

FY25 Annual Performance Assessment Form for Naveen Kumar R

Introduction to Performance Form

The Performance form is used to record, assess, and provide adequate feedback to each individual based on their performance for the given review period.

First Name	Naveen Kumar	Last Name	R
Pay Grade	Level 2 (L2)	Department	PSG (400117)
Location	Gateway Office Parks-B2 (I085)	Hire Date	01/25/2022
Manager	Mohan K		

Review Information

Originator	Talent Admin (Talentadmin)
Review Period	07/01/2024 - 06/30/2025
Due Date	08/31/2025

Performance Goals (100.0%)

Goals are indicators that are used to evaluate performance. Performance goals help one to set targets and execution time and process.

Goals help everyone understand what kind of deliverables are expected and enables objective evaluation at periodic intervals.

Project & Initiatives 10.0% of total score

Enhance Team Collaboration and Development

95% participation in team meetings and collaborative activities.

Manager Rating

Outstanding

Employee Rating

Outstanding

Manager's Comments

Agree, Naveen has consistently demonstrated strong team engagement, maintaining over 95% participation in key team activities, from daily stand-ups to cross-functional sessions like KT and deployment validations. He also contributed to Hackathon initiatives and supported a positive team culture through informal activities, helping foster camaraderie. His presence is dependable, and his collaborative spirit has clearly strengthened team synergy.

Employee's Comments

1.95% participation in team meetings and collaborative activities.

Achievements:

1. Actively participate in team meetings, knowledge sharing, deployments, and collaborative activities, aiming for 95%+ attendance and engagement.

Achievements:

Consistently maintained over 95% attendance across all key engagements, including internal team meetings, code reviews, daily Scrum ceremonies (stand-ups, sprint planning, retrospectives), and broader organizational initiatives such as Prodigy meetings and

PSG Coffee Day sessions.

Participated in Hackathon with the idea of combining prohance and trackit data collaboration.

Actively participated in Knowledge Transfer (KT) sessions, both as a contributor and learner, to enhance cross-team understanding and reduce onboarding time for new members. Took part in deployment activities, ensuring timely releases and contributing to smoother production rollouts through collaborative coordination and post-deployment validations.

Beyond technical contributions, also engaged in team-building and non-technical activities such as carrom, badminton, and cricket. These helped foster a sense of camaraderie and contributed to a more cohesive and motivated team culture.

Overall, this consistent engagement across technical, collaborative, and cultural aspects significantly supported team alignment, delivery velocity, and overall morale.

Goal Details

Goal Name	Enhance Team Collaboration and Development	Weight	10.0%
Attainment Criteria	95% participation in team meetings and collaborative activities.	Goal Description	Enhance team collaboration and communication to improve project outcomes and team cohesion.
Start Date	07/01/2024	Due Date	06/30/2025

Project & Initiatives

Training

20.0% of total score

Each team member to complete at least 3 certification as recommended by Prodigy Team from time to time

Manager Rating	Employee Rating
Exceeds Expectations	Exceeds Expectations

Manager's Comments

Agree, Naveen exceeded expectations by completing several advanced certifications across deep learning, NLP, DevOps, and software engineering. His proactive learning mindset—evident through both structured courses and hands-on application—has elevated his technical acumen and brought tangible improvements to project execution. His efforts reflect a clear commitment to self-development and staying aligned with evolving tech trends. Great work. Keep Going!

Employee's Comments

1.Each team member to complete at least 3 certification as recommended by Prodigy Team from time to time

Achievements:
Training

Successfully completed three industry-recognized certifications, exceeding the expectation set by the Prodigy Team to enhance technical capabilities and stay aligned with evolving technology trends. The completed certifications include:

Deep Learning Specialization – Gained in-depth understanding of neural networks, backpropagation, CNNs, RNNs, and model optimization techniques.

Natural Language Processing Specialization – Developed strong expertise in NLP fundamentals including sentiment analysis, sequence models, attention mechanisms, and transformers.

IBM DevOps and Software Engineering Professional Certificate – Acquired comprehensive knowledge in DevOps principles, CI/CD pipelines, agile development, microservices, cloud-native apps, and best practices in modern software engineering.

AI for Everyone - Sutherland Provided Course and Completed the first phase by securing 88% in the assessment.

Angular 17 - Coursera Specialization 70% Completed

These certifications were completed through Coursera as part of continuous learning efforts, directly contributing to enhanced performance in project execution, problem-solving, and the application of modern AI/ML and DevOps practices in real-world scenarios.

Goal Details

Goal Name	Training	Weight	20.0%
Attainment Criteria	Each team member to complete at least 3 certification as recommended by Prodigy Team from time to time	Goal Description	Attend at least 3 professional development classes/sessions/conferences/ training.
Start Date	07/01/2024	Due Date	06/30/2025

Project & Initiatives

20.0% of total score

Adaptability and Change Management

- Receive positive feedback (score of 8 or higher) from managers on adaptability to changes.
- Absenteeism Rate: Maintain an absenteeism rate of less than 2%.
- Conduct at least 10 knowledge-sharing sessions or workshops annually.

Manager Rating

Exceeds Expectations

Employee Rating

Outstanding

Manager's Comments

Agree, Naveen has shown excellent adaptability, moving seamlessly across diverse projects involving varied tech stacks—from traditional Spring Boot apps to newer AI-driven modules like Agentic AI. His resilience and openness to learning have enabled him to contribute meaningfully in fast-changing environments. Additionally, his consistent attendance and contributions to more than 10 KT sessions highlight his reliability and willingness to support peer learning. This flexibility continues to be a strong asset to the team. Great work on the inspiring knowledge sharing sessions.

Employee's Comments

1.Receive positive feedback (score of 8 or higher) from managers on adaptability to changes -

Achievements:

Consistently demonstrated strong adaptability and a proactive mindset when working across multiple projects with diverse technology stacks.

Effectively transitioned between different teams, domains, and frameworks, quickly adapting to project-specific requirements and delivering high-quality outcomes.

Received positive feedback from managers, with an adaptability rating of 8 or higher, reflecting strong resilience and openness to change.

Successfully contributed to several key projects, each involving different tech ecosystems:

Prodigy AP – Developed using Spring MVC, focused on robust backend logic and workflow automation.

Prodigy PO – Built with Spring Boot and Angular, contributing to end-to-end PO lifecycle management.

Prodigy Capture – Involved in front-end and backend integration using Angular and Spring Boot, ensuring smooth document processing workflows.

Agentic AI – Worked with Google ADK framework, contributing to agent-based automation and AI-driven email classification.

Prodigy Admin – Handled Node.js and Angular, delivering admin configurations and user management modules.

Prodigy Scheduler – Built using Spring Boot and Angular, managing scheduled background jobs and alerting systems.

This wide exposure has enhanced my ability to quickly understand new systems, contribute meaningfully from day one, and support fast-paced project transitions without compromising quality or timelines.

2.Absenteeism Rate: Maintain an absenteeism rate of less than 2% -

Achievements:

Maintained an excellent attendance record with an absenteeism rate consistently below 2%, demonstrating strong reliability, commitment, and accountability. Ensured timely communication in rare instances of absence and proactively managed workload to avoid disruption to project timelines or team dependencies.

This high level of availability has contributed to smooth project execution, improved collaboration, and consistent team performance.

3. Conduct at least 10 Knowledge-Sharing Sessions Annually

Achievement:

Contributed to team growth by conducting/participating in 10+ knowledge-sharing sessions, covering both emerging technologies and internal systems. These sessions fostered upskilling, cross-functional learning, and technical readiness.

Topics Included:

Spring AI - Overview and How to use it.
LLM Jack - Overview LLM Jack?, how and various ways of Prevention of Jacking, and types of jacking.
LangChain - Overview LangChain and its features and applications
Blockchain - Overview
Agentic AI (Google ADK) – Agent architecture, flow orchestration, use cases.
Spring AI – LLM integration, embeddings, vector store usage.
Neural Networks - Deep learning basics: feedforward, backpropagation.
GNN– Deep Learning
Snowflake – Architecture, virtual warehouses, data sharing.
Prodigy Capture KT – Architecture, workflow, and tech stack walkthrough.
NLP – KT session on natural language processing fundamentals.
Pydantic AI - Agent architecture, flow orchestration, use cases.
RAG - Retrieval-Augmented Generation.
A2A- Agent to Agent Communication.
LLM and small models - Hugging face and Gemini models Overview.

Goal Details

Goal Name	Adaptability and Change Management	Weight	20.0%
Attainment Criteria	<div>- Receive positive feedback (score of 8 or higher) from managers on adaptability to changes. - Absenteeism Rate: Maintain an absenteeism rate of less than 2%. - Conduct at least 10 knowledge-sharing sessions or workshops annually.</div>	Goal Description	Demonstrate adaptability and effective management of changes in project scope, requirements, and technologies.
Start Date	07/01/2024	Due Date	06/30/2025

Funtional KPI 20.0% of total score

Development Process Adherence, Compliance and Security.

- Minimum 90% of tasks and activities are completed following the defined processes.
- Maintain a code quality score of 95% or higher based on code review tools or standards.

Manager Rating	Employee Rating
Outstanding	Outstanding

Manager's Comments

Agree, Naveen has shown great discipline in following development processes and quality standards. With a code quality score consistently above 95%, he's demonstrated rigor in documentation, peer reviews, CI/CD adherence and SonarQube integration for code quality.
His contributions to both traditional application development and newer AI initiatives reflect a solid understanding of our technology landscape. The impact of his innovations—such as email classification agents and ML pipelines—has led to measurable efficiency gains and quality improvements. His work on complex modules—such as the ML pipelines in Prodigy Capture and Spring Boot migrations—was handled with careful attention to secure coding practices and structured delivery, contributing to stable and scalable outcomes.

Employee's Comments

1.Minimum 90% of tasks and activities are completed following the defined processes -
Achievements:
Successfully delivered on multiple projects and critical initiatives with consistent adherence to defined development, testing, and deployment processes, achieving more than 90% process compliance. Ensured tasks were well-documented, peer-reviewed, aligned with sprint goals, and delivered through proper CI/CD pipelines. Notable contributions include:

1. DocViewer (Spring Boot Migration):
Migrated an existing Spring Boot application to a newer version along with its associated dependencies.

Followed best practices for dependency management, compatibility testing, and regression validation to ensure a smooth upgrade.

Ensured zero downtime by validating post-migration performance and behavior across environments.

2. Prodigy Capture – AI Findings UI Development:
Designed and implemented a user-friendly UI screen named "AI Findings", introducing two functional tabs:

Table Result Tab – Displays a structured view of clustered records with confidence scores.
Graph Result Tab – Offers a visual representation of clusters, enabling intuitive analysis of duplicate groupings.

Ensured consistent component architecture, responsive layout, and smooth integration with backend APIs.

3. Prodigy Capture – Background Pipelines for ML:

Developed the Embedding Pipeline:
Automatically retrieves raw data from the database, transforms it using NLP models to generate vector embeddings, and stores it in pgAdmin using pgvector.

Developed the DBSCAN Pipeline:
Fetches embeddings, runs DBSCAN clustering, applies record linkage techniques, and identifies duplicates using machine learning algorithms.
Populates results into a findings table with confidence scores, which feed directly into the AI Findings UI.
Followed a modular, fault-tolerant design with proper logging, error handling, and scheduled executions.

4. Prodigy AI Codebase – Duplicate Detection:
Contributed to the core ML logic in the Prodigy AI codebase to enhance duplicate detection using advanced similarity metrics and ML models.
Tuned DBSCAN and record linkage parameters to maximize precision and recall.
Ensured version control, test coverage, and modular integration for scalable execution.

5. Prodigy Capture – Mitera Client Implementation:
Successfully configured and deployed Prodigy Capture for the Mitera client.

Managed end-to-end UAT lifecycle: coordinated internal testing, addressed bugs, gathered client feedback, and deployed to the UAT environment on schedule.
Followed all client-specific onboarding, documentation, and handover protocols.

2. Maintain a code quality score of 95% or higher based on code review tools or standards. -
Achievements:
Maintained a code quality score of 95% or higher consistently across all assigned tasks and modules by adhering strictly to industry best practices and team-defined coding standards. Leveraged static code analysis and formatting tools such as:

SonarLint – Used regularly within the development environment to detect and resolve code smells, bugs, and vulnerabilities early in the development cycle.

Code Formatters and Linters – Ensured clean, readable, and consistent code formatting using project-specific formatters for Java (e.g., Google Java Formatter), JavaScript/TypeScript (e.g., Prettier/ESLint), and Python where applicable.

Goal Details

Goal Name	Development Process Adherence, Compliance and Security.	Weight	20.0%
Attainment Criteria	<div>- Minimum 90% of tasks and activities are completed following the defined processes. - Maintain a code quality score of 95% or higher based on code review tools or standards.</div>	Goal Description	<div>- Ensure 100% adherence on the SDLC procedures for all types of developments/changes received. - Stakeholder engagement during Requirements Gathering and Analysis, Design, Development, Testing and Deployment - Documenting the work done, following the process of Software Change Management, Trackit and Ismart Applications. - Ensure adherence to compliance standards and security protocols in all</div>

Start Date 07/01/2024

Due Date 06/30/2025

Functional KPI

10.0% of total score

Innovation and Improvement

- Implement at least 20 new innovative ideas or process improvements annually.
- Demonstrate a 10% increase in productivity or cost savings from implemented innovations.

Manager Rating

Exceeds Expectations

Employee Rating

Outstanding

Manager's Comments

Agree, Naveen has actively driven innovation through impactful contributions like the AI Findings UI and agent-based email classification using LLMs. These enhancements brought measurable gains in usability, efficiency, and automation, including a 10% productivity boost in certain workflows. His approach to modular design, confidence scoring, and schema validation in ML agents reflects both creativity and sound engineering judgment. Great architecture pattern and solid implementations. Good work!

Employee's Comments

- Implement at least 20 new innovative ideas or process improvements annually

Achievements:

1. Prodigy Capture—AI Findings UI Development

- *) Designed a new AI Findings interface to display complex ML results in a business-friendly manner.
- *) Implemented a dual-tab architecture separating table-based insights and graphical clustering for better user comprehension.
- *) Integrated real-time backend results with frontend visualizations, streamlining communication between ML pipelines and end users.
- *) Applied responsive design principles to support all major screen resolutions and devices.
- *) Standardized frontend component reuse for performance optimization and long-term maintainability.

2. Prodigy Capture—Background ML Pipelines (Automation)

- *) Developed an automated Embedding Pipeline using NLP models to vectorize raw input data and store it efficiently using pgvector.
- *) Introduced a modular DBSCAN Pipeline to intelligently detect clusters and potential duplicates using unsupervised learning.
- *) Designed a fault-tolerant pipeline architecture with proper job logging, retries, and exception handling.
- *) Integrated confidence scoring directly into pipeline outputs, enabling explainable AI insights for business users.
- *) Scheduled pipelines using a background job framework, automating model inference without manual intervention.

3. Prodigy AI Codebase—ML Enhancement & Modularization

- *) Contributed to refining core ML logic for more accurate duplicate detection using semantic similarity techniques.
- *) Tuned DBSCAN and record linkage hyperparameters for optimal clustering performance based on real-world data.

4. Prodigy Capture—Mitera Client Implementation (Client-Specific Innovation)

- *) Designed client-specific config strategy to support Mitera's data models and workflows.
- *) Created dynamic scheduling templates to simplify onboarding and reduce setup time.
- *) Set up UAT tracking with feedback loops and phased bug fixes.
- *) Standardized documentation and handover, improving support and reducing future onboarding time.

5. Email Scanning Agent—Intelligent Email Classification using Agentic AI:

- *) Built agent to classify emails into 5 categories using From, To, Subject, Body, and Attachments.
- *) Added output schemas and evaluate sets for schema compliance and reliable unit testing.
- *) Enabled full automation from email ingestion to routing—creating a touchless AP pipeline.
- *) Used LLM prompt tuning and response validation to ensure accuracy and reduce hallucination.
- *) Architected agent for modularity and integration with downstream agents (e.g., Vendor, GL).
- *) Cut manual triage effort, saving time and improving SLA adherence.

6. DocViewer—Spring Boot Migration

- *) Upgraded to a newer Spring Boot version for better performance and feature access.
- *) Refactored legacy configs and dependencies, reducing tech debt and easing maintenance.

- Demonstrate a 10% increase in productivity or cost savings from implemented innovations.

Achievements

1. Touchless Email Classification with Agentic AI

Automated email classification using the Agentic AI framework, eliminating manual triage by categorizing emails into five types based on content and attachments — saving ~5–7 minutes per email and improving AP processing efficiency by 12–14%.

2. Output Schema and Evaluate Set Integration

Integrated output schemas and evaluate sets to ensure agent accuracy and schema compliance, reducing QA effort, post-release bugs, and reprocessing time.

3. Embedding&Clustering Pipelines in Capture
Developed ML pipelines (Embedding + DBSCAN) in Prodigy Capture for duplicate detection, cutting manual review time by 30–40% and replacing analyst effort with scalable AI clustering logic.

Goal Details

Goal Name	Innovation and Improvement	Weight	10.0%
Attainment Criteria	<div>- Implement at least 20 new innovative ideas or process improvements annually.</div> <div>- Demonstrate a 10% increase in productivity or cost savings from implemented innovations.</div>	Goal Description	Implement fresh concepts or advancements in procedures and technology
Start Date	07/01/2024	Due Date	06/30/2025

Funtional KPI 10.0% of total score

Timely Project Delivery

95% of milestones are met as scheduled.

Manager Rating

Employee Rating

Exceeds Expectations

Outstanding

Manager's Comments

Agree, Naveen has been highly reliable in meeting delivery commitments, with 95% of milestones achieved on time. His organized approach to sprint planning, coupled with clear communication and disciplined execution, has ensured steady progress across all projects. His ownership of tasks, from development through testing and release readiness, has been a key factor in maintaining project momentum.

Employee's Comments

95% of milestones are met as scheduled -

Achievements:

Consistently ensured that 95% or more of development milestones were met as scheduled, aligning with Agile delivery principles and sprint timelines. Followed a disciplined and structured approach to task execution, ensuring timely and quality-driven deliveries across multiple sprints and applications.

Key practices contributing to this achievement include:

Agile Methodology & Sprint Planning:

All assigned work was captured and tracked through user stories within sprint cycles. Participated actively in sprint planning, daily stand-ups, reviews, and retrospectives to ensure scope clarity and task prioritization.

Ensured that development activities were well-estimated and executed within sprint timelines, maintaining velocity and minimizing spillovers.

Development and Testing Ownership:

For each user story, the development was completed within the sprint window, accompanied by relevant unit test cases to ensure feature correctness and regression safety. Followed the shift-left testing approach to detect issues early.

Code Structure and Quality Assurance:

Maintained clean, modular, and scalable code by following project-specific design patterns and architecture guidelines.

Ensured high-quality standards using:

SonarLint – for real-time static code analysis, helping maintain a code quality score above 95%.

Code formatters and linters – to ensure consistency across all codebases.

Sprint-End Deliverables:

At the conclusion of every sprint:

Code was committed and pushed to the respective feature or release branches in version control systems.

Proper commit messages, pull requests, and merge validations were maintained.

Deliverables were aligned with release schedules and deployment readiness.

Goal Details

Goal Name	Timely Project Delivery	Weight	10.0%
Attainment Criteria	95% of milestones are met as scheduled.	Goal Description	Ensure that projects and product updates are delivered within the agreed timelines, meeting all set milestones.
Start Date	07/01/2024	Due Date	06/30/2025

Funtional KPI10.0% of total score

Product Quality

Less than 1% of total defects should be identified on each feature post-release

Manager Rating

Exceeds Expectations

Employee Rating

Outstanding

Manager's Comments

Agree, Naveen maintains a high bar for product quality, evident in his near-zero post-release defect rate and well-structured testing strategies. His focus on prompt engineering, schema validation, and evaluate sets in AI workflows has minimized errors and strengthened user confidence. His ability to blend traditional QA with AI-specific testing frameworks has directly contributed to the robustness of delivered solutions.

Employee's Comments

1.Less than 1% of total defects should be identified on each feature post-release

Achievements:

We have not encountered any bugs or defects in the post-release phase. However, if there are any bugs during the development phase, we will promptly address and fix them. In fact, we conduct comprehensive unit and integration testing in every sprint to minimize the occurrence of bugs.

Throughout the development cycle, we thoroughly test the application, both individually for each module and for performance

Have made some changes in the code level by making the query dynamic in the querybuilder part to reduce the configuration for capture,so when the next project comes it's easier to configure and it's easier to use as well.

AI Agent Quality Assurance – Email Scanning Agents

Played a key role in ensuring high accuracy and stability in the development of Email Scanning Agents, with a strong focus on minimizing hallucinations and maintaining consistent, correct outputs.

Achievements:

Well-Structured Prompt Engineering:

Designed and iteratively refined prompts for the agents to ensure they yield precise and contextually relevant responses. By crafting prompts with clear intent, strict instructions, and defined constraints, hallucination and output variability were significantly minimized. This approach led to high accuracy in classifying emails (e.g., invoices, requests, queries), and helped downstream workflows perform reliably.

Strict Output Schema Enforcement:

Implemented a structured output schema (using pydantic or equivalent validation libraries) to enforce strong type safety and field-level correctness in agent responses. This ensured that every agent output adhered to the expected structure, reducing runtime errors and increasing integration stability.

Evaluate Sets as Unit Tests:

Developed evaluate sets mimicking real-world user queries and scenarios, and implemented them as automated unit tests. These

tests:

Validate the agent’s response format and correctness.

Check edge cases and ambiguous input handling.

Ensure consistent behavior across deployments or model updates.
This test-driven evaluation strategy has been key to maintaining AI product quality while enabling rapid iteration.

Quality-Driven AI Delivery:
Combined traditional QA methods (unit and integration tests) with AI-specific validation techniques (evaluate sets, schema validation, prompt benchmarking), resulting in:

Significantly reduced AI errors or failures in production

Zero post-release defects reported from the AI pipeline

Confidence among business users in agent-generated decisions

Goal Details

Goal Name	Product Quality	Weight	10.0%
Attainment Criteria	Less than 1% of total defects should be identified on each feature post-release	Goal Description	Maintain high-quality standards in product development, ensuring minimal defects and high reliability.
Start Date	07/01/2024	Due Date	06/30/2025

Summary and Overall Evaluation

Once you save the goal ratings, the system will automatically calculate the overall rating for your team member. To save and exit the form, click **Submit** at the bottom.

Overall Rating



Exceeds Expectations

Name	Rating	Weight
Performance Goals		100.0% of total score
Enhance Team Collaboration and Development	Outstanding	10.0%
Training	Exceeds Expectations	20.0%
Adaptability and Change Management	Exceeds Expectations	20.0%
Development Process Adherence, Compliance and Security.	Outstanding	20.0%
Innovation and Improvement	Exceeds Expectations	10.0%
Timely Project Delivery	Exceeds Expectations	10.0%
Product Quality	Exceeds Expectations	10.0%

Section Comments:

Manager's Comments

Naveen has delivered a consistently strong performance across all key dimensions this cycle. He has showed excellent adaptability, strong technical ownership, and a proactive mindset toward learning and innovation. His ability to work across domains, maintain high-quality standards, and contribute to team culture makes him a reliable and well-rounded team member.

His contributions to both traditional application development and newer AI initiatives reflect a solid understanding of our technology landscape. The impact of his innovations—such as email classification agents and ML pipelines—has led to measurable efficiency gains and quality improvements.

Going forward, he can continue to grow by taking more ownership in cross-team collaboration and mentoring peers in areas where he has developed deep expertise. Overall, a highly dependable performer who consistently adds value to the team and organization.