



सत्यमेव जयते
महाराष्ट्र शासन



तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य

३, महापालिका मार्ग, पत्र पेटी क्र.१९६७, मुंबई ४०० ००९.

दूरध्वनी क्र.०२२-६८५९७४७३/४२४/४३४,

ई-मेल-desk4a@dtmaharashtra.gov.in, वेबसाईट: <http://www.dtmaharashtra.gov.in>



क्रमांक : ४-४अ/आस्था/कॅस/६ वावेआ/२०२२/४२७

दिनांक : 17 JUL 2022

परिपत्रक

विषय : तंत्र शिक्षण संचालनालयाच्या अधिपत्याखालील शासकीय, अशासकीय अनुदानित स्वायत्त व अस्वायत्त पदवी व पदविका संस्थांमधील अध्यापकांना दि.१७/१०/२०१५ ते ०७/११/२०१५ या कालावधीत ५ व्या वेतन आयोगातील तरतुदीनुसार व दि.०८/११/२०१५ ते १०/०९/२०१९ या कालावधीत ६ व्या वेतन आयोगातील तरतुदीनुसार करीअर अॅडव्हान्समेंट योजनेअंतर्गत (CAS) पदोन्नतीच्या लाभाचे प्रस्ताव सादर करणेबाबत.

संदर्भ : १) उच्च व तंत्र शिक्षण विभाग, शासन निर्णय क्र.कॅस २०१३/(३२/१३)/तांशि-२, दि.१७/१०/२०१५.

२) उच्च व तंत्र शिक्षण विभाग, शासन निर्णय क्र.सावेआ-११११/प्र.क्र.४४/१९/तांशि-२, दि.११/०९/२०१९ (पदवी व पदविका)

३) उच्च व तंत्र शिक्षण विभाग शासन निर्णय क्र. एमआयएससी /११११/२८/१६/टीई-२ दि. ०३/०६/२०२२.

तंत्र शिक्षण संचालनालयाच्या अधिपत्याखालील शासकीय, अशासकीय अनुदानित, स्वायत्त व अस्वायत्त पदवी व पदविका संस्थांमधील अध्यापकांना संदर्भिय क्र.१ च्या शासन निर्णयातील निर्देशानुसार ५ व्या वेतन आयोगानुसार करीअर अॅडव्हान्समेंट योजनेअंतर्गत (कॅस) लाभ देण्यासंदर्भातील कार्यवाही करण्यात आलेली आहे.

शासनाने ६ व्या व ७ व्या वेतन आयोगाच्या अनुषंगाने अखिल भारतीय तंत्र शिक्षण परिषदेने वेळोवेळी प्रसिध्द केलेल्या अधिसूचना विचारात घेऊन संदर्भिय क्र.३ चा शासन निर्णय निर्गमित केलेला आहे. सदर शासन निर्णयामधील तरतुदीनुसार करीअर अॅडव्हान्समेंट योजनेअंतर्गत आर्थिक लाभ व पदोन्नतीसाठी पात्र ठरविण्यासाठीच्या निकषात बदल झालेले असल्याने, सदर संदर्भ क्र.३ च्या शासन निर्णयात नमूद सर्व बदल विचारात घेऊन त्यानुसार खालील नमूद कालावधीतील पदवी व पदविका संस्थांमधील सदर योजनेअंतर्गत पात्र ठरणा-या अध्यापकांचे प्रस्ताव मागविण्यात येत आहेत.


कालावधी	पदवी संस्था	पदविका संस्था
५ वा वेतन आयोगातील तरतुदीनुसार (दि.१७/१०/२०१५ ते ०७/११/२०१५)	कॅस अंतर्गत वरीष्ठ श्रेणी व निवड श्रेणी प्रस्ताव तसेच सहाय्यक प्राध्यापक (असुधारीत पदनाम) व प्राध्यापक पदावर पदोन्नती प्रस्ताव	कॅस अंतर्गत अधिव्याख्याता/ कर्मशाळा अधीक्षक यांना वरीष्ठ श्रेणी व निवड श्रेणी प्रस्ताव
६ वा वेतन आयोगातील तरतुदीनुसार (दि.०८/११/२०१५ ते १०/०९/२०१९)	कॅस अंतर्गत सहाय्यक प्राध्यापक (सुधारित पदनाम) /कर्मशाळा अधीक्षक (स्टेज १-२ व २-३) तसेच सहाय्यक प्राध्यापक / कर्मशाळा अधीक्षक यांना सहयोगी प्राध्यापक पदावर पदोन्नती (स्टेज ३-४) आणि सहयोगी प्राध्यापक यांना प्राध्यापक पदावर पदोन्नती (स्टेज ४-५)	६ व्या वेतन आयोगातील अधिव्याख्यात्यांना/ कर्मशाळा अधीक्षक (स्टेज १-२, स्टेज २-३ आणि स्टेज ३-४) आणि विभाग प्रमुख /अधिव्याख्याता/ कर्मशाळा अधीक्षक (स्टेज ४-५)

सदर प्रस्तावाकरीता आवश्यक असलेला अर्जाचा विहित नमुना तसेच पदवी व पदविका संस्थांमधील अध्यापकांना भरून द्यावयाचे स्वतंत्र API/PBAS चे प्रपत्र व ५ व्या व ६ व्या वेतन आयोगानुसार पदवी व पदविका संस्थांमधील अध्यापकांना लाभाकरीता / पदोन्नतीकरीता अनुज्ञेय असलेले निकष व एकत्रित विवरणपत्र संचालनालयाच्या संकेत स्थळावर उपलब्ध करून देण्यात आलेले आहेत. उपरोक्त सर्व दस्तावेज संबंधितांनी संकेत स्थळावरून उपलब्ध करून घेऊन संबंधित अध्यापकांनी आवश्यक त्या दस्तावेजासह विहित सर्व प्रपत्रामधील माहिती भरून प्रमाणित करून (Hardcopy) दिनांक २१/०७/२०२२ पूर्वी प्राचार्यामार्फत संबंधित विभागीय कार्यालयाकडे सादर करावेत. संबंधित विभागीय कार्यालयांनी प्राप्त झालेले प्रस्ताव एकत्रित करून पदवी संस्थांतील अध्यापकांचे प्रस्ताव कार्यासन क्र. ४ व पदविका संस्थांतील अध्यापकांचे प्रस्ताव कार्यासन क्र. ४ अ यांच्याकडे सादर करावेत.

पदवी व पदविका संस्थांमधील अध्यापकांचे API/PBAS चे प्रपत्र सन २०१४-१५ ते २०१८-१९ या कालावधीतील वर्षनिहाय भरून सादर करावेत. तसेच अध्यापकांचे यापूर्वी विषयांकित प्रस्ताव सादर केलेले असले तरी, उपरोक्त निर्देशानुसार नव्याने सुधारित प्रस्ताव सादर करावेत. ज्या अध्यापकांचे सुधारित प्रस्ताव प्राप्त होणार नाहीत त्यांच्या प्रकरणी कॅस अंतर्गत लाभ अनुज्ञेय करण्याबाबत विचार करण्यात येणार नाही याची नोंद घ्यावी.

सर्व विभागीय कार्यालयांनी संस्थांकडून प्राप्त झालेले प्रस्ताव दिनांक २५/०७/२०२२ पर्यंत संचालनालयाकडे सादर करावेत.

तसेच पदवी संस्थांमधील अध्यापकांचे प्रस्ताव संचालनालयातील कार्यासन क्र. ४ च्या desk4@demaharashtra.gov.in व पदविका संस्थांमधील अध्यापकांचे प्रस्ताव संचालनालयातील कार्यासन क्र. ४अ च्या desk4a@demaharashtra.gov.in या ईमेलवर सुध्दा पाठविण्यात यावेत.


(डॉ. अभय वाय्य)

संचालक,

तंत्र शिक्षण, महाराष्ट्र राज्य, मुंबई

प्रत :

- १) मा.प्रधान सचिव, महाराष्ट्र शासन, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई यांना माहितीकरीता सविनय सादर.
- २) सहसंचालक, तंत्र शिक्षण विभागीय कार्यालय, मुंबई/ पुणे/ नाशिक/ औरंगाबाद/ अमरावती/ नागपूर यांना माहितीकरीता. तसेच असेही कळविण्यात येते की, सदरचे प्रस्ताव पडताळणी करून विहित मुदतीत संचालनालयास सादर करावेत.
- ३) सचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई यांना माहिती व आवश्यक त्या कार्यवाहीकरीता.
- ४) सर्व संचालक /प्राचार्य(स्वायत्त व अस्वायत्त) शासकीय व अशासकीय अनुदानित पदवी व पदविका संस्था यांना माहिती व आवश्यक त्या कार्यवाहीकरीता.

Directorate of Technical Education, Maharashtra State
Application form, Check List and Details of documents required
for promotion under Career Advancement Scheme

Part A – Application Form

Date

To
Hon. Director,
Directorate of Technical Education,
Maharashtra State, Mumbai

Sub. : Application for promotion under Career Advancement Scheme (CAS)

Ref.: 1) Govt. Resolution No. CAS-2013/(32/13)/TE-2, dated 17.10.2015

2) Govt. Resolution No. MISC 1111/28/16/TE-2, dated 03-06-2022

3) Office Circular of Directorate of Technical Education, No.4-4a/आस्था/कॅस/6 वावेआ/2022/427,
Dated 07.07.2022

Sir,

With reference to the subject cited above, I have carefully read the provisions pertaining to promotions under Career Advancement Scheme spelt out in the Government Resolution cited at Ref. No. 1 and 2 as well as the guidelines issued by Directorate of Technical Education vide Office Circular cited at Ref. No. 3 After reading the same, I hereby apply for promotion under Career Advancement Scheme (CAS) as mentioned below –

(Tick appropriately as per your eligibility for promotion)

Degree level – (CAS promotions as per 5th pay CAS rules) – (Pre-revised designations)
(Effective date of promotion during 17-10-2015 to 07-11-2015)

- 1) Lecturer to Lecturer (Senior Scale) (PB3, AGP Rs. 6000 to Rs. 7000) without any approved past service
- 2) Lecturer to Lecturer (Senior Scale) (PB3, AGP Rs. 6000 to Rs. 7000) with approved past service
- 3) Lecturer (Senior Scale) to Lecturer (Selection Grade) (PB3, AGP Rs. 7000 to Rs. 8000)
- 4) Lecturer (Senior Scale) to Assistant Professor (PB3, AGP Rs. 8000 to PB4, AGP Rs. 9000)
- 5) Assistant Professor to Professor (PB4, AGP Rs. 9000 to PB4, AGP Rs. 10000)

Degree level – (CAS promotions as per 6th pay CAS rules) –
(Effective date of promotion during 08-11-2015 to 10-09-2019)

- 1) Assistant Professor/WS Stage 1 to Assistant Professor/WS Stage 2 (Level 10 to Level 11)
Without any approved past service for consideration
- 2) Assistant Professor/WS Stage 1 to Assistant Professor/WS Stage 2 (Level 10 to Level 11)
With approved past service for consideration
- 3) Assistant Professor/WS Stage 2 to Assistant Professor/WS Stage 3 (Level 11 to Level 12)
- 4) Assistant Professor/WS Stage 3 to Associate Professor Stage 4 (Level 12 to Level 13A1)
- 5) Associate Professor Stage 4 to Professor Stage 5 (Level 13A1 to Level 14)

Diploma level –(CAS promotions as per 5th pay CAS rules) -
(Effective date of promotion during 17-10-2015 to 07-11-2015)

- 1) Lecturer to Lecturer (Senior Scale) (PB3, AGP Rs. 6000 to Rs. 7000) without any approved past service for consideration
- 2) Lecturer to Lecturer (Senior Scale) (PB3, AGP Rs. 6000 to Rs. 7000) with approved past service for consideration
- 3) Lecturer (Senior Scale) to Lecturer (Selection Grade) (PB3, AGP Rs. 7000 to Rs. 8000)

**Diploma level – (CAS promotions as per 6th pay CAS rules) –
(Effective date of promotion during 08-11-2015 to 10-09-2019)**

- 1) Lecturer/WS Stage 1 to Lecturer/WS Stage 2 (Level 10 to Level 11)
Without any approved past service for consideration
- 2) Lecturer/WS Stage 1 to Lecturer/WS Stage 2 (Level 10 to Level 11)
With approved past service for consideration
- 3) Lecturer/WS Stage 2 to Lecturer/WS Stage 3 (Level 11 to Level 12)
- 4) Lecturer/WS Stage 3 to Lecturer Stage 4 (Level 12 to Level 13A1)
- 5) Head/Lecturer Stage 4/WS Stage 4 to Head/Lecturer/WS Stage 5 (Level 13A1 to Level 14)

I have attached self attested copies of all necessary documents in support of my claim with this application. The application form together with all documents in support of the claims made by me, including the PBAS formats required as applicable, have been bound together in a single Spiral Bound volume and all the pages in the volume have been numbered. All the information furnished by me is true to the best of my knowledge and belief. If any information furnished by me is found to be false at a later date, then I shall be solely responsible for its consequences, if any.

I do understand that my application for CAS promotion as requested herein is subject to scrutiny by the Screening Committee appointed by Directorate of Technical Education, Mumbai. Also I do understand that any recommendation of the Screening Committee and the final decision taken by DTE in this regards shall be final and binding upon me.

Thanking you,

Yours faithfully,

Signature of applicant teacher

(Shri/Smt.....)

Designation -

Name of Institute -

Region of Institute :

Part B – Check List

(Please attach self attested copies of documents wherever asked for)

Sr. No.	Particulars of documents	Whether copy is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
I	Details of appointment to present post (Government / Aided)			
1	Appointment Order / Transfer Order (Please attach copy) Ref. No. dt.....			
2	Joining Report (Please attach copy) Date of joining			
3	University Approval letter (Please attach copy) (Required for teachers in Aided Institutes only) Ref. No.....dt.....			
4	University Approval period (Please attach copy) (Required for teachers in Aided Institutes only) From Date..... to Date.....			
5	Govt. Resolution/DTE Order about probation completion (Please attach copy) Ref. No..... dt.....			
	Details of approved past/previous service to be counted in service period, if applicable (Please mention only the service period approved by concerned University/Authority)			
1	Appointment Order / Transfer Order (Please attach copy) Ref. No. dt.....			
2	Joining Report (Please attach copy) Date of joining			
3	University/Authority Approval letter/s and Approval period/s(Required for teachers in Aided Institutes only)(Please attach copies) Ref. No.....dt..... From Date..... to Date..... Ref. No.....dt..... From Date..... to Date..... Ref. No.....dt..... From Date..... to Date.....			

Sr. No.	Particulars of documents	Whether copy is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
Educational Qualifications in the relevant discipline/branch				
1	UG Degree (Please attach copy of final mark sheet and Degree Certificate) Date of declaration of final result.....			
2	PG Degree (Please attach copy of final mark sheet and Degree Certificate) Date of declaration of final result.....			
3	M.Phil. (Please attach copy of final mark sheet and Degree Certificate) Date of declaration of final result.....			
4	Ph.D. (Please attach copy of University Notification about successful open defense and Degree Certificate) Date of declaration of result as per University Notification is			

II. Details of Short Term Training Programmes (STTPs)/ Faculty Development Programmes (FDPs) of not less than one week duration, relevant to discipline/branch/subject, attended while working on present post/after last promotion-(Please mention only the STTPs/FDPs approved by Central/State Govt. bodies mentioned in the eligibility criteria)(Please attach copy of participation Certificate)

Sr. No.	Duration of STTP/FDP attended		Sponsored /Approved by	Whether Certificate copy is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
	dd-mm-yyyy	dd-mm-yyyy				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

III. Details of International/National level Seminars/Conferences attended, relevant to discipline/branch/subject, while working on present post/after last promotion – (Please attach copy of attendance certificate)

Sr. No.	Duration of Seminar /Conference attended		Sponsored /Organized by	Whether Certificate copy is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
	dd-mm-yyyy	dd-mm-yyyy				
1						
2						
3						
4						
5						
6						
7						
8						
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10						

IV. Details of research papers published in Journals – (Please attach copy of paper published)

Sr. No.	Title of paper published	Name of Journal	Whether copy of paper is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
1					
2					
3					
4					
5					
6					
7					

Sr. No.	Title of paper published	Name of Journal	Whether copy of paper is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
8					
9					
10					

V. Details of Annual Confidential Reports – (Please attach self attested copies of reviewed ACRs from 2009-10 to 2018-19)(ACRs which have not been reviewed by the Reviewing Authority will not be considered)

(ACRs are normally required for last five years prior to the proposed date of promotion. However, if the Average ACR Grade for the last five years falls short of the required Grade, then Grading of the next years will be taken into consideration, till 2018-19, and promotion will be recommended from a later date on which the criteria of Average ACR Grade for the last five years gets fulfilled. All the applicant teachers are informed to attach copies of ACR for the period accordingly. However, attaching copies of ACRs for the entire duration 2009-10 to 2018-19 is advisable)

Sr.No.	Year	ACR Grade given by Reviewing Officer	Whether copy of ACR is attached (Yes/No)	Page No./s	Verification by Screening Committee (OK/Not OK)
1	2009-10				
2	2010-11				
3	2011-12				
4	2012-13				
5	2013-14				
6	2014-15				
7	2015-16				
8	2016-17				
9	2017-18				
10	2018-19				

Signature of applicant teacher

(Shri./Smt.....)

Place and date

Forwarding by Head of Department and Head of Institution

We hereby forward the application for CAS promotion of Shri./Smt.....

working asin this Institute for further necessary action. It is hereby certified that the information furnished by the applicant is as per the records available in our office. The application form together with all documents in support of the claims made by applicant teacher including the PBAS formats required if applicable have been bound together in a single Spiral Bound volume and all the pages in the volume have been numbered serially.

Name and Signature of Head of Department

Name and Signature of Head of Institution

Office Seal

Place and date.....

Place and date.....

Remarks of Scrutiny Committee

We have carefully verified all the documents submitted by the applicant teacher.

After carefully considering the Eligibility Criteria as well as the documents attached by him/her in support of his/her claim, he/she is for CAS promotion to next Stage with effect from Date

(Please write Recommended / Not Recommended and the date of eligibility)

Additional remarks if any –

Signatures and Names of Scrutiny Committee members

Part C – Details of documents required

Sr.No.	Application for promotion	Documents to be attached with application form												
1	CAS promotion as per 5 th pay CAS rules (effective date of promotion falling during the period 17-10-2015 to 07-11-2015)	Self attested copies of all supporting documents mentioned in the application form												
2	CAS promotion as per 6 th pay CAS rules (effective date of promotion falling during the period 08-11-2015 to 10-09-2019)	<p>1) Self attested copies of all supporting documents mentioned in the application form</p> <p>2) Duly Filled and signed PBAS format to be attached as per requirement mentioned below –</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Effective date of promotion</th> <th style="text-align: center;">PBAS format requirement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">08-11-2015 to 31-03-2016</td> <td style="text-align: center;">01-04-2014 to 31-03-2015 (1 year)</td> </tr> <tr> <td style="text-align: center;">01-04-2016 to 31-03-2017</td> <td style="text-align: center;">01-04-2014 to 31-03-2016 (2 years)</td> </tr> <tr> <td style="text-align: center;">01-04-2017 to 31-03-2018</td> <td style="text-align: center;">01-04-2014 to 31-03-2017 (3 years)</td> </tr> <tr> <td style="text-align: center;">01-04-2018 to 31-03-2019</td> <td style="text-align: center;">01-04-2014 to 31-03-2018 (4 years)</td> </tr> <tr> <td style="text-align: center;">01-04-2019 to 10-09-2019</td> <td style="text-align: center;">01-04-2014 to 31-03-2019 (5 years)</td> </tr> </tbody> </table>	Effective date of promotion	PBAS format requirement	08-11-2015 to 31-03-2016	01-04-2014 to 31-03-2015 (1 year)	01-04-2016 to 31-03-2017	01-04-2014 to 31-03-2016 (2 years)	01-04-2017 to 31-03-2018	01-04-2014 to 31-03-2017 (3 years)	01-04-2018 to 31-03-2019	01-04-2014 to 31-03-2018 (4 years)	01-04-2019 to 10-09-2019	01-04-2014 to 31-03-2019 (5 years)
Effective date of promotion	PBAS format requirement													
08-11-2015 to 31-03-2016	01-04-2014 to 31-03-2015 (1 year)													
01-04-2016 to 31-03-2017	01-04-2014 to 31-03-2016 (2 years)													
01-04-2017 to 31-03-2018	01-04-2014 to 31-03-2017 (3 years)													
01-04-2018 to 31-03-2019	01-04-2014 to 31-03-2018 (4 years)													
01-04-2019 to 10-09-2019	01-04-2014 to 31-03-2019 (5 years)													

**Directorate of Technical Education,
Maharashtra State, Mumbai**

Minimum Requirements for promotion of teachers in Degree level Institute

(Applicable for proposed effective date of promotion falling during the period 17-10-2015 to 07-11-2015)

Note: For the period 17-10-2015 to 07-11-2015, promotion to Senior Scale corresponds to rise in Pay Scale from Pay Band of Rs. 15300-39100, AGP Rs. 6000 to AGP Rs. 7000, promotion from Senior Scale to Selection Grade corresponds to rise in Pay Scale from Pay Band of Rs. 15300-39100, AGP Rs. 7000 to AGP Rs. 8000, promotion from Selection Grade to Assistant Professor corresponds to rise in Pay Scale from Pay Band of Rs. 15300-39100, AGP Rs. 8000 to Pay Band of Rs. 37400-67000, AGP Rs. 9000 and promotion from Assistant Professor to Professor corresponds to rise in Pay Scale from Pay Band of Rs. 37400-67000, AGPs. 9000 to AGP Rs. 10000. (Designations indicated in the Table below are Pre-revised designations)

Sr. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
1	Lecturer/Workshop Superintendent to Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale)	(1) Lecturer/ Workshop Superintendent completed six years of service , with relaxation of one year and two years respectively, for those with M.Phil./ M.E./M.Tech. and Ph.D. (2) Government sanction for continuation in service after successful completion of probation period (DTE Office order about completion of probation period in case of teachers of Non- Government Aided institutes)	1) Participated in summer/winter schools of total duration of four weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE) 2) Minimum average ACR grade "B"(Satisfactory) for last five years 3) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion

Sr. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
2	Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale) to Lecturer (Selection Grade)/Workshop Superintendent (Selection Grade)	Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale) completed five years of service in Senior Scale	<ol style="list-style-type: none"> 1) After placement in the Senior Scale participated in summer/winter schools of total duration of four weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE) 2) Minimum average ACR grade "B"(Satisfactory) for last five years 3) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion
3	Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale) to Assistant Professor	<ol style="list-style-type: none"> 1) Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale) completed five years of service in Senior Scale 2) Teacher should be Ph.D. qualified 	<ol style="list-style-type: none"> 1) After placement in the Senior Scale participated in summer/winter schools of total duration of four weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE) 2) Minimum average ACR grade "B+"(Positively Good) for last five years 3) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion
4	Assistant Professor to Professor	<ol style="list-style-type: none"> 1) Assistant Professor completed eight years of service 2) Teacher should be Ph.D. qualified 	<ol style="list-style-type: none"> 1) At least four papers in Journals required 2) (After placement in the Assistant Professor cadre, participated in summer/winter schools of total duration of four weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE)) OR(Participated in at least four Seminars/Conferences at National or International level) 3) Significant contribution to teaching/academic environment/institutional corporate life, adequate Extension and Field Outreach activities and development of course material/monographs 4) Minimum average ACR grade "B+"(Positively Good) for last five years 5) Selection Committee process (Interview) by a Committee constituted by DTE Office, Mumbai for recommending promotion

**Directorate of Technical Education,
Maharashtra State, Mumbai**

**Minimum Requirements for promotion of teachers in Diploma level Institutes
(Applicable for proposed effective date of promotion falling during the period 17-10-2015 to 07-11-2015)**

Note: For the period 17-10-2015 to 07-11-2015, promotion to Senior Scale corresponds to rise in Pay Scale from Pay Band of Rs. 15300-39100, AGP Rs. 6000 to AGP Rs. 7000 and promotion from Senior Scale to Selection Grade corresponds to rise in Pay Scale from Pay Band of Rs. 15300-39100, AGP Rs. 7000 to AGP Rs. 8000

Sr. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
1	Lecturer/Workshop Superintendent to Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale)	(1) Lecturer/ Workshop Superintendent completed six years of service , with relaxation of one year and two years respectively, for those with M.Phil./ M.E./M.Tech. and Ph.D. (2) Government sanction for continuation in service after successful completion of probation period (DTE Office order about completion of probation period in case of teachers of Non- Government Aided institutes)	1) Participated in summer/winter schools or orientation course/induction training/industrial training of total duration of eight weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE). Those with Ph.D. degree would be exempted from these course/training requirements. 2) Minimum average ACR grade "B"(Satisfactory) for last five years 3) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion

Sr. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
2	Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale) to Lecturer (Selection Grade)/Workshop Superintendent (Selection Grade)	<ol style="list-style-type: none"> 1) Lecturer (Senior Scale)/Workshop Superintendent (Senior Scale) completed five years of service in Senior Scale 2) Teacher should have Master's degree. 	<ol style="list-style-type: none"> 1) Minimum average ACR grade "B" (Satisfactory) for last five years 2) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion

**Directorate of Technical Education,
Maharashtra State, Mumbai**

Minimum Requirements for promotion of teachers in Degree level Institutes

(Applicable for proposed effective date of promotion falling during the period 08-11-2015 to 10-09-2019)

Note 1: For the period 08-11-2015 to 31-12-2015, Stage 1 corresponds to Pay Band of Rs. 15300-39100 with AGP of Rs. 6000, Stage 2 corresponds to Pay Band of Rs. 15300-39100 with AGP of Rs. 7000 (Senior Scale), Stage 3 corresponds to PayBand of Rs. 15300-39100 with AGP of Rs. 8000 (Selection Grade), Stage 4 corresponds to Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and Stage 5 corresponds to Pay Band of Rs. 37400-67000 with AGP of Rs. 10000

Note 2 :For the period 01-01-2016 to 10-09-2019, Stage 1 corresponds to Level 10, Stage 2 corresponds to Level 11, Stage 3 corresponds to Level 12, Stage 4 corresponds to Level 13A1 and Stage 5 corresponds to Level 14.

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
1.	Assistant Professor / Workshop Superintendent from Stage 1 to Stage 2	<p>(1) Assistant Professor / Workshop Superintendent in Stage 1 and completed four years of service with Ph.D.or five years of service who are with M.Phil./PG Degree in professional courses or six years of service who are without Ph.D./M.Phil./PG Degree in Professional Courses</p> <p>(2) Government sanction for continuation in service after successful completion of probation period (DTE Office order about completion of probation period in case of teachers of Non- Government Aided institutes)</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <p>(i) Teaching, learning and evaluation related activities (Category I) – 75/year</p> <p>(ii) Co-curricular, extension and profession related activities (Category II) – 15/year</p> <p>(iii) Minimum total average annual score under Categories I and II – 100/year</p> <p>(iv) Research and academic contribution (Category III) – 5/year (20/assessment period)</p> <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) Completed Short Term Training Programmes / Faculty Development Programmes of total minimum four weeks duration OR minimum four number of at least one-week duration Short Term Training Programmes / Faculty Development Programmes, approved or conducted by AICTE /Central Govt. /State Govt. /TEQIP /CIILP /ISTE /NITTTTR /IIT /DTE /SBTE /University / UGC, PMMMMNMTT, IISc, CoA, IIA, SPA, ITPI, NRCs, ARPITs / Research Organizations / other institutes of national importance /design studio, while working at Stage 1.</p> <p>(3) Minimum average ACR grade "A" for last five years</p> <p>(4) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p>

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
2.	Assistant Professor / Workshop Superintendent from Stage 2 to Stage 3	<p>(1) Assistant Professor / Workshop Superintendent with completed service of five years in Stage 2 (completed service of four years in Stage 2, only for those teachers who complete PhD during Senior to Selection Grade)</p> <p>(2) Teachers in Humanities subjects (such as Physics, Chemistry, Mathematics and English/Communication Skill) should be Ph.D. qualified</p> <p>(3) For the teachers who were already placed in pre-revised Senior Scale Rs. 10000-325-15200 prior to 01-01-2006, the period of five years shall be counted from the date of their placement in the in pre-revised Senior Scale Rs. 10000-325-15200. In other words, the service period rendered in pre-revised Senior Scale Rs. 10000-325-15200 shall be counted for upward movement from Stage 2 to Stage 3.</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <p>(i) Teaching, learning and evaluation related activities (Category I) – 75/year</p> <p>(ii) Co-curricular, extension and profession related activities (Category II) – 15/year</p> <p>(iii) Minimum total average annual score under Categories I and II – 100/year</p> <p>(iv) Research and academic contribution (Category III) – 10/year (50/assessment period)</p> <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) Completed Short Term Training Programmes / Faculty Development Programmes of total minimum two weeks duration OR minimum two number of at least one-week duration Short Term Training Programmes / Faculty Development Programmes, approved or conducted by AICTE /Central Govt. /State Govt. /TEQIP /CIILP /ISTE /NITTTR /IIT /DTE /SBTE /University / UGC, PMMMNMTT, IISc, CoA, IIA, SPA, ITPI, NRCs, ARPITs / Research Organizations / other institutes of national importance /design studio, while working at Stage 2.</p> <p>(3) Minimum average ACR grade "A" for last five years</p> <p>(4) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p>

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
3	Assistant Professor (Stage3) / Workshop Superintendent (Stage 3) to Associate Professor (Stage4)	<p>(1) Assistant Professor / Workshop Superintendent with three years of completed service in Stage 3</p> <p>(2) Teacher should be Ph.D. qualified</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <ul style="list-style-type: none"> (i) Teaching, learning and evaluation related activities (Category I) – 75/year (ii) Co-curricular, extension and profession related activities (Category II) – 15/year (iii) Minimum total average annual score under Categories I and II – 100/year (iv) Research and academic contribution (Category III) – 15/year (45/assessment period) <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) At least three publications in the entire period as Assistant Professor, however, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph.D holders</p> <p>(3) Completed minimum one number of at least one-week duration Short Term Training Programme / Faculty Development Programme, approved or conducted by AICTE /Central Govt. /State Govt. /TEQIP /CIILP /ISTE /NITTTR /IIT /DTE /SBTE /University / UGC, PMMMNMTT, IISc, CoA, IIA, SPA, ITPI, NRCs, ARPITs / Research Organizations / other institutes of national importance /design studio, while working at Stage 3.</p> <p>(4) Minimum average ACR grade "A" for last five years</p> <p>(5) Selection Committee process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p> <p>Percentage distribution of weightage points in the Expert Assessment (Total weightage – 100, minimum required for promotion is 50), as stipulated by AICTE, is as mentioned below –</p> <ul style="list-style-type: none"> (i) Contribution to Research – 20% (ii) Assessment of domain knowledge and teaching practices – 60% (iii) Interview performance – 20%

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
4	Associate Professor (Stage 4) / Workshop Superintendent (Stage 4) to Professor (Stage 5)	<p>(1) Associate Professor / Workshop Superintendent with three years of completed service in Stage 4</p> <p>(2) Teacher should have been Ph.D. qualified at the time of CAS promotion to Stage 4 or at the time of direct entry as Associate Professor in Stage 4</p> <p>(3) Teacher should have been duly promoted to Stage 4 under CAS after fulfillment of conditions prescribed by AICTE, or should have been directly recruited at Stage 4 as Associate Professor</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <ul style="list-style-type: none"> (i) Teaching, learning and evaluation related activities (Category I) – 75/year (ii) Co-curricular, extension and profession related activities (Category II) – 15/year (iii) Minimum total average annual score under Categories I and II – 100/year (iv) Research and academic contribution (Category III) – 20/year (60/assessment period) <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) At least five publications since the period that the teacher is placed in Stage 3. (At least three publications after joining at Stage 4 are required for those teachers who have joined at Stage 4 as Associate Professor by Direct Recruitment)</p> <p>(3) Minimum average ACR grade "A" for last five years</p> <p>(4) Selection Committee process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p> <p>Percentage distribution of weightage points in the Expert Assessment (Total weightage – 100, minimum required for promotion is 50), as stipulated by AICTE, is as mentioned below –</p> <ul style="list-style-type: none"> (i) Contribution to Research – 30% (ii) Assessment of domain knowledge and teaching practices – 50% (iii) Interview performance – 20%

Directorate of Technical Education, Maharashtra State, Mumbai

Minimum Requirements for promotion of teachers in Diploma level Institutes (Applicable for proposed effective date of promotion falling during the period 08-11-2015 to 10-09-2019)

Note 1: For the period 08-11-2015 to 31-12-2015, Stage 1 corresponds to Pay Band of Rs. 15300-39100 with AGP of Rs. 5400/6000, Stage 2 corresponds to Pay Band of Rs. 15300-39100 with AGP of Rs. 7000 (Senior Scale), Stage 3 corresponds to Pay Band of Rs. 15300-39100 with AGP of Rs. 8000 (Selection Grade), Stage 4 corresponds to Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and Stage 5 corresponds to Pay Band of Rs. 37400-67000 with AGP of Rs. 10000

Note 2 :For the period 01-01-2016 to 10-09-2019, Stage 1 corresponds to Level 10, Stage 2 corresponds to Level 11, Stage 3 corresponds to Level 12, Stage 4 corresponds to Level 13A1 and Stage 5 corresponds to Level 14.

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
1.	Lecturer / Workshop Superintendent (Incumbents and new entrants) (Stage 1)	Teachers already in service as on 01-01-2006 having B.E./B.Tech. qualification in appropriate branch/discipline AND Teachers newly recruited after 01-01-2006 having B.E./B.Tech. qualification in appropriate branch/discipline at the time of entry in service	<ol style="list-style-type: none"> (1) Such teachers already in service on 01-01-2006 shall be placed in Pay Band Rs. 15300-39100 with AGP of Rs. 5400 on 01-01-2006. (2) Such teachers newly recruited after 01-01-2006 shall be placed in Pay Band Rs. 15300-39100 with AGP of Rs. 5400 on their date of entry in service. (3) They shall be eligible to move from AGP Rs. 5400 to AGP Rs. 6000 on completion of Master's qualification in appropriate branch/discipline. (4) Completion of Master's qualification shall be duly verified by Principal of the Institute and financial benefit (increase in AGP from Rs. 5400 to Rs. 6000) shall be sanctioned by him at the Institute level. (5) Teachers having ME/MPhil/PhD degree in relevant discipline and already in service on 01-01-2006 shall be placed in Pay Band Rs. 15300-39100 with AGP of Rs. 6000 on 01-01-2006 at the Institute level. (6) Teachers having ME/MPhil/PhD degree in relevant discipline and entering the teaching profession newly after 01-01-2006, shall be placed in Pay Band Rs. 15300-39100 with AGP of Rs. 6000 on their date of entry in service at the Institute level.

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
2.	Lecturer / Workshop Superintendent from Stage 1 to Stage 2	<p>(1) Lecturer/ Workshop Superintendent in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil./PG Degree in professional courses or nine years of service who are without Ph.D. or a Master's degree in the relevant branch/discipline</p> <p>(2) Government sanction for continuation in service after successful completion of probation period (DTE Office order about completion of probation period in case of teachers of Non- Government Aided institutes)</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <ul style="list-style-type: none"> (i) Teaching, learning and evaluation related activities (Category I) – 75/year (ii) Co-curricular, extension and profession related activities (Category II) – 15/year (iii) Minimum total average annual score under Categories I and II – 100/year (iv) Research and academic contribution (Category III) – 10/year (40/assessment period) <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) Completed Short Term Training Programmes / Faculty Development Programmes of total minimum four weeks duration OR minimum four number of at least one-week duration Short Term Training Programmes / Faculty Development Programmes, approved or conducted by AICTE /Central Govt. /State Govt. /TEQIP /CIILP /ISTE /NITTTR /IIT /DTE /SBTE /University /UGC, PMMMNMTT, IISc, CoA, IIA, SPA, ITPI, NRCs, ARPITs / Research Organizations / other institutes of national importance /design studio, while working at Stage 1.</p> <p>(3) Minimum average ACR grade "A" for last five years</p> <p>(4) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p>

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
2.	Lecturer / Workshop Superintendent from Stage 2 to Stage 3	<p>(1) Lecturer / Workshop Superintendent with completed service of five years in Stage 2 (completed service of four years in Stage 2 only for those teachers who complete PhD during Senior to Selection Grade)</p> <p>(2) Teachers in Humanities subjects (such as Physics, Chemistry, Mathematics and English/Communication Skill) should be Ph.D. qualified</p> <p>(3) For the teachers who were already placed in Senior Scale Rs. 10000-325-15200 prior to 01-01-2006, the period of five years shall be counted from the date of their placement in the Senior Scale Rs. 10000-325-15200. In other words, the service period rendered in pre-revised Senior Scale Rs. 10000-325-15200 shall be counted for upward movement from Stage 2 to Stage 3.</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <ul style="list-style-type: none"> (i) Teaching, learning and evaluation related activities (Category I) – 75/year (ii) Co-curricular, extension and profession related activities (Category II) – 15/year (iii) Minimum total average annual score under Categories I and II – 100/year (iv) Research and academic contribution (Category III) – 20/year (100/assessment period) <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) Completed Short Term Training Programmes / Faculty Development Programmes of total minimum two weeks duration minimum two number of at least one-week duration Short Term Training Programmes / Faculty Development Programmes, approved or conducted by AICTE /Central Govt. /State Govt. /TEQIP /CIILP /ISTE /NITTTR /IIT /DTE /SBTE /University /UGC, PMMMNMTT, IISc, CoA, IIA, SPA, ITPI, NRCs, ARPITs / Research Organizations / other institutes of national importance /design studio, while working at Stage 2.</p> <p>(3) Minimum average ACR grade "A" for last five years</p> <p>(4) Screening cum verification process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p>

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
3	Lecturer / Workshop Superintendent from Stage 3 to Stage 4	<p>(1) Lecturer / Workshop Superintendent with three years of completed service in Stage 3</p> <p>(2) Teacher should be Ph.D. qualified</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <ul style="list-style-type: none"> (i) Teaching, learning and evaluation related activities (Category I) – 75/year (ii) Co-curricular, extension and profession related activities (Category II) – 15/year (iii) Minimum total average annual score under Categories I and II – 100/year (iv) Research and academic contribution (Category III) – 30/year (90/assessment period) <p>(Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation)</p> <p>(2) At least three publications in the entire period as Lecturer, however, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph.D. holders</p> <p>(3) Completed minimum one number of at least one-week duration Short Term Training Programme / Faculty Development Programme, approved or conducted by AICTE /Central Govt. /State Govt. /TEQIP /CIILP /ISTE /NITTTR /IIT /DTE /SBTE /University / UGC, PMMMNMTT, IISc, CoA, IIA, SPA, ITPI, NRCs, ARPITs / Research Organizations / other institutes of national importance /design studio, while working at Stage 3.</p> <p>(4) Minimum average ACR grade "A" for last five years</p> <p>(5) Selection Committee process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p> <p>Percentage distribution of weightage points in the Expert Assessment (Total weightage – 100, minimum required for promotion is 50), as stipulated by AICTE, is as mentioned below –</p> <ul style="list-style-type: none"> (i) Contribution to Research – 30% (ii) Assessment of domain knowledge and teaching practices – 50% (iii) Interview performance – 20%

Sl. No.	Promotion through CAS	Service and Qualification Requirements	Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria
4	Lecturer Stage 4 / Workshop Superintendent Stage 4 / HOD from Stage 4 to Stage 5	<p>(1) Lecturer/ Workshop Superintendent / HOD, possessing Ph.D. degree in relevant discipline, with three years of completed service in Stage 4</p> <p>(2) Teacher should have been Ph.D. qualified at the time of CAS promotion to Stage 4</p> <p>(3) Teacher should have been duly promoted to Stage 4 under CAS after fulfillment of conditions prescribed by AICTE, or should have been directly recruited at Stage 4 as HOD</p>	<p>(1) Minimum API scores using PBAS proforma as stipulated by AICTE -</p> <ul style="list-style-type: none"> (i) Teaching, learning and evaluation related activities (Category I) – 75/year (ii) Co-curricular, extension and profession related activities (Category II) – 15/year (iii) Minimum total average annual score under Categories I and II – 100/year (iv) Research and academic contribution (Category III) – 40/year (120/assessment period) (Relaxation in API score shall be applicable for teachers on deputation to Central/State Govt. bodies as per Sr. No. 50 of Annexure I of GR dt. 03-06-2022, on production of documentary evidence about of such deputation) <p>(2) At least three publications since the period that the teacher is placed in Stage 4</p> <p>(3) Minimum average ACR grade "A" for last five years</p> <p>(4) Selection Committee process by a Committee constituted by DTE Office, Mumbai for recommending promotion</p> <p>Percentage distribution of weightage points in the Expert Assessment (Total weightage – 100, minimum required for promotion is 50), as stipulated by AICTE, is as mentioned below –</p> <ul style="list-style-type: none"> (i) Contribution to Research – 50% (ii) Assessment of domain knowledge and teaching practices – 30% (iii) Interview performance – 20%

Directorate of Technical Education, Maharashtra State

Annual Self- Assessment for the Performance Based Appraisal System (PBAS)

For Teachers in Diploma level Institutions

Period from 1.04.20---to 31.03.20---

PART A - GENERAL INFORMATION

Sr. No.	Particulars		Information to be filled in by the teacher
1	Name (in Block Letters)	:	
2	Maiden Name (in case of female teacher)	:	
3	Name of Department in which you are working at present	:	
4	Name of institute in which you are working at present	:	
5	Current Designation and Pay (Rs.) Please also indicate the current Level (9A/10/11/12/13A1)	:	
6	Date of last promotion	:	
7	Contact No.	:	
8	E mail address	:	
9	Whether acquired any degree or fresh academic qualifications during the year – If yes, give details	:	

Sr. No.	Particulars		Information to be filled in by the teacher
10	Academic Staff College Orientation / Refresher Course attended during the year - If yes, give details in the Table below	:	

Name of the Course /Summer School / Winter School	Place	Duration	Sponsoring Agency

PART B - ACADEMIC PERFORMANCE INDICATORS FOR THE YEAR 01-04-20..... TO 31-03-20.....
(TO BE FILLED FOR EACH YEAR SEPARATELY)

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES DURING THE YEAR

(i) Lectures, Seminars, Tutorials, Practical's, Contact hours

Sr. No.	Course/ Paper / Subject taught	Level	Mode of teaching* L/S/T/P/C	No. of contact hours targeted	No. of Contact hours actually engaged	Documentary evidence attached at Page No./s	Percentage contact hours achieved(%)	API claimed by teacher (Max. 50)	API verified by Screening Committee (Max. 50)	Remarks of Screening Committee (If API verified is different than API claimed)	
1							= $\left(\frac{Y}{X} \times 100\right)$, to be rounded to 2 digits	See guidelines for calculation of API			
2											
3											
4											
5											
6											
7											
8											
9											
10											
Grand Total (Total of Sr.No. 1 to 10)				X=	Y=						
* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Ph.D. Contact hours (C)							Guidelines for API calculation				
							Sr. No.	Percentage achieved	API score		
Documentary evidence required							1	0 ≤ % < 80	0		
1) Self attested copy of teaching Time Table/s issued to the teacher							2	80 ≤ % < 85	35		
2) Self attested copy of summarized attendance record of students for each Sr. No.							3	85 ≤ % < 90	40		
							4	90 ≤ % < 95	45		
							5	95 ≤ % ≤ 100	50		

ii) Lectures or other teaching duties in excess of the AICTE norms

Sr. No.	Period/Duration		Substantive Post held during the period (Please mention the post held by Regular Appointment, not the post under CAS promotion)	Teaching load per week as per AICTE norms* (hrs/week)	Actual teaching load assigned per week (hrs/week)	No. of lectures or other teaching duties carried out in excess of AICTE norms (hrs/week)	Documentary evidence attached at Page No./s	API claimed by teacher** (Max. 10)	API verified by Screening Committee (Max. 10)	Average API verified by Screening Committee	
	From dd-mm-yyyy	To dd-mm-yyyy									
1										Write the Average API	
2											
3											
*Teaching contact hours of a teacher as per AICTE norms							**Guidelines for API calculation				
Sr. No.	Degree level		Diploma level		Two API for each one hour (per week) of Lectures or other teaching duties engaged in excess of the AICTE norms						
1	Assistant Professor		16 hrs/week	Lecturer	18 hrs/week	Remarks of Screening Committee (If API verified is different than API claimed)					
2	Associate Professor		12 hrs/week	Lecturer (Senior Scale)	16 hrs/week						
3	Professor		8 hrs/week	Head of Department /Lecturer (Sel. Grade)	14 hrs/week						
4	Director/Principal		4 hrs/week	Principal	6 hrs/week						
Documentary evidence required - Self attested copy of teaching Time Table/s issued to the teacher for different periods/durations mentioned above											

(iii) Preparation and imparting of a knowledge/ instruction as per curriculum syllabus enrichment by providing additional resources to the Students - Reading / Instructional material consulted and additional knowledge resources provided to students

Sr. No.	Course/Paper/ Subject taught	Resources prescribed by Concerned Authority	Percentage of Resources used out Resources prescribed by Concerned Authority	API claimed by teacher* (Max. 10)	Additional Resources provided	API claimed by teacher** (Max. 10)	Documentary evidence attached at Page No./s	API verified by Screening Committee (Max. 20)	Average API verified by Screening Committee (Max. 20)
1									Write the Average API
2									
3									
4									
5									
6									
7									
8									
9									
10									
			Total	X =		Y =		Z =	
Guidelines for API calculation						Documentary evidence required – (self attested)			
Sr. No.	Percentage of resources used out of resources prescribed by Concerned Authority	*API (Max. 10)		No. of Additional Resources provided	**API (Max. 10)	1)List of reference books, research articles, manuals, handbooks etc. prescribed by Concerned Authority 2)List of additional resources provided by the teacher			
1	0 ≤ % < 50	0		1	2	Remarks of Screening Committee (If API verified is different than API claimed)			
2	50 ≤ % < 60	4		2	4				
3	60 ≤ % < 70	6		3	6				
4	70 ≤ % < 80	7		4	8				
5	80 ≤ % ≤ 100	10		5	10				

(iv) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

Sr. No.	Description	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	Preparation of Laboratory Manual – Give details		8 per manual			
2	Development of Resource material/Fresh Reading material - Give details		5 per material			
3	Preparation of Question Bank - Give details		5 per course			
4	Preparation of working notes (block diagrams, numericals, key words etc.) – Give details		4 per course			
5	Updating of courses/Curriculum design– Give details		8 per course			
6	Use of Information & Communication Technology (ICT)– (Such as development of Virtual Laboratory / other activity) Give details		10 per course			
7	Developing and imparting Remedial/Bridge Courses and Counseling modules – Give details		5 per course			
8	Development of participatory Learning modules – Give details		5 per course			
9	Courses in computer assisted teaching/web-based learning, e library skills – Give details		5 per activity			
			TOTAL API Score (Max. 20)			
<p>Documentary evidence required –Any self attested documents substantiating the development and use of such methodology by the teacher AND self attested documents substantiating actual dissemination of the material developed by teacher amongst the students</p>						

v) Examination Duties assigned and performed

Sr. No.	Nature of Examination duty (End semester examinations/Annual examinations/continuous assessment etc.)	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	College Exam. Officer / Senior supervisor (Theory Exam)/ System Administrator (Online Exam.)/ Member – Flying squad/ Subject Chairman / Coordinator - Give details		10 per responsibility, Max. 10			
2	Question paper Setting / Question Bank preparation at MSBTE level/ Prelim examination at institute level /Efforts for continuous assessment of the students for the course – Give details		10 per responsibility, Max. 10			
3	Question paper Printing in-charge (Theory Exam.) / Junior supervisor (Theory Exam.), Internal Senior Supervisor (Online Exam.)– Give details		5 per responsibility, Max. 10			
4	Term Work assessment/ Oral & Practical Examiner / Answer Sheet Assessment – Give details		5 per responsibility, Max. 10			
5	Any other examination related duty – Give details		5 per responsibility, Max. 10			
			TOTAL API Score (Max. 25)			
Documentary evidence required – 1)Self attested copy of Office Order about assignment of examination duty 2) Self attested copy of Certificate issued by concerned higher authority, if any, about examination duty done by the teacher						

CATEGORY- II
COCURRICULAR/ EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES DURING THE YEAR

(i) Student related co-curricular, extension and field based activities

Sr. No.	Nature of activity	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	Industrial Visit/ Vacational or industrial training/field visit / Training & Placement activity (other than TPO) / Educational tour – Give details		5 per activity, Max. 10			
2	NSS/NCC / Community work such as values of National Integration, Secularism, Democracy, Socialism, Humanism, Peace, Scientific temper, flood or draught relief, small family norms campaign etc.- Give details		5 per activity, Max. 10			
3	Blood donation/Tree plantation/Medical check-up/Student counseling – Give details		3 per activity, Max. 10			
4	Annual Social Gathering or Cultural Activities in-charge/Technical event in-charge/ Gymkhana or Sports In-charge / In-charge of Student’s Organization or Staff Club – Give details		10 per activity, Max. 10			
5	Any other such activity – Give details		5 per activity, Max. 10			
			Total API score (Max. 20)			
<p>Documentary evidence required – 1) Self attested copy of Office Order about assignment of such activity to the teacher 2) Self attested copy of Certificate issued by concerned higher authority, if any, about such activity done by the teacher</p>						

(ii) Contribution to Corporate Life and Management of the Institution

Sr. No.	Nature of activity	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	In-charge Principal / Vice Principal / Deputy Director / Dean /HOD / IQAC coordinator / Local Management Committee Member / TPO / Workshop Superintendent/ Library in-charge / Hostel Warden or Rector / Admission in-charge – Give details		10 per activity, Max. 10			
2	In-charge of Co-operative Society / In-charge of campus maintenance or electrical maintenance/ publicity in-charge / Network Administrator / Anti- ragging Squad/ Women’s Grievances redressal cell/ Student’s grievances redressal cell / Student welfare or counseling or discipline committee - Give details		5 per activity, Max. 10			
3	Annual Magazine in-charge/ Website in-charge / Time Table in-charge/ In-charge of any other Departmental Portfolio / Stock verification Committee/ Mess Food committee/ Member of any committee at institute or departmental level – Give details		5 per activity, Max. 10			
4	Organization of Conference/ Training programmes– Give details		5 per activity, Max. 10			
5	Membership/Activities of professional bodies – Give details		5 per activity, Max. 10			
6	Publication of articles (not covered in Category III) in newspapers, magazines, TV/Radio talks – Give details		5 per activity, Max. 10			
			Total API score (Max. 15)			
<p>Documentary evidence required – Self attested copy of Office Order about assignment of such activity to the teacher / Certificate issued by concerned higher authority, if any, about such activity done by the teacher / Document substantiating conduct of such activity by the teacher</p>						

CATEGORY: III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS DURING THE YEAR
A) Published Papers in Journals

Sr. No.	Title of paper with Page Nos.	Journal	ISSN/ISBN No.	Documentary evidence attached at Page No./s	Whether peer reviewed? Impact Factor, if any	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1										
2										
3										
4										
5										
6										
7										
Documentary evidence required – 1) Self attested copy of full paper published 2) Self attested copy about proof of Impact Factor										

Guidelines for API calculation– Category III (A) and Category III (B)				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for University teachers
III A	Research papers published in :	Refereed journal*	Refereed journal*	15/Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN number	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/Publication
		Seminar/Conference proceedings as full papers etc. (Abstract not included)	Conference proceedings as full papers etc. (Abstract not included)	International 10/publication National 5/publication
III B	Research publications, books, chapters in books other than refereed journal articles)	Text or reference books published by international publishers with an established peer review system	Text or reference books published by international publishers with an established peer review system	50/sole author, 10/chapter in an edited book
		Subject Books by National level publisher/ State and Central Govt. publications with ISBN/ISSN numbers.	Subject Books by National level publisher/ State and Central Govt. publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in edited books
		Subject Books by other local publisher with ISBN/ISSN number	Subject Books by other local publisher with ISBN/ISSN number	15/sole author, and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/chapter
<p>* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows : (i) Indexed journals – by 5 points, (ii) Papers with Impact Factor between 1 and 2 by 10 points, (iii) Papers with Impact Factor between 2 and 5 by 15 points, (iv) Papers with Impact Factor between 5 and 10 by 25 points.</p> <p>** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))</p> <p>The API for joint publications will have to be calculated as follows – Of the total score for the relevant category of publication by concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors is more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.</p>				

B) (i) Articles / Chapters published books

Sr. No.	Title with Page Nos.	Book Title, editor and publisher	ISSN/ISBN No.	Documentary evidence attached at Page No./s	Whether peer reviewed?	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1										
2										
3										
4										
5										
6										
7										
Documentary evidence required – Self attested copy of full Article/Chapter published										

B) (ii) Full papers in Conference Proceedings

Sr. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN No.	Documentary evidence attached at Page No./s	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1									
2									
3									
4									
5									
6									
7									
Documentary evidence required – Self attested copy of full paper published									

B) (iii) Books published as single author or as editor

Sr. No.	Title with Page Nos.	Type of book and Authorship	Publisher and ISSN/ISBN No.	Documentary evidence attached at Page No./s	Whether peer reviewed?	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1										
2										
3										
4										
5										
6										
7										
Documentary evidence required – Self attested copy of cover page, index and back page of the book published										

C) Ongoing and Completed Research Projects and Consultancies

(i & ii) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1								
2								
3								
4								
5								
6								
7								
Documentary evidence required – 1) Self attested copy of project sanction letter from funding agency 2) Self attested copy of Grant Utilization Certificate signed by Head of Institution								

C)(iii & iv) Completed Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Documentary evidence attached at Page No./s	Whether policy document/ patent as outcome?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1									
2									
3									
4									
5									
6									
7									
<p>Documentary evidence required - 1) Self attested copy of project sanction letter from funding agency 2) Self attested copy of Grant Utilization Certificate signed by Head of Institution 3) Self attested copy of policy document/patent filed/patent sanctioned</p>									

Guidelines for API calculation – Category III (C)

Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for University teachers
III C (i)	Sponsored Projects carried out/ ongoing	Major Projects (Amount mobilized with grants above Rs. 30.0 lakh)	Major Projects (Amount mobilized with grants above Rs.5 lakh)	20 /eachProject
		Major Projects (Amount mobilized with grants above Rs. 5.0 lakh to Rs. 30.0 lakh)	Major Projects (Amount mobilized with grants above Rs. 3.0 lakh to Rs. 5.0 lakh)	15 /eachProject
		Minor Projects (Amount mobilized with grants above Rs. 50000 up to Rs. 5.0 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25000 up to Rs. 3.0 lakh)	10/each Project
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.3.0 lakh	Amount mobilized with Minimum of Rs. 1.0 lakh	10 per every Rs.3.0 lakh & Rs.1.0 lakh respectively
III C (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10/each minor project
III C (iv)	Projects Outcome / Outputs	Major policy document of Govt. bodies at Central and State level	Major policy document of Govt. bodies at Central and State level	50 / each for international level
		Patent/Technology transfer/ Product/Process	Patent/Technology transfer/ Product/Process	30/each national level output or patent

D) Research guidance

Sr. No.	Level	Number Enrolled	Thesis Submitted	Degree Awarded	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	M.E./M.Tech./M.Phil.							
2	Ph.D. or equivalent							
<p>Documentary evidence required – 1) M.E./M.Tech./M.Phil. - Self attested copy of cover page of thesis submitted and the degree awarded to candidate 2) Ph.D. – Self attested copy of cover page of thesis submitted by candidate and receipt of thesis submission issued by Concerned Authority 3) Ph.D. – Self attested copy of degree awarded/provisional certificate issued to the candidate by Concerned Authority, if any</p>								

Guidelines for API calculation				
Sr. No.	Level	Engineering	Faculties of Languages/Humanities/Social Sciences//Management	Maximum Points for college teachers
III D (1)	M.E./ M.Tech. / M.Phil.	Degree awarded only	Degree awarded only	3 / each candidate
III D(2)	Ph.D.	Degree awarded only	Degree awarded only	10 / each candidate
		Thesis submitted	Thesis submitted	7 / each candidate

E)

**F) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes
(not less than one week duration)**

Sr. No.	Programme	Duration		Organized by	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
		From	To					
		dd-mm-yyyy	dd-mm-yyyy					
1								
2								
3								
4								
5								
Documentary evidence required –Self attested copy of Course Completion Certificate issued by Concerned Authority								

Guidelines for API calculation				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/Social Sciences//Management	Maximum Points for college teachers
III E (i)	Attended Refresher courses, Methodology work <input type="checkbox"/> shops, Training, Teaching <input type="checkbox"/> Learning <input type="checkbox"/> Evaluation Technology Evaluation Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max.: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each
		(b) One week duration	(b) One week duration	10 / each

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

Sr. No.	Title of the paper presented	Title of Conference /Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1								
2								
3								
4								
5								
Documentary evidence required – Self attested copy of full paper presented/certificate about paper presentation issued by Concerned Authority								

Guidelines for API calculation				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for college teachers
III E (ii)	Paper in conferences/Seminars/Workshops***etc.	Participation and presentation of research paper (poster or oral) in	Participation and presentation of research paper (poster or oral) in	
		a) International	a) International	15 / each
		b) National	b) National	10 / each
		c) Regional/State level	c) Regional/State level	5 / each
		d) Local/college level	d) Local-University/college level	3 / each
** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))				

E) (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference /Seminar etc.	Organized by	Whether International/ National level	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1								
2								
3								
4								
5								
Documentary evidence required –1) Self attested copy of invitation letter from the Organizers 2) Self attested copy of Certificate issued by Concerned Authority								

Guidelines for API calculation				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for college teachers
III (E) (iii)	Invited lectures or presentations for Conferences / Symposia	International level	International level	10 / each
		National level	National level	5 / each

Summary of API Scores as claimed by the teacher (to be filled by applicant teacher)

Sr. No.	Criteria	2014-15	2015-16	2016-17	2017-18	2018-19	Total API Score for the Assessment Period*	Annual Average API Score for the Assessment Period*
I	Teaching, Learning and Evaluation Related activities - Maximum API allocated – 125/year Minimum Average API required – 75/year							
II	Co-curricular, Extension and Professional Development related activities - Maximum API allocated – 50/year Minimum Average API required – 15/year							
	Total (I + II) - Maximum API allocated – 175/year Minimum Average API required –100/year							
III	Research and Academic Contributions - Minimum API required for CAS promotion							
	Promotion from	Minimum Average API required						
	Stage 1 to Stage 2	10/year 40/assessment period						
	Stage 2 to Stage 3	20/year 100/assessment period						
	Stage 3 to Stage 4	30/year 90/assessment period						
	Stage 4 to Stage 5	40/year 120/assessment period						

***Details of Assessment Period to be considered for CAS promotions**

Sr.No.	Effective date of CAS promotion	Assessment Period to be considered for CAS promotion
1	08-11-2015 to 31-03-2016	01-04-2014 to 31-03-2015 - (One year API score is required)
2	01-04-2016 to 31-03-2017	01-04-2014 to 31-03-2016 - (Two year's API score is required)
3	01-04-2017 to 31-03-2018	01-04-2014 to 31-03-2017 - (Three year's API score is required)
4	01-04-2018 to 31-03-2019	01-04-2014 to 31-03-2018 - (Four year's API score is required)
5	01-04-2019 to 10-09-2019	01-04-2014 to 31-03-2019 – (Five year's API score is required)

Declaration by the applicant teacher – I hereby declare that I have carefully read the guidelines for API calculation while filling the PBAS format and understand that the API scores claimed by me are subject to verification and finalization by the Screening Committee.

Name and Signature of applicant teacher

Forwarding by Head of Department and Head of Institution

We hereby forward the application for CAS promotion of Shri./Smt.....

working asin this Institute for further necessary action. It is hereby certified that the information furnished by the applicant is as per the records available in our office. The application form together with all documents in support of the claims made by applicant teacher including the PBAS formats required if applicable have been bound together in a single Spiral Bound volume and all the pages in the volume have been numbered serially.

Name and Signature of Head of Department

Name and Signature of Head of Institution

Office Seal

Place and date.....

Place and date.....

Summary of API Scores verified and finalized by the Screening Committee (to be filled by Screening Committee)

Sr. No.	Criteria	2014-15	2015-16	2016-17	2017-18	2018-19	Total API Score for the Assessment Period*	Annual Average API Score for the Assessment Period*
I	Teaching, Learning and Evaluation Related activities - Maximum API allocated – 125/year Minimum Average API required – 75/year							
II	Co-curricular, Extension and Professional Development related activities - Maximum API allocated – 50/year Minimum Average API required – 15/year							
	Total (I + II) - Maximum API allocated – 175/year Minimum Average API required – 100/year							
III	Research and Academic Contributions - Minimum API required for CAS promotion							
	Promotion from	Minimum Average API required						
	Stage 1 to Stage 2	10/year 40/assessment period						
	Stage 2 to Stage 3	20/year 100/assessment period						
	Stage 3 to Stage 4	30/year 90/assessment period						
	Stage 4 to Stage 5	40/year 120/assessment period						

Recommendations of Screening Committee

It is hereby certified that we have verified the API scores claimed by the applicant teacher Shri/Smt.....

by carefully going through the documentary evidence attached by the applicant herewith. After due verification from all documents, we have finalized the scores as detailed in above Table. Reasons for variation in the API claimed and API verified have been mentioned wherever required in this format.

As per the Summary of finalized API score, he/she is - for the CAS promotion with effect from date

(Please write Recommended/Not Recommended and date of eligibility)

(Name and Signature of Committee Member 1) (Name and Signature of Committee Member 2) (Name and Signature of Committee Member 3)

Directorate of Technical Education, Maharashtra State

Annual Self- Assessment for the Performance Based Appraisal System (PBAS)

For teachers in Degree level Institutions

Period from 1.04.20---to 31.03.20---

PART A - GENERAL INFORMATION

Sr. No.	Particulars		Information to be filled in by the teacher
1	Name (in Block Letters)	:	
2	Maiden Name (in case of female teacher)	:	
3	Name of Department in which you are working at present	:	
4	Name of institute in which you are working at present	:	
5	Current Designation and Pay (Rs.) Please also indicate the current Level (10/11/12/13A1)	:	
6	Date of last promotion	:	
7	Contact No.	:	
8	Email address	:	
9	Whether acquired any degree or fresh academic qualifications during the year – If yes, give details	:	

Sr. No.	Particulars		Information to be filled in by the teacher
10	Academic Staff College Orientation / Refresher Course attended during the year - If yes, give details in the Table below	:	

Name of the Course /Summer School / Winter School	Place	Duration	Sponsoring Agency

PART B - ACADEMIC PERFORMANCE INDICATORS FOR THE YEAR 01-04-20..... TO 31-03-20.....
(TO BE FILLED FOR EACH YEAR SEPARATELY)

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES DURING THE YEAR

(i) Lectures, Seminars, Tutorials, Practicals, Course Work

Sr. No.	Course/ Paper / Subject taught	Level (UG/ PG/ Ph.D.)	Mode of teaching* L/S/T/P/C	No. of contact hours targeted	No. of Contact hours actually engaged	Documentary evidence attached at Page No./s	Percentage contact hours achieved(%)	API claimed by teacher (Max. 50)	API verified by Screening Committee (Max. 50)	Remarks of Screening Committee (If API verified is different than API claimed)	
1							= ((Y ÷ X) × 100), to be rounded to 2 digits	See guidelines for calculation of API			
2											
3											
4											
5											
6											
7											
8											
9											
10											
Grand Total (Total of Sr.No. 1 to 10)				X=	Y=						
* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Ph.D. Course Work (C)							Guidelines for API calculation				
							Sr. No.	Percentage achieved	API score		
Documentary evidence required							1	0 ≤ % < 80	0		
1) Self attested copy of teaching Time Table/s issued to the teacher							2	80 ≤ % < 85	35		
2) Self attested copy of summarized attendance record of students for each Sr. No.							3	85 ≤ % < 90	40		
							4	90 ≤ % < 95	45		
							5	95 ≤ % ≤ 100	50		

ii) Lectures or other teaching duties in excess of the AICTE norms

Sr. No.	Period/Duration		Substantive Post held during the period (Please mention the post held by Regular Appointment, not the post under CAS promotion)	Teaching load per week as per AICTE norms* (hrs/week)	Actual teaching load assigned per week (hrs/week)	No. of lectures or other teaching duties carried out in excess of AICTE norms (hrs/week)	Documentary evidence attached at Page No./s	API claimed by teacher** (Max. 10)	API verified by Screening Committee (Max. 10)	Average API verified by Screening Committee	
	From dd-mm-yyyy	To dd-mm-yyyy									
1										Write the Average API	
2											
3											
*Teaching contact hours of a teacher as per AICTE norms							**Guidelines for API calculation				
Sr. No.	Degree level		Diploma level		Two API for each one hour (per week) of Lectures or other teaching duties engaged in excess of the AICTE norms						
1	Assistant Professor		16 hrs/week	Lecturer	18 hrs/week	Remarks of Screening Committee (If API verified is different than API claimed)					
2	Associate Professor		12 hrs/week	Lecturer (Senior Scale)	16 hrs/week						
3	Professor		8 hrs/week	Head of Department /Lecturer (Sel. Grade)	14 hrs/week						
4	Director/Principal		4 hrs/week	Principal	6 hrs/week						
Documentary evidence required - Self attested copy of teaching Time Table/s issued to the teacher for different periods/durations mentioned above											

(iii) Preparation and imparting of a knowledge/ instruction as per curriculum&syllabus enrichment by providing additional resources to the students - Reading / Instructional material consulted and additional knowledge resources provided to students

Sr. No.	Course/Paper/ Subject taught	Resources prescribed by University or Concerned Authority	Percentage of Resources used out Resources prescribed by University or Concerned Authority	API claimed by teacher* (Max. 10)	Additional Resources provided	API claimed by teacher** (Max. 10)	Documentary evidence attached at Page No./s	API verified by Screening Committee (Max. 20)	Average API verified by Screening Committee (Max. 20)
1									Write the Average API
2									
3									
4									
5									
6									
7									
8									
9									
10									
			Total	X =		Y =		Z =	
Guidelines for API calculation						Documentary evidence required – (self attested)			
Sr. No.	Percentage of resources used out of resources prescribed by university	*API (Max. 10)		No. of Additional Resources provided	**API (Max. 10)	1)List of reference books, research articles, manuals, handbooks etc. prescribed by University/Concerned Authority 2)List of additional resources provided by the teacher			
1	0 ≤ % < 50	0		1	2	Remarks of Screening Committee (If API verified is different than API claimed)			
2	50 ≤ % < 60	4		2	4				
3	60 ≤ % < 70	6		3	6				
4	70 ≤ % < 80	7		4	8				
5	80 ≤ % ≤ 100	10		5	10				

(iv) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

Sr. No.	Description	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	Preparation of Laboratory Manual – Give details		8 per manual			
2	Development of Resource material/Fresh Reading material - Give details		5 per material			
3	Preparation of Question Bank - Give details		5 per course			
4	Preparation of working notes (block diagrams, numerical, key words etc.) – Give details		4 per course			
5	Updating of courses/Curriculum design– Give details		8 per course			
6	Use of Information & Communication Technology (ICT) – (Such as development of Virtual Laboratory / other activity) Give details		10 per course			
7	Developing and imparting Remedial/Bridge Courses and Counseling modules – Give details		5 per course			
8	Development of participatory Learning modules – Give details		5 per course			
9	Courses in computer assisted teaching/web-based learning, e library skills – Give details		5 per activity			
		TOTAL API Score (Max. 20)				

Documentary evidence required –Any self attested documents substantiating the development and use of such methodology by the teacher AND self attested documents substantiating actual dissemination of the material developed by teacher amongst the students

v) Examination Duties assigned and performed

Sr. No.	Nature of Examination duty (End semester examinations/Annual examinations/continuous assessment etc.)	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	College Exam.Officer / Senior supervisor (Theory Exam)/ System Administrator (Online Exam.)/ Member – Flying squad/ Subject Chairman / Coordinator - Give details		10 per responsibility, Max. 10			
2	Question paper Setting / Question Bank preparation at University level/ Prelim examination at institute level /Efforts for continuous assessment of the students for the course – Give details		10 per responsibility, Max. 10			
3	Question paper Printing in-charge (Theory Exam.) / Junior supervisor (Theory Exam.), Internal Senior Supervisor (Online Exam.)– Give details		5 per responsibility, Max. 10			
4	Term Work assessment/ Oral & Practical Examiner / Answer Sheet Assessment – Give details		5 per responsibility, Max. 10			
5	Any other examination related duty – Give details		5 per responsibility, Max. 10			
		TOTAL API Score (Max. 25)				
Documentary evidence required – 1)Self attested copy of Office Order about assignment of examination duty 2) Self attested copy of Certificate issued by concerned higher authority, if any, about examination duty done by the teacher						

CATEGORY- II
COCURRICULAR/ EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES DURING THE YEAR

(i) Student related co-curricular, extension and field based activities

Sr. No.	Nature of activity	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	Industrial Visit/ Vacation or industrial training/field visit / Training & Placement activity (other than TPO) / Educational tour – Give details		5 per activity, Max. 10			
2	NSS/NCC / Community work such as values of National Integration, Secularism, Democracy, Socialism, Humanism, Peace, Scientific temper, flood or draught relief, small family norms campaign etc.- Give details		5 per activity, Max. 10			
3	Blood donation/Tree plantation/Medical check-up/Student counseling – Give details		3 per activity, Max. 10			
4	Annual Social Gathering or Cultural Activities in-charge/Technical event in-charge/ Gymkhana or Sports In-charge / In-charge of Student’s Organization or Staff Club – Give details		10 per activity, Max. 10			
5	Any other such activity – Give details		5 per activity, Max. 10			
			Total API score (Max. 20)			
<p>Documentary evidence required – 1) Self attested copy of Office Order about assignment of such activity to the teacher 2) Self attested copy of Certificate issued by concerned higher authority, if any, about such activity done by the teacher</p>						

(ii) Contribution to Corporate Life and Management of the Institution

Sr. No.	Nature of activity	Documentary evidence attached at Page No./s	Guidelines for API calculation	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	In-charge Principal / Vice Principal / Deputy Director / Dean /HOD / IQAC coordinator / Local Management Committee Member / TPO / Workshop Superintendent/ Library in-charge / Hostel Warden or Rector / Admission in-charge – Give details		10 per activity, Max. 10			
2	In-charge of Co-operative Society / In-charge of campus maintenance or electrical maintenance/ publicity in-charge / Network Administrator / Anti- ragging Squad/ Women’s Grievances redressal cell/ Student’s grievances redressal cell / Student welfare or counseling or discipline committee - Give details		5 per activity, Max. 10			
3	Annual Magazine in-charge/ Website in-charge / Time Table in-charge/ In-charge of any other Departmental Portfolio / Stock verification Committee/ Mess Food committee/ Member of any committee at institute or departmental level – Give details		5 per activity, Max. 10			
4	Organization of Conference/ Training programmes– Give details		5 per activity, Max. 10			
5	Membership/Activities of professional bodies – Give details		5 per activity, Max. 10			
6	Publication of articles (not covered in Category III) in newspapers, magazines, TV/Radio talks – Give details		5 per activity, Max. 10			
			Total API score (Max. 15)			
<p>Documentary evidence required – Self attested copy of Office Order about assignment of such activity to the teacher / Certificate issued by concerned higher authority, if any, about such activity done by the teacher / Document substantiating conduct of such activity by the teacher</p>						

CATEGORY: III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS DURING THE YEAR
A) Published Papers in Journals

Sr. No.	Title of paper with Page Nos.	Journal	ISSN/ISBN No.	Documentary evidence attached at Page No./s	Whether peer reviewed? Impact Factor, if any	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1										
2										
3										
4										
5										
6										
7										
Documentary evidence required – 1) Self attested copy of full paper published 2) Self attested copy about proof of Impact Factor										

Guidelines for API calculation– Category III (A) and Category III (B)				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for University teachers
III A	Research papers published in :	Refereed journal*	Refereed journal*	15/Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN number	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/Publication
		Seminar/Conference proceedings as full papers etc. (Abstract not included)	Conference proceedings as full papers etc. (Abstract not included)	International 10/publication National 5/publication
III B	Research publications, books, chapters in books other than refereed journal articles)	Text or reference books published by international publishers with an established peer review system	Text or reference books published by international publishers with an established peer review system	50/sole author, 10/chapter in an edited book
		Subject Books by National level publisher/ State and Central Govt. publications with ISBN/ISSN numbers.	Subject Books by National level publisher/ State and Central Govt. publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in edited books
		Subject Books by other local publisher with ISBN/ISSN number	Subject Books by other local publisher with ISBN/ISSN number	15/sole author, and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/chapter
<p>* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows : (i) Indexed journals – by 5 points, (ii) Papers with Impact Factor between 1 and 2 by 10 points, (iii) Papers with Impact Factor between 2 and 5 by 15 points, (iv) Papers with Impact Factor between 5 and 10 by 25 points.</p> <p>** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))</p> <p>The API for joint publications will have to be calculated as follows – Of the total score for the relevant category of publication by concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors is more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.</p>				

B) (i) Articles / Chapters published books

Sr. No.	Title with Page Nos.	Book Title, editor and publisher	ISSN/ISBN No.	Documentary evidence attached at Page No./s	Whether peer reviewed?	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1										
2										
3										
4										
5										
6										
7										
Documentary evidence required – Self attested copy of full Article/Chapter published										

B) (ii) Full papers in Conference Proceedings

Sr. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN No.	Documentary evidence attached at Page No./s	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1									
2									
3									
4									
5									
6									
7									
Documentary evidence required – Self attested copy of full paper published									

B) (iii) Books published as single author or as editor

Sr. No.	Title with Page Nos.	Type of book and Authorship	Publisher and ISSN/ISBN No.	Documentary evidence attached at Page No./s	Whether peer reviewed?	No. of Co-authors	Whether you are the main author?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1										
2										
3										
4										
5										
6										
7										
Documentary evidence required – Self attested copy of cover page, index and back page of the book published										

C) Ongoing and Completed Research Projects and Consultancies

(i& ii) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1								
2								
3								
4								
5								
6								
7								
Documentary evidence required – 1) Self attested copy of project sanction letter from funding agency 2) Self attested copy of Grant Utilization Certificate signed by Head of Institution								

C)(iii & iv) Completed Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Documentary evidence attached at Page No./s	Whether policy document/ patent as outcome?	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1									
2									
3									
4									
5									
6									
7									
<p>Documentary evidence required - 1) Self attested copy of project sanction letter from funding agency 2) Self attested copy of Grant Utilization Certificate signed by Head of Institution 3) Self attested copy of policy document/patent filed/patent sanctioned</p>									

Guidelines for API calculation – Category III (C)

Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for University teachers
III C (i)	Sponsored Projects carried out/ ongoing	Major Projects (Amount mobilized with grants above Rs. 30.0 lakh)	Major Projects (Amount mobilized with grants above Rs.5 lakh)	20 /eachProject
		Major Projects (Amount mobilized with grants above Rs. 5.0 lakh to Rs. 30.0 lakh)	Major Projects (Amount mobilized with grants above Rs. 3.0 lakh to Rs. 5.0 lakh)	15 /eachProject
		Minor Projects (Amount mobilized with grants above Rs. 50000 up to Rs. 5.0 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25000 up to Rs. 3.0 lakh)	10/each Project
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.3.0 lakh	Amount mobilized with Minimum of Rs. 1.0 lakh	10 per every Rs.3.0 lakh & Rs.1.0 lakh respectively
III C (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10/each minor project
III C (iv)	Projects Outcome / Outputs	Major policy document of Govt. bodies at Central and State level	Major policy document of Govt. bodies at Central and State level	50 / each for international level
		Patent/Technology transfer/ Product/Process	Patent/Technology transfer/ Product/Process	30/each national level output or patent

D) Research guidance

Sr. No.	Level	Number Enrolled	Thesis Submitted	Degree Awarded	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1	M.E./M.Tech./M.Phil.							
2	Ph.D. or equivalent							
<p>Documentary evidence required – 1) M.E./M.Tech./M.Phil. - Self attested copy of cover page of thesis submitted and the degree awarded to candidate 2) Ph.D. – Self attested copy of cover page of thesis submitted by candidate and receipt of thesis submission issued by Concerned Authority 3) Ph.D. – Self attested copy of degree awarded/provisional certificate issued to the candidate by Concerned Authority, if any</p>								

Guidelines for API calculation				
Sr. No.	Level	Engineering	Faculties of Languages/Humanities/Social Sciences//Management	Maximum Points for college teachers
III D (1)	M.E./ M.Tech. / M.Phil.	Degree awarded only	Degree awarded only	3 / each candidate
III D(2)	Ph.D.	Degree awarded only	Degree awarded only	10 / each candidate
		Thesis submitted	Thesis submitted	7 / each candidate

E)

**F) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes
(not less than one week duration)**

Sr. No.	Programme	Duration		Organized by	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
		From	To					
		dd-mm-yyyy	dd-mm-yyyy					
1								
2								
3								
4								
5								
Documentary evidence required –Self attested copy of Course Completion Certificate issued by Concerned Authority								

Guidelines for API calculation				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/Social Sciences//Management	Maximum Points for college teachers
III E (i)	Attended Refresher courses, Methodology work <input type="checkbox"/> shops, Training, Teaching <input type="checkbox"/> Learning <input type="checkbox"/> Evaluation Technology Evaluation Programmes, Soft Skills development Programmes, Faculty Development Programmes(Max.: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 / each
		(b) One week duration	(b) One week duration	10 / each

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

Sr. No.	Title of the paper presented	Title of Conference /Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1								
2								
3								
4								
5								
Documentary evidence required – Self attested copy of full paper presented/certificate about paper presentation issued by Concerned Authority								

Guidelines for API calculation				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for college teachers
III E (ii)	Paper in conferences/Seminars/Workshops***etc.	Participation and presentation of research paper (poster or oral) in	Participation and presentation of research paper (poster or oral) in	
		a) International	a) International	15 / each
		b) National	b) National	10 / each
		c) Regional/State level	c) Regional/State level	5 / each
		d) Local-University/college level	d) Local-University/college level	3 / each
** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))				

E) (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference /Seminar etc.	Organized by	Whether International/ National level	Documentary evidence attached at Page No./s	API claimed by teacher	API verified by Screening Committee	Remarks of Screening Committee (If API verified is different than API claimed)
1								
2								
3								
4								
5								
Documentary evidence required –1) Self attested copy of invitation letter from the Organizers 2) Self attested copy of Certificate issued by Concerned Authority								

Guidelines for API calculation				
Sr. No.	APIs	Engineering	Faculties of Languages/Humanities/ Social Sciences//Management	Maximum Points for college teachers
III (E) (iii)	Invited lectures or presentations for Conferences / Symposia	International level	International level	10 / each
		National level	National level	5 / each

Summary of API Scores as claimed by the teacher (to be filled by applicant teacher)

Sr. No.	Criteria	2014-15	2015-16	2016-17	2017-18	2018-19	Total API Score for the Assessment Period*	Annual Average API Score for the Assessment Period*
I	Teaching, Learning and Evaluation Related activities - Maximum API allocated – 125/year Minimum Average API required – 75/year							
II	Co-curricular, Extension and Professional Development related activities - Maximum API allocated – 50/year Minimum Average API required – 15/year							
	Total (I + II) - Maximum API allocated – 175/year Minimum Average API required –100/year							
III	Research and Academic Contributions - Minimum API required for CAS promotion							
	Promotion from	Minimum Average API required						
	Stage 1 to Stage 2	5/year 20/assessment period						
	Stage 2 to Stage 3	10/year 50/assessment period						
	Stage 3 to Stage 4	15/year 45/assessment period						
	Stage 4 to Stage 5	20/year 60/assessment period						
*Details of Assessment Period to be considered for CAS promotions								
Sr.No.	Effective date of CAS promotion	Assessment Period to be considered for CAS promotion						
1	08-11-2015 to 31-03-2016	01-04-2014 to 31-03-2015 - (One year API score is required)						
2	01-04-2016 to 31-03-2017	01-04-2014 to 31-03-2016 - (Two year's API score is required)						
3	01-04-2017 to 31-03-2018	01-04-2014 to 31-03-2017 -(Three year's API score is required)						
4	01-04-2018 to 31-03-2019	01-04-2014 to 31-03-2018 - (Four year's API score is required)						
5	01-04-2019 to 10-09-2019	01-04-2014 to 31-03-2019 – (Five year's API score is required)						
<p>Declaration by the applicant teacher – I hereby declare that I have carefully read the guidelines for API calculation while filling the PBAS format and understand that the API scores claimed by me are subject to verification and finalization by the Screening Committee.</p>								
<p>Name and Signature of applicant teacher</p>								

Forwarding by Head of Department and Head of Institution

We hereby forward the application for CAS promotion of Shri./Smt.....

working asin this Institute for further necessary action. It is hereby certified that the information furnished by the applicant is as per the records available in our office. The application form together with all documents in support of the claims made by applicant teacher including the PBAS formats required if applicable have been bound together in a single Spiral Bound volume and all the pages in the volume have been numbered serially.

Name and Signature of Head of Department

Name and Signature of Head of Institution

Office Seal

Place and date.....

Place and date.....

Summary of API Scores verified and finalized by the Screening Committee (to be filled by Screening Committee)

Sr. No.	Criteria	2014-15	2015-16	2016-17	2017-18	2018-19	Total API Score for the Assessment Period*	Annual Average API Score for the Assessment Period*
I	Teaching, Learning and Evaluation Related activities - Maximum API allocated – 125/year Minimum Average API required – 75/year							
II	Co-curricular, Extension and Professional Development related activities - Maximum API allocated – 50/year Minimum Average API required – 15/year							
	Total (I + II) - Maximum API allocated – 175/year Minimum Average API required – 100/year							
III	Research and Academic Contributions - Minimum API required for CAS promotion							
	Promotion from	Minimum Average API required						
	Stage 1 to Stage 2	5/year 20/assessment period						
	Stage 2 to Stage 3	10/year 50/assessment period						
	Stage 3 to Stage 4	15/year 45/assessment period						
	Stage 4 to Stage 5	20/year 60/assessment period						

Recommendations of Screening Committee

It is hereby certified that we have verified the API scores claimed by the applicant teacher Shri/Smt.....

by carefully going through the documentary evidence attached by the applicant herewith. After due verification from all documents, we have finalized the scores as detailed in above Table. Reasons for variation in the API claimed and API verified have been mentioned wherever required in this format.

As per the Summary of finalized API score, he/she is - for the CAS promotion with effect from date

(Please write Recommended/Not Recommended and date of eligibility)

(Name and Signature of Committee Member 1) (Name and Signature of Committee Member 2) (Name and Signature of Committee Member 3)