SHIVAJI UNIVERSITY, KOLHAPUR

API-PBAS Proforma for Recruitments and Promotions under CAS as per UGC's 4th Amendment Dated 11th July, 2016
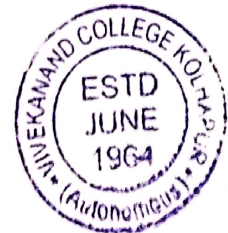
ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(Academic Year: 19/10/2018– 19/10/2019)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Name of College : Vivekanand College ,Kolhapur (Autonomous)

1. Name (in Block Letters) : Dr. TIWADE KAVITA DANIEL

2. Department : English

3. Current Designation & Grade Pay : Asst. Professor (Stage II) & GP- 8000/-

4. Date of Last Promotion : 19/8/2018

5. Which position and grade pay are you an applicant under CAS? : Associate Professor & GP- 9000/-

6. Date of eligibility for promotion : 19/10/2021

7. Address (with Pin Code) : 1245, E Ward ,Irwin Hostel Compound

Rajram Road ,Rajram Puri

Kolhapur

Pin - 416008   (Maharashtra)

Mobile No. : 9049507535

Email : kavitatiwade@gmail.com

8. Academic Qualifications (from SSC till Post Graduation)

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Examinations	Name of the Board/University	Year of Passing	% of Marks obtained	Class /Grade	Special/Optional Subject
S.S.C.	Pune Board	1986	50./.	II	Lang. & Soci. Sci.
H.S.C.	Pune Board	1988	53%	II	Lang. & Soci. Sci.
B.A	Shivaji University	1991	57./.	II	English
Master Degree	Shivaji University	1993	56%	II	English

9. Research Degree(s)

Degrees	Title	Date of Award	University
Ph.D	Philip Larkin as a poet of Vision : A critical Assessment	2008	Shivaji University, Kolhapur

10. Appointments held prior to joining this institution: Nil

11. Posts held after appointment at this institution:

Designation	Department	Date of Actual Holding		Grade
		From	To	
Asst. Professor (Stage I)	English	9/7/2008	8/07/2013	C1
Asst. Professor (Stage II)	English	9/07/2013	19/08/2018	C1
Associate Professor	English	19/10/2018	19/10/2021	C1

12. Period of teaching experience:

P.G. Classes (in years): 21 years

U.G. Classes (in years): 3 years

13. Research Experience excluding years spent in M.Phil. / Ph. D (in 6 years)

14. Fields of Specialization under the Subject/ Discipline:

a) Indian Literature

c) Comparative Literature

b) British Literature

d) Modern Poetry

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15. Academic Staff College Orientation/Refresher Course/ISTE-AICTE sponsored STTP/SBP attended so far.

Name of the Course	Place	Duration	Sponsoring Agency
Orientation Course (OC)	Goa	16/7/2002 To 12/8/2002	UGC-Academic Staff College, University of Goa
Refresher Course(RC)	Hyderabad	2011	UGC- Academic Staff College Hyderabad
AICTE Approved Faculty Development Programme	IIT Bombay	13/9/2018 to 18/10/2018	PMMMNMTT ,MHRD
Managing Online Classes and Co-Creating Moocs	Ramanujan College ,Delhi	20/4/2020 to 6/5/2020	MHRD PMMNMIT
FDP	Dr.M.G.R.Educational and Research Institute ,Tamilnadu	19/5/2020 to 23/5/2020	Research Institute

PART B: ACADEMIC PERFORMANCE INDICATOR
Category I: Teaching, Learning and evaluation Related Activities

A) Direct Teaching: (Maximum Score for Asst. Professor=70, Associate Prof. & Professor =60)

A. i) Classroom Teaching (Lectures, Seminars as per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching (Lecture / Seminar)	No. of Periods /Hours Allotted		No. of Periods engaged per annum	Actual Score (Actual hours spent per annum÷7.5 / 7.75/7.75)
				Per Week	Per Annum		
1	B.A. II (English Paper IV & VI)	UG	Lecture	04	120	116	15.47
2	B.A.I (English Compulsory)	UG	Lecture	02	60	58	07.73
3	B.A. III (English	UG	Lecture	04	120	116	15.47

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					115	15.33
4	B.Scl (English Compulsory)	UG	Lecture	04	120	54
					Total Score	

A. ii) Classroom Teaching (lectures, seminars) in excess of UGC norms (as per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching (Lecture / Seminar)	No. of Periods engaged per annum	Actual Score (Actual hours spent per annum $\div$ 7.5 / 7.75/7.75)
1	Basic English Grammar	UG	Lecture & Practical	90	12
			Total Score		12

A. iii) Tutorials and Practicals, Field work, Project Supervision (Actual as per Student Attendance Register)

Sr. No.	Course/ Paper	Tutorials/Practical/Field work/Project Supervision	Periods engaged per annum	Actual Score (Actual hours spent per annum $\div$ 7.5 / 7.75/7.75)
01	B.A.III (Eng. Paper VII & Paper VIII)	Project Supervision for 16 Students	08	1.07
02	B.A III (Comp)	60students Project supervision	30	4
		Total Score		5.07

Sub Total- A i+ii+iii	Maxim. Score	70	API Claimed	71.7	API Verified	70

B. Examination Duties (Maximum Score for Assistant & Associate Professor=20 & Professor =10)

Sr. No.	Type of Duties (Q.P. Setting, Supervision, Flying Squad, Custodian, CAP Director/Asst.Director, Unfair Menace Committee, Lapses Committee, Internal & External Assessment, Revaluation, etc.)	From ------To (Date)	Actual Hours spent	Actual Score (Actual hours spent per annum $\div$ 10)
1	Question Paper Setting (B. A. B.Com & M.A.)	-	-	-
	External Assessment	3-11-2018 to 4-11-2018	6	8.5
2	External Sr. Supervision	23/4/2018to5/5/2018	108	10.8
3	Junior Supervision (at Examination Blocks in our College)	Oct- Nov: 2018 / March-Apr. 2019	30 (Total 12 Supervisions)	03

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4	Internal Assessment (Assessments of Seminars & Projects of B.A.III)	Oct-Nov: 2018	53	5.30
		March-Apr. 2019		
5	Internal Assessment (Assessment of B. A. Part I answer books Answer books)	Apr-May 2019	10	1.00
			Total Score	28.6

C) Innovative Teaching (Maximum Score for Assistant Prof.=10, Associate Prof. =15 & Prof= 20)

Sr. No.	Name of Activity	Max. Score	Actual hours spent per annum	Actual Score (Actual hrs spent p.a.÷10)
1	Use of ICT in regular classes (PPT, AV-aids)		30	03
2	Teaching through E-Resources / E-Journals (use of Internet)		20	02
3	Use of Group Discussion, Role Play Method, Quiz Sessions, etc.	10/15/20	20	02
4	Preparation/Compilation of Study Materials (Lecture Notes/Instruction Manual/PPT Handouts/ Compilation of Suggested Readings/Compilation of Web based Resource, etc.)		30	03
			Total Score	10

Total of Category-I	Min. API Score Required	API Score Claimed	API Verified
100/95/90	80/75/70	A+B+C= 110.3	A+B+C =95.00

CATEGORY II

Co-Curricular, Extension, Professional Development Related Activities (Year Wise)

II. A) Student related co- curricular, extension & field based activities (Maxim Score=15)

i. Discipline related co-curricular activities organized (Such as Field Work, Field Visits, Study Tours, Student Seminar, Remedial Classes, Career Counseling, NET/SET workshop (1week), Quiz, Debate, Elocution on subject, Essay Competition on Subject, Exhibition, Subject/Faculty Day celebration, Survey Conduction, Subject Association Activity, etc.)

Sr. No.	Nature of Activity	Maximum API Score	Actual hours spent per annum	Actual Score (Actual hours spent per annum÷10)	Verified API Score
1	Student Seminar		20	02	02
2	Remedial Classes	15	60	06	06
3	Career Counseling		50	05	05

4	(Competitive Exam) Quiz & Essay Competition	10	01	01
5	Celebration of Specific Days (Subject Related)	10	01	01
	Total API Score		15	15

ii. Other Co-Curricular Activities (Cultural Programme Coordinator, NSS, NCC officer/Assist. Officer, Eradication of Superstitions, Tree Plantation, AIDS Awareness Programmes, Blood Donation Camp, Student Welfare Officer, Placement Officer, Sports Committee, etc.)

Sr. No.	Nature of Activity	Maximum API Score	Actual hours spent per annum	Actual Score (Actual hours spent per annum÷10)	Verified API Score
1	Tree Plantation Program		10	01	01
2	Blood Donation Camp		10	10	01
3	Student Welfare Activity	15	20	02	02
4	AIDS/Awareness Program		10	01	01
	Total API Score			5.0	5.0

iii. Extension and Dissemination Activities (Positions held/Leadership role played in organization linked with Extension Work, Community Work such as National Integration, Human Rights, Peace, Scientific Temper, Flood/Drought Relief, Public Lectures delivered (Related to Subject),Talks delivered as Chief Guest, General Awareness Activities, Subject related events and popular writings, etc.)

Sr. No.	Nature of Activity	Maximum API Score	Actual hours spent per annum	Actual Score (Actual hours spent p.a.÷10)	Verified API Score
1		15			
2					
Score		Total API			

Sub Total- II A i+ii+iii					

Maxim. Score	15	API Claimed	20	API Verified	15	15

II. B) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees (Maxim Score=15)

i. Administrative Responsibilities (Dean, Principal, Management Council Member, Director, IQAC Coordinator, Head of Department, Chairperson/Convener, Teacher in Charge that require regular office hours)

Sr. No.	Administrative Responsibility	Maximum API Score	Actual hours spent per annum	Actual Score (Actual hours spent per annum÷10)	Verified API Score
1	CDC , Member		32	3.2	3.2
2	Gender Audit Committee (Convener)	15	35	3.5	3.5
3	Ladies Welfare Committee (Convener)		35	3.5	3.5
	Total API Score			10.2	10.2

ii. Participation in (BOS/Academic Council/Senate/any other uni. Committee, Chairman for Ph.D. Open Defense Session, Scrutiny Meetings, Resource person & Referee/Judge for subject related events, Administrative Committee, Editorial Board, LMC, Admission Committee, Campus Development Committee, Library Committee, Standing Committee, Sexual Harassment & Prevention Committee, Membership of Committees on Education/Research, etc.)

Sr. No.	Administrative Responsibility	Maxim. API Score	Actual hours spent per annum	Actual Score (Actual hours spent p. a. ÷10)	Verified API Score
1	Editorial Board (M.A SIM)		20	2	2
2	Admission Committee	15	20	02	02
3	Judge For Poster Presentation		20	02	02
4	Sexual Harassment Committee		30	03	03
	Total API Score			11	11

Sub Total- II B i+ii	Maxim. Score	15	API Claimed	21.2	API Verified	15

II. C. Professional Development Activities (Participation in Seminars/Conferences/ Workshops, Short Term Training Courses, Industrial Experience, Talks, Lectures in FDP, Dissemination and general Articles and any other contribution, etc.)

Sr. No.	Professional Development Activities	Maxim. API Score	Actual hours spent per annum	Actual Score (Actual hours spent p. a. ÷10)	Verified API Score
1	Participation in Seminars (Total 5)		30	3.00	3.00
2	Certificate Course in Modi Lipi	15	120	12.00	12.00
	Total API Score			15	15

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Total of Category-II	Min. API Score Required	API Score Claimed A+B+C= 71.2	API Verified A+B+C = 45
45	*50/50/50		

Required Score:

1. Stage 1 to 2 =

2. Stage 2 to 3 = 50

3. Stage 3 to 4 = 50

4. Stage 4 to 5 = 50

5. Stage 5 to 6 = 100

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Verifiable Criteria:

1. Academic Diary

2. Bio-Metric Generated Slips

3. Attendance Sheet

4. Certification by HOD/Principal

5. Supporting Documents

CATEGORY: III

Research and Academic Contributions

III A) (i) Published Papers in Refereed Journals as notified by the UGC (25 points per publication)

Sr. No.	Title with page No.	Journal	ISSN /ISBN	Impact Factor	Principal Author/ Co-author /Guide	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
Sub Total A (i)								

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III A) (ii) Published Papers in Other Reputed Journals as notified by the UGC (10 pts each)

Sr. No.	Title with page No.	Journal	ISSN /ISBN	Impact Factor	Principal Author/ Co-author / Guide	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
1	Marginalization of the Kaikadi Tribes in Laxman Mane's "An Outsider Upara		ISSN-		Principal Author	10 +15 =25	25	
				Sub Total A (i)			25	

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

(i) Text/Reference Books published by International Publishers with ISBN/ISSN as approved by the University and posted on its website. The list will be intimated to UGC. (30 points per book for single author)

Sr. No.	Type of Book & Authorship	Publisher & ISSN /ISBN	Whether Peer reviewed	Principal Author/ Co-author / Guide	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
			Sub Total B (i)				

(ii) Subject Books published by National level publishers with ISBN/ISSN or State/Central Govt. Publications as approved by the University and posted on its website. The list will be intimated to UGC. (20 points per book for single author)

Sr. No.	Type of Book & Authorship	Publisher & ISSN /ISBN	Whether Peer reviewed	Principal Author/ Co-author / Guide	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
			Sub Total B (ii)				

(iii) Subject Books published by other local publishers with ISBN/ISSN as approved by the University and posted on its website. The list will be intimated to UGC. (15 points per book for single author)

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Sr. No.	Type of Book & Authorship	Publisher & ISSN /ISBN	Whether Peer reviewed	Principal Author/ Co-author / Guide	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
1							
				Sub Total B (iii)			

(iv) Chapters in Books published by National and International level publishers with ISBN/ISSN as approved by the University and posted on its website. The list will be intimated to UGC. (International- 10 points per chapter, National-05 points per chapter)
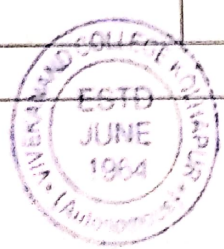
Sr. N o.	Title with page No.	Type of Book & Authorship	Publisher & ISSN /ISBN	Wheth er Peer review ed	Princip al Author/ Co-author / Guide	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
1								
				Sub Total B (iv)				

Total B (i+ii+iii+iv)	25

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than one-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 20 points; (iv) papers with impact factor above 10 by 25 points. (Joint publication is shared by 70: 30 percent.

III. C) Research Projects:

III C. (i) Sponsored Projects (Major Projects: above Rs. 5 lakhs= 20 Points, Rs. 3 lakhs to Rs. 5 lakhs= 15 Points) & (Minor Projects: Rs. 1 lakh to Rs. 3 lakhs =10 points per project)

Type of Project	Title	Agency	Year of Completion	PI/ Co- PI	Grant (Rs. Lakh)	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document

III C. (ii) Consultancy Projects (Amount Mobilized with minimum of Rs. 2 lakhs, 10 points for every Rs. 2 lakhs)

Sr. No.	Title	Agency	Year of Completion	PI/ Co-PI	Amount Mobilized (Rs. Lakh)	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
				Sub Total C (ii)				

III C. (iii) Projects Outcome/Output: Patent/Technology Transfer/Product Process (Major policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central/ State Govt./ Local Bodies (30 for each Int. /20 for each National level output/ patent. Major policy document of Int. bodies- 30 Central Govt.-20, State Govt-10 & Local bodies-5)

Sr. No.	Title	Agency	PI/ Co-PI	Amount Mobilized (Rs. Lakh)	Self Appraisal Score	API Score Verified	Pg.No. of relevant Document
		Sub Total C (iii)					

Total C (i+ii+iii) .	00

III D. Research Guidance (For M.Phil. Degree awarded 5 pts per candidate, Ph.D. Degree awarded 15 points per candidate, and Ph. D. thesis submitted 10 points per candidate)

Sr.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	API Score Verified	Pg.No. of relevant Document
M. Phil			--	---	--	
Ph.D.		--	--	--	--	
		Sub Total D				

III E. Fellowship, Awards and Invited lectures delivered in Conferences/Seminars

III E. (i) Fellowship/ Awards (Fellowship/Awards from academic bodies/ associations- International Level= 15 points per awards/fellowship, National Level= 10 points per awards/fellowship, State/Uni. Level= 05 points per awards/fellowship)

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Sr.No.	Fellowship /Awards	Year	Level	Academic Body/ Association	API Score Claimed	API Score Verified	Pg.No. of relevant Document
				Sub Total E (i)			

III E. (ii) Invited Lectures/Papers (International level 7 per lecture, National level 5 per Lecture, State / University Level 3 per Lecture)

a) Invited Lectures

Sr. No.	Title of Lecture /Academic Session	Title of Seminar/ Conference	Organized by	Level	API Score Claimed	API Score Verified	Pg.No. of relevant Document
1	Advertisements : Employment Opportunities	Lead College Workshop	Jaywant Awale Mahavidyalaya,Ichalkaranji	University	03	03	
			Sub Total E (ii). a)		03	03	

b) Papers Presented (International Level 5, National Level 3, State/Uni. Level 2 per Paper)

Sr.No.	Title of Research Paper	Title of Seminar/ Conference	Organized by	Level	API Score Claimed	API Score Verified	Pg.No. of relevant Document
1	Marginalization of the Kaikadi Tribes in Laxman Mane's An Outsider ,Upara	Socio-Economic Problems of Semi-Nomadic ,Nomadic and Denotified Tribes	Vivekanand College Kolhapur	NL	03	03	

				Sub Total E (ii). b)	03	03	

Total E (i+ii)	06

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

III (F) Development of e-learning delivery process/material (10 per module)

Summary of Category III

Details	By Candidate	By Committee	Remark
Total A)	50	50	Good
Total B)	40	40	Good
Total C)	00	00	Need to be improved
Total D)	00	00	Need to be improved
Total E)	11	11	Good
Total F)	00	00	Need to be improved
Grand Total	101	101	Good

List of Enclosures: (Please attach copies of certificates, letters, Sanction orders, research papers etc. wherever necessary)

PBAS based API Summary

Details	API Score Clamed	API Score Verified
Category-I	136.8	100
Category-II	45	45
Category-III	101	101
Total Score	282.8	246

UNDERTAKING

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I Dr. Kavita Daniel Tiwade undertake that the information provided is correct as per records submitted by me to College/ Institute/University and /or documents enclosed along with the duly filled PBAS Proforma.

My PBAS based API score carries

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Place: Miraj
Date:

Signature of the Faculty with
Designation

Place: Miraj
Date:

HOD & Chairman of College Scrutiny Committee

Coordinator - IQAC
Vivekanand College,
Kolhapur

Place: Miraj
Date:

Principal/Director/Vice-Chancellor

PRINCIPAL
Vivekanand College
Kolhapur

N.B. The individual PBAS proforma duly filled along with enclosures, submitted for CAS promotions will be duly verified by the college/institute/university as necessary and placed before the Screening cum Evaluation Committee or Selection committee for assessment/ verification.

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