

DDU KAUSHAL
Kendra by University
Grants Commission

Biotechnology
Capacity Building
Cell” (BT-CBC)
DST, Govt. of Gujarat

Centre for Soil
Testing (Macro and
Micronutrient
Analysis) by
Govt. of India

SSIP
(Student Start-Up
and Innovation
Policy) Cell,
Govt. of Gujarat

SCOPE (Society for
Creation of Opportuni-
ties through Profi-
ciency in English) &
Finishing School by
Govt. of Gujarat

Sarva Vidyalaya Kelavani Mandal, Kadi, managed

PRAMUKH SWAMI SCIENCE & H. D. PATEL ARTS COLLEGE, KADI

College with Potential for Excellence, phase-I & II (2010-2019)

AAA Rank-1 by Govt. of Gujarat

Appraisal System



www.psshda.ac.in



APPRAISAL OF TEACHING STAFF

API Score

(Year wise)

Year: 2014 -15

(UGC Regulations, 2013 circulated vide F.No. F.1-2/2009(EC/PS) V(i) Vol-II dated 13th June, 2013.)

of

Dr. Kalpesh J. Bhatt

Assistant Professor

Department of Biology

PRAMUKH SWAMI SCIENCE AND H.D.PATEL ARTS COLLEGE - KADI

SELF APPRAISAL FOR ACADEMIC PERFORMANCE INDEX (API) Year: 2014 -15

- Objectives:**
- 1) To be aware of Self Appraisal
 - 2) To learn filling up Self-Appraisal forms
 - 3) To evaluate and document one's own performance
 - 4) To facilitate Career advancement of teachers

Concept:

Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take at an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency. It is a part of continuing professional development or career advancement. It has been suggested as an indicator of CAS. As per UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in universities and colleges it is mandatory for all universities and colleges to prepare Performance Based Appraisal in the prescribed format for applying to any teaching post or career advancement.

The individual Performance Based Appraisal System (PABS)

PART A: - General Information & Academic background

1. Name(in block letters) :-DR. KALPESH J. BHATT
2. Father's/Mother's Name :- JAYANTILAL G. BHATT
3. Department :- BIOLOGY Department
4. Name of the College :- PRAMUKH SWAMI SCIENCE AND H.D.PATEL ARTS COLLEGE
5. Current Designation :- ASSISTANT PROFESSOR(STAGE-1)
6. Current Pay band & Grade pay :- 15600-39100,6000
7. Date of last promotion :- N. A.
8. Position to which to be promoted:- ASSISTANT PROFESSOR(STAGE-2)
9. Pay band expected & Grade pay :- 7000,15,600 - 39100
10. Date of eligibility for promotion :- 19/11/2013
11. Date& place of birth :- 15/06/1969,BAGATHALA TA&DIST.MORABI
12. Sex :- Male
13. Marital Status :- Married
14. Nationality :- Indian
15. Category to which belongs :- OPEN
16. Address for the correspondence :- A/5 RADHE DHARTI CITY SUJATPURA ROAD KADI
17. Permanent Address :-1039, KAILASH NAGAR,BHUJ-KUTCH
18. Contact Numbers :- (M)9426964281
19. E mail Id :- kjbhatt09@gmail.com

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

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School/Matric	G.S.E.B.	1984	50.83	SECOND	SCIENCE
Intermediate	H.S.E.B.	1986	42.00	PASS	SCIENCE
B.Sc.	Gujarat University	1989	65.14	THIRD	BOTANY
M.A/M.. Sc./M.Com.	Gujarat University	1992	56.77	SECOND	BOTANY
Others examination, if any					
B.ed	Gujrat university	1990	68.5	FIRST	SCIENCE
Ph.D	Bhavnagar university	2010	-	FIRST	BOTANY
CCC+	Spipa rajkot	2007		PASS	
Rashtrbhasha Parichay Exam	Rashtrabhasha Prachar Samiti, Vardha	1994		PASS	
UNIVERSITY OF CAMBRIDGE ESOL EXAMINATION		2013	A2	A1	SCOPE ENGLISH
TRAINING FOR QUALITY IMPROVEMENT IN HIGHER	SPIPA AHMEDABAD	2009			

21. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil.	-	-	-
Ph.D./D.Phil.	STUDY OF FLORESTIC AND ETHENOBOTANICAL ASPECT OF BORDEVI AND AROUND	16/08/2010	Bhavnagar University
D.Sc/D.Litt	-	-	-

22. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		
Lecturer	Bahauddin Science college (Govt.), Junagadh	16/12/1994	17/07/2009	8000-275-13500	Govt. policy

23. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	
Assistant Professor	PRAMUKH SWAMI SCIENCE AND H.D.PATEL ARTS COLLEGE - KADI(H.N.G.UNIVERSITY-PATAN)	19/11/2009	Continue	15600-39100 GREAD PAY:6000

24. Total Teaching experience (In Years):-

At Undergraduate level (at previous institution)	:	15years
At Undergraduate level (at present institution)	:	06 years
Total	:	21 years
At Postgraduate level (at previous institution)	:	09 years
At Postgraduate level (at present institution)	:	Nil years
Total	:	09 years

25. Research experience excluding years spent for M.phil/Ph.D. : 01
 26. Field of specialization under the subject/discipline if any : Ethno Botany
 27. Academic Staff College Orientation/Refresher courses attended:-

Name of Course	Place	Duration	Sponsoring Agency
Orientation Course	Academic Staff College Rajkot	5-02-1996 TO 2-03-1996	U.G.C
Refresher Course	Academic Staff College Ahmedabad-Gujarat University	02-02-2006 TO 21-02-2006	U.G.C
Refresher Course	Academic Staff College Ahmedabad-Gujarat University	04-02-2008 TO 24-02-2008	U.G.C

28. Training & Capacity building workshops attended:-

Sr. No.	Name of the Training Programme	Place Where held	Name of the Organizing Body	Duration
1.	Training for quality improvement in Higher education	SPIPA, Ahmedabad	SPIPA & CHE, Gandhinagar	4-6, June, 2009
2	UGC Sponsored two days hands on workshop on information and communication technology (ICT) in effective teaching and learning process through electronic presentation tools.	S V Institute of Computer studies, Kadi.	UGC	12-13 March, 2012
3	A three day workshop on 'Promotion of culture of quality through research'	P S Science and H D Patel arts college Kadi.	Jointly organized by Knowledge Consortium of Gujarat and Higher Education and P S Science and H D Patel arts college Kadi.	21-23 March, 2012.
4	UGC Sponsored two days hands on workshop on "Quality Improvement Programme on Effective Teaching"	S V Institute of Computer studies, Kadi.	Jointly organized by P S Science and H D Patel arts college Kadi & S V Institute of Computer studies, Kadi,	8-9. November 2012
5	Application of Chromatography techniques in research and analysis	P S Science and H D Patel arts college Kadi.	P S Science and H D Patel arts college Kadi.	21-27 January, 2014

PART B: - Academic Performance Indicators

Category I Teaching, Learning & Evaluation related Strategies

(Maximum Total Score 125, Minimum API required 75)

1. Lectures, Practical, Contact hours(Semester wise/Annual detail):-
(Maximum Score 50)

Sr. No.	Name of the Course/Paper	Credit Weight age of the Course	Mode of teaching*	Hours / Week Allotted	% of Class Taken as per Documented Record
1	B. Sc., Botany Paper 111,122,211,212 And 221,222	96	Lecture, Practical, Assignment, Field Visit, Seminar	22	90 %

*L= Lecture

P= Practical

S= Seminar

AS= Assignments

ALM= Active learning methodology

GD= Group discussions

FD= Field visits

AO= Any other

2. Lectures or other teaching duties in excess of the UGC norms
(Maximum Score 10)
3. Reading/Instructional material provided ,Use of additional Knowledge resources for subject enrichment
(Maximum Score 20)
4. Use of participatory and innovative teaching learning methodologies(use of ICT, Sandhan , E Library, Remedial courses & Skill modules)
(Maximum Score 20)
5. Examination duties (Invigilation, Paper setting, evaluation of students at theory/practical examination)
(Maximum Score 25)

Sr. No.	Maximum API Score	API Score obtained
1	50	45
2	10	10
3	20	20
4	20	10
5	25	25
Total	125	110

Category II Co-Curricular, Extension and Professional Development Activities ximum Score 50,
Minimum API required 15)

Sr. Number	Name of the activity	Maximum Score
1	NSS/NCC/Yoga, Cultural (Saptdhara, Youth festival), Counseling etc	15
2	Member of Academic/Administrative committees, Member of NGOs. ,Chamber of Commerce, On Deputation to Various Educational Institutes, On Deputation to Education Department	00
3	Professional development activities such as participation/organization of Seminars/Workshops, Job fairs, Talks, Field visits, Study tours. Zonal/State/District level Coordination of Higher Education initiatives	15

Sr. Number	Maximum API Score	API Score Obtained
1	20	15
2	15	00
3	15	15
Total	50	30

Category III Research and Academic Contribution

1. Published Papers in Journals (International Journals, National Journals, Regional Journals)

Sr. No	Title With Page no.	Journal	ISSN/ ISBN No.	Impact factor/ Peer Reviewed if any	No. of Co-author	Whether you are main author	API Score (Max.15)
1	Survey of The Vegetation Of The Campus Of Bahauddin College, Junagadh (Gujarat) Vol. 3 Issue 4, Page no.78-81, Feb 2015,	International Journal of Chemtech Applications	ISSN 2319-7099	-	-	YES	15

* A) Articles/Chapters published in Books (International publications, National publications, Regional publications, State publications)

Sr. No.	Title with page No.	Book Title, Editor and Publisher	ISSN / ISBN No.	Whether Peer Reviewed	No. of Co authors	Whether you are main author	API* Score Max 10
1	Ethno botanical Uses of Plant In Sexual Purposes By Adivasi Community In Gujarat State, India, Chapter-5, Page no.59-62, 2014	Herbal Folk Medicine, Pointer Publisher(Jaipur-Rajasthan)	ISBN:978-81-7132-765-2	-	01	-	05
2	CC-BOT-222, Embryology, unite-1, Feb-2014 HNGU	Botany Sem-IV, Nirav Prakashan,	ISBN:978-93-82559-26-9	-	05	-	03

*(API Score for International 10, National 5, Regional 3 and State 3)

B) Full Papers in Conference Proceedings (International, National, State level Conference)

Sr. No.	Title With Pg. No.	Details of Conference Publication	ISSN / ISBN No.	No. of Co authors	Whether you are Main Author	API Score Max. 10
1	-		-	-	-	-

** Books published as single author or as editor (International publications, national publications, Regional publications)

Sr. No.	Title With Page No.	Type of Book & Authorship	Publisher & ISSN / ISBN	Whether Peer Reviewed	No. of Co authors	Whether you and Main Author	API** Score Max. 90
-	-	-	-	-	-	-	-

** (API Score for international author 50, editor 10; National Author 25, Editor 5 and Regional Author 15, Editor 3)

3. Ongoing & Completed Research Projects and consultancies (Including State Research Projects)

Category	Title	Agency	Period	Grant Mobilized	API Score Max. 10 per Project
-	-	-	-	-	-

4. Research Guidance

Sr. No.	Number Enrolled	Thesis Submitted	Degree Certificates Awarded	API Score
To College Students	-	-	-	-
M. Phil or Equivalent	-	-	-	-
Ph. D. or Equivalent	-	-	-	-

5. Faculty Development Programmes (Not less than one week duration)

Sr. No.	Programme	Duration	Organized by	API Score
-	-	-	-	-

6. Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the Paper	Title of seminar Conference	Organized By	International / National/State/ Regional / College or University Level	API Score*** Maximum 10
1	Participated On Jan.6-7, 2015	"Introduction to Scientific Computing With PYTHON",	Organized By PSSHDA Kadi,	state	-
2	Participated On Jan.24, 2015	"LATEX An Effective Tool For Documentation",	Organized By Smt. M. G. Panchal Science College Pilvai And P. S. Science College Kadi,	state	-
3	ETHANOBOTANICAL USES OF SOME PLANTS OF SUJATPURA,(N.G) presented Poster On Feb.28, 2015	"Innovative Approaches And Science Awaeness",	Organized By Seth M. N. Science College Patan, On Feb.28, 2015	National	07

*** (API Score for International 10, National 7.5, Regional 5 and State 3

7. Invited Lectures & Chairmanships at National/International/State level Conference/Seminar/Workshops/Training programmes

Sr. No.	Title of Academic Session	Title of the Conference / seminar	Organized By	National / International / Regional	API Score Max 10
-	-	-	-	-	-

PART C: -Other Relevant Information/Awards, Recognition received

Sr. No.	Details (Year, Type, Value etc.)
-	-

SUMMARY OF API SCORE

Category	Criteria	Last Academic Year	Total API Score for the Assessment Period	Annual average API Score for the Assessment Period
I	Teaching learning and evaluation	110	110	110
II	Co-curricular, extension, Professional development	30	30	30
Total I + II		140	140	140
III	Research & Academic Contribution	30	30	30

Shatt

Signature of the Faculty
with designation, place and date

Designation: Assistant Professor

Place : Kadi

Date: 15/6/15

Dr.

Coordinator
IQAC

15/06/2015

Signature of the Principal of the
institution with place and date

**P. S. Science &
H. D. Patel Arts College
Kadi (N.G.)**

Place : Kadi

Date: 15/06/2015

APPRAISAL OF NON-TEACHING STAFF



Pramukh Swami Science & H. D. Patel Arts College
Sarva Vidyalaya Campus, Behind Railway Station,
Kadi-382715 (Gujarat)
Web: www.psshda.ac.in
NAAC Accredited : Grade A(CGPA 3.20)
College with Potential for Excellence (CPE) : Awarded by UGC
AAA Rank 1 - Awarded by Govt. of Gujarat

FORM OF PERFORMANCE APPRAISAL REPORT FOR NON-ACADEMIC STAFF

વર્ગ-૩ ના કર્મચારીઓ માટે કામગીરી મૂલ્યાંકન અહેવાલ

ACADEMIC YEAR/શૈક્ષણિક વર્ષ : 2015-16

SECTION - 1

BASIC INFORMATION

1. NAME OF THE EMPLOYEE : Shah Mayankumar Chandrakant
કર્મચારીનું નામ
2. NAME OF THE DEPT. : Bio technology
વિભાગનું નામ
3. DESIGNATION : Laboratory Assistant
હોદ્દો
4. DATE OF APPOINTMENT : 01/07/2006
નિમણૂકની તારીખ

SECTION: III
SELF-APPRAISAL

1. Training Programs attended/પ્રશિક્ષણ કાર્યક્રમની વિગતો:

DATE FROM	DATE TO	INSTITUTE	SUBJECT
19 June 2015	---	P.S.Sci at H.D. Patel Ants College	Workshop on
17 Aug. 2015	---	P.S.Sci at H.D. Patel Ants College	Workshop on ms-office

Housekeeping
for Lab. Assist

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

જરૂરી પગલાં આપીને સુવ્યવસ્થિત વાતાવરણ. લેબોરેટરીમાં સાફ-સુકાવ કરાવવા. લેબોરેટરીમાં ઇન્ફોર્મેશન સહાય તથા સાચવવાની ફરિયાદો પ્રેક્ટિસલ રુલ્સ જરૂરી ફેલા માટેના અને ડેમોસ્ટ્રેશન તૈયાર કરવા અને પ્રેક્ટિસલ દરમિયાન જરૂરી કાંઈ નેવી કોલેજાઈસ પ્રકારી લેબોરેટરીમાં કરેલાં માટેના ડેમોસ્ટ્રેશન તથા સાચ તૈયાર કરવા પ્રેક્ટિસલનું કામ પણ ગયા પછી લેબોરેટરીના વાતાવરણ તથા લેબોરેટરીની સાફ સુકાવ કરાવવા.

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

SR NO.	ACTIVITY & ACCOMPLISHMENT
1	પ્રોજેક્ટ્સ દરમ્યાન કરેલી ફેરા માટેના બનાવેલી ગોઠવણ છે
2	તેલોરેટરી સ્વાસ્થ્ય બચાવ કરવાનો છે
3	પ્રોજેક્ટ્સના કોમ્પ્યુટર તથા સાઇટ મેપિંગ કામને પૂર્ણ કરીને રાખેલ છે
4	તેલોરેટરી માટેના સ્વાસ્થ્ય મેપિંગ રાખેલ છે

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

SR NO.	AREAS OF IMPROVEMENT REQUIRED
1	તેલોરેટરી સ્વાસ્થ્ય ફેલાવવાનું અંગેનું માર્ગદર્શન
2	તેલોરેટરી માટે કરેલી કમ્પ્યુટરના ભિખાંગે અંગેનું માર્ગદર્શન
3	
4	

mcshekh

SIGNATURE OF THE EMPLOYEE

**SECTION: III
ASSESSMENT BY AUTHORITY**

1. Review Authority/સમીક્ષા કરનાર અધિકારી

AUTHORITY	NAME & DESIGNATION	ASSESSMENT DURATION
Review Authority	Dr. Karmlesh Sheth Head	2015-16

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

	ACTIVITY	REVIEWING AUTHORITY
1	Delivery on job function નિયત કરેલ કામની પરિપૂર્ણતા	5
2	Quality of output / કરેલ કામની ગુણવત્તા	5
3	Accomplishment of extra ordinary work અસાધારણ કામની પૂર્ણતા	5

4	Ability to follow up on pending litigation and other important work items/અનુવર્તી કામગીરી	5
5	Communication skills/ પ્રત્યાયન કૌશલ્ય	5

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

	ACTIVITY	REVIEWING AUTHORITY
1	Obedience / કર્તવ્ય તત્પરતા	5
2	Attitude to work / કામ પ્રત્યેનું વલણ	5
3	sense of responsibility / જવાબદારીની ભાવના	5
4	Inter-personal relation and emotional stability આંતર વ્યક્તિગત સંબંધો અને લાગણીઓમાં સ્થિરતા	5
5	Discipline and conduct / શિસ્ત અને વર્તણુક	5
6	Punctuality / નિયમિતતા	5
7	Ability to priorities work / કામની અગ્રીમતા ક્ષમતા	5
8	Initiative / પહેલવૃત્તિ	5
9	Co-ordination ability / સંકલન કરવાની ક્ષમતા	5
10	Team spirit / ટીમ ભાવના	5

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

	ACTIVITY	REVIEWING AUTHORITY
1	Knowledge of laws/rules/procedures/ IT skills કાયદા/નિયમો/પ્રક્રિયાઓ/આઈટી કૌશલની જાણકારી	5
2	Ability & extent of citing precedent and specific rules in notes / નોંધમાં સંબંધિત નિયમો/જોગવાઈઓ ટાંકવાની ક્ષમતા	5
3	Skill of noting & drafting /નોંધ અને મુસદ્દા લેખન	5
4	skill of record classification / વિગતોના વર્ગીકરણ ની આવડત	5
5	Ability to use computer in daily office work રોજબરોજના કચેરીના કામમાં કમ્પ્યુટર નો ઉપયોગ કરવાની ક્ષમતા	5



SIGNATURE OF THE REVIEWING AUTHORITY

Head

Bio Technology Department
P.S.Science & H.D.Patel Arts College,
ADI, Dist.Mehsana, Pin.392715



Pramukh Swami Science & H. D. Patel Arts College
Sarva Vidyalaya Campus, Behind Railway Station,
Kadi-382715 (Gujarat)
Web: www.psshda.ac.in
NAAC Accredited : Grade A(CGPA 3.20)
College with Potential for Excellence (CPE) : Awarded by UGC
AAA Rank 1 – Awarded by Govt. of Gujarat

FORM OF PERFORMANCE APPRAISAL REPORT FOR NON-ACADEMIC STAFF

વર્ગ-૩ ના કર્મચારીઓ માટે કામગીરી મૂલ્યાંકન અહેવાલ

ACADEMIC YEAR/શૈક્ષણિક વર્ષ : 2017-18

SECTION - 1

BASIC INFORMATION

1. NAME OF THE EMPLOYEE : PATEL JAYANTIBHAI HIRAZAL
કર્મચારીનું નામ
2. NAME OF THE DEPT. : BIOLOGY
વિભાગનું નામ
3. DESIGNATION : LAB-ASSISTANT
હોદ્દો
4. DATE OF APPOINTMENT : 03-10-1991
નિમણૂકની તારીખ

**SECTION: III
SELF-APPRAISAL**

1. Training Programs attended/પ્રશિક્ષણ કાર્યક્રમની વિગતો:

DATE FROM	DATE TO	INSTITUTE	SUBJECT
21 June 2017	-	P.S. Science & H.D. Patel Arts College, Kadi	Hands on workshop on Laboratory safety measures
18 August 2017	-	P.S. Science & H.D. Patel Arts College, Kadi	Workshop on House Keeping for Lab Assistants

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

લેબોરેટરી કો સ્વચ્છ રાખવાનું કાર્ય કરવું.

સામગ્રી કોઈ સાર-સુકી રાખવાનું કાર્ય કરવું.

માઈક્રોસ્કોપ જેવાં વસ્તુ લખવાના કાર્યક્રમોની સંચાલના કરવા.

ગ્લાસવેર સાર-સુકી રાખવાના કાર્ય કરવું.

વરદિવાની પ્રમાણે સમયસર લખવાના કાર્યક્રમો સંચાલના કરવા.

વરદિવાની લખવાના કાર્યક્રમો સંચાલના કરવાના કાર્યક્રમો સંચાલના કરવા.

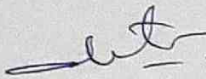
3. Please report your significant accomplishments during the period of report/ નિયત સમયગાળા દરમ્યાન નિયત કરેલ કામગીરીની પરિપૂર્ણતા બાબતે જણાવવું:

SR NO.	ACTIVITY & ACCOMPLISHMENT
1	જરૂરીયાત કામગીરી સમયસર પૂર્ણ કરવામાં આવી છે.
2	ગ્રાહકોને સારી સેવા આપવામાં આવી છે.
3	કાર્યો સમયસર પૂર્ણ કરવામાં આવી છે.
4	કાર્યો સમયસર પૂર્ણ કરવામાં આવી છે.

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

SR NO.	AREAS OF IMPROVEMENT REQUIRED
1	નિયત કરેલ કામગીરી સમયસર પૂર્ણ કરવામાં આવી છે.
2	
3	
4	

અંગત માર્ગદર્શન


SIGNATURE OF THE EMPLOYEE

**SECTION: III
ASSESSMENT BY AUTHORITY**

1. Review Authority/સમીક્ષા કરનાર અધિકારી

AUTHORITY	NAME & DESIGNATION	ASSESSMENT DURATION
Review Authority	DR. R. V. Punnam Head	2017-18

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

	ACTIVITY	REVIEWING AUTHORITY
1	Delivery on job function નિયત કરેલ કામની પરિપૂર્ણતા	05
2	Quality of output / કરેલ કામની ગુણવત્તા	05
3	Accomplishment of extra ordinary work અસાધારણ કામની પૂર્ણતા	05

4	Ability to follow up on pending litigation and other important work items/અનુવર્તી કામગીરી	05
5	Communication skills/ પ્રત્યાયન કૌશલ્ય	04

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

	ACTIVITY	REVIEWING AUTHORITY
1	Obedience / કર્તવ્ય તત્પરતા	04
2	Attitude to work / કામ પ્રત્યેનું વલણ	05
3	sense of responsibility / જવાબદારીની ભાવના	05
4	Inter-personal relation and emotional stability આંતર વ્યક્તિગત સંબંધો અને લાગણીઓમાં સ્થિરતા	05
5	Discipline and conduct / શિસ્ત અને વર્તણુક	04
6	Punctuality / નિયમિતતા	05
7	Ability to priorities work / કામની અગ્રીમતા ક્ષમતા	05
8	Initiative / પહેલવૃત્તિ	05
9	Co-ordination ability / સંકલન કરવાની ક્ષમતા	05
10	Team spirit / ટીમ ભાવના	04

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

	ACTIVITY	REVIEWING AUTHORITY
1	Knowledge of laws/rules/procedures/ IT skills કાયદા/નિયમો/પ્રક્રિયાઓ/આઈટી કૌશલની જાણકારી	04
2	Ability & extent of citing precedent and specific rules in notes / નોંધમાં સંબંધિત નિયમો/જોગવાઈઓ ટાંકવાની ક્ષમતા	05
3	Skill of noting & drafting / નોંધ અને મુસદ્દા લેખન	04
4	skill of record classification / વિગતોના વર્ગીકરણ ની આવડત	04
5	Ability to use computer in daily office work રોજબરોજના કચેરીના કામમાં કમ્પ્યુટર નો ઉપયોગ કરવાની ક્ષમતા	04


SIGNATURE OF THE REVIEWING AUTHORITY

Department of Biology
(Botany & Zoology)
Pramukh Swami Science &
H.D.Patel Arts College
Kadi.(N.G.)