

SHROFF S R ROTARY INSTITUTE OF CHEMICAL TECHNOLOGY
VATARIA, BHARUCH

FACULTY SELF APPRAISAL & REVIEW FORM

PART - 1

TO BE FILLED IN BY THE EMPLOYEE

REVIEW PERIOD: June to Dec 2017 & Jan to May 2018

EMPLOYEE DETAILS:

- Name : DR. PURVI J. NAIK
- Designation : Associate Professor
- Date of Birth : 05/10/1975
- Date of Joining : 13/07/11
- Present Grade (Basic & Pay Scale) : 37400-67000
- Educational Qualification : M. Phil, Ph.D.
- Additional Educational Qualification if any received during the year:--
- Total Experience (Y/M) : 18 years & 05 Months
- Experience in current position : 06 Year 03 Months
- Period of Absence on Leave during the year: Not applicable
- Research Work Published during the year of appraisal:

Sr	Title of the work	Complete reference	Publisher
1	Industrial Visit: Bridge between Classroom & Corporate World	International Journal of Research in Management & Social Science, ISSN No. 2322-0899, Page 107-113.	EIHE
2	Initial Value Method for Axisymmetric Jets of Non Newtonian Fluids	International Journal of Engineering and Science Research, ISSN No. 2277-2685, Page 214-223.	SSRE
3	Application of Taguchi Method for Optimization of Reaction Parameters in Graft Copolymerization Onto Guar Gum	International Journal Of Chemical Engineering and Processing, eISSN No. 2455-5576, Page 12-18.	Journals Pub

- Training/Seminars/Workshops/Conferences attended during the year of appraisal:

S.No.	Name of Programme	Period of Programme	Institution attended
1	"Fifth Annual Convention On Quality Concepts" oct 2017	7-10-17	QCFI, Ankleshwar
2	NCQC, Mysure	Dec., 2017	QCFI, India

13. Subjects taught during the year of appraisal:

S.No.	Subject and Discipline	Semester/ year	Total hours taught			Methods used for teaching	% of pass students	Remarks
			L	T	P			
1	Advanced Eng Maths	Sem III/B.E.II				Chalk-Board	ME 51% CE 81% CT 61%	
		ME	65					
		CE	65					
2	VCLA	Sem II/B.E.I	60			Chalk-Board	Result awaited	
		ME+EE						
		Sem II/B.E.I CE	62					

14. Give details of university work done such as paper setting, valuation, others:

- (1) GTU Paper checking: (Semester-II, &IV)
- (2) GTU Paper Setting
- (3) External examiner at GTU exams

15. Leave availed during July-Dec and Jan-May (give type of leave also):

(I) June-Dec 2017

- (1) Casual Leave: 06
- (2) Sick leave: 00
- (3) PL: 9.5
- (4) RH: 02

(II) Jan -May 2018

- (1) Casual Leave: 4
- (2) Sick leave: 00
- (3) PL : 01
- (4) RH : 00

PART – 2

SELF-APPRAISAL

- 1 A brief summary of your main duties and responsibilities along with achievements, if any, in not more than 100 words.
- Taught Advanced Engineering Mathematics subject (BE-II, SEM-III) in Mechanical Engineering, CT & Chemical Engineering disciplines. VCLA in Second Sem CT,EE,CE Engineering.
 - As Head of MSH Dept.; smooth functioning of all departmental activities with involvement of all MSH members.
 - Represented MSH dept. in all scheduled MIS for ongoing and future activities of the department
 - Active member of INDRICT cmt., and dealing with 10 industries to promote SRICT in all possible areas
 - As a member of Anti Ragging Committee (ARC), actively worked and guided the students. No case of Ragging registered throughout the year.
 - Coordinated the committee of "5S" successfully throughout the year. Prepared and finalized the ground work like reformation of subcommittee, 5S activities during semesters with cmt members.
 - Successfully coordinated 5th surveillance audit of 5S by external agency with active support of all members of SRICT. The ongoing activities of 5S were appreciated by External auditors.
 - As a coordinator of CCTV Committee, prepared and finalized all time tables in consultation with all HODs and principal. Successfully coordinated the whole activity with its true spirit.
 - As a presiding officer of cmt. For Sexual Harassment, Prevention, Prohibition and Redressal, attended issues in SRICT and forwarded to management with remarks.
- 2 A brief account of your contribution towards development of SRICT during the year with reference to the norms and targets, if any.
- As Head of MSH Dept.; very effective leadership and participation for the improvement of GTU results and also actively working to create positive culture in Department and institute.
 - Chairperson of women's development cmt:
Organized periodic meetings with Girl Students and settled their issues.
 - Guided FIVE teams of SRICT for case study presentation and students for various competitions at ACQCC 2017. Three teams won Gold Category Award and 2 Silver. One team awarded SARVORARITA Award.
 - Invited as a judge at NCQC 2016 Mysure.
 - Successfully organized 5th 5S surveillance audit in Oct 2017 .
 - Member of UFM cmt., SRICT
 - Active member of Cashbook Checking committee
 - Worthy inputs in REVAFEST 2018 as an advisor of Dance Fest.
 - Coordinated 'Best Student Award' Ceremony at REVAFEST 2018
 - Designed and circulated Video lectures of Maths as instructed by Vice Chairman, ARES
- 3 Details of any specific item of work done by you which you consider especially note-worthy.
- Very effectively working as a coordinator of UG marketing Activity at SRICT and also organized a career counseling Seminar at Navsari in May 2018
 - As a team member and coordinator for Navsari Region; contacted many schools as a part of Tribal Marketing activity
 - Coordinated with MSH team to set a QP for Tribal scholarship exam and did evaluation

- As Head of MSH Dept.; actively worked on strategy for improvement of maths results like group study for backlog students, screening test for new entrants, mock test of GTU pattern for backlog students of all branches and semesters and motivated colleagues to do so.
 - Successfully coordinated PRATIYOGITA 2017 for all over Gujarat Higher Secondary Schools/students..
 - Conducted Backlog classes for Maths failure students and DtoD students
 - Initiated group study teaching for backlog students in Maths with the help of other maths faculties which would definitely result into reduction of backlogs
 - Very active role in sustaining 5S program at SRICT and in preparation of further Road Map in consultation with Principal and committee members.
 - Invited by QCFL as Lead Auditor for external audits of FIVE S at various companies
 - Very effective inputs including preparation project policy as a coordinator of PILOT PROJECT for Adm. Batch 2014 to reduce backlogs in all subjects (assigned by Honorable Vice Chairman)
 - Invited as a judge on 5th Sept. for inter school speech contest organized by Lions club, Ankleshwar.
 - ETL ,Ankleshwar got 5S certification under my individual guidance
 - Active RECA member
4. If, in your opinion, you were unable to achieve the expected quality or quantity of your performance in respect of any aspect, indicate briefly reasons for the same.
- Academic results: Due to lack of self practice by students in some cases
5. In your opinion how can we promote brand image of SRICT through our students (current/outgoing/passed out).
- Each student of SRICT must be a brand ambassador. Student must be supported for his central skill during tenure of SRICT.
 - Strong placement can play a vital role.
 - Prizes for academic excellence are also helpful for branding SRICT via students.
6. How can you contribute in promoting SRICT to be a an institute of excellence ?
- Concrete publicity of Achievements and Ethics of SRICT via all possible sources
 - My Effective, honest and 100% inputs in all assigned/non assigned assignments
 - As a 5S consultant for industries and academics

15-06-18
Date:

PJ Nail
Signature:

Asso. Prof & Head (MSH)
Designation:

PART - 3

LEADERSHIP COMPETENCIES & QUALITIES)

(To be filled in by the reporting officer)

Please assess the self-appraisal on the following competencies/qualities:

1	Interpersonal skills & sensitivity – (Interact, maintain & build good relationship with peers, superiors & subordinates).	::	G
2	Team Spirit & Team Building skills – (participates willingly & cooperates wholeheartedly with the other members of the team, delivers effectively & motivates team members to raise performance. Skill in handling & resolving conflict & promoting open & constructive relationship with all.)	::	G
3	Integrity – an uncompromising adherence to a code of moral or other values-utter sincerity, honesty & candor – avoidance of deception, expediency, artificiality or shallowness of any kind; maintains an honest & just approach in all his dealings.	::	S
4	Domain expertise / Job Knowledge – (Demonstrates knowledge in area of work, Applies knowledge to practical situations & remains up to date.	::	S
5	Planning & organizing – (Ability to forecast & make realistic & effective plans, anticipate uncertainties, problems & take effective measures accordingly for the achievement of organizational goals & objectives)	::	G
6	Flexibility/Adaptability – A(The ability to respond effectively to different people, changing environment & situations)	::	S
7	Communication skills – (has the ability to convey thoughts & feelings accurately. <i>Verbal expression: ability to express himself clearly & concisely orally. Written expression: ability to express himself clearly & concisely in writing</i>)	::	S
8	Initiative Taking – (Comes up with new ideas, ways of doing things, self-starter, initiates new activities without having to be told, acts independently, does no look for someone to lean on & volunteers to shoulder extra responsibility).	::	G

9	Leadership – (Influences the thinking of seniors, juniors, internal & external customers & all others. Makes impact).	::	G
10	Self confidence – (has confidence in his/her own power of judgment, efforts & abilities; & exercises independence of action when the need arises)	::	G
11	Brief mention of outstanding work, if any during the period under report	::	SS
12	Details of reprimand or disciplinary action if any, during the year under report.		No.
13	Suitability of other spheres of work if any.		Cultural fest
14	Training Needs (looking to his /her aptitudes and carrier development possibilities, indicate specific areas for him/her		Pedagogy & Subject expertise

Reporting Officer: Principal

Signature: Dr. S. S. S.

Date: _____

PART – 4

OVERALL ASSESSMENT

To be filled in by the reviewing officer based on the assessment made for Part-1, Part-2 and Part-3:
(Please tick the appropriate category)

Outstanding	Good	Satisfactory <input checked="" type="checkbox"/>	Average	Not Satisfactory
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Reviewing Officer: Dr. S. S. S.

Signature: [Signature]

Date: _____

Recommended for:

Promotion / Additional Increment / Special Allowance / Cash Award / Normal Increment.

Date: _____ Signature of Reviewing Officer: [Signature]

Note: A Reviewee should not be graded "Outstanding" unless exceptional qualities and performance has been noticed; grounds for giving such a grading should be clearly stated.