

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.

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

(For use in case of Group 'B' & 'C' Staff)

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 & C (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 improving:

(i) Your own performance

(ii) Performance of the Section /Institute

Date:

(Signature of Employee)

PART B: Assessment of Reporting Officer

I. Demonstrated Performance *(Please refer page No. 1 for guidelines)*

| S. No | Attribute | Reporting officer | | Reviewing officer | |
|--|---|--------------------------|----------------|--------------------------|----------------|
| | | Rating/10 | Remark* | Rating/10 | Remark* |
| B1-1 | Output of Work | | | | |
| B1-2 | Quality of Work | | | | |
| B1-3 | Knowledge of administrative procedures /technical aspects | | | | |
| B1-4 | Punctuality | | | | |
| B1-5 | Reliability/ Trustworthiness | | | | |
| B1-6 | Initiative and Tact | | | | |
| B1-7 | Ability to handle difficult case/job | | | | |
| B1-8 | Receptivity to new ideas | | | | |
| B1-9 | Relationship with fellow workers and Subordinate(s) | | | | |
| B1-10 | Relationship with Superiors | | | | |
| B1-11 | Relationship with students/others | | | | |
| Average score out of 10 = Sum of B1-1 to B1-11 / 11 | | | | | |

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

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

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

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

V. 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 |
| bi | If yes, has it resulted in improvement in performance and/or output? | Yes / No | Yes / No |

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

IV. a. Overall Assessment score out of 10 from B1:

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

Place :

Date :

Signature of Reporting Officer

Name

Designation.....

