

Shri Shivaji Education Society,  
Amravati's

# SHRI PUNDLIK MAHARAJ MAHAVIDYALAYA, NANDURA

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Employees' Manual cum Code of Conduct

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*“WORK IS WORSHIP”*

## **Introduction:**

This policy document plays an important role in overall functioning of institution. The document provides guidance, consistency, accountability, efficiency and clarity on how an institute operates. It explains all the policies of institute regarding various academic and administrative operations. It also sets standards of behaviour, conduct and performance for employees and all the stakeholders. It helps in minimizing the ambiguity in procedures.

## **About Society:**

The Shri Shivaji Education Society, Amravati is a venture established with the aim of providing a high-quality education to the downtrodden and last person of society through catering an unbiased and conducive learning environment. It is a premier educational institution of Central India with branches in all the districts of Vidarbha in Maharashtra. Its founder President was the late Dr. Panjabrao alias Bhausaheb Deshmukh, one of the greatest educationists, agriculturist and reformist who established this society in 1931 with a single school which has expanded today into various schools, colleges, hostels and other teaching and technical institutions.

The society has not kept its services limited to traditional education only, it offers education in the fields like Agriculture, Commerce, Arts, Education, Engineering, Fine Arts, Law, Management, Physical Education, Science & Information Technology. Along with education, the society serves in the field of health sector by establishing medical and nursing colleges as well as a hospital with 150 beds and medical research centre. Numerous workshops, extension services, printing press, Gymnasia, Health clubs and a host of other facilities totalling about 132 in the services of the community too are sectors of services provided by the society.

Our Society's services are duly recognized and rewarded by the Govt. of Maharashtra from time to time for its distinguished work and devotion. The Govt. of Maharashtra awarded the "Dr. Babasaheb Ambedkar Dalit Mitra Award" in the year 1993-94. The Society was awarded the Gadge Maharaj Memorial Award in the year 1999-2000. The Govt. of Maharashtra declared Shri. Shivaji Education Society as the best administered Society in the state on 5th Sept 2000.

### **About institute:**

With the motto of serving deprived section of community, Shri Shivaji Education Society, Amravati was established. The very same objectives were put forth while establishing Shri Pundlik Maharaj Mahavidyalaya, Nandura. The institute was established in 1983, with very meagre facilities and manpower. The Institute has a clear vision and mission for achieving excellence in the field of education. The dedication of our society has fruition today into a centre of knowledge with education in all the three faculties viz, Arts, Commerce and Science. Recently the institute has started three vocational courses in Agriculture, Food processing and Automobile, approved by UGC.

The institute is spanned over a land of more than 2 acres with required infrastructure including classrooms, laboratories, library and playground. The institute is NAAC reaccredited and also has 2 (f) & 12 (B) status of UGC, New Delhi.

Highly qualified and motivated staff is the important strength of the institute. The library is self- content and has enough number of books to fulfil the need of students. The institute has NSS unit with 150 students. A well-equipped gymnasium is available to students and staff. The institute has a lush green campus with a botanical garden and oxygen park.

### ***Vision:***

To imbibe academic, scientific, physical and social temperament in rural students to produce responsible citizens striving for nation development.

### ***Mission:***

- To provide high quality education through student centric and conducive academic environment.
- To assure an equal education opportunity irrespective of gender, race, religion, caste and creed.
- To empower the students socially and economically through personal growth, creativity, integrity and skill enhancement to serve the nation development.

### ***Core values:***

Our founder president Dr. Panjabrao alias Bhausaheb Deshmukh was completely convinced and insistent of the necessity of education to every unit of society, especially the rural communities must get excellent education to be a part of mainstream. Shri Pundlik Maharaj Mahavidyalaya, Nandura (SPM) was established with this very primary objective of Shri Shivaji Education Society, Amravati, bringing excellent and complete education to the last corner of rural communities. Our commitment to the path shown by our founder is the main strength of our values. We proudly say that SPM is the acronym for,

**S**ocially responsible

**P**atriotic

**M**entors with high moral

### Core Values:

- Education for everyone
- Morality
- Excellence
- Social Responsibility
- Accountability and Transparency

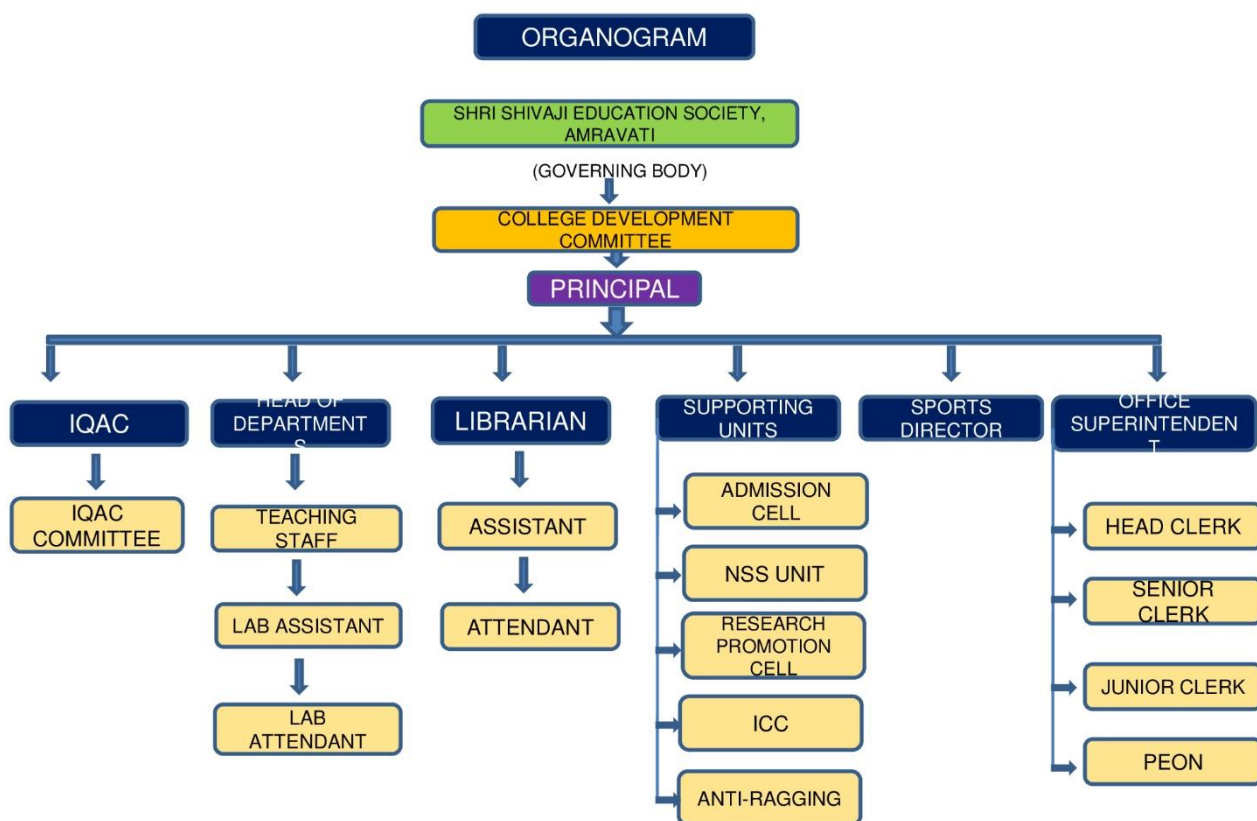
### Governing body

Sr No.	Name of Member	Designation
1	Shri. Harshvardhan P. Deshmukh	President
2	Adv. Gajananrao K. Pundkar	Vice-President
3	Adv. Jaywant Alias Bhaiyasaheb Vinayakrao Patil (Pusdekar)	Vice-President
4	Shri. Kesharao J. Metkar	Vice-President
5	Shri. Dilip B. Ingole	Treasurer
6	Shri Hemant W. Kalmegh	Member
7	Shri Kesharao R. Gawande	Member
8	Shri Suresh Khotare	Member

<b>9</b>	Shri Subhash Bansod	Member
<b>10</b>	Dr. V. G. Thakre	Member
<b>11</b>	Dr. Mahendra P. Dhore	Member
<b>12</b>	Shri. Naresh M Patil	Member
<b>13</b>	Shri. Puroshotta. S. Wayal	Member
<b>14</b>	Dr. Amol M. Mahalle	Member



## Organogram:



## Hierarchy of Reporting

Reporting by different staff members to higher authorities shall be according to the table below:

Staff	Reporting authority
Principal	Secretary
Head of the Department	Principal
Librarian	Principal
Teaching Staff	Head of Dept., and Principal
Laboratory Staff	Head of Dept., and Principal
Office Staff	Principal
Library Staff	Librarian and Principal
Peons / Non-teaching Staff	Head of Dept. and Principal

### Decentralization of Duties and Responsibilities

Levels of Hierarchy with respect to its core value of decentralization and principle of subsidiary SPM puts in place a hierarchy for staff which shall determine the levels of authority within the organization with earmarked supervision and enable easy monitoring.

Activity	Primary responsibility with	Over all responsibility
Students Admissions	Admission committee	Principal
Examination	Examination committee, administrative staff	Principal
Students' scholarships	Student Section (Administrative office)	Principal
Grievances	ICC & Anti-ragging Committee	Principal
Sports	Physical Director	Principal
Gathering and Events Management	Various committees	Principal
Cultural activities	Cultural Coordinator	Principal
Departmental activity	Teaching staff & Head	Principal
Academic Performance Based Appraisal	API Committee	Principal
College council	Secretary, College Council	Principal



### Central Committees

Name of Committee	Activity in-charge	Overall responsibility
IQAC	IQAC Coordinator	Principal
NIRF	Nodal officer	Principal
AISHE	Nodal officer	Principal
Examination	Examination In-charge & administrative office	Principal
Website maintenance	Website monitoring committee	Principal
Research	Research Promotion Cell	Principal
STTP/Workshops/Conferences	Faculty in-charge & Head of Department and IQAC	Principal

### Office activities

Activity	Staff in Charge	Over all Responsibility
Admission record	Office superintendent	Principal
Scholarships	Scholarship Section	Principal
Examination summary	Student Section	Principal
University matters	Exam Coordinator and Student Section	Principal
Inward / Outward	Establishment Section	Principal
Record room	Office superintendent, Accounts Section	Principal

Maintaining Office Automation	Office staff	Principal
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### College Development Committee

The institute has established a College Development Committee under Maharashtra Public University Act 2016 Sec.108(1) (b).

Sr. No	Designation	Remarks
1	Chairman	Chairperson of the management or his nominee ex-officio Chairperson;
2	Member	Secretary of the management or his nominee;
3	Member	Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
4	Member	
5	Member	
6	Member	
7	Member	
8	Member	One head of department, to be nominated by the principal or the head of the institution;

9	Member	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
10	Member	
11	Member	
12	Member	One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
13	Member	Co-ordinator, Internal Quality Assurance Committee of the college;
14	Secretary	Principal of the college or head of the institution-Member-Secretary

**Internal Quality Assurance Cell (IQAC):** The Internal Quality Assurance Cell (IQAC) was established in Shri Pundlik Maharaj Mahavidyalaya, to develop quality systems towards improving the academic and administrative performance of the college.

### Functions of IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.



- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### Strategies & Benefits

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and sere

### IQAC will facilitate / contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organized methodology of documentation and internal communication.

### IQAC Composition

Sr.No.	Category	Remark
1	Chairperson	Head of Institute
2	Member from Management	Management Representative
3	Member	Administrative Officer
4	Member	Teachers
5	Member	
6	Member	

7	Member	
8	Member	
7	Member	Nominee from local society
8	Member	Nominee from Industry
11	Member	Alumni
13	Member	Parent Stakeholder
14	IQAC Coordinator	Senior teacher

### Internal Complaint Committee (ICC)

Government of India proclaimed “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on 9.12.2013 which replaced Apex Court’s Vishakha Guidelines of 1997. The guidelines explicitly state the following: “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts of sexual harassment by taking all steps required.” Educational institutions are also bound by the Supreme Court’s directives and the

Act laid down a grievance redressal mechanism under which it is mandatory for all educational institutions to set up an Internal Complaint Committee (ICC) to look into such complaints. UGC has also enacted University Grants Commission (Prevention, Prohibition



and Redressal of sexual harassment of women employees and students in Higher Educational Institutes) Regulation, 2015 on 02.05.2020.

Shri Pundlik Maharaj Mahavidyala, Nandura (rly), Dist-Buldana had duly constituted an Internal Complaint Committee as per the directives issued by Maharashtra State Commission for Women (MSCW) and University Grants Commission (UGC), for considering complaints of sexual harassment of students and women working in the institution.

### **Objectives:**

- To create a good work culture and safety of girls and women employees in the campus.
- To monitor any action of sexual harassment in any type and provide necessary support to girls and women employees

### **Functions of ICC**

- To provide a hesitance-free platform for girls and women employees to register the complaints of sexual harassments.
- To design and offer a standard operating protocol to create a women friendly workplace.
- To provide counselling and support services in the campus.
- To create awareness about statutory implications of the Indian legislature to control workplace harassment.

Sr.no	Name of the member	Designation
1.	Presiding officer	Senior female teacher
2.	Member	Teacher
3.	Member	Teacher
4.	Member	Non-teaching Representative
5.	Member	Non-teaching Representative
6.	Member	Student Representative
7.	Member	Student Representative
8.	Member	Student Representative
9.	Member	Member from NGO

### Antiagging Committee

Any institution must ensure its students an equal opportunity and inclusive environment for effective teaching-learning process. At SPM, an Anti-Ragging cell has been established as per the UGC Act of 1956.

### Objectives:

- To ensure ragging free campus
- To prohibit any act of dehumanizing of any student
- To continuously monitor and vigil over ragging so as to prevent it
- To address any ragging issues immediately and taken action as advised by the committee

Sr. no	Name of Members	Designation
1	Co-ordinator	Teacher nominated by Head of the institution
2	Member	Female Teacher
3	Member	Male Teacher
4	Member	Teacher
5	Member	Student representative
6	Member	Student representative
7	Member	Student representative

### SC/ST Cell

The institute believes in the social harmony. Our institute always thrives and promote the inclusiveness and participation from all parts of community to avoid any kind of cast-based discrimination. As per the directives of UGC, a SC/ST Cell has been established to monitor and resolve the cast-based discrimination issues if any. The Cell is comprised of teacher members from SC/ST communities as well as male and female students from the SC/ST community.

Sr. no	Name of the member	Designation
1	Chairman	Head of the Institution
2	Member	Teacher
3	Member	Teacher
4	Member	Student representative
5	Member	Student representative

### Alumni Association:

Shri Pundlik Maharaj Mahavidyalaya, Nandura (SPM), has a registered alumni association to promote and foster mutually beneficial interactions between the Alumni and Institution. The alumni association is the foundation of a strong network between SPM and the Alumni. The Alumni Association will strengthen the placements and the institute growth.

### Objectives:

- To maintain the updated and current information of alumni.
- To promote a lifelong relation and to act as a forum for the exchange of information among its members.
- To help students in career development.
- To create interest and motivate the alumni to participate in the progress of the institute and make them contribute towards the enhancement of their alma mater.
- To provide a forum for the alumni for exchange of ideas on academic, cultural and social issues among themselves as well as current students.

Sr. No.	Designation
1	President
2	Secretary
3	Treasurer
4	Member
6	Member

## Career Guidance Cell

### Objectives:

- To counsel and provide necessary information to students in their career progression.
- To organize various programs such as workshops, awareness sessions, trainings for students
- To organize programs like personality development and soft skill development

## NSS

The National Service Scheme is an Indian government sponsored public service programme conducted by the Ministry of youth affairs and Sports of the government of India. Popularly known as NSS, the scheme was launched in Gandhi's centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in colleges.

The programme aims to inculcate the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life in spite of scarcity of resources. It also provides help in natural and man-made disaster by providing food, clothing and first aid to the disaster's victims.

At national level, Ministry of Youth Affairs and Sports of India is the nodal authority, which works with state-level NSS cells. State-level NSS cells are responsibility of the respective



state governments. Within states, each university has University level NSS cell under which institutions (schools and colleges) based NSS units operate. Most government and government-aided institutions have volunteer NSS units. They are managed internally by a responsible party from the school or college, who reports to the regional NSS coordinator.

**Motto of NSS:**

The motto of NSS is “Not me but you”, it underlines that the welfare of an individual ultimately depend on the welfare of society as a whole. This expresses the essence of democratic living and justify the need for selfless service and appreciation of other individual point of view and also to show consideration for fellow human beings.

**Objectives:**

- To understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems of the community and involve them in problem solving.
- To develop among themselves a sense of social and civic responsibility.
- To utilize their knowledge in finding practical solutions to individual and community problems.
- To develop competence required for group – living and sharing of responsibilities.
- To obtain skills in mobilizing community participation.
- To acquire leadership qualities and democratic attitudes.
- To develop capacity to meet people and give the information about government schemes.
- To practice national integration and social harmony.

### **Duties and responsibilities of Principal:**

- To provide a conducive environment for enrichment of institutions.
- To monitor, govern and guide the academic, administrative and finances of the institution.
- To monitor feedback and results of the institution and take necessary actions for continuous improvements.
- To create a R & D supporting environment.
- To maintain communications with governing bodies like UGC, University, education department and parent society.
- To monitor administrative and academic staff for their regularity, discipline and overall conduct.
- To monitor appropriate implementations of code of conduct for students.
- To monitor the finances such as fees collection, purchases and procurements and Audits.
- To monitor various institutional meetings such as staff council, HODs and Coordinators.
- To create and monitor a ragging and harassment free environment for students as well as staff.
- To sanction the leaves of staff as per the guidelines and rules.
- To monitor organizations of various co-curricular and extracurricular activities.
- To monitor the resolving of grievances of students and staff.

### **Duties and responsibilities of Heads**

- To look after smooth functioning of departmental activities.
- To create coordination among the departmental staff.

- To monitor syllabus distribution, syllabus coverage and completion, adherence to time table and academic calendar.
- To monitor internal evaluation of students and results.
- To maintain departmental documentation.
- To give recommendations over various requests and applications of departmental staff.
- To monitor day to day activities of department.
- To create and monitor an inclusive and participative environment in the department.
- To execute any other relevant responsibility assigned by principal and management.

### **Staff recruitment and service conditions**

The institute is a grant in aid and affiliated to SGBAU and abides by recruitment and appointment procedures of UGC, State Government and parent university. The parent society has also laid down certain conditions and code of conduct for its employees.

### **ANNEXURE**

### **Leaves**

Leaves admissible to employees as per the state government and parent university norms can be availed.

### **ANNEXURE**

### **Welfare schemes for Teachers**

- There is an employee credit cooperative society which provides a loan of Rs. 3 lakhs for a longer period to our employees.

- Emergency loan of Rs. 20 Thousand to all teaching and non-teaching can be made available at minimum interest rate.
- The society also gives a dividend to each member on their shares.
- There is a group insurance scheme for all employees. The premium is kept minimum for all insured group members and benefits of the scheme are awarded on his/her retirement.
- Teaching and non-teaching faculty members get the benefit of all Causal leaves, Duty leaves, medical leaves according to necessities and government norms.
- Teachers are motivated for research activities by rewards in the form of memento and felicitation.

### **Welfare schemes for students**

- The students with good academic records but not so well financial conditions are supported by teaching staff as well as institutional administration in various ways.
- The institute extends support to such students by providing academic books. Students are also motivated by teaching and non-teaching staff members by giving cash prizes for their academic excellence.
- Some of the faculty members have declared cash prizes for students who achieves excellence in sports and extra-curricular activities.

### **PBAS**

The institute follows the guidelines and rules of the parent university in the collection of PBAS from all the teaching staff. The proforma given by the university is filled and submitted by teachers. IQAC and Principal verify the PBAS. The principal prepares and submits the confidential reports of all non-teaching staff to the parent society.

### **ANNEXURE**

## **Code of Conduct for Teachers**

1. Teacher should be present in the college campus and report the attendance on biometric machine.
2. Everyone must report for duty on the reopening day and the last working day of each semester.
3. Teacher should devote time and energy to improve and develop academic and professional competence.
4. Teacher should participate and attend academic program such as conferences, seminar, orientation course, refresher course, in service program, research program, minor and major projects etc.
5. Teachers should engage classes punctually and regularly.
6. Teacher should follow the instructions and lessons given by the HOD and Principal.
7. The teacher should not remain absent from work without prior permission or grant of leave.
8. Apart from teaching and allied activities, teacher should organize extracurricular, co-curricular activities. Study, tour, study oriented campus, major and minor projects etc.
9. Teacher should maintain the record of supervisory work, self-report, duty assigned by HOD and principal.
10. Teachers should help college authority to maintain, to enforce and to improve discipline and good habit among the students.
11. Behavior of teacher with male and female student and other employee and colleagues shall be modest.
12. Teacher should not avoid any work related to college or university.
13. Teachers are not allowed to do partiality in internal assessment of students.
14. Teacher should not consume alcohol, tobacco or drugs in college campus.

### **Code of Conduct for Non-teaching staff**

1. Nonteaching staff should perform all professional activities through proper channel.
2. They should follow all norms and job details assigned by governing body.
3. They should perform his /her role in professional manner.
4. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean.
5. They should co-operate with authorities of the institute or institutes in the fulfilment of goals and mission.
6. They should respect colleagues and cooperate them in activities related to administrative and academic development of the institute.
7. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc.
8. They should not involve in any unethical activities.
9. Absence on duties without prior permission of the authorities is not considerable.
10. They should improve their technical and nontechnical skills related to their jobs.
11. They should support for the development of department, laboratories and maintenance of equipment's and instruments.
12. They should ensure a cordial relationship with students, teaching, nonteaching and other administrative staff for the smooth running of the institution or institute.
13. All non-teaching staff shall perform duties efficiently as per the institutional norms

### **Code of Conduct for Students**

1. Dress code: Student will not permit to present in college without college uniform and identity card.
2. Gender based misconduct: Physical, verbal, abusing, harassment & any other type of misbehavior by any student in college premises is strictly prohibited. It includes harassment & abusing on the basis of factor such as cast, religion, gender, sex, race, national origin, handicap, color, political or religious believes, sexual orientation, ethnicity and age etc.



3. Attendance 75% attendance of students is compulsory. In case, less than 75% attendance observed by faculty, message will be conveyed to their parents and preventive measures will be taken.

a. Disciplinary code;

- a. Notices displayed on notice board should be regularly read by students.
- b. Students are advised to keep the campus neat and clean.
- c. The use or distribution of alcohol, drugs or tobacco and smoking in college campus is strictly prohibited.
- d. Students should not harm the college property otherwise penalty will be charged.
- e. Students should not damage laboratory equipment, instruments, glass wares etc. otherwise, fine will charged to students.
- f. Students are not allowed to misbehave with principal, professor, non –teaching staff and other working staff, if in case guilty student found foul language or behaving rudely will be expelled from the college.

# 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 8<sup>th</sup> 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 7<sup>th</sup> 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 – XI & Appendix – 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 “ ( A)” in the Format under '**Category - III**' of Part B of Appendix – II, VI, IX & XII 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:**

Indicator/ Activity	Post Held	Grading Criteria
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-
	Professor	Satisfactory 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
		Book	08	08
3	<b>III (C) Creation of ICT mediated teaching learning 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
		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.</p> <p>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 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 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 '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 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 '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 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><b>iii. 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 atleast 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).	i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade. ii. A Ph.D. degree in subject concerned /allied/relevant discipline. 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.	A teacher shall be promoted if; 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. ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction. iii. The promotion is recommended by a selection committee.
4	Associate Professor (Academic Level 13A) to Professor	i. Associate Professors who have completed three years of service in Academic Level 13A. ii. A Ph.D. degree in subject concerned/allied/ relevant	A teacher shall be promoted if; i. He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years

	(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

	(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* *
Odd Semester								
1								
2								
3								
4								
5								
6								
7								
8								
9								
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 – 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 ) :-	
-------------------------------------	--

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.**

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

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

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

**II iii. Examination Work:**

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

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

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

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

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

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

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

**II vii. Institutional governance:**

<b>Sr. No.</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document**</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

**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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**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									
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-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								
Total								

### 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						
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							
	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						
<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>	
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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 :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

- State whether the facts stated above are correct, if not, state the correct facts.**
- 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) :**

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Date :     /     /

**Signature of Reviewing Officer**

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* *
Odd Semester								
1								
2								
3								
4								
5								
6								
7								
8								
9								



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 – 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 ) :-	
-------------------------------------	--

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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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):**

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**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 170**  
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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							
	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						
2						
3						
	Total					

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 172**

**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 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 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
<b>i.</b> 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
<b>ii.</b> 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> – Neither 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> – 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.:**

Indicator/ Activity	Post Held	Grading Criteria
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-Revived 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
		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.

• श्री शिवाजी शिक्षण संस्था, अनरायती व्दारा संचालित  
श्री पुंडलिक महाराज महाविद्यालय, नांदुरा (रेल्वे) जि. बुलडाणा  
**किरकोळ रजेचा अर्ज (CASUAL LEAVE)**

अर्ज क्र. ७ (अ)  
पहा नियम २७ (३) आणि २८ (१) (ब)

- १) नांव \_\_\_\_\_
- २) पद \_\_\_\_\_ विभाग \_\_\_\_\_
- ३) अर्जदाराचा किरकोळ रजेचा कालावधी \_\_\_\_\_ दिवस  
( \_\_\_\_\_ पासून \_\_\_\_\_ पर्यंत ) रविवार किंवा सुटीचा दिवस  
दि. \_\_\_\_\_ धरून / सोडून परवानगी देण्याची कृपा करावी.
- ४) कारण \_\_\_\_\_

दिनांक \_\_\_\_\_ / \_\_\_\_\_ / २०१९ अर्जदाराची सही

**- कार्यालयीन उपयोगाकरिता -**

किरकोळ रजेचा कालावधी \_\_\_\_\_ दिवस

श्री./सौ./कु. \_\_\_\_\_

यांची रजा मंजूर / नामंजूर कारण \_\_\_\_\_

१) उपभोगलेल्या किरकोळ रजा \_\_\_\_\_ २) APL रजा \_\_\_\_\_

३) वैद्यकीय रजा \_\_\_\_\_ ४) अर्जित रजा \_\_\_\_\_

दिनांक \_\_\_\_\_ / \_\_\_\_\_ / २०१९ विभाग प्रमुख / अधीक्षक  
श्री पुंडलिक महाराज महाविद्यालय, नांदुरा.

किरकोळ रजेकरिता \_\_\_\_\_ पासून \_\_\_\_\_ पर्यंत

\_\_\_\_\_ मंजूर / नामंजूर.

यापुढील शिल्लक किरकोळ रजा \_\_\_\_\_

दिनांक \_\_\_\_\_ / \_\_\_\_\_ / २०१९ प्राचार्य  
श्री पुंडलिक महाराज महाविद्यालय, नांदुरा.