

API Teaching Staff

API CALCULATOR - 2018 (TABLE - 2) (ACADEMIC / RESEARCH SCORE) Conceptualized by Raksha Singh, PhD (Economics) & Designed by J. Durga Prasad Rao, PhD(Computer Science)

Education /Commerce/ Management & other related disciplines) (1) Peer - Reviewed and Refereed Journals are same. Yet UGC has awkwardly augmented score of Research Paper. We have follow UGC Augumented Pattern. (2) Impact Factor of Thomson Reuters will be considered. No Impact Factor devised by any other agency will be valid. (3) You can add parameter and quantity which are only input field

Eligibility and API Calculator

(As per UGC guidelines)

Instructions for faculty : The faculty need to fill up their details and numbers only.

Name of the Faculty	Dr. Archana Jha			
Fathers/ Husband Name	Shri M.P.Jha			
Date of Birth	27-09-1969			
Designation	Principal			
Date of Joining	01-08-1998			
Department	Hindi			
College				
University	Shri Shankarachrya Mahavidyalaya Junwani Bhilai			
	Hemchand Yadav University Durg			
Whether Awarded Ph.D. Degree (please mention YES or NO)				
				YES
Whether Supervised Doctoral Reseach Work (please mention YES or NO)				
				YES
Teaching/ Research Experience (In Year)				
				21 Year
SR. NO.	ACADEMIC / RESEARCH ACTIVITY	UGC DECIDED SCORE	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE
1	Research Papers in Peer-Reviewed or UGC listed (But Not Refereed) Journals without Impact Factor			
	Single Author	10	2	20
	Two Authors	7	1	7
	First/Principal/Corresponding Author (More than 2	7	0	0
	Join Author (More than 2 Authors)	3	1	3
Research Papers in Peer-Reviewed or UGC listed (Refereed) Journals without Impact Factor				

	Single Author	15	16	240
	Two Authors	10.5	2	21
	First/Principal/Corresponding Author (More than 2)	10.5	0	0
	Join Author (More than 2 Authors)	4.5	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor less than 1				
	Single Author	20	0	0
	Two Authors	14	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	14	0	0
	Join Author (More than 2 Authors)	6	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 1 and 2 (Include 1 & 2)				
	Single Author	25	0	0
	Two Authors	17.5	0	0
	First/Principal/Corresponding Author (More than 2)	17.5	0	0
	Join Author (More than 2 Authors)	7.5	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Don't Include 2)				
	Single Author	30	2	60
	Two Authors	21	1	21
	First/Principal/Corresponding Author (More than 2 Authors)	21	0	0
	Join Author (More than 2 Authors)	9	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Don't Include 5)				
	Single Author	35	0	0
	Two Authors	24.5	1	24.5
	First/Principal/Corresponding Author (More than 2)	24.5	0	0
	Join Author (More than 2 Authors)	10.5	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Don't Include 10)				
	Single Author	40	0	0
	Two Authors	28	0	0
	First/Principal/Corresponding Author (More than 2)	28	0	0
	Join Author (More than 2 Authors)	12	0	0
2 (a)	Books Authored published by International Publishers			



	Single Author	12	0	0
	Two Authors	8.4	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	8.4	0	0
	Join Author (More than 2 A	3.6	0	0
Books Authored published by National Publishers				
	Single Author	10	2	20
	Two Authors	7	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	7	0	0
	Join Author (More than 2 A	3	0	0
Publication of Chapter in Edited Books (Not Paper/Article in Edited Books)				
	Single Author	5	2	10
	Two Authors	3.5	10	35
	First/Principal/Corresponding Author (More than 2 Authors)	3.5	0	0
	Join Author (More than 2 A	1.5	0	0
Editor of Book by International Publishers				
	Editor / Editors	10	0	0
Editor of Book by National Publishers				
	Editor / Editors	8	4	32
2 (b)	Translation Work of Chapter or Research Paper			
	Single Author	3	0	0
	Two Authors	2.1	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	2.1	0	0
	Join Author (More than 2 A	0.9	0	0
Translation Work of Book				
	Single Author	8	0	0
	Two Authors	5.6	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	5.6	0	0
	Join Author (More than 2 A	2.4	0	0
3 (a)	Development of Innovative pedagogy			



	Contributor / Contributors	5	23	115
3 (b)	Design of New Curricula and Courses (ICT Based)			
	Contributor / Contributors	2	0	0
3 (c)	Development of Complete MOOC's in 4 Quadrant (4 Credit Course)			
	4 Credit Course	20	0	0
	3 Credit Course	15	0	0
	2 Credit Course	10	0	0
	1 Credit Course	5	0	0
	MOOCs (developed in 4 quadrant) per module / lecture			
	Module / Lecture Creator (Per Module)	5	0	0
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	Content Writer / Subject Matter Expert (Per	2	0	0
	Course Coordinator for MOOCs			
	4 Credit Course	8	0	0
	3 Credit Course	6	0	0
	2 Credit Course	4	0	0
	1 Credit Course	2	0	0
3 (d)	Development of E-Content in 4 quadrants for a Complete Course / E-Book			
	E-Content in 4 quadrants for a Complete Course / E- Book	12	0	0
	E-Content (developed in 4 quadrants) per module			
	Modules	5	0	0
	Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant)			
	Contributor	2	0	0
	Editor of E-Content for Complete Course / Paper / E-Book			
	Editor	10	0	0
4 (a)	Ph.D. Guidance (Degree Awarded)			
	Ph.D. Guidance (Awarded) (Single Supervisor)	10	0	0



	Ph.D. Guidance (Awarded) (Supervisor in Joint Guidance)	7	4	28
	Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance)	7		0
Ph.D. Guidance (Thesis Submitted)				
	Ph.D. Guidance (Submitted) (Single Guidance)	5		0
	Ph.D. Guidance (Submitted) (Supervisor Guidance)	3.5		0
	Ph.D. Guidance (Submitted) (Co- Guidance)	3.5	0	0
M.Phil./P.G Dissertation Guidance				
	M.Phil./P.G Dissertation (S Guidance)	2	0	0
	M.Phil./P.G Dissertation (Supervisor in Joint Guidance)	1.4	0	0
	M.Phil./P.G Dissertation (Co-Supervisor in Joint Guidance)	1.4	0	0
4 (b)	Research Project Completed (More than 10 Lakhs)			
	Single Investigator	10	0	0
	Principal Investigator in Jo	5	0	0
	Co-investigator in Joint Pro	5	0	0
Research Project Completed (Less than 10 Lakhs)				
	Single Investigator	5	2	10
	Principal Investigator in Jo	2.5	0	0
	Co-investigator in Joint Pro	2.5	0	0
4 (c)	Research Project Ongoing (More than 10 Lakhs)			
	Single Investigator	5	0	0
	Principal Investigator in Jo	2.5	0	0
	Co-investigator in Joint Pro	2.5	0	0
Research Project Ongoing (Less than 10 Lakhs)				
	Single Investigator	2	0	0
	Principal Investigator in Jo	1	0	0
	Co-investigator in Joint Pro	1	0	0
4 (d)	Consultancy			
	Consultancy	3	0	0
5 (a)	Patent Registered			
	International	10	0	0



	National	7	0	0
5 (b)	Policy Document (International Body/Organization/Central Govt. or State Govt.)			
	International	10	0	0
	National	7	0	0
	State	4	0	0
5 (c)	Awards / Fellowship			
	International	7	2	14
	National	5	10	50
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full			
	International (Abroad)	7	0	0
	International (Within Coun	5	4	20
	National	3	40	120
	State University	2	12	24
	Total Score without Caping			874.5
	30 % of Total Research Score			262.35
	Total Score of 5(b) + 6			56
	Capped Score of 5(b) + 6			56
	FINAL OBTAINED SCORE (API)			0



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API- Dr. J. Durga Prasad Rao

API CALCULATOR - 2018 (TABLE - 2) (ACADEMIC / RESEARCH				
(For Faculty of Sciences / Engineering / Agriculture/ Medical / Veterinary Sciences) (1) Peer - Reviewed and Refereed Journals are same. Yet UGC has awkwardly augmented score of Research Paper. We have follow UGC Augmented Pattern, (2) Impact Factor of Thomson Reuters will be considered. No Impact Factor devised by any other agency will be valid. (3) You can add parameter and quantity which are only input field				
Eligibility and API Calculator				
(As per UGC guidelines)				
Instructions for faculty : The faculty need to fill up their details and numbers only.				
Name of the Faculty		Dr. J Durga Prasad Rao		
Fathers/ Husband Name		Late Shri J.R.M. Rao		
Date of Birth		17/02/1972		
Designation		Additional Director		
Date of Joining		19/8/1997		
Department		Computer Science		
College		Shri Shankaracharya		
University		Hemchand Yadav University		
Whether Awarded Ph.D. Degree (please mention YES or NO) Yes				
Whether Supervised Doctoral Research Work (please mention YES or NO) Yes				
Teaching/ Research Experience (In Year) 23 Years				
SR. NO.	ACADEMIC / RESEARCH ACTIVITY	UGC DECIDED SCORE	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE
1	Research Papers in Peer-Reviewed or UGC listed (But Not Refereed) Journals without			
	Single Author	8	0	0
	Two Authors	5.6	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	5.6	0	0
	Join Author (More than 2 Authors)	2.4	0	0
	Research Papers in Peer-Reviewed or UGC listed (Refereed) Journals without Impact			
	Single Author	13	0	0
	Two Authors	9.1	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	9.1	30	273
	Join Author (More than 2 Authors)	3.9	1	3.9
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor less than 1			
	Single Author	18	0	0
	Two Authors	12.6	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	12.6	8	100.8
	Join Author (More than 2 Authors)	5.4	0	0
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 1 and 2 & 2)			
	Single Author	23	0	0
	Two Authors	16.1	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	16.1	0	0
	Join Author (More than 2 Authors)	6.9	0	0
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 Include 2)			
	Single Author	28	0	0



	Two Authors	19.6	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	19.6	0	0
	Join Author (More than 2 Authors)	8.4	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10				
	Single Author	33	0	0
	Two Authors	23.1	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	23.1	0	0
	Join Author (More than 2 Authors)	9.9	0	0
Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Don't Include)				
	Single Author	38	0	0
	Two Authors	26.6	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	26.6	0	0
	Join Author (More than 2 Authors)	11.4	0	0
2 (a)	Books Authored published by International Publishers			
	Single Author	12	2	24
	Two Authors	8.4	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	8.4	0	0
	Join Author (More than 2 Authors)	3.6	0	0
	Books Authored published by National Publishers			
	Single Author	10	2	20
	Two Authors	7	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	7	0	0
	Join Author (More than 2 Authors)	3	0	0
	Publication of Chapter in Edited Books (Not Paper/Article in Edited Books)			
	Single Author	5	0	0
	Two Authors	3.5	2	7
	First/Principal/Corresponding Author (More than 2 Authors)	3.5	0	0
	Join Author (More than 2 Authors)	1.5	0	0
	Editor of Book by International Publishers			
	Editor / Editors	10	0	0
	Editor of Book by National Publishers			
	Editor / Editors	8	6	48
2 (b)	Translation Work of Chapter or Research Paper			
	Single Author	3	0	0
	Two Authors	2.1	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	2.1	0	0
	Join Author (More than 2 Authors)	0.9	0	0
	Translation Work of Book			
	Single Author	8	0	0
	Two Authors	5.6	0	0
	First/Principal/Corresponding Author (More than 2 Authors)	5.6	0	0
	Join Author (More than 2 Authors)	2.4	0	0
3 (a)	Development of Innovative pedagogy			
	Contributor / Contributors	5	1	5
3 (b)	Design of New Curricula and Courses (ICT Based)			
	Contributor / Contributors	2	4	8
3 (c)	Development of Complete MOOC's in 4 Quadrant (4 Credit Course)			
	4 Credit Course	20	0	0



	3 Credit Course			
	2 Credit Course	15	0	0
	1 Credit Course	10	0	0
	MOOCs (developed in 4 quadrant) per module / lecture	5	0	0
	Module / Lecture Creator (Per Module)	5	0	0
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	Content Writer / Subject Matter Expert (Per Module)	2	0	0
	Course Coordinator for MOOCs			
	4 Credit Course	8	0	0
	3 Credit Course	6	0	0
	2 Credit Course	4	0	0
	1 Credit Course	2	0	0
3 (d)	Development of E-Content in 4 quadrants for a Complete Course / E-Book			
	E-Content in 4 quadrants for a Complete Course / E-Book	12	0	0
	E-Content (developed in 4 quadrants) per module			
	Modules	5	0	0
	Contribution to development of E-Content module in Complete Course / Paper / E-Book			
	Contributor	2	0	0
	Editor of E-Content for Complete Course / Paper / E-Book			
	Editor	10	0	0
4 (a)	Ph.D. Guidance (Degree Awarded)			
	Ph.D. Guidance (Awarded) (Single Supervisor)	10	0	0
	Ph.D. Guidance (Awarded) (Supervisor in Joint Guidance)	7	2	14
	Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance)	7	0	0
	Ph.D. Guidance (Thesis Submitted)			
	Ph.D. Guidance (Submitted) (Single Supervisor)	5	0	0
	Ph.D. Guidance (Submitted) (Supervisor in Joint Guidance)	3.5	0	0
	Ph.D. Guidance (Submitted) (Co-Supervisor in Joint Guidance)	3.5	0	0
	M.Phil/P.G Dissertation Guidance			
	M.Phil/P.G Dissertation (Single Supervisor)	2	0	0
	M.Phil/P.G Dissertation (Supervisor in Joint Guidance)	1.4	0	0
	M.Phil/P.G Dissertation (Co-Supervisor in Joint Guidance)	1.4	0	0
4 (b)	Research Project Completed (More than 10 Lakhs)			
	Single Investigator	10	0	0
	Principal Investigator in Joint Project	5	0	0
	Co-investigator in Joint Project	5	0	0
	Research Project Completed (Less than 10 Lakhs)			
	Single Investigator	5	3	15
	Principal Investigator in Joint Project	2.5	0	0
	Co-investigator in Joint Project	2.5	0	0
4 (c)	Research Project Ongoing (More than 10 Lakhs)			
	Single Investigator	5	0	0
	Principal Investigator in Joint Project	2.5	0	0
	Co-investigator in Joint Project	2.5	0	0

Research Project Ongoing (Less than 10 Lakhs)				
	Single Investigator	2	0	0
	Principal Investigator in Joint Project	1	0	0
	Co-investigator in Joint Project	1	0	0
4 (d)	Consultancy			
	Consultancy	3	0	0
5 (a)	Patent Registered			
	International	10	1	10
	National	7	3	21
5 (b)	Policy Document (International Body/Organization/Central Govt. or State Govt.)			
	International	10	0	0
	National	7	0	0
	State	4	0	0
5 (c)	Awards / Fellowship			
	International	7	0	0
	National	5	10	50
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full			
	International (Abroad)	7	1	7
	International (Within Country)	5	14	25
	National	3	21	57
	State University	2	34	68
	Total Score without Capping			706.7
	30 % of Total Research Score			212.01
	Total Score of 5(b) + 6		70	157
	Capped Score of 5(b) + 6		69	157
	FINAL OBTAINED SCORE (API)			706.7



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API NON-TEACHING STAFF

SHRI SHANKARACHARYA MAHAVIDYALAYA, JUNWANI BHILAI
PERFORMANCE APPRAISAL REPORT FOR NON-ACADEMIC STAFF

ACADEMIC YEAR-

SECTION-I

Basic Information

1. NAME OF EMPLOYEE: - GOKUL PRASAD SAHU
कर्मचारी का नाम
2. NAME OF THE DEPARTMENT: Computer Science
विभाग का नाम
3. DESIGNATION: Computer Operator
पद
4. DATE OF THE APPOINTMENT: 26/02/2007
नियुक्ति की तिथि

SECTION- II

SELF-APPRAISAL

1. Training Programme attended: प्रशिक्षण कार्यक्रम में भाग लेने का विवरण :

DATE FROM (दिनांक से)	DATE TO (दिनांक तक)	INSTITUTE (संस्थान)	SUBJECT (विषय)
25th August 23	1st Sep. 2023	Technology and office mang.	Technology and office
		AIU - Avinashili -ngam Institute	management Programme

2. Brief description of duties: objectives of the position you hold and task you are required to perform कर्तव्यों का संक्षेप विवरण : आपकी वह स्थिति और कार्य जिसे आप कर रहे हैं के उद्देश्य को बताइए ?

कामसिमीन पत्र लेखना, मसूविद्यालयीय संबंधी
उमरा पत्रों का संकलन, पुरानी काय. EPFO
काय, LSAIT काम, वेबL डिजाइनिंग, सर्टीफिकेट
डिजाइनिंग,



3. Please report your significance accomplishments during the period of report.

कृपया कार्य अवधि के दौरान आपकी महत्वपूर्ण उपलब्धियों का विवरण प्रस्तुत करें :

S.No. क्रमांक	ACTIVITY & ACCOMPLISHMENT गतिविधि एवं उपलब्धि
1	Best Employee Award



4. Please indicate almost three specific areas in which you feel the need to upgrade your skill. अपने आपमें किन कौशल को विकसित करना चाहते हैं। कृपया तीन बिन्दुओं में स्पष्ट करें :

S.No. क्रमांक	AREAS OF IMPROVEMENT REQUIRED महत्वपूर्ण क्षेत्र
1	Designing work
2	Computer Networking
3	Corel Designing work


SIGNATURE OF THE EMPLOYEE
कर्मचारी का हस्ताक्षर

**SECTION-III
ASSESSMENT BY AUTHORITY**

1. Review Authority

अधिकारियों की समीक्षा

AUTHORITY अधिकार	NAME & DESIGNATION नाम एवं पद	ASSESSMENT DURATION मूल्यांकन की अवधि
Personnel Dept.	Dr. Subhash Anand HR Head	

2. Assessment of work output (कार्य क्षमता का मूल्यांकन)

S.No.	ACTIVITY गतिविधियां	REVIEWING AUTHORITY अधिकारियों की समीक्षा
1.	Delivery of Job Function कार्य भार निष्पादन का विवरण	Satisfactorily assured.
2.	Quality of output गुणवत्तापूर्ण कार्य	Better and timely
3.	Accomplishment of extra ordinary work कार्य दायित्वो की समाप्ति की क्षमता	Able to work in stressful atmosphere.
4.	Ability to follow work items कार्य पद का पालन करने की क्षमता	Good
5.	Communication Skill संचार कौशल में दक्षता	Good

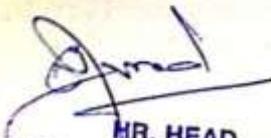
3. Assessment of Personal Attributes (व्यक्तिगत विशेषता का मूल्यांकन)

S.No.	ACTIVITY गतिविधियां	REVIEWING AUTHORITY अधिकारियों की समीक्षा
1.	Obedience आज्ञाकारी	Always obedient to the Administration.
2.	Attitude to work काम करने का तरीका	Positive Attitude
3.	Sense of Responsibility जिम्मेदारी की भावना	Self created sense independent & responsibility
4.	Inter-personal relation and Emotional Stability	Better

	पारस्परिक संबंध और भावनात्मक स्थिरता	
5.	Discipline and Conduct अनुशासन और आचरण	Seriously followed
6.	Punctuality समय की पाबंदी	Good
7.	Ability to priorities work. प्राथमिकता से कार्य करने की क्षमता	Efforts made to prioritize work for better results
8.	Initiative कार्य में पहल करने की क्षमता	Competent enough
9.	Co-ordination ability. समन्वय की क्षमता	Good
10.	Team-spirit. टीम भावना	Good

4. Assessment of functional competency (कार्यालय क्षमता का मूल्यांकन)

S.No.	ACTIVITY गतिविधियाँ	REVIEWING AUTHORITY अधिकारियों की समीक्षा
1.	Knowledge of rules/procedure/IT skills नियमों की जानकारी / कार्य प्रणाली/तकीनीकी एवं कौशल विकास का ज्ञान	Continuously seeking for improvement in contemporary scenarios.
2.	Ability & Extent of citing precedent and specific rules in notes पत्रों एवं विशिष्ट नियमों के आधार पर कार्य उपयोगिता एवं सीमा	Useful for the institution based on proper evaluation
3.	Skill of noting & Drafting पत्र और लेखन कार्य का कौशल	Skilled
4.	Skill of record classification अभिलेखों के वर्गीकरण में कौशल	Skilled
5.	Ability to use computer in office work कार्यालय के कार्य में कंप्यूटर का उपयोग करने की क्षमता	Effective contribution in all computer related works.


HR, HEAD
 Shri Shankaracharya Manavidyalaya
 Juhwani, Bhilai (C.G.)



SHRI SHANKARACHARYA MAHAVIDYALAYA, JUNWANI BHILAI

PERFORMANCE APPRAISAL REPORT FOR NON-ACADEMIC STAFF

ACADEMIC YEAR-

SECTION-1

Basic Information

1. NAME OF EMPLOYEE: TORAN LAL DEWANGAN
कर्मचारी का नाम
2. NAME OF THE DEPARTMENT: Computer Science
विभाग का नाम
3. DESIGNATION: Computer operator
पद
4. DATE OF THE APPOINTMENT: 25/05/2000
नियुक्ति की तिथि

SECTION- II

SELF-APPRAISAL

1. Training Programme attended: प्रशिक्षण कार्यक्रम में भाग लेने का विवरण :

DATE FROM (दिनांक से)	DATE TO (दिनांक तक)	INSTITUTE (संस्थान)	SUBJECT (विषय)

2. Brief description of duties: objectives of the position you hold and task you are required to perform कर्तव्यों का संक्षेप विवरण : आपकी वह स्थिति और कार्य जिसे आप कर रहे हैं के उद्देश्यों को बताइए ?

कार्यालयीन पत्र बनाना, पत्र संयोजन महाविद्यालय
संबंधी प्रमाण पत्रों का संकलन, परीक्षा कार्य,
वेबसाइट संबंधी कार्य



3. Please report your significance accomplishments during the period of report.

कृपया कार्य अवधि के दौरान आपकी महत्वपूर्ण उपलब्धियों का विवरण प्रस्तुत करें :

S.No. क्रमांक	ACTIVITY & ACCOMPLISHMENT गतिविधि एवं उपलब्धि
①	Best Employee Award.

4. Please indicate almost three specific areas in which you feel the need to upgrade your skill. अपने आपमें किन कौशल को विकसित करना चाहते हैं। कृपया तीन बिन्दुओं में स्पष्ट करें :

S.No. क्रमांक	AREAS OF IMPROVEMENT REQUIRED महत्वपूर्ण क्षेत्र
①	वेकटा संवेदी कार्य
②	डिप्लोमा निगम संवेदी कार्य
③	मेटरिंग (कंप्यूटर) संवेदी कार्य

SIGNATURE OF THE EMPLOYEE

कर्मचारी का हस्ताक्षर



**SECTION-III
ASSESSMENT BY AUTHORITY**

1. Review Authority
अधिकारियों की समीक्षा

AUTHORITY अधिकार	NAME & DESIGNATION नाम एवं पद	ASSESSMENT DURATION मूल्यांकन की अवधि
Personnel Dept	Dr. Subhojit Ghoshal HR Head	

2. Assessment of work output (कार्य क्षमता का मूल्यांकन)

S.No.	ACTIVITY गतिविधियाँ	REVIEWING AUTHORITY अधिकारियों की समीक्षा
1.	Delivery of Job Function कार्य भार निष्पादन का विवरण	Delivery of job assignments are satisfactory.
2.	Quality of output गुणवत्तापूर्ण कार्य	Quality of output always generate fruitful results.
3.	Accomplishment of extra ordinary work कार्य दायित्वों की समाप्ति की क्षमता	No reluctance found in performing extra-ordinary duties given.
4.	Ability to follow work items कार्य पद का पालन करने की क्षमता	Appropriately eligible to cope up with job exigencies.
5.	Communication Skill संचार कौशल में दक्षता	Communication skill is remarkable.

3. Assessment of Personal Attributes (व्यक्तिगत विशेषता का मूल्यांकन)

S.No.	ACTIVITY गतिविधियाँ	REVIEWING AUTHORITY अधिकारियों की समीक्षा
1.	Obedience आज्ञाकारी	Utmost
2.	Attitude to work काम करने का तरीका	Impressive
3.	Sense of Responsibility जिम्मेदारी की भावना	Complete Sense of Responsibility
4.	Inter-personal relation and Emotional Stability	Upto the mark



	पारस्परिक संबंध और भावनात्मक स्थिरता	
5.	Discipline and Conduct अनुशासन और आचरण	Good
6.	Punctuality समय की पाबंदी	Perfect
7.	Ability to priorities work. प्राथमिकता से कार्य करने की क्षमता	Quite appreciable
8.	Initiative कार्य में पहल करने की क्षमता	Constructive
9.	Co-ordination ability. समन्वय की क्षमता	Best of
10.	Team-spirit. टीम भावना	Full with sportsman spirit

4. Assessment of functional competency (कार्यात्मक क्षमता का मूल्यांकन)

S.No.	ACTIVITY गतिविधियाँ	REVIEWING AUTHORITY अधिकारियों की समीक्षा
1.	Knowledge of rules/procedure/IT skills नियमों की जानकारी / कार्य प्रणाली/ तकनीकी एवं कौशल विकास का ज्ञान	Significant knowledge of rules etc.
2.	Ability & Extent of citing precedent and specific rules in notes पत्रों एवं विशिष्ट नियमों के आधार पर कार्य उपयोगिता एवं सीमा	Completely aware and always try to excel.
3.	Skill of noting & Drafting पत्र और लेखन कार्य का कौशल	Good
4.	Skill of record classification अभिलेखों के वर्गीकरण में कौशल	Good
5.	Ability to use computer in office work कार्यालय के कार्य में कंप्यूटर का उपयोग करने की क्षमता	At the best level


HR HEAD
 Shri Shankracharya Manavidyalaya
 Junwani, Bhilai (C.G.)

