SHIVAJI UNIVERSITY, KOLHAPUR

Annual Self Appraisal Report (ASAR)

As per 7th Pay UGC Regulation 18th July, 2018 and

Govt. of Maharashtra Resolution 8th March, 2019

For College Professor / University Associate Professor /Professor

Academic Year : 20 - 20

(Duration : From To)

A. General Information

a) Name (Surname first) : Dr./Shri./Smt.

b) Designation :

c) College / University :

d) Department :

e) Date of Birth :

f) Date of Appointment :

g) Total Teaching Experience : UG: PG:

h) Permanent Address (with Pin code) :

Mobile No. :

Email :

B. Academic Qualifications :

Sr. No.	Exam. Passed	University	Subject	Year	Grade / Class
1					
2					
3					
4					
5					
6					

C. Research / Fellowship / Research Training Program :

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF etc.		
2	M.Phil.		
3	Ph.D.		
4	Research Training Program		
5			

D. Experience :

Sr. No.	Designation	Name of Employer	Salary with Grade Pay/ Academic Level	Date of		Experience in years
				Joining	leaving	
Total Experience in years						

E. Orientation / Refresher / Short Term Course Completed :

Sr. No.	Course	Duration	University / Institute
1			
2			
3			
4			
5			

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

Table 1.1: **Teaching –**

Activity	Percentage Obtained	Grade Claimed	Grade Verified
Teaching- $\frac{A}{B}X100$ = -------- % Where A: Number of classes (Lectures) taught B: Total classes (Lectures) assigned (Classes taught includes sessions on tutorials, lab and other teaching related activities)		Good / Satisfactory / Not satisfactory	Good / Satisfactory/ Not satisfactory

Grading Criteria : 80% & above - Good, Below 80% but 70% & above - Satisfactory

Less than 70% - Not satisfactory.

Note : Strike out whichever is not applicable.

Table 1.2: Involvement in the University / College students related activities / research activities:

Sr. No.	Activity	Grade Claimed	Grade Verified	Page No.
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. Number of activities : ……..	Good / Satisfactory / Not satisfactory	Good / Satisfactory/ Not satisfactory	
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. Number of activities :……..			
(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. Number of activities :……			

(d)	Organizing seminars/ conferences/ workshops, other college/university activities. Number of activities :…….			
(e)	Evidence of actively involved in guiding Ph.D students. Number of Students :…..			
(f)	Conducting minor or major research project sponsored by national or international agencies. Number of Projects : Major : ….. Minor : ….			
(g)	At least one single or joint publication in peer reviewed or UGC list of Journals. Number of Publications : …..			

Grading Criteria : Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

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

Note: i) Number of activities can be within or across the broad categories of activities

ii) Strike out whichever is not applicable.

Overall Grading:

Sr. No.	Grade	Criteria
1	Good	Good in teaching (Table 1.1) and satisfactory or good in activity at Table 1.2.
2	Satisfactory	Satisfactory in teaching (Table 1.1) and good or satisfactory in activity at Table 1.2.
3	Not Satisfactory	If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Table 1.1 and Table 1.2, 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>
<tr><th colspan="5">Overall Grading</th></tr>
<tr><th>Sr. No.</th><th>Grade Claimed</th><th>Overall Grade Claimed</th><th>Grade Verified</th><th>Overall Grade Verified</th></tr>
<tr><td>Table – 1.1</td><td>Good /
Satisfactory /
Not satisfactory</td><td rowspan="2">Good /
Satisfactory /
Not satisfactory</td><td>Good /
Satisfactory /
Not satisfactory</td><td rowspan="2">Good /
Satisfactory /
Not satisfactory</td></tr>
<tr><td>Table – 1.2</td><td>Good /
Satisfactory /
Not satisfactory</td><td>Good /
Satisfactory /
Not satisfactory</td></tr>
</table>

Signature of the Faculty

Signature of HOD/Director/Co-ordinator

Signature of Principal/ Director/ Vice Chancellor

Table 2
Proforma for College Professor / University Associate Professor /Professor 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,.)

1. Research Papers in Peer-Reviewed or UGC listed Journals :

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Score Obtained	Score Verified	Page No. of relevant documents
						Sub Total			

Note –

i.) Faculty of Sciences/ Engineering / Agriculture / Medical /Veterinary Sciences - **08 per paper**

ii.) Faculty of Languages / Humanities / Arts /Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines **– 10 per paper**

2. Publications (other than Research papers)

(a) Books authored which are published by

Sr. No.	Title with page nos.	Type of Book International /National / Chapter in Edited Book / Editor of Book by International / Editor of Book by National Publisher	Publisher & ISBN No.	No. of co-authors	Whether principal author / co-author	Score Obtained	Score Verified	Page No. of relevant documents
					Sub Total (a)			

Note –

Score for Books published by –

International Publishers – 12, National Publishers- 10, Chapter in Edited Book -05, Editor of Book by International Publisher – 10, Editor of Book by National Publisher – 08

(b) Translation works in Indian and Foreign Languages by qualified faculties

Sr. No.	Title with page nos.	Translation works in Indian / Foreign Languages, [Chapter / Research paper/ Book]	Publisher & ISBN No.	No. of co-authors	Whether principal author / co-author	Score Obtained	Score Verified	Page No. of relevant documents
					Sub Total (b)			

Note –
Score for Books published by – Chapter or Research paper- 03, Book - 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

Sr. No.	Development of Innovative pedagogy	Score Obtained	Score Verified	Page No. of relevant documents
	Sub Total (a)			

Note –
Score for each – Development of Innovative pedagogy – 05

(b) Design of new / revised curricula and courses

Sr. No.	Design of new / revised curricula /courses	Score Obtained	Score Verified	Page No. of relevant documents
	Sub Total (b)			

Note –
Score for each – Design of new / revised curricula / courses – 02

(c) MOOCs

Sr. No.	Development of MOOCs	Title of MOOCs	Credits Assigned	Score Obtained	Score Verified	Page No. of relevant documents
1	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)					
2	MOOCs (developed in 4 quadrant) per module /lecture					
3	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)					
4	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)					
		Sub Total (c)				

Note - Score for

- **i.** Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit) **– 20**
- **ii.** MOOCs (developed in 4 quadrant) per module /lecture - **05**
- **iii.** Content writer/subject matter expert for each module of MOOCs (at least one quadrant) - **02**
- **iv.** Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) - **08**

(d) E-Content

Sr. No.	Development of E-Content	Title of E-Content	Credits Assigned	Score Obtained	Score Verified	Page No. of relevant documents
1	Development of e-Content in 4 quadrants for a complete course/e-book					
2	e-Content (developed in 4 quadrants) per module					
3	Contribution to development of e-content module in complete course /paper /e-book (at least one quadrant)					

4	Editor of e-content for complete course/ paper /e-book					
		Sub Total (d)				

Note - Score for

i. Development of e-Content in 4 quadrants for a complete course/e-book -**12**
ii. e-Content (developed in 4 quadrants) per module - **05**
iii. Contribution to development of e-content module in complete course /paper /e-book (at least one quadrant) **- 02**
iv. Editor of e-content for complete course/ paper /e-book -**10**

4. (a) Research guidance

Sr. No.	Degree	No of Thesis / Dissertation Submitted	No of Degree awarded	Score Obtained	Score Verified	Page No. of relevant documents
1	Ph. D.					
2	M. Phil./ P.G. Dissertation					
			Sub Total (a)			

Note - Score

i. Ph. D. - 10 per degree awarded, 05 per thesis submitted
ii. M. Phil./ P.G. Dissertation - 02 per degree awarded

(b) Research Projects Completed

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs. Lakh)	Score Obtained	Score Verified	Page No. of relevant documents
					Sub Total (b)			

Note - Score

i. More than 10 lakhs - 10
ii. Less than 10 lakhs- 05

(c) Research Projects Ongoing

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs.	Score Obtained	Score Verified	Page No. of relevant documents

					Lakh)			
					Sub Total (c)			

Note - Score

i. More than 10 lakhs - 05
ii. Less than 10 lakhs- 02

(d) Consultancy

Sr. No.	Title	Agency	Year of completion	Whether PI / Co-PI	Amount Mobilized (Rs. Lakh)	Score Obtained	Score Verified	Page No. of relevant documents
					Sub Total (d)			

Note - Score
Consultancy - 03

5. (a) Patents

Sr. No.	Title	International / National	Year	Score Obtained	Score Verified	Page No. of relevant documents
			Sub Total (a)			

Note - Score
International – 10, National - 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)

Sr. No.	Title	International / National/ State	Year	Score Obtained	Score Verified	Page No. of relevant documents

Sub Total (b)				

Note - Score
International – 10, National – 07, State - 04

(c) Awards/Fellowship

Sr. No.	Fellowship / Award	Year	International /National	Awarding Academic Body/ Association	Score Obtained	Score Verified	Page No. of relevant documents
				Sub Total (c)			

Note - Score
International – 07, National – 05

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

Sr. No.	Title of Lecture / Paper presented / Published	Title of Conference /Seminar etc	Organized by	Whether International (Abroad/within country) / National / State/ University	Score Obtained	Score Verified	Page No. of relevant documents
				Sub Total			

Note - Score
International (Abroad) – 07, International (within country) -05, National – 03,
State / University – 02

Additional 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 : Academic/Research Score

Details	Score Obtained	Score Verified	**Remark**
1			
2 (a+b)			
3 (a+b+c+d)			
4 (a+b+c+d)			
5 (a+b+c)			
6			
Grand Total			

Score Verified by

1) Prof./ Dr. Signature

2) Prof./ Dr. Signature

3) Prof./ Dr. Signature

UNDERTAKING

I_____ undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled **Table 2 (Academic/ Research Score)** proforma.

Table 2 (Academic/ Research) based score

Place :

Date : Signature of the faculty with Designation

Place

Date : Signature
Head of the Department

Place :

Date : Principal / Director/ Vice- Chancellor

N. B.: The individual **Table 2 (Academic/ Research Score)** proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the college/Institute/university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.