Uma Arts & Nathiba Commerce Mahila College, Gandhinagar
Faculty Appraisal Form
2022-23

Name of Faculty: Department:

Google Scholar ID:

Following things are compulsory:
1. Keep Photo record of all activities (If possible, Geo-Tag)
2. Keep a detailed record of all activities as per proforma (Departmental / Committee), in physical and digital form, including press-note and photos.
3. Submit a hard copy of activity details to IQAC, when demanded

Personal Time-Table (UG only) (Include Mentoring/Counseling and Library lectures)

Semester I / III / V

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.40 to 8.35						
8.35 to 9.30						
9.30 to 10.25						
10.45 to 11.40						
11.40 to 12.40						
12.40 to 1.35						

Semester II / IV / VI

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.40 to 8.35						
8.35 to 9.30						
9.30 to 10.25						
10.45 to 11.40						
11.40 to 12.40						
12.40 to 1.35						

PG Sem I & III

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

PG Sem II & IV

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Details of Class Representative: (Core subject only) (Only HoD)

Year	Name of Student	Roll No	Enrollment No	Mobile No	Email
1st Year					
2nd Year					
3rd Year					
MA					

Details of Gujarat University Rank Students (Only HoD):

Name of Student	Roll No	Sem	Enrollment No	Mobile No & Email	Rank

Details of Differently-abled Student: (Only HoD): If Any

Name of Student	Roll No & Sem	Details of Disability	Remark

Details of non-Gujarati speaking students: (HoD Only)

Name of Student	Roll No & Sem	Native place and state	Mother tongue	Mobile No	Email

Section A (C. I)

1. Details of participation in various bodies of the University/Other University such as BoS and Academic Council/ University examination. (Submit Hard Copy to IQAC)

Name of the body in which faculty participated	Tenure	Nature of Duty

2. Details of Departmental Visits/ Field Works / Academic Visit / College General Tour organized / coordinated to be prepared by In-Charge / Coordinator / HoD for students (Prepare According to Activity Proforma and Submit Hard Copy to IQAC):

Sr. No	Sem and Year	Name of Department OR Activity Head	Place	Departmental/ Field / Academic / College General Tour / Visit	Date & Time (From–To)	List of Students Participated (With roll No)
1						
2						
3						

3. Details of Project Work assigned to students: (It is compulsory to keep physical record with faculty)

   Note: It is compulsory to give projects in every paper in TYBA / TYBCom Sem V & VI

Sem	Paper No	Title of Project	Students' Detail (Individual OR Group Project) (With Roll No)

Section B   (C. II)

1. State/ national/ international awards/ recognition received: (Attach Documents)

Name and Title of Award	Awarding Agency / Organization	Date and Year of Award

2. Use of ICT:

2.1 Video, PPT, Google Quiz, etc., as per syllabus, prepared by self during 2022-2023:

Video Lecture:

Date	Topic	Sem	Paper No.

PPT:

Date	Topic	Sem	Paper No.

Google Quiz:

Date	Topic	Sem	Paper No.

2.2 Use of Smart Board / Projector:

Date	Topic Taught	Sem & Paper No.	Room No

2.3 Any other Method adopted for teaching (e.g. Group discussion / Interaction / Chart making / Experiential learning/ group task / survey, etc.):

Date	Semester & Paper No	Method	Topic

3 Assignments (BA/BCom Sem I to VI) & (MA Sem I to IV):

3.1 Assignments (BA/BCom Sem I to VI) & (MA Sem I to IV):

Sem	Paper No	Title of Assignment

4. Mentor-Mentee List: (Core Subjects only) (Include all the Core Papers from FY to TY & MA)

Name of Mentor	Semester	Paper No	Total No of Students

Section 3 (C. III)

1. If you are recognized as a Ph. D. supervisor and PG recognized teacher, kindly provide details (Attach document):

Ph. D. recognition no and date	Department under which recognition is given	PG recognition no and date	Subject in which recognition is given	Any Other details

2. Details of recognition as research guides and details of Ph. D. students registered in 2022-2023 (Submit Documents to IQAC) (Add JRF / Shodh Scholar details)

Year of Recognition as Research Guide	Name of Recognizing University	Total Number of Students Registered till 31 May, 2023	Total Number of Students Completed Ph. D. till 31 May, 2023	Total Number of Students registered in 2022-23

3. Details of RDC attended as subject expert or Ph. D. guide:

University	Date	Role	Name of Scholar and Ph. D. title

4.Details of examination of M.Phil. / Ph.D. Thesis: (You can give details of your own student also)

Name of Researcher: Title of Thesis:

Name of University:

5. Details of On-going/Completed Research projects funded by government and non-government agencies during this academic year:

Name of the Project/ Endowments, Chairs	Amount sanctioned and date of Sanctioning	Fund released in current academic year	Duration of the project	Name of the Funding Agency	Status of project

6. Details of research papers published during **1 June 2022 to 31 May 2023**: (Keep and Submit Document to IQAC)

Title of paper	Name of the author/s	Name of Journal And Link of Its Website (If on-line)	Publication Details (Year, Vol., Issue, Pages)	ISBN/ ISSN	Whether journal UGC notified or not?	Link of the recognition in UGC enlistment of the Journal

7. Details of **books and chapters** in edited volumes / books published, and papers in national / international **conference-proceedings** during **1 June 2022 to 31 May 2023**: (Keep and Submit Document to IQAC)

Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference and organizing agency	National / international	Year of publication	ISBN / ISSN	Name of the publisher

Section D

1. Activities **Coordinated/conducted by you (only in-charge or coordinator should mention)**: Seminar / Workshop / Guest Expert Lecture / Career Counseling / Job Placement / Day Celebration / Presentation / Orientation / Farewell / Competition / Government Programme / Remedial Coaching / Competitive Exam Lecture / NEP / Cultural Programme / Sports Programme / NSS / NCC / Innovation Club / SAMVAD / Green Club / Collaboration / MoU / SSIP / CESD / Certificate Course / ICT training / Soft Skills / Yoga / Language and communication / Life skills / Health and hygiene / Remedial teaching, etc.)

(Keep and Submit Document to IQAC in prescribed Proforma)

Name of the activity	Date of Event	Department / Committee / Agency/ Collaborating agency / Individual	Name of the scheme

Section E: (C. VI)

1. Participation of faculty in seminars/conferences/workshops /On & off-line Event/ programs etc. (Keep and Submit Certificate to IQAC)

Name of the workshop/ conference/ seminar	Date From – To	Place and organizing agency	Participation/ Paper Presentation	Title of paper	Level (International / National / Stare / Uni / Regional, etc)

2. Details of attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs, MOOCs, etc. (Keep and Submit Certificate to IQAC)

Title of the professional development program	Name of Organizing Agency	In-College Or Outside	Date and Duration (from – to)	Place

3. Services offered as Resource Person or Subject Expert: (Attach Document)

Name of Activity	Organizing Body	Date & Time	Topic / Title / Details of Role

Section F: (C. Multiple)

1. University Examination Duties: (Keep Document and Submit copy to IQAC)

Question Papers Setting:
Name of University: Name of Course:
Subject: Semester: Paper No:
October/ November: 20   March/ April: 20

Assessment/Evaluation:
Name of University: Name of Course:
Subject: Semester: Paper No:
October/ November: 20   March/ April: 20

If you have completed Ph. D. this year, 1 June 2022 to 31 May 2023, kindly provide details (Keep and submit notification and certificate to IQAC):

Title of Ph. D.	Name of University	Notification No and Date	Name of Ph. D. supervisor

Duty Performed in Gujarat University (e.g., Senior Supervision / Observer / Viva Voce / Practical examination, etc.):

Sr.No	Details of Duties	Dates	Class & Semester
1.			
2.			
3.			

4.		

2. Participation in College Committee: (NSS / NCC / Sports / Cultural, etc.)

Sr. No	Name of committee / Activity	Role (Coordinator / Member, etc.)
1.		
2.		
3.		
4.		
5.		

3. Any Other (e.g., Election duty / Government Exam OR Any other government duties): (Keep and Submit copy to IQAC)

Sr. No	Name of Government Agency	Nature of Duty	Date
1.			
2.			
3.			
4.			
5.			

Any other detail you would like to mention which is not mentioned above: (E.g.: Social service, donation, extension activity, blood donation, charity work, poor people help activity, etc.)

Name of Faculty   Signature

Uma Arts &Nathiba Commerce Mahila College, Gandhinagar

Faculty Appraisal Form for Library Department

2022-23

Name of Librarian: Dr. Mayuriben D. Patel

Google Scholar ID:

Note: Kindly attach Certificate and Geo-tagged photos of all the events

Library Data:

Item	Upto 30 March, 2022	During 2022-23	Remark
Books			
Journals			
Other Reading Resources			
E-Books			
E-Journals			
Other On-Line Resources			
On-Line Resources			
Subscription of E-Resources			

Library Data:

Item	2022-23	Remark
No of Computers (Students)		
No of Computers (Library usage)		
No of Computers (Faculty)		
No of SOUL / OPAC Computers		
RFID system		
Photostat Machine		
Printer		
Other Electronic Gadgets		

Technical Details:

ILMS Details	
Student Kiosk	
Barcode Printer	
Internet Bandwidth	
Barcode Reader	
SOUL / OPAC	
KSmart RFID LIBSYS	

Membership of E-Resources:

E-Journals		
E-ShodhSindhu		
E-ShodhGanga		
E-Books Data Base (Remote Access)		
Inter Library Loan System		

N-List:

Date of Subscription		
Average Use per faculty		

Expenditure:

Books	
Journals	
E-Resources	
Any Other	

Book Bank:

No of Books Issued	
No of Students Benefited	

Special Sections in Library:

No	Name of Section	Details

Library Visits and Books Issued:

Average No of Faculties per day	Average No of Students per day	Average no of Books issued per faculty (Total Faculty:Total No of Books)	Average no of Books issued per student (Books:Total no of Students)

N-List: (Attach Monthly report)

Pages download per faculty	

Library area:

Expenditure incurred in library maintenance:

Repairing	
Maintenance	
AMC	
Any Other	

List of software used:

Green Library initiatives:

Library Property details

Property Name	No of Items

Book Exhibition Organized:

No	Date	Time	No of Students Participated

Library Seminar/Orientation/Workshop for College Students Organized:

No	Date	Time	No of Students Participated

Library Seminar/workshop/Orientation for Other than College Students Organized:

No	Date and Time	Name of Visiting Institute	No of Students Participated

Training Sessions Organized by Library for College Faculties:

No	Date	Time	No of Faculties Participated

Other Events organized by Library:

No	Date	Time	No of Students Participated

Other Activities organized in Library premises:

No	Name of Activity	Name of Committee / Department / Agency	Date and Time

Seminar / Workshops / FDP / STCC, etc. conducted:

No	Title of Seminar / Workshops / FDP / STCC, etc.	Subject	Date and Time	Attach a separate list of participants

Seminar / Workshops / FDP / STCC, etc. attended: (Attach Certificate)

No	Title of Seminar / Workshops / FDP / STCC, etc.	Organizing Institute / University, etc.	Date and Time	Title of research paper, if presented

State/ national/ international awards/ recognition received: (Attach Documents)

Name and Title of Award	Awarding Agency / Organization	Date and Year of Award

Use of ICT: (Kindly provide details)

4. Details of On-going/Completed Research projects funded by government and non-government agencies during this academic year:

Name of the Project/ Endowments, Chairs	Amount sanctioned and date of Sanctioning	Fund released in current academic year	Duration of the project	Name of the Funding Agency	Status of project

Details of research papers published during **1 June 2022 to 31 May 2023**: (Attach Document)

Title of paper	Name of the author/s	Name of Journal And Link of Its Website (If on-line)	Publication Details (Year, Vol., Issue, Pages)	ISBN/ ISSN	Whether journal UGC notified or not?	Link of the recognition in UGC enlistment of the Journal

Details of **books and chapters** in edited volumes / books published, and papers in national/international **conference-proceedings**during **1 June 2022 to 31 May 2023**: (Attach Document)

Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference and organizing agency	National / international	Year of publication	ISBN / ISSN	Name of the publisher

Library Expenditure:

Library resources	If yes, details of memberships/ subscriptions	Expenditure on subscription to e-journals, e-books (INR in lakhs)	Expenditure on subscription to other e-resources (INR in lakhs)	Total Library Expenditure	Link to the relevant document
Books					
Journals					
e – journals					

e-books					
e-ShodhSindhu					
Shodhganga					
Databases					
Local and / or Remote access to e- resources (Specify)					

Participation of teachers in seminars/conferences/workshops /On& off-line Event/ programs etc. (Submit Certificate)

Name of the workshop/ conference/ seminar	Date From – To	Place and organizing agency	Participation/ Paper Presentation	Title of paper	Level (International / National / Stare / Uni / Regional, etc)

Details of attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs, MOOCs, etc. (Submit Certificate)

Title of the professional development program	Name of Organizing Agency	In-College Or Outside	Date and Duration (from – to)	Place

Services offered as Resource Person or Subject Expert: (Attach Document)

Name of Activity	Organizing Body	Date & Time	Topic / Title / Details of Role

Duty Performed in Gujarat University (e.g., Senior Supervision / Observer / Viva voce / Practical examination, etc.):

Sr. No	Details of Duties	Dates	Class & Semester
1.			
2.			
3.			
4.			

Participation in College Committee: (NSS / NCC / Sports / Cultural, etc.)

Sr. No	Name of committee / Activity	Role (Coordinator / Member, etc.)

1.		
2.		
3.		
4.		
5.		

Any Other (e.g., Election duty / Any other government duties):

Sr. No	Name of Government Agency	Nature of Duty	Date
1.			
2.			
3.			
4.			
5.			

Any other detail you would like to mention which is not mentioned above: (E.g.: Social service, donation, extension activity, blood donation, charity work, poor people help activity, etc.)

Name of Faculty   Signature

Uma Arts & Nathiba Commerce Mahila College, Gandhinagar

Faculty Appraisal Form for Sports

Physical Education Department

2022-23

Name of DPE: Prof. Haresh M. Patel   Google Scholar ID:

Note: Kindly attach Certificate and Jio-tag photos of all the events

1. Inter University Players from this college:

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

2. Inter-Collegiate Players from this college:

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

3. Open National Players from this college: (Affiliated Association only)

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

4. Open State Players from this college: (Affiliated Association only)

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

5. Khel Mahakumbh National Players from this college:

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

6. Khel Mahakumbh State Players from this college

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

7. Khel Mahakumbh District Players from this college

No	Name of Student	Semester & Roll No	Enrolment No	Mobile No	Name of Event & Category	Date & Place of competition	Position Secured

8. College Sports Day Details:

Dates:

No	Name of Event	No of Students Participated	Winner Student's Name	Winners Student's Semester	Winners Student's Roll No	Winners Student's Enrolment No

9. College Sports Activity / Competition Organized:

No	Name of Event	No of Students Participated	Winner Student's Name	Winners Student's Semester	Winners Student's Roll No	Winners Student's Enrolment No

10. Inter-College Sports Activity / Competition Organized:

No	Name of Event	No of Students Participated	Winner Student's Name	Winners Student's Semester	Winners Student's Roll No	Winners Student's Enrolment No

11. Sports seminar / workshop / Lecture/ Yoga Organized (For Students) (Attach a separate sheet for list of students with roll no and enrolment)

No	Name of Seminar / Workshop	Dates	No of Students Participated	Details of resource person

12. Sports seminar / workshop / Lecture / Yoga Organized (For Faculties) (Attach a separate sheet for list of students with roll no and enrolment)

No	Name of Seminar / Workshop	Dates	No of Students Participated	Details of resource person

13. Workshops / Seminars / FDP / Sports Event etc. attended (By DPE) (Kindly attach certificate)

No	Name of Seminar / Workshop / FDP / Sports Event etc.	Date	Organizing University / Body	Place of Seminar / Workshop / FDP, etc.

14. Duty Performed in Gujarat University (e.g., Senior Supervision / Observer / Viva voce / Practical examination, etc.):

Sr. No	Details of Duties	Dates	Class & Semester
1.			
2.			
3.			
4.			

15. Participation in College Committee: (NSS / NCC / Sports / Cultural, etc.)

Sr. No	Name of committee / Activity	Role (Coordinator / Member, etc.)
1.		
2.		
3.		
4.		
5.		
6		
7		

16. Any Other (e.g., Election duty / Any other government duties, Govt. Exam Duties etc):

Sr. No	Name of Government Agency	Nature of Duty	Date
1.			
2.			
3.			
4.			
5.			

17. Any other detail you would like to mention which is not mentioned above: (E.g.: Social service, donation, extension activity, blood donation, charity work, poor people help activity, etc.)

Name of Faculty   Signature

Uma Arts and Nathiba Commerce Mahila College, Gandhinagar

SELF APPRAISAL FORM FOR ADMINISTRATIVE STAFF

Academic Year: _____

SECTION -I

BASIC INFORMATION

1. Name of the Employee : _____

2. Name of the Department: : _____

3. Designation: _____ _____

4. Date of Appointment: _____

SECTION –II

SELF- APPRAISAL

1. Training Programme attended:

Name of Training Programme	Duration	Place

2.Mention nature of duty/responsibilities:

Sr.No	Nature of Duty/Responsibility	Remarks
1		
2		
3		
4		
5		

3. Please indicate at least three specific skills in which you feel the need to upgrade your skill.

Sr.No	Areas of Improvement Required
1.	
2	
3.	
4.	

Signature of the employee

_____

SECTION –III

Assessment by Authority

Review Authority

Authority	Name and Designation	Assessment Duration
Review Authority		

Signature of the reviewing authority

_____