

PBAS PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)

[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)]

Part-A: General Information and Academic Background		
1.	Name (in Block Letters)	
2.	Father's Name	
3.	Mother's Name	
4.	Name of the Department	
5.	Name of the College	
6.	Current Designation & Grade Pay	
7.	Date of Last Promotion, if any	
8.	Stage for which you are an applicant for promotion under CAS	
9.	Proposed date of Eligibility for Promotion (As per Eligibility Conditions and CAS Promotion Criteria)	
10.	Date and Place of Birth	
11.	Nationality	
12.	Marital Status	
13.	Category (SC/ST/OBC/GEN)	
14.	Address for Communication	
15.	Permanent Address	
16.	Telephone No., Mobile No., E-mail Address	
17.	Academic Qualifications	
18.	Research Degree(s)	



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	Degree(s)	Title of Dissertation/Thesis			Year of Award		University	
	M.Phil.							
	Ph.D.							
	Any Other	---			---		---	
19.	Field (s) of Specialization							
20.	Appointments held prior to joining Sydenham College of Commerce and Economics							
	Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/Level	Reason for Leaving	
21.	Period of teaching/Research Experience:							
	UG Level		PG Level			Research		
22.	Post Doctoral Research Experience in years (as Research Scientist, Research Associate etc.)							
23.	Details of Orientation and Refresher/Research Methodology Course attended:							
	Name of the Course	Place	Duration	Name of ASC/HRDC		Sponsoring Agency		



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PART-B

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma before filling this section)

(PART-B of CAS Application Form for Promotion of Assistant Professor/Associate Professor and Professor in accordance with UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

Table-1 (Assessment Criteria and Methodology)

Activity 1: Teaching

Year	Course/Paper	Level (UG/PG)	Mode of Teaching *	Total Classes Assigned	Total Classes Taught as per documented record #	(Number of Classes taught/Total Classes assigned) x 100% Classes	Grading	ANNEXURE NO.

* Lecture (L), Seminar (S), Tutorial (T), Practical (P)
80% & above – Good Below 80% but 70% & above-Satisfactory

Contact Hours (C)
Less than 70% - Not satisfactory



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(a) Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of being actively involved in guiding Ph.D. students. (f) Conducting minor or major research project (s) sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.



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Table-2 (Academic/Research Score)

(Assessment must be based on evidence produced by the teacher such as; copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

SR. NO.	ACADEMIC / RESEARCH ACTIVITY	Score as Per UGC Regulations: Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences / Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE	ANNEXURE NO.
	Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor				
	Single Author	08/10			
	Two Authors	5.6/7			
	First/Principal/Corresponding Author (More than 2 Authors)	5.6/7			
	Joint Author (More than 2 Authors)	2.4/3			
	Research Papers in Peer-Reviewed or UGC-listed (Refereed) Journals without Impact Factor				
	Single Author	13/15			
	Two Authors	9.1/10.5			
	First/Principal/Corresponding Author (More than 2 Authors)	9.1/10.5			
	Joint Author (More than 2 Authors)	3.9/4.5			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1				
	Single Author	18/20			
	Two Authors	12.6/14			
	First/Principal/Corresponding Author (More than 2 Authors)	12.6/14			
	Joint Author (More than 2 Authors)	5.4/6			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2)				



	Single Author	23/25			
	Two Authors	16.1/17.5			
	First/Principal/Corresponding Author (More than 2 Authors)	16.1/17.5			
	Joint Author (More than 2 Authors)	6.5/7.5			
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2 not 5)					
	Single Author	28/30			
	Two Authors	19.6/21			
	First/Principal/Corresponding Author (More than 2 Authors)	19.6/21			
	Joint Author (More than 2 Authors)	8.4/9			
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5 not 10)					
	Single Author	33/35			
	Two Authors	23.1/24.5			
	First/Principal/Corresponding Author (More than 2 Authors)	23.1/24.5			
	Joint Author (More than 2 Authors)	9.9/10.5			
Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10)					
	Single Author	38/40			
	Two Authors	26.6/28			
	First/Principal/Corresponding Author (More than 2 Authors)	26.6/28			
	Joint Author (More than 2 Authors)	11.4/12			
				Sub Total (Part 1)	
2 (a)	Books Authored				
	Published by International Publishers	12/12			
	Published by National Publishers	10/10			
	Publication of Chapter in Edited Books	5/5			
	Editor of Book by International Publishers				
	Editor of Book by International Publishers	10/10			
	Editor of Book by National Publishers	8/8			
2 (b)	Translation Works in Indian and Foreign languages				
	Chapter or Research Paper	3/3			
	Translation Work of Book	8/8			



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Sub Total (Part 2)					
3	Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
3 (a)	Development of Innovative pedagogy; Contributor / Contributors	5/5			
3 (b)	Design of New Curricula and Courses (ICT Based)				
	Contributor / Contributors	2/2			
3 (c)	Development of Complete MOOC's in 4 Quadrant (4 Credit Course)				
	4 Credit Course	20/20			
	3 Credit Course	15/15			
	2 Credit Course	10/10			
	1 Credit Course	5/5			
	MOOCs (developed in 4 quadrant) per module / lecture				
	Module / Lecture Creator (Per Module)	5/5			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
	Content Writer / Subject Matter Expert (Per Module)	2/2			
	Course Coordinator for MOOCs				
	4 Credit Course	8/8			
	3 Credit Course	6/6			
	2 Credit Course	4/4			
	1 Credit Course	2/2			
3 (d)	Development of E-Content in 4 quadrants for a Complete Course / E-Book				
	E-Content in 4 quadrants for a Complete Course / E-Book	12/12			
	E-Content (developed in 4 quadrants) per module				
	Module(s)	5/5			
	Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant)				
	Contributor	2/2			
	Editor of E-Content for Complete Course / Paper / E-Book				
	Editor	10/10			
Sub Total (Part 3)					



4 (a)	Research Guidance				
	Ph.D. Guidance (Degree Awarded)				
	Ph.D. Guidance (Awarded) (Single Supervisor)	10/10			
	Ph.D. Guidance (Awarded) (Supervisor in Joint Guidance)	7/7			
	Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance)	7/7			
	Ph.D. Guidance (Thesis Submitted)				
	Ph.D. Guidance (Submitted) (Single Supervisor)	5/5			
	Ph.D. Guidance (Submitted) (Supervisor in Joint Guidance)	3.5/3.5			
	Ph.D. Guidance (Submitted) (Co-Supervisor in Joint Guidance)	3.5/3.5			
	M.Phil./P.G Dissertation Guidance				
	M.Phil./P.G Dissertation (Single Supervisor)	2/2			
	M.Phil./P.G Dissertation (Supervisor in Joint Guidance)	1.4/1.4			
	M.Phil./P.G Dissertation (Co-Supervisor in Joint Guidance)	1.4/1.4			
4 (b)	Research Project Completed (More than 10 Lakhs)				
	Sole Investigator	10/10			
	Principal Investigator in Joint Project	5/5			
	Co-investigator in Joint Project	5/5			
	Research Project Completed (Less than 10 Lakhs)				
	Sole Investigator	5/5			
	Principal Investigator in Joint Project	2.5/2.5			
	Co-investigator in Joint Project	2.5/2.5			
4 (c)	Research Project Ongoing (More than 10 Lakhs)				
	Sole Investigator	5/5			
	Principal Investigator in Joint Project	2.5/2.5			
	Co-investigator in Joint Project	2.5/2.5			
	Research Project Ongoing (Less than 10 Lakhs)				
	Sole Investigator	2/2			
	Principal Investigator in Joint Project	1/1			
	Co-investigator in Joint Project	1/1			
4 (d)	Consultancy				



	Consultancy	3/3			
Sub Total (Part 4)					
5 (a)	Patent				
	International	10/10			
	National	7/7			
5 (b)	Policy Document (International Body/Organization/Central Govt. or State Govt.)				
	International	10/10			
	National	7/7			
	State	4/4			
5 (c)	Awards / Fellowship				
	International	7/7			
	National	5/5			
Sub Total (Part 5)					
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference				
	International (Abroad)	7/7			
	International (Within Country)	5/5			
	National	3/3			
	State University	2/2			
Sub Total (Part 6)					
	Total Score without Capping				
	Total Score of 5(b) + 6				
	Capped Score of 5(b) + 6 (30 % of Total Score of 5(b) + 6)				
	Total Score with Capping, wherever applicable				
	FINAL OBTAINED SCORE (API)				



Summary of Grading Criteria and Academic and Research Scores:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Teaching						
Activity 2: Involvement in the students related activities/research activities						
Total of Activity 1 and Activity 2						
Table 2: Academic and Research Score (after applying cap, wherever applicable)						

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)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....



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Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working asin the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Endorsed by the Principal

Observations/Recommendations of Director, IQAC:

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Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as; copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,.)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	8 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course



	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02



	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	7	7
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International	07	07
	International	05	05
	National	03	03
	State/ university	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.



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Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:

1. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
2. Attended one Orientation course of 21 days duration on teaching methodology;
3. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
4. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.



II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

1. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
2. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
3. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
4. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
2. The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
2. A Ph.D Degree in the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a



course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
5. Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D degree in the subject concerned/allied/relevant discipline.
3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)



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Eligibility:

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FORM FOR ASSESSMENT OF WORK OF NON – TEACHING STAFF

PERIOD OF ASSESSMENT : _____

I. Basic Information :

I) Name of the Organisation : _____

II) Name of the Staff : _____

III) Date of birth : _____

iv) Academic qualification : _____

Details	Name of the Instt./college	Name of the Board/ Univ.	Month & Yr. of passing	Marks Obtained	Remarks
SSC					
HSC					
Degree					
Any Other					

II. Details of Previous employment:-

Name of the Organisation : _____

Period from : _____ to _____

Post held : _____

Total Emoluments : _____

III. Date of initial employment & post in which appointed in VES college of Law

IV. Post held & Section/ Dept. during the period of Report :

V Details of long leave (Absence over 1 month) taken during the period of Report :

VI Brief details of work done during the period of Report :
(Please attach separate sheet if necessary)

(Signature of the staff member)

(Details against item I to VI will be filled up by
the staff member)

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VII. PERFORMANCE ASSESSMENT:

Sr.No.	Item	V.Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
1.	Technical ability : -					
	a) Industry					
	b) Application					
	c) Initiative					
	d) Neatness					
	e) Accuracy					
	f) Punctuality in work					
	g) Methodical & Systematic working					
	h) Promptness in disposal					
	i) Regularity in attendance					
	j) Relations with Superiors					
	k) Relations with colleagues					
	l) Relations with members of public					
	m) Dependability					
	n) Capacity to get work done					
	o) Knowledge of rules & regulation					
	p) Willingness to accept extra work when needed					
	q) General conduct & amenability to discipline					
	r) Maintenance of Records / Files					

VIII. General Assessment:

(a) Any special work / contribution to the Institution:

(b) Overall granting of the person based on the assessment made above:

(Name & Designation of the Reporting Officer)

Recommendations of the Reviewing Officer:

(a) Fitness to continue in the present post:

(b) Fitness for promotion or giving other incentive:

(c) Do you agree with the overall grading given by the Reporting Officer?

(If the Reviewing Officer does not agree with the grading given by the Reporting Officer, he/she can modify the grading)

(Signature of the Reviewing Officer)

(Name & Designation of the Reviewing Officer)



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