



6.3.5.A. Self-Appraisal Formats for Teaching and Non-Teaching Staff

6.3.5.A. Self-Appraisal Formats for Teaching Staff

Appendix-II

Sant Gadge Baba Amravati University, Amravati.
PBAS Proforma for Promotion under CAS
(PART A, PART B & PART C)
(For Teachers other than Physical Education Persons and Librarians)

2018-19

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) : .

8. Whether acquired any degrees or fresh academic qualifications during the year : No

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

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

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.).

SN	Course/Paper	level	Mode of teaching*	Hours allotted per week	Percentage of lectures engaged/ conducted	Grading	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
Even Semester							
7							
8							
9							
10							

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

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

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

Overall Grading (Category : I)	GOOD
---	-------------

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.				

II iii. Examination Work:

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
4.				

II iv. Discipline related co-curricular activities:

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
4.				

II v. Other co-curricular activities:

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
4.				

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.					

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.							

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)

Overall Grading (Category : II)	GOOD
--	-------------

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 : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

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#	Augment ed API Score	Proof Document**
1.									
Total									

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 author s	Whether you are the main author	API Score	Proof Document **
Total								36	

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

Sr. No.	Cassettes/CDs/DVD s, 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								
Total								

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

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

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							
Total							

III D.a RESEARCH GUIDANCE:

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

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							
2							
Total							

III D.b (ii). Consultancy Projects:

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

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						
	Total					

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

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						
	Total					

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						
	Total					

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

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International National / State / Regional / College or University level	API Score	Proof Document**
1.						
2.						
3.						
4.						
5.						
6.						
	Total					

Note:

Total Score (Category : III)	
---------------------------------------	--

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
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	

*Annexure-IV

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

1.

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.

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					

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

Place : Amravati

Date:

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Place : Amravati

Date

Signature of Reviewing Officer



6.3.5.A. Self-Appraisal Formats for Teaching and Non-Teaching Staff

6.3.5.A. Self-Appraisal Formats for Non-Teaching Staff

गोपनीय अहवाल नमुना

वरीष्ठ महाविद्यालयातील शिक्षकेतर कर्मचाऱ्याकरीता स्टॅन्डर्ड कोड १९८४ मधील तरतुदीनुसार
(गोपनीय अहवालाचा नमुना) वैयक्तिक माहिती-

१) पुर्ण नांव	: -	-----
२) वडीलाचे नांव	: -	-----
३) जन्म तारीख	: -	-----
४) जन्मस्थान	: -	-----
५) राष्ट्रीयत्व व धर्म	: -	-----
६) जात / संवर्ग	: -	-----
७) पदनाम	: -	-----
८) शैक्षणिक पात्रता	: -	-----
९) सध्याचे पदावर रुजू झाल्याचा दिनांक	: -	-----
१०) महाविद्यालयाचे नांव	: -	-----
११) एकुण सेवा काळ	: -	-----
१२) वेतन श्रेणी	: -	-----
१३) सध्याचा पत्ता	: -	-----
१४) दुरध्वनी / मोबाईल	: -	-----
१५) मुळ ठिकाणचा पत्ता	: -	-----
१६) स्थावर मालमत्ता असल्यास पत्ता	: -	-----
१७) मातृभाषा	: -	-----
१८) अवगत असलेल्या भाषा	: -	-----
१९) प्रदान करण्यात आलेला कामाचा प्रकार :-		-----
२०) आपण केलेल्या कामपैकी एखाद्या चांगल्या कामाची नोंद	: -	-----
दिनांक :-		
स्थान :-		कर्मचाऱ्याची सही व नांव

Confidential Assessment Report regarding ability and character

पुर्ण नांव :- -----

Name :- _____

प्रतिवेदनाचा कालावधी :- ०१ / ०४ / २०१८ ते ३१ / ०३ / २०१९

Period of Report

धारण केलेले पद / पदे :-

Post/Posts held :-

Department (विभाग) :-

Leave Taken in this period

Performance Assessment

- 1) उद्योगपियता व कार्यतत्परता :- अत्युत्कृष्ट, उत्कृष्ट, चांगले, साधारण, साधारणपेक्षा कमी
Industry & Application :- Outstanding, Very Good, Good, Average, Below average
- 2) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता :- अत्युत्कृष्ट, उत्कृष्ट, चांगले, साधारण, साधारणपेक्षा कमी
Capacity to get work done :- Outstanding, Very Good, Good, Average, Below average
By subordinates
- 3) सहकारी व जनता यांचेशी असलेले संबंध :- सहकार्यांचे, सौजन्याचे, मदतीचे, उदासीन, अमैत्रीपूर्ण
Relations with colleagues :- Co-operative, Courteous, Helpful, Indifferent, Unfriendly
And the public
- 4) सर्वसाधारण बुद्धीमत्ता :- अतिशय बुद्धीमान, बुद्धीमान, हुशार, साधारण, मंदबुद्धी
General Intelligence :- Very brilliant, Brilliant, Intelligent, Average, Dull
- 5) निर्णय शक्ती, उपक्रमशिलता व धडाडी यासह कार्यक्षमता :- अत्युत्कृष्ट, उत्कृष्ट, निश्चित चांगली, चांगली, साधारण, प्रशासनिक कार्यक्षमता नाही
Administrative Activity :- Outstanding, Very good, Positively good, good, Including judgment initiate Average, Below average
And drive
- 6) तांत्रिक कार्यक्षमता(संबंधित असेल तेथे) :-
Technical professional :-
Ability (where relevant)

- 7) विशेष कल :-
Special Attitude :-
- 8) सचोटी व चारित्र्य :-
Integrity & Character :-
- 9) प्रदान करण्यात आलेल्या अधिकारांचा वापर करतात काय ?
Whether powers delegated Are fully utilized ? :- Yes Partly NO
- 10) पदोन्नतीसाठी पात्रता :- अयोग्य , जेष्ठतेनुसार, योग्य, त्वरीत बढतीसाठी योग्य
Fitness for promotion :- Unfit, Fit in normal course (according to seniority)
Fit for accelerated promotion
- 11) प्रशिक्षणासाठी आवश्यक :- येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.
:-
- 12) प्रकृतीमान :- चांगले नाही, चांगले, उत्कृष्ट
State of Health :- Not Good, Good Very Good
- 13) क्षेत्रीय स्तरावर काम करण्यासाठी योग्यता :- आहे, नाही, संबंधित नाही
Fitness for Field Work :- Yes, No, Not related
- 14) संगणकावर काम करण्याची आवड :- आहे, नाही, दिसून आली नाही
Willingness to work :- Yes, No, Not Seen
On Computer
- 15) सर्वसाधारण मुल्यमापन :-
General Assessment :-
- 16) प्रतवारी (हाताने लिहावी) Grading (write in Handwriting) :-
A+ Outstanding, A Very god, B+ Positively Good,
B Good, B- Average, C Below average

Place :-

Date :-

Signature, Name & Designation
Of the Reporting Officer

गोपनीय अहवाल नमुना

- १) कर्मचाऱ्याचे पुर्ण नांव :- -----
- २) शैक्षणिक पात्रता :- ३) धारण केलेले पद :-
- ४) जन्म तारीख :- ५) जात / संवर्ग :-
- ६) सध्याच्या पदावर रुजू होण्याचा दिनांक :- ७) एकूण सेवा काळ :-
- ८) वेतन श्रेणी :-
- ९) प्रतिवेदनेचा कालावधी :- ०१ / ०४ / २०१८ ते ३१ / ०३ / २०१९
- १०) वरील कालावधीत देण्यात आलेली प्रतवारी :-

विभाग प्रमुखांचा अभिप्राय : -----

स्वाक्षरी

प्राचार्याचा अभिप्राय : -----

प्राचार्याची स्वाक्षरी

पुनर्विलोकन अधिकाऱ्याचा निरीक्षण अहवाल
प्राचार्य यांच्या मताशी सहमत आहे किंवा
नसल्यास त्यांची कारणे -----

दिनांक :-

ठिकाण :-

अध्यक्ष / सचिव