



SADHANA EDUCATION SOCIETY'S

(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980


Relief Road, Santacruz (W), Mumbai - 400 054.

Tel.: 2660 9320 / 2661 4101 | E-mail: degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

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Dr. Debajit N. Sarkar
(Principal)



Programmes Offered : Aided : F.Y.J.C. & S.Y.J.C.- Arts and Commerce, B.A. & B.Com.

Self Finance : B.M.S., B.A.F., B.B.I., B.Sc. IT., B.F.M., B.A.M.M.C. & M.Com. Research Centre For Commerce (Business Policy & Administration)

University of Mumbai

Name & Address of the College:

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER
UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS
(FOR COLLEGES & UNIVERSITIES)
(Based on UGC 4th Amendment dated July 11, 2016)**

Application for promotion from: Annual Self-Assessment for the year: _____

Direct Recruitment: _____

Promotion: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6). _____

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: _____.

Period of Assessment for the purpose of Self-Assessment / Promotion: _____


Principal



PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
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 in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
14.a.	Telephone No.	
14.b.	Email	



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15. Academic Qualifications (Metric till Post Graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Metric/ S.S.C.					
Intermediate / (10+2)					
B.A./B.Sc./ B.Com/B.Music					
M.A./M.Sc./ M.Com/M.Music					
Other examination, if any					

16. Research Degree(s):

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

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

17. Record of academic service prior to this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

Please indicate whether in previous service:

- The essential qualification of the post **held** was not lower than the qualification prescribed by the UGC/University.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.


 Principal



- c. Whether applied through proper channel
- d. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
- f. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one year duration.

18. Record of academic service in this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

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 Course	Place	Duration	Sponsoring Agency

(Attach certified true copy of the certificates)

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23. Detail of publications attached to the PBAS format (for evaluation)

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)

24. Any Other relevant information: (please attach an additional sheet/paper if required)

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25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date:

Signature of the staff

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Remarks / Observations / Comments by the Head or senior most teacher of the Department

Date:

**Signature of the Head or
Senior most teacher
Of the Department**

Place:

Date:

Name & Signature of the applicant



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Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

Part B of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide G.R. No. Sankirna-2017 / Pra. Kra. 33 / (17) / Vi. Shi. - 1/ dated March 4, 2017 and VCD.

Part (B) (I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B (II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

PART B: ACADEMIC PERFORMANCE INDICATORS

(Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

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

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching L / P / T / F / PS*	No. of lectures / Hours allotted per week**	% of L / P / T / F / PS taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), (F) Field Visit includes Excursions, Field Trips, Industrial Visit etc. as prescribed in the syllabus, (PS) : Project Supervision if prescribed in the syllabus.

** Convert number of lectures to hours.

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Category	Nature of Activity	Actual hours spent per academic year	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening Cum Evaluation / Selection Committee
a	Direct Teaching *:				
	1. Stage 1 to Stage 2 and Stage 2 to Stage 3 (Maximum API Score = 70 points) API Score = (Actual time spend per academic year) / 7.5				
	2. Stage 3 to Stage 4 and Stage 4 to Stage 5 (Maximum API Score = 60 points) API Score = (Actual time spend per academic year) / 7.75				
b	Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor (Maximum API Score = 10 points) API Score = (Actual time spend per academic year) / 10				
	2. Professor (Maximum API Score = 15 points) API Score = (Actual time spend per academic year) / 10				
c	Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of				

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classroom teaching and students interaction etc.				
1. Assistant Professor (Maximum API Score = 10 points) API Score = (Actual time spend per academic year) / 10				
2. Associate Professor (Maximum API Score = 15 points) API Score = (Actual time spend per academic year) / 10				
3. Professor (Maximum API Score = 20 points) API Score = (Actual time spend per academic year) / 10				

- Note: * : 1. Direct Teaching hours for Assistant Professor / Associate Professor / Professor is 16 Hours / 14 / 14 hours respectively and includes Lectures / Tutorials / Practical / Project Supervision / Field work wherever they are prescribed as part of the syllabus.
2. Teachers are required to engage at least 80% of the lectures allotted to be eligible to score under Direct Teaching.
3. Teachers are encouraged to work with students, beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently able students etc. for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API Scores.


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

- For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contribution.
- Verified API Score is to be filled by the Head of the Department / seniormost teacher of the subject / Principal, as the case may be.
- Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Actual hours spent per academic year	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
a.	Students related co-curricular, extension and field based activities. (Maximum API Score = 15 points)				
	i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student's seminar, and other activities) API Score = (Actual hours spend per academic year) / 10				
	ii. Other co-curricular activities (Cultural, Sports, NCC, NSS, industry-implant training and placement activity etc.) API Score = (Actual hours spend per academic year) / 10				
	iii. Extension and Dissemination activities (public / popular lectures / talks / seminars, popular writings not covered under III, Community work on values of National Integration, secularism, democracy socialism, humanism,				

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	<p>peace, scientific temper; flood or drought relief, small family norms etc.)</p> <p>API Score = (Actual hours spend per academic year) / 10</p>				
b	<p>Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,</p> <p>(Maximum API Score = 15 points)</p>				
	<p>i. Administrative responsibility (including Dean / Principal / Vice Principal/ Chairperson / Convener / Teacher-in-Charge / Coordinator / similar other duties that require regular office hours for its discharge)</p> <p>API Score = (Actual hours spend per academic year) / 10</p>				
	<p>ii. Participation in Board of Studies, Academic and Administrative Committees like admission committee, campus development committee, library committee, Responsible for or participation in committee for student's welfare, counseling and Discipline, Organization of Conference /Training Programmes of International / national / State / regional / Local level or as a member of the organizing committee etc.</p> <p>API Score = (Actual hours spend per academic year) / 10</p>				

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c.	<p>Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)</p> <p>(Maximum API Score = 15 points)</p> <p>API Score = (Actual hours spend per academic year) / 10</p>				

Note: Please attach relevant documents / certificate issued by the Principal of the College / Institution for information provided in Part B Category I & II

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INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA:

(Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)

Part B of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 and **this VCD:**

- ✓ **Part (B) (I)** is based on API scoring for Category I of the table.
- ✓ **Part B (II)** is based on Category II of the table.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table II(A), II (B), and Table III of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulation 2016 of the UGC Regulations 2010.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.


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CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

A) Research papers published in Journals

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Impact Factor	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

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B (i) Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

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B(ii).: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee



Principal



B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee



Principal



B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Book title and/or Chapter title with page nos.	Editor and/or Publisher	ISSN / ISBN No.	No. of co-authors.	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

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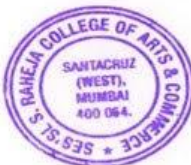


III. C (i) Research Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

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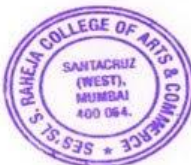


C (ii). Consultancy Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

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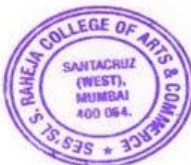


C (iii). Project Outcomes / Outputs :

Sr. No.	Patent / Technology Transfer / Product / Process / Major Policy documents prepared for International / Central / State Govt., / Local bodies	Agency	Period	Whether policy document / patents as outcome	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

S. Law

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(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
M.Phil. or equivalent						
Ph. D or equivalent						

(E) (i) Fellowships / Awards

Sr. No.	Title of the Fellowship / Award	Awarded by	Is the awarding body an academic body	Is the awarding body recognized as International / National / State / University Level?	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

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

Sr. No.	Title of the Paper presented / lecture delivered	Title of Conference/ Seminar	Date of the event	Organized by	Whether international/ national/state/ regional / university level	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

S. Law

Principal



(F) Development of e-learning delivery process / material

Sr. No.	Title of the e-learning process / material developed.	Institution for which the material / process was developed.	Used by	Period of development	Whether international/ national/state/ regional / university level	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee

S. Law
Principal



IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
I	Teaching, Learning and Evaluation related activities					
II	Co-curricular, Extension, Professional development etc.					
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.

S. 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 faculty with
Designation, Place & Date

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Signature of HOD/School
Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

N.B: The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.



Principal



**PROFORMA FOR COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE
INDICATORS DEVELOPED BY THE UGC.**

SECTION I: GENERAL

Sr. No.	Particulars	
1	Name (in BLOCK letters)	
3.	Department / Subject Applied for	
4.	Designation	Assistant Professor / Associate Professor / Professor
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
	Telephone No.	
	Email	

SECTION B:
CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Cat.	Nature of Activity	Max. Score	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
a	Direct Teaching *:				
	1. Stage 1 to Stage 2 and Stage 2 to Stage 3 API Score = (Actual time spend per academic year) / 7.5	70			
	2. Stage 3 to Stage 4 and Stage 4 to Stage 5 API Score = (Actual time spend per academic year) / 7.75	60			
b	Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor API Score = (Actual time spend per academic year) / 10	10			
	2. Professor API Score = (Actual time spend per academic year) / 10	15			
c	Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc.				
	1. Assistant Professor & API Score = (Actual time spend per academic year) / 10	10			
	2. Associate Professor API Score = (Actual time spend per academic year) / 10	15			
	3. Professor API Score = (Actual time spend per academic year) / 10	20			

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Type of Activity	Max. Score	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
a.	Students related co-curricular, extension and field based activities.	15			
B	Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,	15			
c.	Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)	15			

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Activity	API Score to be filled by the applicant	Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal)	Final Score by Screening cum Evaluation / Selection Committee
lii(a)	Research papers published in			
lii (b)	Research publications (books, chapters in books other than refereed journal articles)			

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l ii (c)	Research projects			
l ii(d)	Research guidance			
l ii(e)	Fellowships, awards and invited lectures delivered in conferences / seminars			
l ii(f)	Development of e-learning delivery process / material			

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.

Place & Date

Signature of the Applicant with Designation

Observations and remarks of the Head / senior most staff of the Department.

Date

Signature of HOD / Senior most teacher of the Department

Observation and remark of the Principal.

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date:

Signature of the Chairperson of the Screening cum Evaluation Committee or Selection Committee

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**SADHANA EDUCATION SOCIETY'S
L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE**

Relief Road, Santa Cruz (West), Mumbai – 400 054
Tel. No. – 022 26609320, Email – contactus@lsraheja.org

FORM OF ASSESSMENT OF FULL TIME LECTURERS

Year of Assessment: _____

I Basic Information

- i. Name of the College in full : SES's L. S. Raheja College of Arts and Commerce
- ii. Region in which situated : Urban
(Urban/Rural)
- iii. Name of the Lecturer (in full) :
- iv. Date of Birth :
- v. Qualification of the Lecturer :

Degree & Post Graduate Degree Examination	Special / Principle Subject Offered	Allied / Additional / Subordinate Subjects Offered	Class Obtained	Year of Passing	University
Ph.D.					
M.Phil.					
Master Degree					
Bachelor Degree					

- vi. Subjects taught and faculty :
- vii. Designation :
- viii. (a) Date of joining the present college :
(b) Date of approval of appointment by the University :
- ix. Teaching experience at the college level :

Names of the institution where employed previously	Period of service with dates	Designation	Classes taught	Subjects taught	Scale of pay

II A] Courses taught and work load. Number of periods per week

	Lectures	Tutorials	Practical	Subjects & Papers taught
Under Graduate				
Post Graduate				

II B] Actual number of lectures held by lecturer

Semester	I	II	III	IV	V	VI

III Teaching method applied

Name & describe new teaching methods used, if any, besides lecture methods, i.e.:

- i. Distribution lecture synopsis in the class :
- ii. Encouraging questions in the class :
- iii. Announcing topics for discussion in advance :
- iv. Holding Seminars :
- v. Use of Audio Visual aids :
- vi. Uploaded in the college website :
- vii. Any other, specify :

IV Any other contribution in

- i. Teaching Methods :
- ii. Evaluating Techniques :
- iii. Course Development etc. :

V Academic and Professional Growth (during the preceding three years)

- i. Research qualification acquired :
- ii. Research projects undertaken :
- iii. Research papers published indicating titles and names of journals in which published :
- iv. Guidance rendered to :

Research Scholars

- v. Participation in Seminars, Workshops and Conferences :
- vi. Participation in Orientation Programmes, Refresher Courses etc. (*) :
- vii. Faculty Improvement Programme (*) :
- viii. Any other type of training (*) :
- ix. Average time spent in the college campus :
- x. Average time spent to students after lectures :

VI Participation in extra mural activities

- i. Extra-curricular activities :
- ii. Service to community :

VIII Help rendered in college administration by membership of various committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc.

IX Any other information about contribution (not conveyed above) relevant to proper assessment of activities

X General Observation (To be filled up by HoD)

- i. Attendance
 - a) Regularity :
 - b) Punctuality :
- ii. Student-teacher relationship :
- iii. Colleague relationship :
- iv. Class control :
- v. Reading habits and other matter :

vi.

Item	2017-18	2018-19	Remark, if any
No. of Publications already published or accepted / online available			
Cumulative impact factor for publications			
No. of Presentations			
No. of Book Chapters			
No. of Grants (Industry/Govt/Seminar) Please specify			
No. Conferences/Seminar/Workshop attended other than organized by LSRC			
API Score			
Students' feedback			
Subject result (%) [include all subjects taken]			
No of PPTs uploaded in college website (average of last one year)			
Course material/s			
Any other matter not included above (specify and relevant matters pertaining to overall college development and students development, only curricular & co- curricular activities			
ONLY NUMERIC VALUES			

Place:

Date:

Signature of lecturer

(* wherever such facilities exist)

Evaluation by the Head of the Department or the Senior-most Lecturer in the Department or Principal

Item	Factual Verification		Evaluation				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
I							
II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

Date:

Signature of the Head of the Department or the Senior-most Lecturer in the Department or Principal

Observations of the Principal

S. Pawar
Principal



CONFIDENTIAL

Name :

Department :

Date of Joining :

Date of Selection Committee Interview :

To be filled in by the Head / Coordinator (Reporting Officer)

I]

SCORE	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR	REMARKS
	5	4	3	2	1	
1. Lectures						
A. Management of lectures and class control						
B. Content of lectures delivered						
C. Coverage of syllabus						
2. Publication						
Writing articles in journal / magazine / newspaper etc.						
3. Workshops, Seminars and Training						
A. Workshop/Seminar etc. conducted						
B. Workshop/Seminar etc. participated						
4. Time devoted for students						
5. Administrative/ Extra-curricular activities						
A. Participation in extra-curricular activities						
B. Initiative or help rendered to institute/ dept. in administration						

SCORE:

II] Performance Indicator

INDICATOR	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR	REMARKS
	5	4	3	2	1	
Attendance						
Punctuality						
Student-teacher relationship						
Relationship with colleagues & team members						
Class control						
Initiative and flexibility						
Personal grooming and appearance						
Integrity						

SCORE:

III] Students' feedback

IV] Achievements, if any

Date:

Signature of Lecturer

V] Observations and Recommendations, if any

Date:

Signature of the Head / Coordinator

Date:

Signature of the Principal (Reviewing Officer)


Principal


GOALS OF 2019-20

Name :
Department :
Date of Joining :
Goals :
1. To focus on more on Teaching-Learning Activities.
2. To achieve 100% result in my course/s.
3. To publish at least TWO Research Papers in a UGC approved journal.
4. To prepare course materials in my course/s.
5. Make students prepare to participate in AVISHKAR.
6. Contribute in departmental journal.

Date:

Signature of Lecturer

CONFIDENTIAL

SES's L.S Raheja Collge of Arts and Commerce

Confidential Assessment and Self-Assessment Reports of
Non Teaching/Non-Technical/Technical Employees.

Serial No. _____

File No. _____

Assessment period: _____

Name: _____

Department or Office (including Section) : _____

Instructions :

1. Report should be submitted annually and for the period ending 31st December. Those who complete one year of probation period should submit after completion of one calendar year of probation.
2. Report should be signed in full and dated by the Reporting Officer. His/her name and designation should be typed or written legibly below his signature.
3. Anything specially meritorious or adverse to the employees should be mentioned, even if not specifically provided for.
4. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
5. All adverse/outstanding remarks should be communicated to the employee in writing.
6. The reviewing authority has right to ask justification of remarks from the reporting officer.

DS 1

sesslertnonteachingstaffconfidentialreport

S. Law

Principal



Personal Information
(To be filled in by the employee concerned)

Name : _____ Surname : _____

Date of Birth as recorded in
the service book/S.S.C. certificate/
School Leaving Certificate : _____

Place of Birth : _____

Nationality and Religion : _____

Whether belongs to Scheduled
Caste/Scheduled Tribe/Nomadic
Tribe/Other Backward Class etc. : _____

Home Town
(with residential address) : _____

Permanent address (local) : _____

Date of joining University
Services and designation at the
Time of first appointment : _____

Intermediary position held between
Initial appointment and present
Position if any. : Position Period from
i)
ii)
iii)

Mother Tongue : _____

Languages known : _____

Qualifications and degree : _____
University : _____
Year : _____

S. Pawar
Principal



Confidential Assessment Report regarding ability and character

Name : _____

Period of Report : _____

Post or posts held during the period of report : _____

Department / Office / Section : _____

Leave taken during the period
E.L./C.L./Other Leave : _____

Memos/Show-Cause Notices issued, if any, : _____
during the year

Performance Assessment :

Sr. No.	Item	V.Good	Good	Fair	Average	Below Average
		A	B	C	D	E
I. Technical						
	1. Industry					
	2. Application					
	3. Initiative					
	4. Neatness					
	5. Accuracy					
	6. Punctuality in work					
	7. Methodical and Systematic working					
	8. Promptness in disposal					
	9. Regularity in attendance					
	10. Relations with superiors					
	11. Relations with colleagues					
	12. Relations with members of public					
	13. Dependability					
	14. Capacity to get work done					

S. Pawar

Principal



Sr. No.	Item	V.Good	Good	Fair	Average	Below Average
		A	B	C	D	E
II. General Impression						
	1. General Impression and grasp					
	2. Leadership qualities					
	3. Level of knowledge (related to the section/department)					
	4. Tech. Ability (wherever relevant)					
	5. Spl. Complementary aptitude qualities, etc. other than job requirements.					
III. Recommendations :						
	a) Administrative ability including judgement, initiative, promptness and drive.					
	b) Fitness to continue in the present post					
	c) Fitness for promotion					
	d) Any other item not covered but which you would like to record. Please specify the aspect.					
	e) Recommendation observations of the reporting officer.					

Date : _____

Place : _____

Signature

Name & Designation of the Reporting Officer

Note : Items covered by I, II, and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column as NA (Not Applicable). Assessment has to be done in five points scale i.e. Very Good, Good, Fair, Average and Below Average.

Please mark Tick in appropriate columns to arrive at final assessment.

S. Pawar

Principal



Observations of Reviewing Office on the Report
(To be filled in by the Reviewing Officer)

1. Length of service under Reviewing Officer during the period under report. : _____

2. Do you agree with the Reporting Officer or you wish to modify or add to his assessment? : _____

3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any : _____

4. Communication of remarks to the Employees and clarification from the Reporting Officer sought, if any : _____

Date : _____

Signature _____

Name & Designation of the Reviewing

S. Pawar

Principal

