



RASHTRASANTA TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

## Annual Self-Appraisal Report

### API-PBAS Proforma

(As per Maharashtra Govt. Resolution dated 8<sup>th</sup> March 2019 & UGC Regulation-2018)

[For CAS Promotion of College Teachers]

College Name: \_\_\_\_\_

Academic Session: -----

#### PART-A

#### GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's Name :
3. Qualification :
4. Sex :
5. Category/Caste :
6. Date of Birth :
7. Department/Subject :
8. Current Designation & Pay Matrix/Level :
9. Date of Joining :
10. Date of Last Promotion :
11. Which position & G.P. are you an applicant under CAS? :
12. Date of Eligibility for Promotion :
13. Address for Correspondence ..
14. Permanent Address :
15. Mobile No. :
16. Email :
17. Whether acquired any degrees or fresh qualifications/courses during the year :
18. ORIENTATION (FIP) / REFRESHER / OTHER COURSES ATTENDED DURING THE YEAR:

Sr. No.	Name of the Course	Place / University / Institution	Duration of Course	Sponsoring Agency (UGC / any other)	Proof Document
1.					

**19. ACADEMIC QUALIFICATIONS:**

Name of the Examination	Board / University	Year of Passing	Percentage	Division/ Grade	Subject	Rank & Remark if any	Proof Document

**20. RESEARCH DEGREE (S):**

Degree	Subject	Title of Thesis	Date of Award	University	Proof Document

**21. TEACHING / RESEARCH EXPERIENCE:****(a) Appointments held prior to joining this institution:**

Post / Designation	Name of the Institution	Status (Permanent/ Temporary)	Service Period		Pay Matrix / Level	Teaching Experience	Reason of Leaving	Proof Document
			Joining	Leaving				

**(b) Posts held after appointment at this institution:**

Post / Designation	Department & Name of the Institute	Status (Permanent/ Temporary)	Service Period		Pay Matrix / Level	Teaching Experience	Proof Document
			Joining	To			

**(c) Period of Teaching Experience:**

(i) U. G. Classes (in years) :

(ii) P.G. Classes (in years) :

**(d) Research Experience excluding years spent in Ph.D. :**

Signature of Teacher

Date:

**PART-B**  
**ACADEMIC PERFORMANCE INDICATORS**

**Table-1**

**Category-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(Classes taught includes sessions on tutorials, lab & other teaching related activities)

Sr. No.	Course / Paper	Level	Mode of teaching	No. of Lectures assigned (Hours allotted per week)	No. of Lectures taught / engaged	#Percent age of Lectures taught / Engaged	*Grading	Proof Document
<b>Odd Semester</b>								
1	B.Sc.-I Semester / Paper-1 (Theory)	UG						
2	B.Sc.-I Semester / Paper-2 (Theory)	UG						
3	B.Sc.-III Semester / Paper-1 (Theory)	UG						
4	B.Sc.-III Semester / Paper-2 (Theory)	UG						
5	B.Sc.-V Semester / Paper-1 (Theory)	UG						
6	B.Sc.-V Semester / Paper-2 (Theory)	UG						
7	B.Sc.-I Semester / (Practical)	UG						
8	B.Sc.-III Semester / (Practical)	UG						
9	B.Sc.-V Semester / (Practical)	UG						
<b>Total Workload of Odd Semester</b>		<b>UG</b>						

Even Semester							
10	B.Sc.-II Semester / Paper-1(Theory)	UG					
11	B.Sc.-II Semester / Paper-2(Theory)	UG					
12	B.Sc.-IV Semester / Paper-1(Theory)	UG					
13	B.Sc.-IV Semester / Paper-2(Theory)	UG					
14	B.Sc.-VI Semester / Paper-1(Theory)	UG					
15	B.Sc.-VI Semester / Paper-2(Theory)	UG					
16	B.Sc.-II Semester / (Practical)	UG					
17	B.Sc.-IV Semester / (Practical)	UG					
18	B.Sc.-VI Semester / (Practical)	UG					
<b>Total Workload of Even Semester</b>		<b>UG</b>					
<b>Yearly Workload</b>							

<p><b>*Grading Criteria for Category-I:</b>  80% and above – <b>Good</b>  Below 80% but 70% and above – <b>Satisfactory.</b>  Less than 70% - <b>Not satisfactory.</b></p> <p><b>#Percentage</b> = <math>\frac{\text{Number of classes taught}}{\text{Total classes assigned}} \times 100\%</math></p> <p><b>Percentage</b> = — <math>\times 100</math> =      %</p>
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\*As per table-1 under the document Annexure:

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

Signature of Teacher

Verified and found correct.

Signature of IQAC Coordinator

Signature of Principal

**Category-II: ADMINISTRATIVE SUPPORT AND PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

<b>Sr. No. &amp; Activities</b>	<b>Responsibility</b>	<b>Nature of Work</b>	<b>Grading</b>	<b>Proof Document</b>
(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.				
(b) Examination and evaluation duties assigned by the college / university or attending the examination papere valuation.				
(c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural,sports, NCC, NSS and community services.				
(d) Organizing seminars/ conferences/ workshops, other college / university activities.				

(e) Evidence of actively involved in guiding Ph.D. students.				
(f) Conducting minor or major research project sponsored by national or international agencies.				
(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.				

**\*\*Grading Criteria for Category-II:**

Involved in at least 3 activities : **Good**

Involved in 1-2 activities : **Satisfactory**

Not involved / undertaken any of the activities : **Not-satisfactory**

**Note:** Number of activities can be within or across the broad categories of activities.

\*\*As per table-1 under the document Annexure:

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

Signature of Teacher

Verified and found correct.

Signature of IQAC Coordinator

Signature of Principal







**(b) & (c) Research Projects (minor or major) Completed / Ongoing:**

Sr. No.	Type of Project (Major/ Minor) & (National/ International)	Funded By	Title of The Project	Amount	Duration of The Project (in Yrs.)	Status of the Project (Completed/ Progress)	Position in the Project (Principal Investigator/ Co-Principal Investigator/ Director/any status)	API Score	Proof Document

**(d) Consultancy**

Sr. No.	Title	Agency	Duration of The Project (in Yrs.)	Grant/ Amount mobilized in Lakhs	Status of the Project (Completed/ Progress)	Position in the Project	API Score	Proof Document

**5. (a) Patents:**

Sr. No.	Patent Document	Description of Patent	Name of the International/ Central/ State Govt./ Local bodies	API Score	Proof Document

**(b) Policy Documents:**

Sr. No.	Policy Document	Description	Name of the International/ Central/ State Govt./ Local bodies	API Score	Proof Document

**(c) Awards / Fellowship:**

Sr. No.	Name of the Award	Description	International/ Central/ State Govt./ Local bodies	Agency	API Score	Proof Document

6. **\*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)

Sr. No	Invited Lecture / Paper presented / published in Proceedings	Title of Conference / Seminar	Title of Research paper / Invited talk on	Organized by	Whether International (Abroad) / International (Within Country) National / State / University level	Whether you are first author	API Score	Proof Document

\*\*\*As per table-2 under the document Annexure:

**Total API (Academic/Research) Score [for Category-III]:**

**Date:**

Signature of Teacher

Verified and found correct.

Signature of IQAC Coordinator

Signature of Principal

### **API (Academic/Research Score) [For Category-III]**

Details of Academic & Research activities	Self-Appraisal API-Score	Verified API-Score	Remarks
(1) Research papers published in Peer-Reviewed or UGC listed Journals			
(2) Publications other than Research papers (Books/Chapters)			
(3) Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula			
(4) Research guidance/Projects completed /Projects ongoing/Consultancy			
(5) Patents /Policy Document/Awards/Fellowship			
(6) Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings			
<b>Grand Total of API-Score (Category-III)</b>			

#### **IV. SUMMARY OF OVERALL GRADES/API-SCORE [For Category-I, II & III]:**

Category	Criteria	Grades / API Score	Self-Appraisal Overall Grading & API-Score for Academic Year	Verified Overall Grading & API-Score for Academic Year
<b>Category-I (Table-1)</b>	Assessment Criterion for Teaching-Learning and Evaluation related Activities			
<b>Category-II (Table-1)</b>	Involvement in Administrative support, Examination, Co-curricular & Extra-curricular Activities			
<b>Category-III (Table-2)</b>	Research and Academic Contribution			

**Date:**

Signature of Teacher

Verified and found correct.

Signature of IQAC Coordinator

Signature of Principal



## **UNDERTAKING**

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

**Date:**

Signature of Teacher

The above information is verified & found correct.

**Signature of IQAC-Coordinator**

**Signature of Principal**

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**N.B.:-** The Annual Self-Assessment PBAS-Proforma duly filled along with all enclosures, submitted for CAS promotion will be verified by the College/University as information filed with the IQAC and placed before the Screening-cum-Evaluation / Selection Committee for the assessment verification.