Indira Gandhi Institute of Technology
Sarang

Annual Performance Assessment Report of, Deputy Registrar, Accounts Officer, Librarian, Chief Security Officer, Estate Manager, PTI, health officer)

FOR THE PERIOD (01.07.2020 TO 30.06.2021)

PART – 1 A
PERSONAL DATA
(To be filled by the individual)

01. Name   :

03. Date of birth   (DD/MM/YYYY)   : ☐☐ ☐☐ ☐☐☐☐

    In words …………………………………….
    …………………………………………………..

03. Designation & Department   :

04. Date of joining to the present post   :

05. Whether Permanent/Temporary/Ad hoc/Regular?   :

06. Section in which served during the year / period   :
    under report and the period of service in each

07. Period of absence from duty (on leave,   :
    Training, etc., during the year. Number of
    days on leave during the period should be
    separately indicated)

PART -1 B

PART – 2
SELF APPRAISAL
(To be filled by the individual)
(Please read the instructions carefully before filling the entries)

01.   Brief description of duties   :

02.   Please specify targets / objectives / goals (in quantitative or other terms of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each (if applicable). Example: Annual Action Plan for your Division)

Targets / Objectives / Goals	Achievements

03 (A) Please state briefly the shortfalls with reference to the targets / objectives / goals referred to in item 2. Please specify constraints in achieving the targets

(B) Please also indicate items in which there have been significantly higher achievements and your contribution

Place :
Date: **Signature of the Registrar**

PART - 3
ASSESSMENT OF THE REGISTRAR

(To be filled by the Registrar in respect of Deputy Registrar, Medical Officer, Accounts Officer, Chief Security Officer, Estate Manager, PTI)

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the higher

(Please read carefully the guidelines before filling the entries)
(A) Assessment of work output (weightage to this Section would be 40%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Accomplishment of planned work / work allotted as per subjects allotted		
(ii) Quality of output		
(iii) Analytical ability		
(iv) Accomplishment of exceptional work / unforeseen tasks performed		
Overall Grading on 'Work Output' **(Total [i to iv]/4)**		

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Attitude to work		
(ii) Sense of responsibility		
(iii) Maintenance of discipline		

(iv) Communication skills		
(v) Leadership qualities		
(vi) Capacity to work in team spirit		
(vii) Capacity to adhere to time-schedule		
(viii) Inter-personal relations		
(ix) Overall bearing and personality		
Overall Grading on 'Personal Attributes' **(Total [i to ix]/9)**		

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Registrar	Action taken by IQAC for a faculty/ staff securing bad score/grade
(i) Knowledge of rules/regulations/procedures in the area of function and ability to apply them correctly		
(ii) Strategic planning ability		
(iii) Decision making ability		
(iv) Co-ordination ability		
(v) Ability to motivate and develop subordinates		
(vi) Initiative		
Overall Grading on 'Functional Competency' (Total [i to vi]/6)		

Note: The overall grading will be based on addition of the mean value of each group of Indicators in proportion to weightage assigned.

PART – 4
GENERAL

1. Relations with the public (wherever applicable)
    (Please comment on the Officer's accessibilities to the public and responsiveness to their needs)

2. Training
    (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity
    (Please comment on the integrity of the Officer)

5. Pen-Picture by Registrar (in about 50 words) on the overall qualities of the officer including area of the strength, extra ordinary achievements, significant failures

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

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Place: **SIGNATURE OF THE REGISTRAR**
                                Name (in BLOCK Letters)
Date :   **Designation**

PART – 6
COUNTERSIGNATURE BY THE DIRECTOR WITH REMARKS, IF ANY

Place: **SIGNATURE OF THE COUNTERSIGNING OFFICER**
                                                Name (in BLOCK Letters)
Date: **Designation**

GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING

1. Guidelines regarding filling up of APAR with numerical grading: -

   (i) The columns in the APAR should be filled-in with due care and attention and after devoting adequate time.

   (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the official against a larger population of his/her peers that 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 for the purpose of calculating 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 6 short of 6 will be rated as 'Good' and given a score of 5.

   (vi) APARs graded below 4 will be given a score of 'Zero'.