



# भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

## INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

**ADMINISTRATION**

### ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) FOR THE PERIOD OF 1<sup>ST</sup> APRIL 2015 TO 31<sup>ST</sup> MARCH 2016

**CONFIDENTIAL**

**GROUP B & C STAFF**

#### PART I : PERSONAL DATA

1.	Name in full					
2.	(a) Present Designation and /Dept./Centre/ Section					
	<i>(b) If the person reported upon was at different Dept./Sect./Centre, during the reporting year i.e. between 1<sup>st</sup> April 2015 and 31<sup>st</sup> March 2016, Please state:</i>	Period	Department / Section / Centre			
3.	Date of joining	(a) the Institute.....		(b) Present Post.....		
4.	Date of Confirmation					
5.	Scale of Pay:	Present Pay:		Grade Pay:		
6.	Academic Qualifications					
7.	Technical qualification, if any					
8.	Whether a member of ST/SC/OBC/PH					
9.	EOL taken during the period under report	With Medical Certificate		..... days w.e.f..... to .....		
		Without Medical Certificate		..... days w.e.f..... to .....		
	Any other leave taken for more than 30 days at a stretch	Nature		..... days w.e.f..... to .....		
10.	Training undergone, if any, during the period under report					
11.	Nature of work on which he/she was employed during the period of report and a brief statement of outstanding/notable works					
12.	Proficiency in language (please tick)	Language		Speak	Read	Write
		Hindi				
		English				
		Mother tongue (.....)				

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the person reported upon

## **PART II : ASSESSMENT OF THE REPORTING OFFICER AND THE REVIEWING OFFICER**

### **General Instruction:**

- i. The Appraisal Report is an important document. It provides the basic and vital inputs for assessing the performance of person and for his/her further advancement in career. As such Reporting Officer and the Reviewing Officer should undertake the duty of filling up of the APAR forms with a high sense of responsibility.*
- ii. They are expected to be just and fair. Personal likes and dislikes should not form the basis of any opinion but at the same time softness to shield the defects should also be avoided.*
- iii. Please do not leave any item blank.*
- iv. The following procedure should be followed in filling up parts relating to (A) Assessment of Work Output, (B) Performance Attributes and (C) Functional Competency:*
  - a. Numerical grading is to be awarded by Reporting and Reviewing Officers for the quality of Work Output, Personal Attributes and Functional Competencies. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.*
  - b. It is expected that any grading of 1 or 2 would be adequately justified by specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments.*
  - c. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence they need to be justified.*
  - d. Overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.*
  - e. APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment / promotion.*
  - f. APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.*
  - g. APARs graded between 4 and 6 short of 6 will be rated as “Good” and will be given a score of 5.*
  - h. APARs graded below 4 will be given a score of zero.*

### **(A) ASSESSMENT OF WORK OUTPUT (weightage to this section would be 40%)**

<b>Sl. No.</b>	<b>Performance Parameters</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
1.	Accomplishment of planned work / work allotted as per subjects allotted			
2.	Quality of Output			
3.	Analytical ability			
4.	Accomplishment of exceptional work / unforeseen tasks performed			
	<b>Overall Grading on Work Output</b>			

**(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section would be 30%)**

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of Discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relations			
	<b>Overall Grading on Personal Attributes</b>			

**(C) ASSESSMENT OF FUNCTIONAL COMPETENCY (weightage to this section would be 30%)**

Sl. No.	Performance Parameters	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1.	Knowledge of Rules/Regulations / Procedures in the area of function and ability to apply			
2.	Strategic planning ability			
3.	Decision making ability			
4.	Coordination ability			
5.	Ability to motivate and develop subordinates			
	<b>Overall Grading on Functional Competency</b>			

Overall numerical grading by the Reporting officer

Signature of the Reporting Officer

Date:.....

Name:.....

Designation:.....

### **PART III : REMARK OF THE REVIEWING OFFICER**

**General Instruction:**

- i. Please see the general instruction given in the Part-II of this Report.
- ii. The Reviewing officer may agree or disagree with the grading given by the Reporting Officer. Whenever he/she disagree he should propose his/her own grading on the person under report.

1.	Name & Designation of the person reported upon				
2.	Length of Service under the Reviewing Officer				
3.	Does the Reviewing officer agree with the assessment made by the Reporting Officer with respect to Work Output, Personal Attributes and Functional Competency in Part-II	Yes / No (please tick)			
If no or partly no, the reviewing officer should propose his/her grading on this subject, to which he/she does not agree and specify reasons for such disagreement(s) in the format below: (Please add extra sheet if necessary)					
	Sl. Nos. of the Subjects	Subjects	Grading given by Reporting Officer	Grading proposed by Reviewing Officer	Remark, if any
4.	If the person reported upon is a member of SC / ST, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC / ST person has been fair and just				

**Overall numerical grading by the Reviewing officer**

Date:.....

\_\_\_\_\_  
Signature of the Reviewing Officer

Name: .....

Designation: .....

#### **PART IV : REMARK OF THE ACCEPTING OFFICER**

**General Instruction:**

- I. Please see the general instruction given in the Part-II of this Report.*
- II. The Accepting Officer may agree or disagree with the grading given by the Reporting Officer and the Reviewing Officer. Whenever he/she disagree he/she should propose his/her own overall grading on the person reported upon.*

1.	Name & Designation of the person reported upon	
2.	Does the Accepting Officer agree with the assessment made by the Reporting Officer and the Reviewing Officer in Part-II and Part-III	Yes / No (please tick)
	If no or partly no, the Accepting officer should propose his/her grading and specify reasons for such disagreement(s)	

**Overall numerical grading by the Accepting Officer**

Date:.....

\_\_\_\_\_  
Signature of the Accepting Officer

Name: .....

Designation: .....