

**1) SGBAU , Amravati , Performance
Base Appraisal System (PBAS) Formate
for teachers**

Sant Gadge Baba Amravati University, Amravati.

Annual Self-Assessment for the Performance Based Appraisal
System (PBAS)
(PART A, PART B & PART C)
(For Teachers other than Physical Education Persons and Librarians)
Session / Year:

PART A : GENERAL INFORMATION

- 1 Name (in Block Letters) :
- 2 Father's / Husband's Name :
- 3 Department :
- 4 Current Designation & Grade :
Pay
- 5 Date of last Promotion :
- 6 Address for correspondence :
(with Pin code)
7. Permanent Address :
(with Pin code)
- 8 Whether acquired any degrees or fresh academic qualifications during the year :
- 9 Academic Staff College Orientation / Refresher Course attended during the year :

Sr. No.	Name of the Course/ Summer School	Place	Duration	Sponsoring Agency
01.				
02				

Date :

DR. S. D. THAKARE
Coordinator, I.C.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya
Shivaji Nagar, Amravati 444603 (M.S.)

Signature of teacher



PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

I a. 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								
01.								
02.								
03.								
Even semester								
01.								
02.								

* Lectures (L), Tutorial (T), Practical (P), Field work (FW), Project Supervision (PrS)

Criterion:- 80% and above – Good; Below 80% but above 70% and above- satisfactory ; less than 70% - Not satisfactory

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

Overall Grading (Category : I) :-	Good
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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.

I 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 Documents**
01.				Daily Academic Diary
02.				
03.				

II iv. Discipline related co-curricular activities:

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

II v. Other co-curricular activities:

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document **
05				
07				

II vi. Extension and dissemination activities:

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

II vii. Institutional governance:

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

II viii. Conduct of Lectures: NIL

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.				

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

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.					

II xi. Conduct of Research Projects: NIL

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	No. of co-authors	Whether Refereed /other Journal	Grading	Proof document**

CRITERION VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT

				Factor, if any		as notified by the UGC		
Total								

Grading Criteria:- Good - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and

Not-satisfactory - Not involved/ undertaken any of the activities.

Overall Grading (Category : II) :-

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

Verified and found correct:

Signature of Teacher

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

Final Score approved by the Screening / Selection Committee :

(For Category II)

Signature of Chairman Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.

III A. Research papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether Refereed /other Journal as notified by the UGC	Augmented API Score	Proof document**
Total								

III B. a. Publication other than journal articles (books, Chapters in Books) : Nil

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**
01.									

CRITERION VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT

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**
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)	API Score	Proof document**
01.						
Total						

III D. b. (ii) Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	API Score	Proof document**
01.						
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						
Total						

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

Sr. No.	Invited Talk/ Paper presented	Title of Conferences / Seminar	Event Organized by	Whether International (Abroad) /International(Within Country) National / state / regional / college or university	API Score	Proof document**

				level		
01.						
Total						

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)**

****As per table under the document ANNEXURE III (A)**

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

Category	Criteria	Last Academic Year	Grades / API for Assessment Period
I			
II			
III			

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.	

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

1. Enclosure –
2. Enclosure –
3. Enclosure –

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

Signature of the faculty with
Designation, Place & Date

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

N.B.: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university / college and information filed with the IQAC.

Name:

Designation:

Assessment Year:

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

DR. S. D. THAKARE
Coordinator, I.C.A.C.
Matoshree Vimalabai Deshmukh Mahavidyalaya
Amravati



Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya
Shivaji Nagar Amravati 444603 (M.S.)

2) Self-Appraisal Format for Teachers by Parent Management

Shri Shivaji Education Society, Amravati

SELF ASSESSMENT FORM OF THE COLLEGE TEACHER

Name of the College : -----

(FOR THE YEAR 20 -20)

PART- I (BASIC INFORMATION)

- 1) Full Name : -----
- 2) Designation : -----
- 3) Department : -----
- 4) Subject taught and faculty : -----
- 5) Date of Joining -----
- a) Initial ----- College Name -----
- b) at present college ----- College Name -----
- 6) Date of Birth : -----
- 7) Place of Birth : -----
- (Village/Town/Taluka/ : -----
- District) : -----
- 8) Nationality and Religion : -----
- 9) Whether belongs to : -----
- SC/ST/VJ/NT/SBC/OBC/OPEN -----
- 10) Permanent address : -----
- Mobile No. -----
- E-mail -----
- 11) Mother tongue: -----
- 12) Language known: -----
- 13) Whether any immovable: -----
- property held. If so, what -----
- and where -----
- 14) Qualification of the teacher:

Degree and Post-Graduate degree examination	Special/Principal subject offered	Allied additional subordinate subjects offered	Class obtained	Year of passing	University	Remarks

- 15) Teaching experience at the UG : Year ----- Month -----
- college level PG : Year ----- Month -----

Name of the previous Institutions	Period of service From ----- to	Designation	Classes taught	Subjects taught	Scale of pay



Principal
Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya
Shivaji Nagar Amravati 444603 (M.S.)

- 16) i) Courses taught : -----
 ii) Number of periods per week: -----
 as per prescribed norms

	Work-load			
	U.G.	P.G.	M.Phil.	Ph.D.
1) Actual number of periods per week				
2) Lectures				
a) Tutorials				
b) Practicals				
c) Seminars				
d) Dissertations				
e) Others				

**PART- II
 SELF ASSESSMENT OF THE TEACHER**

(NOTE: Self assessment should be in short, within the limit of space provided)

I) Teaching methods applied : -----

(Name and describe new -----
 teaching methods used, If any -----
 (Beside lecture method) i.e. -----

i) Distributing lecture, synopsis and biography -----

ii) Encouraging question in : -----
 class -----

iii) Announcing topics for discussion in advance -----

iv) Holding seminars : -----

v) Use of audio visual aids : -----
 (Whether facilities exist) -----

II) Contribution to a research : -----
 schemes approved by the -----
 UGC, DST, ICAR, ICSSR & -----
 others, if any. -----

III) Any other contribution in- : -----

i) Teaching methods : -----

ii) Evaluation techniques : -----

iii) Course development etc. : -----

IV) Academic and professional

growth (During the year)

i) Research qualification acquired : -----
quired -----

ii) Research projects undertaken : -----
taken -----

iii) Research papers published : -----
indicating titles and names of -----
journals in which published. -----

V) Guidance rendered to research scholar : -----
search scholar -----

v) Participation in Seminars, Workshops and Conferences. : -----
Workshops and Confer- -----
ences. -----

VI) Participation in Orientation Programmes Refresher courses etc. : -----
Participation in Orientation : -----
Programmes Refresher -----
courses etc. -----

vii) Any other types of training (Whenever such facilities exist) : -----
Any other types of training : -----
(Whenever such facilities -----
exist) -----

VII) Participation in Extra Mural activities : -----
Participation in Extra Mural : -----
activities -----

i) Extra curricular activities, debates, cultural activities, counseling to students Planning forum, Union, NSS, NCC, Sports, Scouting etc. : -----
Extra curricular activities, : -----
debates, cultural activities, -----
counseling to students -----
Planning forum, Union, -----
NSS, NCC, Sports, Scouting etc. -----

ii) Service to community Adult Education, Extension Service etc. : -----
Service to community Adult : -----
Education, Extension -----
Service etc. -----

VIII) Help in departmental administrative activities by way of membership of various committees such as Discipline committee, Admission Committee, Students Welfare committee etc. : -----
Help in departmental administrative activities by way of -----
membership of various -----
committees such as Discipline -----
committee, Admission Com- -----
mittee, Students Welfare -----
committee etc. -----

- IX)** Any other information about his -----
contribution (not conveyed -----
above) relevant to a proper -----
assessment of activities. -----
- X) General Observationsi)**
Attendance : -----
a) Regularity : -----
b) Punctuality : -----
ii) Students teachers : -----
relationship
iii) Colleague relationship : -----
iv) Class control : -----
v) Reading habits and other : -----
matters
- XI) Your own assessment of your**
performance for the year under
report in regard to :
- a) The quality and quantity of : -----
work done and how it com- -----
pared with the prescribed -----
norms, standards of targets. -----
- b) Guiding, training, control- -----
ling Class -----
- c) Details of any specific -----
item (s) of work done by you -----
which think especially note- -----
worthy. -----
- d) If, In your opinion you were -----
unable to maintain the ex- -----
pected quality and quantity -----
in performance, in any re- -----
spect, indicate your rea- -----
son, why this happened. -----
- XII) Any award conferred on -----**
(University/State/National -----
or International level) -----
- XIII) API Score for Category I -----**

XIV) API Score for category II -----

XV) API Score for category III -----

(for Assessment year)

Name of the teacher -----

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRICIPAL

a) State whether the facts stated above are correct; if not, state the correct facts.

b) Do you agree with self assessment of performance done by the teacher? If not, give reasons why you do not agree.

I) Actual verification & evaluation in respects of Part II

Item	Correct	Exaggerated	Excellent	Very Good	Average
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					
XI					
XII					
XIII					

II) A) General intelligent :-----

B) Capacity to get work done in :-----

respect of research & teaching. :-----

C) Technical ability :-----

D) Administrative ability including :-----

judgement initiative and drive :-----

CRITERION VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT

(if applicable) :-----

E) Integrity and character :-----

F) Whether powers delegated are :-----

fully utilized

G) Overall performance :-----

H) Overall contribution towards :-----

college and parent education society

I) General Assessment A+= Outstanding, A= Very Good, B+ = Positively Good,

B= Good, C+= Satisfactory, C= Not Satisfactory

(*Strike out which is not applicable.)

Date : / /20

Signature of Reporting officer

Observation of the Reviewing officer (Secretary of the Society)

Date : / /20

Signature of Reviewing officer

Coordinator

Principal

Principal
Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shivaji Nagar, Amravati 444603 (M.S.)



**3) Self- Appraisal format for non –
teaching Staff by Parent
Management**

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6-1-11

गोपनीय अहवाल नमुना

परिशिष्ट - ६ (नियम १२) (भाग २)

वरीष्ठ महाविद्यालयातील शिक्षकेत्तर कर्मचाऱ्याकरीता स्टॅन्डर्ड कोड १९८४ मधील तरतुदीनुसार
(गोपनीय अहवालाचा नमुना)

..१..

१) पुर्ण नांव :- -----

२) वडीलाचे नांव :- -----

३) जन्म तारीख :- -----

४) जन्म स्थान :- -----

५) राष्ट्रीयत्व व धर्म :- -----

६) जात/संवर्ग :- -----

७) पदनाम :- -----

८) शैक्षणिक पात्रता :- -----

९) सद्याचे पदावर सेवत रुजू होण्याचा दिनांक :- -----

१०) महाविद्यालयाचे नांव :- -----

११) एकूण सेवा काळ :- -----

१२) वेतन श्रेणी :- -----

१३) कार्यस्वरूपी पत्ता :- -----

१४) दुरध्वनी (एस.टी.डी. सह) :- -----

१५) मुळ ठिकाणचा पत्ता :- -----

१६) स्थावर मालमत्ता असल्यास पत्ता :- -----

१७) मातृभाषा :- -----

१८) अवगत असलेल्या भाषा :- -----

१९) प्रदान करण्यात आलेला कामाचा प्रकार :- -----

२०) आपल्या कर्तव्याचे संक्षिप्त वर्णन :- -----

२१) आपल्या सोपविलेल्या स्वतःच्या कर्तव्याचे मुल्यामापन :- -----

२२) आपण केलेल्या कामापैकी एखाद्या चांगल्या कामाची नोंद :- -----

दिनांक:- / /२०१

ठिकाण:-

कर्मचाऱ्याची सही व नांव

गोपनीय अहवाल नमुना

..२..

परिशिष्ट - ६ (नियम १२) (भाग २)

(गोपनीय अहवालाचा नमुना)

वरील महाविद्यालयातील शिक्षकेतर कर्मचाऱ्यांसंबंधी सर्वसाधारण योग्यता व चरित्र संबंधी प्राचार्याचा अभिप्राय

- १) कर्मचाऱ्याचे पुर्ण नांव :- -----
- २) शैक्षणिक पात्रता :- ----- ३) धारण केलेले पद :- -----
- ४) जन्म तारीख :- ----- ५) जात/संवर्ग :- -----
- ६) रुजू होण्याचा दि. :- ----- ७) एकूण सेवा काळ :- -----
- ८) वेतन श्रेणी :- -----
- ९) प्रतिवेदनेचा कालावधी :- ०१/०७/२००९ ते ३०/०४/२०११
- १०) उद्योगप्रियता व कार्यक्षमता :- -----
- ११) हातारखालील व्यक्तीकडून काम करून घेण्याची क्षमता :- -----
- १२) सहकारी व जनता यांचेशी असलेले संबंध :- -----
- १३) सर्वसाधारण बुध्दीमत्ता :- -----
- १४) तांत्रिक कार्यक्षमता :- -----
- १५) विशेष कल :- -----
- १६) निर्णय शक्ती, उपक्रमशिलता व धडाडी यासह प्रशासनीक कार्यक्षमता :- -----
- १७) सचोटी व चारित्र्य (संशयस्पद असल्यास अहवाल सोबत ठेवावा) :- -----
- १८) प्रदान करण्यात आलेला शक्तीचा पुर्णपणे वापर करतात काय? :- -----
- १९) सर्वसाधारण मुल्यमापन :- -----

प्रबंधक/अधिक्षक/मुख्य लिपीकाचा अभिप्राय :- -----
(वरील पैकी जे प्रमुख असतील त्यांनी अभिप्राय द्यावा.)

स्वाक्षरी

प्राचार्याचा अभिप्राय :- -----

DR. S. D. THAKARE
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya

पुनर्विलोकन अधिकाऱ्याचा निरीक्षण अहवाल

प्राचार्य यांच्या मताशी सहमत आहे किंवा

नसल्यास त्यांची कारणे

दिनांक:- / /२०१

(Signature)
प्राचार्याची स्वाक्षरी ,

Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya,
Shrivaji Nagar, Amravati-444603 (M.S.)

