



nilam sanghavi <nilam.sanghavi@swarnnim.edu.in>

Regarding Submission of Faculty half-year / Annual Appraisal Note sheet

6 messages

nilam sanghavi <nilam.sanghavi@swarnnim.edu.in>

Tue, Jul 2, 2024 at 10:26 AM

To: Principal Design <principal.design@swarnnim.edu.in>, Principal Engineering <principal.engg@swarnnim.edu.in>, HOD School of Business <hod.business@swarnnim.edu.in>, HOD BCA <hod.bca@swarnnim.edu.in>, sourbhi chaturvedi <sourbhi.chaturvedi@swarnnim.edu.in>, vikas sharma <vikas.sharma@swarnnim.edu.in>
Cc: Dr Kavita Kshatriya <drkavitakshatriya@swarnnim.edu.in>, DR RAVI PATEL <ravi.patel@swarnnim.edu.in>

Respected Sir/ Ma'am

With reference to the subject cited above to submission of evaluation note sheet of faculties completing half yearly or annual as on 31st July , 2024.

Best Regards

Prof. Nilam Sanghavi

Assistant Registrar

Department of Technical Programme

Swarnnim Startup & Innovation University

(M)- 8128706330

(W) : www.swarnnim.edu.in

At: Bhojan Rathod, Sertha, Gandhinagar - 382420

nilam sanghavi <nilam.sanghavi@swarnnim.edu.in>

Tue, Jul 2, 2024 at 11:56 AM

To: Principal Design <principal.design@swarnnim.edu.in>, Principal Engineering <principal.engg@swarnnim.edu.in>, HOD School of Business <hod.business@swarnnim.edu.in>, HOD BCA <hod.bca@swarnnim.edu.in>, sourbhi chaturvedi <sourbhi.chaturvedi@swarnnim.edu.in>, vikas sharma <vikas.sharma@swarnnim.edu.in>
Cc: Dr Kavita Kshatriya <drkavitakshatriya@swarnnim.edu.in>, DR RAVI PATEL <ravi.patel@swarnnim.edu.in>

Kindly consider

To submit the evaluation note sheets for faculty members who have completed **one year or more** of service as of 31st July 2024.

[Quoted text hidden]

nilam sanghavi <nilam.sanghavi@swarnnim.edu.in>

Fri, Jul 12, 2024 at 2:20 PM

To: HOD BCA <hod.bca@swarnnim.edu.in>, HOD School of Business <hod.business@swarnnim.edu.in>, Principal Design <principal.design@swarnnim.edu.in>, Principal Engineering <principal.engg@swarnnim.edu.in>, sourbhi chaturvedi <sourbhi.chaturvedi@swarnnim.edu.in>, vikas sharma <vikas.sharma@swarnnim.edu.in>, ASIM SHAIKH <asim.design@swarnnim.edu.in>, shweta kapoor <shweta.kapoor@swarnnim.edu.in>, Dr Mohit Bhadla <dr.mohitbhadla@swarnnim.edu.in>
Cc: Dr Kavita Kshatriya <drkavitakshatriya@swarnnim.edu.in>, DR RAVI PATEL <ravi.patel@swarnnim.edu.in>

Subject: Regarding Submission of Faculty Annual Appraisal Note sheet

Respected sir / ma'am

With reference to the subject cited above to remind you that the required documents for the Faculty Annual Appraisal must be submitted for those who have completed **one year or more of service as of 31st July 2024.**

Please ensure that these documents are sent to me or Dr. Ravi Patel **on or before 15th July 2024.**

If already submitted , Ignore this mail.

Thank You.

[Quoted text hidden]

sourbhi chaturvedi <sourbhi.chaturvedi@swarnnim.edu.in>

Fri, Jul 12, 2024 at 2:24 PM

To: nilam sanghavi <nilam.sanghavi@swarnnim.edu.in>
Cc: HOD School of Business <hod.business@swarnnim.edu.in>, Dr Kavita Kshatriya <drkavitakshatriya@swarnnim.edu.in>, DR RAVI PATEL <ravi.patel@swarnnim.edu.in>, "dr.shashikant bhagat" <drshashikant.bhagat@swarnnim.edu.in>

SWARNIM STARTUP & INNOVATION UNIVERSITY

SUMMARY OF APPRAISAL 2024-25 (JULY'2024)

SR. NO.	DEPARTMENT	NAME OF FACULTY	DESIGNATION	DATE OF JOINING
1	SIT- ELECTRICAL	Ramji Kanani	HOD & Assistant Professor	14/02/2014
2	SIT- CIVIL	Tarun Makwana	Assistant Professor	13/12/2021
3	SIT- S&H	Dixita Akabari	Assistant Professor	13/02/2023
4	SIT- CIVIL	Mansi Prajapati	Assistant Professor	08/07/2016
5	SIT- CIVIL	Dixit Patel	Assistant Professor	15/12/2021
6	SIT-ME&AUTO	Hardik Prajapati	HOD & Assistant Professor	07/01/2020
7	SIT-ME&AUTO	Kaushal Khamar	Assistant Professor	02/07/2022
8	SIT-ME&AUTO	Prashant Parmar	Assistant Professor	24/08/2020
9	SIT-ME&AUTO	Jugal Bhatt	Assistant Professor	01/07/2022
10	SIT-ME&AUTO	Abrarkhan Pathan	Assistant Professor	10/01/2022
11	SIT-CHEM&ENV.	Parwathi Pillai	HOD & Assistant Professor	04/07/2022
12	SIT-CE&IT	Bhavesh Berani	Assistant Professor	01/02/2023
13	SIT-CE&IT	Kalpesh Patel	Assistant Professor	02/02/2023
14	SMCLA	Sourbhi Chaturvedi	Director	01/07/2023
15	SMCLA - LA	Shashikant Bhagat	HOD & Assistant Professor	15/06/2023
16	SMCLA	Archana Vijayvargiya	Assistant Professor	05/07/2023
17	SSCIT	Vikas Chandra Sharma	HOD & Assistant Professor	15/05/2023
18	SID	Aseem Shaikh	Assistant Professor	01/04/2022
19	SID	Jatin Patel	Assistant Professor	01/04/2022
20	SID	Pratik Lohiya	Lecturer	01/08/2023

Swarnim Startup & Innovation University

NOTESHEET

Subject: Request for a Faculty Annual Appraisal Academic Year 2023 -2024

Employee: Name: Prof. Ramji Kanani
Department: Electrical Engineering Department
Date of Joining: 17/02/2014

Prof. Ramji Kanani has served as the Head of the Department and Assistant Professor in the Electrical Engineering Department for the past 10 years and 6 months. Within the academic sphere, he has taken on the responsibility of instructing a diverse array of subjects, including EEE, FEE, EPG, AE, SS, CSE, PE, APE, BE, DE, TCEE, ED, M.Tech, B.Tech, and Diploma students' projects as a coordinator.

He has been associated with his parent institute for the last 10 years and 6 months, bringing his total experience to 18 years and 10 months. During this time, he has worked with many cooperative staff members and performed various duties to the best of his ability. He has worked hard to develop the institute in different areas and has followed all orders, even after institute hours.

Currently, he is handling the responsibilities of all HOD work, serving as the exam coordinator for SIT (covering all engineering courses and specializations), and acting as the GTU coordinator for remedial students single-handedly within the EE department.

Beyond academia, he has proven to be a valuable asset to the department by actively participating in various portfolios. Notably, he has been assigned responsibilities related to NAAC Documentation, UGC Documentation, and ERP-Alumni coordination for all institutions under the university. Additionally, he is involved in all curricular and extracurricular activities conducted at the university.

KPN
23/7/24
Prof. Ramji Kanani
Assistant Professor
Department of Science and Humanities,
Swarnim Institute of Technology

To,
Academic Dean,

Madam,

Prof. Ramji Kanani annual appraisal request letter for kind perusal and his case may be consider for salary increment. Pk for app. P. Skell

23/7/24

FACULTY ANNUAL PLAN

Table for Parameters/ Criteria's:

Ramaji Kanani , Assistant Professor & HOD Electrical Department		Electrical Engineering Department ,SIT		Emp.Code 1024
	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. <ul style="list-style-type: none"> • 00 Marks for Scopus Publication • 00 Marks for Indexed Publication • 5 Marks for UGC approved Journal Publication • 0 Marks for any other Publication 	15 points for one publication in UGC approved Journal for others 5 points per publication. <ul style="list-style-type: none"> • 00Marks for Scopus Publication • 00 Marks for Indexed Publication • 5 Marks for UGC approved Journal Publication • 0 Marks for any other Publication 	10
3	Startup & Entrepreneurship	15 points for One Idea Generation	15 points for One Idea Generation	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) <i>conform Admissin - 08</i>	10 points as per actual record	10 points as per actual record	20
TOTAL				100

KPM
16/11/24

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	Prof. Ramji Kanani HOD - Electrical Department - SIT	21/06/24	<u>KRY</u> 21/6/24
Name of Reporting Officer	Dr. Mohit Bhadla Principal Swarnnim Institute of Technology	23/7/24	<u>Dr. Mohit</u> 23/7/24
Name of Reviewing Authority	DR KAVITA K	30/8/24	<u>Kavita K</u>

PART-I SELF APPRAISAL

A. General Information

- (a) Name: Prof. Ramji Kanani
(b) Date of Birth: 09/11/1982
(c) Residential Address: A – 49 Rajeshwari Society Tragad Road ,opposite Chandkheda Rly Station Chandkheda Ahmedabad
(d) Contact No: 9033501377
(e) School: Swarnnim institute Of Technology
(f) Designation: Assistant Professor and HOD –Electrical Department
(g) Department: Electrical Engineering Department
(h) Qualification: Pursuing P.hd in Electrical Engineering and M.E – Power Electronics
(i) Area of specialization: Power Electronics
(j) Date of Joining: 14/02/2014
(i) In the Institution: Assistant Professor & HOD
(ii) In the Present Post [if promoted]: HOD & Exam Coordinator - SIT

11 years
with Swarnnim

B. Academic Excellence

Please attach separate sheet, if required

ACADEMIC WORKLOAD ASSESSMENT									
Sem./ Year	Class	Assigned Work Load [HRS]				Actual Work Load [HRS]			
		Load/ Week		Planned Load/ Sem.		Load/ Week		Additional Lecture Load/ Sem.	
		L	P	L	P	L	P	L	P
Even	Diploma	-	-	-	-	-	-	0	0
Odd		6	4	72	40	6	4	0	0
Even	U.G	14	6	168	60	14	6	0	0
Odd		6	3	72	30	6	3	0	0

****L = Lecture**

P = Practical**

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

I. 1. Design of curriculum: [please specify, if member of BOS]

i.	Working as a all examination activity as a exam coordinator GTU/SIT .
ii.	Working as a Internal BOS Member for B.Tech/Diploma and M.Tech syllabus curriculum – Electrical department Working as a Committee Member in visit of 1 st year B.Tech and Diploma Students at Vikram A. Sarabhai Community Science Center, Ahmedabad for students activity of making models in Mathematics on 12 th December,2023.
iii.	Coordinated Industry Visit for 5 TH Sem Diploma Electrical Adani Port Mundra ,Iffco Kalol
iv.	Coordinated One day workshop for electrical vehicle.

2. Admission Conform – Employee Reference

Total Admission Conform – 08

II. Improvements in Teaching methods: [Innovation Techniques]

*****Please attach separate sheet, if required*****

Sr. No	Subject	Innovative Technique Used
1	Power Electronics	<ul style="list-style-type: none">• Use simulation tool – matlab software• Practical Perform in virtual Lab• Implement mini projects related this subjects
2	Energy Economics and Management	<ul style="list-style-type: none">• Students learning Practice – To calculated load calculation in electrical machine lab and submit energy report.• How to Measure voltage,current,power,frequency using electrical instruments.

III. Evaluation Methods:

1.	To check regular assignment and practical respective assign laboratory and class and put marks in assignment record book out of 10 marks and manage data
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IV. Book Publication:

Sr. No	Book	ISSN Number	Publisher
1	NA	-	-

V. Methodology of Study Material given to Student:

Study materials for subjects Power Electronics, Advance Power Electronics Energy Economics and management, EEE, CSE, Electrical Measurement etc should be structured to include clear explanations of concepts, step-by-step explanation their application, and a variety of exercises ranging from basic to advanced levels to reinforce understanding and encourage practice.

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.
-	-	-	-	-	-

VII. Remedial Teaching/ Student Counseling:

****Please attach separate sheet, if required****

Sr. No	Name of Student	Semester	Subject	Date of Counseling	Duration
1	Nepal's students Barniwal Kundan	IV	SS,AE	1 ST MAY – 2024 20 MAY 2024	10 days

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.	Title	Duration	Major Sponsors	Level (International/ National)	Place
1	Convocation 2024 : 1.Preparation degree certificate – down load photos all students passout students,duplication send data exam section) 3. SIT – Coordinator - Degree Distribution Committee	6 March , 2024	SSIU	University Level	SSIU Campus
2.	Worked as Administrative work – FUNATHON 2023	23 january , 2024	SSIU	Institute Level	SSIU Campus
3	Swarnim Garba Mahotsav Navratri 2023 : discipline Committee	13 October, 2023	SSIU	University Level	SSIU Campus

- (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	Attain FDP –Research Methodology arrange by NPTEL – IIT Madras	8 week	IIT Madras
2	Complete Online course exam – Research Methodology arrange by NPTEL –IIT Madras (Silver Elite – 76%)	8 week	IIT Madras
3.	One day attain FDP for Skill Learning by Dr Snehal Desai BOG Member - SSIU	19 th April – 2024 – 20 April 2024 (2 day)	Institute of Human Age - Kadi

D. Number of Students Guided in previous Academic Year

[Guide Projects-2023-24]

	Semester	Department	Subject	No. of Students
U.G. – B.Tech	7 TH /8 TH	ELECTRICAL	1. Design and implimentation of home automatopn using HMP and PLC software	05
U.G. – Diploma	5 TH /6 TH	ELECTRICAL	1.design and implementation LED Blinkung "EED SIT" Using 555 timer and decoder.	3
			2.Design of DC – DC Bost Converter.	4
			3.Design and simulation of pwm multilevel inverter using H Bride cascade inverter.	4
P.G	3 rd /4 TH	Power System	Design of auto conveyor belt system.	01

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

National	International
-	-

(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
-	-	-

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

NA

(e) Membership of Professional Bodies:

Please enclose list herewith in a separate paper.

ISTE LM - 90020 - Life time membership

E. Extension Work/ Community Service

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

Activity
<ul style="list-style-type: none"> ✓ All HOD Activity - NAAC/IQAC DATA Preparation, Alumni Data, Placement data ✓ External Exam coordinator – Activity <ul style="list-style-type: none"> • Preparation of a student's list for Appear final exam • Preparation of a exam timetable,internal/external paper setter order,paper assessment order,supervisor list,internal consolidated marksheet for B.Tech/M.Tech/specialization and Diploma courses. ✓ Mentoring students – Fees Follow up. ✓ Time-Table Coordinator. ✓ Anti Ragging Committee for institute level ✓ Graviance Cell Committee Member. ✓ Departmental events Committee member. ✓ Class Coordinator for all B.Tech/diploma/ M.Tech ✓ I-Card Process For D2D Students. ✓ ABC ID Coordinator from electrical department.

✓ Departmental ERP Coordinator.

(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	Discipline / Antiraging	Member - SIT	Since 1 Year – EE Dept
3	Grievance	Committee Member	Since 1 Year – EE Dept
4	Exam Coordinator – SIT/GTU (Regular/Remedial/Viva/Submission)	Exam Coordinator	Since 4 Year – SIT/ACT
5	Academic Time Table	Coordinator	Since 10 Year – EE Dept
6	Diploma/B.Tech - EE Class Coordinator	Coordinator	Since 10 Year - EE Dept

F. Participation in CSR [Corporate Social Responsibility]:

Please give a short account of your contribution to;

(a) College/University/institution:

NA

(b) Co-Curricular activities:

NA

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

NA

(d) Students Welfare and Discipline:

NA

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

NA

I recommend myself for the increment because...

- I have consistently delivered high-quality work and exceeded performance targets.
- I have done all task given by higher authority.
- I have consistently received positive feedback from Students.

- | |
|--|
| <ul style="list-style-type: none">• I have taken on additional responsibilities and contributed significantly to the team's success. |
| <ul style="list-style-type: none">• I have developed new skills and certifications that enhance my value to the organization. |

KPY
21/06/2024
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)

Agreed

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	5
Language of Teaching [If Multiple, please specify the proportion]	5

Subject Knowledge	5
Area of Expertise	5
Teaching Innovation	5
Subject Result	5
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	5
Punctuality in Completing & Reporting the Given Task	5
Integrity	Personal 5
	Professional 5
	Academic 5

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

He is sincere, hardworking and loyal towards organization.

His case may be consider for increment

D. S. S. S.
23/7/24

4. Present Salary:

24,000/-

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.

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]

- Recommend ~~to~~ for Appraisal and, He is involving all the Exam Related activity and all other task.

- Academic duties are adequately followed ~~and~~ by him ~~and~~.

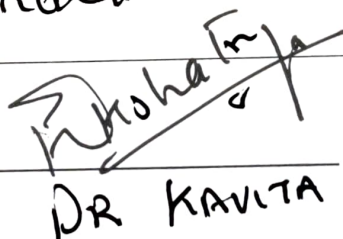
- He must improve his Commⁿ skill & way of Presentation.

- Recommend

→ 8 Admission & D&D Regular
→ MPTEH Comt
→ FDP-attended

Signature:




DR KAVITA K

Name & Designation:

1/1 Principal

Date:

Forward to HR & Management for further process.

SSIU /SMCLA /APPRAISAL/2024/02

Swarnim Startup & Innovation
University

NOTESHEET

Subject: Faculty Annual Appraisal

Employee Name-Archana Vijayvargiya

Employee Code-1428

Department- School of Management Commerce and Liberal Arts

Date of Joining-5/07/2023

Dear Sir/Ma'am

Ms. Archana Vijayvargiya has been serving as an Assistant Professor in the department of School of Management, Commerce and Liberal Arts for past one year, demonstrated an impressive commitment to both teaching and research in the subject area of Finance and General Management. In the realm of academia, Ms. Archana has undertaken the responsibility of instructing a diverse set of subjects like management of financial services, banking and Financial Institutions, Mergers & Acquisitions, Indian Financial System, Portfolio Management, Security Analysis etc. She has also published a book chapter and Presented paper in international conference, also attended three FDPs in different areas which mentioned in the appraisal form for your kind perusal.

Beyond the academic area Ms. Archana Proven to be a valuable asset to the department through her development in various portfolios like Placement, Summer Internship, Alumni, Corporate feedback . Class Mentorship, fee follow-ups etc. She has been actively participated in UGC File Work and currently strongly working on NAAC Documentation with the team.

The Department is happy to share appraisal form details have completed 1 year of service in our esteemed university since 5/07/2023. She is bonafide employee of our department and her performance is consistent in terms of all academic parameters. I strongly recommend for her salary appraisal and wishing her fruitful, productive and joyful association with the department.

Saurabhi

Dr. Saurabhi chaturvedi


09/07/24

Director School of Management Commerce and Liberal Arts

FACULTY ANNUAL PLAN

Table for Parameters/ Criteria's:

Archana Vijayvargiya, Assistant Professor			SMCLA	1428
	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	30/30
	[b] Learning: Give details of additional learning undertaken by the faculty.	5 points as per learning	5 points as per learning	10/10
2	Research & Publications.	15 points for one publication in UGC approved Journal for others 5 points per publication. <ul style="list-style-type: none"> • 00 Marks for Scopus Publication • 00 Marks for Indexed Publication • 5 Marks for UGC approved Journal Publication • 0 Marks for any other Publication 	15 points for one publication in UGC approved Journal for others 5 points per publication. <ul style="list-style-type: none"> • 00 Marks for Scopus Publication • 00 Marks for Indexed Publication • 5 Marks for UGC approved Journal Publication • 0 Marks for any other Publication 	0/10
3	Startup & Entrepreneurship	15 points for One Idea Generation	15 points for One Idea Generation	0/30
4	Institution Building i.e. / Academic Administrative or Pure Administrative responsibilities	15 points as a whole responsibility.	15 points as a whole responsibility.	30/30
5	Industry Interface / New Admissions / EC Committee Work (If Different)	10 points as per actual record	10 points as per actual record	20/20
TOTAL				90 / 130


 09/07/24

Operational Guideline for FAP




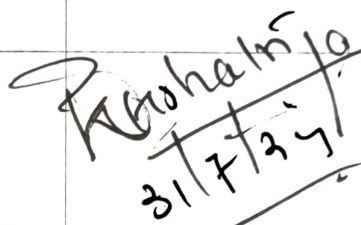
1. **General:** the responsibilities of faculty are considered in 4 areas: Teaching-Learning, Research & Publications, Institution Building and Industry Interaction. Ideally the points allotted to these activities are 40, 30, 15 and 15 respectively. Institutional circumstances may alter the allocation.
 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 [g] 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 may be 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: 2017-18

Timeline Chartered for Completeness of the Form			
	Description	Date of Handover	Signature
Name of Faculty/ Staff	Archana Vijayvargiya	5 th July 2024	
Reporting	Dr. Varsha Patel.		
Name of Reporting Officer	Dr. Sourbhi Chaturvedi	5 th July 2024	
Name of Reviewing Authority	Dr. Kavita Kshatsuya.		

PART-I

SELF APPRAISAL

A. General Information

- (a) Name: Archana Vijayvargiya
- (b) Date of Birth: 20th July 1986
- (c) Residential Address: Gandhinagar Kudasan
- (d) Contact No: 9828442659
- (e) School: SMCLA
- (f) Designation: Asst. Prof.
- (g) Department: SMCLA
- (h) Qualification: MBA, MCOM, Pursuing PhD
- (i) Area of specialization: Finance and General Management
- (j) Date of Joining: 5th July 2024
 - (i) In the Institution: Assistant Professor
 - (ii) In the Present Post [if promoted]:

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			
U.G	ODD SEM		14						14		
	EVEN SEM		17						17		
P.G	ODD SEM		7						7		
	EVEN SEM		3						3		
Ph. D											
Any Other											

**L = Lecture

P = Practical**

Separate sheet attached

Total Weekly load 21 Hours in ODD Sem

Total Weekly load 20 Hours in EVEN Sem

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. Design MBA Structure and Syllabus for all 4 Semester and Active member of BOS (BBA NEP and MBA) held in August 2023 and April 2024.
2. Drafted syllabus of approx. 8 subjects including (BBA/BCOM/MBA): (Managerial Economics, Professional Skills and etiquettes, Banking and insurance, Management of financial Services, Security analysis and portfolio management, Financial Derivatives etc.
3. Mentorship of Entire MBA Program(1st year and 2nd year)
4. Training and Placement Coordinator: Coordinated companies from T&P and circulated the information to students. Lineup interviews & GDs of students for various companies throughout the year.

5. Coordinated and Organized Alumni Interaction in Orientation 2023
6. ERP Task completed (Student Database, study material, session plan, attendance, assignments etc.)
7. Coordinated and organized Viva Voce for MBA 1st year (Experiential Projects), MBA 2nd Year (Grand Projects) and BBA 6th (Grand Projects) students.
8. Actively involved in Convocation 2024 (Coordinating students, directing, distributing degree etc.)
9. Coordinating Industry connects: Corporate feedback, Corporate connects in terms of Internship, Training, and Placement etc.)
10. Prepared and issue internship request letter to students for companies.

II. Improvements in Teaching methods: [Innovation Techniques]

Please attach separate sheet, if required

Sr. No	Subject	Technique Used	Innovation
1	Management of Financial Services	Case study method	Discussion in class with Current cases of management
2	Managerial Economics	Projector (PPT presentation)	Explained topics of syllabus through pictorial form to get easy understanding to students
3	Banking and Financial Institutions	Quiz to core banking concepts	Quiz taken in class to improve banking and financial concepts

III. Evaluation Methods:

Examination (Internal & External), Assignments, Presentations, Quizzes etc.

IV. Book Publication:

Sr. No	Book	ISSN Number	Publisher
1	Book Chapter: Contemporary issues and challenges in Business & Economic Growth	ISBN:978-3-96492-536-7	Weser Books. Zittau, Germany

V. Methodology of Study Material given to Student:

Soft copy via WhatsApp group in PDF format and Drive link also shared

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.
	NA	NA			

VII. Remedial Teaching/ Student Counseling:

Please attach separate sheet, if required

Sr. No	Name of Student	Semester	Subject	Date of Counseling	Duration
1	Sahil Sahani	4 th Sem	All subjects	6 th June 24	1 Week
2	Dharmendra Joshi	4 th Sem	All 3 rd Sem Subjects	8 th April 24	1 week
3	MBA 2 nd SEM and MBA 4 th SEM counseling		Finance subjects	Approx 40 students	
4.	Follow-up of Term fees and Counseling	MBA 1 st year and 2 nd Year	Approx. 50 students		

VIII. Any other, Please Specify

Provide study material to students those who are appearing for remedial exams

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	Faculty Briefing in orientation program 2023	27 th July 2023	Seminar Hall
2	Industrial Visit to Ramdev Masala with management and Commerce students	28 th July 2023	Ramdev Masala Chandkheda
3	Organized and Coordinated Finquest (Quiz on Finance and Budget) on 21 st Feb 2024	21 st Feb	Seminar Hall
4	Organized and Coordinated "BUSINESS IDEA 2024" on 23 rd April	23 rd April	Seminar Hall
5	Coordinated Mock Placement Drive December 6 th 2023	6 th December 23	Class room BBA MBA

(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	Attended FDP on Digital transformation	28 th October 2023	Adani Institute of Digital Technology & Management
2	Participated & Attended in one week national level FDP	15-21 st April	Organized by shri Tej Bahadur Khalsa College(online)
3	Attended FDP on Empowering Research advances Software tools for academics	28 th May-7 th June	JECRC University (Online)

D. Number of Students Guided in previous Academic Year

	Name of Student	Title & Project	Department & Semester
U.G.	Rohan Shah	Technical Analysis	BBA Sem 6th
	Anjit Mehta	Mutual Funds and its inputs	

	Megha Khandelwal	Financial Inclusion	
	Shaunak Patel	Fundamental Analysis	
	Karan Sonewane	Relationship between Macro Economics Factors and the performance of SENSAX Nifty	
	Shreya	Financial Indicators	
	Shreya Barot	Financial Inclusion and Financial Literacy	
P.G.	10 Students	Finance Specialization(Grand Project)	MBA 4th Sem
	6 students (2 Groups)	Experiential Project	MBA 2 nd Sem
Ph. D	NA		

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

National	International
NA	NA

(b) No of Research Paper Presented:

Paper Presented in International Conference on Advances in Chemical and Applied Sciences for sustainable development "Organized by JECRC University). Paper Title: - **Exploring the Role of Digital Financial Technologies in Promoting Sustainable Development: Opportunities and Challenges"**

(c) Research Projects:

Please attach separate sheet, if required

Title of the Project	Name of the funding	Duration
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	agency	
NA		

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

NA

(e) Membership of Professional Bodies:

Please enclose list herewith in a separate paper.

Institute of Chartered Accountant of India *membership letter not available as membership since long 8 years. Here I have attached examines letter as proof.*

E. Extension Work/ Community Service

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

Community Work	National Literacy Mission	Any Other
NA	NA	NA

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

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

Leading the roll of Training and Placement Cell of the department, provide mentorship, Counseling and guidance to students for companies and interview processing. (For both placement and Internship)

Prepared UGC files Title:

1. Placement
2. Summer Internship
3. Alumni Interactions
4. Corporate Feedback

Strongly Working on NAAC Documents

F. Participation in CSR [Corporate Social Responsibility]:

Please give a short account of your contribution to;

(a) College/University/institution:

NA

(b) Co-Curricular activities:

Organized Event Under Business Bazigar Club:

1. Evet Ad Made Show (Fun Activity Based on Branding and Advertising on 26th October

2. 4 Ps Fun Activity Based on Leadership organized on 1st December

3. Finquest Quiz on Budget and Finance on 21st feb 2024

4. Business Idea on 23rd April

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

I was Runner Up in 100 mt Race in Sorts Day organized in Funathon on 22nd January 2024

(d) Students Welfare and Discipline:

Student Feedback for Faculty Teaching ~~More than 80%~~ ^{Min 75% Maximum 88%} Feedback recorded from students for subjects I was teaching in BBA/ BCOM/MBA (for both the semester (July-Dec2023 and Jan-June2024)

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

NA

I recommend myself for the increment because...

I have completed 1 year of service in our esteemed university. My contributions have directly supported the department and university in various portfolios like Placement, Summer Internship, UGC Files, Alumni Interactions, and teaching in both EVEN and ODD Semesters. I am committed to continuing contribution to department in various aspects (Academics, Teaching and research). I have done mentorship of entire MBA Program and provide them guidance for every aspect throughout the year. I demonstrated an impressive commitment to both teaching and research in the subject area of Finance and General Management. In the realm of academia, I have undertaken the responsibility of instructing a diverse set of subjects like management of financial services, banking and Financial Institutions, Mergers & Acquisitions, Indian Financial System, Portfolio Management, Security Analysis etc.

I strongly work on building up corporate connection from various corporate houses. I am a learner with positive mind set and keen to learn new things for betterment of department and the university

I actively pursued in professional development in research attended 3 FDPs, presented 1 research paper in international conference and published 1 Book chapter in ISSN Number Journal, 1 papers for Scopus is in under process.

Last but not the least a proper guidance from Sourbhi ma'am and Varsha Ma'am I have applied and worked for betterment of the department and the university, I Will apply in the coming timeframe as well.

Sourbhi
9/7/24
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)

Agreed. - Dr. Varsha Patel 20/7/19.

Safe factory - Dr. Soursbhi Baurabhi

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	5
Language of Teaching [If Multiple, please specify the proportion]	5

Subject Knowledge	4
Area of Expertise	4
Teaching Innovation	4
Subject Result	4
Initiatives Taken During the Year to improve Academics [other than routine work]	5

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

5 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	5
Behaviour with Colleagues	5
Punctuality in Completing & Reporting the Given Task	5
Integrity	Personal 5
	Professional 5
	Academic 5

I recommend him/her for the increment because... she has performed her duty as placement / SIP coordinator, as a class mentor, as a teacher & as a colleague fantabulously. No complaints received from any of stake holder within departments.

Recommended
@aurabhi

4. Present Salary:

5. Amount of Increment Recommend:

Name & Signature ① Dr. Varsha Patel 05/7/24
② Dr. Sowbhi Chaturvedi

Designation ① HOD
② Director @aurabhi

Date: 10/7/24

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]

- One Paper in International Conference
- One Paper in International Journal
- Two FDP Attended
- Club Coordinator of Dept
- Placement Coordinator

Signature: _____

Kavita K
DR KAVITA K

Name & Designation: _____

Date: _____

Forward to HR & Management for further process.

Swarnin Startup & Innovation University BIT, SMCLA, SSCIT, SID, Non Academic Staff Summary of Faculty Appraisal Form 2024											
Sl No	Name of Faculty	Designation	Department	DOJ	Last Increment Month	Last Increment	Present Salary	Salary on DOJ	Remarks by Academic Dean	Remarks by Vice President	ACTUAL VALUE
1	Ranjit Kanari	Assistant Professor & HOD- Electrical	Electrical Engineering	14-02-2014	01-07-2023	4015	44003	36988		8%	3520.24
2	Terun Makwana	Assistant Professor	Civil Engineering	13-12-2021	01-07-2023	1540	27040	25000			
3	Dixita Akhbari	Assistant Professor	Science & Humanities	13-02-2023	NA	NA	25000	25000		8%	2500
4	Manasi Prajapati	Assistant Professor & HOD- Civil	Civil Engineering	06-07-2016	01-07-2023	3200	38200	30000			
5	Hitesh Mahad	Assistant Professor	Civil Engineering	04-04-2016	01-07-2023	2800	32600	25000			
6	Dixit Patel	Assistant Professor	Civil Engineering	15-12-2021	01-07-2023	2240	20240	26000		2%	584.8
7	Hardik Prajapati	Assistant Professor & HOD-Mechanical	Mechanical Engineering	07-01-2020	01-07-2023	2100	29160	25000		2%	583.2
8	Kaushal Khemar	Assistant Professor	Mechanical Engineering	02-07-2022	01-07-2023	2000	27000	25000		8%	2160
9	Prashant Parmar	Assistant Professor	Mechanical Engineering	24-08-2020	01-07-2023	700	22470	20000			
10	Jugal Sheth	Assistant Professor	Mechanical Engineering	01-07-2022	01-07-2023	1080	22680	21000		8%	1814.4
11	Abrar Khan Pathan	Assistant Professor	Mechanical Engineering	10-01-2022	01-07-2023	2320	30320	28000			
12	Parvathi Pillai	Assistant Professor & HOD-Chemical	Chemical Engineering	04-07-2022	01-07-2023	6700	51750	45000		12%	6210
13	Bhavesb Barari	Assistant Professor	Computer Engineering	01-02-2023	NA	NA	55000	55000		4500	4500
14	Kalpesh Patel	Assistant Professor	Computer Engineering	02-02-2023	NA	NA	75000	75000		8000	8000
15	Sourbhi Chaturvedi	Director	SMCLA	01-07-2023	NA	NA	1,75,000	1,75,000		15000	15000
16	Shashikant Bhagat	Professor & HOD of Liberal Arts	Liberal Arts	15-06-2023	NA	NA	1,20,000	1,20,000		5000	5000
17	Archana Vijayvarghys	Assistant Professor	SMCLA	05-07-2023	NA	NA	50,000	50,000		8%	4000
18	Vikas Chandra Sharma	Associate Professor & HOD of SSCIT	SSCIT	15-05-2023	NA	NA	60,000	60,000		12%	7200
19	Azeem Shaikh	Assistant Professor	SID	4/1/2023	8/1/2023	8750	45,000.00	38,750.00		4000	4000
20	Jam Patel	Assistant Professor	SID	4/1/2023	8/1/2023	3000	41,000.00	38,000.00		5%	3200
21	Pratik Lohiya	Assistant Professor	SID	8/1/2023	NA	NA	35,000.00	35,000.00		2%	2800
22	Supreet Singh	Deputy Registrar & IQAC In-charge	NO	25/06/2023	NA	NA	20,000	20,000			

OK

Dr. J. J. 5/9/24

Salary increment effective August 1st

Salary September 2024

Dr. J. J. 5/9/24