



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah - 711 103

No: 1420/D(AA)/16

Date: 3rd August, 2016

NOTICE

This is for information that the undersigned is directed to notify all Officers & the Employees (including contractual employees) of IEST, Shibpur to submit their own APAR (Annual Performance Appraisal Report) for 2015 -2016 in the enclosed format to their respective Deans / HODs / Controlling Officers with in the 29th August , 2016 positively and accordingly the Deans / HODs / Controlling Officers are requested to evaluate the same & send with specific remarks to the Office of the Dean Administrative Affairs by the 16th September, 2016 for inclusion in their individual APAR files.

This is further to inform that the submission of APAR from the next years will be made as per the following schedule:

1. Downloading of APAR form from the Institute website & submission of self appraisal to the HOD/Reporting Officer - by 15th April
2. Submission of report by HOD/ Reporting Officer to Dean/Reviewing Officer ---by 22nd May
3. Report to be completed by Dean/ Reviewing Officer and sent to the Office of the Dean Administrative Affairs-- by 5th June.

This is issued with the concurrence of the Director.

Encl: as specified

Sd/-
(Dr. Bivore Das)
Assistant Registrar

Memo No. 1420/D(AA)/16(7)

Date: 3rd August, 2016

Copy forwarded for information and necessary action :

1. All Deans/ Associate Deans
2. All Head of the Deptts. / Centres / Schools
3. All Officers
4. All Hostel Supdts.
5. The PS to the Director
6. The Jr. Supdt.(Record Section) for guard file
7. Institute website- The forms should be permanently placed in the website in the download section.


Assistant Registrar

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

Indian Institute of Engineering Science and Technology,
Shibpur

Annual Performance Assessment Report form

For

Officers of the IEST, Shibpur



Name of
Officer.....

Report for the year/Period
ending.....

Name of the Officer.....

Period.....

Report for the year/period ending.....

PERSONAL DATA

Part- 1

1. Name of the Officer

2. Date of Birth (DDMMYY)..... (In words).....

Date.....

3. Date of continuous appointment to the present grade Grade.....

4. Present Post and date of appointment thereto Post.....

Date.....

5. If he has undergone training specify.

Name of the Officer.....

Period.....

Part – 2

TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties.

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2. Please specify targets/objectives/goals 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 target. (Example: Annual Action Plan for your Division).

Targets/Objectives/Goals	Achievements

Name of the Officer.....

Period.....

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

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

Signature of officer

Dated:.....

Name of the Officer.....

Period.....

Part – 3

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 highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage of this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initials of reviewing authority
1. Accomplishment of planned work/work allotted			
2. Quality of Output			
3. Analytical ability			
4. Accomplishment of exceptional work/unforeseen tasks performed			
Overall grading on work output			

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

	Reporting Authority	Reviewing Authority	Initial of reviewing authority
i) Attitude towards work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work within time schedule			
vii) Capacity to work in team			
viii) Interpersonal relations			
ix) Overall bearing and personality			
Overall grading on 'Personal attribute'.			

Name of the Officer.....

Period.....

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

	Reporting authority	Reviewing Authority	Initial of reviewing authority
1. Professional knowledge in the area of function.			
2. Strategic planning activity			
3. Decision making ability			
4. Coordination ability			
5. Ability to motivate and develop subordinates			
6. Initiative			
Overall grading on Functional Competency			

Part – 4

GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility 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.)

Name of the Officer.....

Period.....

3. State of Health

[Empty rectangular box for State of Health]

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

[Empty rectangular box for Integrity comment]

5. Pen Picture by Reporting Officer (I about 100 words) on the overall qualities of the officer including areas of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

[Empty rectangular box for Pen Picture]

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

[Small empty rectangular box for numerical grading]

Signature of the Reporting Officer

Name in Block Letters:

Place:

Designation:.....

Date:

During the period of Report

Name of the Officer.....

Period.....

Part – 5

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part -3 & Part -4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3 (A) (iv) and Part-4 (5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and sign your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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Name of the Officer.....

Period.....

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

Signature of the Reviewing Officer

Name in Block Letters:

Place:

Designation:

Date:

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 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 officer 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 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".