

INDIAN INSTITUTE OF TECHNOLOGY MANDI

ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

BRIEF INSTRUCTIONS FOR THE PREPARATION OF APAR

1. The employee being assessed (assessee) should give sufficient and accurate details of their self-assessed performance in section-A.
2. Assessment should be given against each applicable column by the Reporting & Reviewing Officer by indicating a number ranging from 1-10. The interpretation of the numbers is as given in the Table:

10	9	8	7	6	5	4	3 and below
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Marginal	Poor

3. Rating guidelines are as follows:

Exceptional	Performance goes beyond expectations and taken initiatives that are appreciated widely
Outstanding	Performance exceeds expectations and better than peers
Excellent	Exceeds expectations
Very Good	Meets expectations
Good	Meets expectations, yet there is scope for improvement
Satisfactory	More or less meets expectations
Marginal	Partially meets expectations
Poor	Barely meets expectations

4. The expectations are to be communicated clearly by the reporting officer at the beginning of the assessment year. Goals may be set for individual, aligning with the overall goals of the Institute.
5. Attributes / Adverse remarks rated as Poor (if any), are required to be communicated to the individual and hence should invariably be indicated by the Reviewing Officer in his summing-up and gradation of the Report.
6. Rating of 9 or above and 3 and below are to be justified clearly by citing examples in the 'remark' column.
7. You may add additional sheets, if necessary.
8. Information under, past performance, additional qualification acquired and Exemplary proactive initiatives under taken by the employee may be considered for readiness of the employee for Fast Track Promotion, contract regularization etc.

FOR THE PERIOD : **FROM** **TO** FOR THE YEAR ENDING

(For use in case of Group 'A' Officers)

PART A : Self Appraisal

Name in Full : Mr./Ms.

Employee Code:

Father's Name :

Designation :

School/Section :

Present basic pay :

Scale of Pay:

GIVE BRIEF APPRAISAL ON FOLLOWING ASPECTS AS APPLICABLE. INCLUDE ADDITIONAL INFORMATION, IF NECESSARY, TO ASSIST APPRAISAL IN PART B

(Enclose separate sheet, if necessary)

A- 1 List major responsibilities and give a brief write-up on significant contributions/achievements /innovations and deficiencies, if any against each responsibility.

A-2 Professional growth: Additional Qualifications, Training, New Skills, Self Development, Professional Courses etc.

a	Name of the course/training:	
b	Duration of the course/training	
c	Marks/Grade obtained (if any)	
d	The status/reputation/rating of University/Institute including training Institution?	
e	Whether additional qualification/training is in line with your job responsibilities?	
f	Has the qualification/training been used/deployed in the discharge of the duty?	

A-3 Any other significant achievement / initiatives

A-4 Suggestions, if any for improvement of:

(i) Own performance

(ii) Performance of the Section /Institute

Date:

(Signature of Employee)

Part B: APPRAISAL TO BE FILLED BY REPORTING OFFICER

*(Please refer page 1 for guidelines. *Additional justification must be given, if the rating is 9 and above or 3 and below. Include additional sheet (if necessary))*

I. Demonstrated Performance

B-1 WORK COMPETENCE

S. No.	Attributes	Reporting officer		Reviewing officer	
		Rating/10	Remarks*	Rating/10	Remarks*
B1-1	Professional /Technical knowledge				
B1-2	Knowledge of administrative procedures				
B1-3	Planning /Organization				
B1-4	Receptivity to new ideas				
B1-5	Work Output				
B1-6	Promptness in work				
B1-7	Quality of work				
B1-8	Innovation				
B1-9	Written Communication				
B1-10	Oral Communication				
Average score out of 10 = Sum of B1-1 to B1-10 / 10					

B-2 SUPERVISORY COMPETENCE

S. No.	Attributes	Reporting officer		Reviewing officer	
		Rating/10	Remarks*	Rating/10	Remarks*
B2-1	Delegation				
B2-2	Resolving of Conflicts/differences				
B2-3	Motivating the subordinates				
B2-4	Monitoring quality & timely				
B2-5	Ability to train subordinates				
Average score out of 10 = (Sum of B1-1 to B1-5) ÷ 5					

B-3 PERSONAL CHARACTERISTICS

S. No.	Attributes	Reporting officer		Reviewing officer	
		Rating/10	Remarks*	Rating/10	Remarks*
S. No.	Attributes				
B3-1	Leadership				
B3-2	Initiative /Drive				
B3-3	Integrity				
B3-4	Relations with superiors				
B3-5	Relations with colleagues				
B3-6	Relations with subordinates				
B3-7	Maturity /Stability				
B3-8	Attitude to serve				
B3-9	Commitment to the Institute				
Average score out of 10 = (Sum of B1-1 to B1-9) ÷ 9					

II. Comments on Self-Appraisal (Part-A):

III. Comments on additional qualifications/training, if applicable (Refer A2):

		Reporting officer	Reviewing officer
a	Whether additional qualification/training is in line with job responsibilities of the employee?	Yes / No	Yes / No
b	Has the qualification/training been used/deployed in the discharge of the duty?	Yes / No	Yes / No
c	If yes, has it resulted in improvement in performance and/or output?	Yes / No	Yes / No

IV. Suggestions, if any, for the professional development of the Officer:

V. Any other comments (s) including, effort to improve the performance in response to written /verbal advice, if any, and potential for growth:

VI. Exemplary proactive initiative taken by the assessee (if any) :

VII. a. Overall Assessment score out of 10 (B1+B2+B3)/3:

b. Overall rating (**Exceptional/Outstanding/Excellent/Very Good/Good/satisfactory/Marginal/Poor**)

Dated:

Signature of Reporting Officer
Name _____
Designation _____

PART-C: REMARKS OF THE REVIEWING OFFICER

1. Length of service of the officer reported upon under the Reviewing Officer during the year under review:

2. Attribute/Adverse remarks rated as poor that you recommend to be communicated to the officer (Write the corresponding serial number from tables B1, B2 and B3):

3. Suggestions, if any, for the personal development of the officer:

4. Any other comments (s):

5. Exemplary proactive initiative taken by the assessee (if any) :

- 7a. Overall Assessment score out of 10 $(B1+B2+B3)/3$:

- 7b. Overall rating (**Exceptional/Outstanding/Excellent/Very Good/Good/satisfactory/Marginal/Poor**)

Signature of the Reviewing Officer

Name _____

Designation _____

Dated: