SMT. R.M.PRAJAPATI ARTS COLLEGE SATLASANA

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API)

Year: 2020-2021

Date : 15-06-2020 to 07-12-2020

The individual Performance Based Appraisal System (PABS)

PART A

GENERAL INFORMATION & ACADEMIC BACKGROUND

1. **Name (in block letters)** : **Prof. SHAILESHKUMAR KESHAVLAL JOSHI**

2. **Father's Name** : **KESHAVLAL AMBARAM JOSHI**

3. **Department** : Department of Sanskrit

4. **Name of the college** : Smt. R. M. Prajapati Arts College-
   Satlasana (North Gujarat)

5. **Current Designation** : Adhyapak Sahayak (Employee Code : 2469)

6. **Subject** : Sanskrit

7. **Pay band & Grade pay** : 40176 Fix pay

8. **Date of Last Promotion** : NIL

9. **Position to which to be promoted** : ASSISTANT PROFESSOR

10. **Pay band expected & Grade pay** : 57700 AGP-6000

11. **Date of Eligibility for Promotion** : 08/12/2020

12. **Date & Place of birth** : 01-06-1972 Panchha,
    Ta-kheralu, Dist Mehsana

13. **Sex** : MALE

14. **Marital Status** : Married

15. **Nationality** : INDIAN

16. **Category to which belongs** : Open

17. **Address for the correspondence** : 30,Rambag Society, VISNAGAR, Dist-
    Mehsana,Pin:384315.

18. **Permanent Address** : 30,Rambag Society, VISNAGAR, Dist-Mehsana,
    Pin-384315

    Contact Numbers : OFFICE : 02761 – 259233 / 253133

MOBILE : 9898709839

19. **E mail id** : joshisk72@gmail.com

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

Examinations		Name of the Board/ University	Month & Year of Passing	Marks Obtained	Percentage Division	Seat No.	Subject
SSC		G.S.E.B.	March-1988	443/700	63.28% First Class	D 35696	General
HSC		G.S.E.B.	March/ April -1990	420/600	70% First Class	G 190442	General Arts
Bachelor Of Arts	F.Y.	Hemchandracharya North Guj.University,Patan	April 1991	460/700	65.71 First class	14173	Sanskrit
	S.Y.	Hemchandracharya North Guj.University,Patan	April 1992	413/700	59 Second class	8708	Sanskrit
	T.Y.	Hemchandracharya North Guj.University,Patan	April 1993	547/900	60.77 Second class	6657	Sanskrit
Master Of Arts	Part-1	Hemchandracharya North Guj.University,Patan	April 1994	242/400	60.05 First class	2134	Sanskrit
	Part-2	Hemchandracharya North Guj.University,Patan	April 1995	464/800	58.00 second class	1237	Sanskrit
M.Phil		Gujarat University,Ahmedabad	May 1996	245/400	61.25 First class	74	Sanskrit
Ph.D		Saurashtra University, Rajkot	3th October 2013	Passed	Passed	____	Sanskrit
SLET		M.S.University,Baroda	December, 2002	Passed	Passed	4340	Sanskrit
CCC		BAOU.Ahmedabad	October 2007	328/450	First Class	207130211126CCC	Computer
CCC+		SPIPA,	July 2018	Paased	Passed	14	Computer

21. **Research Degrees :-**

Name of the Degree	Title of the Thesis	Date of Award as per University notification	Name of the University
M. Phil	Banbhatt Ni Krutioma Daivitattva	22-12-1998	Gujarat University,Ahmedabad

Ph.D	Amarusataka: A Critical Study With Reference to The Commentaries ofArjunavarmadeva And Vembhupala	03-10-2013	Saurashtra University,Rajkot

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
Parttime Lecturer	**Smt.C.C.Mahila Arts & Sheth C.N.Commerce College,Visnagar**	**21-12-1995**	**11-02-2004**	**2200/- Fix**	**Surplus**
Parttime Lecturer	**The K.N.S.B.L. Arts & Commerce College,Kheralu**	**12-02-2004**	**07-12-2015**	**12,600 Fix**	**Selected as an Adhyapak Sahayak**
Parttime Lecturer	**Smt.M.C.Desai Arts & Commerce College,Prantij**	**11-12-1996**	**07-12-2015**	**12,600 Fix**	**Selected as an Adhyapak Sahayak**

23.   **Posts held after appointment to this institution :-**

Designation	Department	From	To	Pay band with Grade Pay
Adhyapak Sahayak	Sanskrit	08-12-2015	Till Date	40176/- Fix

24.   **Total teaching experience (in years) :-**
   ➢ At Undergraduate level (at previous institution)   : 19Years 11Months
   ➢ At undergraduate level (at present institution)   : 05 Years
                                                            Total   : **24 Years 11 Months**
   ➢ At Postgraduate level (at previous institution)   : 05
   ➢ At Postgraduate level (at present institution)   : 06 Years
               Total   : 11 **Years**

26.   **Research experience excluding years spent for M.Phil /Ph.D.** : ---Nil---
27.   **Field of specialization under the subject/discipline if any   :Sanskrit** (Alankarshastra)

28.   **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
-	-	-	-	-

29.   **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 AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Notes	Units of Assessment	API Score	API Score Verified	Encl. No.
1 A (i)	Classroom teaching (including lectures, seminar)	Sem-1/3/5	14x16=224	**224/10 =22.4**		
1 A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	-	-	**-**		
1 A (iii)	Classroom teaching (including lectures, seminar) preparation time	Preparation teaching hours	14 x 14 = 196	**196/10 =19.6**		
1 B	Tutorials and Practical	-	-	**-**		
1 C	Outside classroom interaction with students	Max. 0.5 of hours in 1A	420 x 0.50	**210 =21**		
		Score = hrs /10 (Max. Score 100)	**630 Hours**	**100 (63)**		
2	Research Supervision (including Masters thesis)	Max. 1 hour per student per working week	---	---	---	---
	Sub –Total (2)	**Score = hrs /10(Max. Score 30)**	---	---	---	
3 A	Question paper setting, moderation and related work	05 Papers (All sem.) Per Paper 3 Hours	15/10	**1.5**		
3 B	Invigilation/supervision and related examination duties	-	-	**-**		
3 C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Assignment - 1166	1166 x 10min = 11660 /60 =194.33	**19.4**		
	Sub –Total (3)	**Score = hrs /10 (Max. Score 20)**		**20(20.9)**		

Sr. No.	Nature of Activity	Notes	Units of Assessment	API Score	API Score Verified	Encl. No.
4 A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	7		
4 B	Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	7		
4 C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performa and summary feedback to be attached	2 points per course (max 10 points)	6		
	Sub –Total (4)			20		

Sr. No.	Sub Total	Notes	Total API Score	Total API Score Verified
1	Sub –Total (1)	Score = hrs /10 (Max. Score 100)	62.4	
2	Sub –Total (2)	Score = hrs /10 (Max. Score 30)	-	
3	Sub –Total (3)	Score = hrs /10 (Max. Score 20)	20	
4	Sub –Total (4)		20	
	Grand Total		102.4	

CATEGORY-II
CO-CURRICULAR, EXTENSION,
PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Notes	Units of Assessment	API Score	API Score Verified	Encl. No.
5 A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling)	Evidence to be provided. Scores to be finalized by the committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	7		
5 B	Other co-curricular activities (Cultural, Sports,NSS, Womensel , Saptadhara ,Tour & Travels etc)	Evidence to be provided. Scores to be finalized by the committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	10		
5 C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	7		
	Sub –Total (5)			24		
6 A	Administrative responsibility (including Dean, Principal, Director, Co-ordinator, OSD, Chairperson, Convener, Teacher-in-charge or similar duties that require regular office hours for its discharge)					
6 B	Participation in Board of Studies, Academic and Administrative Committees					
	Sub –Total (6)	**Score = hrs /10 (Max. Score 30)**		0		
7	Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	10		
	Sub –Total (7)			10		

Sr. No.	Sub Total	Notes	Total API Score	Total API Score Verified
1	Sub –Total (5)		24	
2	Sub –Total (6)		-	
3	Sub –Total (7)		10	
	Grand Total		34	

CATEGORY-III

RESEARCH AND ACADEMIC CONTRIBUTIONS

III A Details of Research Papers Published
A.1   Referred Journals

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp	International / National	Impact factor as it Published	API Score	API Verified	Encl. No.

A.2   Non-referred Journals with ISSN / ISBN

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp	International / National	ISBN / ISSSN	API Score	API Verified	Encl. No.
								--	--

A.3   Full paper published in the proceeding of Conference / Seminars / Symposia, etc.

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organizer	Date	ISBN/ ISSN if any	API Score	API Verified	Encl. No.
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III B Research Publications
B.1   Text or reference books by International publisher

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Verified	Encl. No.
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B.2   Subject books by national level publishers / State and Central Govt. publications with ISBN / ISSN Number.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Verified	Encl. No.
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B.3   Subject books by other local publishers with ISBN / ISSN Number.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Verified	Encl. No.

B.4   Chapters contributed to edited vol. published by International publishers.

Sr. No.	Title of the Book	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher	ISBN / ISSN	API Score	API Verified	Encl. No.
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B.5   Chapters in national level publishers with ISBN/ISSN and with numbers of national and international directories.

Sr. No.	Title of the Book	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher	ISBN / ISSN	API Score	API Verified	Encl. No.
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III C Details of Research Projects

C.1   Sponsored Major / Minor Research Projects Carried out / ongoing

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration From	To	Project Status Completed / on-going	Project Type Research / Consult	Policy Document	API Score	API Verified	Encl. No.
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C.2   Consultancy Research Projects Carried out / ongoing

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration From	To	Project Status Completed / on-going	Project Type Research / Consult	Policy Document	API Score	API Verified	Encl. No.
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C.3   Completed Projects : Quality Evaluation

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration From	To	Project Status Completed / on-going	Project Type Research / Consult	Policy Document	API Score	API Verified	Encl. No.
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C.4   Research Projects Outcome / Outputs

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration From	To	Project Status Completed / on-going	Project Type Research / Consult	Policy Document	API Score	API Verified	Encl. No.
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III D Research Guidance
D.1   Details of M.Phil Awarded

Sr. No.	Name of the Scholar	Title of the Thesis	Submitted	Awarded	University	Month and Year	API Score	API Verified	Encl. No.
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D.2   Details of Ph.D. awarded / Thesis submitted

Sr. No.	Name of the Scholar	Title of the Thesis	Name of the University	Month and Year	API Score	API Verified	Encl. No.
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III E Training Courses and Conferences / Seminars / Workshop Papers
E.1   Refresher/Orientation Course, Methodology Workshop, SSD, FDP attended

Event	Sr. No.	Organizer	Place	Period	Duration		API Score	API Verified	Encl. No.
					From	To			
Refresher Courses /**Orientation Course** Training Programmes	-	-	-	-	-	-	-	-	
Methodology Workshop	--	--	--	--	--	--	--	--	--
Conference / Seminars / Workshop	--	--	--	--	--	--	--	--	--
Teaching-learning-evaluation Programme	--	--	--	--	--	--	--	--	--
Soft skill development	--	--	--	--	--	--	--	--	--
Faculty Development Programme	--	--	--	--	--	--	--	--	--

E.2   Details of papers presented in Seminars/Conferences, etc., which are not covered under Category III A

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	Level : International/ National/ Regional	API Score	API Verified	Encl. No.

E.3   Details of invited Lectures / Presentations in Conferences / Seminars, etc.

Name of the Programme	Organizer of the Programme	Level : International/ National/ \	Topic	Date	API Score	API Verified	Encl No.
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Category –III	A	B	C	D	E	TOTAL
Total API Score	-	-	-	-	-	-
Total API Score Verified						

TOTAL API SCORE CLAIMED BY THE APPLICANT			
CATEGORY I	CATEGORY II	CATEGORY III	TOTAL
102.4	34	-	136.4

Declaration

I certify that the information provided be me is correct as per records available with me/college/institute and/or documents enclosed along with this filled in Performa.

Place
Date

Name and Signature
of the Candidate

FOR USE OFFICE

_____

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

Place:
Date:

Co-ordinator, IQAC   Principal/Head
(Office Stamp)   (Office Stamp)

Smt. R. M. Prajapati Arts College, Satlasana

At.Ta.Satlasana Dist.Mehsana (N.G.) 384330
web. : www.rmpartscollegesatlasana.org
Email : artscollegesatlasana.org

FORM OF PERFORMANCE APPRAISAL REPORT FOR NON ACADEMIC STAFF

વર્ગ – ૩ ના કર્મચારીઓ માટે કામગીરી મૂલ્યાંકન અહેવાલ

ACADEMIC YEAR / શૈક્ષણિક વર્ષ : ૨૦**૨૦-૨૦૨૧**

SECTION - I
BASIC INFORMATION

1. NAME OF THE EMPLOYEE : *શ્રીકેશ રમેશભાઈ પ્રજાપાઈ*
   કર્મચારીનું નામ

2. NAME OF THE DEPT.
   વિભાગ

3. DESIGNATION : *પ્યુ. ક્લાર્ક*
   હોદ્દો

4. DATE OF APPOINTMENT : *૦૨/૦૬/૧૬૮૭*
   નિમણુંકની તારીખ

SECTION : II SELF - APPRAISAL

1. Training Programs attended / પ્રશિક્ષણ કાર્યક્રમની વિગતો

Date	Name of Training	Place
25/6/20	Computer training office management system soft ware	Satlasana
18/7/20	Workshop on soul-80	Satlasana

2. Brief description of duties : objectives of the position you hold and tasks you are required to perform / મુખ્ય ફરજોનું ટૂંકમાં વર્ણન

BA. સેમ-1 ૧૧ શાળા કામગીરી / ૨૦ખંડોલાગટ કામગીરી, e.T. સિધ્ધાર્થ વિદ્યાલય કામગીરી |૬૦૪. રૂટ વિદ્યાલય કામગીરી) વર્ષાબાળ વપરાશ૬૪ કામગીરી , શોધાગાળ ની કામગીરી)

3. Please report your significant accomplishments during the period of report / નિયત સમયગાળા દરમ્યાન નિયત કરેલ કામગીરીની પરિપૂર્ણતા બાબતે જણાવવું.

Sr No	Activity	Accomplishment
૧	BA. સેમ-1 ૧૧ શાળા કામગીરી /૨૦ખંડોલાગટ કામગીરી	
૨	e.T. સિધ્ધાર્થ વિદ્યાલય કામગીરી)	
૩	૬૦૪. રૂટ વિદ્યાલય કામગીરી)	
૪	શોધાગાળ ની કામગીરી)	

4. Please indicate utmost three specific areas in which you feel the need to upgrade your skills / તમને તમારા કૌશલ્યમાં તાલીમ ધ્વારા સુધારો કરવાની જરૂરીયાત જણાતી ઓય તેવા અગત્યના ત્રણ ક્ષેત્રો જણાવવો.

SR NO	AREAS OF REQUIRED

SIGNATURE OF THE EMPLOYEE

જયેશ સિદ્ધમાર્ગ ઝાલામાર્ગ

SECTION : III
ASSESSNEBT BY AUTHORITY

1.Review Authority / સમીક્ષા કરનાર અધિકાર

AUTHORITY	NAME & DESIGNATION	ASSESSMNENT DURATION
Review	Dr. Jayesh. N. Barot	2020-21

2. Assessment of work output / કાર્યઉત્પાદકતાની સમીક્ષા (MARKS : 0-5)

SR NO	ACTIVITY	REVIEWING AUTHORITY
1	Delivery on function / નિયત કરેલ કામની પરિપૂર્ણતા	04
2	Quality of output / કરેલ કામની ગુણવત્તા	03
3	Accomplishment of extra ordinary work અસાધારણ કામની પૂર્ણતા	03
4	Ability to follow up on pending litigation and other important work items / અનુવર્તી કામગીરી	04
5	Communication skills / પ્રત્યાયન કૌશલ્ય	02

3. Assessment of personal attributes / વ્યક્તિગત વિશેષતાઓની સમીક્ષા (MARKS : 0-5)

SR NO	ACTIVITY	REVIEWING AUTHORITY
1	Obedience / કર્તવ્ય તત્પરતા	04
2	Attitude to work / કામ પ્રત્યેનું વલણ	03
3	sense of responsibility જવાબદારીની ભાવના	03
4	Inter personal relation and emotional stability શિસ્ત અને વર્તણુંક	04
5	Discipline and conduct / નિયમિતતા	04
6	Punctuality કામની અગ્રીમતા ક્ષમતા	03
7	Ability to priorities work / કામની અગ્રીમતા ક્ષમતા	02
8	Initiative / પહેલવૃતિ	03
9	Co-ordionation ability / સંકલન કરવાની ક્ષમતા	04
10	Team spirit / ટીમ ભાવના	03

4. Assessment of functional competency / કાર્યક્ષમતાની સમીક્ષા (MARKS : 0-5)

SR NO	ACTIVITY	REVIEWING AUTHORITY
1	Knowledge of laws / rules / procedures / IT skills કાયદા / નિયમો / પ્રક્રિયાઓ/આઈટી કૌશલની જાણકારી	04
2	Ability & extent of citing precedent and specific rules in notes / નોંધમાં સંબંધિત નિયમો / જોગવાઈઓ ટાંકવાની ક્ષમતા	03
3	Skill of noting & drafting / નોંધ અને મુસદ્દા લેખન	03
4	Skill of record classification / વિગતોના વર્ગીકરણની આવડત	04
5	Ability to use computer in daily office work / રોજબરોજના કચેરીના કામમાં કમ્પ્યુટરનો ઉપયોગ કરવાની ક્ષમતા	02

F

SIGNATURE OF THE REVIEWING AUTHORITY

Principal
Smt.R.M.Prajapati Arts College,
Satlasana, Dist.Mehsana.