Annual Performance Appraisal Report

For Professors/ Associate Professors/ Assistant Professors of the Indian Institute of Corporate Affairs

Name of Faculty……

Report for the year/period ending …….

Indian Institute of Corporate Affairs

Form

Annual Performance Appraisal Report

Report for the year/period ending……

PERSONAL DATA

PART – 1

(To be confirmed by the HR Division of IICA)

1. Name of Faculty ……..
2. Date of Birth (DD/MM/YY) ……/……/……
3. Present position and date of appointment to the present Grade…..……
   Date……
4. Present position and date of appointment Position……..
   Date……..…

Period of absence from duty
(e.g consultancy, partnership)
during the year. Please give details

Assistant Manager (HR)
IICA, Manesar

Part – 2 (To be filled in by the Faculty reported upon)

(Please read carefully the instructions before filling the entries)

1. Brief description of scholarly work

2. Please fill the following:

2.1 Programme

(i) Teaching

(a) # of hours of classes taught

Programme name	Hours of class	Topic

(b) What was the new pedagogy, etc. used from the last time you took the class

(ii) Trainings

(a) # Organised

Programme name	No. of days	Topic

(b)How was the content developed aligned to the IICA way of learning

2.2 Research

a. Details of research publication /reports

Name of research publication	Topic

b. Significance of research publications/reports

2.3 Content upgraded

(a) Details of modules upgraded by School (not externally)

(b) How was the content aligned to the IICA way of learning

(c) List of new studies included in content

2.4 Partnerships/Joint Programmes

(a) Details of Programmes

Programme name	No. of days	Topic

(b) How did this add to internal capacity of IICA

2.5 Agent to Government

(a) Details of projects obtained -

(b) Name of projects

Sl.No.	**Programme name**

(c) Give details of your personal scholarly contribution in the project

(d) How many hours/days you spent on the project -

(e)Details of administrative meetings attended

(i) AC -
(ii) TEC -
(iii) In MCA -
(iv) Others -

2.6 RFD Framework

(a) RFD target (in Rs.)

(b) Achievement on RFD target (in Rs.)

(c) Total School Expenditure (In Rs.)

(i) Establishment
(ii) Programs
(iii) Others
(iv) Total Expenditure on RFD items (in Rs.)

(d) Ratio of RFD Target/Expenditure (in Rs.)

(e) No. of courses in RFD

Completed in time	Delayed / not taken up

2.7 Any other exceptional work / impressive tasks/ significant work for IICA

2.8 Feedback scores of instructors in Programs (on Blackboard)

Name of Course	Score			No. of instructors obtains less than Mode score
	Max.	Min.	Mode	

(a) Contribution to IICA life and its management, academic and administrative courses.

(b) Participation in Seminars, Conferences, talks, Lectures, Short term training and members of association (give numbers and its contribution to the School/ Centre)

(c) Participation in co-curricular activities, participation in field based activities- (eg. cultural field visits)

2.9 Motivation and development of SRAs/ RAs and TAs.

Give details of building capacity of SRAs/ RAs and TAs

3. (A) Please state briefly, the shortfalls with reference to the total score and group score in the PMIS. Please specify constraints, if any, in achieving the targets:

(B) Please also indicate items in which there have been significantly higher achievements in PMIS score 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. 31st January of the year following the calendar year. If not, the date of filling the return should be given ----------.

Date…….. Signature of faculty reported upon

PART-3 (For Reporting Officer)

Numerical grading is to be awarded by reporting] 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 tilting the entries)

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

	Reporting Authority	Reviewing Authority (refer Para 2 of Para – 5)	Initials of Reviewing Authority
i) Accomplishment of RFD work			
ii) Quality of output (for program feedback)			
iii) Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on "Work Output'			

(B) Assessment of Personal Attributes (weightage to this section would be 30%)

	Reporting Authority	Reviewing Authority (refer Para 2 of Para – 5)	Initials 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) Capacity to adhere to time schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

(C) Assessment of Functional Competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (refer Para 2 of Para - 5	Initials of Reviewing Authority
(i) Knowledge in the area of function. (based on content upgraded, etc.)			
(ii) Strategic planning ability (based on achieving RFD targets, etc.)			
(iii) Decision making ability (based on total program output,etc.)			
(iv) Coordination ability (based on joint project with other Schools, partnerships , etc.)			
(v) Ability to motivate & deliver-based on ability to motivate and develop SRAs and RAs			
(vi) Initiative- (based on Agent to Govt., etc.)			
Overall grading on 'Functional Competency'			

PART- 4 GENERAL (For Reporting Officer)

1. Relations with the participants (based on feedback by IT Department (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 m of the faculty)

5. Pen Picture by reporting officer (In about 100 words) on the overall qualities of the faculty including area of strength and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(8) 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

Name in Block Letters: .....

Place .....

Designation .....

During the period of Report .....

Date .....

PART 5 (For Reviewing Officer)

1. REMARKS OF THE REVIEWING OFFICER:

Length of service under the reviewing officer:

2. Do you agree with the assessment made by the reporting faculty with respect to the work output and the various attributes In Part -3 & Part4? Do you agree; with assessment of reporting faculty in respect of extraordinary achievements/ significant failures of the officer reported upon? (Ref: Part-SIA) (Iv) and Part-4(5):

(In can you do not agree with any of the numerical assessments of attributes please record your assessment 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 faculty including area of strengths and lesser strength and his attitude towards weaker sections:

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 Reporting Officer

Name in Block Letters: .....

Place .....

Designation .....

During the period of Report .....

Date .....

Guideline 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 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. Grade of 1-2 or 9-10 are expected to be are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing should rate the officer against a larger population of his/her peers that maybe 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 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”.

(Slip – A)

IICA
(To be filled by the faculty reported upon)

I_____designation_____ _____have submitted my APAR form for the period/year _____to the Reporting Authority, namely, Shri/Ms. _____Designation_____(Tele_____ _____) on _____ after completing Part – II of the APAR form.

Signature: _____
Name:
Designation
School/Centre/Section

To Tele no.

Date:

APAR Cell (HR Division)

(Slip – B)

IICA

(To be filled by the reporting officer)

The undersigned has forwarded the APAR of Shr/Ms. _____ Designation _____ for the period/year _____ to the Reviewing Officer, namely, Shri/Ms. _____ Designation _____ on after recording my comments as reporting Officer.

Signature: _____
Name:
Designation

To Tele no.

Date:

APAR Cell (HR Division)

(Slip – C)

IICA

(To be filled by the Reviewing officer)

APAR of Shri/Ms. _____ Designation _____ for the period/year _____ duly reported upon by the reporting officer and reviewed by the undersigned is forwarded herwith.

Signature: _____
Name:
Designation

To Tel. No.

APAR Cell(HR Division) Date: