



Notification

The Principals,

All Affiliated Colleges of the Savitribai Phule Pune University, Pune.

Sub: CAS for the College Teachers exempted from SET/NET qualification (appointed between 19/09/1991 to 03/04/2000) as per Hon. Supreme Court Order dated 18th November 2013. (SLP No. 34118 of 2013).

Re: University Grants Commission(UGC) Fifth Pay Scales notification vide letters dated 27th July 1998, 24th Dec 1998, 15th Oct 1999, HRD letter dated 6th Oct 1999, Govt. of Maharashtra Resolution dated 11th December 1999, 3rd March 2000, 13th June 2000. UGC Regulation dated 30th June 2010 Maharashtra Government Resolution dated 12th Aug 2009, 15th Feb 2011. UGC letter dated 16th Aug 2011, 26th Aug 2011.

As per the above captioned UGC notification and Maharashtra Government Resolutions the Savitribai Phule Pune University has constituted committees to facilitate the CAS for Teachers of the affiliated Colleges. The Committee will scrutinize and validate the forms of the aspirants/applicants from Lecturer to Sr. Lecturer and Sr. Lecturer to Selection Grade/ Reader and Assistant Professor to Associate Professor.

As such you are requested to kindly bring this circular to the notice of the all Teachers' concerned in your college and do the needful.

1) The Selection Committees are as follows:

A) As per 5th pay Commission (for Sr. scale & Sl. Grade)

1. Chairman of the Governing Body/his Nominee
2. Vice Chancellors Nominee
3. Principal of the College
4. H.O.D of the Concerned Dept of the College.
5. Vice Chancellors Nominee-Subject Expert
6. Subject Expert
7. Subject Expert
8. Government Nominee

**B) As per 6th pay Commission
(Screening Committee)**

- 1) Principal of the College
- 2) Government Nominee
- 3) H.O.D of Concerned Dept of the College.
- 4) Subject Expert
- 5) Subject Expert

C) Selection Committee for Associate Professor

- 1) Chairman of the Governing Body/his Nominee
- 2) Vice Chancellors Nominee
- 3) Vice Chancellors Nominee Reservation
- 4) Principal of the College
- 5) H.O.D of the Concerned Dept. of the College.
- 6) Vice Chancellors Nominee-Subject Expert
- 7) Subject Expert
- 8) Subject Expert
- 9) Government Nominee

2) Information about Placement during 5th pay commission

(As per Maharashtra Government Resolution no. NGC-1298/4610/UN4 date 11/12/1999.)

	Senior Scale	Selection Grade
Service Period	6 Yrs	11 Yrs
If Ph.D Degree	4 Yrs	9 Yrs
If M.Phil Degree	5 Yrs	10 Yrs
Orientation course	One	--
Refresher course	One	Two
(If Ph.D qualified exempted from one RC)	(3 to 4 week duration)	(3 to 4 week duration)
Self Appraisal Report	Should be satisfactory	Should be satisfactory

- 3) If the placement date is before 1.1.2009 self appraisal forms are required.
- 4) If the placement date is on or after 1.1.2009 PBAS proforma and API Score is applicable.
- 5) Following documents be placed before the committee.
 - a) Self Appraisal reports of the Teacher (if placement before 1.1.2009)- (Form –A)
 - b) Statement of placement in due scale (if before 1.1.2006) – (Form – B)
 - c) Statement of placement in due scale (if after 1.1.2006) – (Form – C)
 - d) Report of assessment committee for promotion to senior scale- (Form- D)
 - e) Report of assessment committee for promotion to Selection grade- (Form – E)
 - f) Report of the screening cum evaluation committee (If placement is after 01.01.2006) – (Form –F)
 - g) PBAS proforma and API calculation details signed by IQAC Co-ordinator(if placement after 31.12.2008)- (Form G & H)
 - h) Report of the selection committee if Associate professor promotion is after 31.12.2008- (Form –I)

Note:-All documents to be certified by the Head of Department and Principal of the college concerned.

- 6) Every Teacher has to submit proposal in four copies.
- 7) Attach following documents with the proposal (Attested Xerox copies).
 - I) First appointment order
 - II) First Approval with subsequent copies of approval.
 - III) Service book
 - IV) PG Mark sheet
 - V) M.Phil Mark Sheet / Degree Certificate
 - VI) Ph.D Notification / Degree Certificate
 - VII) NET/SET Certificate

- VIII) RC and OC Certificates
- IX) Break condonation Letter (if applicable)
- X) Caste Certificate and Validity
- XI) Details of publications (Papers / Books)
- XII) Details of Research projects
- XIII) Details of Conferences / Seminars / Workshops / Symposia / Short Term courses attended
- XIV) Any achievement , awards , Recognitions
- XV) Co curricular activities details
- XVI) Any other

[Note:-Original document file be ready with the candidate]

8) Co -ordinating colleges.

Sr no	District	Name of the co-ordinating college	Day and Date	Faculty
1	Ahmednagar	Premraj Sarda College, Ahmednagr		
2	Nashik	K.T.H.M. College, Gangapur road, Nashik		
3	Pune	Poona college, Camp Pune-1		


9) Following Members from the college shall be present at the place of assessment

- I) **Principal of the college.**
- II) **Concerned Teacher.**
- III) **Concerned Non – Teaching Staff.**

10) College shall pay fees for assessment Rs. 1000/- Per stage per candidate at the time of assessment.

Date :
Place :

CCO/448 dt 17 $\frac{3}{15}$


Dr. V. B. Gaikwad
Director, BCUD,
SP Pune University.



Form - A

SAVITRIBAI PHULE PUNE UNIVERSITY

Self Appraisal Report

Self appraisal form for the placement in the U.G.C. recommended scales of pay as approved by
Government Resolution, Education and Employment Department
No. NGC 1298/(4619)/Uni-4/Dt. 11 December 1999

1. Name of the college : _____
2. Full name : Shri/Smt. _____
(In block letters)
3. Address : _____
4. Date of birth : _____
5. Department : _____
6. Subject : _____
7. Designation : _____
8. Date of appointment in the present college : _____
9. Date of Confirmation : _____
10. Details of past service : _____

No.	Designation	Name of the Institute/College	Period of Service From To	Total period
1.				
2.				
3.				
4.				
5.				

11. Whether full time/part time : _____
12. Whether assessment done : Yes/No, If Yes, Year of assessment: _____
13. Academic Qualifications : _____

No.	Degree	University	Year of passing	Class Obtained	Percentage
1.					
2.					
3.					
4.					
5.					

2/4

14. Total Teaching Experience : Under graduate Post-Graduate Research Guidance

15. Research Experience and Training :

Research Stage	Title of Work-Thesis	University where the work was carried out
M. Phil. or equivalent Ph. D. Post-Doctoral Publications (give a list separately) Research Guidance (give names of students guided successfully)		

16. Teaching Programmes attended :

Orientation / Refresher Course	Name of Inst.	Period of Course	Dates from To	Subject
1				
2				
3				
4				

17. Books Published :

Title of the Book	Subject	Publisher	Year of Publin.	Level at which recommended
1				
2				
3				
4				

18. Research Projects carried out :

Title of the Project	Name of the Funding Agency	Duration	Remarks.
1			
2			
3			
4			

3/4

Seminars, Conference, Symposia, Workshops etc. attended :

Name of the Seminar/Conference/ Workshop/Symposia etc.	Name of the Sponsoring Agency	Place	Date	Duration
1				
2				
3				
4				

19. Innovations / Contributions in Teaching :

- (a) Design of curriculum.
- (b) Teaching method.
- (c) Laboratory experiments.
- (d) Evaluation method.
- (e) Preparation of resource material including books, reading materials, laboratory manual etc.
- (f) Remedial Teaching/ Student Counselling (Academic).
- (g) Any other.

20. Extention Work/Community Service:

(a) Please give a short account of your contribution to:

- (i) Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
- (ii) National literacy Mission.

(b) Positions led/leadership role played in organization linked with Extention work and National Service Scheme (NSS) or NCC or any similar activity.

21. Participation in Corporate Life:

Please give a short account of your contribution to:

- (a) College/University/Institution.
- (b) Co-curricular Activities.
- (c) Enrichment of Campus Life (Hostels, Sports, Games, Cultural Activities.)
- (d) Students Welfare and Discipline.
- (e) Memberships/Participation in Bodies/Committees on Education and National Development.
- (f) Professional Organisation of Teachers.

22. (a) Membersheep of Professional Bodies, Societies etc.

(b) Editorsheep of Journals/Books/Papers.

23. Any other information, not covered above:

Date: (Signature of the Teacher)

I hereby declare that the information furnished above is correct and true.

(Signature & Designation of the Teacher)

Remarks of the Head of the Department:

Date: Signature of Head of the Department (Name.....)

Remarks of the principal:

(1) The information given above is true as per the office records.

(2) Any other remarks:

Date: (Signature of the Principal) (Name.....)

Notes :- (1) If the space for information is not adequate, the teacher may attach a separate sheet for details to the point.

(2) True Copies/Xerox Copies in support of the information given should be attached.



Statement showing information of the Teacher due for the placement in Senior Scale /Reader Scale /Selection Grade under CAS.
(Applicable if placement date is before 1.1.2006)

Name of the College: _____

Sr. No.	Name of the Teacher and Subject	Educational Qualifications (% of Marks and Date)	Date of Appointment and Approval No.	Break In Service in Days (if any)	Service Counted for Placement	Details of Orientation / Refresher Courses	Performance Appraisal Reports / Confidential Reports	Placement in Senior Scale	Placement in Reader / Selection Grade	Certification by College
1	2	3	4	5	6	7	8	9	10	11
1		PG. _____ M. Phil. _____ Ph.D. Date : _____ NET/SET passed on: _____ / _____ / _____	Appointment from : _____ / _____ / _____ Approval No. CCO/ _____ w.e.f. _____ / _____ / _____		/ /	1. Orientation and 2 No of Refresher Courses completed		Placed w.e.f. _____ / _____ / _____	Due on _____ / _____ / _____	This is to certify that details provided in this statement are true and are verified from the office records. Sign and Seal of Principal

(For Office use Only)

Recommendations of the committee:

Recommended placement 1) in Senior Scale from ----- / --- / ----- and 2) in Reader /Selection Grade from ----- / ----- / -----

Chairman/
Nominee
(Management)

Principal

V.C. nominee

Government
nominee

Subject expert
(V.C. nominated)

H.O.D

Subject expert

Subject expert

Statement showing information of the Teacher due for the placement in Stage I to II (AGP 6000 -7000) & Assistant Professor, Stage II to III (AGP 7000-8000) under CAS.

Name of the Teacher :....., College;.....
 Educational Qualifications :.....
 Break in service & period of condonations (if any)

Assessment Year	Category I Min.75	Category II Min.15	Category (I+II) Min.100	Category III	Date of Appointment & Approval	Date of Fixation in AGP 6000 & period	Date of placement in stage I to II (AGP6000 to 7000)	Date of placement in stage II to III (AGP 7000-8000)	Certificate by the college
1	2	3	4	5	6	7	8	9	10
				/...../...../...../...../...../...../...../.....	This is to certify that , the details provided in this statement are true & are verified from the office records.
									Principal Signature & Seal

S.N	Details of Orientation / Refresher courses during Assessment Period		API score	RECOMMENDATIONS OF THE SCREENING COMMITTEE
	Title	From To		
			Percentage distribution of weightage points in the screening cum evaluation assessment FINAL REMARK : (YES / NO)	Recommended placement in : Sateg I-II (AGP6000-7000) Date :...../...../..... Sate II-III (AGP 7000-8000) Date :...../...../.....

Principal
Chairman of the Committee

Co-ordinator
(S.P.Pune Univ.)

Govt. Nominee
(Higher Education, Pune)

H.O.D
of the college

Subject Expert

Subject Expert



SAVITRIBAI PHULE PUNE UNIVERSITY
ASSESSMENT COMMITTEE REPORT

SENIOR SCALE

REPORT OF THE SELECTION COMMITTEE APPOINTED TO IMPLEMENT THE
PROCESS OF SELECTION FOR PROMOTION OF A TEACHER TO THE SENIOR SCALE

Name of the College : _____

Name of the Teacher: _____

Subject : _____

A meeting of the Selection Committee appointed to consider and evaluate the performance of the teacher as related in the Self Appraisal Form for promotion to the Senior Scale of Rs. 10000-325-15200 was held at ----- on -----, The following members were present :

1. _____ Chairman of the Governing Body/his Nominee
2. _____ Vice Chancellor's Nominee
3. _____ Principal of the College.
4. _____ Vice Chancellor's Nominee –Subject Expert
5. _____ Head of the Department of the College in the
Concerned subject
6. _____ Subject Expert
7. _____ Subject Expert
8. _____ Government Nominee

The Committee carefully considered and scrutinized the self Appraisal Form of _____ along with the supporting documents attached to the self Appraisal Form in the light of the conditions laid down by the Government in this behalf Vide GR No. NGC-1298(4619) UNI-4 dated 11.12.1999.



Form -E

SAVITRIBAI PHULE PUNE UNIVERSITY
ASSESSMENT COMMITTEE REPORT

READER / SELECTION GRADE

REPORT OF THE SELECTION COMMITTEE APPOINTED TO IMPLEMENT THE
PROCESS OF SELECTION FOR PROMOTION OF A TEACHER TO THE SELECTION /
READER GRADE

Name of the College : _____

Name of the Teacher: _____

Subject : _____

A meeting of the Selection Committee appointed to consider and evaluate the performance of the teacher as related in the Self Appraisal Form for promotion to the **Reader / Selection Grade** of Rs. 12000-420-18300 was held at ----- on ----- . The following members were present :

1. _____ Chairman of the Governing Body/his Nominee
2. _____ Vice Chancellor's Nominee
3. _____ Principal of the College.
4. _____ Vice Chancellor's Nominee –Subject Expert
5. _____ Head of the Department of the College in the
Concerned subject
6. _____ Subject Expert
7. _____ Subject Expert
8. _____ Government Nominee

The Committee carefully considered and scrutinized the self Appraisal Form of _____ along with the supporting documents attached to



Form – F

SAVITRIBAI PHULE PUNE UNIVERSITY

Report of the Screening cum Evaluation Committee

The meeting of the screening Committee constituted for placement to the post of **Assistant Professor (AGP 7000 / 8000)** under the career Advancement Scheme (CAS) of the UGC in

Name of the College according to the provisions of UGC Regulation No. F.3-1 / 2009 , dated 30th June 2010 & G.R. No. Sankirna-2011 / (25/11)Vishi-1,dated 15th February 2011 and subsequent amendments made by the UGC,New Delhi, and by the Department of Higher and Technical Education , Government of Maharashtra from time to time was held on inCollege, Pune/ Ahmednagar / Nashik.

The following members were called for the screening committee.

S.N	Member	Name
1	Principal of the college (Chairman)	
2	Government Representative Higher Education,Pune	
3	Head of the concerned department from the college	
4	Subject Expert(1) Nominated by Vice Chancellor , S.P.Pune University	
5	Subject Expert(2) Nominated by Vice Chancellor , S.P.Pune University	

The screening committee considered all the relevant papers and self appraisal form submitted by the candidates and in accordance with the requirements in terms and conditions of the provisions of the GR in this regard as well as the work done by the candidates.

After taking into consideration the qualifications and experience as well as performance of the candidates, the committee unanimously resolved to recommend as mentioned below.

S.N	Name of the Candidate	Date of Assistant Professor [Existing AGP.....]	Assessment period for CAS	Date of promotion for AGP.....	Remark
					Recommended/ Not Recommended

Subject to the approval from the Director of Higher Education , Pune.

Principal of the college

H.O.D of College

Subject Expert

Subject Expert

Government Nominee
Higher Education, Pune

Co-ordinator, CAS
University of Pune, Pune



Savitribai Phule Pune University, Pune

PART 'A'

YEAR OF PERFORMANCE APPRAISAL : _____

SECTION - A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity ESSENTIAL	Maximum Score		
		API Score allotted	Self- appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
Total of (I)		125		

* Lectures & tutorials allocation to add upto the UGC norms for particular category of teacher.

CATEGORY II:**CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
Total of (II)		50		

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals [Total Publications = N]	Refereed Journals [Total Publications = N]	15 / publication	$N \times 15 =$	
		No. of Papers in indexed journals [out of $N = N_1$]	No. of Papers in indexed journals [out of $N = N_1$]	5 / publication	$N_1 \times 5 =$	
		No. of Papers with impact factor between 1 and 2 [out of $N = N_2$]	No. of Papers with impact factor between 1 and 2 [out of $N = N_2$]	10 / publication	$N_2 \times 10 =$	
		No. of Papers with impact factor between 2 and 5 [out of $N = N_3$]	No. of Papers with impact factor between 2 and 5 [out of $N = N_3$]	15 / publication	$N_3 \times 15 =$	
		No. of Papers with impact factor between 5 and 10 [out of $N = N_4$]	No. of Papers with impact factor between 5 and 10 [out of $N = N_4$]	25 / publication	$N_4 \times 25 =$	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. [No. of papers = N_5]	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. [No. of papers = N_5]	10 / Publication	$N_5 \times 10 =$	
		Conference proceedings as full papers, etc. (Abstracts not to be included) [No. of papers = N_6]	Conference proceedings as full papers, etc. (Abstracts not to be included) [No. of papers = N_6]	10 / publication	$N_6 \times 10 =$	
		Total of III (a)				

III (b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system [a) No. of sole author book(s) = M ₁ b) No. of chapter(s) in an edited book(s) = M ₂]	Text or Reference Books Published by International Publishers with an established peer review system [a) No. of sole author book(s) = M ₁ b) No. of chapter(s) in an edited book(s) = M ₂]	50 /sole author; 10/chapter in an edited book	M ₁ X 50 = M ₂ X 10 =	
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers [a) No. of sole author book(s) = M ₃ b) No. of chapter(s) in an edited book(s) = M ₄]	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN [a) No. of sole author book(s) = M ₃ b) No. of chapter(s) in an edited book(s) = M ₄]	25 /sole author; 5/chapter in an edited book	M ₃ X 25 = M ₄ X 5 =	
		Subject Books by Other local publishers with ISBN/ISSN numbers [a) No. of sole author book(s) = M ₅ b) No. of chapter(s) in an edited book(s) = M ₆]	Subject Books by Other local publishers with ISBN/ISSN numbers [a) No. of sole author book(s) = M ₅ b) No. of chapter(s) in an edited book(s) = M ₆]	15 /sole author; 3/chapter in an edited book	M ₅ X 15 = M ₆ X 3 =	
		Chapters contributed to edited knowledge based volumes published by International Publishers [No. of chapter(s) = M ₇]	Chapters contributed to edited knowledge based volumes published by International Publishers [No. of chapter(s) = M ₇]	10 /Chapter	M ₇ X 10 =	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories [No. of chapter(s) = M ₈]	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories [No. of chapter(s) = M ₈]	5 / Chapter	M ₈ X 5 =	
		Total of III (b)				

III(c) RESEARCH PROJECT						
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs [No. of Project(s) = P ₁]	Major Projects amount mobilized with grants above 5 lakhs [No. of Project(s) = P ₁]	20 / Project	P ₁ X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs [No. of Project(s) = P ₂]	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs [No. of Project(s) = P ₂]	15 / Project	P ₂ X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) [No. of Project(s) = P ₃]	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) [No. of Project(s) = P ₃]	10 / Project	P ₃ X 10 =	
III(c) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs [No. of 10 Lakh(s)=R]	Amount mobilized with minimum of Rs.2 lakhs [No. of 2 Lakh(s)=R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) [a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂]	Completed project report (Accepted by funding agency) [a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂]	20 / major project and 10 / minor project	Q ₁ X 20 = Q ₂ X 10 =	
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process [a) No. of national level output = O ₁ b) No. of international level output = O ₂]	Major Policy document of Govt. Bodies at Central and State Level [a) No. of national level output = O ₁ b) No. of international level output = O ₂]	30 / national level; 50/ International level (output or patent)	O ₁ X 30 = O ₂ X 50 =	
Total of III (c)						

III(d) RESEARCH GUIDANCE						
III (d) (i)	M.Phil.	Degree awarded [No. of Candidates = D ₁]	Degree awarded [No. of Candidates = D ₁]	3/candidate	D ₁ X 3 =	
III (d) (ii)	Ph.D	Degree awarded Thesis submitted [a) No. of Candidates = D ₂ b) No. of Candidates = D ₃]	Degree awarded Thesis submitted [a) No. of Candidates = D ₂ b) No. of Candidates = D ₃]	10/candidate 7/ candidate	D ₂ X 10 = D ₃ X 7 =	
Total of III(d)						

III(e) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS						
III (e) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration [No. of Programme(s)=T ₁]	(a) Not less than two weeks duration [No. of Programme(s)=T ₁]	20 each	T ₁ X 20 =	
		(b) One week duration [No. of Programme(s)=T ₂]	(b) One week duration [No. of Programme(s)=T ₂]	10 each	T ₂ X 10 =	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A))	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference [No. of Papers=C ₁]	a.International conference [No. of Papers=C ₁]	10 each	C ₁ X 10 =	
		a. National [No. of Papers=C ₂]	a. National [No. of Papers=C ₂]	7.5 each	C ₂ X 7.5 =	
		b. Regional /State level [No. of Papers=C ₃]	b. Regional / State level [No. of Papers=C ₃]	5 each	C ₃ X 5 =	
		c. Local- University/ College level [No. of Papers=C ₄]	c. Local- University/ College level [No. of Papers=C ₄]	3 each	C ₄ X 3 =	
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	a. International [No. of Lecture(s) and/or Presentation(s) =L ₁]	a. International [No. of Lecture(s) and/or Presentation(s) =L ₁]	10 each	L ₁ X 10 =	
		b. National [No. of Lecture(s) and/or Presentation(s) =L ₂]	b. National [No. of Lecture(s) and/or Presentation(s) =L ₂]	5 each	L ₂ X 5 =	
Total of III(e)						

Total of - III (a+b+c+d+e)

Grand Total of Category (I + II + III)

Signature of the teacher

Signature of HOD / Director

Date :

Place : Pune/Ahmednagar/Nashik

PART 'B'

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Vice-Chancellor or Head of the University Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Vice Chancellor / Head of the Department of the work done under each head of activity :

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.

Teaching [Category I of Part 'A']		Extension [Category II of Part 'A']	
Grade	Verified API Score	Grade	Verified API Score
Outstanding	115 - 125	Outstanding	40 - 50
Very Good	105 - 114	Very Good	34 - 39
Positively Good	95 - 104	Positively Good	28 - 33
Good	85 - 94	Good	22 - 27
Average	75 - 84	Average	15 - 21
Below Average	0 - 74	Below Average	0 - 14

	Outstanding (A+)	Very Good (A)	Positively Good (B+)	Good (B)	Average (B-)	Below Average (c)
Teaching						
Extension						
Research						
Administration						

(b) Grading : [General Assessment on the basis of the assessment made in Clause 2(a) above]

(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

(c) Justification of assessment of work as outstanding/below average :

3. Comments of the Vice-Chancellor/ Head of the Department on (1) (b) (and) (c) :

4. Remarks and suggestions :

Signature
(Head of the Department)

Remarks of the Vice-Chancellor (Adverse remarks as well as remarks of appreciation)

Coordinator-IQAC
Stamp

College Seal

Signature of Principal
Stamp

Form-H**Savitribai Phule Pune University, Pune****PBAS Proforma for Promotion under CAS****PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) :-
 2. Father's Name / Mother's Name :-
 3. Department :-
 4. Current Designation & Grade Pay :-
 5. Date of last Promotion :-
 6. Which position and grade pay are you an applicant under CAS?
 7. Date of eligibility for promotion :-
 8. Date and Place of Birth :-
 9. Sex :-
 10. Marital status :-
 11. Nationality :-
 12. Indicate whether belongs to SC/ST/OBC category :-
 13. Address for correspondence (with Pincode) :-
 14. Permanent Address (with Pincode) :-
- Telephone No :-
- Email :-

15. Academic Qualifications (Matric till post graduation) :-

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School /Matric					
Intermediate					
B.A./B.Sc/B.Com/ B. Mus					
M.A./M.Sc/M.Com/ M. Mus					
Others examination, if any					

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	leaving		

18. Posts held after appointment at this institution :-

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience :

P.G. Classes (in years) _____

U.G. Classes (in years) _____

20. Research Experience excluding years spent in M. Phil / Ph. D (in years)_____

21. Fields of Specialization under the Subject / Discipline

(a) _____

(b) _____

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(I) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score) up to 80% performance, below which no score may be given	
(b)	Teaching Load in excess of UGC norm (max score : 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

Sr. No.	Course / Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score :20)				API Score

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S. No.	Short Description	API Score
Total Score (Max : 20)		

- (iv) Examination Duties Assigned and Performed

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score (Max :25)				

CATEGORY : II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following :

Sr. No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max : 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
	Total (Max : 15)		
	(iii) Professional Development Activities		
	Total (Max : 15)		
	Total Score (i + ii + iii) (Max : 25)		

CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

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	API Score

B (i) Articles / Chapters published in Books

Sr. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

Sr. No.	Title with page Nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

Sr. No.	Title with page nos.	type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

III C) Ongoing and Completed Research Projects and Consultancies

(C) (i & ii) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome	API Score

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sr. No.	Programme	Duration	Organized by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the paper presented	Title of Conference / Seminar	Organized by	Whether international /National/State /Regional/College or University level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by	Whether international /National	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I + II			
III	Research and Academic Contribution			

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)

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

1	6
2	7
3	8
4	9
5	10

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

Signature of the HOD

**Signature of the faculty with
Designation**

**Co-ordinator, IQAC
Sign. With Stamp**

College Seal

**Signature of Principal
with Stamp**

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



Form - I

SAVITRIBAI PHULE PUNE UNIVERSITY

REPORT OF THE SELECTION COMMITTEE APPOINTED TO IMPLEMENT THE PROCESS OF SELECTION FOR PROMOTION OF A TEACHER TO THE ASSOCIATE PROFESSOR

Name of the College:

Name of the Teacher :

Subject:

A meeting of the selection Committee for the selection of Associate Professor was held on at

The following Members were present :

- 1)Chairman of the Governing Body /his nominee
- 2)V.C.Nominee
- 3)V.C.Nominee
- 4)Principal of the college
- 5)Head of the Department of the college in the concerned subject
- 6)V.C.nominee Subject Expert
- 7)Subject Expert
- 8)Subjecft Expert
- 9)Representative of the Director of Higher Education.

The Committee carefully considered and scrutinized the documents placed before the committee for the selection of Associate Professor.

The committee therefore recommends that Shri is selected for the post of Associate Professor.

1. (Chairman of the Government Body / his nominee)

2. (V.C.Nominee)

3. V-C. Nominee Reservation)

4. (Principal of the college)

5. (H.O.D of college in the concerned subject)

6. (V.C.Nominee Subject Expert)

7. (Subject Expert)

8. (Subject Expert)

9. (Representative of the Director of Higher Education)