



Appendix-II

**Sant Gadge Baba Amravati University, Amravati.**

**Annual Self-Assessment for the Performance Based Appraisal**

**System (PBAS)**

**( PART A, PART- B & PART- C )**

*(For Teachers other than Physical Education Persons and Librarians)*

**Session / Year: 2022-2023**

**(To be completed and submitted at the end of each academic year)**

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

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :
- Telephone/Mobile No :
- Email :

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation / Refresher Course attended during the year :

Sr.No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
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**Date :**

**Signature of teacher**

**PART B: ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY: I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Session 2022-23**

**I. Direct Teaching** (Lectures/ Practical's / Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/ Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ Conducted	Grading	Proof Document**
<b>Odd Semester</b>								
<b>Even Semester</b>								

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

# Due to lock Down (Covid 19) teaching day Reduced (13 March 2020 was the last teaching day)

**Grading Criterion:-**80% and above – Good; Below 80% but 70% and above-

Satisfactory; Less than 70%- Not satisfactory.

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
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\_\_\_\_\_  
Signature of Teacher

**Verified and found correct:**

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee:

**(For Category: I)**

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\_\_\_\_\_  
**Signature of Chairman  
Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY: II**

**Session 2022-23**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**I (i) Administrative Responsibility**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (ii) Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (iii) Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
01				

**II (iv) Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
01				

**II (v) other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (vi) Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (vii) Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (viii) Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (ix) Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (x) Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**

**II (xi) Conduct of Research Projects:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**

**II (Xii) Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document*

**Grading Criteria:- Good** – Involved in at least 3 Activities; **Satisfactory-** 1-2 activities  
And **Not-satisfactory** – Not involved/ undertaken any of the activities.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
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\_\_\_\_\_  
Signature of teacher

Verified and found correct:

**Signature of V.C. /Principal/H.O.D**

\_\_\_\_\_  
**Signature of Chairman Screening /  
Selection Committee**

## PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: III (2021-22)

### RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

#### II (A) Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer Reviewer Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**

#### III (B) (a) Publications other than journal articles (books, chapters in books):

Sr. No.	Title with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**

#### III (B) (b) Publications in the form of Cassettes/CDs/DVDs, Tracks published/ Recorded:

Sr. No.	Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International /National/ Local	Whether approved by University	No. of artists	Whether you are the main artist	API Score	Proof Document**
<b>Total</b>								

#### III (B) (c) Publications in the form of individual Cassettes/CDs/DVDs, Tracks published/ Recorded:

Sr. No.	Individual Cassettes /CDs / DVDs, Tracks published/ Recorded	Company	Publication International/ National/Local	Whether approve by University	API Score	Proof Document**
<b>Total</b>						

#### III (C) CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
<b>Total</b>							

**III (D RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
<b>Total</b>	-				

**III D.b RESEARCH PROJECTS COMPLETED:****III (D.) b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized(Rs lakh)	Policy Document Generated	API Score	Proof Document**
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:****III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs lakh)	API Score	Proof Document**
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs lakh)	API Score	Proof Document **
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/State Government/ Central Government	Publisher	API Score	Proof Document**
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college	API Score	Proof Document**
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	ISSN/ ISBN No.	Whether International(Abroad) / International (Within Country) National / State / Regional / College Or University level	API Score	1
1							

**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 combine 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.

**\*\*As per table under the document Annexure III (A)**

<b>Total</b>	<b>Score ( Category III) :-</b>	
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\_\_\_\_\_  
Signature of Teacher

**Verified and found correct:**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee: (For Category: III )**

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**Signature of Chairman Screening/Selection Committee**

#### IV. SUMMARY OF GRADES/ API SCORES

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
I	Assessment Criterion for Teaching, Learning and Evaluation Related Activities			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities			
III	Research and Academic Contribution			

Signature of Teacher

**Verified and found correct:**

Signature of V.C./ Principal / H.O.D.

Signature of Chairman  
Screening / Selection Committee

#### PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
01	

\*Annexure-IV

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

1.

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 PBASs profonna.

Signature of the faculty with  
Designation, Place & Date

Name:

Designation: Associate Prof.

Signature of V.C/School Chairperson/  
Principal / HOD

N:B: The Annual Self-Assessment performa duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC



## EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.  
 b) Do you agree with the Performance based appraisal done by the teacher? If not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in Respect of research & teaching
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_
- E) Integrity and Character : \_\_\_\_\_
- F) Whether powers delegate dare Fully utilized. : \_\_\_\_\_
- G) General Assessment \_

\* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good,  
 C+ = Satisfactory, C = Not Satisfactory (\* Strike out which is not applicable.)

Date:     /     /

**Signature of Reporting Officer**

Observation of the Reviewing Officer (Vice-Chancellor):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:                 /             /

**Signature of Reviewing Officer**



*[Handwritten Signature]*  
 Principal  
 Jijamata Arts College  
 Darwaha Dist. Yavatmal

**PROPOSAL FOR CAREER ADVANCEMENT OF A TEACHER FOR CONSIDERATION OF SELECTION COMMITTEE TO DECIDE HIS/HER PLACEMENT IN HIGHER GRADE AND SCALE**

1. Name of the Candidate :
2. Name of the College :
3. Subject :
4. Designation :
5. Qualification :
6. Date of Ph.D. Notification :
7. Due for placement as Assistant Prof./Associate Prof With Grade pay 6000/7000/8000/9000 :
8. Date of Appointment in present College :
9. Previous service, if any in Senior college as full time, lecturer :
10. Date of Selection grade/ Reader grade if granted. :
11. Whether benefit of Ph.D/M.Phil, has been given for earlier placement in Senior scale/Selection Grade/ Reader :
12. Period/s of break/s in service if any :
13. Whether breaks condoned by University/Director (H.E.) Pune :
14. Nature of Approval granted by the University to his/her appointment :
15. Mention the years of Self Assessment Forms/PBAS Proforma :
16. Orientation and/or Refresher Course of Summer institute completed of completed other appropriate continuing education programme of comparable quality as may be specified or approved by UGC :
17. Whether the teacher fulfills the Conditions and required API score Required for the promotion as Assistant Professor with Academic Grade Pay 9000. :
18. Remarks :

Certified that the above information supplied for the consideration of the Selection Committee is varied and found correct.

Date:

Secretary

**SELECTION COMMITTEE REPORT  
(Career Advancement of Teachers)**

1. Name of the College :
2. Date of Selection Committee Meeting :

Following members of Selection Committee were present for the meeting:

Sr. No.	Name of the Members	Chairman/Member	Signature
1.		Chairman	
2.		Principal	
3.		Joint Director	
4.		V.C.'s. Nominee	
5.		V.C.'s. Nominee	
6.		Subject Expert	
7.		Subject Expert	
8.		Head of the Dept.	

The Committee considered the proposal of career advancement of Dr. P. S. Yenkar, Principal. The Criterion wise API Score of him is as follows:

Category	Criteria	API Score
I	Teaching, learning and Evaluation related activities	
II	Co-curricular, Extension, Related Professional Development Activities.	
III	Research, Publication and Academic Contribution ( For entire period )	

The Selection Committee has decided to give him Promotion and place him with Grade Pay mentioned against his name as under:

Sr. No.	Name of teacher with existing Designation and Subject	Existing Pay scale and Average Grade pay	Recommended payable and Average Grade Pay	Effective date of promotion / placement	Remark if any
1.					

**Remark:** API score verified and found correct.

Signatures of the Members present for the meeting.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
(Chairman) (Principal) (Joint Director)(VC Nominee)

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_  
(VC Nominee) (Subject Expert)(Subject Expert)(HOD.)

# SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI

## Assessment Report

1. Name of the College : .
2. Date of Selection Committee Meeting :
3. Name of the Candidate :

Assessment Report for the Placement in ProfessorAL-14

S.N.	Criteria	Max. Weightage	Score Obtained
1	Contribution to Research	30	
2	Assessment of Domain Knowledge & Teaching Practices	50	
3	Interview Performance	20	
	<b>Total</b>	<b>100</b>	

Signature of the Member present for the meeting.

1. \_\_\_\_\_  
Chairman:

2. \_\_\_\_\_  
Principal:

3. \_\_\_\_\_  
Joint Director:                      VC Nominee:

4. \_\_\_\_\_

5. \_\_\_\_\_  
VC Nominee

6. \_\_\_\_\_  
Subject Expert

7. \_\_\_\_\_  
Subject Expert:                      (HOD)

8. \_\_\_\_\_

**TEACHER WISE INFORMATION AS PER DECISION OF THE  
SELECTION COMMITTEE CONSTITUTED FOR PROMOTION  
OF TEACHER**

(To be supplied to each teacher and his signature to be obtained thereof)

1. Name of the College :
2. Name of the teacher :
3. Subject and Existing Designation :
4. Date of Meeting of Selection Committee :
5. Promotion as decided by Selection Committee (Asst/Asso. Prof. & A.G.P.) :
6. New Scale with Grade Pay :
7. Promotion Given by the Selection Committee w.e.f. :

Date:

\_\_\_\_\_  
Secretary

Received copy of above information.

Date:

\_\_\_\_\_  
Signature of the Teacher

गोपनीय अहवाल नमुना

वरीष्ठ महाविद्यालयातील शिक्षकेत्तर कर्मचाऱ्याकरीता स्टॅन्डर्ड कोड १९८४ मधील तरतुदीनुसार  
(गोपनीय अहवालाचा नमुना) वैयक्तिक माहिती-

- १) पुर्ण नांव :- -----
- २) वडीलाचे नांव :- -----
- ३) जन्म तारीख :- -----
- ४) जन्मस्थान :- -----
- ५) राष्ट्रीयत्व व धर्म :- -----
- ६) जात / संवर्ग :- -----
- ७) पदनाम :- -----
- ८) शैक्षणिक पात्रता :- -----
- ९) सध्याचे पदावर रुजू झाल्याचा दिनांक :- -----
- १०) महाविद्यालयाचे नांव :- -----
- ११) एकुण सेवा काळ :- -----
- १२) वेतन श्रेणी :- -----
- १३) सध्याचा पत्ता :- -----
- १४) दुरध्वनी / मोबाईल :- -----
- १५) मुळ ठिकाणाचा पत्ता :- -----
- १६) स्थावर मालमत्ता असल्यास पत्ता :- -----
- १७) मातृभाषा :- -----
- १८) अवगत असलेल्या भाषा :- -----
- १९) प्रदान करण्यात आलेला कामाचा प्रकार :- -----
- २०) आपण केलेल्या कामपैकी एखाद्या :- -----  
चांगल्या कामाची नोंद  
दिनांक :-  
स्थान :-
- कर्मचाऱ्याची सही व नांव

## Confidential Assessment Report regarding ability and character

पुर्ण नांव :- \_\_\_\_\_  
Name :- \_\_\_\_\_  
प्रतिवेदनाचा कालावधी :- ०२/०३/२०२३ ते ०१/०४/२०२३  
Period of Report ०१/०४/२०२२ ते ३१/०३/२०२३  
धारण केलेले पद / पदे :-  
Post/Posts held :-  
Department (विभाग) :-  
Leave Taken in this period :-

### Performance Assessment

- 1) उद्योगपियता व कार्यतत्परता :- अत्युत्कृष्ट, उत्कृष्ट, चांगले, साधारण, साधारणपेक्षा कमी  
Industry & Application :- Outstanding, Very Good, Good, Average, Below average
- 2) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता :- अत्युत्कृष्ट, उत्कृष्ट, चांगले, साधारण, साधारणपेक्षा कमी  
Capacity to get work done :- Outstanding, Very Good, Good, Average, Below average  
By subordinates
- 3) सहकारी व जनता यांचेशी असलेले संबंध :- सहकार्यांचे, सौजन्याचे, मदतीचे, उदासीन, अमैत्रीपूर्ण  
Relations with colleagues :- Co-operative, Courteous, Helpful, Indifferent, Unfriendly  
And the public
- 4) सर्वसाधारण बुद्धीमत्ता :- अतिशय बुद्धीमान, बुद्धीमान, हुशार, साधारण, मंदबुद्धी  
General Intelligence :- Very brilliant, Brilliant, Intelligent, Average, Dull
- 5) निर्णय शक्ती, उपक्रमशिलता व धडाडी यासह कार्यक्षमता :- अत्युत्कृष्ट, उत्कृष्ट, निश्चित चांगली, चांगली, साधारण, प्रशासनिक कार्यक्षमता नाही  
Administrative Activity :- Outstanding, Very good, Positively good, good, Average, Below average  
Including judgment initiate And drive
- 6) तांत्रिक कार्यक्षमता (संबंधित असेल तेथे) :-  
Technical professional :-  
Ability (where relevant)

- 7) विशेष कल :- -----  
Special Attitude :-
- 8) सचोटी व चरित्र :- -----  
Integrity & Character :-
- 9) प्रदान करण्यात आलेल्या अधिकारांचा वापर करतात काय ? :- होय अंशत : नाही  
Whether powers delegated :- Yes Partly NO  
Are fully utilized ?
- 10) पदोन्नतीसाठी पात्रता :- अयोग्य, जेष्ठतेनुसार, योग्य, त्वरीत वढतीसाठी योग्य  
Fitness for promotion :- Unfit, Fit in normal course (according to seniority)  
Fit for accelerated promotion
- 11) प्रशिक्षणासाठी आवश्यक :- येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.  
:-
- 12) प्रकृतीमान :- चांगले नाही, चांगले, उत्कृष्ट  
State of Health :- Not Good, Good Very Good
- 13) क्षेत्रीय स्तरावर काम करण्यासाठी योग्यता :- आहे, नाही, संबंधित नाही  
Fitness for Field Work :- Yes, No, Not related
- 14) संगणकावर काम करण्याची आवड :- आहे, नाही, दिसून आली नाही  
Willingness to work :- Yes, No, Not Seen  
On Computer
- 15) सर्वसाधारण मुल्यमापन :-  
General Assessment :-
- 16) प्रतवागी ( हाताने लिहावी ) Grading (write in Handwriting) :-  
A+ Outstanding, A Very god, B+ Positively Good,  
B Good, B- Average, C Below average

Place :-

Date :-

Signature, Name & Designation  
Of the Reporting Officer



गोपनीय अहवाल नमुना


- १) कर्मचाऱ्याचे पुर्ण नांव :- \_\_\_\_\_
- २) शैक्षणिक पात्रता :- \_\_\_\_\_
- ३) धारण केलेले पद :- \_\_\_\_\_
- ४) जन्म तारीख :- \_\_\_\_\_
- ५) जात / संवर्ग :- \_\_\_\_\_
- ६) सध्याच्या पदावर रुजू होण्याचा दिनांक :- \_\_\_\_\_
- ७) एकूण सेवा काळ :- \_\_\_\_\_
- ८) वंत्तन श्रेणी :- \_\_\_\_\_
- ९) प्रतिवेदनेचा कालावधी :- \_\_\_\_\_
- १०) वरील कालावधीत देण्यात आलेली प्रतवारी :-

09108/2022 ते 09103/2023

विभाग प्रमुखांचा अभिप्राय : \_\_\_\_\_


स्वाक्षरी

प्राचार्यांचा अभिप्राय : \_\_\_\_\_

  
Principal  
Jijamata Arts College  
Darwha Dist. Yavatmal

पुनर्विलोकन अधिकाऱ्याचा निरीक्षण अहवाल  
प्राचार्य यांच्या मताशी सहमत आहे किंवा  
नसल्यास त्यांची कारणे \_\_\_\_\_

दिनांक :-  
ठिकाण :-

  
Principal  
Jijamata Arts College  
Darwha Dist. Yavatmal



**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.**

Tele. : 2662358

Gram : AMUNI

No. : SGBAU/8/C- 1404/2019.

Dt. : 25 / 07 / 2019.

To,

The President / Secretary / Principal,  
All Colleges Affiliated to  
Sant Gadge Baba  
Amravati University.

**Subject :-** Submission of proposal for approval to the Selection Committee and appointment of Teachers in the College .... (i.e. Asstt. Professor / College Librarian / Director of Physical Education & Sports)

**Ref'nce :-** 1) Direction No. 08/2019, dt. 02.04.2019 read with Direction No. 14/2019, dt. 27.06.2019 & Direction No.17/2019, dt.15.07.2019 (UGC Regulation - 2018)  
(2) Direction No. 63/2010, dt. 20-10-2010 read with Direction No. 21/2013, Direction No. 08/2017, dt. 22-6-2017 regarding AICTE- Regulations, Direction No. 38/2017, dt. 7-9-2017 regarding Council of Architecture, and Direction No. 35/2017.  
(3) Section 13(13)(f) and (g) of Maharashtra Universities Act, 2016.

Sir / Madam,

The University has issued the Directions under reference regarding minimum Qualifications, experience, maintenance of Academic Standards, Assesment, etc. for appointments as Teachers and Academic Staff in University and Colleges.

In view of the above, it is requested that the above Directions applicable as case may be followed and adhered to in respective Faculty/course while making appointment to the above post/s. While submitting the above proposal for approval, the information be furnished as per check list given below-

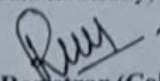
**CHECK-LIST**

1.	Certificate to be given by the Principal alongwith the proposal for approval of Teachers.	Proforma No. SGBAU/8/2/2019
2.	Proforma for approval for the appointment of Teachers recommended by the Selection Committee.	Proforma No.SGBAU/8/3/2019
3.	Selection Committee and its Report in Original (i) For Non-Minority College (ii) For Minority Status College	Proforma No. SGBAU/8/4/2019 Proforma No. SGBAU/8/4(A)/2019
4.	List of Candidates who have been called for interview and appeared before the Selection Committee	Proforma No. SGBAU/8/5/2019
5.	Attendance sheet of Candidates	Proforma No. SGBAU/8/6/2019
6.	Score-Sheet for Short-Listing (if required)	Proforma No.SGBAU/8/7/2019
7.	Copy of the Advertisement approved by the University.	
8.	Original Two News Papers in which Advertisement was published.	
9.	Attested Xerox Copies of Marksheets, Certificates, Caste Certificates, Ph.D./NET/SET Certificates etc. with Certificate of Registrar/Dean in case of Ph.D. holder of prior to 11 July, 2009.	
10.	Attested Copies of Experience Certificates /University approval, if required.	

To constitute the quorum for the meeting shall be Five, of which atleast two must be from out of three subject experts, and Joint Director (H.E.) or his nominee if post is aided.

Proposal for approval to the Selection Committee and the appointment on above post/s with the recommendations of the Selection Committee in the Prescribed proforma with all relevant informations as per check-list, be sent to the University within Ten days from the date of Selection Committee. Meeting for consideration and approval of the Hon'ble Pro-Vice-Chancellor, u/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Yours faithfully,



Dy. Registrar (Coll.),  
Sant Gadge Baba  
Amravati University, Amravati.  
Amravati

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.**  
**FORM OF APPROVAL FOR THE APPOINTMENT OF TEACHERS.**  
**(i.e. Asstt. Professor/Librarian/Director of Physical Education & Sports)**

- 1) (a) Name of the College : \_\_\_\_\_  
 (b) Aided /unaided : \_\_\_\_\_  
 (c) whether post is aided/unaided : \_\_\_\_\_
- 2) Status : \_\_\_\_\_  
 (Minority / Non-Minority)
- 3) a) Nomenclature of the Post : \_\_\_\_\_  
 (Asstt.Prof./Asso.Prof./Professor/  
 Dir. of Phy. Education/ Librarian)  
 b) Nature of the post to be filled in : \_\_\_\_\_  
 c) Nature of the vacancy to be filled in : \_\_\_\_\_  
 Full-time  
 Clear / Lien / Leave /F.I.P
- 4) Subject in which the teacher is to be approved : \_\_\_\_\_
- 5 (4) Name of the candidate whose appointment is to be approved. : \_\_\_\_\_
- 6) Whether Uni. subject experts/Nominees and if aided, : Yes / No  
 It Director or Nominee on the Selection Committee were present, as required.
- 7) Whether the teacher whose appointment is to be approved, is first in the order of merit recommended by the Selection Committee. : Yes / No
- 8) i) Does the appointee belongs to Reserved category/Caste. : Yes / No  
 ii) If yes, name of the Category : \_\_\_\_\_ Caste \_\_\_\_\_  
 - (iv) Has the Caste Certificate been Verified and found correct : Yes / No  
 - (v) Has caste validity certificate (wherever applicable) been verified & found correct : Yes / No

## 9) Qualifications and academic record of concerned teacher.

Name of the Examination	Month & Year	Name of the Board / University	% of Marks	Class	Subject & Specialisation at P.G. Level, If any.
1	2	3	4	5	6
i) H.S.S.C.					
ii) U.G.					
iii) Post. Graduate					
iv) Research (M.Phil., Ph.D., D.Sc.)					
v) Other Qualification SET/NET etc.					

- 10) Teaching Experience at Senior College Level : \_\_\_\_\_
- 11) Other Experience. : \_\_\_\_\_
- 12) i) Certified that Shri/Ku/Smt /Dr. \_\_\_\_\_ is possessing qualification as per the advertisement. His/Her appointment as a Director of Physical Education / Librarian / Asstt.Professor / Associate Professor / Professor in the subject \_\_\_\_\_ Clear / Lien / Leave / F.I.P. vacancy be approved from \_\_\_\_\_.
- ii) Certified that the information furnished above has been verified by me personally from original certificates and true copies of the statement of marks are enclosed herewith.
- iii) The following documents are enclosed :-
- Certificate (Proforma No. SGBAU/8/2/2019)
  - Form of approval for the appointment of Director of Physical Education / Librarian / Asstt.Professor / Associate Professor / Professor (Proforma No. SGBAU/8/3/2019).
  - Selection Committee report in Original. (Proforma No. SGBAU/8/4/2019, Proforma No. SGBAU/8/4(A)/2019. ) as the case may be.
  - List of candidate who have been called and appeared for interview (Proforma No. SGBAU/8/5/2019)
  - Copy of the advertisement as approved by the University.
  - Two original newspapers in which advertisement was published.
  - Attested xerox copies of Marksheets, Caste certificate, NET/SET/Ph.D. certificate etc.
  - Attested copy of Experience Certificates/ University approvals if required.
  - Attendance sheet of Candidates. (Proforma No. SGBAU/8/6/2018) *no 2019*
  - Score Sheet (Proforma No. SGBAU/8/7/2019) if required.

The proposal, complete in all respects, is submitted herewith for kind consideration of Hon'ble Pro-Vice-Chancellor, U/s 13(13)(f) and (g) of Maharashtra Universities Act, 2016.

Date :-

Signature with name and seal of the President/Secretary/Principal.

**SELECTION COMMITTEE AND ITS REPORT**  
**(For Non-Minority Colleges/Institution)**  
**(Asstt. Professor/College Librarian/Director of Physical Education & Sports)**

The Selection Committee meeting was held on \_\_\_\_\_ at \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ (Subject) for \_\_\_\_\_ to select the candidate for the post advertised in (1) \_\_\_\_\_ dated \_\_\_\_\_ (2) \_\_\_\_\_ dated \_\_\_\_\_ News Papers.

**Selection Committee**

Sr. No	Name of Persons on the Committee	Category	Capacity on Committee	Signature
1.		Chairperson (or his nominee from amongst the members of General Body of College.)	Chairperson	
2.		Principal of the College	Member	
3.		Head of Department of the College in concerned subject	Member	
4.		(1) Vice Chancellor's Nominee	Member	
5.		(2) Vice Chancellor's Nominee	Subject Expert (Member)	
6.		(1) Nominee of Chairperson of College (not connected with the College), out of panel recommended by Vice-Chancellor.	Subject Expert (Member)	
7.		(2) Nominee of Chairperson of College (not connected with the College), out of panel recommended by Vice-Chancellor.	Subject Expert (Member)	
8.		An academican representing SC/ST/OBC/Minority/Women/Differently abled category, nominated by Pro-Vice-Chancellor (if required)	Member	
9.		The Joint Director H.E. or his nominee (If post is Grant-in-aid)	Member	

(Note :- The Quorum for the meeting shall be five members of whom at least two shall be from out of three subject experts and Joint Director of HE or his nominee (if post is aided)

In all \_\_\_\_\_ applications were received against the advertisement and \_\_\_\_\_ candidates were called for interview by the college, out of which \_\_\_\_\_ candidates attended the interview. The Selection Committee has recommended following panel of selected candidates, in order of preference, for recruitment.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Signature of Chairperson/Members of the Selection Committee :**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_  
 (Chairperson) (Sr.No. 2) (Sr.No. 3) (Sr.No. 4) (Sr.No.5)

6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_  
 (Sr.No.6) (Sr.No. 7) (Sr. No.8) (Sr. No.9)

Approved by the Hon'ble Pro-Vice-Chancellor U/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Pro-Vice-Chancellor  
 Sant Gadge Baba Amravati University

**CERTIFICATE**

**(To be given by the President / Secretary / Principal alongwith the proposal for approval of Teacher) (i.e. Asstt. Professor, College Librarian, Director of Physical Education & Sports)**

- 1) That the Selection Committee was constituted in accordance with the provision of Direction No. 08/2019 read with Direction No. 14/2019 and Direction No. 63/2010, r/w Direction No. 21/2013 & Direction No. 38/2017, as the case may be.
- 2) That no unauthorised person was allowed in the Selection Committee meeting. :- Yes / No
- 3) That only eligible candidates were called for interview and that all call letters were sent to the candidates by Speed Post. :- Yes / No
- 4) That statement of candidates who applied for the post and were called for interview was prepared and submitted to the members of the Selection Committee. :- Yes / No
- 5) The approved advertisement published in news papers were brought to the notice of the Selection Committee. :- Yes / No
- 6) That Caste-Certificates in case of B.C. candidate have been verified and found correct. :- Yes / No / N.A.
- 7) That in the event of not selecting the duly qualified candidate/s or not giving the preference, reasons have been recorded by the Selection Committee :  
Yes/ No

Place :  
Date :

Signature with Name & Seal of the  
President/Secretary/Principal.

**SELECTION COMMITTEE AND ITS REPORT**  
**(For Notified/Declared Minority's College/Institution)**  
**(Asstt. Professor/College Librarian/Director of Physical Education & Sports)**

The Selection Committee meeting was held on \_\_\_\_\_ at \_\_\_\_\_ to select the candidate for the post of \_\_\_\_\_ in \_\_\_\_\_ (Subject) for \_\_\_\_\_ category. The post was already advertised in (1) \_\_\_\_\_ dated \_\_\_\_\_ (2) \_\_\_\_\_ dated \_\_\_\_\_ News Papers.

**Selection Committee**

Sr. No	Name of Persons on the Committee	Category	Capacity on Committee	Signature
1.		Chairperson (or his nominee from amongst the members of General Body of College.)	Chairperson	
2.		Principal of the College.	Member	
3.		Head of Department of the College in concerned subject	Member	
4.		(1) Nominee of the Chairperson of the College, out of panel recommended by Vice-Chancellor.	Subject Expert (Member)	
5.		(2) Nominee of the Chairperson of the College, out of panel recommended by Vice-Chancellor.	Member	
6.		(1) Nominee of Chairperson of College (not connected with the University) from panel of subject experts recommended by Vice-Chancellor.	Subject Expert (Member)	
7.		(2) Nominee of Chairperson of College (not connected with the University) from panel of subject experts recommended by Vice-Chancellor.	Subject Expert (Member)	
8.		An academician representing SC/ST/OBC/Minority/Women/Differently abled category, nominated by Vice-Chancellor (if required)	Member	
9.		The Joint Director H.E. or his nominee (If post is Grant-in-aid)	Member	

(Note :- The Quorum for the meeting shall be five members of whom at least two shall be from out of three subject experts and Joint Director of HE or his nominee (if post is aided)

In all \_\_\_\_\_ applications were received against the advertisement and \_\_\_\_\_ candidates were called for interview by the college, out of which \_\_\_\_\_ candidates attended the interview. The Selection Committee has recommended following panel of selected candidates, in order of preference, for recruitment.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Signature of the Chairperson/Members of the Selection Committee :**

1. \_\_\_\_\_ (Chairperson)
2. \_\_\_\_\_ (Sr.No. 2)
3. \_\_\_\_\_ (Sr.No. 3)
4. \_\_\_\_\_ (Sr.No. 4)
5. \_\_\_\_\_ (Sr.No.5)
6. \_\_\_\_\_ (Sr.No.6)
7. \_\_\_\_\_ (Sr.No. 7)
8. \_\_\_\_\_ (Sr. No.8)
9. \_\_\_\_\_ (Sr. No.9)

Approved by the Hon'ble Pro-Vice-Chancellor U/s 13(13)(f) and (g) of Maharashtra Public Universities Act, 2016.

Pro-Vice-Chancellor  
Sant Gadge Baba Amravati University

**Name of the Society** :- \_\_\_\_\_  
**Name of the College** :- \_\_\_\_\_  
**Status** :- (i) Minority College  
(ii) Non-Minority College  
**Interview for the Post of** :- \_\_\_\_\_

**Candidates Attendance-Sheet for the Interview**

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>	<b>Date of interview</b>	<b>Time</b>
1.				
2.				
3.				
4.				
5.				
6.				

**President/Secretary/Principal.**

**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI.**

Name of the College :- \_\_\_\_\_ (1) Minority College (2) Non-Minority

List of the Candidates who have been called and appeared for the interview for the post of \_\_\_\_\_

Sr. No.	Name of the Applicant with Full Address	Academic Qualifications						Professional / Additional Qualification if any.	Teaching experience, if any, with the names of institution	Research Score	Whether belongs to S.C./ S.T./ V.J./N.T/ OBC/ PWD etc.	Date of Advt. & Name of news paper in which it was adv.	Name of the Candidates selected in order of preference	Remarks
		Graduation Level			Post Graduation Level									
		Yr. Of Pass (a)	Dvn. (b)	% of Marks (c)	Yr. Of Pass (a)	Dvn. (b)	% of Marks (c)	Year						
1	2	3			4			5	6	7	8	9	10	11

- A] Certified that in response to advt. given by the college in above mention (Column No. 10) news papers for recruitment to the post of the teacher in the subject mentioned above in all \_\_\_\_\_ applications were received, out of which \_\_\_\_\_ applicants were called for interview and only \_\_\_\_\_ attended the interview. Details of qualification/ experience etc., mentioned against name of each applicant are verified from original testimonials.
- B] Certified that those who were not called for interview, do not possesses requisites academic qualifications or for the reasons mentioned below. (Strike out whichever is not applicable)

Date :

Place :

Signatures of the Members of the Selection Committee.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

L



**SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI**  
**CRITERIA FOR SHORT-LISTING OF CANDIDATES FOR INTERVIEW FOR THE POST OF ASSISTANT PROFESSORS IN COLLEGES**

Sr. No.	Name of the Candidate	Academic Record							Awards			
		Graduation (80% & Above = 21; 60% to less than 80% = 19; 55% to less than 60% = 16; 45% to less than 55% = 10)	Post Graduation (80% & Above= 25; 60% to less than 80% = 23 55% (50% in case of SC/ST / OBC (non- creamy layer /PWD) to less than 60% = 20)	M.Phil. 60% and above = 07 55% to less than 60% = 05	Ph.D. 25	NET with JRF 10	NET 08	SET 05	Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC listed Journals) 06	Teaching/Post Doctoral Experience (2 marks for one year each)# 10	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized National Level Bodies) 03	State Level (Awards given by State Government) 02
1												
2												
3												
4												
5												
6												
8												
9												
10												

**#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.**

Note:

A)

- |                                   |          |
|-----------------------------------|----------|
| i. M.Phil + Ph.D : Maximum        | 25 Marks |
| ii. JRF/NET/SET : Maximum         | 10 Marks |
| iii. In awards category : Maximum | 03 Marks |

B) Number of candidates to be called for interview shall be decided by the concern College/ Society.

- |                       |    |
|-----------------------|----|
| C) Academic Score     | 84 |
| Research Publications | 06 |
| Teaching Experience   | 10 |

<b>TOTAL</b>	<b>100</b>
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Principal/ Secretary