

**APAR** for the period : **2016 - 2017**



## **Annual Performance Appraisal Report**

**for**

**Employees of the National Institute of Technology Calicut**

## FORM

Annual performance appraisal report of .....of the national institute of technology Calicut

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

### PERSONAL DATA

#### Part -1

(To be filled by the administrative section concerned of the Ministry /department/office)

1. Name of officer

.....

2. Date of birth (DD/MM/YYYY)...../...../.....

(In words).....

3. Date of continuous appointment

Date:

To the present grade

Grade:

4. Present post and date of appointment

Post:

Thereto

Date:

5. Period of absence from duty

.....

(On training leave etc.) During the year.

If he has under gone training, specify

**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

--

2. 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 target. (Example: Annual action plan for your Department /division)

Targets/Objectives/Goals	Achievements

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

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

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar. If not, the date of filing the return should be given

Date:

Signature of officer reported upon

### Part-3

Numerical grading is to be awarded by reporting and reviewing authority which should be on 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 to this section would be 40%)

	Reporting authority	Reviewing authority (Refer para 2 of part -5)	Initial of Reviewing authority
i) Accomplishment of planned work /work allotted as per subjects allotted			
ii) Quality of output			
iii) analytical ability			
iv) Accomplishment of exceptional work/unforeseen			
<b>Overall Grading on 'Work Output'</b>			

(B) Assessment of personal attributed (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority (refer para 2 of part -5)	Initial of Reviewing Authority
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) Inter-personal relations			
ix) Overall bearing and personality			
<b>Overall grading on "personal attributes"</b>			

(C) Assessment of Functional competency (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
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) coordination ability			
v) Ability to motivate and develop subordinate			
vi) Initiative			
<b>Overall Grading on 'functional Competency'</b>			

**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)

## 3. State of health

## 4. Integrity

(Please comment on the integrity of the officer)

5. Pen picture by reporting officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths, extraordinary achievements, significant failures (ref:3(A)&3(B) of part -2) and attitude towards weaker sections.

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

Signature of the Reporting Officer

Place: .....

Name in Block Letters: .....

Designation: .....

Date:.....

During the period of Report: .....



**Part-5**

1. REMARKS OF THE REVIEWING OFFICER:

Length of service under the Reviewing Officer

--

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))

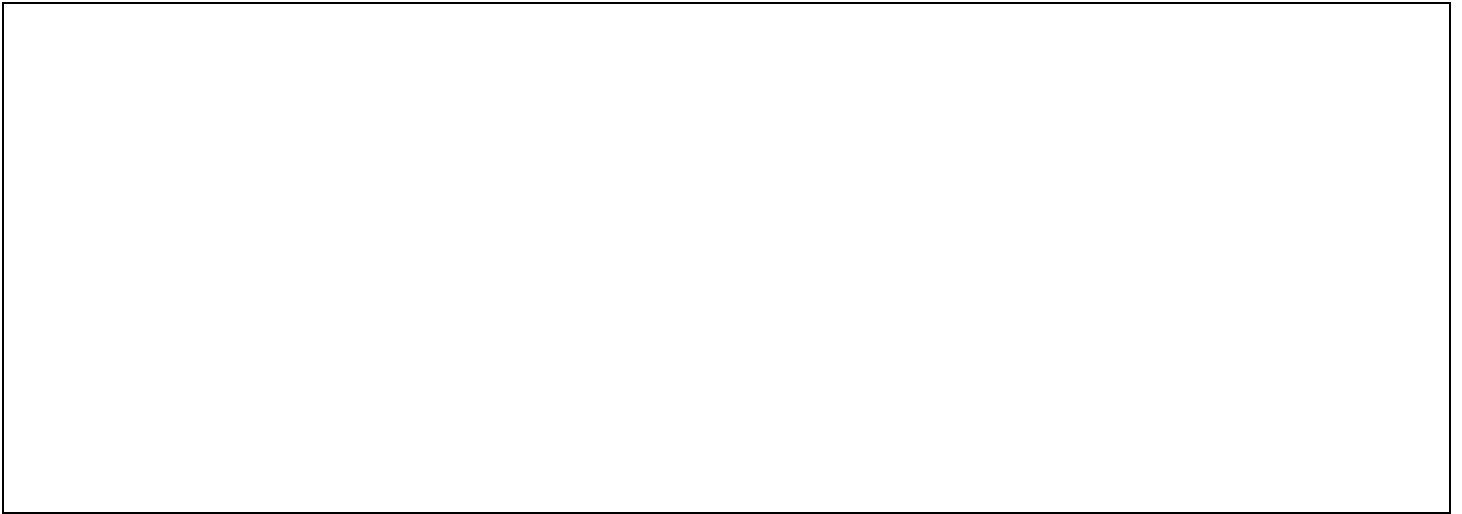
(In case you do not agree with any of the numerical assessments of attributes please record your assessments on the column provided for you in that section and initial your entries)

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

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



Signature of the Reviewing officer

Place: .....

Name in Block Letters: .....

Designation: .....

Date:.....

During the period of Report: .....

Signature of the accepting authority

**Time schedule for preparation/completion of APAR in NITC for the year  
2016-2017**

Sl. No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> MARCH 2017 (This may be completed even a week earlier)
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> APRIL 2017
3	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> JUNE 2017
4	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>th</sup> JULY 2017
5	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> AUGUST 2017
6	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	1 <sup>st</sup> SEPTEMBER 2017 15 <sup>th</sup> SEPTEMBER 2017
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	a) 21 <sup>st</sup> SEPTEMBER 2017 b) 6 <sup>th</sup> OCTOBER 2017
9	Disposal of representation by the competent authority	Within two month from the date of receipt of representation
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November 2017
11	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> NOVEMBER 2017

**Reporting and Reviewing officers for the teaching staff of NITC**

<b>Sl.no</b>	<b>Status of the officers reported up on</b>	<b>Reporting officer</b>	<b>Reviewing officer</b>
1	Faculty members whose AGP is less than that of respective HOD	HOD of the Dept. concerned	Dean (FW)
2	Faculty members whose AGP is greater than that of respective HOD	DEAN(FW)	*Senior most Dean
3	HOD s	Dean(FW)	*Senior most Dean
4	Dean	Director	Director

\* If senior most Dean and Dean (FW) are happen to be same person then reviewing officer shall be the Director