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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र  
दूरध्वनी (ईपीएवीएक्स) २६०९००० (संलग्नता विभाग - २६०९०८९, २६०९१३६)  
फॅक्स : ००९१-०२३१-२६९१५३३, २६९३२९४ व २६९२३३३.

एसयु/संलग्नता/API/टे.१/वंगार/

No 489-7

दिनांक 20 APR 2017

प्रति.

मा. प्राचार्य / संचालक,

सर्व संलग्नीत महाविद्यालये/ मान्यताप्राप्त शिक्षण संस्था.

विषय :- युजीसीच्या ४ थ्या दुरुस्तीनुसार API गुणांकन करून घेणेबाबत..

संदर्भ :- संकीर्ण-२००७/प्र.क्र.३३/१७विशि-१ दि.०४/०३/२०१७ रोजीचा शासन निर्णय.

महोदय,

महाराष्ट्र शासन, उच्च व तंत्र शिक्षण विभाग, यांचे विद्यापीठ अनुदान आयोगाच्या दि.३० जून २०१० च्या अधिसूचनेमधील दि.०४ मे २०१६ व दि.११ जुलै, २०१६ रोजी केलेली अनुक्रमे तिसरी व चौथी सुधारणा राज्यातील उच्च शिक्षण क्षेत्रातील अकृषि विद्यापीठे व अकृषि विद्यापीठांशी संलग्नित उच्च व तंत्र शिक्षण विभागांतर्गत असलेल्या महाविद्यालयातील शिक्षक व शिक्षक समकक्ष पदांना लागू करण्याबाबत संकीर्ण-२००७/प्र.क्र.३३/१७विशि-१ दि.०४/०३/२०१७ रोजी शासन निर्णय लागू केला आहे.

तेव्हा आपणास आदेशान्वये कळविण्यात येते की, युजीसीच्या चौथ्या सुधारणेच्या अनुषंगाने व उपरोक्त शासन निर्णयानुसार प्राचार्य, प्राध्यापक, सहयोगी प्राध्यापक, सहाय्यक प्राध्यापक व समकक्ष पदासाठी भरती व पदोन्नतीसाठी API Category I, II, III मधील मसुदा सुधारित करण्यात आला आहे.

तसेच यापुर्वी जुन्या पध्दतीने ज्या शिक्षकांनी प्राचार्य पदासाठी API गुणांकन करून घेतले असेल आणि त्यांची प्राचार्य पदी रितसर नियुक्ती झाली नसेल त्यांनी नव्याने शुल्क भरून चौथ्या सुधारणेनुसार संस्था अध्यक्ष, महाविद्यालयातील प्राचार्य यांचेमार्फत प्रस्ताव पाठवून API गुणांकन करून घेणे आवश्यक आहे. सदर API अर्जाचा मसुदा विद्यापीठ संकेतस्थळ [www.unishivaji.ac.in](http://www.unishivaji.ac.in), Affiliation T1 Circulars येथे उपलब्ध आहे, याची नोंद घ्यावी.

कळावे,

आपला विश्वासू,

*Rudra*

उपकुलसचिव  
संलग्नता विभाग

सोबत - वरील प्रमाणे

श्री. अनिल शिंदे  
सर्व युजिआयच्या विद्यापीठांच्या सारणी व्हा.मा.ग.  
यावर सहाय्यक सचिव PBAS/API उपस्थित परिसर/कोल्हापूर  
२२/४/१७

म. ह. शिंदे महाविद्यालय  
पत्र क्र. 60 (विश्वी)  
दिनांक 22 APR 2017.

**SHIVAJI UNIVERSITY, KOLHAPUR**

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

ANNUAL SELF- ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM  
(ACADEMIC YEAR \_\_\_\_\_)

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

- Name of College** :-
1. Name ( in Block Letters) :-
  2. Department :-
  3. Current Designation & Grade Pay :-
  4. Date of last Promotion :-
  5. Which position and grade pay are you an applicant under CAS?
  6. Date of eligibility for promotion :-
  7. Address (With Pin Code) :-  
Telephone No :-  
Email :-
  8. **Academic Qualifications (from S.S.C. till post graduation) :-**

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Special / Optional Subject
S.S.C.					
H.S.C.					
Bachelor Degree					
Master Degree					
Other examination, if any					

9. Research Degree(s)

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

10. Appointments held prior to joining this institution

<b>Designation</b>	<b>Name of Employer</b>	<b>Date of</b>		<b>Salary with Grade Pay</b>	<b>Reason of Leaving</b>
		<b>Joining</b>	<b>leaving</b>		

11. Posts held after appointment at this institution:-

<b>Designation</b>	<b>Department</b>	<b>Date of actual Holding</b>		<b>Grade</b>
		<b>From</b>	<b>To</b>	

12. Period of teaching experience:

P.G. Classes (in years) \_\_\_\_\_

U.G. Classes (in years) \_\_\_\_\_

13. Research Experience excluding years spent in M. Phil / Ph. D (in years) \_\_\_\_\_

14. Fields of Specialization under the Subject / Discipline

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

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



## PART B : ACADEMIC PERFORMANCE INDICATORS

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

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

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

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

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

\* Lecture (L), Seminar (S)

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

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

\* Lecture (L), Seminar (S)

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

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

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

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

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

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

Sr. No.	Nature of Activity	Max Score	Actual hours spent per academic year	Actual Score (Actual hours spent per academic year ÷ 10)
	<ul style="list-style-type: none"> <li>• Learning Methodologies</li> <li>• Use of innovative methodologies for teaching</li> <li>• Use of ICT</li> <li>• Updating of subject content</li> <li>• Course improvement</li> <li>• Preparation of study material</li> <li>• Interaction with entrepreneur / social worker</li> <li>• Mentoring</li> <li>• Participative teaching</li> <li>• Role playing</li> </ul>			
	<b>Sub total (max score 10)</b>	10/15/20		
	<b>Total of Category 1 Max score</b>	100/95/90		
	<b>Minimum API score required for Category I *</b>	80/75/70		

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

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.
4. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

<b>Category II</b>	<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual score</b>
a.	<b>Student related co-curricular, extension and field based activities.</b> <b>(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)</b>	15	Actual hours spent per academic year ÷ 10
b	<b>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</b> <b>i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees</b>	15	Actual hours spent per academic year ÷ 10
c	<b>Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)</b>	15	Actual hours spent per academic year ÷ 10



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

<b>Category II</b>	<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual score</b>	<b>Verified API Score</b>	<b>Page No.</b>
a	<p><b>Student related co-curricular, extension and field based activities.</b></p> <p><b>i. Discipline related co- curricular activities organized</b></p> <ul style="list-style-type: none"> <li>• Field work, field studies study tour</li> <li>• Student seminar</li> <li>• Remedial classes</li> <li>• Career counseling</li> <li>• NET/SET/GETT/Workshop (1 week)</li> <li>• Quiz, debate, elocution, (on subject )</li> <li>• Essay competition on subject</li> <li>• Exhibition</li> <li>• Subject / faculty day celebration</li> <li>• Survey conduction</li> <li>• Subject association activity (Evidence to be provided.)</li> </ul>	15	Actual hours spent per academic year ÷ 10		
	<p><b>ii. Other co-curricular activities</b></p> <ul style="list-style-type: none"> <li>• Cultural prog. coordinator</li> <li>• NSS, NCC officer/ Assit officer</li> <li>• Eradication of superstitions</li> <li>• Tree plantation</li> <li>• AIDS / Awareness</li> <li>• Blood donation camp</li> <li>• Student welfare officer</li> <li>• Placement officer</li> <li>• Sports Committee</li> <li>(Evidence to be provided.)</li> </ul>	15	Actual hours spent per academic year ÷ 10		
	<p><b>iii. Extension and dissemination activities</b></p> <p>Positions held / Leadership role played in organization linked with Extension work</p> <ul style="list-style-type: none"> <li>• Community work such as—National integration, human Right, peace,Scientific temper flood/ drought relief</li> <li>• Public lectures delivered (Related to subject)</li> <li>• Talks delivered in a programme as chief guest</li> <li>• Seminars in public interest</li> <li>• General awareness activities</li> <li>• Organizing subject related event like lecturer on special topics</li> <li>• Popular writings not covered under( III)</li> <li>(Evidence to be provided.)</li> </ul>	15	Actual hours spent per academic year ÷ 10		

B	<p><b>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</b></p> <p><b>i. Administrative responsibility</b></p> <ul style="list-style-type: none"> <li>• Dean, Principal, management council member</li> <li>• Director of school/institute</li> <li>• IQAC coordinator,</li> <li>• Refresher/orientation coordinator</li> <li>• Head of Department</li> <li>• Chairperson/ Convener</li> <li>•</li> </ul> <p>Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty</p>	15	Actual hours spent per academic year ÷ 10		
	<p><b>ii. Participation in</b></p> <ul style="list-style-type: none"> <li>• BOS/ Faculty / Academic Council /</li> <li>• Senate/ any other University Committee</li> <li>• Chairman for subject related event like. Ph.D. Open Defense Session.</li> <li>• Various Scrutiny meeting</li> <li>• Resource Person/ Speaker for subject related event</li> <li>• Referee/ Judge for subject related event etc.</li> <li>• Administrative Committees</li> <li>• Editorial Board</li> <li>• Local management committee</li> <li>• Admission committee</li> <li>• Campus development</li> <li>• Library committee</li> <li>• Standing Committee</li> <li>• Sexual Harassment &amp;Prevention Committee etc.</li> <li>• Membership / participation in State / Central bodies/committees on education research</li> <li>• Exam reforms</li> <li>•</li> </ul>	15	Actual hours spent per academic year ÷ 10		

C	<b>Professional Development activities</b> <ul style="list-style-type: none"> <li>• participation in seminars, conferences,</li> <li>• short term training courses,</li> <li>• industrial experience,</li> <li>• talks,</li> <li>• lectures in refresher / faculty development courses,</li> <li>• dissemination and general articles and any other contribution</li> <li>•</li> </ul>	15	Actual hours spent per academic year ÷ 10		
	<b>Total of Category II Max score</b>	45			
	<b>Minimum API score required for Category II (for Assessment period)</b>	*50/50/50 /50/100			

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

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

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

**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.

**III A) (i) Published Papers in Refereed Journals as notified by the UGC\* (25 points per publication)**

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total A (i)</b>									

**Published Papers in Other Reputed Journals as notified by the UGC\* (10 points per publication)**

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total A (i)</b>									

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

- (i) **Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (30 Points per Book for Single Author)**

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total B i)</b>									

- (ii) **Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 Points per Book for Single Author)**

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total B ii)</b>									

- (iii) **Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 Points per Book for Single Author)**

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total B iii)</b>									

**(iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (International -10 points per Chapter National – 5 Points per Chapter)**

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No of relevant documents
<b>Sub Total B iv)</b>									

<b>Total B( i+ii+iii+iv)</b>	
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\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**III C) Research Projects:**

**III C (i) Sponsored Projects**

- A) Major projects: grants above Rs.30 lakhs for Engineering/ sciences & above Rs.5 lakhs for others, 20 points per project,
- B) Major project: grants above Rs. 5 lakhs up to Rs. 30 lakhs for Engineering/ science and Rs.3 lakhs minimum to Rs. 5 lakhs for others, 15 points per project,
- C) Minor project: grants above Rs.1 lakhs up to Rs. 5 lakhs for Engineering/ sciences & above Rs.1 lakhs up to Rs. 3 lakhs for others, 10 points per project,

Type of project	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
<b>Sub Total C (i)</b>								

**III C (ii) Consultancy Projects** (Amount mobilized with minimum Rs.10 lakhs for Engineering/ sciences & minimum of Rs.2 lakhs for others, 10 points for every Rs 10 lakhs & Rs. 2 lakhs. respectively)

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Amount Mobilized (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
<b>Sub Total C (ii)</b>								

**III C (iii) Projects Outcome/Output:**

**Patent / Technology transfer / Product process**

Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies(30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5)

Sr. No.	Name of the Project	Funding Agency	Whether Co-PI	Amount Mobilized (Rs.)	Self appraisal score	API score Verified	Page No. of relevant documents
<b>Sub Total C (iii)</b>							

<b>Total C( i+ii+iii)</b>	
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**III D Research Guidance** (In the case of joint supervision points are to be equally shared)

(For M.Phil. degree awarded 5 points per candidate, Ph.D. degree awarded 15 points per candidate.  
Ph.D. thesis submitted 10 points per candidate)

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
M. Phil or equivalent						
Ph. D. or equivalent						
<b>Sub Total D</b>						

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

- A. International Award /Fellowship from academic bodies/associations -15 per Award / 15 per Fellowship.
- B. National Award/Fellowship from academic bodies/associations -10 per Award / 10 per Fellowship.
- C. State/University level Award from academic bodies/associations -5 per Award

Sr. No.	Fellowship / Award	Year	Level International /National / State / University	Awardee Academic Body/ Association	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
<b>Sub Total E (i)</b>							



**III E (ii) Invited lectures / papers International level 7 per lecture, National level 5 per lecture, State / University level 3 per lecture**

**a. Invited lectures**

Sr. No.	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international /National	API score claimed	API Score Verified	Page No. of relevant documents
<b>Sub Total E (ii)</b>							

**(ii) Invited lectures / papers International level 5 per paper, National level 3 per paper, State / University level 2 per paper**

**a. Papers presented**

Sr. No.	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international/N ational/ State or University level	API score claimed	API Score Verified	Page No. of relevant documents
<b>Sub Total E (ii)</b>							

<b>Total E (i+ii)</b>	
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*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period*

**III (F) Development of e-learning delivery process/material                      10 per module**

**SUMMARY OF CATEGORY III**

Details	By Candidate	By Committee	Remark
<b>Total A)</b>			
<b>Total B)</b>			
<b>Total C)</b>			
<b>Total D)</b>			
<b>Total E)</b>			
<b>Total F)</b>			
<b>Grand Total</b>			

**List of Enclosures:**

(Please attach, copies of certificates, and / or letters sanction orders, papers etc. wherever. Necessary)

<b>1</b>	<b>6</b>
<b>2</b>	<b>7</b>
<b>3</b>	<b>8</b>
<b>4</b>	<b>9</b>
<b>5</b>	<b>10</b>

**UNDERTAKING**

I \_\_\_\_\_ undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled PBAS performa.

My PBAS based APIs score carries

Place :

Date :

Signature of the faculty with  
Designation

Place :

Date :

Signature  
Head of the Department

Place :

Date :

Principal / Director/ Vice- Chancellor

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

## Student Feedback link-



2 student feedback.htm

<https://docs.google.com/forms/d/e/1FAIpQLScUYMxBtH3BAcdakM1cdWt7Lo2I3H5BuZoL4LILi4JKEnrJIQ/viewform?vc=0&c=0&w=1&flr=0>

गोपनीय

Form No. 6

नमुना क्र. ६

University of College  
महाविद्यालय ज्या विद्यापीठाशी  
संलग्नीत आहे त्या विद्यापीठाचे नांव

शिक्षकेतर/अतांत्रिक/तांत्रिक कर्मचा-यांच्या स्वयंमूल्यमापनाचा आणि गोपनीय मूल्यमापनाचा अहवाल

अनुक्रमांक \_\_\_\_\_

३१ मार्च २०

रोजी संपणारे वर्ष

फाईल क्रमांक \_\_\_\_\_

नांव श्री./श्रीमती/कुमारी \_\_\_\_\_

कार्यालय (विभाग, उपविभाग यासह)

वैयक्तिक माहिती

(सदरची माहिती संबंधित कर्मचा-याने स्वतः भरावयाची आहे)

नाव \_\_\_\_\_ वडिलांचे नाव \_\_\_\_\_ आडनाव \_\_\_\_\_

जन्मतारीख (सेवापुस्तिकेत नोंदविल्याप्रमाणे /  
एस.एस.सी.सर्टि.प्रमाणे,शाळा सोडल्याच्या दाखल्याप्रमाणे)

जन्म ठिकाण \_\_\_\_\_

गाव / शहर

तालूका

जिल्हा

राज्य

राष्ट्रीयत्व आणि धर्म \_\_\_\_\_

मागसवर्गीय जाती/मागासवर्गीय

जमाती/भटक्या जमाती/इतर

मागासवर्गीय गट इ.

मध्ये समाविष्ट असल्यास तपशील द्या.

मूळ गांव/शहर (रहाण्याच्या पत्यासह) \_\_\_\_\_

कायमचा पत्ता (स्थानिक) \_\_\_\_\_

सेवेत रुजू होण्याची तारीख \_\_\_\_\_

प्रथम नियुक्तीच्या वेळी असलेला हुद्दा \_\_\_\_\_

प्रथम नियुक्तीपासून आजपर्यंत ज्या पदावर/दुद्यावर काम केले आहे त्याचा तपशिल (असल्यास)  
(२)  
पद कालावधी

(१) \_\_\_\_\_

(२) \_\_\_\_\_

(३) \_\_\_\_\_

मातृभाषा \_\_\_\_\_

इतर कोणत्या भाषा जाणता? \_\_\_\_\_

शैक्षणिक गुणवत्ता आणि पदव्या  
नाव

मंडळ / विद्यापीठ

वर्ष

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

कर्तृत्व आणि चारित्र्य यांच्या मूल्यमापनाचा गोपनीय अहवाल

नाव: \_\_\_\_\_

अहवालाचा कालावधी \_\_\_\_\_

अहवालाच्या कालावधीमध्ये धारण केलेले पद/केलेली पदे \_\_\_\_\_

कार्यालय-विभाग (उपविभाग) \_\_\_\_\_

अहवालाच्या कालावधीत घेतलेली रजा \_\_\_\_\_

हक्काची \_\_\_\_\_ किरकोळ \_\_\_\_\_ इतर रजा \_\_\_\_\_

कार्याचे (कामगिरीचे) मूल्यमापन

अनु- पातळीखाली क्रमांक	घटक	अत्युत्तम अ	उत्तम ब	चांगले क	साधारण इ	सर्वसाधारण ई
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I तांत्रिक बाबींच्या पुरेसेपणासंबंधी

१) औद्योगिक \_\_\_\_\_

२) उपायोजना \_\_\_\_\_

३) कार्यात पुढाकार \_\_\_\_\_

४) नीटवेटकेपणा \_\_\_\_\_

५) बिनचुकपणा \_\_\_\_\_

६) कामातील वक्तशीरपणा \_\_\_\_\_

७) कामातील पध्दतशीरपणा \_\_\_\_\_

व व्यवस्थितपणा

८) काम पूर्ण करण्याविषयी तत्परता \_\_\_\_\_

९) नियमित उपस्थिती

(३)

१०) वरिष्ठांशी संबंध

११) सहका-यांशी संबंध

१२) समाजातील इतर घटकांशी संबंध

१३) परावलंबीपणा

१४) काम करवून घेण्याची कुवत

II सर्वसामान्य

१) व्यक्तिमत्व व कामाच्या स्वरूपाचे आकलन

२) नेतृत्वाचे गुण

३) ज्या विभागात काम करित आहे  
त्यासंबंधीच्या ज्ञानाची पातळी

४) तांत्रिक कर्तृत्व (लागू असल्यास)

५) नोकरीच्या कामाव्यतिरिक्त इतर विशेष  
पूरक कामासंबंधी कल असणेसंबंधी

III शिफारस

अ) प्रशासकीय कामासंबंधी (कामाचा अंदाज,  
पुढाकार, शीघ्रउत्तरक यासह)

ब) सध्याच्या पदावर नियुक्ती  
पुढे चालू ठेवणेबाबत)

क) पदोन्नती साठी योग्यता

ड) वरील बाबीमध्ये नसलेल्या इतर कोणत्याही  
बाबीबाबत अहवाल द्यावयाचा असल्यास तो  
त्याबाबीच्या स्पष्टीकरणासह द्यावा.

इ) अहवाल तयार करणा-या अधिका-यांची शिफारस

तारीख:

सही

स्थळ:

अहवाल देणा-या अधिका-याचे नांव व हुद्दा

(४)

अहवालाचे पुनरावलोकन करणा-या कार्यालयाचे निरीक्षणात्मक मुद्दे  
(सदरची माहिती पुनरावलोकन करणा-या अधिका-याने भरावयाची आहे.)

(१) अहवाल कालावधीत अवलोकन करणा-या अधिका-याच्या हाताखाली केलेल्या सेवेचा काल

(२) अहवाल देणा-या अधिका-याच्या अहवालाशी/शे-यांशी तुम्ही सहमत आहात काय? नसल्यास तुम्हाला त्यात काही बदल करावयाचे आहेत काय? किंवा भर घालावयाची आहे काय?

(३) कर्मचा-याविषयी जे श्रेे आहेत त्यांचे निरीक्षण केल्यानंतर अहवाल देणा-या अधिका-यांकडून काही खुलासा हवा असल्यास

(४) कर्मचा-याविषयीचे श्रेे व अहवाल देणा-या अधिका-याकडून त्यासंदर्भात मागविलेला खुलासा असल्यास कर्मचा-यास कळविणे

तारीख:

(सही)

स्थळ:

पुनरावलोकन करणा-या अधिका-याचे नाव व

हुद्दा



ज्ञानसाधना शिक्षण प्रसारक मंडळ, निवडे संवलिता  
**म. ह. शिंदे महाविद्यालय, तिसंगी**

ता. गगनबावडा, जि. कोल्हापूर ४१६ २०६  
(शिवाजी विद्यापीठ, कोल्हापूर संलग्नीत)

ई मेल आयडी: mhstisangi@rediffmail.com

वेब साईट: www.mhscollegetisangi.com

दिनांक:- / /

**प्रशासकीय कर्मचारी कार्यालयीन सुविधा व दिल्या जाणा-या सेवेबद्दल विद्यार्थ्यांनी  
करावयाच्या मूल्यमापनाची प्रश्नावली**

विद्यार्थ्यांचे नांव:- \_\_\_\_\_

वर्ग: \_\_\_\_\_

हजेरी क्रमांक:- \_\_\_\_\_

- १) कार्यालयीन कर्मचा-यांकडून मिळणारी वागणूक कशी आहे?  
अ) बरी ब) चांगली क) उत्कृष्ट ड) सामान्य
- २) वर्तणूक चांगली न मिळाल्यास आपण काय करता?  
अ) त्यांची तक्रार तक्रार पेटीत टाकतो. ब) त्यांची तक्रार त्यांच्या वरिष्ठांकडे करतो.  
क) तक्रारीकडे दुर्लक्ष करतो. ड) त्यांना समजावून सांगतो.
- ३) आपणाला शिष्यवृत्त्या वेळेत मिळतात का?  
अ) होय ब) नाही
- ४) बोनाफाईड सर्टीफिकेट मिळण्यास किती कालावधी लागतो?  
\_\_\_\_\_
- ५) परिक्षा व इतर फॉर्मस भरण्यास कर्मचारी सहकार्य करतात का?  
अ) होय ब) नाही
- ६) आपणास हवी असणारी माहिती पुरेशी व समाधानकारक मिळते का?  
अ) होय ब) नाही क) काही वेळेस पुरेशी व समाधानकारक  
ड) काही वेळेस अपूर्ण व असमाधानकारक
- ७) कार्यालयातील दिल्या जाणा-या सेवेबद्दल व सुविधाबद्दल समाधानी आहात काय?  
अ) होय ब) नाही क) काही प्रमाणात ड) अत्यल्प प्रमाणात

  
प्राचार्य