Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

COMPENDIUM OF INSTITUTIONAL POLICIES

INDEX

INTRODUCTION

The policy document of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), provides specifics of the institution's policy commitments for what must be done through the exploitation and development of various resources inside the institution. It is essentially a set of rules that serve as a guiding principle for the institution's path of transforming youth through holistic education towards an enlightened society. These rules and regulations are guided by the institution's policy commitments. Based on a review and analysis of the institution's vision, mission, motto, core values, outcomes, policies, strategies, and provisions, the institution 's policy document was created.

The institution's policies are defined so that those who work within it have a framework for action that will enable them to carry out their duties.

This policy statement is a tool for raising standards. It is intended that the document will assist in meeting accreditation requirements. The Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), policy document is disseminated to the stakeholders by a variety of channels and posted on the institution's website for faculty, staff, students, and all other stakeholders as well as the community to access and become acquainted of. The policy document is predicted to continuously assist in fulfilling the institution's objectives and vision.

Principal

PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)

Performance Based Appraisal System (PBAS) and Career Advancement Scheme

1. Preamble:

Rajarshi Shahu Mahavidyalaya, Latur serves to cater higher educational needs with the motto ||आरोह तमसो ज्योतिः|| (Rise from Darkness to Light) and mission 'Pursuit of Excellence'. The staff shall be considered for the promotion from lower to higher Level/Grade Pay as per the Career Advancement Scheme, Academic Performance Indicators (API) grading and Research Score based on the 'UGC Regulations on Minimum Qualifications for Appointment of Teachers in Institute and measures for the Maintenance of Standards in Higher education 2018 (Dated July 18, 2018, Government of Maharashtra Misc. – 2018.CR 56/18/ UNI1 date 8th March, 2019 and SRTMU Acad/ UGC Regu/2018-19/3345 dated 26th March 2019).

2. Scope:

The policy shall be applicable to the teaching staff of the institution.

3. Mechanism:

3.1.   The IQAC shall plan the schedule for PBAS form distribution and collection

3.2.   The IQAC shall organize training programs for staff to get familiar with filing the forms.

3.3.   The institution shall keep a separate file for each employee that will be utilized for CAS purpose.

3.4.   The IQAC shall prepare the necessary paperwork for the CAS and any other advancement goals.

3.5.   The institution shall receive the filled PBAS proforma and copies of the required documentation at the conclusion of the academic year.

3.6.   IQAC shall examine the PBAS proforma for current year and upcoming steps after receiving it from the concerned HoD.

3.7.   The PBAS shall be verified and approved by the Principal.

3.8.   The eligible staff shall make a request to the Principal through HoD for CAS promotion.

3.9. The application shall be scrutinized by the IQAC and report about the eligibility for promotion shall be submitted to Principal.

3.10. For promotion from Assistant Professor (Academic Level 10) to Assistant Professor senior scale (Academic Level 11) and from Assistant Professor senior scale (Academic Level 11) to Assistant Professor selection grade (Academic Level 12) the proposals shall be forwarded to the screening committee constituted by parent university.

3.11. For promotion from Assistant Professor selection grade (Academic Level 12) to Associate Professor (Academic Level 13A) and from Associate Professor (Academic Level 13A) to Professor (Academic Level 14) the proposals shall be forwarded to the selection committee constituted by parent university. The selection committee meeting shall be arranged at the institutional level.

3.12. The report of screening committee and selection committee shall be forwarded to parent university for approval.

3.13. After approval from parent university and joint director office, higher education the promotion benefits shall be reflected in the salary.

Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

Table 1

Assessment Criteria and Methodology for Institute Teachers

Sr. No.	Activity	Criteria
1	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/Institute students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. (b) Examination and evaluation duties assigned by the Institute / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other Institute/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities

Overall Grading:
Good: Good in teaching and satisfactory or good in activity at S.No.2.
Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S.No.2.
Not Satisfactory: If neither good nor satisfactory in overall grading.
Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2. all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be

extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for Institute Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical/ Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical/ Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree Awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	05

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical/ Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
	Less than 10 lakhs	10	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)	Paper in refereed journals without impact factor	- 5 Points
ii)	Paper with impact factor less than 1	- 10 Points
iii)	Paper with impact factor between 1 and 2	- 15 Points
iv)	Paper with impact factor between 2 and 5	- 20 Points
v)	Paper with impact factor between 5 and 10	- 25 Points
vi)	Paper with impact factor >10	- 30 Points

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table 3

Assessment Criteria and Methodology for Librarians

Sr. No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website.	90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% - Not satisfactory
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database.

Sr. No.	Activity	Grading Criteria
		Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not up to mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5	i) Digitisation of books database in institution having no computerized database. ii) Promotion of library network. iii) Systems in place for dissemination of information relating to books and other resources. iv) Assistance in Institute administration and governance related work including work done	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.

Sr. No.	Activity	Grading Criteria
	during admissions, examinations and extracurricular activities. v) Design and offer short-term courses for users. vi) Publications of at least one research paper in UGC approved journals.	

Overall Grading:

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Not satisfactory: If neither good nor satisfactory in overall grading.

Note:

1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion

3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Table 4

Assessment Criteria and Methodology for Directors of Physical Education and Sports

Sr. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra Institute competition	Good - Intra Institute competition in more than 5 disciplines. Satisfactory - Intra Institute competition in 3-5 disciplines. Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 Disciplines Unsatisfactory – neither good nor satisfactory
4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	i) At least one student of the institution participating in national/	Good: Involved in any two activities. .

	state/ university (for Institute levels only) teams. Organizing state/national/inter university/inter Institute level competition. ii) Being invited for coaching at state/national level. iii) Organizing at least three workshops in a year. iv) Publications of at least one research paper in UGC approved journal. Assistance in Institute administration and governance related work including work done during admissions, examinations and extracurricular Institute activities.	Satisfactory: 1 activity Not Satisfactory: Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	

Note:
1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

TABLE – A

(Minimum API requirement for the promotion of teachers under CAS in Institutes UG & PG))

S. No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – B

(Minimum API requirement for the promotion of Library staff under CAS in Institutes)

S. No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)
1	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

TABLE – C

(Minimum API requirement for the promotion of Institute Director, Physical Education and Sports)

S. No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)
1	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

The following proforma stipulate the minimum requirement in terms of API grading and Research Score for annual increment

Swami Ramanand Teerth Marathwada University,

NANDED-431 606

Name of College: **Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**

Self-Assessment-Cum-Performance Appraisal Forms
API - PBAS Proforma

CAS Promotion for Assistant Professor/ Associate Professor / Professor and
Direct Recruitment of Associate Professor / Professor in Universities and Colleges

For

Faculty of *Humanities / Sciences & Technology/ Commerce & Management/ Interdisciplinary*

Reference: i) The Gazette of India: Extraordinary, Part III Section 4 dated 18th July, 2018
ii) Government of Maharashtra Misc. – 2018.CR 56/18/ UNI1 date 8th March, 2019
iii) SRTMU Acad/ UGC Regu/2018-19/3345 dated 26th March 2019

Academic Year:

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:
2	Department	:
3	Current Designation & Academic Level	:
4	Date of last Promotion	
5	Which position and Academic Level are you an applicant under CAS	:
6	Date of eligibility for promotion	:
7	Address (With Pin code)	:
	Telephone / Mobile No	:
	E-mail	:

8 **Academic Qualifications (from S.S.C. till Post-Graduation):**

Examinations	Name of the Board / University	Year of Passing	Percentage of Marks Obtained	Division / Class / Grade	Subject
S.S.C.					
H.S.C.					
UG					
PG					
Ph.D.					
Others					

09 Research Degree(s):

Degrees	Title	Date of Award	Name of University
M. Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt./ Any other			

10. Appointments held prior - joining this institution: (Please attach relevant certificates of service / experience)

Designation	Name of Employer	Essential Qualifications for the post at the time of Appointment	Nature of Appointment (Regular/ Fixed term / Temporary / Adhoc)	Nature of Duties	Date of Joining	Date of Leaving	Salary with Grade	Reason of leaving

11. Posts held after appointment at this institution:

Designation	Department	Date of Joining		Grade Pay / Pay Matrix Level
		From	To	

12. Period of teaching experience :

        P.G. Classes (In Years):   Years

        U.G. Classes (In Years):   Years

13. Research Experience excluding years spent in M. Phil. / Ph. D. (In Years): Years

14. Fields of Specialization under the Subject / Discipline :

15. Human Resource Development Center Orientation / Refresher Course / FDP/ MOOC / One-Two week courses attended so far:			
Name of the Course	Place	Duration	Name of Organizer

PART B: ACADEMIC PERFORMANCE INDICATORS (API):

Based on the teacher's self-assessment, API scores are proposed for (1) teaching related activities; domain knowledge; (2) Involvement in University / College student's related activities / research activities. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. The Screening Cum Evaluation / Selection Committee shall finalize it. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category

Table 1

Assessment Criteria and Methodology for University/College Teachers

1. Teaching

Category	Name of Activity	Unit of Calculation		Self-Appraisal Grading	Verified API Grading by Committee
		Actual Class spent per year	% of Teaching	For Assistant Professor/ Associate Professor/ Professor	
	(1)	(2)	(3)	(4)	
	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			i) **Good:** 80 % & above ii) **Satisfactory** :Below 80% but 70% & above iii) **Not satisfactory:** Less than 70%	
1	Teaching: Black board				
	Teaching: ICT based				
	Practical/Laboratory				
	Tutorials/Assignments/ Project				
	Field Work				
	Group Discussion				
	Seminars				
	Remedial Teaching				
	Clarifying doubts within and outside the class hours				
	Additional teaching to support counseling and mentoring				
	Total Actual hours spent				

2. Involvement in the University/College students related activities/research activities

Category	Activities	Specify Actual participation in year	Total days Spent per year	Self-Appraisal Grading For Assistant Professor / Associate Professor / Professor	Verified API Grading by Committee
2	(1)	(2)	(3)	(4)	
	Involvement in the University/College students related activities/research activities			i) **Good** : Involved in at least 3 activities ii) **Satisfactory** :1-2 activities iii) **Not-satisfactory:** Not involved/ undertaken any of the activities **Note:** Number of activities can be within or across the broad categories of activities.	
	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director / Coordinator, Warden, etc.				

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.				
i) Question Paper Setting				
ii) Invigilation/ Supervision				
iii) Flying Squad				
iv) CS/ ACS/ Custodian				
v) CAP Director/ Assistant Director				
vi) Unfair Menace Committee				
vii) Grievance Committee				
viii) Internal Assessment				
ix) External Assessment				
x) Re-valuation				
xi) Result Preparation (College Level for Internal Assessment)				
ii) M. Phil., Ph. D. Thesis evaluation / any other				
(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
(d) Organizing seminars/ conferences/ workshops, etc and other college/university activities.				
(e) Evidence of actively involved in guiding Ph.D. students i) No. of Registered candidate :03 ii) No. of Awarded Candidates:01				
(f) Conducting Minor Or Major Research Project sponsored by national or international agencies. i) Above 10 Lacs: ii) Below 10 Lacs				
(g) At least one single or joint publication in peer- reviewed or UGC list of Journals. i) No. of Papers Published (Single author):01 ii) No. of Papers Published (Joint author):				

Overall Grading:

Good: *Good in teaching and satisfactory or good in activity at S.No.2. Or*

Satisfactory: *Satisfactory in teaching and good or satisfactory in activity at S.No.2.*

Not Satisfactory: *If neither good nor satisfactory in overall grading.*

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2
Methodology for University and College Teachers for calculating Academic / Research Score
(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

(1) Research Papers in Peer-Reviewed or UGC listed Journals: (Please refer points as per UGC notification)

Sr. No.	Title of paper	Journal Name, Page nos., Vol. no., Issue no., Year of publication	ISSN / ISBN NO.	Impact Factor if any	No. of Co-Authors	Whether Principal Author / Supervisor/ Co-supervisor	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
Sub Total: (1):									

(2) (a) Publications (other than Research papers) (Books, Chapters in Books)

(i) Books Published with ISSN / ISBN number

International Publisher: 12 points per Book for Single Author

National Publisher: 10 points per Book for Single Author

Sr. No.	Title of Book with no. of pages	Publishers name with ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
Sub Total: (2)(a)(i):								

(2) (a)(ii) Chapter in Edited Book with ISSN / ISBN   **(5 points per Chapter)**

Sr. No.	Title of Chapter with Page Nos.	Name of Book	Publisher Name & ISSN / ISBN NO.	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
Sub Total: (2)(a)(ii)								

(2) (a) (iii) Editor of Book with ISSN / ISBN number

Editor of Book by International Publisher: 10 points per Book for Single Author

Editor of Book by National Publisher: 8 points per Book for Single Author

Sr. No.	Title of Book with Page Nos.	Publisher Name & ISSN / ISBN NO.	International / National Publisher	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
Sub Total (2)(a)(iii)								

(2) (b) Translation works in Indian and Foreign Languages by qualified faculties
             (3 points per Chapter or Research paper)
             (8 points per Book)

Sr. No.	Original Title of Chapter or Research paper / Book with Page Nos. Nos. ISSN / ISBN NO.	Name Of Original Author	Translated Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN NO.	No. of Translated Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
	Sub Total (2)(b)							
	Total (2) : (2)(a)(i) + (2)(a)(ii) + (2)(a)(iii) + (2)(b)							

(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

    (3)(a) Development of Innovative pedagogy: (5 points per Innovative pedagogy)

Sr. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching-Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos-Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums / Virtual Laboratories / Telecast / Picture / Models /Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Subtotal (3)(a)								

(3) (b) Design of new curricula and courses: (02 points per curricula / Course)

Sr. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
	Subtotal (3)(b)							

(3) (c) MOOCs:

(3) (c) (i) Development of complete MOOCs in 4 quadrants (4 credit course) (20 per curricula / Course)
             (In case of MOOCs of lesser credits 05 marks / credit)

Sr. No.	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority if any	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Subtotal (3)(c)(i)								

(3) (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture   (5points per module / lecture)

Sr. No.	Name of Programme & Course where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Subtotal (3)(c)(ii)								

(3) (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (2 points per curricula / Course)

Sr. No.	Name of Programme & Course where Content is introduced	Course Credits	Title of new MOOC Content curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Subtotal (3)(c)(iii)								

(3) (c) (iv) Course Coordinator for MOOCs (4 credit course)   (8 points per curricula / Course) (In case of MOOCs of lesser credits 02 marks / credit)

Sr. No.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Subtotal (3)(c)(iv)								
	Total (3)(c) : (3)(c)(i) + (3)(c)(ii) + (3)(c)(iii) + (3)(c)(iv)								

(3) (d) : E-Content

(3) (d) (i) Development of e-Content in 4 quadrants for a complete course/e-book   (12 points per curricula/Course)

Sr. No.	Title of e-Content course/ e-book with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Sub Total: (3)(d)(i)								

(3) (d) (ii) e-Content (developed in 4 quadrants) per module   (5 points per module/Course)

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Sub Total: (3)(d)(ii)								

(3) (d) (iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)   (2 points per module / Course)

Sr. No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1									
	Sub Total: (3)(d)(iii)								

(3) (d) (iv) Editor of e-content for complete course/ paper /e-book (10 points per Course / paper)

Sr. No.	Title of e-Content Course with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Editors	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
	Sub Total: (3)(d)(iv)							
Total (3) (d): (3)(d)(i) + (3)(d)(ii) + (3)(d)(iii) + (3)(d)(iv)								
Total (3): (3)(a) + (3)(b) + (3)(c) + (3) (d)								

(4) Research Score:

(4) (a) Research guidance: (Ph.D. : 10 points per degree awarded & 05 per thesis submitted)
(M. Phil. / P.G dissertation: 2 points per degree awarded)

Sr. No.	Sr. No.	Number of Candidate Enrolled	No. of Thesis Submitted with dates	No. of Candidate Degree Awarded with dates	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
	Sub Total: (4)(a)						

(4) (b) Research Projects Completed: A: More than 10 lakhs (10 points per Project)
B: Less than 10 lakhs (5 points per Project)

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Date of Completion	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
	Sub Total: (4)(b)								

(4) (c) Research Projects Ongoing: A: More than 10 lakhs   (5 points per Project)
B: Less than 10 lakhs   (2 points per Project)

Sr. No.	Type of Project : A / B	Title of Project	Sponsored Agency	Duration of Project	Date of Starting	Whether Co-PI	Grant Received (Rs.)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1										
	Sub Total: (4)(c)									

(4) (d) Consultancy: **(3 points per Consultancy Project)**

Sr. No.	Title of Consultancy Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
	Sub Total: (4)(d)						
	Total (4) : (4)(a) + (4)(b) + (4)(c) + (4)(d)						

(5) (a) Patents :   **(10 points per International Patent and 7 points per National Patent)**

Sr. No.	Title of patent Project	Patent Number	Sponsored Agency if any	Date of Award	International / National	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
	Sub Total: (5)(a)							

(5) (b) *Policy Document (Submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

      A: International   (10 points per Policy Document)
      B: National   (7 points per Policy Document)
      C: State   (5 points per Policy Document)

Sr. No.	Title of Policy Document	Name of Submitted Agency	International / National / State	Policy Document Number	Date of Acceptance	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
	Sub Total: (5)(b)							

(5) (c) Awards/Fellowship: A: International   (7 points per Awards/Fellowship)
                            B: National   (5 points per Awards/Fellowship)

Sr. No.	Name of Award / Fellowship	Date of Received	International / National	Name of Awardees Academic Body / Association	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
	Sub Total: (5)(c)						
	Total (5) : (5)(a) + (5)(b) + (5)(c)						

(6) *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

      International (Abroad): (7 points per Seminars/ Conferences)
      International (within Country): (5 points per Seminars/ Conferences)
      National: (3 points per Seminars/ Conferences)
      State / University Level: (2 points per Seminars/ Conferences)

Sr. No.	Title of Presentation in Academic Session	Title of Conference / Seminar	Mode of Presentation : Invited lectures Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad)/ International (within Country) / National / State / University Level	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
	Total (6) :							

Note: The Research score for research papers would be augmented as follows: Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list): i) Paper in refereed journals without impact factor - 5 Points ii) Paper with impact factor less than 1 - 10 Points iii) Paper with impact factor between 1 and 2 - 15 Points iv) Paper with impact factor between 2 and 5 - 20 Points v) Paper with impact factor between 5 and 10 - 25 Points vi) Paper with impact factor >10 - 30 Points

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

- ## Summary of Table 2 (Category III)
  - ## Academic / Research Score
    -

Details of Academic & Research activities	Self-Appraisal Score	API Score Verified by Committee	Remarks
(1) Research Papers in Peer-Reviewed or UGC listed Journals			
(2) Publications (other than Research papers)			
(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
(4) Research guidance/ Projects Completed / Projects Ongoing/ Consultancy			
(5) Patents / Policy Document / Awards/Fellowship			
(6) Invited lectures / Resource Person/ paper presentation in Seminars / Conferences/full paper in Conference Proceedings			
Grand Total of Table 2			

IV SUMMARY OF API scores:

Category	Criteria	Annual API Score
Table 1	Activities: **Overall Grading** 1. Teaching 2. Involvement in the University / College students related activities / research activities	
Table 2 **(Category III)**	Academic/Research Score	

List of Enclosures: (Please attach copies of certificates and / or letters sanction orders, papers etc. wherever Necessary)

UNDERTAKING

I --- undertakes that the information provided is correct as per records submitted by me to College / Institute / University and documents enclosed along with the duly filled in PBAS Proforma.

Place:
Date:

Signature of the faculty with Designation

Date:

**Signature
Head of Department**

Place:

Date:
Place:

**Signature
Director- IQAC**

Signature of Principal

N.B. : The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the College / Institute / University as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification.

PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना – १९७०