



Nagpur Shikshan Mandal's
Shri Binzani City College, Nagpur

**Annual Self Assessment for Performance Base Appraisal System (PBAS)
(Part A, Part B & Part C)**

For The Session: 2022-23

PART A: GENERAL INFORMATION

1	Name (in Block Letters)	:	
2	Father's Name	:	
3	Mother's Name	:	
4	Department & Subject	:	
5	Educational Qualification	:	
6	Date of Joining	:	
7	Assistant Professor Stage I Pay Scale	:	
8	Date of last Promotion	:	
9	Current Designation & Grade Pay	:	
10	Due Date of Stage III to Associate Professor Promotion	:	
11	Address for Correspondence (With Pin Code)	:	
12	Email id	:	
13	Contact Number	:	

14. Whether acquiring any degree or fresh academic qualification during the year
15. Academic Staff College Orientation/ Refresher Course attended during the year :

16. Academic "Qualification (S.S.C. onwards till post Graduation):

17. Research Degree(s)

18. Appointment held prior to joining this institution:

Sr. No.	Designation	Name of Employer	Date of Joining	Date of Leaving	Salary with Grade	Reason of Leaving

19. Post held after appointment at this institution:

Designation	Department	Date of actual joining		Grade
FULL TIME LECTURER		FROM -	TO 2023 onwards	

20. Period of Teaching Experience : P.G. Classes(in years)	PG	
U.G. Classes (in years)	UG	

Date :

Place : Nagpur

Name and Signature of the Teacher

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see details instructions of this PBAS (Appendix-I) pro-forma before filling out this section)

CATEGORY – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

A. **Direct Teaching:** Lectures, Tutorials, Practical, Project Supervision, Field Work Contact Hours (give semester-wise details, where necessary, copy of personal time-table is to be attached as an enclosure)

Sr. No.	Class & Section	Subject Taught	No. of Lectures Allotted Per year/ Semester	No. of Lectures Engaged Per year/ Semester	No. of Hours actually spent	* API Scores Claimed	Verified API Score (by Committee)	Annexure No. of Proof enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

Equation for calculating API Score:

- For Assistant Professor: Hrs (total of Column 6) x 48 / 60 / 7.5 = API Score or Max. Score 70 (Whichever is less)
 - For Associate Professor/ Professor: Hrs (total of Column 6) x 48 / 60 / 7.75 = API Score or Max. Score 60 (Whichever is less)
- * **Self Appraisal API Score (score claimed)**

B. **Examination Duties:** Includes Question paper setting, Invigilation, Evaluation of answer sheets, Coordinator, Custodian, Lapses /unfair means Committee, Examiner/Expert for practical's /orals, Result Preparation, Any other (For Assistant Professor & Associate Professor Maximum Score = **20**, for Professor Maximum Score =**10**)

Sr. No.	Type of Examination Duties	Class / Semester / Subject	No. of hours Actually spent per year/ semester	*API Scores Claimed	Verified API Score (by Committee)	Annexure No. of Proof enclosed
(1)	(2)	(3)	(4)	(5)	(6)	

Equation for calculating API Score:

- For Assistant Professor/ Associate Professor: Hrs (total of Column 4) / 10 = API Score or Max. Score 20 (Whichever is less)
- For Professor: Hrs (total of Column 4) / 10 = API Score or Max. Score 10 (Whichever is less)

C. **Innovative Teaching: -Learning Methodologies,** Includes Innovative Teaching, Learning methodologies, Use of ICT, Interactive Course, Preparation of resource/study materials/Laboratory manuals, Updating of subject content/course, Design of curriculum, Participatory Learning Modules, Mentoring , Any other (For Assistant Professor Maximum Score =10, for Associate Professor Maximum Score= 15 and for Professor Maximum Score= 20)

Sr. No.	Description	No. of hours actually spent per year	*API Scores Claimed	Verified API Score (by Committee)	Annexure number of enclosure
(1)	(2)	(3)	(4)	(5)	

Equation for calculating API Score:

- For Assistant Professor: Hrs (Total of column 3) / 10 = API Score or Max. Score 10 (Whichever is less)
- For Associate Professor: Hrs (Total of column 3) / 10 = API Score or Max. Score 15 (Whichever is less)
- For Professor: Hrs (Total of column 3) / 10 = API Score or Max. Score 20 (whichever is less)

Sr.No.	Description	API Score Claimed

Total score of Category – I :

Name and Signature of the teacher

Verified and found correct

Signature of the Principal

Final Score approved by the Screening / Selection Committee for Category – I : _____

Signature of the Chairmen
Screening / Selection Committee

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

A] Student related Co-curricular, Extension & Field based Activities: I. Discipline related co-curricular activities (Remedial class, career counseling, study visits, students seminars, other events II. Other co-curricular activities (Cultural, Sports, NSS, NCC, etc.) III. Extension and dissemination activities (Public/popular lectures/ talks/ seminars etc.)

Sr. No.	Type & Nature of Activity	Hours Spent Per year	*API Score Claimed	Verified API Score (by Committee)	Annexure number of enclosure
	NSS Co-ordinator				

B] Contribution to Corporate life and Management of the Department and Institution through participation in academic and administrative committees and responsibilities I. Administrative responsibility (including as Dean/ Principal/ Chairperson/ convenor/ Teacher in-charge/ similar other duties that require regular office hours for its discharges. II. Participation in Board of Studies/ Academic and Administrative Committees

Sr. No.	Type & Nature of Activity	Hours Spent Per year	*API Score Claimed	Verified API Score (by Committee)	Annexure number of enclosure

C] Professional Development Activities (such as participation in seminars, conferences, short term training courses, Industrial experiences, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)

Sr. No.	Type & Nature of Activity	Hours Spent Per year	*API Score Claimed	Verified API Score (by Committee)	Annexure number of enclosure

Equation for calculating API Score: for A, B and C of Category –II

For Assistant Professor/ Associate Professor/ Professor: $\text{Hrs} / 10 = \text{API Score}$ or Max. Score 15 (Whichever is less) in each of A, B, C.

Sr.No.	Description	API Score Claimed
1	CATEGORY – II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES	
2	A. Student related Co-curricular, Extension & Field based Activities	
3	B. Contribution to Corporate life and Management of the Department	
	C. Professional Development Activities	
	Total =	

Total Score Category – II:

Name and Signature of the teacher

Verified and found correct

Signature of the Principal

Final Score approved by the Screening / Selection Committee for Category – II: _____

Signature of the Chairmen
Screening / Selection Committee

CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS

A) RESEARCH PAPER PUBLISHED IN

I. Refereed Journals as notified by the UGC:

Sr. No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score	*Verified API Score	Annexure number of enclosure
Total (Max Score per publication: 25)									

II. Other Reputed Journals as notified by the UGC:

Sr. No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score	Verified API Score	Annexure number of enclosure
1									
Total (Max Score per publication: 10)									

B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS AND CHAPTERS IN BOOKS):

I. Text/reference books published by international publisher with ISBN No. as approved by the University and posted on its website.

Sr. No.	Title with page nos.	Book Title, editor & Publisher	ISBN No.	No. of co-author	Whether you are the main authors	API Score	Verified API Score	Annexure number of enclosure
1								
Total (Max. Score per book per single author: 30)								

II. Subject/Book Published by National Level Publisher with ISBN No. or State or Central Government Publications as approved by the University and posted on its website:

Sr. No.	Title with page nos.	Book Title, editor & Publisher	ISBN No.	No. of co-author	Whether you are the main authors	API Score	Verified API Score	Annexure number of enclosure
-								
Total (Max. Score per book per single author: 20)						00		

III. Subject/Book Published by other local Publisher with ISBN No. as approved by the University and posted on its website:

Sr. No.	Title with page nos.	Book Title, editor & Publisher	ISBN No.	No. of co-author	Whether you are the main authors	API Score	Verified API Score	Annexure number of enclosure
1						--		
Total (Max. Score per book per single author: 15)								

IV. Chapter in book published by National and International level publisher with ISBN No. as approved by the University and posted on its website:

Sr. No.	Title with page nos.	Book Title, editor & Publisher	ISBN No.	No. of co-author	Whether you are the main authors	API Score	Verified API Score	Annexure number of enclosure
-	-	-	-	-	-	-	-	-
Total (Max. Score per International Chapter: 10 and Max. Score per National Chapter: 05)						00		

C) RESEARCH PROJECTS

I. Sponsored Projects:

a) Major projects with grants above Rs. 5 Lakhs

Sr. No.	Title	Agency	Period	Grant/Amount (Rs. In Lakhs)	Whether policy document / patent as outcome	API Score	Verified API Score	Annexure number of enclosure
						--		
Total (Max. Score: 20 per Project)								

b) Major projects with grants above Rs. 3 Lakhs and upto Rs. 5 lakhs

Sr. No.	Title	Agency	Period	Grant/Amount (Rs. In Lakhs)	Whether policy document / patent as outcome	API Score	Verified API Score	Annexure number of enclosure
						--		
Total (Max. Score: 15 per Project)								

c) Major projects with grants above Rs. 1 Lakh and upto Rs. 3 lakhs

Sr. No.	Title	Agency	Period	Grant/Amount (Rs. In Lakhs)	Whether policy document / patent as outcome	API Score	Verified API Score	Annexure number of enclosure
						--		
Total (Max. Score: 10 per Project)								

II. Consultancy Project: Amount mobilized with a minimum of Rs. 2 Lakhs.

Sr. No.	Title	Agency	Period	Grant/Amount (Rs. In Lakhs)	Whether policy document / patent as outcome	API Score	Verified API Score	Annexure number of enclosure
						--		
Total (Max. Score: 10 per consultancy project)								

III. Projects Outcome/Outputs: Major policy document prepare for International bodies WHO/UNO/UNESCO/UNICEF etc. Central/State Government/Local Bodies etc.

Sr. No.	Title of the document	Agency	Year	Whether policy document/patent as outcome (Yes/No), if Yes, provide Documentary evidence.	API Score	Verified API Score	Annexure number of enclosure
					--		
Total (Max. Score: 30 for each major policy document for international bodies 20 for each major policy document for Central Government 10 or each major policy document for State Government 05 for each major policy document for Local Bodies							

D) RESEARCH GUIDANCE: Ph.D. awarded per candidate 15, submitted per candidate 10 and M. Phil awarded per candidate 5

Sr. No.	Degree	Number Enrolled	Thesis / Dissertations submitted	Degree Awarded	API Score	Verified API Score	Annexure number of enclosure
1	M. Phil						
2	Ph. D.						
Total					--		

E) FELLOWSHIP, AWARD AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

E-I -Fellowship/Awards: (International award/fellowship 15 point per award, National award/fellowship 10 point per award, University level award/ fellowship 05 point per award (Academic bodies/Associations)

International / National / State / University award							
Sr. No.	Name of the Award	Name of the Agency	Period	Level	API Score	Verified API Score	Annexure number of enclosure
Total					--		

E-II) Invited Lectures / Papers presented in conference / seminars:

(Point per lecture: International – 07, National – 05, State / University – 03)

(Point per paper presentation: International – 05, National – 03, State / University – 02)

(API Score under this category shall be restricted to 20 % of the minimum fixed for category III for any assessment period)

Sr. No.	Title of invited lecture / Paper presentation	Name of conference Seminar	Organized By with date	Level	API Score	Verified API Score	Annexure number of enclosure
-	-	-	-	-	-	-	-
Total					00		

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

F) DEVELOPMENT OF E-LEARNING DELIVERY PROCEESS / MATERIAL:

(10 points per module)

Sr. No.	e-learning delivery process / material	Title of Process / Material	Details of the website	No. of Module developed	API Score	Verified API Score	Annexure number of enclosure

						Total	

Sr.No.	Description	API Score Claimed
1	CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS A) RESEARCH PAPER PUBLISHED IN JOURNALS	
2	B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS AND CHAPTERS IN BOOKS): II. Subject/Book Published by National Level Publisher with ISBN No. or State or Central Government Publications as approved by the University and posted on its website IV Chapter in book published by National and International level publisher with ISBN No. as approved by the University and posted on its website	
3	C) RESEARCH PROJECTS	
4	D) RESEARCH GUIDANCE	
5	E) FELLOWSHIP, AWARD AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS II. Invited Lectures / Papers presented in conference / seminars:	
6	F) DEVELOPMENT OF E-LEARNING DELIVERY PROCEESS / MATERIAL:	
		Total =

Total Score Category – III:

Name and Signature of the teacher

Verified and found correct

Signature of the Principal

Final Score approved by the Screening / Selection Committee for Category – III: _____

Signature of the Chairmen
Screening / Selection Committee

IV. SUMMARY OF API SCORES:

Sr. No .	Last Academic year	Last Academic Year Period 2019-20	Last Academic Year Period 2020-21	Last Academic Year Period 2021-22	Annual Average API Score for Assessment Year
I	Category – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES				
II	Category – II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES				
III	Category – III: RESEARCH AND ACADEMIC CONTRIBUTIONS (For entire period)				
	Total of Category II + III				

Total Score Category I + II + III:

Name and Signature of the teacher

Verified and found correct

Signature of the Principal

Final Score approved by the Screening / Selection Committee for Category II:- _____

Signature of the Chairmen
Screening / Selection Committee

PART C: OTHER RELEVANT INFORMATION

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

Sr. No.	Details (Mention Year, value etc. where relevant)	API Score
	Total API Score	

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

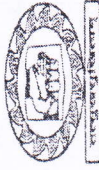
I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS pro-forma.

Date:
Place: Nagpur

Name and Signature of the teacher

Signature of the Principal





P E R F O R M A N C E A P P R A I S A L : 2 0 2 0 - 2 1

Please rate yourself on compliance by ticking the appropriate box, sign the document and submit it to your coordinator/HoD

Parameter	Not Complied	Partly Complied	100% complied
Satisfactory Submission of Mid-Term & End Term Review booklets i.e. Course Booklets. The booklets should be collected from IQAC after submission and approval of your personal Time Table.			
Updated LMS Contents as per ICT & E-learning Policy. This is related to creation of self-sufficient and updated e-learning classroom.			
Proper evaluation of answer sheets, assignments and other submissions with proper feedback to students after every evaluation			
Planning execution and documentation including press coverage of one program of academic nature			
Planning, execution and documentation including press coverage of one program of cultural nature			
Publication of 2 research papers in UGC CARE listed Journal jointly with any permanent teacher including Principal.			
Active Participation in Committees and Cells of college.			
Conducting one expert/invited lecture outside college.			
Actively discharging the duty as Mentor .			
Attended minimum ONE Faculty Development Program/Quality Improvement Program or RM workshop of minimum 1-week duration.			

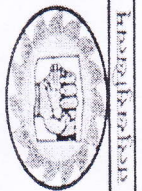
Parameter	Semester:	Course:	Semester:	Course:	Semester:	Course:	Semester:	Course:
1st semester:								
2nd semester:								
3rd semester:								
4th semester:								

Name of the teacher: _____ Signature of the teacher: _____

Performance: Satisfactory / Not Satisfactory Feedback Given to teacher: Yes / No Feedback Accepted by the teacher: Yes/ No

Coordinator/HoD Sign: _____ IQAC Co/Coordinator Sign: _____ Vice/Principal Sign: _____

Date: _____ Date: _____ Date: _____



NAGPUR SHIKSHAN MANDAL'S
SHRI BINZANI CITY COLLEGE
 (S. B. CITY COLLEGE)
 RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)
 Near Sakkardara, Umrer Road, Nagpur - 440 024
 • E-mail ID : sbct_1@yahoo.co.in • Website : www.binzanicitycollege.in

- President
SHRI MOHIT SHAH | 9373985046
- Secretary
DR. HARISH RATHI | 9730037001
- Principal
DR. SUJIT G. METRE | 9822714241

Performance Appraisal -2021-22

Please rate yourself on compliance by ticking the appropriate box, sign the document and submit it to your coordinator/HoD		Not Complied	Partly Complied	100% complied
Parameter				
Satisfactory <i>Submission of Mid-Term & End Term Review</i> booklets i.e. Course Booklets. The booklets should be collected from you after submission and approval of your personal Time Table.				
Updated LMS Contents as per ICT & E-learning Policy. This is related to creation of self-sufficient and updated google classroom.				
<i>Peer evaluation</i> of answer sheets, assignments and other submissions with <i>proper feedback</i> to students after every evaluation				
Planning execution and documentation including press coverage of <i>one program of academic nature</i>				
Planning, execution and documentation including press coverage of <i>one program of cultural nature</i>				
Publication of <i>2 research papers in UGC CARE listed Journal</i> jointly with any permanent teacher including Principal.				
<i>Active Participation in Committees and Cells</i> of college.				
Conducting <i>one expert/invited lecture</i> outside college.				
Actively discharging the <i>duty as Mentor</i> .				
Conducting minimum <i>ONE Faculty Development Program/Quality Improvement Program or RM workshop</i> of minimum 1-week duration.				
Semester:	Course:	Semester:	Course:	Semester:
Semester:	Course:	Semester:	Course:	Semester:
Semester:	Course:	Semester:	Course:	Semester:
Semester:	Course:	Semester:	Course:	Semester:

Name of the teacher: _____		Signature of the teacher: _____	
Performance: Satisfactory / Not Satisfactory	Feedback Given to teacher: Yes / No	Feedback Accepted by the teacher: Yes/ No	
Coordinator/HoD Sign:	IQAC Co/Coordinator Sign:	Vice/Principal Sign:	
Date:	Date:	Date:	

SHRI BINZANI CITY COLLEGE, UMRER ROAD, NAGPUR
NAAC Re-Accredited B++ Grade
CONFIDENTIAL REPORT

परिशिष्ट "ब" (भाग-3)
(स्वयंमूल्यनिर्धारण अहवाल)

कालावधी :-

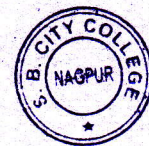
- 1) शासकीय अधिकाऱ्याचे / कर्मचाऱ्याचे नाव :
- 2) पद
- 3) या वर्षी/कालावधीत नेमून दिलेल्या कामाची उद्दिष्टे (असल्यास) :
- 4) वर्षभरात केलेली, उल्लेखनीय अशी महत्त्वाची व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भासहित) :

अधिकाऱ्याची/कर्मचाऱ्याची सही, नाव
व पदनाम

- 1) शासकीय अधिकारी/कर्मचारी यांच्या वरील स्वयंमूल्यनिर्धारणाशी सहमत आहात का?
- 2) नसल्यास, त्याची कारणे :

* This CR format to be used
from academic/calender year 2020
onwards

[Signature]
Principal
S. B. City College
NAGPUR.



SHRI BINZANI CITY COLLEGE, UMRER ROAD, NAGPUR

NAAC Re-Accredited B++ Grade

CONFIDENTIAL REPORT

परिशिष्ट "ब" (भाग-4)

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

- 1) नाव : श्री/श्रीमती/कुमारी
- 1) Name : Shri/Smt./Kum.
- 2) प्रतिवेदनाचा कालावधी : पासून : दिवस महिना वर्ष पर्यंत : दिवस महिना वर्ष
- 2) Period of Report : From : Date Month Year To : Date Month Year
- 3) धारण केलेले पद / पदे :
- 3) Post/Posts held :
- 4) उद्योगप्रियता व कार्यतत्परता : अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारपेक्षा कमी
- 4) Industry & Application : Outstanding Very good Good Average Below Average
- 5) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता : अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारपेक्षा कमी प्रश्न उद्भवत नाही
- 5) Capacity to get work done by subordinates : Outstanding Very good Good Average Below Average Question does not arise
- 6) सहकारी व जनता यांच्याशी असलेले संबंध : सहकार्याचे सौजन्याचे मदतीचे उदासीन अमैत्रीपूर्ण
- 6) Relations with colleagues & public : Co-operative Courteous Helpful Indifferent Unfriendly
- 7) सर्वसाधारण बुद्धिमत्ता : अत्युत्कृष्ट उत्कृष्ट चांगली साधारण साधारपेक्षा कमी
- 7) General Intelligence : Outstanding Very good Good Average Below Average
- 8) निर्णयशक्ती, उपक्रमशीलता व धडाडी यांसह कार्यक्षमता : अत्युत्कृष्ट उत्कृष्ट निश्चित चांगले चांगली साधारण साधारपेक्षा कमी
- 8) Administrative ability including judgment, initiative and drive : Outstanding Very good Positively Good Good Average Below Average
- 9) तांत्रिक/व्यावसायिक कार्यक्षमता (संबंधित असेल तेथे) :
- 9) Technical/Professional ability (Where relevant) :
- 10) मागासवर्गीयांबाबतचा दृष्टिकोन : मदतीचा सहानुभूतीचा असहानुभूतीपूर्ण तटस्थ
- 10) Attitude towards backward class : Helpful Sympathetic Unsympathetic Natural
- 11) विशेष कल :
- 11) Special Attitude :
- 12) सचोटी व चारित्र्य :
- 12) Integrity & Character :
- 13) प्रदान करण्यात आलेल्या शक्तींचा पूर्णपणे वापर करतात काय? : होय अंशतः नाही
- 13) Whether powers delegated are fully utilised? : Yes Partly No
- 14) पदोन्नतीसाठी पात्रता : अयोग्य ज्येष्ठतेनुसार योग्य
- 14) Fitness for Promotion : Unfit Fit in normal course (according to seniority)
- 15) प्रशिक्षणासाठी आवश्यक क्षेत्र : येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा
- 15) Areas of training required :
- 16) प्रकृतिमान : चांगले नाही चांगले उत्कृष्ट
- 16) State of Health : Not Good Good Very Good
- 17) क्षेत्रीय स्तरावर काम करण्याची योग्यता : आहे नाही संबंधित नाही
- 17) Fitness for field work : Yes No Not relevant

