

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,
SHIBPUR**

ANNUAL PERFORMANCE ASSESSMENT REPORT (NON-TEACHING STAFF)

FORM "A" TO BE FILLED IN BY THE STAFF MEMBER

FORM "A"

Assessment for the year :

1. Name :	2. Date of joining the post :
3. Designation :	4. Pay Band : Rs.
5. Department/Section :	6. Grade Pay : Rs.
7. Academic/Technical Qualification :	
8. Details of Educational courses being pursued :	
9. Details of the present duties :	

Date :

Signature of the staff member

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ANNUAL PERFORMANCE ASSESSMENT REPORT

FORM "B" TO BE FILLED IN BY THE REPORTING OFFICER

NAME :				YEAR OF ASSESSMENT :			
DESIGNATION :				DATE OF APPOINTMENT TO THE POST :			
PAY BAND : Rs.				GRADE PAY : Rs.			
DEPARTMENT/CENTRE/SCHOOL/SECTION :							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of exigencies							
1.4 Creativity and innovation							
1.5 Ability to learn new duties							
1.6 Capacity to supervise*							
2 PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3 PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behaviour							
3.6 Planning & Organisation*							
TOTAL POINTS :	/150			/170*			

*** For supervisory staff only**

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
5. Any outstanding contribution made by the Employee :						
6. Special remarks if any of the Reporting Officer :						
Date :				SIGNATURE OF THE REPORTING OFFICER		
7. Remarks if any of reviewing officer :						
Date :				SIGNATURE OF REVIEWING OFFICER		
* COMPUTATION OF OVERALL			170 Points		150 Points	

EVALUATION		
Outstanding	161 to 170	141 to 150
Excellent	153 to 160	135 to 140
Very Good	136 to 152	120 to 134
Good	102 to 135	90 to 119
Satisfactory	85 to 101	75 to 89
Marginal	38 to 84	60 to 74
Poor	34 to 67	30 to 59