APAR- (Annual Performance Appraisal Report)

Employee Code : *431*
Employee Name : *PRITAM CHATTERJEE*
Appraisal Period : *From 01-01-2023 To 31-12-2023*

Evaluation by Employee

1.	Please give an evaluation of the work done by you during the year highlighting achievement of targets, if any, as well as unfinished items of work assignments (i.e. the balance sheet of your performance) with particular reference to the following :
(a).	Contribution to regular work of the organisation including different segments of work.
(b).	Specific contribution in the areas outside the scope of your regular work.
(c).	Important milestones achieved during the year.

Response: I have actively worked and contributed to the organization's daily operations, engaging in diverse tasks across various segments to ensure the smooth functioning of our work. Some of the specific projects are mentioned below.
1. Interview Score Online (ISO): This project was suggested by CR under "Total Digitization" program 2023-24. I was lucky that I was made the team lead of this aspiring project and I started this project with requirement gathering, documentation, application architecture designing and team forming. We identified 4 modules to develop and they are (i) Candidate data Upload by RPG, (ii) Chairman/Expert selection & shuffling, (iii) Score entering by chairman, (iv) ISO dashboard. Requirement gathering from cross functional teams (CR, R&D, TSS) was a big challenge for this project. So, I prepared a high level design document which includes the technical aspects, process flow diagram, process flow descriptions, team formations etc.. After getting approval on this document, we started coding & testing. Apart from monitoring the progress, I actively coded interview marks entering module and ISO status module. After testing the application was deployed in production environment by me. We delivered few successful demonstrations to RRBs, Senior Professor and advisor of IBPS and respective departments. We met all the target dates including production. This project is highly appreciated by IBPS Director sir, Senior Professor and advisor of IBPS, officers of RRBs. This project is a big step towards digitization and minimized manual works. We are working on the version2 of this project which will be used for CRP PO and SPL.
2. Verify Test Center: This is a web based application and it was developed for Application Processing Group(APG). Using this application APG can manage the examination centers effectively and efficiently. Using this application various checking processes are automated. This application has removed the file based record keeping processes.
3. Automated Descriptive Paper Evaluation: I have worked in DP evaluation of CRP_PO_XIII. This application is mainly used for various model evaluation.
4. Scribe Count Dashboard: This is a web based application which shows the scribe registration count. Using this dashboard day wise, post wise scribe registration count can be monitors and scribe images can be downloaded efficiently.
5. Candidate Preference Centre Allotment: This is an ongoing project. This is basically a script based program which will be used by Application Processing Group(APG). This program helps in allocating centers to the candidates based on their preferences and center seat capacity.
6. Contact IBPS-Mail configuration: This is a web based application where mail functionality was enabled which helps in getting enquiries from corporate outsiders.
7. Application Support: Supports and enhancements are provided to various deployed projects in several departments like PO&ON management System, Equipercentile, Quantile, Result processing, Battery Code generation etc..
Important Milestone:
1. Being a part of Digitization of Interview Process and getting appreciation was an important milestone in my career.

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2.	Please indicate problem faced while executing your assignments – system and procedures. Interpersonal relationships, etc.

Response: Some of the issues which I faced during executing my assignments are mentioned below.
1. Technical Sessions: We use various technologies/tools like git, html, tailwind css, Django etc. Technical sessions could be arranged on these technologies during office hours which could help us in upskilling and adopting latest procedures in software development.
2. Lack of transparencies with Admin: Due to the lack of clarity in administrative division's expectations and due to lack of constructive feedbacks, I faced a unfair situation which has effected my mental health. Being a hard working person, it could not affect my work but it has broken me internally. In spite of doing hard work for my organization, getting appreciations of good work and meeting all the expectations of my seniors, I encountered a demotivating situation. This demotivating incident has had repercussions on my overall well-being.

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3.	Please indicate steps taken by you to improve system and procedures,increasing efficiency, etc.

Response:	To improve the system and procedures, which also increase the efficiency, I took below mentioned steps. 1. Design document: After gathering the requirement of any application, design document is prepared where module names, application process flow, technologies to be used, flow diagram etc. are mentioned. This helps is documenting the requirement and providing solution to the requirement. This minimizes the understanding gap and increase the efficiency in software development. 2. API Development: Keeping the security and simplicity of the application process flow in mind, ISO is developed with API. 3. Application Security: A high level Application security is implemented in ISO. 4. Digitize processes: Some of the manual processes are digitized which helps in performing the task effectively and efficiently.
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4.	Please comment on the factors influencing your performance, e.g. assistance and support received from the team working with you, guidance received from Superiors, work environment, etc.
Response:	Please find the factors influencing my performance mentioned below. 1. Guidance and support from my Seniors: My seniors always motivate me to perform the best. They are very supportive in performing my daily work and always guide me in understanding the requirements and delivering my assigned task. 2. My Team - SDG: My team members always pays attention while describing them the requirements and help me in meeting the deadlines of projects. My team members maintain a supportive work environment.
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5.	Any other comments (pertaining to your professional development, personal matters, etc.) that you would like to inform the Institute.
Response:	1. I would like to suggest a formal discussion between the seniors and juniors in a specific interval. Through this discussions, a junior can get a clarity regarding the senior's expectations (the juniors needs to meet) and also the seniors will be able to know the problems which is stopping the junior to meet the expectation. This type of discussions eradicate the misconception, confusion, unnecessary assumptions in a team. 2. It would be great if I am allowed to pursue some short duration technical course on latest technologies, cloud, AI/ML, data analysis. 3. It would be great if some upskilling sessions can be arranged within office premises.
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Submission Date:**9-1-2024**