Regarding Submission of Faculty Annual Appraisal Note sheet

messages

nilam sanghavi <nilam.sanghavi@swarrnim.edu.in>　　　　　　　　　　Tue, Dec 17, 2024 at 9:57
To: HOD BCA <hod.bca@swarrnim.edu.in>, HOD School of Business <hod.business@swarrnim.edu.in>, Principal Engineering
<principal.engg@swarrnim.edu.in>, Principal Design <principal.design@swarrnim.edu.in>
Cc: Dr Kavita Kshatriya <drkavitakshatriya@swarrnim.edu.in>, DR RAVI PATEL <ravi.patel@swarrnim.edu.in>

Dear All,

I request you to submit a duly filled appraisal form on **or before 31st December 2024** to the undersigned.

Eligibility for Appraisal:
Completion of one year/subsequent years on/before 31st January 2025.

Kindly note employees eligible for second-time appraisal are requested to
appraisal criteria fulfillment details along with the appraisal form.
Thank you
--
Prof.Nilam Sanghavi
Assistant Registrar
Department of Technical Programme
Swarrnim Startup & Innovation University
(M)- 8128706330
(W) : www.swarrnim.edu.in
At: Bhoyan Rathod, Sertha, Gandhinagar – 382420

2 attachments

SSIU - Appraisal Form.doc
120K

Appraisal Criteria.docx
15K

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nilam sanghavi <nilam.sanghavi@swarrnim.edu.in>　　　　　　　　　Sat, Dec 28, 2024 at 11:03
To: Principal Design <principal.design@swarrnim.edu.in>, Principal Engineering <principal.engg@swarrnim.edu.in>, HOD BCA
<hod.bca@swarrnim.edu.in>, HOD School of Business <hod.business@swarrnim.edu.in>, "Dr. Leena Patekar Associate Professor &
HOD" <hod.general@swarrnim.edu.in>
Cc: Dr Kavita Kshatriya <drkavitakshatriya@swarrnim.edu.in>, DR RAVI PATEL <ravi.patel@swarrnim.edu.in>

Reminder

[Quoted text hidden]

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2 attachments

SSIU - Appraisal Form.doc
120K

Appraisal Criteria.docx
15K

Dr. Leena Patekar Associate Professor & HOD <hod.general@swarrnim.edu.in>　　　　Sat, Dec 28, 2024 at 11:34
To: savita devendra <savita.devendra@swarrnim.edu.in>, Kalpesh Pandya <kalpesh.pandya@swarrnim.edu.in>, Dixita Akabari
<dixita.akabari@swarrnim.edu.in>, Monika Gajera <jinal.bsc@swarrnim.edu.in>, HOD Electrical <hod.ee@swarrnim.edu.in>, HOD
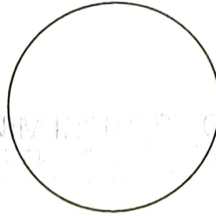Computer <hod.ce@swarrnim.edu.in>, HOD Chemical <hod.chem@swarrnim.edu.in>, HOD Civil <hod.civil@swarrnim.edu.in>, HOD
Mechanical <hod.me@swarrnim.edu.in>
Cc: Principal Engineering <principal.engg@swarrnim.edu.in>, nilam sanghavi <nilam.sanghavi@swarrnim.edu.in>

SWARRNIM STARTUP & INNOVATION UNIVERSITY
SUMMARY OF APPRAISAL 2024-25 (JAN'2025)

SR. NO.	DEPARTMENT	NAME OF FACULTY	DESIGNATION	DATE OF JOINING
1	SIT-S&H	Dr. Leena Patekar	HOD & Associate Professor	1/11/2022
2	SIT-S&H	Kalpesh Pandya	Assistant Professor	24/11/2022
3	SIT-S&H	Savita Devendrakumar Yadav	Assistant Professor	25/092023
4	SIT-Civil	Mansi Dhruvkumar Prajapati	HOD & Assistant Professor	08/07/2016
5	SIT-Civil	Hitesh Makad	Assistant Professor	04/04/2016
6	SIT- ME&AUTO	Hardik Prajapati	Assistant Professor & HOD-Mechanical	07/01/2020
7	SIT- ME&AUTO	Dharmik Patel	Lecturer	02/11/2023
8	SMCLA- Liberal Arts	Dr. Anil Borkar	Assistant Professor	22/11/2023
9	SMCLA- Liberal Arts	Suman Vaghela	Assistant Professor	15/11/2022
10	SMCLA- Management	Paras Mangabhai Parmar	Assistant Professor	21/01/2023
11	SSCIT & COE	Chetan Pravinbhai Gondaliya	HOD & Associate Professor	11/09/2023
12	SSCIT	Nirav Kirtikumar Dave	Assistant Professor	06/12/2022
13	SID	Pratik Lohiya	Lecturer	01/09/2023
14	SID	Dineshbhai Babubhai Darji	Lab Assistant	07/12/2021

SWARRNIM STARTUP & INNOVATION UNIVERSITY

NOTESHEET

Institute/Department: SIT/S&H	
Outward No.: SSIU/SIT/S&H/2025/4/ Faculty Appraisal	Date: 8/1/25
Person Name: Dr. Leena Patekar	
Contact No: 9974142665	

INSTITUTE SEAL

Subject: Faculty Annual Appraisal

Dear Sir/Ma'am

Dr. Leena Patekar has been serving as Associate Professor and Head of Department of Science and Humanities for past two year recommend myself for a salary increment based on my consistent contributions to the institution over the past academic year. I have demonstrated excellence in teaching, curriculum design, and research. I developed innovative syllabi for first-year diploma and B.Tech programs, integrating modern teaching methods such as step-by-step problem-solving, software-based learning, and interactive workshops to improve student understanding. In addition to teaching, I have published research articles in respected international journals and authored books that contribute to academic growth. I have also actively participated in Faculty Development Programs and workshops, which have helped me stay updated with the latest trends and enhance my professional skills. Beyond academics, I have taken on key leadership roles, including serving as convenor for the Women Development Cell and Grievance Cell. These roles have allowed me to foster a positive and inclusive campus environment. My tenure as in-charge principal further reflects my ability to manage academic and administrative responsibilities effectively. Through these efforts, I have made meaningful contributions to the institution's growth and the overall development of students and staff. I believe my dedication and impact make me deserving of this increment.

l.l.Patekar

Dr. Leena Patekar
Associate Professor and HOD
Department of Science and Humanities
Employee Code-1249
Date of Joining-1/11/2022

Principal
Swarrnim Institute of Technology
Bhoyan Rathod, Gandhinagar

Page No.:_____

FACULTY ANNUAL PLAN

Table for Parameters/ Criteria's:

		Name of Faculty, Designation Dr. Leena Patekar, Associate Professor & HOD		Department of Science and Humanities, SIT	Emp.Code 1249
	Description	**Odd-semester**		**Even-semester**	**Points**
1	**[a]Teaching** List the courses, credits, class & no. of students in each.	15 points as per performance		15 points as per performance	30
	[b] Learning: Give details of additional learning undertaken by the faculty.	5 points as per learning		5 points as per learning	10
2	Research & Publications.	15 points for one publication in UGC approved Journal for others 5 points per publication. • Two paper published		15 points for one publication in UGC approved Journal for others 5 points per publication.	30
3	Startup & Entrepreneurship	-		-	00
4	Institution Building i.e. / Academic Administrative or Pure Administrative responsibilities	15 points as a whole responsibility.		15 points as a whole responsibility.	30
5	Industry Interface / New Admissions / EC Committee Work (If Different)	10 points as per actual record **(UGC)**		10 points as per actual record **(2 STUDETS taken admission in year 2024-25 through my reference. Led Criteria-1)**	20
	TOTAL				120

SWARNIM STARTUP & INNOVATION UNIVERSITY

AT: Bhoyan Rathod, Nr. IFFCO, Adalaj-Kalol Highway, Gandhinagar

CREDIT REPORT FORM
For the Academic year: 2023-24

Timeline Chartered for Completeness of the Form			
Description		Date of Handover	Signature
Name of Faculty/ Staff	Dr. Leena Patekar, Associate Professor & HOD	2/1/2025	LSPatekar
Name of Reporting Officer	Dr. Ranjeet Kumar Associate Dean SIT	6/1/2025	*(signature)*
Name of Reviewing Authority	Dr. Kavita Kshatriya Academic Dean SSIU	22/1/25	*(signature)*

PART-I
SELF APPRAISAL

A. **General Information**

   (a) Name   : Dr. Leena Patekar

   (b) Date of Birth   : 07/06/1975

   (c) Residential Address   : 14GF, Haridham Enclave, Behind Indian Oil Petrol Pump,

                                    Raysan, Gandhinagar

   (d) Contact No   : 9974142665

   (e) Schoo   : Swarrnim Institute of Technology

   (f) Designation   : Associate Professor

   (g) Department   : Science and Humanities

   (h) Qualification   : M.Sc, B.Ed, M.Phil, PhD

   (i) Area of specialization : Pure Mathematics

   (j) Date of Joining   :

      (i) In the Institution   : 1/11/2022

      (ii) In the Present Post [if promoted]: Professor

1

B. **Academic Excellence**

Please attach separate sheet, if required

ACADEMIC WORKLOAD ASSESSMENT

	Class	Assigned Work Load [HRS]				Actual Work Load [HRS]				Total	Steps Taken to Compensate Lecture Load [if done]	
		Load/Week		Total Planned Load/semester		Load/Week		Additional Lecture Load/semester			Leave Dates	Date of Compensatory Load
		L	P	L	P	L	P	L	P			
EVEN	2nd and 4th sem B.Tech	2	2	2	2	2	2	-	-	4	-	-
		6	4	6	4	6	4	-	-	10	-	-
ODD	1st and 3rd sem B.Tech/ Diploma	2	2	2	2	2	2	-	-	4	-	-
		2	2	2	2	2	2	-	-	4	-	-
		4	4	4	4	4	4	-	-	8	-	-
	Ph. D	5		5		5		-	-	5	-	-
	Any Other											

L = Lecture   P = Practical

A. **Details of Innovation/Contribution in Teaching during the year [other than routine work]**

I.   Design of curriculum: [please specify, if member of BOS]

- As per Department Secretary of BOS :
- Designed 1st year Diploma and B.Tech Teaching Scheme
- Design Syllabus of Subjects: Engineering Mathematics-1, Engineering Mathematics-2, Basic Mathematics, Advance Mathematics, Communication Skills, Technical Communication Skill, Indian Constitution, Sports and Yoga

II. Improvements in Teaching methods: [Innovation Techniques]

Please attach separate sheet, if required

Sr. No	Subject	Technique Used	Innovation
1	Maths-1	To solve step wise each example on board with explanation, Application of Mathematics through PPT presentation, Group Problem solve	How to create model from 2 dimension to three dimension, workshop, Visualize Mathematics through software
2	Maths-2		
3	Maths-3		
4	Maths-4		
5	Advance Mathematics		

III. Evaluation Methods:

Surprise Quiz, Mathematical Model Making, Poster Presentation, Group Presentation, Demonstration, Solving Question Bank

IV. Book Publication: -

Sr. No	Book	ISSN Number	Publisher
1			

V. Methodology of Study Material given to Student:

- Soft copy Unit wise with Solve Problems
- Assignment
- Question Bank
- Problems Set
- Construct Mathematical Model

3

VI.   Articles in Journals having ISSN No:

Sr. No	Title of Article	Name of Journal	Page No Issue No & Year	Author Details	ISSN No.
1	Transformation of the transport system with reference to Navi-Mumbai	IJFANS – INTERNATIONAL JOURNAL OF FOOD AND NUTRITIONAL SCIENCES	Volume 11, Iss 10, 2023	Dr. Leena Patekar, SSIU	2319 1775
2	Generalization of Vedic Mathematics Method for Nth Degree Polynomial Factorization: Using Sutras Paravartya Yojayet, Vilokanam and Ganita Samuccaya: Samuccaya Gunita	SCOPE	Volume 13 Number 04 December 2023	Dr. Leena Patekar, SSIU	1177-5653

VII.   Remedial Teaching/ Student Counseling:

Sr. No	Name of Student	Semester	Subject	Date of Counseling	Duration
1	Diploma to Degree Students (23 students)	3rd	Maths-3	August and December month	15 days
2	Job Permit Students and Slow learner	1st,2nd,3rd,4th	Mathematics	November,April	15 days

VIII.   Any other, Please Specify:

Name with Enrollment no. of Students have taken admission through my reference:

Chaudhary Navin Bhalaram-24225002

Lohar Amrit Mukesh-24225006

4

C. Professional Competences

(a) Details regarding refresher courses/orientation programs, FDP **organized** for Summer schools, seminars, symposia etc... including Open University courses/M. Phil, Ph.D.

__Please attach separate sheet, if required__

Sr. No.	Event Title	Schedule	Place
1	Orientation Programme for 1st Year B.Tech Student	5th August,2024 to 9th August,2024	SIT
2	Orientation Programme for 1st Year Diploma Student	6th August,2024 to 9th August,2024	SIT
3	One day workshop on Exploring Mathematical Concepts with Python"	5th December,2024	SIT
4	Expert talk on Social Engineering Tricks foy Cyber Attacks	4th September,2024	SIT
5	IFFCO visit	6/8/2024	Kalol
6	Health is Wealth	7/8/2024	SIT
7	Heartfulness in daily life	8/8/2024	SIT
8	Webinar on Basic of Python	29/4/2024	SIT
9	Visit of Vikram Sarabhai Community Science Center	12/12/2023	SIT
10	Expert talk on Life style Management with Bhagavad Gita	20/12/2023	SIT
11	Expert talk on Some useful concepts for Engineering Mathematics	21/12/2023	SIT
12	Arrange 30 Students industrial work in Solar Plant (per students 4000Rs)	9/2/2025 to 16/2/2025	TATA Plant, Mundra

(b) Details regarding refresher courses/orientation program **attended** in Summer schools, seminars, symposia etc… including Open University courses/M. Phil, Ph.D.

__Please attach separate sheet, if required__

Sr. No.	Event Title	Schedule	Place
1	National Level Faculty Development Programme on "LaTeX and SPSS"	10th June to 14th June,2024	Indus University, Ahmedabad
2	Computing Calculus with Python	24th December,2024	Punjab, India
3	One Week FDP in the Scientific Computing Essentials with MATLAB	June 24-28, 2024	Anand International College of Engineering, Jaipur and Math Tech Thinking Foundation, Fazilka, India
4	30 Hours International Faculty Development Program on Deep Learning for NLP and Computer Vision	10th July to 28th July 2023	Chaitanya Bharathi Institute of Technology in Collaboration with ExcelR

D. Number of Students Guided in previous Academic Year

Subject	Name of Student with Enrollment	Title & Project	Year of joining
PhD in Mathematics	Jainesh M Soni 2111704002	A study on Banach Fixed point theorem	March 2021
	Rachna B Desai 2111704004	Case Studies Transportation using Different type of Methods	March 2021
	Sagar Satish Neve 2011704003	Graph Theory	January 2021
	Deepawali S. Kaware 2211704003	Image Processing	July 2022
	Savita Yadav 2211704007	Image Processing	January 2023
	Ashishkumar Thakkar 221008410305	Vedic Mathematics	June,2022

(a) No. of research papers published [AY 2023-24]:

National	International
1	1

(b) No of Research Paper Presented:

1. Presented Research Paper on Application of Fuzzy Set Theory in a One day Seminar on 9th January,2024 organized by Department of Statistics, University of LUCKNOW
2. Presented paper on "DA Survey of Technologies for Integrating Indian Knowledge Systems into Mathematics Education in India" in one Day International Multidisciplinary Conference held on 27 April, 2024.

3. **Research Projects: --**

   -NA-

4. **Patents taken if any, give brief description:**

---

5. **Membership of Professional Bodies:**

Life Time Membership of ISTE Chapter
Life Time Membership of Gujarat Ganit Mandal

E.   Extension Work/ Community Service

(a) Please give a short account of your contribution to:

Community Work	National Literacy Mission	Any Other

(b) Positions held/Leadership role played in organizations:

Linked with Extension Work and National Service Scheme (NSS) or NCC or any other similar activity

Sr. No	Event	Position	Period
1	Women Development Cell	Convenor	Since 2 Year-continue
2	Organized Workshop/Expert talk/Webinar	Convenor	Since 2 Year-continue
3	Grievance Cell	Convenor	Since 2 Year-continue
4	Anti Ragging Committee	Convenor	Since 2 Year-continue
5	Parents Teacher Meetings for 1st and 2nd semester for B.Tech and Diploma respectively	HOD of Department of Science and Humanities	4 days

Positions held/Leadership role played in organizations:

1. Appointed as Incharge Principal of Swarrnim Institute Of Technology from 1/8/2024 to 4/9/2024.
2. Lead Criteria -1 of SIT

F.   Participation in CSR [Corporate Social Responsibility]:

Please give a short account of your contribution to;

(a) College/University/institution:
- Organize Pledge Ceremony on 26th November,2024 on account of Indian Constitution day
- Arrange Essay Writing Competition on Indian Constitution day on 26th November,2024. Approximate 40 Students Participate actively.

(b) Co-Curricular activities:

1. Enrichment of campus Life (Sports, Games, Cultural Activities):

1. Main Co-Ordinator of SPORTS EVENT "FUNATHON 2024" from 22/1/2024 to 24/1/2024
2. Main Co-Ordinator of SIT hosted Felicitation ceremony for the winners of Funathon 2024 on 5th February,2024.

2. Students Welfare and Discipline:

- Convenor of Grievance Cell
- Convenor of Anti-Ragging
- Convenor of Women Development Cell

3. Membership/Participation in Bodies/ Committees on Educational and National Development:

Department Secretary of BOS

I recommend myself for the increment because...

Appraisal Recommendation Statement

I humbly recommend myself for an increment based on my consistent and multifaceted contributions to the institution. My performance over the past academic year can be summarized as follows:

1. **Experiences and expertise:**
   - With over 24 years of teaching and research experience, I have consistently contributed to the academic and personal growth of students, equipping them for better opportunities and fostering their overall development.

2. **Leadership and Institutional Development:**
   - Successfully fulfilled the role of in-charge principal, coordinating numerous academic and co-curricular activities with efficiency.
   - Served as the convenor of key committees, such as the Women Development Cell and Grievance Cell, contributing to a supportive and inclusive campus environment.

3. **Excellence in Teaching and Curriculum Development:**
   - Actively involved in designing syllabi for first-year diploma and B.Tech programs.
   - Integrated innovative teaching methodologies to enhance student learning outcomes.

4. **Research and Scholarly Activities**:
   - o Published research articles and books, including contributions to international journals, showcasing academic rigor and thought leadership.

5. **Commitment to Professional Development**:
   - o Participated in multiple Faculty Development Programs (FDPs) and workshops to stay updated with emerging trends in academia.

6. **Holistic Contribution to Student Welfare**:
   - o Actively worked towards maintaining high academic standards and fostering a positive impact on both students and colleagues.

7. **Institutional Growth and Collaboration**:
   - o Demonstrated exceptional leadership and teamwork by taking initiatives that align with the institution's vision for growth and excellence.

Through these contributions, I believe I have significantly impacted the institution's academic and cultural environment, justifying my request for an increment.

Eslatekar
2/1/2025
Signature & Date

Declaration:
Above information is true and verified by me based on the data available with me. I will produce the data to higher authority for verification purpose, if asked. In case of any discrepancy I am abide by the rules & regulations of the university.

PART – II

TO BE FILLED BY THE HEAD CONCERNED AS REPORTING OFFICER

1. **Whether you agree with the details provided by faculty:**
   (Give specific remarks where you don't agree)

Dr. Leena is a Senior faculty in the department and she continuously doing her duty for the development and growth of the institution.
She mentioned her work related to assigned and entire other than academics and considerable i.e. her achievement in this last academic year.

2. **Teaching Assessment:**

Please rate the faculty at a scale of 1-5

[1-Unsatisfactory/ 2-Poor/ 3-Average/ 4-Good/ 5-Out Standing]

Teaching Efficacy	4
Language of Teaching [If Multiple, please specify the proportion]	4
Subject Knowledge	5

Area of Expertise	5
Teaching Innovation	3
Subject Result	4
Initiatives Taken During the Year to improve Academics [other than routine work]	4
Competency to Grow Further [YES/NO] [Please brief in details]	Yes

3. Soft Skill Assessment:

Please rate the faculty at a scale of 1-5

[1-Unsatisfactory/ 2-Poor/ 3-Average/ 4-Good/ 5-Out Standing]

Communication Ability in English	4	
Behaviour with Colleagues	4	
Punctuality in Completing & Reporting the Given Task	4	
Integrity	Personal	Good
	Professional	Good
	Academic	Good

I recommend him/her for the increment because...

I recommend her as per university norms and her achievement for the increment.

13

4. **Present Salary: 77000/-**

5. **Amount of Increment Recommend:** As Per University norms.

Name & Signature: Dr. Ranjeet Kumar

Designation: Director, SST

Date: 06/01/2025

Declaration:
I have verified contents with available data of faculty & found that the written matter is true. In case of any discrepancy I am abide by the rules & regulations of the university.

PART – III

TO BE FILLED BY REVIEWING AUTHORITY

The Reviewing authority should carefully consider and state whether he accepts the assessment of the Reporting Officer in all respects, including grading. If he differs from the Reporting Officer in above matter, the facts should be clearly stated (here in below). He should give specific remarks on the reporting of integrity. In case of adverse remarks on integrity by the Reporting Officer, the Reviewing Officer should send the report in an enclosed Envelope. Undertake the perusal of comments and then give own remarks and enclose the same in a sealed envelope.

Remarks By: _____ [Principal/ Director/ Registrar/ Provost]

→ 24 Yrs Exp.

→ To be promoted as Professor with scale

→ 2 Scopus Papers Published

→ 2 Papers Presented at International & National Conference

→ 2 Students (Ph.D.) have applied for Pre-synopsis

→ 6 FDP Attended

Signature: _____

Name & Designation: DR KAVITA KSHATRIYA

Date: 29/1/25

PART IV

Forward to HR & Management for Further process. [15]

Ref. No.: SSIU/SIT/PROMOTION/2025/57

Date: 19/05/2025

PROMOTION LETTER

To,
Dr. Leena Patekar ,
Department of Science & Humanities,
Swarrnim Institute of Technology
Swarrnim Startup & Innovation University.

Dear Ma'am,

On the recommendation of the selection committee, the Management of Swarrnim Startup & Innovation University is pleased to give you promotion to the post of **Professor** from Associate Professor in the Department of **Science & Humanities** in Swarrnim Institute of Technology with effect from **19/05/2025.**

All other terms and conditions of the existing appointment will remain unchanged.

Yours Sincerely,

Dr. Santosh Kolte
(Principal,SIT)

Dr.Kavita Kshatriya
(Academic Dean)
(Swarrnim Startup
& Innovation University)

Dr. Hiren Kadikar
(Registrar)
(Swarrnim Startup
& Innovation University)

Copy to,

1. Registrar Office
2. Department File

Institute/Department: SMCLA		REGISTRAR OFFICE	
Outward No.: SSIU/SMCLA/ Faculty Appros 2025/01	Date: 01/01/25	Inward No.:	Date:
Person Name: Paras Parmar		Receiver Name:	Sign:
Contact No: 9099432503			

SWARRNIM SCHOOL OF MANAGEMENT COMMERCE AND LIBERAL ARTS *(seal)*

INSTITUTE SEAL

NOTESHEET

Subject: Faculty Annual Appraisal

Dear Ma'am/

PHD completed

Employee Name-Paras M Parmar
Employee Code-1348
Department- School of Management Commerce and Liberal Arts
Date of Joining-24/01/2023

Dear Sir/Ma'am

Mr. Paras Parmar has been serving as an Assistant Professor in the department of School of Management, Commerce and Liberal Arts for past two year, demonstrated an impressive commitment to both teaching and research in the subject area of **Marketing Management, Human Resource Management and General Management.** In the realm of academia, Mr. Paras has undertaken the responsibility of instructing a diverse set of subjects like **Principles of Management, Human Resource Management, Business law, Company Law, Legal Aspects of Business, Compensation Management, Service and Relationship Marketing etc.** He has also published **1 papers** and **Presented 02 papers** in international conference, also attended **02 FDPs** in different areas which mentioned in the appraisal form for your kind perusal.

Beyond the academic area Mr. Paras has Proven to be a valuable asset to the department through his development in various portfolios like **University Exam Coordinator, ACPC and FRC Coordinator, ABC ID coordinator, admission Coorrdinator, Mentors of BBA Sem-1,3,5 Member of BOS and Sports coordinator etc.** He has been actively participated in **UGC** File preparation work and currently strongly working on **NAAC** Documentation with the team.

The Department is happy to share appraisal form details have completed **2 years** of service in our esteemed university since **24/01/2023.** He is bonafide employee of our department and his performance is consistent in terms of all academic parameters. I recommend for his salary appraisal and wishing him fruitful, productive and joyful association with the department.

Special Note: Mr. Paras has submitted his thesis of Phd on 7th December, 2024, The Submission form has been attached in the file. He will be completing his Doctorate within 2 to 3 Months probably in the month of February/March 2025. Kind request to consider.....

(signature) Saurabhi

Dr. Sourbhi chaturvedi
Director School of Management Commerce and Liberal Arts

(signature) Paras mp

mr. paras parmar.
01/01/2025

FACULTY ANNUAL PLAN

Table for Parameters/ Criteria's:

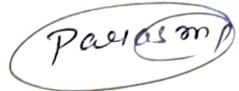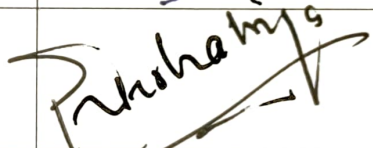|	Paras M Parmar		Swarrnim School of Management, Commerce and Liberal Arts	Emp.Code: 1348
	Description	**Odd-semester**	**Even-semester**	**Points**
1	**[a]Teaching** List the courses, credits, class & no. of students in each.	15	15	30.
	[b] Learning: Give details of additional learning undertaken by the faculty.	5	5	10
2	Research & Publications. **8 6B**	O	2	02
3	Startup & Entrepreneurship **NA**	O	O	O
4	Institution Building i.e. / Academic Administrative or Pure Administrative responsibilities **A-1**	15	15	30
5	Industry Interface / New Admissions / EC Committee Work (If Different) **A-1**	10	10	20
	TOTAL			92

Saurabh
02| Jan |2025

Saurabh

SWARNIM STARTUP & INNOVATION UNIVERSITY

AT: Bhoyan Rathod, Nr. IFFCO, Adalaj-Kalol Highway, Gandhinagar

CREDIT REPORT FORM
For the Academic year: 2023-24

Timeline Chartered for Completeness of the Form			
Description		Date of Handover	Signature
Name of Faculty/ Staff	Asst. Prof. Paras M Parmar	01/01/2025	*Paras M P*
Name of Reporting Officer (HOD)	Dr. Bharti Vidhani	6/01/2025	*Bharti*
Name of Reporting Officer (Director)	Dr. Sourbhi Chaturvedi	03/01/24	*Saurabhi*
Name of Reviewing Authority	Dr. Kavita Kshatriya		*Prohatmya*

PART-I
SELF APPRAISAL

A.   General Information

(a) Name: Paras M Parmar

(b) Date of Birth: 15/12/1992

(c) Residential Address: D-502 Keshar Alayam, Vaishno devi, Khoraj, Gandhinagar

(d) Contact No: 9099432503

(e) Designation: Assistant Professor

(f) Department: Swarnim School of Management, Commerce & Liberal Arts

(g) Qualification: **P.hD (Feb-March-2025)** M.Phil, MBA, BBA

(h) Area of specialization: Major Marketing and Minor Human Resource

(i) Date of Joining: 24/01/2023

   (i) In the Institution: Assistant Professor

   (ii) In the Present Post [if promoted]: Assistant Professor

1

B. Academic Excellence

ACADEMIC WORKLOAD ASSESSMENT

Class	Assigned Work Load [HRS]				Actual Work Load [HRS]				Total	Steps Taken to Compensate Lecture Load [if done]	
	Load/ Week		Total Planned Load/ Year		Load/ Week		Additional Lecture Load/ Year			Leave Dates	Date of Compensatory Load
	T	P	T	P	T	P	T	P			
U.G	25	-	25	-	25	-	25	-			
P.G	23	-	23	-	23	-	23	-			
Ph. D											
Any Other											

L = Lecture   P = Practical

A. Details of Innovation/Contribution in Teaching during the year [other than routine work]

I. Design of curriculum: [please specify, if member of BOS]

1. Member of BOS Academic Year 2023-24

2. Syllabus Designing of UG and PG general as well Marketing and HR Specialized Subject (Approx. 07 Subject)

3. University Exam Co-coordinator of SMCLA

4. Admission Co-coordinator from SMCLA for admission 2023-24 and 2024-25

5. Mentor of BBA Sem-1, BBA Sem-3 and BBA Sem-5

6. ABC ID Coordinator of SMCLA

7. FRC Coordinator

8. ACPC Coordinator

9. Scholarship Coordinator

10. Central Sports coordinator of Badminton

11 Co-ordinated and Conducted Elocution Competition on Stamp Out Ragging: Voices for a Safe Campus for Swarrnim Startup and Innovation University on 8th February, 2024

II. Improvements in Teaching methods: [Innovation Techniques]

Please attach separate sheet, if required

Sr. No	Subject	Technique Used	Innovation
1.	Principles of Management	Role Play and Learning through Activity	Management Practical Activity

III. Evaluation Methods:

1. Continues Evaluation Component   *CEC*

IV. Book Publication:

Sr. No	Book	ISSN Number	Publisher
	nil		

V. Methodology of Study Material given to Student:

1. Self-Prepared Study material as per syllabus in Odd and Even Semesters
2. Uploaded at ERP and through Official Whatsapp group

VI. Articles in Journals having ISSN No:

Please attach separate sheet, if required

Sr. No	Title of Article	No of Journal	Page No Issue No & Year	Author Details	ISSN No.
1	"A Systematic Study on the Impact of Green Marketing convention on Consumer Buying Behaviour in consideration of SDG with special reference to Ahmedabad City"	AYUDH: International Peer-Reviewed Referred Journal	81-86 October – 2024 (113rd Issue)	Mr. Paras Parmar	2321-2160

3

VII.　Remedial Teaching/ Student Counseling:

Please attach separate sheet, if required

Sr. No	Name of Student	Semester	Subject	Date of Counseling	Duration
1	Deven Patel	3	CRM	17th December, 2024	1 hr

VIII.　Any other, Please Specify

——————————— Nil ———————————

C.　Professional Competences

(a) Details regarding refresher courses/orientation programs, FDP **organized** for Summer schools, seminars, symposia etc... including Open University courses/M. Phil, Ph.D.

Please attach separate sheet, if required

Sr. No.	Event Title	Schedule	Place
1	Co-ordinated and Conducted Elocution Competition on Stamp Out Ragging: Voices for a Safe Campus for Swarrnim Startup and Innovation University	8th February, 2024	University Campus
2	Coordinated & Participated in a One Day industrial visit to Dudhsagar Dairy Mehsana	January, 2024	Dudhsagar Dairy Mehsana
3	Anchored 5th Convocation of Swarrnim Startup and Innovation University	6th March, 2024	University Campus
4	Anchored Republic day Celebration at Swarrnim Startup and Innovation University	26th January, 2024	University Campus

4

(b) Details regarding refresher courses/orientation program **attended** in Summer schools, seminars, symposia etc… including Open University courses/M. Phil, Ph.D.

Please attach separate sheet, if required

Sr. No.	Event Title	Schedule	Place
1	"Unveiling Knowledge Though Experiential Learning"	8th to 13th April, 2024	Online
2	"Strategic Management Mastery: Aspects of Self and Team Development"	5th February to 11th February, 2024	Online

D. Number of Students Guided in previous Academic Year

	Name of Student	Title & Project	Department & Semester
U.G.	PATEL RUCHI SAMIRKUMAR	SIP AT PUSHPAK ENTERPRISE	SMCLA SEM-4 SIP
	BHAVYARAJSINGH RAO		
	JANI KAVYA PRAKASHCHANDRA		
	FULIA JIYA NANDLAL		
	FULIA TURSHA DAYANAND		
	SOLANKI KAMINIBEN TARUNBHAI	SIP AT KANHA ENTERPRISE	
	DARBAR SAKSHI DILIPKUMAR		
	KANHA ENTERPRISE	SIP AT Jik Industries Ltd	
	SAIDA YASHRAJ RANJITBHAI	A STUDY ON RELATION BETWEEN EMPLOYEE ENGAGEMENT AND ORGANIZATIONAL PERFORMANCE IN EDUCATION INDUSTRY	SMCLA SEM-6 GRAND PROJECT
	CHAVDA KAUSHAL M	ABSENT	
	PATEL NISHIDHKUMAR ANANTBHAI	IMPACT OF JOB ENRICHMENT ON EMPLOYEE MOTIVATION IN HOSPITALITY INDUSTRY	
	CHUPHAL SAPNA JAGAT SINGH	THE IMPACT OF RECRUITMENT AND SELECTION CRITICAL ON EMPLOYEE PERFORMANCE	
	PATEL JENIL KALPESH	STUDY ON EMPLOYEE SATISFACTION OF IT INDUSTRIES	

5

	SHAH MAHEK VISHALKUMAR	STUDY OF RELATION BETWEEN EMPLOYEE TRAINING AND DEVELOPMENT PROGRAM ON EFFECTIVENESS AND EFFICIENCY IN COPPER AND BRASS INDUSTRY	
	MEWADA JANVI SANDIPKUMAR	A STUDY OF EMPLOYEE JOB SATISFACTION AND ITS IMPACT ON THEIR PERFORMANCE OF STEEL INDUSTRY	
P.G.	PATEL JAY	OVERVIEW OF UNIVERSAL BANKING	MBA SEM-4 GRAND PROJECT
	DANI NOOPUR HEMANGKUMAR	STUDY OF EMPLOYEE AWARENESS OF VARIOUS HR POLICIES AND CULTURES	
	KHAMAR RUNJAL	STUDY OF CUSTOMER SATISFACTION LEVEL TOWARDS ROYAL ENFIELD	
	SOLANKI SIDDHRAJ NARPATSINH	A STUDY OF MARKETING RESEARCH OF "TATA"	
	BARVALIA DARSHAN	STUDY OF MARKETING STARTEGY OF FLIPKART	
	PANCHAL PARTH	LAYOFF HAPPEN IN ED-TECH INDUSTRY IN INDIA	
	Raval Kartavya	Experiential Project	SMCLA MBA SEM-1
	Kala Nikhil	Experiential Project	
	SENMA DHRUMIL NATUBHAI		SMCLA MBA SEM-2 SIP
	RAVAL KARTAVYAKUMAR HARESHBHAI	Ethos HR Management Pvt. Ltd.	
	KALAL NIKHIL VIJAYKUMAR	Sajjan Creationa Pvt. Ltd.	
	JAIN CHINMAY PRASHANT		
	MAKWANA AMAN	Ethos HR Management Pvt. Ltd.	

(a) No. of research papers published [AY 2023-24]:

National	International
1 Published Paper Title "A Systematic Study on the Impact of Green Marketing convention on Consumer Buying Behaviour in consideration of SDG with special reference to Ahmedabad City" in AYUDH: International Peer-Reviewed Referred Journal, Vol-1, ISSN: 2321-2160, October – 2024 (113rd Issue)	NA

(b) No of Research Paper Presented:

02

1. Presented Research Paper Titled "A Systematic Study on the Impact of Green Marketing convention on Consumer Buying Behaviour in consideration of SDG with special reference to Ahmedabad City" in International Conference on 29th & 30th March, 2024 Organised by JECRC University, Jaipur

2. Presented Research Paper Titled "Study of Factors Affecting to Stress and Stress Management in manufacturing concerns special reference to Saurashtra Region" in National Conference on 8th March, 2024 Organised by Department of Psychology, Sardar Patel University, Vallabh Vidhyanagar, Anand

(c) Research Projects:

Title of the Project	Name of the funding agency	Duration
	nil	

(d) Patents taken if any, give brief description:

NA

(e) Membership of Professional Bodies:

Please enclose list herewith in a separate paper.

Life time membership of Indian Accounting Association

E.   Extension Work/ Community Service

(a) Please give a short account of your contribution to:

Community Work	National Literacy Mission	Any Other
	nil	

8

(b) Positions held/Leadership role played in organizations:

Linked with Extension Work and National Service Scheme (NSS) or NCC or any other similar activity

Nil

F.   Participation in CSR [Corporate Social Responsibility]:

Please give a short account of your contribution to;

(a) College/University/institution:

Nil

(b) Co-Curricular activities:

Nil

(c) Enrichment of campus Life (Sports, Games, Cultural Activities):

Nil

(d) Students Welfare and Discipline:

Executing discipline related Policies at departmental level.

conduct of University exam.

Events/Activities etc

(e) Membership/Participation in Bodies/ Committees on Educational and National Development:

nil

I recommend myself for the increment because...

I, Asst. Prof. Pooja Parmer working with Swarrnim school of management commerce and liberal Arts since 2 years. my date of Joining is 24/1/2023. To have performed on the below mentioned portfolio.

- University exam Co-ordinator.
- ACPC / FRC co-ordinator.
- ABC ID Co-ordinator.
- member of BOS
- mentor of Lte sem 1,3,5
- Admission Co-ordinator
- Enrollment co-ordinator
- work Lood week (25 & 23)

other then Academic

• published 1 Reseach paper
○ presented 02 Reseach Paper
○ Attended 02 FDP's
○ External viva taker of various University / paper setter

○ Submitted PhD Thesis on 7th Dec. 2124 and will Complete Dr. in 2 to 3 months probaby in feb/mar 2125.

Pooja P
01/01/2025
Signature & Date

Declaration:
Above information is true and verified by me based on the data available with me. I will produce the data to higher authority for verification purpose, if asked. In case of any discrepancy I am abide by the rules & regulations of the university.

PART – II

TO BE FILLED BY THE HEAD CONCERNED AS REPORTING OFFICER

1. **Whether you agree with the details provided by faculty:**
   (Give specific remarks where you don't agree)

   Yes I am agree with the details Provided by faculty.

2. **Teaching Assessment:**

Please rate the faculty at a scale of 1-5

[1-Unsatisfactory/ 2-Poor/ 3-Average/ 4-Good/ 5-Out Standing]

Teaching Efficacy	Good.
Language of Teaching [If Multiple, please specify the proportion]	English
Subject Knowledge	Good.

Area of Expertise	outstding
Teaching Innovation	Good.
Subject Result	Good.
Initiatives Taken During the Year to improve Academics [other than routine work]	good.
Competency to Grow Further [YES/NO] [Please brief in details]	Yes.

3.   Soft Skill Assessment:

Please rate the faculty at a scale of 1-5

[1-Unsatisfactory/ 2-Poor/ 3-Average/ 4-Good/ 5-Out Standing]

Communication Ability in English	Good.	
Behaviour with Colleagues	OutStanding	
Punctuality in Completing & Reporting the Given Task	Average.	
Integrity	Personal	Good.
	Professional	Good
	Academic	Good.

I recommend him/her for the increment because…

⇒ Overall - Statisfactory Work.

4.   **Present Salary:**   48160/-

5.   **Amount of Increment Recommend:**

Name & Signature: Dr. Bharti Vidhani

Designation: HoD.

Date: 16/1/2025

Declaration:
I have verified contents with available data of faculty & found that the written matter is true. In case of any discrepancy I am abide by the rules & regulations of the university.

PART – III

TO BE FILLED BY REVIEWING AUTHORITY

The Reviewing authority should carefully consider and state whether he accepts the assessment of the Reporting Officer in all respects, including grading. If he differs from the Reporting Officer in above matter, the facts should be clearly stated (here in below). He should give specific remarks on the reporting of integrity. In case of adverse remarks on integrity by the Reporting Officer, the Reviewing Officer should send the report in an enclosed Envelope. Undertake the perusal of comments and then give own remarks and enclose the same in a sealed envelope.

Remarks By: *Satisfactory* |Principal/ Director/ Registrar/ Provost| ✓

Its a valuable asset for organisation

To be given Associate Professor designation & grade (Estimation)
1 Research Paper Attended
2 FDP (National) Exam Co-ordinator
ACPC, FRC, ABC, Admission
Central level Activity, Events
Co-ordinator, Anchoring
2 International Conference - Paper Presented

Signature: *Saurabh*
02/07/25

Name & Designation: Dr. Sourbhi Chaturvedi

Date: _____

Forward to HR & Management for further process.

16

Ref. No.: SSIU/SMCLA/PROMOTION/2025/92

Date: 19/05/2025

PROMOTION LETTER

To,

Dr. Paras Mangabhai Parmar,
Swarrnim School of Management, Commerce and Liberal Arts,
Swarrnim Startup & Innovation University.

Dear Sir,

On the recommendation of the selection committee, the Management of Swarrnim Startup & Innovation University is pleased to give you promotion to the post of **Associate Professor** from Assistant Professor in **Swarrnim School of Management, Commerce and Liberal Arts** with effect from **19/05/2025.**

All other terms and conditions of the existing appointment will remain unchanged.

Yours Sincerely,

Dr. Sourbhi Chaturvedi
(Director,SMCLA)

Dr.Kavita Kshatriya
(Academic Dean)
(Swarrnim Startup
& Innovation University)

Dr. Hiren Kadikar
(Registrar)
(Swarrnim Startup
& Innovation University)

Copy to,

1. Registrar Office
2. Department File

Swarrnim Startup & Innovation University

NOTESHEET

Subject:	Request for a Faculty Annual Appraisal

Employee:

Name: Dr Chetan Gondaliya
Department: SWARRNIM SCHOOL OF COMPUTING & IT (SSCIT)

Date of Joining: 11/09/2023

I have been serving as the Head of the Center of Excellence (COE) and Associate Professor at the Swarrnim School of Computing & IT, Swarrnim Startup & Innovation University (SSIU). In this capacity, I have demonstrated a strong commitment to teaching, institutional development, and administrative excellence. A key achievement during this period has been the successful implementation of ERP systems across various departments, streamlining academic operations throughout the university. As the Head of ERP, I have overseen and ensured the timely deployment of all ERP modules, facilitating seamless integration and efficiency across departments.

Additionally, I have enhanced various activities within the university's existing Centers of Excellence (COEs) to ensure their maximum utilization and to provide students with access to the latest technologies through workshops, seminars, and expert talks. As part of these efforts, the Google Center of Excellence was established on November 3, 2024, to expose students to Kotlin and Google Cloud technologies. Furthermore, multiple Memorandums of Understanding (MoUs) have been signed to offer students greater exposure to cutting-edge technologies in line with current industry demands.

I have also served as the Head of the Department (HOD) in the SSCIT department, where I undertook various responsibilities. These included serving as a member of the Board of Studies (BoS) for designing NEP-based curricula for the BCA Honors and B.Sc.-IT Honors programs, coordinating the UGC inspection for 2023-2024, acting as the NAAC coordinator of criterial 2 and 5, supervising faculty and facilitating their professional development, overseeing ERP implementation, and managing the overall operations of the department.

In the realm of teaching, to comprehensively assess student performance and progress, I utilized diverse evaluation methods catering to different learning styles by using ERP portal. These included regular quizzes, creative in-class activities like group projects and problem-solving exercises to foster collaboration and critical thinking, and oral assessments such as presentations and discussions to evaluate communication skills. Observational assessments during class and lab sessions provided insights into engagement and practical application of skills. Assignments, including essays and research papers, encouraged deeper exploration of topics, while internal exams assessed cumulative knowledge by using above CEC components. This multi-faceted approach ensured a holistic evaluation, identifying strengths and areas for improvement to enhance the teaching-learning experience. Beyond academics, I have undertaken several initiatives to ensure the welfare and discipline of our students. I have organized numerous sports, cultural, and recreational activities to promote student well-being and engagement.

In recognition of my contributions and their positive impact on the institution and its students, I believe I have demonstrated the qualities and accomplishments deserving of an increment. My commitment to academic excellence, student welfare, and institutional development aligns closely with the goals and values of Swarrnim Startup & Innovation University, underscoring my value as a dedicated member of the team. I remain committed to maintaining this standard of excellence and further advancing the growth and success of our university.

2-12-24

Comments and Signatures:

FACULTY ANNUAL PLAN

	Description	Odd-semester	Even-semester	Points
(a) Dr. Chetan Pravinbhai Gondaliya, HoD & Associate Professor			Swarrnim School of Computing & IT	Emp.Code 1458
1	**[a]Teaching** MCA-1STSEM : 36 STUDENTS BCA(DS)-5TH SEM: 06 STUDENTS BCA(DS)-5TH SEM: 06 STUDENTS BCA(CTIS)-5TH SEM: 02 STUDENTS MCA-2 SEM: 06 STUDENTS BCA(G)-4TH SEM: 49 STUDENTS BCA(DS)-6 SEM: 04 STUDENTS BCA(CTIS)-6 SEM: 07 STUDENTS	15 points as per performance	15 points as per performance	30
	[b] Learning:	5 points as per learning	5 points as per learning	10
2	Research & Publications: ➢ Patent			
3	Startup & Entrepreneurship NA	—	—	0 0
4	Institution Building i.e. / Academic Administrative or Pure Administrative responsibilities: ➢ Head of ERP ➢ Department ERP coordinator ➢ Head of COE ➢ Member of BoS in 2024-25 ➢ Syllabus Designing ➢ Coordinated UGC inspection 2023-24 ➢ Apple & SAP Lab Supervision ➢ Fees Co-coordinator of Department ➢ Project Mentorship ➢ NAAC Co-coordinator ➢ Tech-Events co-coordinator in Department ➢ Sport Co-coordinator for SSCIT organized in University Campus	15	15	30
5	Industry Interface / New Admissions / EC Committee Work (If Different): ➢ Admission Co-coordinator: Have been involved in admission counseling of the SSCIT department ➢ Skill-oriented workshops and seminars aimed at providing hands-on industry exposure.	10	10	20
	TOTAL			90

Table for Parameters/ Criteria's:
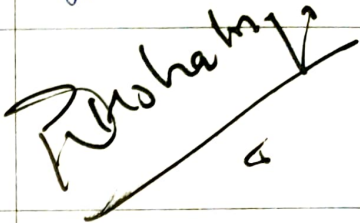
Operational Guideline for FAP

1. **General:** the responsibilities of faculty are considered in 4 areas: Teaching-Learning, Research & Publications, Institution Building and Industry Interaction. Ideally the points allotted to these activities are 40, 30 15 and 15 respectively. Institutional circumstances may alter the allocation.

2. **Teaching-Learning.** Teaching and Learning can be segregated to have points of 32 and 8 respectively.
   a. Teaching should cover the course load as expected by the institution in terms of credits of course load in each semester. Qualitative factors that need to be considered are [a] no. of sessions held against those planned. [b] student feedback on each course [c] regularity of faculty in terms of the total attendance of the faculty as % of the expected level of presence [d] quality and speed of evaluation, [e]quality and promptness of feedback to students [f] quality of mentoring [f] interaction with students [g] compliance and timeliness of institutional submissions etc.
   b. UGC norm is 16 credits of teaching in a semester in UG programs. So 32 credits of teaching in a year is made equivalent to 32 points. For any teaching more than 32 credits in a year, 1 point may be given for every additional credits
   c. Learning refers to the efforts being made by the faculty in acquiring knowledge and skills. This could cover pursuing of PhD, any other courses relevant to the job at hand, taking newer courses for teaching, designing and offering new electives etc. Attempts to acquire any other professional skill also would be eligible to be considered under this head.

3. **Research & Publications:** To be a good teacher, faculty must continuously acquire knowledge through research. Every institution would have a stipulated minimum publication target for an academic year. A modest target will be 2 papers in national journals in a year. Gradually this target may be tightened/increased as the faculty pool attains experience and maturity. Points maybe given considering the status of the paper: Published/accepted for publication/ under consideration/ presented/ accepted for presentation etc. When papers are written jointly by more than one faculty, points will be allocated proportionately.

4. **Institution Building:** There are various administrative, statutory and auxiliary activities associated with managing an educational institution. Faculty members are expected to shoulder these activities and gain experience so that they become equipped to handle higher responsibilities within the institution. Institution should carefully unbundle these activities and assign to the faculty members. The willingness of the faculty to shoulder such responsibilities and the how effectively they carry out these responsibilities are monitored and evaluated by the senior faculty members.Focus should be given to the efforts in the area of startup & innovation: ideas generated/ students mentored/ students achieving higher levels under the faculty's guidance etc.

5. **Industry interface:** Most of the programs are designed to prepare the students for the industry. Hence it is imperative that we train and familiarize the students with the industry, its ethos and needs. This calls for close cooperation and interaction with industry in the form of internships, short and long-term projects relevant to industry, working closely with industry executives etc. How effectively a faculty is able to interact with the industry and achieve results needs to be carefully monitored by senior faculty members. It will also cover the contribution made towards internship/placement /consulting projects handled etc.

6. **General criterion for assessment:** Wherever qualitative factors need to be assessed, a common practice is suggested. In the given circumstances was the performance of the faculty Excellent/ Very Good/ Good [Average]/ Below Average /Poor? According to this assessment give points of 5 /4 /3 /2 /1. The points thus scored by the faculty is multiplied by the weight assigned to the factor. This will give us the score of the faculty on the factor being assessed.

SWARNIM STARTUP & INNOVATION UNIVERSITY

AT: Bhoyan Rathod, Nr. IFFCO, Adalaj-Kalol Highway, Gandhinagar

CREDIT REPORT FORM

For the Academic year: 2023-24

Timeline Chartered for Completeness of the Form			
	Description	Date of Handover	Signature
Name of Faculty/ Staff	Dr. Chetan Gondaliya		
Name of Reporting Officer	Dr. Kavita Kshatriya		
Name of Reviewing Authority			

PART-I
SELF APPRAISAL

A. **General Information**

(a) Name: Dr. Chetan Gondaliya

(b) Date of Birth: 16th-October-1986

(c) Residential Address: F-203, Alaknanda Residency, Opp Vishwakarma Temple, Chandlodia, Ahmedabad, 382481.

(d) Contact No: 9033026998

(e) School: Swarrnim School of Computing & IT

(f) Designation: HoD & Associate Professor

(g) Department: Computing & IT

(h) Qualification: PhD, MCA, BCA

(i) Area of specialization: Artificial Intelligence, Machine Learning, Data Science, Python, Mobile Application, Data Analytics

(j) Date of Joining:
   (i) In the Institution: 11-September-2023
   (ii) In the Present Post [if promoted]: 11-September-2023

B.   **Academic Excellence**

*Please attach separate sheet, if required**

ACADEMIC WORKLOAD ASSESSMENT

Class	Assigned Work Load [HRS]				Actual Work Load [HRS]				Total	Steps Taken to Compensate Lecture Load [if done]	
	Load/ Week		Total Planned Load/ Year		Load/ Week		Additional Lecture Load/ Year			Leave Dates	Date of Compensatory Load
	T	P	T	P	T	P	T	P			
	7	6	7	6	7	6	7	6		NA	NA
U.G	8	6	8	6	8	6	8	6		NA	NA
	3	3	3	3	3	3	3	3		NA	NA
P.G	3	3	3	3	3	3	3	3		NA	NA
Ph. D											
Any Other											

L = Lecture   P = Practical

A. **Details of Innovation/Contribution in Teaching during the year [other than routine work]**

   I.   Design of curriculum: [please specify, if member of BOS]

1.	Member of Board of Studies BCA(Hons) & BScIT(Hons)
2.	Syllabus designing of BCA(Hons) & BScIT(Hons) programs
3.	Member of UGC inspection during March 2024 in SSCIT department
4.	Research supervisor in computer science
5.	Established Google Centre of Excellence for leveraging latest technologies to the students of the University (3rd-Nov-2023)
6.	MoU with ExcelR Edutech Pvt Ltd for SSCIT & SIT department to give industry oriented exposure to the students

II. Improvements in Teaching methods: [Innovation Techniques]

Please attach separate sheet, if required

Sr. No	Subject	Technique Used	Innovation
1	My subjects	Implementing Continuous and Comprehensive Evaluation (CCE) using ERP	To evaluate the student performance by configuring different components like Quiz, Assignment. Question Bank, Email, Video, Student Feedback. Session plan, Notice and Internal Examination in ERP.

III. Evaluation Methods:

To comprehensively assess student performance and progress, I utilized diverse evaluation methods catering to different learning styles by using **ERP portal**. These included regular **quizzes**, creative in-class activities like **group projects** and problem-solving exercises to foster collaboration and **critical thinking**, and **oral assessments** such as presentations and discussions to evaluate communication skills. Observational assessments during class and lab sessions provided insights into engagement and **practical application of skills. Assignments**, including essays and research papers, encouraged deeper exploration of topics, while internal exams assessed cumulative knowledge by using above **CEC components**. This multi-faceted approach ensured a holistic evaluation, identifying strengths and areas for improvement to enhance the teaching-learning experience.

IV. Book Publication: NA

Sr. No	Book	ISSN Number	Publisher
NA	NA	NA	NA

V. Methodology of Study Material given to Student:

I employ a structured methodology leveraging digital tools and resources to cater to diverse learning styles and enhance engagement. Using **Google Drive & ERP Portal**, I provide **centralized access** to study materials, including lecture notes, presentations, and multimedia resources like **videos, animations, and simulations** that clarify complex concepts. Comprehensive lecture notes and curated articles support understanding, while **assignments** and **projects** encourage practical application of theoretical knowledge through **case studies**, research, and problem-solving exercises. This approach fosters active participation and bridges the gap between theory and practice.

VI. Articles in Journals having ISSN No: NA

Please attach separate sheet, if required

Sr. No	Title of Article	No of Journal	Page No Issue No & Year	Author Details	ISSN No.
NA	NA	NA	NA	NA	NA

VII. Remedial Teaching/ Student Counseling:

Please attach separate sheet, if required

Sr. No	Name of Student	Semester	Subject	Date of Counseling	Duration
NA	NA	NA	NA	NA	NA

VIII. Any other, Please Specify

C. Professional Competences

(a) Details regarding refresher courses/orientation programs, FDP **organized** for Summer schools, seminars, symposia etc... including Open University courses/M. Phil, Ph.D.

Please attach separate sheet, if required

Sr. No.	Event Title	Schedule	Place
1	Apple LAB Faculty Training	16/10/2024	Apple LAB, SSIU
2	Leveraging Artificial Intelligence for Improved Communication	20/10/2024	Seminar Hall, SSIU
3	Orientation Session	1/11/2024	Seminar Hall, SSIU
4	Faculty Development Program on Machine Learning, Computer Vision, IoT, SAP ABAP	21/11/2023 to 25/11/2023	SAP COE, SSIU
5	Apple Centre visit for Homeopathy First semester students	2/12/2024	Seminar Hall, SSIU
6	First Phase Five days' workshop on "Advance course outline"	29/01/2024 to 02/02/2024	SAP COE, SSIU
7	One-day workshop on "Fundamentals of Deep Learning" sponsored by NVIDIA	09/02/2024	SAP COE, SSIU
8	Second Phase Five days' workshop on "Advance course outline"	01/04/2024 to 05/04/2024	SAP COE, SSIU
9	Third Phase Five days' workshop on "Advance course outline"	08/04/2024 to 12/04/2024	SAP COE, SSIU
10	Orientation Session	12/07/2024	SAP COE, SSIU
11	First Phase Five days' workshop on "Artificial Intelligence, Machine Learning, Computer Vision, IoT, SAP ABAP"	09/09/2024 to 13/09/2024	SAP COE, SSIU
12	First Phase Five days' workshop on "Foundation Course"	25/11/2024 to 29/11/2024	SAP COE, SSIU
13	Orientation Program 2024 for BCA, BSCIT	29/07/2024 to 31/07/2024	Seminar Hall, SSIU
14	Orientation Program 2024 for MCA	03/09/2024	Seminar Hall, SSIU

(b) Details regarding refresher courses/orientation program **attended** in Summer schools, seminars, symposia etc... including Open University courses/M. Phil, Ph.D.

Sr. No.	Event Title	Schedule	Place
1	One-day workshop on "Fundamentals of Deep Learning" sponsored by NVIDIA	09/02/2024	SAP COE, SSIU
2	Faculty Development Program on Machine Learning, Computer Vision, IoT, SAP ABAP	21/11/2023 to 25/11/2023	SAP COE, SSIU
3	FDP on Digital Transformation	28/10/2023	ADTIM
4	FDP on Machine Learning with Tensorflow	27/09/2023 to 28/09/2023	India Edu Program by Google Developers
5		.	

D. Number of Students Guided in previous Academic Year

	Name of Student	Title & Project	Department & Semester
U.G.	Manav Patel	Vegan Store	SSCIT & BCA-5th
	Priyanka Kanjani	Vegan Store	SSCIT & BCA-5th
	Meet Shah	Credit Card Fraud Detection	SSCIT & BCA-5th
	Mihir Parmar	Credit Card Fraud Detection	SSCIT & BCA-5th
	Janak Bhatt	Automated Canteen Ordering System	SSCIT & BCA-5th
	Nikhilesh Gouda	Ideate	SSCIT & BCA-5th
	Simeon Farmer	Ideate	SSCIT & BCA-5th
	Sidharth Lohar	Placement Portal Management	SSCIT & BCA-5th
P.G.	NA	NA	NA
Ph. D	NA	NA	NA

(a) No. of research papers published [AY 2023-24]:

National	International
NA	NA

(b) No of Research Paper Presented:

NA

(c) Research Projects:

Please attach separate sheet, if required

Title of the Project	Name of the funding agency	Duration
NA	NA	NA

(d) Patents taken if any, give brief description:

Title of the invention: SYSTEM AND METHOD FOR DYNAMIC DATA ANALYSIS AND AUTOMATION BASED ON ADAPTIVE MACHINE LEARNING MODELS

Abstract: The present invention relates to a dynamic data analysis and automation system leveraging adaptive machine learning models. This system continuously collects and processes data from various sources, applies real-time machine learning algorithms to detect patterns and anomalies, and automates responses and actions based on predictive analytics. The system is comprised of a data collection module, a data preprocessing unit, an adaptive machine learning engine, and an automation and decision-making module. The adaptive nature of the machine learning models allows them to self-improve and evolve over time, ensuring enhanced accuracy and efficiency in decision-making processes. This invention addresses the limitations of traditional systems by offering a comprehensive, real-time, and self-improving approach to data analysis and automation, applicable across diverse industries such as finance, healthcare, manufacturing, and retail.

(e) Membership of Professional Bodies:

Please enclose list herewith in a separate paper.

Australian Computer Society(ACS)

7

E.   **Extension Work/ Community Service**

(a) Please give a short account of your contribution to:

Community Work	National Literacy Mission	Any Other

(b) Positions held/Leadership role played in organizations:

Linked with Extension Work and National Service Scheme (NSS) or NCC or any other similar activity

F.   **Participation in CSR [Corporate Social Responsibility]:**

Please give a short account of your contribution to;

(a) College/University/institution:

- Member in BoS 2024-2025 of BCA Honors and B. Sc. (IT) Honors
- Head of ERP
- Head of Center of Excellence
- Coordinated UGC inspection 2023-2024
- NAAC Coordinator for Computing and IT Department
- Faculty supervision and professional development
- Managing and supervising students project
- Member of Sports, Cultural and Discipline Committee

(b) Co-Curricular activities:

No	Name	Date
1	Fresher's Party (2024-25)	20-09-24
2	Committee member in convocation(2023-24)	06-03-24
3	Tech Quiz	10-02-24

4	Sport Event- "Funathon 2024"	23-01-24 to 25-01-24
5	Visit of Vibrant Gujarat Summit .2024	21-12-23
6	Constitution Day	26-11-23
7	PTM	12-10-23
8	Visit to Heartfulness	12-10-23
9	Club Orientation Program	21-09-23
10	Fresher's Party (2023-24)	16-09-23

(c) Enrichment of campus Life (Sports, Games, Cultural Activities):

No	Name	Date
1	FIT INDIA WEEK 2024	02-12-2024 to 06-12-2024
2	Swarrnim Garba-2024	31-10-24
3	Fresher's Party (2024-25)	20-09-2024
4	Sport Event- "Funathon 2024"	23-01-24 to 25-01-24
5	Fresher's Party (2023-24)	16-09-23

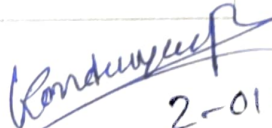(d) Students Welfare and Discipline:

As the Head of COE & SSCIT department, I have implemented various initiatives to ensure student welfare and discipline, fostering a safe and supportive learning environment. A comprehensive code of conduct and strict anti-ragging measures, supported by disciplinary committees, promote discipline and accountability. An efficient grievance redressal system addresses student concerns promptly. Extracurricular activities, including sports, recreation, and campus clubs, encourage holistic development and creative engagement. Efforts to foster diversity and inclusion create a positive and respectful campus environment, while **MoUs & COE Centre** with organizations provide students with internship opportunities, project support, and career placements, ensuring their academic and professional growth in industry demand technologies.

(e) Membership/Participation in Bodies/ Committees on Educational and National Development:

- Member in BoS 2024-2025 of BCA Honors and B. Sc. (IT) Honors
- Head of ERP
- Head of Center of Excellence
- Coordinated UGC inspection 2023-2024
- NAAC Coordinator for Computing and IT Department

I recommend myself for the increment because...

As the Head of the COE and Associate Professor at Swarrnim School of Computing & IT, Swarrnim Startup & Innovation University, I have consistently contributed to academic excellence, leadership, and student development. I have designed NEP-based curricula for BCA Honors and B.Sc.-IT Honors programs (2024-25), integrated innovative teaching methods like Google drive, ERP Portal, and utilized diverse evaluation techniques to ensure holistic student assessment. I coordinated UGC inspections, coordinated NAAC criterial-5 compliance. Beyond academics, I organized seminars, workshops, and events on cutting-edge topics, guided student projects, and facilitated internships and placements. Actively participating in cultural, sports, and disciplinary committees, I fostered a positive and inclusive campus environment. I strengthen different activities in existing COE as well as established new COE center at university to leverage the industry oriented skills for the students of the university. In addition, I have coordinated and implemented ERP system at university level for better practices and systems in various department modules such as Academic Modules, Library, Store, Internal Exam, Visitor management and Placement. My dedication to teaching, administration, and student welfare underscores my recommendation for an increment, aligning with the institution's goals of excellence and innovation.

2-01-25

Signature & Date

Declaration:
Above information is true and verified by me based on the data available with me. I will produce the data to higher authority for verification purpose, if asked. In case of any discrepancy I am abide by the rules & regulations of the university.

TO BE FILLED BY THE HEAD CONCERNED AS A REPORTING OFFICER

1. Whether you agree with the details provided by faculty.
   (Give specific remarks where you don't agree)

2. **Teaching Assessment:**

Please rate the faculty at a scale of 1-5

[1-Unsatisfactory/ 2-Poor/ 3-Average/ 4-Good/ 5-Out Standing]

Teaching Efficacy	
Language of Teaching [If Multiple, please specify the proportion]	

Subject Knowledge	
Area of Expertise	
Teaching Innovation	
Subject Result	
Initiatives Taken During the Year to improve Academics [other than routine work]	

Competency to Grow Further [YES/NO] [Please brief in details]	

3. Soft Skill Assessment:

Please rate the faculty at a scale of 1-5

[1-Unsatisfactory/ 2-Poor/ 3-Average/ 4-Good/ 5-Out Standing]

Communication Ability in English		
Behaviour with Colleagues		
Punctuality in Completing & Reporting the Given Task		
Integrity	Personal	
	Professional	
	Academic	

I recommend him/her for the increment because...

4. **Present Salary:**

5. **Amount of Increment Recommend:**

Name & Signature:

Designation:

Date:

Declaration:
I have verified contents with available data of faculty & found that the written matter
is true. In case of any discrepancy I am abide by the rules & regulations of the
university.

14

PART – III

TO BE FILLED BY REVIEWING AUTHORITY

The Reviewing authority should carefully consider and state whether he accepts the assessment of the Reporting Officer in all respects, including grading. If he differs from the Reporting Officer in above matter, the facts should be clearly stated (here in below). He should give specific remarks on the reporting of integrity. In case of adverse remarks on integrity by the Reporting Officer, the Reviewing Officer should send the report in an enclosed Envelope. Undertake the perusal of comments and then give own remarks and enclose the same in a sealed envelope.

Remarks By: _____ [Principal/ Director/ Registrar/ Provost]

→ 3 MOU
  → PBM
  → Excel'R
  → Google Center of Excellence

→ ERP Head
→ 3 FDP Attended
→ 2 International Workshop Organised
→ 5 Day FDP Hosted on AI, & Deep learning
→ SAP
  → One Patent / 13 SAP Lab Workshop by Expert

Signature: _____

Name & Designation: _____

Date: _____

Forward to HR & Management for Further Process.

15

Ref. No.: SSIU/SSCIT/PROMOTION/2025/16   Date: 19/05/2025
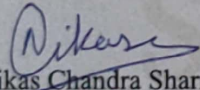
PROMOTION LETTER

To,
Dr. Chetan Gondaliya,
Swarrnim School of Computing & IT,
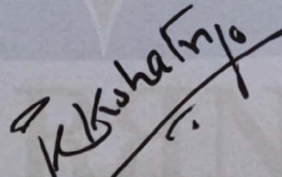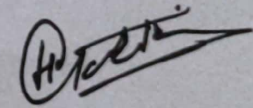Swarrnim Startup & Innovation University.

Dear Sir,

On the recommendation of the selection committee, the Management of Swarrnim Startup & Innovation University is pleased to give you promotion to the post of **Professor** from Associate Professor in Swarrnim School of Computing & IT with effect from **19/05/2025**.

All other terms and conditions of the existing appointment will remain unchanged.

Yours Sincerely,

Vikas Chandra Sharma   Dr.Kavita Kshatriya   Dr. Hiren Kadikar
(HOD,SSCIT)   (Academic Dean)   (Registrar)
                              (Swarrnim Startup   (Swarrnim Startup
                              & Innovation University)   & Innovation University)

Copy to,

1. Registrar Office
2. Department File

Swarnim Startup & Innovation University
SIT, SMCLA, SSCIT, BID, Non Academic Staff
Summary of Faculty Appraisal Form Jan/Feb-2025

Sr No	Name of Faculty	Designation	Department	DOJ	Salary on DOJ	Last Increment Month	Last Increment	Remarks by Academic Dean	Present Salary	Proposed Value Or % by Adi Sir	Revised Total Salary
1	Dr. Leena Patekar	HOD & Associate Professor	SIT-S&H	1/11/2022	70,000	02/2024	7,000	24 Years of Experience , To be Promoted as Professor, 2 Scopus Papers Published, 2 Papers Presented at International & National Conference, 2 Phd Students has applied for Pre-Synopsis, 6 FDP Attended	77,000	7,000	84,000
2	Savita Devendrakumar Yadav	Assistant Professor	SIT-S&H	25/092023	23,000	NA	RA	5 Workshop Attended, 10-12 in Hours Workshop Conducted	23,000	8%	24,840
3	Mansi Dhruvkumar Prajapati	HOD & Assistant Professor	SIT-Civil	08/07/2016	30,000	09/2023	2,600	No Research, No Admission, No Phd	38,200	2,500	40,700
4	Hitesh Makad	Assistant Professor	SIT-Civil	04/04/2016	25,000	09/2023	2,600	No Research, No Admission, No Activities for Department	32,600	2,500	35,000 = 35,000/-
5	Hardik Prajapati	Assistant Professor & HOD-Mechanical	SIT- ME&AUTO	07/01/2020	25,000	07/2024	585	1 Patent Published, 1 International Conference Attended, 6 FDP's Attended, 2 Workshop Organised at University, Ph.D Pursing, 2 Admission Done	29,745	5,000	34,745 = 35,000/-
6	Dharmik Patel	Lecturer	SIT- ME&AUTO	02/11/2023	45,000	NA	NA	No Research, No Admission, Not Registered Ph.D	45,000	5%	47,000 = 47,000/-
7	Dr. Anil Dorkar	Assistant Professor	SMCLA- Liberal Arts	22/11/2023	43,000	NA	NA	Resource Person at Pravara College, One Publication UGC journal	43,000	8%	46,440 = 46,500/-
8	Suman Vaghela	Assistant Professor	SMCLA- Liberal Arts	15/11/2022	32,000	02/2024	3,840	Ph.D Pursing, 1 FDP attended	35,840	8%	38,707 = 39,000/-
9	Paras Mangabhai Parmar	Assistant Professor	SMCLA-Management	21/01/2023	43,000	02/2024	5,160	Total Experience = 10 Years , To be Promoted from Assistant Professor to Associate Professor, 1 Research paper, 2 FDP(National) Attended, ACPC-FRC-ABC-Exam Co-ordinator,Central Level Active, Admission Co-ordinator, Anchoring Events, 2 International Conference - Paper Presented	48,160	7,000	= 55,000/-
10	Chetan Pravinbhai Gondaliya	HOD & Associate Professor	SSCIT & COE	11/09/2023	1,25,000	NA	NA	3 MOU(IBM, EXCEL R, Google Center of Excellence), ERP Head, 3 FDP Attended, 2 International Workshop Organised, 5 Days FDP Hosted on AI & Deep Learning, SAP, One Patent ,13 SAP Lab Workshop By Expert	1,25,000	10,000	1,35,000
11	Nirav Kirtikumar Dave	Assistant Professor	SSCIT	06/12/2022	30,000	01/2024	2,000	1 FDP, Routine Portfolio – Exam Co-ordinator, ABC ID, Placement, Admission Counselor, FRC, AISHE Nodal Officer	32,600	10%	= 35,000/-
12	Pratik Lohiya	Lecturer	SID	01/09/2023	35,000	NA	NA	8 Admission (M.Plan), Industrial Visit Conducted like Manilu, Udwada, Exhibition Of Mandu, Udwada Co-ordinated	35,000	4,000	39,000
13	Dineshbhai Babubhai Darji	Lab Assistant	SID	07/12/2021	17,500	01/2022	500	He Had assisted Mr. Shantanu Pal for Design Fashion Week, Overall taking care of Design Department, very Supportive, Helping in Central Library	18,000	1,000	19,000

Effective
April '25
Salary May '25

OK
16/4/25