Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary Prof. Chakor A. Mehta Principal

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Sr.No	Description of Documents
01	Appraisal form
02	Effective Welfare measures

1

VISHNU WAMAN THAKUR CHARITABLE TRUST PERFORMANCE APPRAISAL-TEACHING STAFF (For Academic Year 2022-23)

PERFORMANCE APPRAISAL-TEACHING STAFF (FOF Academic rea	1202223
Name of Institute: VIVA School of Architectus	e Virar
Name of Employee: Nayana Vishal Raut.	
	. CEnvirion mental Architec
Department: Architecture Date of Joining: 01/10/2	2012
Total Experience: 10 U%	10 months at VS&A.
Date of Birth: VA Day 16 C Fmail ID: Nova Anavisha	Iraut @vivaarch.org
Mobile No: 9987786165 Email ID: <u>May anavisha</u>	.eff
HOD's Name: Prof. Chakor A. Mehta	
SELF APPRAISAL	
1. Describe your role and responsibility as faculty. Inculcating research culture to make for and confident personel in analyzing and sy to innovation. Taking Ownership of all the college related the efficiently. 2. List out Strengths. Sincerety & wholeheartedness. Project Management. Co-ordination with all the staff and the staff and support.	ed work and doing
3. List out the areas that you need to improve upon. - Handling multiple responsibilities es	Miciently.
- Handling multiple responsibilitées e	11 12 12 12 12 12 12 12 12 12 12 12 12 1
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	11/4/1/01/10
	V WWW



4. KINDLY RATE YOURSELF/ OR THE FACULTY IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

	P	ROFESSIONA		(E)
BROAD CRITERIA	SPECIFIC THEMES	Outstanding (5) Very Good (4) Average (3) Fair (2) Needs Improvement (1)		
	¥	SELF APPRAISAL	APPRAISAL BY HOD/ PRINCIPAL	REMARKS
CLASSROOM FEACHING AND	Structuring of the lesson	4	4	
PRACTICES	Quality of Communication	4	4	
	Voice Modulation	4	4	
	Innovation and Creativity	4	4	
	Board Work	4	4	Ratings have
	Use of technology and other teaching aids	5	4	been Given
; · ; · ; · ; · ; · ;	Clarification of doubts	5	- 4	on the pasis
	Syllabus completion	.5	4	o performence
	Classroom Management Style	4	A	and experien
·	Attendance & Punctuality	5	4	Ollin 1
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Regularity of submission of lesson plans/ year plans	5	4	Staff
	Quality of the lesson planning	4	A	menhoer
	Correction Work (notes and test)	4	4	
EXAMINATION/ EVALUATION	Types of duties allotted	4	4	
RESPONSIBILITIES REMEDIAL	Execution of Duty Type of remedial work	5	4	
RESPONSIBILITIES	done by the faculty Schedule of remedial	5	4	
STUDENT CENTERED	work Involvement with	5	A	
PRACTICES	mentoring of students Involvement with		1	a d 111 10 ~
	emotional supportive activities	5	4	MUNICIPAL
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities	5	4 Pi	Principal
37	Quality of execution of work	4	A VIVA	School of Architecte



COLLABORATION	Ability to work in teams	4	1	
	Relationship with Peers	4	4	
CO-CURRICULAR AND EXTRA - CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken	4	4	
	Schedule of the responsibilities	4	4	- 0

5. Short term course/seminar/workshop/conference attended during the AY 2022-2023
5. Short term course/seminar/workshop/conference attended during and
TO AC CLIPPET - 5 days short
(10 be) med in by Employee) the NAC Documents - I The Clark
- treparts and uproducting the startestor
- 1 lot panling and on a ntellectual troperty states in the
Varional artifle warrish and a section of the secti
mologim be education. (2" Hug 5" Hug. 2011)
5. Short term course/seminar/workshop/conference attended during the AT 2022-2023 (To be filled in by Employee) (Attach List) - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading NAAC Documents - IRAC cluster - 5 days short - Preparing and uploading and uploading and up
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- National Education Tolley
- Approaches to Theoris Orientation & Dissertation at Undergraduate level - 21
A DISSEPTED ON TO SEPTED ON TO DE STON NOV 2012
- Approached to Theory or entaging
6. E-journals/Text Books/Other Materials referred apart from Text Books
6. E-Journals/ Text Books/ Chief I. Lieb
(To be filled in by Employee) (Attach List)
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TK. hub, Shodhganga, Science-direct, Academia-for Rostarch - Mannuals of Architectural Practices by CoA.
1K. nun orwania, odieta ante
D. D. C. A. D. C. D.
Manager of Anchitectural Tractices by Got
- Jagninger Do Maria

7. Papers published in journals in Even/Odd semesters (Journal name, Title of Paper, Year of Publication, Page, etc) (To be filled in by Employee) (Attach List)

- Book co-authored with fifthyr. Audusts on' Climate Responsive

Architecture - Vol. 2" in May 2023 - Publisher - VIVA school of Architecture

- Research papers co-ruthored with Sem-4 (Architecture)

8. Papers presented in conference (Name of Conference, Title of Paper, Date, etc) (To be filled in by Employee) (Attach List)

- Registered for Agrichkar Research Convertion by University of

OF ARCON

Result of your Subjects/Semester/B	ranch		
o be filled in by Employee)		· Sem IX - Environmental &	Fudies-too"
I Machitectural Des 8	1-1-(104,	· Sem IX - Professional Pra	efice - 851
em-IX: Design Dissertation	n- 100%.	· Sem 12 - 10012381112	2. & Data
en-12. Deer ov	m = 854.	· Sem X - Architectured 1	ep. a sterry
em X. Dest gn Dissertation	77 - 0-1:		
9 a C M	To he	filled in by Employee)	
0.Contribution towards Departmen	t & Institute (10 bc)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	11 . 710 Mai	rge, Tour Incharge, Aco al Head, Mass class. I	ademic
Working as an Examine	tion the cha	1 in 1 char class -I	ncharge,
Committee Head, Grivie	nce Repropess	al Head, when	114
NAAC committee men	ber etc.		
		C	
11. Please suggest suitable training	s to enhance your j	ob performance.	HOD Approval
	Approval (Yes or No)	Technical Trainings	(Yes or No)
Soft Skills Trainings	(Yes of 140)	Revit advance	Later
		Kent advance	
	3		
	.,,		
12. Suggestions if any (To be filled i	n by Employee)		
	1 N	re need to be adopted in	ed.
- Examination Resu	ets softwa	d wi-fi or intermed is addressed	cregularity
- Contineus Dower	failure an	WI-TI OF MICHAEL	7
(a - Di atuntions)	need to be	addressedr	1 1 1-0
L (Or Thursein)	Parilly for 8	addressed r students and staff need	1 40 000
- Emergency Travel	face in g		
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H & LL AA	Hnn an my	regular in (ne ments).	11 44.00
as this # is affec	119 111	0, 1, 1	-HA 1/1/11
- Salary Kevisim a still pending - I as this #is affect and as loss of	5 yrs. increm	nents. Kindly lede into 4 approvals need to	The ma

HOD's Remarks	Nayona V. Raut - Associate Professor
N. A-	She is the serior most faculty currently
	at Architedur. Nayana is found to
	be sineine, hondworking and committeel.
-	However she has elaborated her opinion
PRINCIPAL's Remarks	and suggestions. She needs to improve
	on her deadlines and deliverables on
	time & Effectually dwelop multilasking
	that is key requirement at Serior post
Over all.	: Dedicated Hardwerking and committed
	Taut 10023 staff member.
Employee Signature:	News of the second
HOD's Signature:	α A M α α α

Prof. Chakor A. Mehta Principal VIVA School of Architecture New Building, VIVA Campus, Shirgaon Virar East,

District Palghar, Pin Code 401303

Prof. Chakor A. Mehta
Principal
VIVA School of Architecture

25 07 2023.



Principal's Signature:



VISHNU WAMAN THAKUR CHARITABLE TRUST PERFORMANCE APPRAISAL-TEACHING STAF

TEACHING STAFF (FOr Academic Year 2021-22)
Name of Institute: VIVA SCHOOL OF ARCHITECTURE
Name of Employee: Prof. Nayana Vishal Raut.
Designation: Associate Professor Qualification: M. Arch. (Environmental Architecture)
Date of Joining P1 //012010
Mobile No: 9307294327 Email ID: nayang vishal raut @ vivaarch org
Mobile No: 9307294327 Email ID: navana vishalraut @ vivaarch: 0ra
HVD V Name.
Vice Principal: Prof. Ritesh Agrawal. Principal: Buf. Chakor A. Mehlo
SELF APPRAISAL
1. Describe your role and responsibility as faculty.

1. Describe your role and responsibility as faculty.
- Horizontal and vertical integration of all the subjects and developing
Teaching pedagogy for the same.
- Working as an Enamination To-chance
Working in following Comitties: - Woman Dewlopmut Cell, Academic Comittee Internal Complaints Comittee 2. List out Strengths Conducting College Level examinations duties (Junies, Paper, checking - Conducting University exam. duties. Paper setting, etc) - Mentoning Audonts for National and Intunational Confinences and Competitions.
2. List out Strengths Conducting College level examinations duties (Juries, paper, checking
- Mentoring Audonts for National and Intunational conferences and
- Working on Administrative duties such as hooding Gramination
Study Tour-site visite /field visite, Descipline committee work, etc.
3. List out the areas that you need to improve upon.
- Need to improve upon technical subjects like Brilding Construction and Building Services for better bet integration of the subjects mustically form

2ndyr to final Year.

Prof. Chakor A. Mehta Principal

VIVA School of Architecture

KINDLY RATE YOURSELF/ OR THE FACULTY IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

			PROFESSION	AL DUTIES	Martin allowance and Santon and S	
	BROAD CRITERIA	SPECIFIC THEMES	Outstanding (5) Very Good (4) Average (3) Fair (2) Needs Improvement (1)			
			SELF APPRAISAL	APPRAISAL BY HOD/ PRINCIPAL	REMARKS	
	CLASSROOM TEACHING AND	Structuring of the lesson	4	4		
	PRACTICES	Quality of Communication	4	4		
		Voice Modulation	4	4		
		Innovation and Creativity	4	4		
		Board Work	4	4		
		Use of technology and other teaching aids	5	5		
1		Clarification of doubts	5	5		
	OCCUMPNIM ACTION	Syllabus completion	5	5		
		Classroom Management Style	5	5		
		Attendance & Punctuality	5	5		
CC	OOCUMENTATION CONNECTED TO ACADEMIC WORK	Regularity of submission of lesson plans/ year plans	5	5		
		Quality of the lesson planning	4	4		
ļ.,		Correction Work (notes and test)	5	5		
E	XAMINATION/ VALUATION ESPONSIBILITIES	Types of duties allotted Execution of Duty	4	5		
R	EMEDIAL	Type of remedial work	4	5		
K	ESPONSIBILITIES	Schedule of remedial	4	7		
	UDENT CENTERED ACTICES	Involvement with mentoring of students	4	4	The second secon	
		Involvement with emotional supportive activities	4	4	alkulula	
	VOLVEMENT AND NGAGEMENT	Readiness in accepting responsibilities	4	4 Prof.	Chakor A. Mehta	
		Quality of execution of work	4	VIVA Sch	Principal ool of Architecture	

LABORATION	Ability to work in teams	4	4	
	Relationship with Peers	4	4	THE STATE OF THE S
CO-CURRICULAR AND EXTRA - CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken	4	4	THE PARTY OF THE P
	Schedule of the responsibilities	4	4	

	5. Short term course/seminar/workshop/conference attended during the AY 2021-2022 (To be filled in by Employee)(Attach List)
1)	Short Term Course - International Short Term Course on Design Thinking Duration
2	Quality Improvement Bogramme a) Employing Unban Planning Brospects in Architecture Design Studios: Towards Livable Studies b) Green Buildings: The GRIHA Way c) Workshop on "Evergy Conscious Building"
ĺ	6. E-journals/Text Books/Other Materials referred apart from Text Books (To be filled in by Employee) (Attach List)
,	> Building Construction - Journal of Construction Engineering and Managemy- - Journal of Earthquake Engineering.
,	Deviloling Construction - Journal of Construction Engineering and Managemut- Journal of Earthquake Engineering. - International Journal for Research Trends and Innovation Shodhganga-com, K-Hub, Scopus indexed Journals. - Johnnal of Building Penformance Simulation
tann	- Junal of Anchitectural Science Association.
	7. Papers published in journals in Even/Odd semesters (Journal name, Title of Paper, Year of Publication, Page, etc) (To be filled in by Employee)(Attach List)
	Attehntectural Science Association (ANZASCA), Assessment of Decentralized wastewater
7	Treatment Systems on Net Zeno Approach for High Desity Residential Building in
1	Juntarianal Research Journal of Advanced Science Hub (Volume 03, Jusque Ja e-ISSN: 2582-4376 open access: Paper 7: Hed - Assessment of Water Rower Potent of Wastewater Treadment Systems Used in Mymbri B. Papers presented in conference (Name of Conference, Title of Paper, Date, etc)
	To be filled in by Employee)(Attach List)
1	· 53 dInternational Conference of Architectural Science Association (ANZASCA)
	Paper - Assessment of Decentralized wastewater Treatment Systems
	held on 27th Nov. 2019 at IIT Rurkee. Paper - Assessment of Decentralized was tender Treatment Systems on Net zero apprarch for High Dennity Regidential Buildings in Mumbri.

2. International Conference on Engineering, Science, Technology (ICEST 20. online held on 9th to 10th Jan. 2021, Coimbtone, India.

Paper - Assessment of Water reuse potential of wastewater Treatment System, used in Mumber 105490.

Prof. Chakor A. Mehta Principal

VIVA School of Architecture

Q Popult - 5		¥	
9. Result of your Subjects/Semes (To be filled in by Employee)	ster/Branch		
Charles of the			
Subjects True ht (1862) 1. Res 1) Semestir 1: EVS 93.2 2) Sem-VI - Building Const. 100 2) Sem-VI - Building Services 10 4) Sem-VI - Arch. Rep & Det. 100	rult	Subject Taught 7. Re	A 11
2> Sem-VT - Building (n.t. 10)	3 / Cintennal sessi	ma) Subjects Taught Y. Re	suit
8 Sem-VI- Building Cension 10	y. (Int. Sessima	(1) Semester - X 100.	/
4> Sem-VI - Arch. Rep & Det. 100	1. (Tal sessiona	1) Semestar -X	
/	1. CINTISERI MA	Seriestix - IX	1770
10 Contribution t		=> Environmental studies - 94	.11.1
10.Contribution towards Departn	nent & Institute (To	be filled in by Employee)	
- Working as as a	mah. 1	In-charge harge for fourth Yn B. Acch	-
a) an e	namination	In-charge	
- Working as an Aco	domic To	10000	
- C1-W1: - C	coerac in-c	hange for Househ Yn B. Auch	1-
Establishing Envix	mmental lo	ch.	
0			
11. Please suggest suitable training	rs to enhance	. 1	
I .	HOD HOD	Job performance.	
Soft Skills Trainings	Approval	Talian	HOD
	(Yes or No)	Technical Trainings	Approval (Yes or No
		Ta' II I I I I I I I I I I I I I I I I I	1 (103 0) 110
		To affend COA Trachers	1400
		7 2	1
		Training Bogramme	
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12 6			7000 7000
12. Suggestions if any (To be filled in E	y Employee)		
	and the same of th		
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13(W)	VA SI	Prof. Chakor A. Mehta	
	S	Chakur A. Mehta	
		VIVA School School	
	The state of the s	VIVA School of Architecture	

HOD's Remarks				
Prof. Nayane working.	2. b Commi	tted, since	ere and	harel-
She is d	edicated to	her work	cand in	nst i Tute
PRINCIPAL'S Remarks NOYONA RO Cholicated (aut, Associa and hand we attement u	iti Professor nking faci	has been colling. Ap	n sincere

Employee Signature:

Vice Principal's Signature:

Principal's Signature:

Prof. Chakor A. Mehta Principal VIVA School of Architecture



PROF. CHAKOR A. MEHTA I/C. PRINCIPAL VIVA SCHOOL OF ARCHITECTURE VIVA CAMPUS, SHIRGAON, VIRAR EAST, PIN CODE 401305



	Name of Institute: VIVA 8 Chool of Architecture
	Name of Employee: Mrs. Sangita 8. Naik Ouglification: M.A.
	Date of Birth: 25 061 1973 Total Experience: 21 4x5
	Mobile No: 9767417112 Email ID: Sangitanal & Wivadron
1:3	-! YAUA Z VALIA G
	LATE IN THE SELF APPRAISAL
Lack.	Role as on Fy B. Arch Admission Process, All admin of Pole as on Fy B. Arch Admission Process, All admin of Pole as to documention of DTE, ARA, FRA, Achiliation, and all the action of the second of
Fact of	realeted to-documention of DIE, HRIT TETT OF all Exemply approved work maintening including filing of all Exemply document. Preparing and uploading ASHIE 2 Student on correspondance and documentain with department, all we correspondence and documentain with department, all we correspondence and documentain with department.
Real P	realeted to-documention of DIE, HRIT Thing of all Exemple approved work maintening including filling of all Exemple document. Preparing and uploading ASHIE 2 Student on correspondance and documentain with department, all wo 2. List out Strengths. responsibility of office supertendent.
Leed	realeted to documention of DTE, ARA, FRA, Ashiliation, realeted to documention of DTE, ARA, FRA, Ashiliation, realisted the proposed of the proposed of the proposed of the department, and we correspondence and documentation with department, and we correspondence and documentation with department, and we contendent. List out Strengths. responsibility of other sweetendent. Hardworking Q. Sincere.
rest	rediesed to do cumention of DIE, HRM reing of all Exemple approved work maintening including filling of all Exemple do cument preparing and uploading ASHIE 28 tudent on correspondence and documentain with department, all we 2. List out Strengths. responsibility of other sweethendent. Hardworking Q: Sincere. Hardworking Q: Sincere. Need to we my English Communication Skill Smore my English Communication Skill
rest.	rediesed to do cumention of DIE, HRM reing of all Exemple Approval work maintaking including filling of all Exemple do cument preparing and uploading ASHIE 28 tudent on correspondence and documentain with department, all we 2. List out Strengths. responsibility of othere sweetendent. Herdworking a: Sincere. Herdworking a: Sincere. Need to we my English Communication Skill Improve my English Communication Skill

4. KINDLY RATE IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

Rating: Outstanding (5), Very Good (4), Average (3), Fair (2), Needs Improvement (1)

CATEGORY	SELF RATING	HOD's RATING	REMARKS
Attendance/Punctuality (उपस्थिती/वक्तशीरपणा)	T	5	and and any operation of the state of the st
Quality of Work (कामाची गुणवत्ता)	5	4	
Productivity (उत्पादकता)	ъ. Ц.	4 ,	
Professionalism (व्यावसायिकता)	Ц	4	
Meeting Work Deadlines (बैठक कामाची अंतिम मुदत)	5	5	Ralings house been
Technical Job Skills (तांत्रिक नोकरी कौशल्पे)	3	2	given on the
Document/Data Management (कुमादपत्र/हेटा व्यवस्थापन)	5	5	basis of performance
Reliability (विश्वसनीपता)	1 1 5	5	and coepeneme
Initiative (Usite)	STEP ATT		of the retail
Teamwork (टीमवर्क)	, 5,	A	member
Communication with Students/Parents (विद्यार्थी/पालकांशी संवाद)		/A/	
Communication with Colleagues (सहकाऱ्यांशी संवाद)	5	4.	4.5006.000
Discipline (श्रिस्त)	1 4	A .	NA AND

(To be filled in by the employee)

5. Please indicate the external/internal factors that aided the performance of your job:

Regular motivation and encouragement from principal
regarding betterment of admin work and whotamt
guidance for good performance.

bruiding and mentoning admin start for any

distiluties during their work.



Prof. Chakor A. Mehta Principal

VIVA School of Architecture



6. Any difficulties / obstacles that hindered your performance:

Due to power failure and poor intermet connection many a times whole days work gets post poned and miss deadlines and computer desktop goes dead.

LAND OF SMILLING LAND WILLIAM	to the last the second
7. What do you like and dislike about working for the	Institute/School/College:
LIVE WINESPIRED AND IN	
17 Halfful management compited	distransport Basissis
and Principal	1 1 1 1 4 ms 10 14 . FACILHES
2) College Environment	2) confeen Facility
3) supportive state members!	Les of the state o

8. Contribution towards Department & Institute: () 1) Condinations with DTE whiversity of mumber, ABALERA 2) providing an reports downents and other requirement to Higher enthorities.

9. Please Angles variable trainings	HOD's Approval (Yes or No)	Technical Trainings	HOD's Approval (Yes or No)
chenyny son sel	11. 405		
·	or independent		
ons.	CA School of A chiled by Building, Vive Car-		

District Palghar, Pro. Code 401303

10. Suggestions if any (To be filled in by Employee)

This is exportanity is being taken to drawn kind astention on complition at 2142 service end a humble accoundialy may please be considred.



Principal VIVA School of Architecture

Discorsed with the staff member and also noted the oberservation and congestions for important and betterment of smooth functions.

PRINCIPAL'S Remarks

Requisted for consideration of his long sent and salary anorthogy. The mentioned distribution in work due to regular powerfacture and irregular internet constitute. Overall - hardworking and sture staff.

Employee Signature: Shulk

HOD's Signature: - N.A.

Principal's Signature:

Allling 23.

Prof. Chakor A. Mehta Principal VIVA School of Architecture. New Building, VIVA Campus, Shirgaon Virar East, District Palghar, Pin Code 401303





Prof. Chakor A. Mehta
Principal

V 131114 17
PURFORMANCE APPRAISAL-NON TEACHING STAFF (FOR ACADEMIC YEAR 2021-22)
Name of Institute: VIVA School of Architecture
Name of Employee: mrs. Sangita 8. Neik
Name of Employee: MYS. Serrigita S. A.
Designation: Qualification: M·A. Qualification: M·A.
Department: Architecture Date of Joining: 21/06/2002
Date of Birth: 25 06 16973 Total Experience: 20
Mobile No: 9767 H17 1/2 Email ID: Sangitanaix 10 1
Mobile No: 9767H17112 Email ID: Sangitanaik Q vivaench. org
SELF APPRAISAL
D B MAR
1. Describe your role and responsibility as Employee.
a Almin Drocess E. y BiArd All activity
1 Later and the DTE ARH FRA HEADER
a construction of contractions
exercing and upleading UC, ASHIE & Student on voll, Correspond
Preparing and uploading UC. ASHIE & Student on roll, Correspond dolumention with department, all work responsibility of and dolumention with department, all work responsibility of superitendent
2 List out Strengths.
Hardwarking & sincere
that you need to improve upon.
3. List out the areas that you need to improve upon. Imprave my English Communication Skill
and writting skills
· XI WILLIAM
Prof. Chakor A. Mehta
Principal



VIVA School of Architecture

4. KINDLY RATE IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

Rating: Outstanding (5), Very Good (4), Average (3), Fair (2), Needs Improvement (1)

CATEGORY	SELF RATING	HOD's RATING	REMARKS
Attendance/Punctuality (उपस्थिती/वक्तशीरपणा)	5	5	
Juality of Work कामाची गुणवत्ता)	4	4	
?roductivity उत्पादकता)	H	4	Verified and
'r ofessionalism व्यावसायिकता)	14	4	U I
Meeting Work Deadlines (बैठक कामाची अंतिम मुदत)	1-4	4	confirmed on
Feelinical Job Skills (तांत्रिक नोकरी कौशल्पे)	3	3	In bass of
Document/Data Management (कागदपत्र/डेटा व्यवस्थापन)	5	5	berdomanie of
ikeliability (विश्वसनीयता)	5	5	Tendor Marion
निर्मातार्थे (पुडाकार)	Н	4	undividual sta
Teamwork (टीमवर्क)	5	5	
Communication with Stadents/Parents (विद्यार्थी/पालकांशी संवाद)	5	4	
Communication with Colleagues (सहकाऱ्यांशी संवाद)	E	5	
Discipline (शिस्त)	14	4	

(To be filled in by the employee)

5. Please indicate the external/internal factors that aided the performance of your job:

Regular motivation and encouragement from Principal

Regular motivation and encouragement from Principal

Regular motivation and encouragement from Constant guidence

Rear good performance

Cruding and mentoring admin staff for any diccial ties

during their work.



6. Any difficulties / obstacles that hindered your performance: Que to Power failure and Poor internet connection many a times whole days work gets post poned and miss deadlines and computer desktop goes dead

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8. Contribution towards Department & Institute:

- 1) Cordinations with DTC, university or mumbal, ARA, FRA
- 2) Providing all reports documents and other requirement to Mighes athorities

9. Please suggest suitable trainings to enhance your job performance.

9. Please suggest suitable trainings to o Soft Skills Trainings	HOD's Approval (Yes or No)	Technical Trainings
Communication Skill	Yes.	
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10. Suggestions if any (To be filled in by Employee)

This is apportunity is being taken to drawn kind attention on complition at 20 yrs my service and a humble request for revision of muy 816 026 De linsidrec.



HOD's Remarks	
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PRINCIPAL's Remarks	Personal
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Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary Prof. Chakor A. Mehta Principal

6.3.1 The institution has effective welfare measures and performance Appraisal system for teaching and non-teaching staff.

All the teachers as well as Administration staff and Principal Sir is provided with adequate ICT facilities, such as Projector arrangement, dedicated Laptops/Computers and wi-fi facility for seamlessly carrying out all the administration related and teaching related works.

Faculty staff room:









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Projector facility for the faculties:



Festive celebration:



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Prof. Chakor A. Mehta
Principal
VIVA School of Architecture



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Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary **Prof. Chakor A. Mehta**Principal







Prof. Chakor A. Mehta
Principal
VIVA School of Architecture



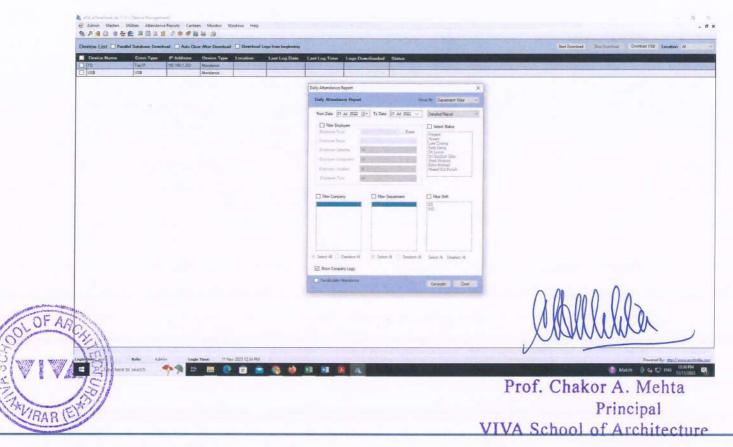


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Bio-Metric:





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Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary Prof. Chakor A. Mehta Principal

CCTV:



Water Purifier:





Prof. Chakor A. Mehta
Principal
VIVA School of Architecture



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Shri. Hitendra V. Thakur President Ms. Aparna P. Thakur Secretary Prof. Chakor A. Mehta Principal

Canteen Facility:





Prof. Chakor A. Mehta Principal

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