



M. Gosrani

**I/C PRINCIPAL
MR. MITESH M. GOSRANI
MANSI BHARAT GADA
DEGREE COLLEGE OF COMMERCE**

Request - Consider
Chairman
positively and do
needful.

Donor
24/10/2017

Shaikh Aswad,
201/55, Sahi Apt
Shastri Nagar, Kalyan
Road Bhiwandi - 4213
24th October
September 20

To,
Principal
S.H.V.O.C College
Bhiwandi - 421305

Subject :- Request for Financial assistance

Respected Madam,

I Aswad Shaikh, Assistant professor
in your college, writing you to bring in your attention
that 7 member of my family met with a road accident
at panvel. rest all are out of danger but my mom
has serious injury at leg and face, for that doctor
advise to go for an operation. The total cost for the
operation is about ₹ 2 lakh. Therefore I request you to
grant me advance of ₹ 50000/- which shall be deducted
as ₹ 10000 per month from my salary

please accept my request and sanction
the amount as soon as possible.

Thanking you,



24/10/17

Mitesh M. Gosrani
I/C PRINCIPAL
MR. MITESH M. GOSRANI
MANSI BHARAT GADA
DEGREE COLLEGE OF COMMERCE

Sincere
Shaikh Aswad
(Shaikh Aswad)

सौ. कमल शामराव सुर्यवंश
 रामुशेट चाक, हनुमान
 मंदिराजवळ, नवी ताडोळ
 कामतकर, भिवंडी
 दि. 13/09/2017

मा. सेक्रेटरी
 श्री. ललरी विशा ओसवाल विद्यालय,
 आणि ज्यु. कॉलेज
 भिवंडी

विषय :- आर्थिक मदत मिळव्याबाबत.
 (रु. 20000)

कारण विनंती अर्ज करणे कि माझ्या मिस्टरांची तब्येत बरी नाही त्यांना कॅन्सर झाला आहे त्यांच्या उपचाराच्या खर्चासाठी मला पैसांची अत्यंत आवश्यकता आहे. तर आपण मला रु. 20000 ची आर्थिक मदत करावी ही नम्र विनंती.

धन्यवाद ,

Request to consider this request
 to consider this request
 on urgent basis

कमल

सौ. कमल शामराव सुर्यवंशी

Every month 2000/-
 shall be deducted from
 amount given
 13/9/2017
 19/9

पुढील 2000/-
 वा 2000/-
 13/9/17



I/C PRINCIPAL
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Surendra S. Warik,
304/A/3rd Floor,
OM Shiv Shakti Apt.
Charni pocket, Anjurnagar,
Bhiwandi.

Date: 17/09/2019

To,
The principal,
Shree Hulan Vasa Oswal
College of Commerce,
Bhiwandi.

Sub: Request for financial Assistance.

Respected Madam,

I Surendra Shrikant Warik head clerk
in your college, I want to pay school fees of
my son for this. I need financial assistance
from this esteemed institution.

Kindly sanction amount of Rs. 60,000/-
as advance. This amount can be deducted in
12 instalment of Rs. 5000/- from my
monthly salary.

Kindly do the needful at earliest!

Received
for purchase
17/9



[Signature]
I/C PRINCIPAL
MR. MIFESH M. GOSRANI
MANSI BHARAT GADA
DEGREE COLLEGE OF COMMERCE
[Signature]
Surendra S. Warik

[Signature]
17/9

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)

- Objectives:**
- 1) To be aware of Self Appraisal
 - 2) To learn filling up Self-Appraisal forms
 - 3) To evaluate and document one's own performance
 - 4) To facilitate Career advancement of teachers

Concept:

Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. It has been suggested as an indicator of CAS. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format for applying to any teaching post or career advancement.

The individual Performance Based Appraisal System (PABS)

PART A: - General Information & Academic background

1. Name(in block letters) :- _____
2. Father's/Mother's Name:- _____
3. Department:- _____
4. Name of the College:- _____
5. Current Designation:- _____
6. Current Pay band & Grade pay:- _____
7. Date of last promotion:- _____
8. Position to which to be promoted:- _____
9. Pay band expected & Grade pay:- _____
10. Date of eligibility for promotion:- _____
11. Date & place of birth:- _____
12. Sex:- _____
13. Marital Status:- _____
14. Nationality:- _____
15. Category to which belongs:- Open/SC/ST/OBC/Physically challenged
16. Address for the correspondence:- _____

17. Permanent Address:- _____

18. Contact Numbers:- (O) _____ (R) _____
(M) _____
19. E mail id:- _____



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20. Academic Qualifications (SSC to Post Graduation) :-

Examination	Name of Board/ University	Year of passing	% of Marks obtained	Division/ Class/ Grade	Subjects

21. Research Degrees:-

Name of the Degree	Title of the Thesis	Date of Award as per University notification	Name of the University
M.phil			
Ph.D.			
D.Sc./D.Litt.			
Any other			

22. Appointments held prior to joining this institution :-

Designation	Name of the employer	Date of Joining	Date of leaving	Pay band with Grade pay	Reason for leaving

23. Posts held after appointment to this institution:-

Designation	Department	From	To	Pay band with Grade pay



24. Total teaching experience(in years) :-
 At Undergraduate level (at previous institution):- _____ years
 At Undergraduate level (at present institution):- _____ years
 Total: - _____ years
 At Postgraduate level (at previous institution):- _____ years
 At Postgraduate level (at present institution):- _____ years
 Total: - _____ years

25. Research experience excluding years spent for M.phil/Ph.D.: - _____ years
 26. Field of specialization under the subject/discipline if any:- _____
 27. Academic Staff College Orientation/Refresher courses attended:-

Name of the Course	Name of the Academic Staff College	Name of the University	Duration	Sponsoring agency if any

28. Training & Capacity building workshops attended:-

Name of the Training programme	Place where held	Name of the Organizing body	Duration



PART B: - Academic Performance Indicators

Category I Teaching, Learning & Evaluation related Strategies
(Maximum Total Score 125, Minimum API required 75)

1. Lectures, Practical, Contact hours(Semester wise/Annual detail):-
(Maximum Score 50)

Sr. Number	Name of the Course/Paper taught	Credit weight age of the course	Mode of teaching*	Hours/week allotted	% of Class taken as per documented record

*L= Lecture
P= Practical
S= Seminar
AS= Assignments

ALM= Active learning methodology
GD= Group discussions
FD= Field visits
AO= Any other

2. Lectures or other teaching duties in excess of the UGC norms
(Maximum Score 10)
3. Reading/Instructional material provided ,Use of additional Knowledge resources for subject enrichment
(Maximum Score 20)
4. Use of participatory and innovative teaching learning methodologies(use of ICT Sandhan , E Library, Remedial courses & Skill modules)
(Maximum Score 20)
5. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)
(Maximum Score 25)

Sr.Number	Maximum API Score	API Score obtained
1	50	
2	10	
3	20	
4	20	
5	25	
Total	125	



Category II Co-Curricular, Extension and Professional Development Activities
(Maximum Score 50, Minimum API required 15)

Sr.Number	Name of the activity	Maximum Score
1	NSS/NCC/Yoga,Cultural(Saptdhara, Youth festival),Counseling etc	20
2	Member of Academic/Administrative committees, Member of NGOs. ,Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department	15
3	Professional development activities such as participation/organization of Seminars/Workshops, Job fairs, Talks, Field visits, Study tours. Zonal/State/District level Coordination of Higher Education initiatives	15

Sr.Number	Maximum API Score	API Score obtained
1	20	
2	15	
3	15	
Total	50	

Category III Research and Academic Contribution

1. Published Papers in Journals (International Journals, National Journals, Regional Journals)

Sr.No.	Title with page no.	Journal	ISSN/ ISBN No.	Impact factor/ Peer reviewed if any	No. of Co-author	Whether you are main author	API Score (Max.15)



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2. A) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

Sr. No	Title with page no.	Book, title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are main author	API * Score Max 10

*(API Score for International 10, National 5, Regional 3 and State 3)

- B) Full Papers in Conference Proceedings (International, National, State level Conference)

Sr.No.	Title with page no.	Details of Conference publication	ISSN/ ISBN No.	No. of Co-authors	Whether you are main author	API Score Max.10

- C) Books published as single author or as editor (International publications, National publications, Regional publications)

Sr. No.	Title with page no.	Type of book & authorship	Publisher & ISSN/ISBN	Whether peer reviewed	No. of Co-authors	Whether you are main author	API Score Max 90

** (API Score for international author 50, editor 10; National Author 25 Editor 5 and Regional Author 15, Editor 3)



3. Ongoing & Completed Research Projects and Consultancies
(Including State Research Projects)

Category	Title	Agency	Period	Grant Mobilized (in Rs)	API Score Max. 10 per project
Ongoing					
Completed					

4. Research Guidance

Sr.No.	Number Enrolled	Thesis Submitted	Degree/Certificates Awarded	API Score
To college students				2 for each student
M.Phil or equivalent				3 for each candidate
Ph.D. or equivalent				10 for each candidate, 7 for thesis submitted

5. Faculty Development Programmes (Not less than one week duration)

Sr.No.	Programme	Duration	Organized by	API Score

6. Papers presented in Conferences, Seminars, Workshops, Symposia

Sr.No.	Title of the Paper	Title of Seminar/Conference	Organized by	International/National/State/Regional/College or University level	API Score *** Max.10

*** (API Score for International 10, National 7.5, Regional 5 and State 3)



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7. Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

Sr.No.	Title of Academic session	Title of the Conference/Seminar	Organized by	National/International/Regional	API Score Max 10

PART C: -Other Relevant Information/Awards, Recognition received

Sr.No.	Details(Year, Type, Value etc)

SUMMARY OF API SCORE

Category	Criteria	Last Academic year	Total API Score for the Assessment Period	Annual average API Score for the Assessment Period
I	Teaching, Learning & Evaluation			
II	Co-Curricular, Extension. Professional development			
Total of I+II				
III	Research & Academic Contribution			

List of Enclosures: - 1.

2.

3.

4.

5.

6.

Signature of the Faculty with designation, place and date

Signature of the Principal of the institution with place and date



Research Contribution:

Sr. No.	Name of Journal (vol./edition/date/page no.)	Name of paper	ISBN/ISSN No.	Link to the paper

Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

Sr. No.	Title with page no	Book, title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of Co-authors

Details of conference/workshop attended

Sr. No.	Level (National/state..)	Name of workshop/conference	Organized by	Place	Duration in days



Delivered lectures/session as Resource person/ Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

Sr. No.	Level (National/state..)	Name of workshop/conference	Organized by	Topic covered

-Other Relevant Information/Awards, Recognition received

Sr.No.	Details(Year, Type, Value etc

Date:

Place:

Sign of Faculty

Remark by Principal:



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