

JIIT Noida

Performance Appraisal : Teaching & Non-Teaching Staff

1. An objective performance management system has been implemented in the Institute. The evaluation system assesses the employee's performance vis-à-vis the roles and responsibilities assigned. The employee evaluation is carried out on an Annual basis or when an employee is due for confirmation and completion of probationary period or such other occasion as deemed necessary.
2. Performance Appraisal is a main basis for promotion and extension of contracts and it is therefore, essential that the reports initiated and reviewed are objective and substantiated with facts.
3. The period of appraisal shall be 01 July (previous year) to 30 June (current year) i.e. Academic Year.
4. The forms for performance appraisal of faculty are as follows:
 - (a) Appendix-1 : Application form for Career Advancement Scheme (CAS).
 - (b) Appnedix-2 : Form for Annual Assessment of faculty.
 - (c) Appnedix-3:Instructions for filling Annual Assessment form.
 - (d) Appnedix-4:Eligibility criteria for promotion under CAS.
5. The forms for performance appraisal of Non-Teaching staff are as follows:
 - (a) Form-1 :Annual Performance Appraisal Form (APAR) for Grade NT-1 & NT-2.
 - (b) Form-2 :APAR for Grade NT-3& NT-7.
 - (c) Form-3 :APAR for Grade NT-8.
6. The forms shall be reviewed latest by 31 July and must reach the Registrar's Office for records latest by 15 August.



(Registrar)
JIIT Noida

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA

Application for Career Advancement Scheme (CAS)
Promotion to the Post of _____ in _____ Department.

- 1 Notification No. & Date _____ Date of Application _____
 2 Emp Code _____ Name _____ Date of Birth _____ Present Post _____
 3 Specialization Areas _____

S.N.	Item	Details to be filled by Applicant			Verification by HoD	Reviewer Remarks
4	Qualification	Degree Name	Div./% Marks or CGPA	Moth & Year of Award of Degree		
		Highest				
		Preceding				
5	Experience	Years	Months	Days		
	In present Post					
	Total Teaching					
	Exclusive Industrial / Research					
6	API Score for Last three years	Latest Yr.	Latest Yr. - 1	Latest Yr. - 2		
7	Publications	Indexed in				
		Scopus	SCI	Google Scholar		
	Papers in Journals					
	Books					
	Book Chapters					
	Articles /Monographs /Technical Reports					
8	Research Guidance	Completed	On-going			
	Ph. D. (Sole Guidance)					
	Ph. D. (Joint Guidance)					
	M.Tech. (Sole Guidance)					
	M.Tech. (Joint Guidance)					
9	Funded Research Project	Completed	On-going			
	No. of Projects(Single PI)					
	No. of Projects(Joint PI)					
	Value in Lacs(Single PI)					
	Value in Lacs(Joint PI)					
10	Consultancy Projects	Completed	On-going			
	No. of Projects(Single PI)					
	No. of Projects(Joint PI)					
	Value in Lacs(Single PI)					
	Value in Lacs(Joint PI)					
11	FDP's of at least One Week Duration	Nos. Organized	Nos. Participated			
12	Conferences/ Workshops/ Seminars	Nos. Organized	Nos. Participated			
13	Membership of Professional Bodies					
14	Contribution to Departmental Activities					
15	Contribution to Students Activities					
16	Contribution to Institutional Activities					
17	No. of Invited Talks/Lectures delivered outside					
18	Syllabi Developed					
19	Laboratories Developed					
20	Involvement in Institute/ Department Policy Framing					

NOTES :

1. Give Data in summary sheet only for the period of Present Post held.
2. In this sheet give nos. only. Complete details be included in Bio-Data.
3. Attach detailed Bio-Data.
4. Attach self attested copies in support of qualifications and experience.
5. Attach full copies of upto FIVE best Journal Papers published while in present position.

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA
Annual Assessment - Faculty
For Academic Year 20__ - 22__

1. Name _____ 2. Present Designation _____
3. Qualifications _____ 4. Department _____
5. Institute Joining Date _____ 6. First Designation _____
7. Present Pay Scale & Pay _____
8. Areas of Specialization and Current Interest _____

9. Additional Qualification Acquired during the year (Give full details) _____

10. Pursuing Higher Studies (Give full details) _____

11. Orientation/Refresher Courses, Summer/Winter Schools, Faculty Development Programmes, Seminars/Conferences/Workshops Attended/ Organized:

S.No.	Title	Dates/ Duration	Sponsoring Agency and Organisation & Place held	Attended/Or ganized	HOD Remar ks
1					
2					
3					

12. Teaching, Learning and Evaluation Activities:

12.1 Lectures/Tutorials/Practicals/Projects/Seminars Conducted:

(A) ODD SEMESTER Aug 2021 To Jan 2022

S. No.	Course Code	Course Title	Contact Hours/ Week	Total No. of Hours Classes in Semester		Self Assessed API Score	HOD Remarks
				Scheduled	Engaged		
1							
2							
3							
TOTAL							
Classes Allotted/ Scheduled and Engaged in excess of norms							

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(B) EVEN SEMESTER Feb 2022 To June 2022

S. No.	Course Code	Course Title	Contact Hours/ Week	Total No. of Hours Classes in Semester		Self Assessed API Score	HOD Remarks
				Scheduled	Engaged		
1							
2							
3							
TOTAL							
Classes Allotted/ Scheduled and Engaged in excess of norms							

12.2 Reading / Instructional Material Consulted AND additional Knowledge Resources provided to Students:

S. No.	Course Code	Knowledge Resources		Additional Resources Provided	Self Assessed API Score	HOD Remarks
		Consulted	Prescribed			
1						
2						
3						
4						
5						
6	Participatory/ Innovative Teaching Learning Methodologies used (give brief details)					
7	Any Modification/ Addition to syllabus (give brief details)					
8	Any Coverage/ Introduction beyond syllabus (give brief details)					

12.3 Project Guidance at UG level:

HOD Remarks

Number of Projects Guided		
Number of Students Guided		

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12.4 Examination and Evaluation Duties:

S. No.	Activity	Class	T1	T2	T3
1	No. of Q. Papers Set	UG			
		PG			
2	No. of A/ B Evaluated	UG			
		PG			
3	No. Of Students Examined through Practical/ Seminar/ Project Examination	UG			
		PG			
4	No. of Examination Invigilation Duties	Allotted			
		Performed			
	Self Assessed API Score				
	HOD Remarks				

13. (A) Contribution/ Participation in Students Extra & Co- Curricular activities:

(B) Contribution/ Participation in Departmental Activities & Development:

(C) Contribution/ Participation in Institute Activities & Development:

(D) Special/ Extension/ Expert/Invited Lectures Delivered, Give Details:

(E) Articles, Monographs, Technical Reports, Reviews Written, Give Details:

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S. No.	Names of All Authors in Order as in Publication	Title and Complete Reference in IEEE Style	Indexed in	Type of Publication/Conference etc.*
1				
2				
3				
4				
5				
6				
Self Assessed API Score		HOD Remarks		

14. Research Papers Published/ Presented:

* Use following Code:- **IJ**- International Journal, **NJ**- National Journal, **OJ**- Neither Int. nor National Journal, **IC**- Proc. Of International Conference/Seminar etc., **NC**- Proc. of National Conference/Seminar etc., **LC**- Proc. of Regional/Local/Other Conference/Seminar etc., **PN**- Presented but NOT Published, **OA**- only Abstract Published.

15. Books, Chapters in Books Written:

S. No.	Names of All Authors in Order as in Publication	Title and Complete Reference in IEEE Style	Type of Publication (B- Book C-Chapter)
1			
2			
3			
Self Assessed API Score		HOD Remark	

16. Research Projects and Consultancy Works:

S. No.	Title of Research Project/ Consultancy Work	Details of Sponsoring Agency	Duration, Sanction Date & Status	Amount Sanctioned	Chief or Co Investigator Specify
1					
2					
Self Assessed API Score		HOD Remark			

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17. Research Guidance:

S. No.	Enrol. No. & Name of the Student	Title of Thesis/ Dissertation/ Project	Names of Joint Supervisors	Level (P Hd/M Tech/ DD/ M Phil/ MS)	Status (Completed/ Ongoing)
1					
2					
3					
4					
Self Assessed API Score		HOD Remarks			

18. Membership of Professional Bodies/ National/ International Committees:

19. Any Other Information:

20. List of Enclosures:

Certified that the above data is correct and I shall be responsible for any inaccurate/incorrect data and shall be liable for suitable action for the same, as decided by the authorities.

Signature of Faculty with Date

JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA
Annual Assessment of Faculty
For Year 20__ - __

Name _____ Designation _____
Department _____

Overall Remarks of HOD: Total API Score as verified by me is _____.

(Signature of HOD with Date)

Overall Remarks of Dean Academic & Research, including students Feedback:

(Signature of Dean A & R)

Remarks of Vice Chancellor:

(Signature of VC)

Remarks of Pro- Chancellor:

(Signature of PC)

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Instructions for filling up Annual Assessment Form

1. Annual Assessment form is to be filled by each faculty member once annually covering the period from 1st July of previous year to 30th June of current year.
2. For AY 2021-22, the form has to be submitted to HoD latest by 31 July of the current year.
3. HoD will complete their part on the form and forward the same to Dean (A&R) by 10 Aug.
4. Dean (Academics & Research) will put his observation on each Form and forward to VC.
5. VC will review each faculty's performance put his remarks and in case of undesirable or below par performance the faculty will be suitably, advised by VC personally and intimated the same in writing.

Instructions for Faculty

1. Faculty may maintain a record of all their academic and co-curricular activities throughout the year, so that the data and information is readily available while filling up the Self Assessment Form. This is also an opportunity for self introspection and corrective action for the benefit of one self and Institute.
2. **Item 1 to 10** - fill the data required.
3. **Item 11** - in column attended / organized fill as applicable, in case organized then indicate position in organizing committee/setup. In case of course/program attended award 1, 3 or 5 API points for less than one week, one week and two or more than two weeks programs respectively. In case of programs organized award 5, 10, 20 API points for programs of less than one week, one week and two or more than two weeks duration and add 5 API points in case of Chief/Principal Organizer. In case of Seminars/Conferences/Workshops attended without any presentation award 2 API points for each program subject to a maximum of 5 API points, in case organized award 5,10,20 API points for programs of one day, two/three days, more than three days duration and add 5 API points in case of Chief/Principal Organizer.
4. **Item 12** -
 - 12.1. (A) & (B) Maximum API score for each will be 30 which will be broken into two components of 25 and 5. 25 Score is to be allotted if 95% or more classes are engaged, 15 if 80% classes are engaged and 0 if less than 80% classes are engaged. In case classes engaged are between 80% & 95% then

API score may linearly vary between 15 and 25. API score of 5 be allowed if classes engaged are in excess of norms / schedule.

12.2 – API score out of 10 be allotted for each of the sub-components viz. knowledge resources consulted, prescribed, additional resources, participative, Modification...., courage beyond syllabus. However, maximum total API score for this component (12.2) will be limited to 35.

12.3 & 12.4 – API score for 12.3 and each subcomponent of 12.4 shall be 10. However, API score for 12.3 & 12.4 combined will be limited to 30.

5. **Item 13** – Total API score for this Item will be clipped at 60.

13(A). 5 API points for each activity, 10 API points instead of 5 if played a lead role, subject to a maximum of 20.

13(B). 5 API points for each activity in the capacity of Incharge/Chairman, 3 API points in the capacity of member, subject to a maximum of 20 API points.

13(C). 10 API points for each position Director, Dean, HOD, Time Table Incharge, Incharge Training & Placement, Chairman of Institution Level Committee, any other Similar level position. 5 API points for each Membership of Institution Level Committee or Individual Responsibility Assigned at Institutional Level, Subject to a maximum of 20 API points.

13(D). 10 API points each for out side Institute, 5 API points each for with in Institute, subject to a maximum of 20 API points.

13(E). 1/2/3 API points each based on level, quality and effort involved, subject to a maximum of 10 API points.

6. **Item 14** –

Pub. Code	IJ	NJ	OJ	IC	NC	LC	PN	OA
API Points for Each	15	10	7 if ISBN/ISSN Number 3 Otherwise	10	08	06	04	02

(a) Augment above scores as under:

Indexed Journals – 5 points, Impact Factor between 1 & 2 – 10 points, Impact Factor between 2 & 5 – 15 points, Impact Factor >5 – 25 points.

(b) For Joint Publications distribute API points as under:

First/Principal Author and Corresponding Author/Supervisor/Mentor would share equally 60% points and remaining 40 % points would be shared equally by all other authors.

“In case API points for each author under 60% categories are less than that for an author under 40% categories, then API points will be distributed equally among all authors of the paper.” (Added 21.07.2014)

7. Item 15 -

Published by International Publisher after Peer Review	50 per book
Published by National Publisher with ISBN/ISSN number	25 per book
Published by Local Publisher with ISBN/ISSN number	15 per book
Chapter in any of the above categories	20% of the category per chapter

In case of jointly authored books:

- (a) Two Authors – 60% to First/Principal Author and remaining 40% to the other author.
- (b) More than Two Authors - 40% to First/Principal Author and remaining 60% to be shared equally all the other authors.

8. Item 16 –

- (a) Sponsored Research Projects with grants of Rs. 10 lakhs or more, Rs. 3 lakhs in case of HSS & Management, 20 API points for each project.
- (b) Sponsored Research Projects with grants between Rs. 4 to 10 lakhs, Rs. 1 to 3 lakhs in case of HSS & Management, 15 API points for each project.
- (c) Sponsored Research Projects with grants between Rs. 0.5 to 4 lakhs, Rs. 0.25 to 1 lakhs in case of HSS & Management, 10 API points for each project.
- (d) For Consultancy Projects apply (a), (b) & (c) above with amount and API points reduced to 50% level.
- (e) In case of Joint projects share API points as in case of jointly authored books.

9. Item 17 –

- (a) M.Tech./M.Phil./D.D./M.S. degree awarded only – 5 API points per candidate.
- (b) Ph.D. degree awarded – 10 API points per candidate.
- (c) Ph.D. Thesis submitted – 7 API points per candidate.
- (d) On going Ph.D. for more than six months – 3 API points per candidate.
- (e) In case of joint guidance share API points as in case of jointly authored books.

10. Item 18 – 7 API points for each membership, 10 API points for each Chairmanship, subject to a maximum of 20 API points.

11. Item 19 – API points may be awarded keeping in view importance, novelty, effort, uniqueness etc. up to a maximum of 30 API points. However, if a Patent/Technology Transfer/ Product/ Process has been obtained/ developed then 30 API points for each National level output or 50 API points for each International level output be awarded.

Instructions for HOD:

HOD will verify the API scores as per API scheme given above and the activity, change self assessed API scores if deemed fit and put their remarks on each item. The overall remarks of HOD should include comments on ability, willingness and efforts to keep abreast of advancements and diversifications and student handling and satisfaction level as also initiatives for development and advancement of department, active participation in departmental activities.

NOTE

- (i) Research Papers Published in SCI/SCIE/SSCI/Scopus Indexed Journals will only be considered as Quality Research Papers for consideration in this document.
- (ii) One Patent will be considered equivalent to three SCI/SCIE/SSCI Indexed Quality Research Papers.

Minimum Eligibility Criteria for promotions to different positions under CAS for teachers

Professor

1. PhD with first division in the preceding degree and throughout a good academic record.
2. Teaching/Research experience of 12 years, out of which, a minimum of 5 years experience as Associate Professor at University level.
3. At least seven quality research papers either as first author or second author after becoming Associate Professor.
4. Should have guided at least two PhDs as first supervisor after becoming Associate Professor. *In case of joint supervision, weightage for each PhD will be equally divided among the supervisors.*
5. (a) Sponsored Research Project(s) completed/ in progress as Principal Investigator of Rs.30 lakh or more in case of Biotech and PMSE Departments and of Rs.15 lakh or more in case of other departments.

(b) In case, even after sufficient efforts were made in obtaining the Sponsored Research Project and success could not be achieved, then five SCI/SCIE/SSCI Indexed quality research papers as sole (single) author in lieu of the sponsored research project(s) requirement. This provision of 5(b) will be for other Departments and not for Biotech and PMSE Departments.
6. (a) Average API score of 250 or above of the last three years at Associate Professor level.

(b) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.

Associate Professor

1. PhD with first division in the preceding degree and throughout a good academic record.
2. Teaching/Research experience of 8 years, out of which, a minimum of 4 years experience as Assistant Professor (Sr.Grade) at University level.
3. At least five quality research papers either as first and second author after becoming Assistant Professor (Sr. Grade).
4. Should have guided at least one PhD as first supervisor after becoming Assistant Professor (Sr. Grade). *In case of joint supervision, weightage for each PhD will be equally divided among the supervisors.*
5. (a) Sponsored Research Project(s) completed/ in progress as Principal Investigator of Rs.20 lakh or more in case of Biotech and PMSE Departments and of Rs.10 lakh or more in case of other departments.

(b) In case, even after sufficient efforts were made in obtaining the Sponsored Research Project and success could not be achieved, then four SCI/SCIE/SSCI Indexed quality research papers as sole (single) author in lieu of the sponsored research project(s) requirement. This provision of 5(b) will be for other Departments and not for Biotech and PMSE Departments.

6. (a) Average API score of 200 or above of the last three years at Assistant Professor (Sr. Grade) level.
- (b) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.

For Engineering & Technology and Management

1. Assistant Professor (Grade-I)
M.Tech/MBA or equivalent with first division and throughout good academic record.
2. Assistant Professor (Grade-II)
 - (i) M.Tech/MBA or equivalent with first division and throughout good academic record + 2 years experience at University level.
 - or
 - (ii) M.Tech/MBA or equivalent with first division and throughout good academic record + 1 year experience at University level and at least 2 years prior experience elsewhere.
 - (iii) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.
3. Assistant Professor (Senior Grade)
 - (i) Ph.D degree, with first division in preceding degree and throughout good academic record + at least 2 years post PhD experience at University level. Publication requirement is essential. Should be an active researcher and published at least 3 quality research papers.
 - (ii) Average API score of 180 or above of the last two years at Assistant Professor (Grade-II).
 - (iii) While considering candidates, the Vice-Chancellor may approve some relaxation in post Ph.D. experience for exceptionally good candidates.
 - (iv) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.

For Sciences, Humanities & Social Science, Biotechnology, Pharmacy and For the Faculty in Management of Non MBA Stream

1. Assistant Professor (Grade-I)
Ph.D degree, with first division in preceding degree and throughout good academic record.
2. Assistant Professor (Grade-II)
 - (i) Ph.D degree, with first division in preceding degree and throughout good academic record + 2 years teaching/ research experience at University level after PhD degree and after becoming Assistant Professor (Grade-I).
 - (ii) Active researcher and published at least 2 quality research papers at Assistant Professor (Grade-I) level after PhD degree.
 - (iii) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.
3. Assistant Professor (Senior Grade)
 - (i) Ph.D. degree, with first division in preceding degree and throughout good academic record.
 - (ii) At least 4 years post PhD teaching/research experience at University level.
 - (iii) Should be active researcher and published at least 4 quality research papers after PhD degree.
 - (iv) Average API score of 180 or above of the last two years at Assistant Professor (Grade-II).
 - (v) Report of the Head of Department on working, conduct, behaviour and contributions beyond normal teaching assignments in the Department/ Institute will be given due consideration.

ANNUAL PERFORMANCE APPRAISAL

(For Grades NT-1 to NT-2)

Period of assessment (from 01/07/20__ to 30/06/20__)

PART I

- | | |
|---|---------------------------------|
| 1. Name of the Institute : | 8. Total Experience : |
| 2. Name of Employee : | 9. (a) Last date of promotion : |
| 3. Date of Joining : | if any |
| 4. Grade : | (b) Last date of special : |
| 5. Pay (Excl. allowances): | increment if any |
| 6. Experience outside : | 10. Qualifications : |
| the Institute | (a) Academic : |
| 7. Experience within : | (b) Professional |
| the Institute | (indicate year of passing) |
| (Up to 30 th June of current | |
| Year) | |

Signature of the Employee

PART II

Self Appraisal by the Employee covering the role and performance not exceeding 1000 words.(Attach separate sheet if required)

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PART III (Assessment by the Initiating Officer)

Please award marks from 1 to 5 with 1 being minimum and 5 being maximum:

1. Poor	2. Average	3. Good	4. Very Good	5. Excellent
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i. Personal Qualities

S.No	Attributes	Initiating Officer
01	Physical Attributes (Appearance, Dress etiquettes, Body Language etc.)	
02	Drive, Determination & Decisiveness	
03	Dependability	
05	Moral Courage	
06	Integrity	
07	Loyalty	
08	Ingenuity	
09	Maturity	
10	Tenacity	
11	Communication Skills	
Overall Performance rating		

ii. Demonstrative Performance

S.No	Attributes	Initiating Officer
01	Foresight and Planning	
02	Delegation and Responsibility	
03	Vision & Conceptual ability	
05	Tolerance for ambiguity	
06	Competency for handling higher responsibility	
07	Job Knowledge and skills	
08	Management ability (includes planning organizing, controlling ability and leadership)	
09	Application (Team Work, Training of subordinates, communication up/down, relation with colleagues)	
10	Demonstrated Performance in Achievement of objective, innovation, initiative, cost control and optimal utilization of resources	
Overall Performance rating		

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Description - Special qualities, traits, achievements, weaknesses and points for improvements Grading & Comments.

Recommendations / Review (Initiating Officer)

Signature

Name

Designation (Concerned Head / Director / VC/PC if the reviewed officer is directly under the VC/PC)

PART IV

Remarks of the Vice Chancellor (In case not an initiating officer)

Date: _____

Signature _____

(Name) _____

PART V

Final Remarks of the Pro-Chancellor (In case not an initiating officer)

Date: _____

Signature _____

(Name) _____

Instructions

1. Part I & II to be filled by the Employee
2. Part III to be filled by Initiating Officers and Reviewing Officers, as applicable.
3. All Reports shall be handled as confidential documents.
4. Recommendations for promotions in PART II , indicate '**Out of Turn**',' **In Turn**' , '**Not Yet**' or '**Not Recommended**' as applicable

ANNUAL PERFORMANCE APPRAISAL

(For Grades NT-3 to NT-7)

Period of assessment (from 01/07/20__ to 30/06/20__)

PART I

- | | |
|---|---------------------------------|
| 1. Name of the Institute : | 8. Total Experience : |
| 2. Name of Employee : | 9. (a) Last date of promotion : |
| 3. Date of Joining : | if any |
| 4. Grade : | (b) Last date of special : |
| 5. Pay (Excl. allowances): | increment if any |
| 6. Experience outside : | 10. Qualifications : |
| the Institute | (a) Academic : |
| 7. Experience within : | (b) Professional |
| the Institute | (indicate year of passing) |
| (Up to 30 th June of current | |
| Year) | |

Signature of the Employee

PART II

Self Appraisal by the Employee covering the role and performance not exceeding 500 words. .(Attach separate sheet if required)

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PART III (Assessment by the Initiating Officer)

Please award marks from 1 to 5 with 1 being minimum and 5 being maximum:

1. Poor	2. Average	3. Good	4. Very Good	5. Excellent
----------------	-------------------	----------------	---------------------	---------------------

i. Personal Qualities

S.No	Attributes	Initiating Officer
01	Physical Attributes (Appearance, Dress etiquettes, Body Language etc.)	
02	Drive, Determination, Decisiveness & Dependability	
03	Integrity, Loyalty	
05	Ingenuity, Maturity	
06	Communication Skills	
Overall Performance rating		

ii. Demonstrative Performance

S.No	Attributes	Initiating Officer
01	Foresight and Planning	
02	Job Knowledge and skills	
03	Management ability (includes planning organizing, controlling ability and leadership)	
04	Application (Team Work, Training of subordinates, communication up/down, relation with colleagues)	
05	Demonstrated Performance in Achievement of objective, innovation, initiative, cost control and optimal utilization of resources	
06	Competency for handling higher responsibility	
Overall Performance rating		

Initiating Officer	:	Reviewing Officer
Description - Special qualities traits, achievements, weaknesses and points for improvements	:	

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- Recommendations :
- (a) For promotion in Routine :
 - (b) For out of turn promotion :
 - (c) Additional increments only :
 - (in case (b) is not applicable) :

Note: between (a) and (b) one to be filled
and between (b) & (c) one to be filled :

Signature of Initiating Officer :
Name :
Designation :

PART IV – Reviewing Officer’s Remarks

Date: _____ Signature _____
(Name) _____

PART V – Remarks by the VC

Date: _____ Signature _____
(Name) _____

PART VI – Final Remarks by the Pro- Chancellor

Date: _____ Signature _____
(Name) _____

Instructions

1. Part I & II to be filled by the Employee
2. Part III and IV to be filled by Initiating Officers and Reviewing Officers.
3. All Reports shall be handled as confidential documents.
4. Recommendations for promotions in PART III , indicate **‘Out of Turn’, ‘In Turn’, ‘Not Yet’** or **‘ Not Recommended’** as applicable.

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PERFORMANCE APPRAISAL

(For NT-8 Grade)

Note:

For employees in NT-8 category no appraisal forms need to be filled. However, the initiating officer must submit a one page note listing the overall performance in the designated trade / Job and recommendations if any.

Period of assessment **(from 01 July 20__ to 30 June 20__)**

**Name :
Designation :
Grade : NT-8
Department :
Date of Joining :
Emp. Code :**

The overall performance in the designated trade / Job and recommendations

Name and Signature of Initiating Officer _____

Name and Signature of Reviewing Officer _____

Remarks of Vice Chancellor

Signature of VC

Remarks of Pro-Chancellor

Signature of PC

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