



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce
Pillai HOCL Educational Campus, Rasayani
NAAC Accredited with A+ Grade in Cycle 2
(ISO 9001: 2015 Certified)



6.3.5. QnM.

Institutions Performance Appraisal System (A.Y. 2022-23)




PRINCIPAL
Mahatma Education Society's
Pillai HOC College of
Arts, Science & Commerce
Pillai HOC Educational Campus
Rasayani, Taluka Khalapur
Dist. Raiged, Pin- 410 207

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE, RASAYANI
NAAC Accredited A+ Grade with CGPA-3.26 in Cycle 2 & ISO 9001:2015 Certified

*To be filled by the faculty members themselves and to be submitted to
the head of the Department/Institute directly*

FACULTY SELF ASSESSMENT FORM FOR: JUN 2022 TO MAY 2023

N.B.:

☒☒ **Kindly report only activities pursued during the above assessment period.**

☒☒ **Add additional sheet wherever necessary.**

PART A. Personal Data

Name of the faculty member :

Designation :

Department :

Qualification/ Degree :

University from which the above degree is obtained:

Date of Joining PHCASC :

Details of any additional qualification acquired
during the period of assessment :

Institute from which the additional degree is obtained :

Class/ Merit/ % marks/ Grade obtained :

To be filled by office:

No. of days present: _____

Leave details:

CL _____

EL _____

SL _____

LWP _____

C. Off _____

Other _____

No of days of OD _____

Any other remarks:

PART B: ACADEMIC PERFORMANCE INDICATORS
(Please see detailed instructions of this PBAS Proforma before filling out this section)

CATEGORY: I.

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

A. ODD SEMESTER:

(i) Lectures, Seminar, Tutorials, Practicals (give semester-wise details)

S. No	Course/Paper Semester-wise	Level	Mode of Teaching*	No. of Classes allotted/week	Assigned classes <i>(see instructions)</i>	% classes taken	Feedback PI obtained

*Lecture (L), Seminars (S), Tutorials (T), Practical (P)

		API Score Claimed
(a)	Classes Taken-Average for the Semester	
(b)	Teaching Load in excess of Institute norm (max score:10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students.

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API Score Claimed based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score: 20)				

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.

S.No.	Short Description	API Score Claimed
	Total Score (Max. Score: 20)	

(iv) Examination Duties Assigned and Performed

S. No.	Type of Examination	Duties	Extent to which carried out	API Score Claimed

	Duties	Assigned	(%)	
1				
2				
3				
4				
5				
	Total Score (Max. 25)			

Any other relevant information:
B. EVEN SEMESTER

(i) Lectures, Seminar, Tutorials, Practicals (give semester-wise details)

S. No	Course/Paper Semester-wise	Level	Mode of Teaching*	Classes allotted/week	Assigned classes	% classes taken	Feedback PI obtained

*Lecture (L), Seminars (S), Tutorials (T), Practical (P)

		API Score Claimed
(a)	Classes Taken-Average for the Semester	
(b)	Teaching Load in excess of Institute norm (max score:10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students.

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API Score Claimed based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score: 20)				

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.

S.No.	Short Description	API Score Claimed
	Total Score (Max. Score: 20)	

(iv) Examination Duties Assigned and Performed

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score Claimed
	Total Score (Max. 25)			

Any other relevant information:

CATEGORY: II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sl. No.	Type of Activity	Average Hrs/week	API Score Claimed
(i)	Extension, Co-curricular & Field based activities		
	Total (Max.: 30)		
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibility	API Score Claimed
	Total (Max.: 30)		
(iii)	Professional Development Activities		API Score Claimed
	Total (Max.: 20)		
	Total Score (i + ii + iii)		

Any other relevant information:

Category III

Research & Academic Contributions

(Note: Please submit proof for this criteria. Please read the instructions given at the end of Proforma for calculating API Score claimed)

A. Published Papers in Journals

S.N.	Full Journal paper. (In format given below with author names in the order published. Eg: Amjit K. M & Chateerejee B, <i>Optimisation of Cellular layout using Simulated Annealing</i> , Int. J of Production Research, Vol 26 No.4, Dec 2009, pp 25-34)	ISSN/ ISBN No.	Whether peer reviewed.	Impact factor, if any	API Score claimed
1					
2					
3					
4					
5					

Total API score Claimed:

B. (i) Articles/Chapters published in Books

S.N.	Full Articles/Chapters in books. (In format given below with author names in the order published. Eg: Benson, R ,Crow P S & Stien R, <i>Benchmarking lessons in the process industries</i> , Chapt:Ed: May Amy, <i>Manufacturing Excellence</i> , 2 nd Edition,1998 Haymarket Business Publications, London)	ISSN/ ISBN No.	Whether peer reviewed.	Publisher International /National /Regional	API Score claimed
1					
2					
3					

Total API score Claimed:

(ii) Full Papers published in Conference Proceedings

S.N.	Full Papers in Conference proceedings. (In format given below with author names in the order published. Eg: Bumstead, J and Cannons, K, <i>From 4PL to managed supply chain operations</i> , Procd. Int. Conf. on Supply Chain, NTU, Singapore, May 12-15, 2004, pp 18-25)	ISSN/ ISBN No.	Details of Conference International /National /Regional	API Score claimed
1				
2				
3				
4				

Total API score Claimed:

(iii) Books published as author or as editor

S.N.	Books Published. (Reference in the format given below with author names in the order published. Eg: Christopher, M and Peck, H (2003) <i>Marketing Logistics</i> , 2nd edition, Butterworth Heinemann, Oxford)	ISSN/ ISBN No.	International /National /Regional	Editor /Author	API Score claimed
1					
2					

Total API score Claimed:

C. (i & ii). Ongoing /Completed Research projects and consultancies

S.N.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount	API Score Claimed

Total API score Claimed:

C. (iii & iv) Completed Projects/consultancies

S.N.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/ Patent/ Technology transferred	API Score Claimed

Total API score Claimed:

D. Research Guidance

S.N.	Student Name	Thesis Submitted	Degree awarded	API Score Claimed
M. E *				
Ph. D*				

***Note:** Attach List of Students with title of Thesis and year and names of Co-guides if any

Total API score Claimed:

E. (i) Training courses, teaching-learning-evaluation technology, faculty development programmes attended.

S.N.	Programme	Duration	Organized by	API Score
1				
2				
3				

Total API score Claimed:

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

S.N.	Full Papers Presented. (In format given below with author names in the order published. Eg: Arun K P & Vidya CR, <i>Co-ordinating two level supply chains</i> , Int. Conf. on Supply Chain, IIT-KGP, Kharagpur, Dec 16-18, 2011)	ISSN/ No.	ISBN	Details of Conference International /National /Regional	API Score claimed
1					
2					
3					
4					

***Note:** Please see that for any conference paper published claim is not made for presentation also.

Total API score Claimed:

E (iii) Invited Lectures/ Refresher/Orientation course class and Chairmanships at National or International Conference/Seminars

S.N.	Details of event.	Class/ Chair	Talk/	International/ National/Regional	API Score claimed
1					

2				
3				
4				
5				

Total API score Claimed:

OTHER RELEVANT INFORMATION

Please give details of any other significant contributions, awards etc. not mentioned earlier in this proforma.

S.N.	Details (Mention Year, Value etc., where relevant)

LIST OF Enclosures:

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Place

Date

Name and Signature of the Candidate

SUMMARY OF Performance Review & Assessment

**PART B: ACADEMIC PERFORMANCE INDICATORS
(For Use by Assessment/Selection Committee)**

Department : _____

Name and Designation of Applicant: _____

Period of Assessment : From _____ to _____

Category I: Teaching, Learning and Evaluation related activities

Max score allowed: 250

Min score required: 200

Sl No	Sem/Academic year	Score Claimed	Score Awarded
1			
2			
3			
4			
5			
6			
7			
8			
	Total Score		

Category II: Co-curricular, Extension, Professional development related activities

Max score allowed:75

Min score required: 30

Sl No	Sem/Academic year	Score Claimed	Score Awarded
1			
2			
3			
4			
5			
6			
7			
8			
	Total Score		

Category III: Research and Academic contributions

Sl No	Nature of Activity	Score Claimed	Score Awarded
A	Publications in Journals		
B (i)	Publications in Books		
B (ii)	Publications in Conference Proc.		
B (iii)	Books Published		
C i & ii	Research & Consultancy-Ongoing		
C iii & iv	Research & Consultancy-Completed		
D	Research Guidance		
E i	Training courses, FDP -attended		
E ii	Conf. Papers presented only		
E iii	Invited talks/ session chair ay Conf.		
	Total Score		

Names and Signatures of Members

Place:

Date:

Instructions for Filling up Category –I, II & III of the PBAS Proforma

NOTE: Claim of points to be made only in one place for each activity.

PBAS Proforma for calculating API SCORE –

Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated: 250

Minimum Score Required : 200

	Nature of Activity	Max. Score
(i)	Lectures, seminars, tutorials, practical should be based on verifiable records which is the attendance sheet used by the teacher and/or SAMS data for each semester.	
(a)	No score should be assigned if a teacher has taken less than 80% of the assigned classes. Assigned number classes=(no. of classes available for taking based on timetable and teaching days available - classes lost for reasons other than due to the teacher concerned). No. of classes = 1 for each lecture; 1 for each prax slot of 2hrs; 0.5 for each tutorial hour. Score to be given= ((No.of classes taken/Assigned no. of classes)*100-80)*2.5 If Scores calculated above is negative zero score shall be given Maximum score of 50 if there is 100% performance	50
(b)	If a teacher has taken classes exceeding Institute norms, then two points to be assigned for each extra hour of classes/week per semester	10
(ii)	Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students.	
	2 points per paper taught with regularly used resources. 3 points per paper taught where additional resources were provided to students. 1 point per final project guided at Bachelor's/ master's level (100% compliance = 20 points)	20
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	
	Updating of Course, design of curriculum, incorporation of contents beyond MU syllabus to achieve CO/PEO, Preparation of complete Lab manual etc. (2 points per single course)	10
	Participatory & Innovative T/L Process with material for problem based learning, case studies, course projects, Group discussions etc. a) Interactive Courses : 5 points/each b) Participatory Learning modules : 5 points/each c) Case Studies/course projects : 5 points/each	10
	Use of ICT in T/L process with computer-aided methods like instructional videos, animations, Multimedia, Simulation, Software etc., (Use of technology in addition to conventional class room teaching : 5 points per course taught)	10
	Developing and imparting Remedial/Bridge Courses (each activity : 5 points/ set of material/course)	10
	Organizing and conduct popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students a) Workshop/Training course: 10 points each b) Popularization programmes: 5 points each	10
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/Institute end semester/Annual Examination work as per duties, allotted. (invigilation – 0.50 points per duty performed, , Exam Sr. Supervisor (5 points), Test Co-ordinator, Exam understudy (3 points) Evaluation –2 points/60 answer books(University); 2 points/subject/class (Internal) University Question paper setting-1 point/ per subject/exam. 2 points per lab/Viva exam conducted as examiner.) (100% compliance = 25 points)	25
	Maximum Aggregate Limit B (iv)	25

Category II: Co-Curricular, Extension and Professional Development Related Activities.

Maximum Scores Allocated: 75

Minimum Score Required: 30

S.No.	Nature of Activity	Max. Score
(i)	Extension and Co-curricular , Extension and Professional Development Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-inplant training, Placement & Trg etc (5 points each)	10
	Positions held/Leadership role played in organization linked with Extension/Professional Work (Student council, IEEE, CSI, MESA, ETSA etc.) and National service Scheme (NSS), NCC, Employment Bureau or any other similar activity at Institute level (each activity 5 points). Similar roles at Department level will get 3 points.	10
	Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (Institutional level 5 points, departmental level 2 points)	10
	Creation of New facility like lab/test facility, software/tools to facilitate academic/administrative management etc. (Institute level – 10 points, dept. Level 5 points)	10
	Maximum Aggregate Limit	25
(ii)	Contribution to Corporate Life and Management of the Institution	
	Institutional Governance responsibilities like Controller of Examinations, Dean, Chief Warden , (15 points each)	15
	Departmental/Program level Administrative responsibilities like Head of Dept, Co-ordinator, Chief superintendent of exams (10 points each), CAP co-ordinator, TT Co-ordinator (5 points each), Lab-in-charge (3 points each), Class Counsellor (2 points per class per semester)	15
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline & attendance (3 points each), Member of committees like anti-ragging, grievance redressal etc. (2 points each)	10
	Organization of Conference/Refresher/ Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points) National/regional (5 points) (b) As member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	30
(iii)	Professional Development Related Activities	
	Membership in profession related committees at state and national level a) At national level : 5 points each b) At state level : 3 points each	10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)	10
	Membership/participation in State/Central Bodies/Other Institute Bodies Committees on Education, Research and National Development (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each)	10
	Maximum Aggregate Limit	20

Note: For the above Activities wherever activities jointly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.

CATEGORY –III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher’s self-assessment, API Scores are proposed for research and academic contributions. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.N.	APIs	Engineering/ /Sciences	Max. points
III (A)	Research Papers (Published in Journals)	Refereed Journals*	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / 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.	50/book; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Book, and 5/chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers	15/Book, and 3/chapter in edited book
		Chapters contributed to edited knowledge based volumes published by International Publisher	10 / Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III C	Research Projects		
III C (i)	Sponsored Projects carried out/ ongoing	a) Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with minimum of Rs.2.00 lakhs up to Rs.5.00 lakhs	15 / each Project
		c) Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 2 lakh)	10 / each Project
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.50,000/-	10 points per every 50,000/-

III C (iii)	Completed projects : Quality Evaluation	Completed Project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project not covered in anywhere else
III C (iv)	Projects Outcome/Outputs	Patent/Technology transfer/ Product Process	25/ each national level output or patent. 40/each for international level output
III D	Research Guidance		
III D (i)	M.E.	Degree Awarded only	10 Points for each candidate
III D (ii)	Ph.D	Degree Awarded only	20 Points for each candidate

		Thesis submitted	15 Points for each candidate
III E	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS Attended		
III E(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	10 points each
		(b) One week duration	5 points each
III E (ii)	Papers in Conference/ Seminars/ workshops etc. **	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	8 Points each
		b) National	5 Points each
		c) Regional/State level	5 Points each
		d) Local-Institute/College level	2 Points each
III E (iii)	Invited lectures or presentations for conferences/ symposia or talks in refresher courses	(a) International	10 Points each
		(b) National Level	7 Points each

Note:

- For Publications and paper presentations involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. 4 to 6 Authors: 60% credit for each author. 7 and Above authors : 40% credit for each author. *(No specific weightage for the order of authors in the publications/ patents)*. 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 above 5 by 25 points.
- For Research Guidance, Projects and Consultancy involving multiple persons in Investigator role, API calculations would be as given: *Principal Investigator or Guide gets 70% of the points, Co-investigators or co-guides share the remaining 30% of the points.*
- 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)).

MAHATMA EDUCATION SOCIETY'S

PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE, RASAYANI

NAAC Accredited A+ Grade with CGPA-3.26 in Cycle 2 & ISO 9001:2015 Certified

The performance of non-teaching staff is assessed every academic year and is based on 14 parameters for a total of 150 marks, which are as follows:

- 1. Attitude towards co-workers [25] :**
- 2. Attitude towards public [20] :**
- 3. Perception and sensitivity [10]:**
- 4. Staff/student relation [10];**
- 5. Dependability [5] :**
- 6. Attendance/job performance [20]:**
- 7. Initiative [15] :**
- 8. Response to supervision [5]:**
- 9. Judgment/decision making [5] :**
- 10. Method of expression [5] :**
- 11. Potential [5] :**
- 12. Innovation and creativity [5] :**
- 13. Job knowledge [15] :**
- 14. Related accomplishments [5] :**

Mahatma Education Society's

Pillai HOC College of Arts, Science and Commerce, Rasayani

(NAAC Accredited with A+ Grade, CGPA 3.26 in Cycle II & ISO 9001:2015 Certified)

ACTION TAKEN REPORT ON SELF APPRAISAL

YEAR OF ASSESSMENT - A.Y.2022-23

Action Taken Report

An appraisal meeting was convened by the Principal to assess the performance and academic achievements of the Faculty members. This assessment was based on the comprehensive self-evaluation reports submitted by each Faculty member. The conference also encompassed a meticulous examination of the veracity and precision of the information furnished in these self-appraisal reports.

The Principal provided constructive feedback on the performance of each Faculty member. Subsequently, the Faculty members were duly instructed to take the feedback into careful consideration and implement the recommended suggestions as discussed during the assessment meeting, with an expectation that these actions would be documented in writing.

The potential for an increase in performance or other associated benefits for the academic year 2022-23 hinges upon the overall effectiveness of the Action Taken Reports. This underscores the institution's commitment to fostering continuous improvement and professional development among its academic staff.

To formally acknowledge and commend the diligent efforts of the Faculty, the administration issues a letter of evaluation to each faculty member as an expression of appreciation for their dedication and contributions.



Dr. Lata Menon,
Principal,
Pillai HOC College of Arts, Science and Commerce, Rasayani.



Mahatma Education Society's

College Code: 870

PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE

Pillai HOCL Educational Campus, HOC Colony, Rasayani, Via. Panvel, Dist. Raigad. Pin 410207

Tel: 02192 - 669000 / 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 Website : www.phcasc.ac.in Email : phcasc@mes.ac.in

(NAAC Accredited 'A+' Grade, CGPA - 3.26 in Cycle 2 & ISO 9001:2015 Certified)

Affiliated to the University of Mumbai, Approved by Government of Maharashtra

To

Dr. Sheeba S. Rajan

Faculty of Commerce

Pillai HOC College of Arts, Science and Commerce, Rasayani.

Dear Dr. Sheeba S. Rajan

Sub: Letter of Appreciation

We admire and appreciate your good conduct, dedication and perseverance which made a difference in our attempt to achieve academic excellence for the Academic Year 2022-23. We would also like to convey our heartfelt appreciation for your consistent efforts and contribution for successful completion of NAAC Cycle 2 Accreditation process.

Regards

Principal

PRINCIPAL

Mahatma Education Society's
Pillai HOC College of
Arts, Science & Commerce
Pillai HOC Educational Campus
Rasayani, Taluka - Khelapur
Dist. Raigad, Pin- 410 207

