrao Deshmukh College Of Law,

Morshi Road, Amravati. (Maharashtra)

Phone - Office : 660707 : Resi 651770



Teaching, Learning  
Evaluation

Founder President

Dr. Panjabrao @ Bhausaheb Deshmukh

Principal

Adv. Anil L. Jagtap

President

Vasant Rao Ramrao Dhotre

No. PDCL/ 92(B)/2002.

OFFICE ORDER

Date 24-7-2002.

To,

Shri Pranay R. Malviya,  
Keshao Colony, Court Road,  
Camp, Amravati.

Subject:- Appointment order as a full-time  
Lecturer in Law.

...

Dear Sir,

With reference to the report of Selection Committee dated 13-7-2002 for the post of full-time lecturer in law. You are hereby appointed as a full-time lecturer in law from 24-7-2002 to 23-7-2004 on two year probation period in the pay Scale of Rs.8000-13500 plus admissible allowances on the following terms and conditions which governed by U.G.C. and State Government issued from time to time.

1. That you will not able to leave the job during the probation period.
2. That you have to submit your joining report within 7 days from the date of receipt of this order.
3. That you are bound to University and University Act, Rules, service conditions etc. applicable to the post of Lecturers.
4. That you will have to devote whole time to the duties of your appointment heartedly.
5. That this appointment is subject to the approval from Amravati University.
6. No salary will be paid to you till your appointment is recognised from the Competent Authority.

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SCANNED WITH



Shri Shivaji Education Society, Amravati's

Dr. Panjabrao Deshmukh College Of Law,

Morshi Road, Amravati. (Maharashtra)

Phone - Office : 660707 : Resi 651770



Founder President

Principal

President

r. Panjabrao @ Bhausaheb Deshmukh

Adv, Anil L. Jagtap

Vasantao Ramrao Dhotre

No. PDCL/

Date

--2--

7. That in addition to your ordinary duties, you will have to perform such other duties as may intrusted to you by the authority in connection with the special intellectual capability on the activities of the college.
8. That you will have to submit medical fitness certificate within three months from the date of joining.
9. That if you do not join within stipulated period, then this order be treated as cancelled.

Lecturer

Dr. Panjabrao Deshmukh  
College of Law, Amravati.

  
Principal

Dr. Panjabrao Deshmukh  
College of Law, Amravati.

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(Maharashtra State)  
Regd.No. F-89 (Amt)



☎ 2662146,2661747  
Fax: 0721-2662146, 2661747  
Tele :Shivaji

Founder President  
Dr.Panjabrao Alias Bhausaheb Deshmukh  
E-mail : ati\_sesses@saneharnet.in

No.SSES/H.Ed.-8 (A)/2632/2011

Date : 10/10/2011


## APPOINTMENT ORDER

✓ To,

Dabhade Prakash Yashwantrao  
R/o. Vrundawan Colony, Chilamchhavani  
University Road, Camp  
Amravati.

With reference to the previous appointment vide order No.SSES/H.Ed.-8 (A)/1741/2010 Dated 26/8/2010 & the approval received from Sant Gadga Baba Amravati University, Amravati Vide letter No. SGBAU/8/C-1700/2011, Dated 15/9/2011 in S.T. Category, I have the pleasure to inform that you are hereby appointed in continuation of previous vide order No. SSES/ H.Ed.-8 (A)/1741/2010 Dated 26/8/2010 as a **Full Time Assistant Professor in Law in Dr. Panjabrao Deshmukh College of Law, Amravati** in the pay scale of Rs. 15600-39100 Grade pay-6000 with effect from the date of your joining with continuity of your services subject to the following conditions.

1. You will be entitled to allowances such as compensatory local allowance, house rent allowances and dearness allowance as specifically sanctioned by Government from time to time.
2. Your services shall be governed by the rules as laid down by Government of Maharashtra, Statutes, Ordinances of the University and various Government Resolutions and circulars of the State Government issued from time to time.
3. As per the Govt. G.R. No. अनियो/१००५/१२६/सेवा ४ Dated 31.10.2005, on their appointment to the Government Service on or after 1st November 2005, they would be covered under New 'Defined Contribution Pension Scheme' and that the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 Maharashtra Civil Services (Commutation of Pension) Rules, 1984) and General Provident Fund Scheme will not be applicable to them."

  
(Dr. V.G. Thakare)  
I/c Secretary,

Shri Shivaji Education Society, Amravati

Copy is submitted to

1. The Joint Director, Higher Education, Amravati Dn., Amravati for favour of information.

Copy is forwarded for information and necessary action to/-

2. The Asstt. Registrar (Collegiate), Sant Gadga Baba Amravati University, Amravati.
3. The Principal, Dr. Panjabrao Deshmukh College of Law, Amravati.





# SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI

(Maharashtra State)  
Regd.No. F-89 (Amt)



☎ 2662146, 2661747  
Fax: 0721-2662146, 2661747  
Tele : Shivaji

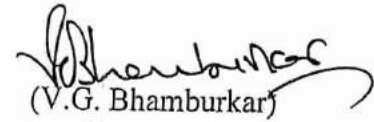
**Founder President**  
**Dr. Panjabrao Alias Bhausaheb Deshmukh**  
E-mail ati\_secsecs@sancharnet

No.SSES/H.Ed/8(A)/1485/12

Date: 30/7/2012

## .. ORDER ..

Shri U.V. Thakare, M.Com., M.P.Ed, Director of physical Education & Sports in Art's College, Jarud, Dist. Amravati is transferred to Dr. Panjabrao Deshmukh College of Law, Amravati as a Director of physical Education & Sports on the same pay and in the same scale of pay, with immediate effect on his own request.

  
(V.G. Bhamburkar)

Secretary,

Shri Shivaji Education Society, Amravati

### Copy is submitted for favour of information to/-

1. The Joint Director, Higher Education, Amravati Dn., Amravati.
2. The Registrar, Sant Gadgebaba Amravati University, Amravati.

### Copy is forwarded for information and necessary action to/-

3. Shri U.V. Thakare, M.Com., M.P.Ed, Director of physical Education & Sports in Art's College, Jarud, Dist. Amravati.

He should hand over the complete charge of his duties to the Principal of the College and get himself relieved to join his same post immediately.

4. The Principal, Art's College, Jarud, Dist. Amravati.

She should receive the complete charge from Shri U.V. Thakare, M.Com., M.P.Ed, Director of physical Education & Sports of his duties and relieve him to join his same post immediately, under intimation to this office.

5. The Principal, Dr. Panjabrao Deshmukh College of Law, Amravati.

He should allow Shri U.V. Thakare, M.Com., M.P.Ed, Director of physical Education & Sports to join his new assignment immediately under intimation to this office.

Seen  
Put up with appropriate  
file & submit report  
after joining.



प्रचार  
डॉ. पंजाबराव देगमुस विधी महाविद्यालय  
अमरावती

31/7/2012

Dr. Panjabrao Deshmukh  
College of Law, Amravati.

Invoice No. 595

Date: 31/7/12

To, Whom

Date of Compliance 31/7/12



**OFFICE OF THE SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI**No.SSES/H.Ed/8/ 2960 /05

Date: 8 /02/2005

**.. ORDER ..**

Shri Sanjay Haridas Bhoge, Librarian in Pundlik Maharaj Mahavidyalaya, Nadura Rly, Dist. Buldana is transferred to Dr.Panjabrao Deshmukh College of Law, Amravati as a Librarian, on the same pay and in the same scale of pay, with immediate effect, on his own request.

*Sd/-*  
(S. O. Bonde)  
Secretary,

Shri Shivaji Education Society, Amravati

**Copy is forwarded for information and necessary action to/-**

1. Shri Sanjay Haridas Bhoge, Librarian in Pundlik Maharaj Mahavidyalaya, Nadura Rly, Dist. Buldana.  
He should please hand over the complete charge of his duties to the Principal of the College and get himself relieved to join his new post immediately.
2. The Principal, Pundlik Maharaj Mahavidyalaya, Nadura Rly, Dist. Buldana.  
He should please receive the complete charge from Shri Sanjay Haridas Bhoge, Librarian, of his duties and relieve him to join his new post immediately, under intimation to this office.
3. The Principal, Dr.Panjabrao Deshmukh College of Law, Amravati  
He should please allow Shri Sanjay Haridas Bhoge, Librarian to join his new assignment immediately and submit his proposal for Salary to the competent authorities, under intimation to this office.

**Copy is submitted for favour of information to/-**

4. The Hon'ble President, Shri Shivaji Education Society, Amravati
5. The Joint Director, Higher Education, Amravati Dn., Amravati
6. The Registrar, Amravati University, Amravati.
7. The Assistant/Registrar (Collegiate), Amravati University, Amravati for information and necessary action.

श्री पुंडलिक महाराज महाविद्यालय, नांदुरा	
69	१-२-०५
आ. क. .... दि. ....	आवक लिपीक

*Sd/-*  
Secretary,  
Shri Shivaji Education Society, Amravati

श्री. राजेश चं. शिंदे  
आवक लिपीक





SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
**DR PANJABRAO DESHMUKH COLLEGE OF LAW**

120, Morshi Rd, Amravati, Mah. 444603 Ph. (Off.) 0721-266707

Affiliated to Sant Gadge Baba Amravati University

Website: [www.drpdclamtorg.in](http://www.drpdclamtorg.in) E-mail :



[drpdclamt13@gmail.com](mailto:drpdclamt13@gmail.com)

**Principal**

**Founder**

**President**

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias Bhausahab Deshmukh

Shri. Harshwardhan P. Deshmukh

## LIBRARY MAINTENANCE POLICY

**Short title and commencement:** This policy may be called the Dr. Panjabrao Deshmukh College of Law, Amravati (the College) Library Maintenance Policy.

**Objective:** The objective of this policy is to ensure that the library of the College is maintained in good condition, with a focus on accessibility, organization, and preservation of resources.

**Applicability:** This policy shall be applicable to all resources, including books, journals, and other materials, available in the library of the College.

### Definitions:

"College" refers to Dr. Panjabrao Deshmukh College of Law, Amravati.

"Students" means individuals admitted in the college for the courses offered by the college.

"Governing body" means the parent society of the college.

"Library Staff" shall mean and include Chief Librarian along with other Library attendants appointed in the College.

**Maintenance Procedure:** The maintenance of the library of the College shall be carried out in the following manner:

(a) Regular inspection of the library shall be conducted by the library staff to identify any repair or maintenance needs.

(b) A maintenance schedule shall be prepared based on the identified needs, and shall be followed strictly.

(c) All maintenance and repair work shall be carried out by qualified and trained personnel, using appropriate tools, equipment, and materials.

(d) The library staff shall maintain records of all maintenance and repair work done, and shall submit periodic reports to the administration.





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**DR PANJABRAO DESHMUKH COLLEGE OF LAW**

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Website: [www.drpdclamtorg.in](http://www.drpdclamtorg.in) E-mail :



[drpdclamt13@gmail.com](mailto:drpdclamt13@gmail.com)

**Principal**

**Founder**

**President**

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias Bhausahed Deshmukh

Shri. Harshwardhan P. Deshmukh

(e) All resources shall be organized and arranged properly, with appropriate labelling and classification.

(f) Preservation measures such as cleaning, dusting, and pest control shall be carried out regularly to ensure that the resources are protected from damage.

(g) All damaged or unusable resources shall be removed from circulation and either repaired or discarded, as appropriate.

**Compliance:** All faculty members, staff, and students shall comply with the provisions of this policy.

**Review and Amendment:** This policy shall be reviewed periodically by the administration and may be amended, if necessary, with the approval of the Governing Body.



  
Principal  
Dr. Panjabrao Deshmukh  
College of Law, Amravati

Dr. Panjabrao Deshmukh College of Law,  
Amravati





SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
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**Principal**

**Founder**

**President**

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias BhausahedDeshmukh

Shri. Harshwardhan P. Deshmukh

## **Dr. Panjabrao Deshmukh College of Law Learner Assessment and Support Policy**

### **Preamble:**

*Dr. Panjabrao Deshmukh College of Law recognizes the importance of identifying students' learning levels and providing tailored support to cater to their individual needs. The institution is committed to fostering an inclusive learning environment where students can excel academically and develop into successful legal professionals. This policy aims to establish a comprehensive system of assessment and support for both slow learners and advanced learners, ensuring equal opportunities and promoting student-centered learning.*

**Short Title:** This policy shall be called as Learner Assessment and Support Policy.

**Extent:** This policy applies to all students enrolled in Dr. Panjabrao Deshmukh College of Law.

### **Objective:**

The objective of this policy is to provide appropriate assessment and support to students with diverse learning needs, including slow learners and advanced learners, in order to enhance their academic performance and facilitate their success in the field of law.

### **Definition Clause:**

**Slow Learners:** Students who require additional support and remedial measures due to their relatively slower learning pace and difficulty in grasping certain topics or concepts.





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[drpdclamt13@gmail.com](mailto:drpdclamt13@gmail.com)

**Principal**

**Founder**

**President**

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias Bhausahab Deshmukh

Shri. Harshwardhan P. Deshmukh

**Advanced Learners:** Students who demonstrate exceptional performance and capabilities in their academic pursuits, warranting special opportunities for further enhancement and development of their legal skills.

**College:** Means and refers to Dr. Panjabrao Deshmukh College of Law, Amravati.

**Student:** Means and include every individual enrolled in any of the Law program provided by the College.

**Faculty:** Means and includes all the teaching staff in the College.

## **Policy:**

### **Assessment and Identification:**

- Dr. Panjabrao Deshmukh College of Law shall conduct a comprehensive system of continuous assessment, including formative and summative assessments, class tests, assignments, and project work, to evaluate students' learning levels.
- Based on the continuous assessment process, students shall be identified as slow learners or advanced learners, considering their performance and capabilities.

### **Support for Advanced Learners:**

- Advanced learners shall be provided with opportunities to participate in International, National, and State Level Moot Court Competitions.
- The institution shall offer training programs facilitated by faculty members and practicing advocates to develop the advocacy skills of advanced learners.
- Newly admitted students shall undergo training and induction, including a college-level intra moot court competition and rookie moot court competition.





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**Principal**

**Founder**

**President**

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias Bhausahab Deshmukh

Shri. Harshwardhan P. Deshmukh

- d. The college should look after if the advanced learners are interested in various competitive exams and should cater their needs accordingly by providing necessary training and coaching to that effect to the students.

**Support for Slow Learners:**

- a. Slow learners shall receive additional support through the college by way of remedial classes, tutorials, and counseling sessions to address their learning difficulties.
- b. Special Group Discussion sessions shall be organized to assist slow learners in overcoming challenges in understanding the subject matter.

**Responsibility of Faculty Members**

- a. The faculty shall take utmost care while categorizing the advanced and slow learners. No feeling of discrimination should inculcate in the mind of the students.
- b. Identified slow learners should be, after their remedial lectures, provided with an opportunity to cope with the advanced learners and to be treated at par with them.



  
Principal  
Dr. Panjabrao Deshmukh  
College of Law, Amravati

Dr. Panjabrao Deshmukh College of Law,  
Amravati





SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
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**Principal**

**Founder**

**President**

Dr. Varsha N. Deshmukh

Dr. Panjabrao alias BhausahedDeshmukh

Shri. Harshwardhan P. Deshmukh

## Faculty Retention Policy

*Preamble: This Faculty Retention Policy is intended to ensure the retention of talented and experienced faculty members at Dr. Panjabrao Deshmukh College of Law, thereby promoting the continuity and quality of academic programs. It recognizes the importance of a supportive work environment, professional development, collaboration, and recognition in fostering faculty retention.*

**Short Title:** Faculty Retention Policy

**Extent:** This policy applies to the administrative body of Dr. Panjabrao Deshmukh College of Law and is implemented for the benefit of all faculty members employed therein.

**Intent:** The policy is designed to promote faculty retention and create a supportive and inclusive work environment for faculty members.

### **Definitions:**

**College:** The term college shall mean and include the Dr. Panjabrao Deshmukh College of Law.

**Faculty Members:** Refers to the teaching staff employed by Dr. Panjabrao Deshmukh College of Law.

**Job Satisfaction:** The overall contentment and fulfilment experienced by faculty members in their roles.

**Professional Development:** Activities aimed at enhancing the knowledge, skills, and competencies of faculty members.

**Work-Life Balance:** The equilibrium between work-related responsibilities and personal life commitments.

### **Policy:**

#### **Supportive Work Environment:**

- The college shall strive to create a supportive and inclusive work environment that fosters professional growth and job satisfaction.
- Policies and initiatives shall be implemented to promote work-life balance, providing faculty members with flexibility and support.



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**Professional Development:**

- Faculty members shall be provided with opportunities to attend conferences, workshops, and training programs relevant to their field of expertise.
- Adequate resources and support shall be provided to encourage faculty members to engage in research, publication activities, and other scholarly pursuits.

**Collaboration and Teamwork:**

- Faculty members shall be encouraged to collaborate on research projects, curriculum development, and other academic activities.
- Opportunities for interdisciplinary collaboration and engagement with colleagues shall be promoted.

**Recognition and Appreciation:**

- The contributions and achievements of faculty members shall be recognized and appreciated by the institute.
- Efforts shall be made to acknowledge and celebrate faculty members' accomplishments, including publications, research grants, and awards.

**Periodic Review and Feedback:**

- The institute shall conduct periodic reviews to assess the effectiveness of the faculty retention measures implemented.
- Feedback from faculty members shall be actively sought to identify areas for improvement and address concerns.



  
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## INTERNAL ASSESSMENT POLICY

### **Short Title and Extent**

1. **Title:** This policy may be called the Dr. Panjabrao Deshmukh College of Law, Amravati Internal Assessment Policy.
2. **Extent:** It extends to all students enrolled in law programs at Dr. Panjabrao Deshmukh College of Law, Amravati.

### **Applicability.**

3. This policy applies to all students enrolled in law programs at the College, irrespective of their year of study. The provisions of this policy shall be adhered to by all faculty members responsible for conducting internal assessments.

### **Definitions**

4. Unless otherwise specified herein, the words and phrases given below shall have the meaning describing those words as below:
  - a. "Assignments" refer to tasks that assess a student's ability to research, analyze, and present legal issues
  - b. "Attendance" refers to a student's presence in classroom sessions, internships, and other academic activities.
  - c. "Class Participation" refers to a student's involvement in classroom discussions and debates.
  - d. "College" refers to Dr. Panjabrao Deshmukh College of Law, Amravati.
  - e. "Internal Assessment" refers to the evaluation process of students' academic progress and performance within the College's law programs.
  - f. "Students" means individuals admitted in the college for the courses offered by the college.
  - g. "Tests" refer to assessments that evaluate a student's understanding of legal principles and their application.



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### **Components of Internal Assessment**

5. The internal assessment shall consist of the following components, with their respective weightage percentages:
  - a. Class Participation – 20% of the total marks.
  - b. Assignments – 20% of the total marks.
  - c. Tests – 40% of the total marks.
  - d. Attendance – 20% of the total marks.

### **Assessment Criteria**

6. Communication of Assessment Criteria: The assessment criteria for each component shall be communicated to students at the beginning of each academic session.
7. Basis of the Criteria: The assessment criteria shall be based on the learning outcomes of the subject and aligned with the course objectives.

### **Conduct of Internal Assessment**

8. Duty to conduct assessment: Faculty members assigned to respective subjects shall conduct the internal assessments. The assessment process must be fair, objective, and transparent.
9. Confidentiality: Confidentiality of the assessment process and evaluation outcomes shall be maintained by the faculty members.
10. Feedback: Faculty members shall provide timely feedback to students on their performance and offer suggestions for improvement.

### **Grievance Redressal**

11. In the event of any grievance related to internal assessment, students may approach the concerned faculty member or the Head of the Department.

### **Review and Update of Internal Assessment Policy**

12. The internal assessment policy shall undergo periodic review and updates to ensure its relevance and effectiveness.

Feedback from students, faculty members, and other stakeholders shall be considered during the review and update process.





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13. Communication of updated policy: The updated policy shall be communicated to all students and faculty members of the College.



  
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## CODE OF CONDUCT

### Preamble:

*This Code of Conduct establishes guidelines and standards of behavior for all faculty members, students, and non-teaching staff of Dr. Panjabrao Deshmukh College of Law, Amravati (the "College"). It aims to promote a safe, respectful, and ethical academic environment that fosters learning, personal growth, and mutual respect.*

**Short Title:** This Policy shall be called and referred to as Code of Conduct Policy of Dr. Panjabrao Deshmukh College of Law.

**Extent:** This policy applies to all faculty members, students, and non-teaching staff of Dr. Panjabrao Deshmukh College of Law, Amravati.

**Objective:** The objective of this policy is to ensure adherence to the highest standards of professional conduct, integrity, and ethics by all members of the College community. It aims to create a positive and inclusive environment that upholds the values of respect, fairness, and personal responsibility.

### Definitions:

**Faculty Members:** Refers to all individuals employed by the College in teaching or research positions.

**Students:** Refers to all individuals enrolled in law programs at the College.

**Non-Teaching Staff:** Refers to all individuals employed by the College in administrative, technical, or support roles who perform the duties other than that of teaching

## TEACHERS'/FACULTY MEMBERS' CODE OF CONDUCT

1. Teachers shall uphold the highest standards of professional conduct and ethics.
2. Teachers shall treat students with respect, fairness, and dignity, and shall not discriminate amongst students based on their race, gender, religion, or other personal characteristics.
3. Teachers shall prepare and deliver lectures and tutorials in a professional, informative, and engaging manner, and shall be accessible to students for academic and personal guidance and support.





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4. Teachers shall maintain the confidentiality of students' academic and personal information and shall not disclose such information to unauthorized persons.
5. Teachers shall comply with the academic and administrative policies and guidelines of the UGC, Bar Council of India, State Government and College issued by them from time to time.

### **STUDENTS' CODE OF CONDUCT**

1. Students shall uphold the highest standards of academic integrity and ethical conduct.
2. Students shall attend classes, tutorials, and other academic activities regularly and punctually, and shall complete assignments and examinations with honesty and diligence.
3. Students shall respect the dignity and rights of others, and shall not engage in any form of harassment, discrimination, or bullying.
4. Students shall maintain the cleanliness and safety of the College premises and facilities and shall not damage or misuse them.
5. Students shall comply with the academic and administrative policies and guidelines of the College.

### **NON-TEACHING STAFF'S CODE OF CONDUCT**

1. Non-teaching staff shall perform their duties with integrity, professionalism, and dedication.
2. Non-teaching staff shall treat faculty members, students, and other staff members with respect, fairness, and dignity, and shall not discriminate amongst them based on their race, gender, religion, or other personal characteristics.
3. Non-teaching staff shall maintain the cleanliness and safety of the College premises and facilities and shall promptly report any damage or misuse.
4. Non-teaching staff shall maintain the confidentiality of students' academic and personal information and shall not disclose such information to unauthorized persons.
5. Non-teaching staff shall comply with the administrative policies and guidelines of the College.
6. Non-teaching staff shall not misuse or misappropriate any of the College's property or revenue.

### **DISCIPLINARY PROCEDURES**

1. Any violation of this Code of Conduct shall be subject to disciplinary action.
2. The disciplinary action shall be commensurate with the severity of the violation and may include warning, suspension, expulsion, termination of employment, or other appropriate action.



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3. The disciplinary procedures shall be transparent, fair, and objective, and shall comply with the principles of natural justice and due process.
4. The disciplinary proceedings shall be held by way of hearing adhering to principles of Natural Justice before a disciplinary committee for code of conduct consisting of The Principal as the Chairman of the committee, Director of Physical Education as Member, one Head of the Department from any of the department as another member and one lady faculty member as the fourth member.



  
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## MENTOR-MENTEE POLICY

### Preamble:

*This Mentor-Mentee Policy establishes guidelines and procedures for the mentor-mentee relationship between faculty members and students enrolled in law programs at Dr. Panjabrao Deshmukh College of Law, Amravati (the "College"). It aims to provide academic and personal support to students, promote their holistic development, and enhance their overall learning experience.*

**Short Title:** This policy shall be called as Mentor-Mentee Policy

**Extent:** This policy applies to all students enrolled in the College's law programs, irrespective of their year of study and all the faculty members of the College.

**Objective:** The objective of this policy is to ensure a transparent, fair, and objective mentor-mentee program that fosters academic and personal growth, provides guidance and support, and enhances the overall learning experience for students.

### Definitions:

**College:** Refers to Dr. Panjabrao Deshmukh College of Law, Amravati.

**Student:** Student refers to every individual enrolled in any of the programs offered by the College.

**Faculty:** Includes and refers to the regular full time teaching staff of the College.

**Mentor:** Refers to the faculty member/Senior Student assigned to provide guidance and support to a student throughout their academic journey.

**Mentee:** Refers to the student who receives guidance and support from a mentor.

**Mentor-Mentee Relationship:** Refers to the professional and supportive association between a mentor and a mentee, focused on academic and personal development of the mentee.

### Mentor-Mentee Assignment:



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1. Each student shall be assigned a mentor at the beginning of the academic session.
2. The mentor shall be a faculty member/senior student with expertise and shall be assigned based on the student's preferences, academic performance, and other relevant factors.
3. The mentor-mentee assignment shall be communicated to the student and the mentor.
4. The mentor-mentee assignment shall be reviewed and updated periodically to ensure its effectiveness.

**Mentoring Functions:**

1. The mentor shall perform the following mentoring functions:

1.1 Academic Guidance: Provide guidance on course selection, assignment preparation, and examination preparation.

1.2 Personal Support: Offer counseling, guidance on career development, and general support on non-academic matters.

1.3 Progress Monitoring: Monitor the academic progress of the student and suggest areas for improvement.

1.4 Feedback: Provide regular feedback to the student on their academic and personal progress.

**Mentoring Responsibilities:**

1. The mentor shall ensure that the mentor-mentee relationship is maintained in a professional, ethical, and respectful manner.
2. The mentor shall ensure the confidentiality of the student's academic and personal information.
3. The mentor shall maintain regular communication with the student and respond to their queries in a timely manner.
4. The mentor shall attend mentoring training programs conducted by the College and comply with the mentoring guidelines and policies.

**Mentee Responsibilities:**

1. The mentee shall maintain regular communication with the mentor and seek their guidance and support as required.
2. The mentee shall attend mentoring sessions conducted by the mentor and comply with the mentoring guidelines and policies.





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3. The mentee shall maintain the confidentiality of the mentor-mentee relationship and not disclose any confidential information to unauthorized persons.
4. The mentee shall provide regular feedback to the mentor on the effectiveness of the mentor-mentee relationship.

**Grievance Redressal:**

In case of any grievance related to the mentor-mentee relationship, the student may approach the Head of the Department or the Principal of the College for resolution.



  
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## INFRASTRUCTURE MAINTENANCE POLICY

- 1. Short title and commencement:** This policy may be called the Dr. Panjabrao Deshmukh College of Law, Amravati Infrastructure Maintenance Policy.
- 2. Objective:** The objective of this policy is to ensure that the physical infrastructure of Dr. Panjabrao Deshmukh College of Law, Amravati is maintained in good condition, with a focus on safety, functionality, and aesthetics.
- 3. Applicability:** This policy shall be applicable to all buildings, grounds, and other physical infrastructure of Dr. Panjabrao Deshmukh College of Law, Amravati.
- 4. Definitions:**

“Physical Infrastructure” Refers to the buildings, grounds, facilities, all movables and other structures owned and utilized by Dr. Panjabrao Deshmukh College of Law, Amravati.

"College" refers to Dr. Panjabrao Deshmukh College of Law, Amravati.

“Students” means individuals admitted in the college for the courses offered by the college.

“Governing body” means the parent society of the college.

“Maintenance Committee” shall mean and include the committee so formed to that effect by the College Administration.
- 5. Maintenance Committee:** The College shall have a maintenance committee consisting of minimum three Members. The said committee shall have the Director of Physical Education of the College as its Chairperson and the remaining committee members shall consist of individuals from the teaching and non-teaching staff of the College.
- 6. Maintenance Procedure:** The maintenance of the physical infrastructure of Dr. Panjabrao Deshmukh College of Law, Amravati shall be carried out in the following manner:





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(a) Regular inspection of buildings and grounds shall be conducted by the maintenance Committee to identify any repair or maintenance needs.

(b) A maintenance schedule shall be prepared based on the identified needs, and shall be followed strictly.

(c) All maintenance and repair work shall be carried out by qualified and trained personnel, using appropriate tools, equipment, and materials.

(d) The maintenance committee shall maintain records of all maintenance and repair work done, and shall submit periodic reports to the administration.

7. **Compliance:** All faculty members, staff, and students shall comply with the provisions of this policy.
8. **Review and Amendment:** This policy shall be reviewed periodically by the administration and may be amended, if necessary, with the approval of the Governing Body.



  
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## IT INFRASTRUCTURE MAINTENANCE POLICY

**Short title and commencement:** This policy may be called the Dr. Panjabrao Deshmukh College of Law, Amravati (the college) IT Infrastructure Maintenance Policy.

**Objective:** The objective of this policy is to ensure that the IT infrastructure of the college is maintained in good condition, with a focus on security, reliability, and usability.

**Applicability:** This policy shall be applicable to all IT hardware, software, and network infrastructure of the College.

### Definitions:

“IT Infrastructure” Refers to the hardware, software, network components, systems, and associated equipment that comprise the IT ecosystem of Dr. Panjabrao Deshmukh College of Law, Amravati.

“College” refers to Dr. Panjabrao Deshmukh College of Law, Amravati.

“Students” means individuals admitted in the college for the courses offered by the college.

“Governing body” means the parent society of the college.

**Maintenance Procedure:** The maintenance of the IT infrastructure of the College shall be carried out in the following manner:

- (a) Regular maintenance of hardware and software shall be conducted by the IT staff to ensure their proper functioning.
- (b) All software updates and security patches shall be installed in a timely manner, to prevent security breaches and system failures.
- (c) All data shall be backed up regularly, to prevent loss of important information.
- (d) The IT staff shall maintain records of all maintenance work done, and shall submit periodic reports to the administration.





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**Compliance:** All faculty members, staff, and students shall comply with the provisions of this policy.

**Review and Amendment:** This policy shall be reviewed periodically by the administration and may be amended, if necessary, with the approval of the Governing Body.



  
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# SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- ONE

(Extra-Ordinary)

Monday, the 15<sup>th</sup> July, 2019

## Direction

No. : 17/2019

Date : 15/7/2019

**Subject :- Self – Assessment Proforma - cum – Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers and other Academic Staff.. (UGC Regulations-2018)**

Whereas, the University has hereinbefore, issued the Direction No. 35/17 to deal the matter on the above subject,

AND

Now, whereas, the Government of Maharashtra, Higher & Technical Education Department, Mumbai, has issued **Government Resolution No. Misc-2018/C.R.56/18/UNI-1** dated 8<sup>th</sup> March, 2019, regarding Revision of Pay Scales of teachers and equivalent cadres in Higher Education as per UGC Scheme ( 7<sup>th</sup> Pay Commission), and minimum qualifications for appointment of teachers and other academic staff in all the Universities , Colleges and measures for the maintenance of standard in Higher Education in view of University Grants Commission, Resolution-2018,

AND

Whereas, the above **Government Resolution No. Misc-2018/C.R.56/18/UNI-1** dated 8<sup>th</sup> March, 2019, is implemented, by this University, vide Direction No. 8/ 2019, dated 2/4/2019 so also the Direction No. 14/2019, dated 27.06.2019, regarding corrigendum issued by Govt. vide G.R. dated 10 May, 2019 to this of G.R. of 8th March, 2019.

AND

Whereas, the above UGC Regulation, 2018 (Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission also provides minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education,

AND

Whereas, the Proforma-cum-Score Sheets are to be prepared as per the UGC Regulations-2018 as accepted by the Govt., the Vice-Chancellor has appointed the Committee which has prepared the Proforma-cum-Score Sheets based on guidelines, criteria on the subject, and the Proforma-cum-Score Sheets have been accepted by the Vice-Chancellor.

AND

Whereas, the matter is to be implemented by prescribing the Ordinance u/s 74 of the Maharashtra Universities Act, 2016.

AND

Whereas, making of ordinance is time consuming process.

AND

Therefore, I, Dr. M.G. Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of the powers conferred upon me under Section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby direct as under :-

1. This Direction may be called as "Self Assessment Proforma-cum-Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers and Academic Staff, (UGC Regulations-2018) - Direction, 2019".



2. This Direction shall come into force from the date of its issuance.
3. Self Assessment Proforma-cum-Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), for Appointments & Promotions under Career Advancement Scheme of Teachers, will be as prescribed by UGC Regulation, 2018 (Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education Resolution as accepted by Govt. of Maharashtra vide G.R. dated 8th March, 2019 and 10th May, 2019. Self Assessment Proforma-cum-Score Sheets prescribed accordingly by the University for this purpose are as per Section-I, Section-II, Section-III and Section-IV annexed herewith, as ANNEXURE-A..

Summary of these Sections is as under :-

**Summary of Sections :-**

**(A)**

**Section-I**

**Appendix - I :** For University and College Teachers other than Physical Education Persons & Librarians for filling Part - B ( Categories - I, II & III ) of Appendix - II & Appendix - III.

**Appendix - II :** PBAS Proforma for Promotions under CAS of Teachers other than Physical Education Persons & Librarians ( Part - A, Part - B & Part - C).

**Appendix - III :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C) for Teachers other than Physical Education Persons & Librarians.

**Section-II**

**Appendix - IV :** For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports for filling Part - B (Categories - I, II & III ) of Appendix - V & Appendix - VI.

**Appendix - V :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.

**Appendix -VI :** PBAS Proforma for Promotions under CAS of University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports (Part - A, Part - B & Part - C).

**Section-III**

**Appendix - VII :** For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian for filling Part - B (Categories - I, II & III) of Appendix - VIII & Appendix - IX.

**Appendix-VIII :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.

**Appendix - IX :** PBAS Proforma for Promotions under CAS of University Librarian/ Deputy Librarian / Assistant Librarian and College Librarian ( Part - A, Part - B & Part - C).

**Section- IV**

**Appendix - X :** For Teachers under Music and Performing Arts Part - B (Categories - I, II & III) of Appendix ó XI & Appendix ó XII.

**Appendix - XI :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for Teachers under Music and Performing Arts.

**Appendix - XII :** PBAS Proforma for Promotions under CAS of University For Teachers under Music and Performing Arts ( Part - A, Part - B & Part - C).

**(B)** For Direct Recruitments of Professor and Principal posts, applicants should submit the information under ò ( A)ö in the Format under '**Category - III**' of Part B of Appendix ó II, VI, IX & XII ó XI along with his / her application form by respective category of teachers.

4. The cases of Self-assessments, score sheets, API, and PBAS shall hereinafter be dealt as per this Direction only as far as applicable to the teachers and other academic staff in University & Colleges in the faculties/courses fall under the "Coverage" at para- 1.0 of Govt. Resolution dated 8th March, 2019.

Place : Amravati  
Date : 15 /07/2019

Sd/-  
(Murlidhar Chandekar)  
Vice-Chancellor

**Section I**

**Appendix-I**

**Sant Gadge Baba Amravati University, Amravati.  
Academic Performance Indicators (APIs) And Scores developed for  
adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under  
Career Advancement Scheme (CAS) of University/College Teachers.  
(For Teachers other than Physical Education Persons, Librarians and teachers of Music and Performing  
Arts)**

**Instructions for Filling up Part B of the PBAS Proforma  
( Please read the Instructions carefully before filling the proforma for Category I, II, III )**

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B (II)** is based on **Category II** of the Table. Detailed information for 2018-19 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 the tables and self-assessment scores/ grades 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-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**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 : Assessment Criterion for Teaching, Learning and Evaluation Related  
Activities as per GR No. Misc-2018/C.R56/18/UNI-1.**

**Direct Teaching:**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.	Assistant Professor	80% and above - Good
	Associate Professor	Below 80% but 70% and above- Satisfactory
	Professor	Less than 70%- Not satisfactory

**Note:** For the purpose of assessing the grading of Activity at Criterion I 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. 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.



**CATEGORY: II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.**

**II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.:**

Indicator/ Activity	Post Held	Grading Criteria
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Coordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizing Secretary / Treasurer. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, other college/university Activities etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory bodies.</p> <p>iii. Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Departmental examinations/ College Examinations/ Internal Assessment and other examinations specified by the University.</p> <p>iv. Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc.</p> <p>v. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>vi. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p><b>Good</b> - Involved in at least 3 Activities. <b>Satisfactory</b>- 1-2 activities <b>Not-satisfactory</b> - Not involved/ undertaken any of the activities.</p>

<p>Cultural and Sports Programmes, campus publications etc.</p> <p>vii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness.</p> <p>viii. Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution, subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, etc.</p> <p>ix. Institutional governance. 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 3); radio talks; television programmes.</p> <p>x. Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies.</p> <p>xi. learning methodologies, updating of subject contents/courses, mentoring etc.</p> <p>xii. Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc.,</p> <p>xiii. Interactive Courses, Participatory Learning modules, Case studies.</p> <p>xiv. Use of ICT in T/L process with computer-aided methods like power point / Multimedia/ Simulation/Softwares etc.</p> <p>xv. Developing and imparting Remedial/Bridge Courses.</p> <p>xvi. Developing and imparting soft skills/communication skills/personality development courses/ modules.</p> <p>xvii. Developing and imparting</p>		
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<p>specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas.</p> <p>xviii. Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students.</p> <p>xix. Evidence of actively involved in guiding Ph.D. students .</p> <p>xx. Conducting minor or major research project sponsored by national or international agencies.</p> <p>xxi. At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>		
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**Note: Good:** Good in teaching and satisfactory or good in activity at Category-II.

**Or**

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Category-II.

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

**Note:** For the purpose of assessing the grading of Activity at Criterion I and Criteria II, 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. 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.

### CATEGORY-III: RESEARCH AND ACADEMIC 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.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Education/ Physical education/ Commerce/ Management and other related disciplines

1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer- Reviewed or UGC listed Journals #	8 per paper	10 Per paper		
2	<b>III (B) Publications (other than Research Papers)</b>	<b>a) Books authored which are published by</b>				
		International Publisher	12	12		
		National Publisher	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>b) Translation work in Indian and Foreign Languages by qualified faculties</b>				
		Chapter or Research Paper	03	03		
3	<b>III (C) Creation of ICT mediated teaching learning pedagogy and content development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05		
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course		
		c) MOOCs				
		Development of complete MOOCs in 4 quadrants (4 credit course ) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20		
		MOOCs (Develop 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	<b>III (D) Research</b>	a) Research Guidance		
				Ph.D	10/ Degree Award 05/ Thesis Submitted	10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award		
b) Research Project 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	<b>III (E) Patents and Policy Documents</b>	a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization 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	<b>III (F) Invited Talks/ Paper Presentation</b>	*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 A**  
**Minimum API requirement for the promotion of teachers under CAS in Universities.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)	Professor (Stage 5) to Professor (Stage 6/ Academic Level 14 to 15 )
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading				Qualification and Grading as per GR No. Misc-2018/C.R5 6/18/UNI-1.
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.					
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period	
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

**TABLE B**  
**Minimum API requirement for the promotion of teachers under CAS in Colleges/ Affiliated Institutions UG and PG.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			
II	Involvement in Administrative, Examination , Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period	60 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

TABLE - C

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS.**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A.</b></p> <p>1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p><b>Note:</b></p> <p>1) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>



		<p>minimum eligibility for appointment of Assistant Professor in such disciplines.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) ; (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p>	
2	Associate Professor	<p>i. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;</p> <p>ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and</p> <p>iii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals.</p>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).
3	Professor	<p><b>A.</b></p> <p>i. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals.</p> <p>ii. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience.</p>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019)..
4	Senior Professor	<p>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of</p>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

	<p>national level.</p> <p>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</p> <p>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</p>	
<p><b>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may be wherever it is provided considered for direct selections in the colleges/affiliated institutes.</b></p>		

TABLE – D

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

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:</p> <p>ii. Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching- Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC-s course during the assessment period; and</p> <p>iv. Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a -satisfactory or -good grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table A of the Direction).</p> <p>ii. A total research score of Forty (40) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from	<p>i. Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.</p> <p>ii. A Ph.D. Degree in the subject concerned/ allied /relevant discipline.</p> <p>iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a -satisfactory or -good grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table A of the Direction).</p> <p>ii. A total research score of Hundred (100) for Assessment period as per the criteria given in Category III of the Direction.</p>

	Stage 2 to 3).	<p>Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>
3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<p>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</p> <p>iii. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4 quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>v. Evidence of having guided at least one Ph.D. candidate.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table A of the Direction.</p> <p>ii. A total research score of Ninety (90) for Assessment period as per the criteria given in Category III of this Direction.</p> <p>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</p>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<p>i. Associate Professors who have completed three years of service in Academic Level 13A.</p> <p>ii. A Ph.D. degree in subject concerned/ allied/relevant discipline.</p> <p>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. Evidence of having successfully guided doctoral candidate.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table A of this Direction.</p> <p>ii. A total research score of One Hundred Ten (110) for Assessment period as per the criteria given in Category III of the Direction .</p>



			iii. The promotion is recommended by a selection committee .
4	Professor ( Academic Level 14) to Senior Professor (Academic Level 15 (Stage 5 to 6)	i. Ten years experience as a Professor. ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.	A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee .

TABLE – E

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES/ AFFILIATED INSTITUTIONS UNDER CAS**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil/ PG Degree in Professional Courses, such as L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.</p> <p>ii. Attended one Orientation Course of 21 days duration on teaching methodology; and</p> <p>iii. <b>Any one of the following:</b> Completed one Refresher / Research Methodology Course <b>OR</b> <b>Any two of the following:</b> Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration. <b>OR</b> Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table B of this Direction).</p> <p>ii. A total research score of Twenty (20) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/	<p>i. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table B of the Direction).</p> <p>ii. A total research score of Fifty (50) for Assessment period as per the</p>

	Academic Level 12) Equivalent cadres from Stage 2 to 3).	Gradation Workshop/ Teaching-Learning -Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching- Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment..	criteria given in Category III of the Direction. iii. The promotion is recommended by the Screening-cum-evaluation committee.
3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<ul style="list-style-type: none"> <li>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</li> <li>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</li> <li>iii. Any one of the following during the last three years: <ul style="list-style-type: none"> <li>completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.</li> </ul> </li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>i. He/she gets a -satisfactory or -good grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table B of this Direction.</li> <li>ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction.</li> <li>iii. The promotion is recommended by a selection committee.</li> </ul>
4	Associate Professor (Academic Level 13A) to Professor	<ul style="list-style-type: none"> <li>i. Associate Professors who have completed three years of service in Academic Level 13A.</li> <li>ii. A Ph.D. degree in subject concerned/allied/ relevant</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>i. He/she gets -satisfactory or -good grade in the annual performance assessment reports of at least two of the last three years</li> </ul>

	(Academic Level 14) Equivalent cadres from Stage 4 to 5).	discipline. iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period. iv. A minimum of 110 Research Score as per Category III in aggregate out of which at least score of 60 for assessment period.	of the assessment period, as per Table B of this Direction. ii. A total research score of Sixty (60) for Assessment period as per the criteria given in Category III of this Direction . iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.
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**Appendix-II**

**Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma  
Session-**

**( PART A, PART B & PART C )**

*(For Teachers other than Physical Education Persons, Librarians and teachers of Music and Performing Arts)*

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
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 : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher



**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : I**  
**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document*
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above ó Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--	--

Verified and found correct : \_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :   
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document**
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Grading Criteria:-** Good - Involved in at least 3 Activities; **Satisfactory-** 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---	--

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

--

Signature of Chairman  
Screening / Selection Committee



**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B.a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III B.b. Publications in the form of Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International/ National/ Local	Whether approved by University	No. of artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Publications in the form of individual Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Individual Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International/ National/ Local	Whether approved by University	API Score	Proof Document**
1						
<b>Total</b>						

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document*
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
	<b>Total</b>						

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
	<b>Total</b>						

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
	<b>Total</b>					

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
	<b>Total</b>					

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
	<b>Total</b>					

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category :III )

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee



**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
I	Assessment Criterion for Teaching, Learning and Evaluation Related Activities			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities			
III	Research and Academic Contribution			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in Respect of research & teaching
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_
- E) Integrity and Character : \_\_\_\_\_
- F) Whether powers delegated are Fully utilized. : \_\_\_\_\_
- G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory (\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

Appendix-III

Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma for promotion under CAS  
Assessment Period -  
( PART A, PART B & PART C )

*(For Teachers other than Physical Education Persons, Librarians and teachers of Music and Performing Arts)*



Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above ó Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	
--	--

\_\_\_\_\_  
 Signature of Teacher  
 Verified and found correct :  
 \_\_\_\_\_  
 Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :   
 (For Category : I)

\_\_\_\_\_  
 Signature of Chairman  
 Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : II**

INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				



**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document**
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Grading Criteria:- Good** - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

\*\*As per table under the document Annexure II (A)

<b>Overall Grading ( Category : II ) :-</b>	
---	--

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B.a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III B.b. Publications in the form of Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International / National/ Local	Whether approved by University	No. of artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Publications in the form of individual Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Individual Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International/ National/ Local	Whether approved by University	API Score	Proof Document**
1						
<b>Total</b>						

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						



**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

\*\*As per table under the document Annexure III (A)

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
(For Category :III)**

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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 profonna.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

Name :

Designation :

Assessment Year :

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- c) State whether the facts stated above are correct, if not, state the correct facts.
- d) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in Respect of research & teaching : \_\_\_\_\_  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_  
 E) Integrity and Character : \_\_\_\_\_  
 F) Whether powers delegated are Fully utilized. : \_\_\_\_\_  
 G) General Assessment \_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

Annexure I (A)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Diary certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (A)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (A)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

Section II

Appendix-IV

**Sant Gadge Baba Amravati University, Amravati.  
Academic Performance Indicators (APIs) and Scores developed for  
adoption of Performance Based Appraisal System (PBAS) for  
Appointments and Promotions under Career Advancement  
Scheme (CAS) of University Director / Deputy Director /  
Assistant Director of Physical Education & Sports and  
College Director of Physical Education & Sports.**

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

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

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B ( II )** is based on **Category II** of the Table. Detailed information for 2018-19 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 the tables and self-assessment scores/ grades 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-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**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 : ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING,  
SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.**

**Direct Teaching:**

Indicator/ Activity	Post Held	Grading Criteria
i. Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes.	Assistant Director /	90% and above - Good
	College Director	Above 80% but below 90% -
	Deputy Director	Satisfactory
	Director	Less than 80%- Not satisfactory
ii. Identifying sports talents and Monitoring sports excellence among students.		



**CATEGORY: II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.**

**II.a. Organizing Intra-college competitions.:**

Indicator/ Activity	Post Held	Grading Criteria
Organizing and conducting sports and games competitions at the Intra-college Levels	Assistant Director / College Director/ Deputy Director/ Director	<b>Good</b> – Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3- 5 disciplines. <b>Unsatisfactory</b> óNeither Good nor satisfactory

**II.b. Institution Participating in external competitions.:**

Indicator/ Activity	Post Held	Grading Criteria
Organizing and conducting sports and games competitions at the International / National /State/ District /Inter University/Inter Zonal.	Assistant Director / College Director/ Deputy Director/ Director	<b>Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. <b>Satisfactory</b> - State level competition in at least one discipline plus district level competition in at least 3 disciplines. <b>Or</b> District level competition in at least 5 Disciplines <b>Unsatisfactory</b> ó neither good nor satisfactory

**II.c. Up gradation of Sports fields.:**

Indicator/ Activity	Post Held	Grading Criteria
Up-gradation of sports and physical training infrastructure with scientific and Technological inputs.  Development and maintenance of play fields and sports and physical Education facilities .	Assistant Director / College Director/ Deputy Director/ Director	Good/Satisfactory/ Not-Satisfactory to be assessed by the Promotion committee .

**II.d. Student Participation, Coaching, Organization of Workshops, Research publications.:**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
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. v. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Assistant Director / College Director/ Deputy Director/ Director	<b>Good:</b> Involved in any two activities. . <b>Satisfactory:</b> 1 activity <b>Not Satisfactory :</b> Not involved/ Undertaken any of the activities ..
<b>Overall Grading For Category I and II</b>	<b>Good:</b> Good in Criteria I and satisfactory/good in any other items under Criteria II. <b>Satisfactory:</b> Satisfactory in Criteria I and satisfactory/good in any other two items under Criteria II. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.	
<b>Note:</b>	1. It is recommended to use ICT technology to monitor the attendance of sport physical education and compute the criteria of assessment. 2. The institution must obtain student feedback. The feedback must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. 3. The system of tracking user grievances and the extent of grievance redress details may also be made available to the CAS Promotion Committee.	

**Note:** For the purpose of assessing the grading of Activity at Criteria I and Criterion II, 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. 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.

**CATEGORY-III: RESEARCH AND ACADEMIC 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.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical education/ Management
1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer-Reviewed or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications (other than Research Papers)</b>	<b>a) Books authored which are published by</b>		
		International Publisher	12	12
		National Publisher	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>b) Translation work in Indian and Foreign Languages by qualified faculties</b>		
		Chapter or Research Paper	03	03
		Book	08	08
3	<b>III (C) Creation of ICT mediated pedagogy and content and development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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	<b>III (D) Research</b>	a) Research Guidance		
		Ph.D	10/ Degree Award 05/ Thesis Submitted	10/ Degree Award 05/ Thesis Submitted
		M.Phil / PG Dissertation	02/ Degree Award	02/ Degree Award
		b) Research Project 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
5	<b>III (E) Patents and Policy Documents</b>	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization 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	<b>III (F) Invited Talks/ Paper Presentation</b>	*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.



**TABLE A**  
**(Minimum API requirement for the promotion of University Director/Deputy Director, Assistant Director, Physical Education and Sports)**

Category	Activity	Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Deputy Director (Stage 4) to Deputy Director /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

**TABLE B**

**Minimum API requirement for the promotion of College/ Affiliated Institute Director/Deputy Director, Assistant Director, Physical Education and Sports.**

Category	Activity	Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )
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I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading		
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.			
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee

**MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**

**TABLE C**

S. No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	<b>University Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports</b>	<p><b>A.</b></p> <p>i. A Master:s degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>ii. Record having represented the University/ College at the inter-university/intercollegiate competitions or the State and /or National championships.</p>	<p><b>Physical Fitness Test Norms</b></p> <p>a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.</p>

		<p>iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be. Provided that, the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> <li>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</li> <li>b) The Ph.D. thesis has been evaluated by at least two examiners;</li> <li>c) An open Ph.D. viva voce of the candidate has been conducted;</li> <li>d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</li> <li>e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/ supported by the UGC/CSIR/ICSSR or any similar agency.</li> </ol> <p><b>Note:</b> The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <ol style="list-style-type: none"> <li>1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.</li> <li>2) Passed the physical fitness test conducted in accordance with these Rules.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> An Asian game or commonwealth games medal winner who has a degree at least at Post- Graduation level.</p>	<p>b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms as in table D.</p>
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2	<b>University Deputy Director of Physical Education and Sports</b>	<p><b>A.</b></p> <p>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;</p> <p>ii. Eight years experience as University Assistant DPES/College DPES;</p> <p>iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;</p> <p>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and Passed the physical fitness test in accordance with these Rules.</p> <p align="center"><b>OR</b></p> <p><b>B.</b></p> <p>An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.</p>	
3	<b>University Director of Sports and Physical Education</b>	<p>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;</p> <p>ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;</p> <p>iii. Evidence of organizing competitions and coaching camps of at least two weeks duration; and</p> <p>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.</p>	

**TABLE D**

Norms For	Run/ Walk Test	Up to 30 Years	Up to 40 Years	Up to 45 Years	Up to 50 Years
<b>Men</b>	12 Minutes Run/ Walk Test	1800 metres	1500 metres	1200 metres	800 metres
<b>Women</b>	8 Minutes Run/ Walk Test	1000 metres	800 metres	600 metres	400 metres

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR CAREER ADVANCEMENT SCHEME (CAS) FOR DIRECTORS OF PHYSICAL EDUCATION AND SPORT IN UNIVERSITY/ COLLEGES/ INSTITUTIONS.**

**TABLE E**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	<b>Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)</b>	<p>i. He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education &amp; Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. degree.</p> <p>ii. He/she has attended one Orientation course of 21 days duration; and</p> <p>iii. He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).</p>	<p>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table A and B of the Direction (8/2019).; and</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>



2	<b>Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )</b>	<ul style="list-style-type: none"> <li>i. He/she has completed five years of service in Senior Scale/ Academic Level 11.</li> <li>ii. He/she has done any two of the following in the last five years: (a) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (b) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (c) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (d) Taken/developed one MOOCs course in the relevant subject (with e-certification).</li> </ul>	<ul style="list-style-type: none"> <li>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period as specified in Table A and B and;</li> <li>ii. The promotion is recommended by a screening-cum-evaluation committee.</li> </ul>
3	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Selection Grade/ Academic Level 12.</li> <li>ii. He/she has done any one of the following during last three years: (a) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (b) Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (c) Taken / developed one MOOCs course in relevant subject (with e-certification).</li> </ul>	<ul style="list-style-type: none"> <li>i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table A and B, and;</li> <li>ii. The promotion is recommended by a selection committee on the basis of the interview performance.</li> </ul>
4	<b>Deputy Director (Stage 4) to Deputy Director /equivalent cadres (Stage 5/ Academic Level 13 A to 14)</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Academic Level 13A.</li> <li>ii. He/she has done any one of the following during last three years: (a) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (b) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (c) Taken / developed one MOOCs course in relevant subject (with e-certification).</li> <li>iii. Evidence of organizing competitions and coaching camps of at least two weeks duration.</li> <li>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.</li> <li>v. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.</li> </ul>	<ul style="list-style-type: none"> <li>i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table A, and;</li> <li>ii. The promotion is recommended by a selection committee.</li> </ul>

**Note:** The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14. However, performance assessment reports shall be calculate as per Table A under the direction for University Deputy Director.

**Note:**

- i. The following provisions apply only to those personnel who are not involved in teaching physical education and sports.
- ii. The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

**Appendix-V**

**Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma  
Session-**

**( PART A, PART B & PART C )  
(For University Director / Deputy Director /  
Assistant Director of Physical Education & Sports and  
College Director of Physical Education & Sports.)**

**PART A : GENERAL INFORMATION**

- 1. Name (in Block Letters) :**
- 2. Father's/Husband's Name :**
- 3. Department :**
- 4. Current Designation & Grade Pay :**
- 5. Date of last Promotion :**
- 6. Address for correspondence (with Pin code) :**
- 7. Permanent Address (with Pin code) :**

**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 : Nil**

<b>Sr. No.</b>	<b>Name of the Course / Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>
<b>1</b>				

**Date :**

\_\_\_\_\_  
**Signature of teacher**

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

**Direct Teaching I a. Lecture cum practice based athlete/sports classes, practical, seminars undertaken as per percentage of allotted hours.**

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document**
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\*Lecture cum practice based athlete / sports classes (AC), Practical (PR) seminars (S), organizing and conducting coaching camps (CC), sports person development / training programmes (SP/TP).

**Direct Teaching b.** Identifying sports talents and Mentoring sports excellence among students.

Sr. No.	Name of Activity	Methodology Adopted	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document **

**Grading Criterion:-** 90% and above ó Good ; above 80% but below 90% - Satisfactory; Less than 80%- Not satisfactory.

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--	--

Verified and found correct :

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II.a. Organizing Intra-college competitions.:**

Sr. No.	Detail of Competition	Date	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** – Intra college competition in more than 5 disciplines; **Satisfactory**- Intra college competition in 3- 5 disciplines; **Unsatisfactory**- Neither Good nor satisfactory

**II.b. Institution Participating in external competitions.:**

Sr. No.	Details of Competition	Duration	Organizing Institute	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good – 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** ó neither good nor satisfactory

**II.c. Up gradation of Sports fields.:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

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

**II.d.i. Student Participation:**

Sr. No.	Name of Student	Whether National/ State/ university (For college levels only) teams. Organizing State/ National/ Inter University/ Inter College level competition.	Name of Event with duration	Organizing Institute	Grading	Proof Document**
1.						
2.						
3.						

**II d ii. Coaching at State/National level:**

Sr. No.	Name of Organization	Period	Grading	Proof Document**
1.				
2.				
3.				



**II d.iii. Organization of Workshop:**

Sr. No.	Name of Workshop	Date/ Period of Organization	Theme	Grading	Proof Document**
1.					
2.					
3.					

**II d.iv. Research paper Published:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**II d. v. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria for II d. i to v:- Good:** Involved in any two activities; **Satisfactory:** 1 activity; **Not Satisfactory :** Not involved/ Undertaken any of the activities.

**Note:-**

**Overall Grading Criteria**

**Good:** Good in category-I and satisfactory/good in any other items under Category-II.

**Satisfactory:** Satisfactory in category-I and satisfactory/ good in any other two items under Category-II.

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

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---	--

**Signature of Teacher**

**Verified and found correct:**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
(For Category II)**

**Signature of Chairman  
Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
--	--

Verified and found correct : \_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
(For Category :III )**

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**\*Annexure-IV**

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

- 1.
- 2.
- 3.

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

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

**Name :**

**Designation :**

**Assessment Year :**



**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : \_\_\_\_\_

B) Capacity to get work in  
Respect of research & teaching

C) Technical Ability : \_\_\_\_\_

D) Administrative ability including  
Judgment initiative and drive  
(if applicable) : \_\_\_\_\_

E) Integrity and Character : \_\_\_\_\_

F) Whether powers delegated are  
Fully utilized. : \_\_\_\_\_

G) General Assessment \_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
B = Good, C+ = Satisfactory, C = Not Satisfactory  
(\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma for promotion under CAS  
Assessment Period -  
( PART A, PART B & PART C )  
(For University Director / Deputy Director /  
Assistant Director of Physical Education & Sports and  
College Director of Physical Education & Sports.)

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
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 : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : I**

**ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING, SPORTS PERSON**

**DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

Direct Teaching I a. Lecture cum practice based athlete/sports classes, practical,  
seminars undertaken as per percentage of allotted hours.

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document*
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\*Lecture cum practice based athlete / sports classes (AC), Practical (PR) seminars (S), organizing and conducting coaching camps (CC), sports person development / training programmes (SP/TP).

**Direct Teaching b.** Identifying sports talents and Mentoring sports excellence among students.

Sr. No.	Name of Activity	Methodology Adopted	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document**

**Grading Criterion:-** 90% and above ó Good ; above 80% but below 90% - Satisfactory; Less than 80%- Not satisfactory.

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

**Final Score approved by the Screening / Selection Committee :**  
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II.a. Organizing Intra-college competitions.:**

Sr. No.	Detail of Competition	Date	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** – Intra college competition in more than 5 disciplines; **Satisfactory**- Intra college competition in 3- 5 disciplines; **Unsatisfactory** ó Below 3 Nighters Good nor satisfactory

**II.b. Institution Participating in external competitions.:**

Sr. No.	Details of Competition	Duration	Organizing Institute	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good – 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** ó neither good nor satisfactory

**II.c. Up gradation of Sports fields.:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

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

**II.d.i. Student Participation:**

Sr. No.	Name of Student	Whether National/ State/ university (For college levels only) teams. Organizing State/ National/ Inter University/ Inter College level competition.	Name of Event with duration	Organizing Institute	Grading	Proof Document**
1.						
2.						
3.						

**II d ii. Coaching at State/National level:**

Sr. No.	Name of Organization	Period	Grading	Proof Document**
1.				
2.				
3.				

**II d.iii. Organization of Workshop:**

Sr. No.	Name of Workshop	Date/ Period of Organization	Theme	Grading	Proof Document**
1.					
2.					
3.					

**II d.iv. Research paper Published:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**II d. v. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria for II d. i to v:- Good:** Involved in any two activities; **Satisfactory:** 1 activity; **Not Satisfactory :** Not involved/ Undertaken any of the activities.

**Note:-**

**Overall Grading Criteria**

**Good:** Good in Item 1 and satisfactory/good in any 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.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---	--

**Signature of Teacher**

**Verified and found correct:**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
(For Category II)**

**Signature of Chairman  
Screening / Selection Committee**



**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

\*\*As per table under the document Annexure III (A)

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category :III )

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
I	Assessment Criterion for Teaching, Learning and Evaluation Related Activities			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities			
III	Research and Academic Contribution			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- c) State whether the facts stated above are correct, if not, state the correct facts.
- d) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in Respect of research & teaching : \_\_\_\_\_  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_  
 E) Integrity and Character : \_\_\_\_\_  
 F) Whether powers delegated are Fully utilized. : \_\_\_\_\_  
 G) General Assessment \_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

Annexure I (A)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (A)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (A)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates



Section III

Appendix-VII

**Sant Gadge Baba Amravati University, Amravati.  
Academic Performance Indicators (APIs) And Scores developed for  
adoption of Performance Based Appraisal System (PBAS) for  
Appointments and Promotions under Career Advancement  
Scheme (CAS) of University Librarian/Deputy Librarian/  
Assistant Librarian and 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 )

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B (II)** is based on **Category II** of the Table. Detailed information for 2018-19 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 the tables and self-assessment scores/ grades 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-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**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 : PROCUREMENT, ORGANIZATION, AND DELIVERY OF  
KNOWLEDGE AND INFORMATION THROUGH LIBRARY  
SERVICES**

Indicator/ Activity	Post Held	Grading Criteria
i. 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: <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>	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good-</b> 90% and above  <b>Satisfactory-</b> Below 90 % but 80 % and above <b>Not satisfactory-</b> Less than 80%

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

**II.a. Conduct of Seminar/ Workshops pertaining to Library:**

Indicator/ Activity	Post Held	Grading Criteria
Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> ó One National level seminar/ workshop and One State/ institution level workshop/Seminar <b>Satisfactory-</b> One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or Four institution seminar / workshop <b>Unsatisfactory</b> ó Not falling in good or satisfactory.

**II.b. Library Automation.:**

Indicator/ Activity	Post Held	Grading Criteria
If library has a computerized database <p style="text-align: center;"><b>OR</b></p> If library does not have a computerized database	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> ó 100% of physical books and journals in computerized database . <b>Satisfactory</b> ó At least 99% of physical books and journals in computerized database. <b>Unsatisfactory</b> ó Not falling under good or satisfactory. <p style="text-align: center;"><b>OR</b></p> <b>Good</b> ó 100% Catalogue database made up to date <b>Satisfactory</b> - 90% catalogue database made up to date <b>Unsatisfactory</b> - Catalogue database not up to mark. (To be verified in random by the CAS Promotion Committee )

**II.c. Checking inventory.:**

Indicator/ Activity	Post Held	Grading Criteria
Checking inventory and extent of missing books	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> : Checked inventory and missing book less than 0.5% <b>Satisfactory</b> - Checked inventory and missing book less than 1% <b>Unsatisfactory</b> - Did not check inventory <p style="text-align: center;"><b>Or</b></p> Checked inventory and missing books 1% or more.

**II.d. Digitization Work, Promotion of Library Networks, Dissemination of information, Administrative Work, Short term course and Publications.:**

Indicator/ Activity	Post Held	Grading Criteria
i. Digitization 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.	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> : Involved in any two activities <b>Satisfactory</b> : At least one activity <b>Not Satisfactory</b> : Not involved/ undertaken any of the activities.
<b>Overall Grading (Category-I and Category-II)</b>		<b>Good:</b> Good in Category-I and satisfactory/good in any other items under Category II. <b>Satisfactory:</b> Satisfactory in Category-I and satisfactory/ good in any other two items under Category II. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.

<b>Note:</b>	<ol style="list-style-type: none"> <li>1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>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.</li> <li>3. The system of tracking user grievances and the extent of grievances redress details may also be made available to the CAS promotion committee.</li> </ol>
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**Note:** For the purpose of assessing the grading of Activity at Criterion I and Criteria II, 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. 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.

### CATEGORY-III: RESEARCH AND ACADEMIC 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.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical education/ Management
1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer-Reviewed or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications (other than Research Papers)</b>	<b>a) Books authored which are published by</b> International Publisher National Publisher Chapter in Edited Book Editor of Book by International Publisher Editor of Book by National Publisher <b>b) Translation work in Indian and Foreign Languages by qualified faculties</b> Chapter or Research Paper Book	 12 10 05 10 08  03 08	 12 10 05 10 08  03 08

3	<b>III (C) Creation of ICT mediated pedagogy and content development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course ) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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	<b>III (D) Research</b>	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project 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		
5	<b>III (E) Patents and Policy Documents</b>	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization 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	<b>III (F) Invited Talks</b>	*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.

**TABLE A**

**(Minimum API requirement for the promotion of Library Staff under CAS in University)**

Category	Activity	Assistant Librarian / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Librarian (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Deputy Librarian (Stage 4) to Deputy Librarian /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			



II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

**TABLE B**

**(Minimum API requirement for the promotion of Library Staff under CAS in College/ Affiliated Institute)**

Category	Activity	Assistant Librarian / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Librarian (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading		
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.			

III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee

**MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN (DIRECTOR, KNOWLEDGE RESOURCE CENTER)**

**TABLE C**

S.No.	Post	Eligibility
1	<b>University Assistant Librarian/ College Librarian</b>	<p>i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>ii. A consistently good academic record, with knowledge of computerization of a library.</p> <p>iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p><i>Provided that, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:</i></p> <p>a. The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b. The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c. An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d. The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>e. The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.</p>
2	<b>University Deputy Librarian</b>	<p>i. A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% marks or an equivalent grade in a point scale, wherever grading system is followed; Eight years experience as an Assistant University Librarian/College Librarian;</p> <p>ii. Evidence of innovative library services including integration of ICT in library; and</p> <p>iii. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.</p>

3	<b>University Librarian (Director, Knowledge Resource Center)</b>	<p>i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point scale, wherever grading system is followed;</p> <p>ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years of experience as a College Librarian;</p> <p>iii. Evidence of innovative library services, including the integration of ICT in a library; and</p> <p>iv. A Ph.D. Degree in Library Science/Information Science/Documentation Science /Archives and manuscript-keeping.</p>
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**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR CAREER ADVANCEMENT SCHEME (CAS) FOR LIBRARIANS IN UNIVERSITY/ COLLEGE/ AFFILIATED INSTITUTE**

**TABLE-D**

S.No	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	<b>Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11) (Stage 1 to 2)</b>	<p>i. An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least a M.Phil. Degree, or six years of service for those without a M. Phil or a Ph.D. degree.</p> <p>ii. He/she has attended at least one Orientation course of 21 days of duration; and</p> <p>iii. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Table A for University and B for College/ Institutes under the Direction (8/2019).</p>	<p>An Assistant Librarian/College Librarian may be promoted if:</p> <p>i. He/she gets a "satisfactory" or "good" grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Table A for University and B for College/ Institutes under the Direction (8/2019). And</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>
2	<b>Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12) (Stage 2 to 3)</b>	<p>i. He/she has completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. He / she has done any two of the following in the last five years:</p> <p>a. Training/Seminar/Workshop/Course on automation and digitalization,</p> <p>b. Maintenance and other activities as per Table A for University and B for College/ Institutes under this Direction, of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),</p> <p>c. Taken/developed one MOOCs course in the relevant subject (with e-certification), or</p> <p>d. Library up-gradation course.</p>	<p>An individual shall be promoted if:</p> <p>i. He/she gets a "satisfactory" or "good" grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Table A for University and B for College/ Institutes under the Direction (8/2019), and</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>

3	<b>Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A) (Stage3 to 4)</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Selection Grade/Academic Level 12</li> <li>ii. He/she has done any one of the following in the last three years: <ul style="list-style-type: none"> <li>a. Training/Seminar/Workshop/Course on automation and digitalization,</li> <li>b. Maintenance and related activities as per Table A for University and B for College/ Institutes under this Direction, of at least two weeks (ten days) duration,</li> <li>c. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days duration),</li> <li>d. Taken/developed one MOOCs course in the relevant subject (with e-certification), and</li> <li>e. Library up-gradation course.</li> </ul> </li> </ul>	<p>An individual shall be promoted if:</p> <ul style="list-style-type: none"> <li>i. He/she gets a "satisfactory" or "good" grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table A for University and B for College/ Institutes under the Direction (8/2019).; and</li> <li>ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.</li> </ul>
4	<b>Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14) (Stage4 to 5)</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Academic Level 13A.</li> <li>ii. He/she has done any one of the following in the last three years: <ul style="list-style-type: none"> <li>i. Training/Seminar/Workshop/Course on automation and digitalization,</li> <li>ii. Maintenance and related activities as per Table A for University and B for College/ Institutes under this Direction of at least two weeks (ten days) duration,</li> <li>iii. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),</li> <li>iv. Taken/developed one MOOCs course in the relevant subject (with e-certification), and</li> <li>v. Library up-gradation course.</li> <li>vi. Evidence of innovative library services, including the integration of ICT in a library.</li> <li>vii. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i. He/she gets a "satisfactory" or "good" grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Table A for University and B for College/ Institutes under the Direction (8/2019).; and</li> <li>ii. The promotion is recommended by a Selection Committee, on the basis of the interview performance.</li> </ul>

Note: The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.. However, performance assessment reports shall be calculated as per Table A for University and B for college/ Affiliated Institutes under the Direction (8/2019).

Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma  
Session-  
( PART A, PART B & PART C )  
( For University Librarian / Deputy Librarian / Assistant Librarian  
and College Librarian.)

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
  
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 : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

(LIBRARIAN)

**PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

**Regularity of attending library:**

Sr. No.	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Grading	Proof Document**
1						
2						
3						

90% and above ó **Good**; Below 90 % but 80 % and above ó **Satisfactory**; Less than 80%- **Not satisfactory**



\*\*As per table under the document Annexure I (A)

Overall Grading ( Category : I ) :-

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

**II.a. Conduct of Seminar/ Workshops pertaining to Library:**

Sr. No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** ó One National level seminar/ workshop and one State/ institution level workshop/Seminar  
**Satisfactory-** One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or four institution seminar / workshop; **Unsatisfactory**ó Not falling in above two categories

**II.b. Library Automation.:**

Sr. No.	Activity undertaken for Automation	Completed/ Ongoing	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria: Good** ó 100% of physical books and journals in computerized database.  
**Satisfactory**ó At least 99% of physical books and journals in computerized database.  
**Unsatisfactory**ó Not falling under good or satisfactory.

**OR**

**Good** ó 100% Catalogue database made up to date  
**Satisfactory-** 90% catalogue database made up to date  
**Unsatisfactory-** Catalogue database not up to mark (To be verified in random by the CAS Promotion Committee ).

**II.c. Checking inventory:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				



**Note:- Grading for II. d. I to vi shall be Good :** Involved in any two activities; **Satisfactory :** At least one activity; **Not Satisfactory :**Not involved/ undertaken any of the activities.

**Note:-**

**Overall Grading Criteria for category I and II**

**Good:** Good in Item 1 and satisfactory/good in any 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.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
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**Signature of Teacher**

**Verified and found correct:**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
(For Category II)**

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**Signature of Chairman  
Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : III**

**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 216

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
(For Category :III)**

\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**



**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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 profonna.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
<b>Category I</b>					
<b>Category II</b>					
<b>Category III</b>					
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in Respect of research & teaching : \_\_\_\_\_  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_  
 E) Integrity and Character : \_\_\_\_\_  
 F) Whether powers delegated are Fully utilized. : \_\_\_\_\_  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

Appendix-IX

Sant Gadge Baba Amravati University, Amravati.  
 PBAS Proforma for promotion under CAS  
 Assessment Period -  
 ( PART A, PART B & PART C )  
 ( For University Librarian / Deputy Librarian / Assistant Librarian  
 and College Librarian.)

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
 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 : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
 Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**(LIBRARIAN)**

**PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

**Regularity of attending library:**

Sr. No.	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Grading	Proof Document**
1						
2						
3						

90% and above ó **Good**; Below 90 % but 80 % and above ó **Satisfactory**; Less than 80%- **Not satisfactory**

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II.a. Conduct of Seminar/ Workshops pertaining to Library:**

Sr. No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** ó One National level seminar/ workshop and one State/ institution level workshop/Seminar  
**Satisfactory-** One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or Four institution seminar / workshop; **Unsatisfactory** ó Not falling in above two categories

**II.b. Library Automation.:**

Sr. No.	Activity undertaken for Automation	Completed/ Ongoing	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria: Good** ó 100% of physical books and journals in computerized database .  
**Satisfactory**ó At least 99% of physical books and journals in computerized database.  
**Unsatisfactory**ó Not falling under good or satisfactory.

**OR**

**Good** ó 100% Catalogue database made up to date  
**Satisfactory-** 90% catalogue database made up to date  
**Unsatisfactory-** Catalogue database not up to mark.  
 (To be verified in random by the CAS Promotion Committee )

**II.c. Checking inventory.:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
<p><b>Grading Criteria: Good :</b> Checked inventory and missing book less than 0.5%  <b>Satisfactory-</b> Checked inventory and missing book less than 1%  <b>Unsatisfactory-</b> Did not check inventory                      Or                      Checked inventory and missing books 1% or more.</p>				

**II.d. i. Digitization Work:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. ii. Promotion of Library Networks:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iii. Dissemination of information:**

Sr. No.	Indicator/ Activity	Nature of activity	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iv. Administrative and Governance related activities:**

Sr. No.	Name of Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				



**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						



**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document **
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

**Final Score approved by the Screening / Selection Committee :**  
**(For Category :III)**

--

\_\_\_\_\_  
**Signature of Chairman**  
**Screening / Selection Committee**

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

\_\_\_\_\_  
**Signature of Chairman**  
**Screening / Selection Committee**

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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 profonna.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

Name :

Designation :

Assessment Year :

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in Respect of research & teaching : \_\_\_\_\_  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_  
 E) Integrity and Character : \_\_\_\_\_  
 F) Whether powers delegated are Fully utilized. : \_\_\_\_\_  
 G) General Assessment \_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

Annexure I (A)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (A)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (A)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

Section IV

Appendix-X

**Sant Gadge Baba Amravati University, Amravati.**  
**Academic Performance Indicators (APIs) And Scores developed for**  
**adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under**  
**Career Advancement Scheme (CAS) of University/College Teachers.**

*(For Teachers in music and performing arts)*

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

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

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B ( II )** is based on **Category II** of the Table. Detailed information for 2018-19 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 the tables and self-assessment scores/ grades 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-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**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 : Assessment Criterion for Teaching, Learning and Evaluation Related**  
**Activities as per GR No. Misc-2018/C.R56/18/UNI-1.**

**Direct Teaching:**

Indicator/ Activity	Post Held	Grading Criteria
Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.	Assistant Professor	<b>Good</b> -80% and above
	Associate Professor	<b>Satisfactory</b> - Below 80% but 70% and above
	Professor	<b>Not satisfactory</b> - Less than 70%

**CATEGORY: II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.**

**II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.:**

Indicator/ Activity	Post Held	Grading Criteria
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Coordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizing Secretary / Treasurer. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, other college/university Activities related to performing art and music etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory bodies.</p> <p>iii. Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Department examinations/ College Examinations/ Internal Assessment and other examinations specified by the University.</p> <p>iv. Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc.</p> <p>v. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>vi. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio Cultural and Sports Programmes, Stage programs, campus publications etc.</p> <p>vii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness.</p> <p>viii. Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution,</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p><b>Good</b> - Involved in at least 3 Activities.</p> <p><b>Satisfactory</b>- 1-2 activities</p> <p><b>Not-satisfactory</b> - Not involved/undertaken any of the activities.</p>



<p>subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, etc.</p> <p>ix. Institutional governance. 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 3); radio talks; television programmes.</p> <p>x. Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies.</p> <p>xi. learning methodologies, updating of subject contents/courses, mentoring etc.</p> <p>xii. Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc.,</p> <p>xiii. Interactive Courses, Participatory Learning modules, Case studies.</p> <p>xiv. Use of ICT in T/L process with computer-aided methods like power point / Multimedia/ Simulation/Softwares etc.</p> <p>xv. Developing and imparting Remedial/Bridge Courses.</p> <p>xvi. Developing and imparting soft skills/communication skills/personality development courses/ modules.</p> <p>xvii. 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.</p> <p>xviii. Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students.</p> <p>xix. Evidence of actively involved in guiding Ph.D. students .</p> <p>xx. Conducting minor or major research project sponsored by national or international agencies.</p> <p>xxi. At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>		
--	--	--

**Note: Good:** Good in teaching and satisfactory or good in activity at Category II.

**Or**

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Category II.

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

**Note:** For the purpose of assessing the grading of Activity at Criterion I and Criteria II, 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. 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.

**CATEGORY-III: RESEARCH AND ACADEMIC 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.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education/ Management
1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer-Revived or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications other than journal articles (books, chapters in books, Cassettes/ CDs, DVDs, Tracks)</b>	<p><b>a) Books authored which are published by</b></p> <p>International Publisher</p> <p>National Publisher</p> <p>Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. List of companies approved by the University and intimated to UGC.</p> <p>Chapter in Edited Book</p> <p>Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. Published or broadcasted solo/ group performance at AIR, TV, festivals and album etc. List of companies approved by the University and intimated to UGC.</p> <p>Publish self competitions- classical, semi classical and light songs.</p> <p>Editor of Book by International Publisher</p> <p>Editor of Book by National Publisher</p> <p><b>b) Translation work in Indian and Foreign Languages by qualified faculties</b></p> <p>Chapter or Research Paper</p> <p>Book</p>	<p>12</p> <p>10</p> <p>10</p> <p>05</p> <p>05</p> <p>05</p> <p>10</p> <p>08</p> <p>03</p> <p>08</p>	<p>12</p> <p>10</p> <p>10</p> <p>05</p> <p>05</p> <p>05</p> <p>10</p> <p>08</p> <p>03</p> <p>08</p>

3	<b>III (C) Creation of ICT mediated pedagogy and content and development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course ) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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	<b>III (D) Research</b>	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project 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
5	<b>III (E) Patents and Policy Documents</b>	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
State	04	04		

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 234**

		c) Awards/Fellowship including top A grade, A grade, B high grade , B grade in music and performing arts etc.		
		International	07	07
		National	05	05
6	<b>III (F) Invited Talks/ Paper Presentation</b>	*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.

**TABLE A**

**Minimum API requirement for the promotion of teachers under CAS in Universities.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)	Professor (Stage 5) to Professor (Stage 6/ Academic Level 14 to 15)
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I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading				Qualification and Grading as per GR No. Misc-2018/C.R56/18/UNI-1.
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.					
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period	
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

**TABLE B**  
**Minimum API requirement for the promotion of teachers under CAS in Colleges/ Affiliated Institutions UG and PG.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period	60 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

TABLE - C

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS. FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, etc.**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A.</b></p> <p>1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>



		<p><b>Note:</b></p> <p>1) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:</p> <p>i. Studied under a noted/reputed traditional Master(s)/Artist(s);</p> <p>ii. Has been 'A' grade artist of AIR/Doordarshan;</p> <p>iii. Has the ability to explain, with logical reasoning the subject concerned; and</p> <p>v. Has adequate knowledge to teach theory with illustrations in the discipline concerned.</p>	
2	Associate Professor In University	<p><b>A.</b></p> <p>i. Good academic record, with a doctoral degree;</p> <p>ii. Performing ability of a high professional standard;</p> <p>iii. Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and</p> <p>v. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:</p> <p>i. been 'A' grade artist of AIR/Doordarshan;</p> <p>ii. eight year's experience of outstanding performing achievement in the field of specialization;</p> <p>iii. experience in designing of new courses and /or curricula;</p> <p>v. participated in National level Seminars/Conferences/Concerts in reputed institutions; and</p> <p>v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.</p>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).

3	Professor In University	<p><b>A.</b></p> <ol style="list-style-type: none"> <li>1) An eminent scholar having a doctoral degree;</li> <li>2) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions;</li> <li>3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals.</li> </ol> <p align="center"><b>OR</b></p> <p><b>B.</b></p> <p>A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,</p> <ol style="list-style-type: none"> <li>1) Having Master's degree, in the relevant subject;</li> <li>2) Has been A-grade artist of AIR/Doordarshan;</li> <li>3) Has Ten years of outstanding performing achievements in the field of specialization;</li> <li>4) Has made significant contributions in the field of specializations and ability to guide research;</li> <li>5) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/ Fellowships;</li> <li>6) Has the ability to explain with logical reasoning the subject concerned; and</li> <li>7) Has adequate knowledge to teach theory with illustrations in the said discipline.</li> </ol>	<p>A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).</p>
4	Senior Professor In University	<ol style="list-style-type: none"> <li>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</li> <li>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</li> <li>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</li> <li>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</li> </ol>	<p><b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.</p>

**Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.**

**TABLE - D**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS. FOR DRAMA DISCIPLINES.**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A)</b></p> <p>1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>3) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>4) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>5) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>6) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>7) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p><b>Note:</b></p> <p>i. The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>ii. NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>

		<b>OR</b>	
		<p><b>B.</b></p> <p>A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:</p> <ol style="list-style-type: none"> <li>i. been a professional artist with three years Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;</li> <li>ii. five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and</li> <li>iii. the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.</li> </ol>	
2	Associate Professor In University	<p><b>A.</b></p> <ol style="list-style-type: none"> <li>i. Good academic record, with a doctoral degree;</li> <li>ii. Performing ability of a high professional standard;</li> <li>iii. Eight years experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and</li> <li>iv. A significant contribution to knowledge in the subject concerned, as evidenced by quality publications.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <p>A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master degree, who has:</p> <ol style="list-style-type: none"> <li>i. Been recognized artist of Stage/ Radio/TV;</li> <li>ii. Eight years of outstanding performance in the field of specialization;</li> <li>iii. Experience of designing new courses and /or curricula;</li> <li>iv. Participated in Seminars/Conferences in reputed institutions; and</li> <li>v. The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.</li> </ol>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).

3	Professor In University	<p><b>A.</b> An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals,</p> <p><b>B.</b> A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:</p> <ol style="list-style-type: none"> <li>i. Masterø degree, in the relevant subject;:</li> <li>ii. Ten years of outstanding performing achievements in the field of specialization;</li> <li>iii. Made significant contribution in the field of specialization;</li> <li>iv. Guided research;</li> <li>v. Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;</li> <li>vi. Ability to explain with logical reasoning the subject concerned; and</li> <li>vii. Adequate knowledge to teach theory, with illustrations in the said discipline.</li> </ol>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<ol style="list-style-type: none"> <li>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</li> <li>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</li> <li>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</li> <li>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</li> </ol>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.
<p><b>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.</b></p>			

TABLE - E

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS. FOR YOGA DISCIPLINES:**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A</b></p> <p>1) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <p>A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p><b>*Note:</b> Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of GR No. Misc-2018/C.R56/18/UNI-1.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>
2	Associate Professor In University	<p>i. A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline;</p> <p>ii. A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and</p> <p>iii. A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals.</p>	<p>A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).</p>

3	Professor In University	<p><b>A.</b></p> <p>i. An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals.</p> <p>ii. A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<p>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</p> <p>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</p> <p>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</p>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.
<p><b>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.</b></p>			



TABLE – F

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

**(FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE; DRAMA; YOGA, etc.)**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:</p> <p>ii. Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching- Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period; and</p> <p>iv. Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table A of the Direction).</p> <p>ii. A total research score of Forty (40) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from Stage 2 to 3).	<p>i. Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.</p> <p>ii. A Ph.D. Degree in the subject concerned/ allied /relevant discipline.</p> <p>iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table A of the Direction).</p> <p>ii. A total research score of Hundred (100) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>

3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<ul style="list-style-type: none"> <li>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</li> <li>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</li> <li>iii. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4 quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.</li> <li>iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</li> <li>v. Evidence of having guided at least one Ph.D. candidate.</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>i. He/she gets a -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table A of the Direction.</li> <li>ii. A total research score of Ninety (90) for Assessment period as per the criteria given in Category III of this Direction.</li> <li>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</li> </ul>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<ul style="list-style-type: none"> <li>i. Associate Professors who have completed three years of service in Academic Level 13A.</li> <li>ii. A Ph.D. degree in subject concerned/ allied/relevant discipline.</li> <li>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</li> <li>iv. Evidence of having successfully guided doctoral candidate.</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>i. He/she gets -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table A of this Direction.</li> <li>ii. A total research score of One Hundred Ten (110) for Assessment period as per the criteria given in Category III of the Direction .</li> <li>iii. The promotion is recommended by a selection committee .</li> </ul>
5	Professor ( Academic Level 14) to Senior Professor (Academic Level 15 (Stage 5 to 6)	<ul style="list-style-type: none"> <li>i. Ten yearsø experience as a Professor.</li> <li>ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.</li> </ul>	<p>A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten yearsø of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee .</p>

TABLE – G

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION  
OF  
TEACHERS IN COLLEGES/ AFFILIATED INSTITUTIONS UNDER CAS  
(FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL  
INDIAN ART FORMS LIKE SCULPTURE; DRAMA; YOGA, etc.)**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil/ PG Degree in Professional Courses, such as L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.</p> <p>ii. Attended one Orientation Course of 21 days duration on teaching methodology; and</p> <p>iii. <b>Any one of the following:</b> Completed one Refresher / Research Methodology Course</p> <p align="center"><b>OR</b></p> <p><b>Any two of the following:</b> Workshop, Syllabus Up-gradation Workshop, Training Teaching- Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.</p> <p align="center"><b>OR</b></p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a -satisfactory or -good grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table B of this Direction).</p> <p>ii. A total research score of Twenty (20) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from Stage 2 to 3).	<p>i. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning - Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment..</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a -satisfactory or -good grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table B of the Direction).</p> <p>ii. A total research score of Fifty (50) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>

3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<p>iv. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>v. A Ph.D. degree in subject concerned /allied/relevant discipline.</p> <p>vi. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table B of this Direction.</p> <p>ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by a selection committee.</p>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<p>i. Associate Professors who have completed three years of service in Academic Level 13A.</p> <p>ii. A Ph.D. degree in subject concerned/allied/ relevant discipline.</p> <p>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. A minimum of 110 Research Score as per Category III in aggregate out of which at least score of 60 for assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table B of this Direction.</p> <p>ii. A total research score of Sixty (60) for Assessment period as per the criteria given in Category III of this Direction .</p> <p>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</p>

**Appendix-XI**

**Sant Gadge Baba Amravati University, Amravati.**

**PBAS Proforma**

**Session-**

**( PART A, PART B & PART C )**

**(For Teachers in music and performing arts)**

**PART A : GENERAL INFORMATION**

**1. Name (in Block Letters) :**

**2. Father's/Husband's Name :**

**3. Department :**

**4. Current Designation & Grade Pay :**

**5. Date of last Promotion :**

**6. Address for correspondence (with Pin code) :**

**7. Permanent Address (with Pin code) :**

**Telephone No. :**

**Email :**



\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above ó Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	
--	--

Verified and found correct :

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document**
1.							
2.							
3.							



**II xii. Research paper Published:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Grading Criteria:- Good** - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

\*\*As per table under the document Annexure II (A)

<b>Overall Grading ( Category : II ) :-</b>	
---	--

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

--

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : III**

**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document*
1									
<b>Total</b>									

**III B.b. Cassettes/ CDs, DVDs, Tracks published/ recorded:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International/ National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International/ National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D. RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III E. ONGOING RESEARCH PROJECTS:**

**III E. (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E. (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III F. i. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. ii Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. iii Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
(For Category :III )**

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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 profonna.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

Name :

Designation :

Assessment Year :

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
<b>Category I</b>					
<b>Category II</b>					
<b>Category III</b>					
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in Respect of research & teaching : \_\_\_\_\_  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_  
 E) Integrity and Character : \_\_\_\_\_  
 F) Whether powers delegated are Fully utilized. : \_\_\_\_\_  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

Appendix-XII

Sant Gadge Baba Amravati University, Amravati.  
 PBAS Proforma for promotion under CAS  
 Assessment Period -  
 ( PART A, PART B & PART C )  
 (For Teachers in music and performing arts)  
PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
 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 : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
 Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document*
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above ó Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				



**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document* *
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document* *
1									
<b>Total</b>									

**Grading Criteria:- Good** - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
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Verified and found correct:

Signature of Teacher

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

--

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : III**

**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. 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	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III B.b. Cassettes/ CDs, DVDs, Tracks published/ recorded:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International/ National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International / National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D. RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III E. ONGOING RESEARCH PROJECTS:**

**III E. (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document **
1						
<b>Total</b>						

**III E. (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document **
1						
<b>Total</b>						

**III F. i. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. ii Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. iii Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
--	--

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
(For Category :III )**

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\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**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)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

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.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in Respect of research & teaching
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_
- E) Integrity and Character : \_\_\_\_\_
- F) Whether powers delegated are Fully utilized. : \_\_\_\_\_
- G) General Assessment \_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory (\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

**Annexure I (A)**

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates



**Annexure II (A)**

<b>Sr. No.</b>	<b>Document</b>
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

**Annexure III (A)**

<b>Sr. No.</b>	<b>Document</b>
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates