

Faculty Profile

Personal Details

Name of the Faculty:

Current Designation:

Department:

Name of the Institution:

(Add more rows if required)

Educational Details

Sr. No.	Degree	Month and Year of Passing	University
1.			
2.			
3.			
4.			
5.			

(Add more rows if required)

Service Details

Sr. No.	Service Details	Date (DD/MM/YYYY)
1.	Joining the current institution	
2.	Assistant Professor (Academic level 10) to Assistant Professor (Senior Scale/Academic level 11)	
3.	Assistant Professor (Senior Scale/Academic level 11) to Assistant Professor (Selection Grade/Academic level 12)	
4.	Assistant Professor (Selection Grade/Academic level 12) to Associate Professor (Academic level 13A)	
5.	Associate Professor (Academic level 13A) to Professor (Academic level 14)	

Signature of the faculty member:

Approved

4/10/25 - 01 -
IAC coordinator

Date:

Principal
04/10/2025

Career Advancement Scheme (CAS) documentation guidelines

The following documents must be arranged systematically in the CAS file while submitting the application.

1. Faculty profile (in prescribed format)
2. Yearly Performance Appraisal Report in the prescribed format in original, duly signed by the Candidate, HoD/Programme Head, IQAC, and the principal, along with the college seal.
3. Self-attested photocopy of the following document:
 - a. Degree Certificate (PG)
 - b. NET/SET Degree Certificate
 - c. Ph.D. Degree Certificate (If any)
 - d. Appointment order issued by the management
 - e. Confirmation letter issued by the management
 - f. Previous promotion letter issued by the management (if any)
 - g. Pay fixation letter issued by the Directorate of Higher Education (if any)
 - h. Certificate of orientation/refresher course/FDP etc.
 - i. Any other Degree/Diploma certificate
4. Copy of the yearly lecture record from the Teacher's Diary (for the entire assessment period), duly signed by the HoD/Programme Head and the Principal with the college seal.
5. Copy of the office order of working committee as a proof of administrative work.
6. Copy of the office order of examination committee as a proof of examination related duties.
7. Copy of the letter received from the University towards CAP and the attendance certificate.
8. Yearly consolidated statement of the student related activities conducted during the assessment period (duly signed by the Candidate/IQAC/Vice-Principal/Principal)
9. Any other relevant documents.
10. Documents towards guideship issued by the Goa University (if any)
 - a. Letter of guideship
 - b. Letter containing the list of the students enrolled for Ph.D.
11. Documents for Minor/Major research projects (if any)
 - a. Sanction letter
 - b. Project completion certificate
12. Publication in research journal/books (if any)
 - a. Front page of the journal/book
 - b. Index page (highlighting the publication details)
 - c. Full paper copy
13. Self-attested copy of Karmayogi course/programme certificate.



Kindly note the following instructions:

1. Candidate must sign all the pages of the CAS file.
2. Claims made in the Performance Appraisal Report must be supported with documentary evidence.
3. Do not give multiple documents towards single claim.
4. On the day of assessment candidate must be present in the institution and must carry all the original documents along with the teacher's diary.
5. Documents must be arranged in the sequence followed in the performance appraisal report.



Dr. Arun Ramakant Marathe
IQAC, Coordinator



Dr. Prof. Bhushan Vitthal Bhawe
Principal

04/10/2025

Yearly Performance Appraisal Report

Appendix II

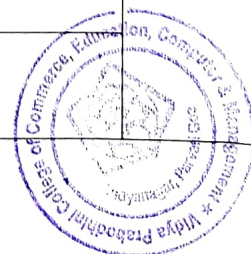
Table 1

Assessment Criteria and Methodology for College Teachers Academic Year

Name:

Designation:

Sr. No	Activity	Grading Criteria	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials. Lab and other training related activities)	80% and above –Good Below 80 % but 70% & above- Satisfactory Less than 70% - Not Satisfactory	
	Total Number of Classes Taught: Total Number of Classes Assigned: Teaching: (Number of classes taught/total classes assigned) x 100% Teaching Percentage:		
2	Involvement in the College students related activities/research related activities:	Good- Involved in at least 3 activities Satisfactory- 1-2 activities Non-satisfactory – Not involved / undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities.	
	(a) Administrative responsibilities such as Head, Chairperson/ Co-ordinator etc. i. ii iii.		
	(b) Examination and evaluation duties assigned by the College / University or attending the examination paper evaluation. i. ii iii.		
	(c) Student related co-curricular, extension and field-based activities such as students' clubs, career counselling, Study visit, student seminar and other event, cultural, sports, NCC, NSS, and community services. i. ii iii		
	(d) Organising seminars/conferences/workshops, other college activities. i. ii		
	(e) Evidence of actively involved in guiding Ph.D. Students. i. ii		



	(f) Conducting minor or major research projects sponsored by national or international agencies. i. ii																
	(g) At least one single or joint publication in peer reviewed or UGC list of Journals. i. ii																
	Overall Grading:																
3	Completion of Karmayogi Certificate Courses/Programmes <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Coures/Programme</th> <th>No of Minutes/Hours</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Hours</td> <td></td> </tr> </tbody> </table> <p>(Add rows if required)</p>		Sr. No.	Name of the Coures/Programme	No of Minutes/Hours	1.			2.			3.			Total Hours		
Sr. No.	Name of the Coures/Programme	No of Minutes/Hours															
1.																	
2.																	
3.																	
Total Hours																	
	<p>Good: Good in teaching and satisfactory or good in activity at Sl. No. 2.</p> <p>OR</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No.2 all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave, and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with prior approval of the competent authority following all the procedures laid down in these Statutes and as per the acts, statutes and ordinances of the parent institution.</p> <p>Note: Completion of six hours of Karmayogi courses/Programmes per year is mandatory.</p>																

Declaration

I hereby declare that the information provided in this Performance Appraisal Form is true, complete, and correct to the best of my knowledge and belief. I understand that any false or misleading information may result in appropriate action as per the organizational policies.

Name: _____

Designation _____

Department: _____

Date: _____

Signature: _____



Remark by HOD / Programme Head: _____

Name and Signature of HOD / Programme Head: _____

Date: _____

Approved

Remark by IQAC: _____

Signature of the IQAC Coordinator _____

Adh
IQAC Coordinator

Date: _____

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

College Seal:

Remark by Principal: _____

Draft approved

Signature of the Principal: _____

04/10/2025
PRINCIPAL

Date: _____

Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

