

Annexure-1

Indira Gandhi Institute of Technology, Sarang

Annual Performance Assessment Report

THE ACADEMIC YEAR

Part - 1

PERSONAL DATA

(To be filled by the Senior Technical Assistant/Technical Assistant/Laboratory Assistant/Senior Instructor/Junior Instructor of the Department)

1. Name of the person :
2. Designation & Department :
3. Date of Birth :

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In words

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4. Academic Qualifications :
5. Whether the teaching assistant belongs to Schedule Caste/Schedule Tribe :
6. Date of continuous Appointment to the present grade : Date : Present Pay and Grade Pay :
7. Period of absence from duty (on training/leave etc.) during the year. If he has undergone training, specify)

Part - 2

SELF APPRAISAL

(To be filled in by the person concerned)

1. Brief description of duties :

2. Laboratory Teaching at UG & PG Levels

i) Lab Courses taught at various levels: (Name of the courses)

| | ODD SEMESTER | | | Total lab class Scheduled | Total lab class actually engaged |
|----|--------------------|-----------------|--------------|---------------------------|----------------------------------|
| | Course No. & Title | No. of Students | Weekly L T P | | |
| | UG | | | | |
| PG | | | | | |
| | EVEN SEMESTER | | | Total lab class Scheduled | Total lab class actually engaged |
| | Course No. & Title | No. of Students | Weekly L T P | | |
| | UG | | | | |
| PG | | | | | |

ii) Workload per week

a) Practical :

3. Details of your teaching methods: (for Practical classes, etc.)

4. a) Details of Lab tests held during the academic year

| Sl. No. | Description | Undergraduate Courses | Post-graduate Courses |
|---------|--|-----------------------|-----------------------|
| 1. | Number of Lab tests held. Give the details of the semester wise & course-wise | | |
| 2. | Details of Lab quiz/ Lab viva held. Indicate the time given for submission of the record | | |

- b) Details of laboratory planning during the session:
Please give specific details

Part - 3

Participation in training programs

1. Participation in Training programs (if any):
Give details of the training participated.

2. Summer institutes, refresher or orientation courses attended (if any):
Give details.

3. (i) Membership or fellowship of professional/ academic Bodies, Societies etc. give Details (if any).

- (ii) Membership of National / State Committees (if any):

Part - 4

CONTRIBUTION TO INSTITUTE CORPORATE LIFE

(Details of your contribution to the Corporate Life of the institution should be specified with initiatives taken and achievements made)

1. Laboratory manual/curriculum development:
(Give details about the work carried out by you)

2. Laboratory Development and experimental set-up:
(Give the details of the Preparation of the Laboratory manual, design of the new experimental setup and new facility added during the year)
3. a) Cultural/ extracurricular activity :

- b) Sports/ Community and Extension services/ N.S.S :

- c) Administrative Assignment :

- d) Any Other :

I certify that the information given above is correct and factual to the best of my knowledge.

Signature _____

Name _____

Department _____

Dated: _____

Part - 5

Assessment of the HoD

Grading is to be awarded by the HoD and IQAC committees, which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please carefully read the guidelines before filling in the entries)

| | HoD | Action taken by IQAC for a faculty/ staff securing a bad score/grade. |
|---|-----|--|
| 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. | | |
| 5] Conduct | | |
| 6] Regularity and Punctuality | | |
| 7] Trustworthiness | | |
| 8] Performance of duties | | |
| 9] Ability to manage the class and maintain discipline among the students | | |
| 10] Relation and behaviors with other staff members of the department. | | |
| Overall Grading on "Functional Competency" Total (1 to 10) /10 | | |

Signature of the HOD

Place:

Date:

Name in Block Letters:

Designation

During the period of Report:

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention after devoting adequate time.
- (ii) Any grading of 1 or 2 (against work output, attributes, or overall grade) is expected to be adequately justified. Similarly, grades 9 or 10 would be justified for specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences; hence, explaining them is necessary. In awarding a numerical grade, the reporting and reviewing authorities should rate the teaching assistant against a larger population of his/her peers who may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as “outstanding” and will be given a score of 9 to calculate average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- (v) APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- (vi) APARs graded below 4 will be scored “Zero”.