

Total Amount Ruppe: 28772.0/-  
 In words Twenty Eight Thousand Seven Hundred Seventy Two  
 Under the Major Head Of Account 22020872  
 Show the details of Service Head of account here  
 Gross Amount Of the bill/challan Rs. =  
 Net Amount Of the bill/challan Rs. =  
 Challan No. & Date.

**CERTIFICATE**

Certified that I have personally verified the correctness of the details in this schedule and they are found to be correct.

Date: Date of Encashment:

*[Handwritten Signature]*  
 PRINCIPAL

Incharge HM, Sheth N.K.T. T. College of Commerce and Sheth J.T.T. College of Arts, Dist. Thane

Behind Thane Collectorate, Kharkar, Thane (W)

SHETH N.K.T. COLLEGE OF COMMERCE  
 SHETH J.T.T. COLLEGE OF ARTS, THANE

For Use of Audit Officer:

- 1: Certified that the name amount of the individual's deduction and the total shown in column(8) have been checked with reference to the bill, vide, paragraph 224 of the Audit Manual
- 2: Certified that the rate of pay as shown in column (5) has been verified with the amount actually drawn in the bill
- 3: Certified that challan for Rs. is attached to this schedule

Signature  
Treasury Officer

**Verification Time:-20-01-2021 09:31:54.943**

\* Generated By HTESEVAARTH



PAID



Sheth T.J. Education Society's  
**SHETH NANJIBHAI KHIMJIBHAI THAKKAR THANAWALA**  
COLLEGE OF COMMERCE &  
**SHETH JAYANTILAL TRIBHOVANDAS THANAWALA**  
COLLEGE OF ARTS

Kharkar All, Thane (W.) - 400 601.

**PAYMENT VOUCHER**

C. B. F. No. \_\_\_\_\_

Voucher No. 480

Name of the Account: Self F.c.A/c

Date: 23/03/2022

Pay To: Union Bank of India Thane (w) / Sheth T.J. Education Society, Thane

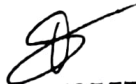
Account Head: Staff Group Insurance

PARTICULARS	AMOUNT	
	Rs.	Ps.
Staff Group Insurance as per list attached	1,46,556	00
Pay to "Sheth T.J. Education Society"	/	
Paid through NEFT		
(List attached)		
Total	1,46,556	00

Received the sum of Rupees One lakh forty six thousand five hundred fifty six only  
only by cash/ Cheque / D.D. No. 274075 Dated 23/03/2022 drawn on  
U.B.I. Thane (w) In Full / Part Payment as specified above

Passed for Payment

  
PRINCIPAL

  
JOINT SECRETARY  
SHETH T. J. EDUCATION SOCIETY  
THANE (W).

through NEFT  
  
Receiver's Signature

hwp

**PAID**

~~PAID~~

Cut here

**ACKNOWLEDGEMENT**

UBINJ22083067549

Received an application for remittance of Rs. 1,16,556/- under RTGS/NEFT. While Bank will initiate all necessary steps for effecting remittance, it will not be liable for the loss, if any, that may be caused to the remitter arising out any action taken in good faith by the Bank or malfunctioning or break down of the computer systems, computer network, telecommunication network or any other equipment (inclusive of hardware and software), used in the RTGS system or any force majeure conditions.

Remittance will be done subject to

1. The Bank & Branch to which remittance is sought to be sent is on the IFSC directory
2. The availability of sufficient funds in the account of Remitter.

UNION BANK OF INDIA  
24 MAR 2014  
RTGS/NEFT

Authorised Signator



SIC

V. No. 415/17

SNO	Teaching /Non Teaching	INSURED NAME	DOB	final	
				Rate per live	Rate/live With GST
1	Teaching Staff	Dr.(Ms.) Y. P. Patil.	6/14/1984	2669	3150
2	Teaching Staff	Ms. M. M. Nehete.	11/24/1978	2669	3150
3	Teaching Staff	Ms. S. A. Saraf.	3/13/1981	2669	3150
4	Teaching Staff	Ms. D. A. Bande.	11/5/1984	2669	3150
5	Teaching Staff	Ms. S. A. Dubey.	1/22/1990	2417	2853
6	Teaching Staff	Ms. M. A. Kende.	10/2/1985	2669	3150
7	Teaching Staff	Ms. A. P. Mone.	9/17/1990	2417	2853
8	Teaching Staff	Ms. V. S. Ghodke.	2/7/1984	2669	3150
9	Teaching Staff	Mr. Mahesh Manilal.	4/8/1993	2417	2853
10	Teaching Staff	Ms. P. B. More	8/11/1987	2417	2853
11	Teaching Staff	Ms. Farheen Sayyad.	12/17/1993	2417	2853
12	Teaching Staff	Mr. Kiran More.	10/6/1990	2417	2853
13	Teaching Staff	Ms. K. M. Gosai.	2/5/1993	2417	2853
14	Teaching Staff	Mr. V. R. Galadagekar.	4/25/1993	2417	2853
15	Teaching Staff	Ms. S. A. Shelar.	12/30/1991	2417	2853
16	Teaching Staff	Ms. B. S. Khadapkar	12/13/1993	2417	2853
17	Teaching Staff	Ms.S.J.Gada.	6/7/1987	2417	2853
18	Teaching Staff	Ms Sneha Gupta	3/21/1986	2669	3150
19	Teaching Staff	Ms. Namrata Sawant	11/12/1993	2417	2853
20	Teaching Staff	Ms. Anjali Pal	1/13/1994	2417	2853
21	Teaching Staff	Mr. Atul Ghadge	6/7/1989	2417	2853
22	Teaching Staff	Ms. Prachi Waghmare	7/24/1993	2417	2853
23	Teaching Staff	Ms. Pooja Ovalekar	2/4/1993	2417	2853
24	Teaching Staff	Ms. Afreen Shaikh	10/14/1996	2417	2853
25	Teaching Staff	Ms. Pranali Pathade	1/16/1992	2417	2853
26	Non Teaching Staff	Shri. S. M. Karkhele	12/10/1986	2417	2853
27	Non Teaching Staff	Mrs. S. V. Kalsekar	7/6/1977	2669	3150
28	Non Teaching Staff	Ms. Sanchita V. Veer	9/23/1993	2417	2853
29	Non Teaching Staff	Ms. Deepali V. Chewale	10/13/1990	2417	2853
30	Non Teaching Staff	Ms. Renuka Gharage	7/15/1985	2669	3150
31	Non Teaching Staff	Ms. Shital Adke	10/14/1997	2417	2853
32	Non Teaching Staff	Mr. Rushikesh Chalke	8/23/2000	2417	2853
33	Non Teaching Staff	Shri. A. H. Dhanawade	3/14/1976	4135	4879
34	Non Teaching Staff	Shri. V. N. Desale	6/1/1972	4135	4879
35	Non Teaching Staff	Shri. Ganesh K. Jadhav	9/5/1973	4135	4879
36	Non Teaching Staff	Shri. Dagdu G. More	6/1/1961	6737	7950
37	Non Teaching Staff	Shri. Sanjay Taldevkar	3/29/1965	6737	7950
38	Non Teaching Staff	Ms. Manju Chindaliya	7/5/1980	2669	3150
39	Non Teaching Staff	Ms. Rameshwari Lahori	6/1/1966	4135	4879
40	Non Teaching Staff	Ms. Rekha Jinwal	12/11/1987	2417	2853
41	Non Teaching Staff	Ms. Suman Bhenva	1/7/1975	4135	4879
42	Non Teaching Staff	Ms. Sapna Silelan	1/26/1984	2669	3150
43	Non Teaching Staff	Mr. Dinesh Nokate	4/20/1982	2669	3150
<b>Total</b>				<b>124200</b>	<b>146556</b>



PAID

प्रति,

मा.प्राचार्य

शेठ एन.के.टी. महाविद्यालय,

खारकरआळी, ठाणे

महोदय

आपल्या महाविद्यालयातील सेल्फ फायनान्स विभागातील शिक्षक व शिक्षकेतर कर्मचा-यांचे ग्रुप इनशुरन्स आपल्या व्यवस्थापनाने काढले आहे. एकूण ४३ कर्मचारी आहेत. त्यासाठी प्रिमियम रू. १,४६,५५६/- (रूपये एक लाख शेचाळीस हजार पाचशे छपन्न मात्र) लागला असून सदर खर्च व्यवस्थापनाने केला आहे. सदर रक्कम व्यवस्थापनाला परत करणे गरजेचे आहे.

तरी महोदयांनी सदर रक्कम टी.जे.एज्युकेशन सोसायटीचे नावे सेल्फ फायनान्स खात्यातून आ टी जी एस द्वारे अदा करण्याची परवानगी द्यावी हि विनंती.

आपली विश्वासू



सौ.भाग्यश्री प्रविण कासार

कनिष्ठ लिपिक

Sir,

Pl. guide.

-hufahl  
23/03

**PAID**

4016/X/241859765/00/000

**GROUP HEALTH (FLOATER) INSURANCE**

UIN - ICIHLP21381V052021 Misc 12

**a Policy Schedule**

**Insured Details**

Policy Number : 4016 X 243859265 00 000  
 Issued At : MUMBAI  
 Name of the Insured : SHIETH T J EDUCATION SOCIETY  
 Mailing Address of the Insured : 1, Thakkar Nanjibhai Thanawala Nkt College, Kharkarali Road, Thane West, Maharashtra - 400601, Thane, Maharashtra Pin 400601  
 Intermediary Details  
 Agency/Broker Code : 2470377  
 Agency/Broker Name : ICICI BANK LTD. BBG BCP RLG  
 Agent's/Broker's Mobile No. : 7304529472  
 Agent's/Broker's Email ID : suraj.pandav@icicilombard.com

**Policy Details**

Period of Insurance : From 00:00 Hours of March 31, 2022 to Midnight of March 30, 2023  
 Product : GH Non Floater  
 Total Lives Insured : 107  
 Sum Insured : Rs. 21,400,000.00  
 Details of Person Insured : As per Annexure  
 Premium Computation  
 Basic Premium : Rs. 290,010.00  
 Stamp Duty : (Rs.) 00.50  
 \* Total Premium : (Rs.) 342,212.80  
 \* Premium value mentioned above is inclusive of taxes applicable

**Coverages**

- 1 Policy type : Non - Floater
- 2 Policy Construct : Employer Employee
- 3 Service Category : Both Cashless & Reimbursement
- 4 OPD/MPD : PD
- 5 Third Party Administrator : ICICI Lombard Healthcare
- 6 DTC, Non DTC : DTC
- 7 Physical Health Card : Y
- 8 30 Days waiting period : Waived Off
- 9 Age Band : 19 yrs - 80 yrs
- 10 Family Definition : Employees Only
- 11 Sum Insured : Sum Insured Per Employee: "Rs." 200000 during the policy period as per annexure attached herewith.
- 12 Corporate Floater : NA
- 13 Room Rent : 1% of SI maximum upto 3500 for Normal & 2% of SI maximum upto 5000 for ICU (inclusive of nursing charges) If insured is admitted in a higher category, then insured will bear difference of all medical expenses as in final hospital bill in same proportion
- 14 Maternity Benefit for Normal & C-Section : For Metro 25000-35000 & For Non-Metro 20000-30000 for First 2 children
- 15 9 months waiting period : Waived off
- 16 Pre-Existing Diseases : Pre-Existing Diseases Expenses Covered
- 17 Pre-Post Hospitalisation : Pre-Hospitalisation and Post-Hospitalisation for 60 days & 50 days respectively are covered
- 18 AYU Cover : Not Applicable

**PASSED FOR PAYMENT**

*[Signature]*  
**PRINCIPAL**

*[Handwritten Signature]*

944412







PAID

For ARIHANT UNIFORM

No. 1492

Date: 06/09/21

RECEIVED with thanks from Sheth N.K.T.T. College,  
the sum of Rupees Seventeen Thousand Three Hundred four only

\_\_\_\_\_ by cheque / draft / cash, in full / part / advance  
payment of our Bill No. 1492 Dated 23/08/21 / A/c of. \_\_\_\_\_

Cheque No. 252120 dt: 06/09/21 - U.B.T. Thane W.S.

PASSED FOR PAYMENT

For ARIHANT UNIFORM

₹ 17,304/-



Partner  
Signature

This receipt is valid subject to Realisation of Cheque.

PRINCIPAL

Sundaram  
Bank for Business

सादर

दिनांक:- ३० ऑगस्ट २०२१

PAID

मा.प्राचार्य  
शेठ एन.के.टी. महाविद्यालय,  
खारकरआळी, ठाणे

महोदय,

आपल्या महाविद्यालयातील शिपाई यांचासाठी युनिफॉर्म ची गरज होती. मा. व्यवस्थापनाने पहाणी केली असता सदर युनिफॉर्म शिबण्यास व्यवस्थापनाने तोंडी मान्यता दिली असून तातडीची व महत्वाची बाब असल्यामुळे निविदा मागविले नाही.

सदर वस्तु महाविद्यालयास प्राप्त झाले असून वस्तुचे देयके क्र. १४९२ दिनांक २३/०८/२०२१ रू. १७३०४/- महाविद्यालयास प्राप्त झाले असून सदर देयके महाविद्यालयाच्या वेतनेत्तर खात्यातून Arihant Uniform यांच्या नावे अदा करावे किंवा कसे याबाबत मार्गदर्शन करावे हि विनंती.

आपली विश्वासू

सौ.भाग्यश्री प्रविण कासार  
कनिष्ठ लिपिक

Sis  
Pl. permit.  
hufahl  
30/08

PAID

INVOICE

॥श्री मुनिसुवत स्वामी नमः॥  
Subject to Thane Jurisdiction

☎ : 2534 7248  
: 2544 9974

# ARIHANT UNIFORM

\* SCHOOL UNIFORMS \* HOTEL UNIFORMS \* HOSPITAL UNIFORMS \* CLOTH MERCHANT  
\* SECURITIES UNIFORM \* UNIFORMS CLOTH \* SCHOOL SHOES

Jain Mandir Road, Tembhi Naka, Thane(W) -400 601.

### DETAILS OF BUYER BILLED TO

M/s. N.K.T. Degree College.  
Thane.

GSTIN : \_\_\_\_\_

Invoice No. 1192

Date : 23/08/21

Challan No. 022

Date :

GSTIN : 27ABCFA0847L1ZE  
PAN No.:ABCFA0847L

Sr. No.	PARTICULARS	SIZE	Quantity Mtr./Pcs.	Rate Per Mtr./Pcs.	Amount Rs.	P.
	Peon Uniform shirt / full pant = 2 pair  Non-Salary A/C PASSED FOR PAYMENT 30/8 PRINCIPAL  huf		16 Set	1030 =	16480	
<b>TOTAL</b>					16480 = 00	
Rupees : <u>Seventeen Thousand Three</u>			<b>C.G.S.T</b> 2.5%	412 = 00		
<u>Hundred and four Rupees</u>			<b>S.G.S.T</b> 2.5%	412 = 00		
<u>only 1 -</u>			<b>I.G.S.T</b> -			
Payment within _____ days _____ E.&O.E.			<b>G.TOTAL</b>	17304 = 00.		

#### TERMS & CONDITION :

- 1) If bill is not paid within 30 days interest @ 24% p.a. will be charged
- 2) All dispatch are Subject to Thane Jurisdiction only.
- 3) Goods once sold will not be taken back.
- 4) Our Responsibility ceases after goods leave our premises.

I/We hereby certify that my/our registration certificate under the Maharashtra Value Added Tax Act, 2002 is in force on the date on which the sale of the goods specified in the Tax Invoice is made by me/us and that the transaction of sale covered by this tax invoice has been effected by me/us and it shall be accounted for in the turnover of sales while filing of return and the due tax in any, payable on the sale has been paid or shall be paid

**For Arihant Uniform**

*Jain*  
Authorised Signed





Sheth T.J. Education Society's  
**Sheth N.K.T.T. College of Commerce  
and Sheth J.T.T. College of Arts, Thane**  
(Reaccredited by NAAC B+( 2.62), 3<sup>rd</sup> Cycle, ISO Certified: 9001:2015)

### Felicitation of Staff





Sheth T.J. Education Society's  
**Sheth N.K.T.T. College of Commerce  
and Sheth J.T.T. College of Arts, Thane**  
(Reaccredited by NAAC B+( 2.62), 3<sup>rd</sup> Cycle, ISO Certified: 9001:2015)

## Water Cooler



वे. क्र. नु. -५,००,०००-६-०१-एएलए३-(एच) १७.  
शा. नि., सा. प्र. वि., क्र. सीएफआर-१२९५/प्र. क्र. ३६/९५/९३, दि. १-२-९६;  
शा. नि., सा. प्र. वि., क्र. सीएफआर-१२९८/प्र. क्र. २/तिरा, दि. १९-३-९९;  
शा. पत्र. सा. प्र. वि., क्र. सीएफआर-१२९८/प्र. क्र. २/तिरा, दि. २६-३-९९ अन्वये सुधारित.]

सर्वसा. २५४-बी मई.

Gen. 254-B me.

### परिशिष्ट-ब (भाग-२)

गट " अ " ते गट " क " चे शासकीय अधिकारी/कर्मचारी यांच्यासाठी गोपनीय अहवालाचे स्वयंमुल्यनिर्धारण अहवाल प्रपत्र

#### स्वयंमुल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना/कर्मचाऱ्यांना सूचना

१. जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
२. सर्व दैनंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनिय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
३. तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेवर देव घ्यावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.
४. " मी " माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले " किंवा वरिष्ठांनी माझे काम नावाजले " अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
५. स्वयंमुल्य निर्धारण अहवाल अर्ध्या पानातच लिहावा.
६. स्वयंमुल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

#### प्रतिवेदन अधिकाऱ्यांना सूचना

१. गोपनीय अहवाल लिहितांना कर्मचाऱ्यांचा भाग-३ मध्ये लिहिलेला स्वयंमुल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
२. वरील सूचना क्रमांक ६ अनुसार स्वयंमुल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
३. प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पर्यायापैकी एक पर्याय निवडून त्याभोवती वर्तुळ करावे. उदा. अ. क्र. ४ उद्योगप्रियता व कार्यतत्परता या समोर उत्कृष्ट असे शिरे घ्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट

उत्कृष्ट

चांगले

साधारण

साधारणपेक्षा कमी

४. (अ) गोपनीय अहवालाच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११ व १८ या समोरील शिरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.  
(ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

#### पुनर्विलोकन अधिकाऱ्यांना सूचना

१. अधिकारी/कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
२. प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.



परिशिष्ट " ब " (भाग ३)

(स्वयंमुल्यनिर्धारण अहवाल)

वैशिष्ट्यपूर्ण कामे

कालावधी :—

(१) शासकीय अधिकार्याचे/कर्मचार्याचे नाव

(२) पद

(३) या वर्षी/कालावधीत नेमून दिलेल्या कामाची  
उद्दिष्टे (असल्यास).

(४) वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची  
व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भासहित).

अधिकार्याची/कर्मचार्याची सही, नाव  
व पदनाम.

(१) शासकीय अधिकारी/कर्मचारी यांच्या वरील  
मताशी सहमत आहात का ?

(२) नसल्यास, त्याची कारणे

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम.

गट " अ " ते गट " क " च्या अधिकाऱ्यांची/कर्मचाऱ्यांची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय ,  
Estimate of General Ability and Character of Grade ' A ' to Grade ' C ' Officers/Employees

(१) नाव	:	श्री/श्रीमती/कुमारी							
(1) Name	:	Shri/Smt./Kum.							
(२) प्रतिवेदनाचा कालावधी	:	पासून	: दिवस	महिना	वर्ष	पर्यंत	: दिवस	महिना	वर्ष
(2) Period of Report	:	From	: Date	Month	Year	To	: Date	Month	Year
(३) धारण केलेले पद/पदे	:								
(3) Post/Posts held	:								
(४) उद्योगप्रियता व कार्यतत्परता	:	अत्युत्कृष्ट	उत्कृष्ट	चांगले	साधारण	साधारणपेक्षा कमी			
(4) Industry & Application	:	Outstanding	Very good	Good	Average	Below Average			
(५) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता	:	अत्युत्कृष्ट	उत्कृष्ट	चांगले	साधारण	साधारणपेक्षा कमी			
(5) Capacity to get work done by subordinates.	:	Outstanding	Very good	Good	Average	Below Average			
(६) सहकारी व जनता यांच्याशी असलेले संबंध	:	सहकार्याचे	सौजन्याचे	मदतीचे	उदासीन	अमैत्रीपूर्ण			
(6) Relations with colleagues & public:	:	Cooperative	Courteous	Helpful	Indifferent	Unfriendly			
(७) सर्वसाधारण बुद्धीमानता	:	अतिशय बुद्धीमान	बुद्धीमान	हुशार	साधारण	मंदबुद्धि			
(7) General Intelligence	:	Very brilliant	Brilliant	Inteligent	Average	Dull			
(८) निर्णयशक्ती, उपक्रमशीलता व धडाडी यासह कार्यक्षमता	:	अत्युत्कृष्ट	उत्कृष्ट	निश्चित चांगले	चांगली	साधारण			
(8) Administrative ability including judgement initiative and drive	:	Outstanding	Very good	Positively Good	Good	Average			
(९) तांत्रिक कार्यक्षमता (संबंधित असेल तेथे)	:								
(9) Technical professional ability (Where relevant)	:								
(१०) विशेष कल	:								
(10) Special Attitude	:								
(११) सचोटी व चारित्र्य	:								
(11) Integrity & Character	:								
(१२) प्रदान करण्यात आलेल्या शक्तींचा पूर्णपणे वापर करतात काय ?	:	होय	अंशतः	नाही					
(12) Whether powers delegated are fully utilised ?	:	Yes	Partly	No					
(१३) पदोन्नतीसाठी पात्रता	:	अयोग्य	ज्येष्ठतेनुसार योग्य	त्वरित बढतीसाठी योग्य					
(13) Fitness for Promotion	:	Unfit	Fit in normal course	Fit for accelerated promotion					
		(according to seniority)							
(१४) प्रशिक्षणासाठी आवश्यक क्षेत्र	:	येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.							
(14) Areas of training required	:	येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.							
(१५) प्रकृतिमान	:	चांगले नाही	चांगले	उत्कृष्ट					
(15) State of Health	:	Not Good	Good	Very Good					
(१६) क्षेत्रीय स्तरावर काम करण्याची योग्यता	:	आहे	नाही	संबंधित नाही					
(16) Fitness for field work	:	Yes	No	Not relevant					
(१७) संगणकावर काम करण्याची आवड	:	आहे	नाही	दिसून आली नाही					
(17) Willingness to work on Computer	:	Yes	No	Not seen					

- (१८) सर्वसाधारण मूल्यमापन :  
(18) General Assessment :

- (१९) प्रतवारी (हाताने लिहावी) : अ+अत्युत्कृष्ट, अ उत्कृष्ट, ब+निश्चित चांगली, ब चांगला, ब-साधारण, क साधारणपेक्षा कमी  
(19) Grading (Write in handwriting) : A+Outstanding, A Very good, B+Positively good, B Good, B-Average, C Below average

ठिकाण :—  
Place :—

दिनांक :—  
Date :—

प्रतिवेदन अधिकाऱ्याची सही,  
नाव व पदनाम  
Signature, Name & Designation  
of the Reporting Officer

### परिशिष्ट " ब " (भाग ५)

#### पुनर्विलोकन अधिकाऱ्याचे अभिप्राय Remarks of the Reviewing Officer

- पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी. :  
1. Length of Service under Reviewing Officer :
- आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात :  
(सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये काही फेरफार करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?  
2. Do you agree with the Reporting Officer :  
(If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?
- प्रतवारी (हाताने लिहावी) : अ+अत्युत्कृष्ट, अ उत्कृष्ट, ब+निश्चित चांगली, ब चांगला, ब-साधारण, क साधारणपेक्षा कमी  
3. Grading (Write in handwriting) : A+Outstanding, A Very good, B+Positively good, B Good, B-Average, C Below average

ठिकाण :  
Place :



दिनांक :  
Date :

पुनर्विलोकन अधिकाऱ्याची सही,  
नाव व पदनाम  
Signature, Name & Designation  
of the Reviewing Officer



## APPENDIX 'D-2'

(See Statute 422)

### FORM FOR ASSESSMENT OF WORK OF COLLEGE LECTURERS

Year of assessment \_\_\_\_\_

Date on which the teacher reached the stage of Rs 1300/650 in the Pay-Scale of Rs 700-1600/350-800 \_\_\_\_\_

#### I. Basic Information :-

i) Name of the College (in full) \_\_\_\_\_

ii) Region in which situated (Urban/Rural) \_\_\_\_\_

iii) Name of the lecturer (in full) Shri/Smt/ Kum. \_\_\_\_\_  
(beginning with surname) \_\_\_\_\_

iv) Date of Birth \_\_\_\_\_

v) Qualification of the Lecturer :

Degree and Post-graduate degree examination	Special/Principal subject offered	Allied Additional / Subordinate Subjects offered	Class Obtained	Year of Passing	University

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 \_\_\_\_\_ years, \_\_\_\_\_ months.

Names of the Institutions where employed previously	Period of Service with dates	Designation	Classes taught	Subjects taught	Scale of Pay



II. Courses taught and work-load

Number of periods per work

	Lectures	Tutorials	Practical	Subject and Papers taught
i) Under Graduate				
ii) Post Graduate				
iii) M. Phil				

III. Teaching Methods applied :

Name and describe new teaching methods used, if any, besides lecture method, i.e.

- i) Distributing lecture synopsis and bibliography \_\_\_\_\_
- ii) Encouraging questions in class \_\_\_\_\_
- iii) Announcing topics for discussion in advance \_\_\_\_\_
- iv) Holding Seminars \_\_\_\_\_
- v) Use of audio-visual aids \_\_\_\_\_  
(wherever facilities exist)
- vi) Holding of moot courts, arranging for court visits etc. in case of the law students.  
\_\_\_\_\_

IV. Contribution to COSIP & COHSSIP Schemes in the college of through ULP (wherever such scheme exists)

\_\_\_\_\_

\_\_\_\_\_

V. Any other contribution in :-

- i) Teaching Method \_\_\_\_\_
- ii) Evaluation Techniques \_\_\_\_\_
- iii) Course Development etc. \_\_\_\_\_

VI. Academic and Professional Growth (During the preceding three years ) :-

- i) Research Qualifications 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 \_\_\_\_\_

VII. Participation in Extra-mural Activities :-

i) Extra-curricular activities-debates, cultural activities, counselling to students,  
Planning Forums, Union, NSS, NCC, Scouting, etc.

\_\_\_\_\_

ii) Service to Community - Adult Education, Extension Services, etc.

\_\_\_\_\_

\_\_\_\_\_

\*(Wherever such facilities exist)

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 a proper assessment of activities \_\_\_\_\_

\_\_\_\_\_

X. General Observations :-

i) Attendance

a) Regularity \_\_\_\_\_

b) Punctuality \_\_\_\_\_

ii) Student-Teacher relationship \_\_\_\_\_

iii) Colleague relationship \_\_\_\_\_

iv) Class control \_\_\_\_\_

v) Reading Habits and other matters \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Lecturer



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

FACTUAL VERIFICATION				EVALUATION			
ITEM	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.

Observation of the Principal

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Date : \_\_\_\_\_

Signature of the Principal



(Seal of the College)

\* The Head of the Department or in his absence the senior-most Lecturer in the Department or Principal where he happens to be Head of the Department shall verify that all the columns in the form are filled in before he gives his ratings of evaluation and forwards the assessment report to the Principal/the University.

\*\* Evaluation is not expected in respect of columns No. I and No. II.

## University of Mumbai

Name & Address of the University Department/College:

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION  
UNDER UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS  
(For Colleges & Universities)**

(As Per University Grants Commission (Minimum Qualifications for appointment of teachers and other academic staff in Universities & colleges and measures for the maintenance of Standards in Higher education) (4<sup>th</sup> Amendment), Regulation 2016)

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

**Direct Recruitment: N.A.**

**Promotion:** (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage3), 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). **Stage 1 to Stage 2**

(Please indicate whichever is applicable)

<b>Total API score calculated as per Appendix 3:</b>
<b>Period of Assessment for the purpose of Self-Assessment / Promotion:</b>

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

<b>Sr. No.</b>	<b>Particulars</b>	
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	

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



Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject

Attach attested photocopies of the certificates and mark sheets.

#### 16. Research Degree (s)

Degrees	Title	Date of award	University
M.Phil.	-	-	-

\* 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 as prescribed by the UGC/ University.
- The post is/was in an equivalent grade or of the pre revised scale of pay.

- c. Whether applied through proper channel.  
d. Whether possessed 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

**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 for 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

**22. Academic Staff College Orientation/Refresher courses attended:**

Name of the Course/ Summer Course	Place	Duration	Sponsoring Agency

(Attach certified true copy of the certificates)

**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	Impact factor Number (in case of journal)

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

**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**

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

**Date:**

**Place:**



**Signature of the Head of the Department**

**Date:**

**Signature of Principal**



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 3, Table 1, of the University Grants Commission (Minimum Qualifications for Appointment of Teachers & other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment, regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide GR 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 Visits includes excursions, Field trips, Industrial Visits as prescribed in the Syllabus.(PS) Project Supervision if prescribed in the syllabus.**

**\*\* Convert number of lectures to hours.**

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
<b>A</b>	Direct Teaching*				
	1. Stage 1 to Stage 2 & Stage 2 to Stage 3 (Maximum API Score = 70 points) API Score = (Actual time spent per academic year)/7.5				
	2. Stage 3 to Stage 4 & Stage 4 to Stage 5 (Maximum API Score = 60 points) API Score = (Actual time spent per academic year)/7.75				

<b>B</b>	Examination Duties includes invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor (Maximum API Score = 20 points) API Score = (Actual time spent per academic year)/10				
	2. Professor (Maximum API Score = 10 points) API Score = (Actual time spent per academic year)/10				
<b>C</b>	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 additional resources for students, use of anonymous student feedback on the quality of classroom teaching and student interaction etc.				
	1. Assistant Professor (Maximum API Score = 10 points) API Score = (Actual time spent per academic year) / 10				
	2. Associate Professor (Maximum API Score = 15 points) API Score = (Actual time spent per academic year) / 10				
	3. Associate Professor (Maximum API Score = 20points) API Score = (Actual time spent 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/Tutorial/Practical/Project Supervision/ Field work wherever they are prescribed as part of the syllabus.

2. Teachers are required to engage at least 50% of the lectures allotted to be eligible to score under Direct Teaching. The API points can be calculated and awarded based on the schedule given below:

Ex. Assume that for College "A" ; Lectures ( including tutorials, practical's etc) could be conducted on 100 working days (can be calculated separately for each subject/overall as the case may be)(excluding the non-instructional days for Annual days, Sports Days, examination days etc.) and on an average 4 lectures are conducted per day i.e expected no. Of lectures to be conducted is 400 lectures i.e. total number of hours available for conduct of lectures is 320 hours. API points can be calculated as :

No. of hours "X" (converted to hours) spent by a teacher in conduct of lectures of the total number of hours available to conduct lectures (w.r.t. above ex. 320 hours)	API points between
$X \geq \underline{\hspace{2cm}}$	70
$70\% \leq \underline{\hspace{2cm}}$	$60 \leq \underline{\hspace{2cm}}$
$65\% \leq \underline{\hspace{2cm}}$	$50 \leq \underline{\hspace{2cm}}$
$60\% \leq \underline{\hspace{2cm}}$	$40 \leq \underline{\hspace{2cm}}$
$55\% \leq \underline{\hspace{2cm}}$	$30 \leq \underline{\hspace{2cm}}$
$50\% \leq \underline{\hspace{2cm}}$	$20 \leq \underline{\hspace{2cm}}$
	0

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 abled 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.

**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.

*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 By Senior Most Staff/Head Of The Dept/ By The Principal	Final API score by Screening cum Evaluation/ Selection Committee
<b>A</b>	<b>Students related, Co- Curricular, Extension and field based Activities</b> API Score = (Actual time spent per academic year)/10				
	<b>Total</b>				
	<b>(Maximum API score – 15 points)</b>				
<b>B</b>	<b>Contribution to Corporate list and management of Department and institution through participation in academic and administrative committees and responsibilities</b> API Score = (Actual time spent per academic year)/10				
	<b>Total</b>				
	<b>(Maximum API score – 15 points)</b>				
<b>C</b>	<b>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 a week duration, industrial experience, talks, lectures in refresher course/ orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)</b>  API Score = (Actual time spent per academic year)/10				
	<b>Total</b>				
	<b>(Maximum API score – 15 points)</b>				

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

**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 3, Table 1, of the University Grants Commission (Minimum Qualifications for Appointment of Teachers & other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> 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 the Appendix III, Table II(A), II(B) and Table III of the UGC University Grants Commission ( Minimum Qualifications for Appointment of Teachers & other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education)(4<sup>th</sup> 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.



**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 Name and UGC approved Journal No	ISSN / ISBN No.	Impact Factor, if any	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

**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 numbers	Editor &/OR Publisher	ISSN/ ISBN	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

**B ii) Subject Books by national level publisher with ISBN/ISSN Number as approved by the University and posted on its website**

Sr. No.	Book title and/or Chapter title with page numbers	Editor &/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

**B iii) Subject Books by local publisher with ISBN/ISSN Number as approved by the University and posted on its website**

Sr. No.	Book title and/or Chapter title with page numbers	Editor &/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

**B (iv) Chapters in Books by 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 numbers	Editor &/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

**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

**(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

**C. (iii) Project Outcomes / Outputs**

Sr. No.	Patent/Technology Transfer/Product/Process/major Policy documents	Agency	Period	Whether policy	API score to be	Verified API	Final Score by

	prepared for International/central/ State Govt/Local bodies			documents/ patents as outcome	filled by the applicant	Score (By Senior most Staff/Head of the Dept/ by the Principal)	Screening cum Evaluation/ Selection Committee

**(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	Titles of the Fellowship/ Award	Awarded by	Is the awarding body an academic body	Is the awarding body recognised 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

**(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 college or 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

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

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

#### IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year (2016-17)	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.			
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2.			
3.			
4.			

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

Signature of the faculty  
with Designation, Place &  
Date



Signature of HOD

Signature of 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.

**PROFORMA FOR UNIVERSITY/COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE INDICATORS DEVELOPED BY THE UNIVERSITY**

**SECTION I: GENERAL**

<b>Sr. No.</b>	<b>Particulars</b>	
1.	Name (in BLOCK letters)	
2.	Father's Name / Mother's Name	
3.	Department / Subject applied for	
4.	Current Designation Pay Band and Grade Pay (as on October 2013)	
5.	Date of last promotion	
6.	Which position and grade pay are you an applicant under CAS	
7.	Date of eligible 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)	
15.	Telephone No.	
16.	E-mail	

**SECTION B:**

**CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Category	Nature of Activity	Max Score	API Score to be filled by the applicant	Verified API Score (By Senior most Staff/Head of Dept/ by Principal)	Final Score by Screening cum Evaluation/ Selection Committee
A	Direct Teaching*				
	1. Stage 1 to Stage 2 & Stage 2 to Stage3 API Score = (Actual time spent per academic year)/7.5	70			



	2. Stage 3 to Stage 4 & Stage 4 to Stage 5 API Score = (Actual time spent per academic year)/7.75	60			
B	Examination Duties includes invigilation, question paper setting, evaluation of answer scripts) as per allotment				
	1. Assistant Professor & Associate Professor API Score = (Actual time spent per academic year)/10	20			
	2. Professor API Score = (Actual time spent 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 additional resources for students, use of anonymous student feedback on the quality of classroom teaching and student interaction etc.				
	1. Assistant Professor API Score = (Actual time spent per academic year)/10	10			
	2. Associate Professor API Score = (Actual time spent per academic year)/10	15			
	3. Professor API Score = (Actual time spent per academic year)/10	20			

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

Sr. No	Type of Activity	Max Score	API Score to be filled by the applicant	Verified API By Senior Most Staff/Head of Dept/ By The Principal	Final API score by Screening cum Evaluation / Selection Committee
<b>A</b>	Students related, Co- Curricular, Extension and field based Activities	15			
<b>B</b>	Contribution to Corporate list and management of Department and				

	institution through participation in academic and administrative committees and responsibilities	15			
<b>C</b>	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 a 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**

<b>Sr. No</b>	<b>Activity</b>	<b>API Score to be filled by the applicant</b>	<b>Verified API By Senior Most Staff/ Head of Dept/ By The Principal</b>	<b>Final API score by Screening cum Evaluation/ Selection Committee</b>
<b>III (a)</b>	Research Papers Published in Journals			
<b>sIII(b)</b>	Research Publications (Books, Chapters In Books Other Than Refereed Journal Articles)			
<b>III(c)</b>	Research projects			
<b>III(d)</b>	Research guidance			
<b>III(e)</b>	Fellowships awards and invited lectures delivered in conferences and seminars			
<b>III(f)</b>	Development of e- learning delivery process/ material			

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

**Place & Date**

**Signature of the Applicant  
with Designation**

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

**Date**

**Signature of Head of Department**

**Observations and remarks of the Principal.**

**Date**

**Signature of Principal**

**Observations and remarks of the Chairperson of the Selection Committee.**

**Date**

**Signature of the Chairperson of the Screening cum Evaluation Committee or Selection Committee & also members of the committee**



**Sheth T.J. Education Society's**  
**Sheth N.K.T.T. College of Commerce &**  
**Sheth J.T.T. College of Arts , Thane (W)**

**Student's feedback on Teachers for academic year 2021-22**

Sr No.	Questions	Score	Remarks
1	The teacher has an in-depth knowledge of the topic he/she teaches.	2.50	Strongly Agree
2	It is easy to understand what teacher teaches.	2.42	Agree
3	The teacher engages all the lectures regularly.	2.43	Agree
4	The teacher motivates students to participate in extra-curricular activities.	2.41	Agree
5	The teacher has information on a wide range of topics in the subject.	2.42	Agree
6	The teacher inculcates good moral and values in the students.	2.40	Agree
7	The teacher helps students generate interest in the subject through his/her teaching.	2.41	Agree
8	The teacher is able to solve any problem of students related to the subject	2.43	Agree
9	The teacher takes a regular feedback(test, tutorials, assignments etc) of the academic performance of the students.	2.36	Agree
10	The teacher completes the entire syllabus on time.	2.41	Agree
11	The teacher supports new ideas and creativity of students.	2.38	Agree
12	The teacher imparts information on the latest development in the subject.	2.38	Agree
13	Students can freely raise questions/ doubts in the teacher's class.	2.43	Agree
14	Students have understood the subject better because of the efforts of the teacher.	2.39	Agree
15	The teacher is always helpful to students coming from weaker sections of the society.	2.40	Agree

*Note – All ratings are out of 3, in which 3=Strongly Agree, 2=Agree, 1=Disagree.*

  
Convener,

Ms.Farheen Sayyad

  
IQAC Coordinator,

Dr.(Mrs.)Himanshi Mansukhani

  
Principal,

Dr.Dilip Patil



PRINCIPAL  
 SHETH T.J. EDUCATION SOCIETY'S  
 SHETH N.K.T.T. COLLEGE OF COMMERCE &  
 SHETH J.T.T. COLLEGE OF ARTS, THANE (W)