

**Administration of Daman & Diu (U.T.)  
Technical Training Institutes,  
Daman & Diu.**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR**

**OFFICERS OF  
VOCATIONAL TEACHER / ASSISTANT LECTURER IN ENGINEERING**

Name of the Officer \_\_\_\_\_

Report for the year / period \_\_\_\_\_

Department /Directorate of \_\_\_\_\_

**FORM**

**Annual Performance Assessment Report of  
Vocational Teacher / Assistant Lecturer in Engineering**

Report for the year / period .....

**PERSONAL DATA**

**PART-1A**

(To be filled by the Administrative Section concerned of the Department / Office)

1. Name of the Officer .....
2. Dated of Birth (DD/MM/YYYY)...../...../.....  
(in words) .....
3. Date of continuous appointment to the present grade Dated ..... Grade.....
4. Post held and due date of appointment thereto Post ..... Date .....
5. Date of posting in the present Institution .....
6. Whether the official belongs to Scheduled Cast / Scheduled Tribe? .....
7. Period of absence from duty (on training/leave etc.)  
during the period. If he has undergone training specify)

**PART – 1B**

1. Name and designation of the Reporting Officer .....
2. Name and designation of the Reviewing Officer .....

**PART -2**

**(SELF APPRAISL)**

To be filled in by the Officer report upon

(Please read the instructions carefully before filling the entries)

1. Brief description of duties and resume of the work done by you during the period from ..... to .....

2. (A) TEACHING ABILITIES AND SUPERVISION:

1. a) Subjects allotted to teach and number of Lectures assigned for delivering during the Semester / year :  
b) The number of lectures prescribed or / and laid down by the affiliated Board for the subjects with each the teacher or the member of faculty is concerned? :
2. Number of actual Lectures delivered :
3. Reasons for less number of lectures delivered, if any :
4. Have you given the prescribed number of home assignments in each subject, if any? If not, please indicate the reasons :
5. Number of tests other than timely examination conducted for each subject during the year :
6. State whether you have done the assessment of term work at regular intervals :
7. Any special guidance given to the students for preparation of subjects; give details? :
8. Any other special assignment given by the Institute :
9. Number of students in each subjects, taught :

10. Number of students who appeared for examination and who have passed, subjectwise :

Class	Subjects Taught	Number of students Appeared	Number of students Passed	Passed Percentage

11. a) Whether the equipment / gadget in the Department under your charge in the Department or / and in the Department in which you are concerned remained functional or / and were in working order during the reporting period.(Say yes or no). If not, please attach the list of these equipments / gadgets and the reason for their not being in working / order :
- b) In the case of non-functional equipment / gadgets which are not working, what steps you have taken to rectify their defects or / and condemnation or / and their replacement (please attach the extra sheet indicating the period of equipment / gadget remained idle :
12. In case of teaching staff, whether you have conducted private class / tuitions during the reporting year. If so, amount collected :
13. Please indicate any other creditable work done and not covered above :

2. (B) 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 (if applicable).

SR. NO.	EVALUATION PARAMETERS / OBJECTIVES	WEIGHTAGE (MAX. 100%)	ACHIEVED	GRADING SCORE
1	<b>Educational Qualification</b> (Marks to awarded for the highest degree: Master Engineering = 5 marks, Bachelors Engineering = 4 marks, Diploma Engineering = 3 marks, ITI = 2 marks)	5		
2	<b>Involvement in Extra &amp; Intra curricular activities during the year.</b> (1/2 marks for each activities)	5		
3	<b>% of teaching hours done during the year as against the no. of hours assigned.</b> (98% to 100% = 20 marks, 94% to 97% = 18 marks, 90% 93% = 15 marks, ≤ 89% = 12 marks)	20		
4	<b>Steps taken to identify and improve weaker students.</b> (1/2 marks for each students)	5		
5	<b>Additional duty carried out / assigned to him / her.</b> ( 1 marks for each duty)	5		
6.	<b>No. of period allotted per weak:</b> (Marks to awarded for no. of period 32 to 36 period = 25 marks, 28 to 31 period = 20 marks, ≤ 27 period = 15 marks)	25		
7	<b>Setting of Question papers during the year.</b> (1 marks for each paper setting)	5		
8	<b>Checking &amp; evaluation of Answer sheet</b> (10 marks for 300 to 350 nos. = 10 marks, 250 to 299 nos. = 8 marks, 201 to 249 nos. = 6 marks, ≤ 200 nos. = 5 marks)	10		
9	<b>Checking of theory notebooks / tutorials assignment.</b> (1 mark for each class)	10		
10	<b>Average % of passed out students in the final exam.</b> (Above 90% = 10 marks; 75% to 89% = 8 marks; 50% to 74% = 6 marks; < 50% = 5 marks.)	10		
<b>Total</b>		<b>100%</b>		

**Note:-**

- |                       |             |
|-----------------------|-------------|
| (a) For more than 90% | = Excellent |
| (b) For 85% to 90%    | = Very Good |
| (c) For 75% to 84%    | = Good      |
| (d) For less than 75% | = Poor      |

3. (A) Please state briefly the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints in 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 year. If not, the date of filing the return should be given. (To be filled applicable)

Place .....

Dated .....

Signature of the officer reported upon

**PART – 3 (ASSESSMENT BY THE REPORTING OFFICER)**

Numerical grading to be awarded for each of the attributes by reporting 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 (weight age to this Section would be 40%)**

	Numerical Grading by Reporting Authority	Revised Grades by Reviewing Authority (If does not agrees with Col. no. 2	Initial of Reviewing Authority
i) Accomplishment of planned work / work allotted as per subjects allotted.			
ii) Quality of work output			
iii) Aptitude for teaching & training			
iv) Analytical ability			
v) Proficiency in work, namely maintenance of prescribed registers and charts etc.			
Overall Grading on “Work Output” (Total [i to v] / 5)			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no. 2)	Initial of Reviewing Authority
i) Attitude of work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Ability to work in team			
vi) Ability to meet deadline			
vii) Inter-Personal relations			
Overall Grading on Personal Attributes “(Total i to vii / 7)			

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

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no. 2)	Initial of Reviewing Authority
i) Knowledge of Rules/regulations/Procedures in the area of function and ability to apply them correctly			
ii) Knowledge updation and improvement in teaching field / current affairs / other socio economical field			
iii) Coordination ability			
iv) Initiative			
v) Proficiency in working on computer, wherever available			
Overall Grading on Functional Competency” “(Total [i to v] / 5)			

**Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.**

**PART-4**

**GENERAL**

1. Relation with the public (wherever applicable)  
(Please comment on the Officer’s accessibilities 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 on the officer)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the official including area of strength and lesser strength extraordinary achievements, significant failures and attitude towards weaker sections.

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

Signature of the Report Officer

Place .....

Name in Block Letters .....

Date .....

Designation .....  
(During the period of Report)

**PART-5 (REMARKS OF THE REVIEWING OFFICER)**

1. 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 and 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 initial your entries.]

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

4. The attitude of the Reporting Officer in assessing the performance of SC/ST officer

5. 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.

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

Signature of the Report Officer

Place :..... Name in Block Letters:.....

Date:..... Designation :.....  
(During the period of Report)

### **Guidelines regarding filling up of APAR with numerical grading**

1. The Annual Performance Assessment Report is an important documents, it provides the basic and vital inputs for assessing the performance of an official and for his/her further advancement in his / her career. The official reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Reporting Officer should realize that the objective is to develop an official so that he / she realizes his / her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting short comings in performance, attitudes or overall personality of the Officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he / she shall record a remark to that effect in item 2 of Part-V. The Government shall enter the remarks in the APAR of the Reporting Officer.
5. Every answer shall be given in a narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets / goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officers concerned.
7. Although performance assessment is a year end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
8. It should be the Endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his / her performance, conduct, behavior and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during assessment and should be commented upon appropriately.
11. Guidelines 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 be adequately justified in the pen-picture by way of specific failures and similarly any grade 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 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 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'.

#### **Note:**

The following procedure should be followed in filling up the item relating to integrity :-

- i) If the Officers / Officials integrity is beyond doubt, it may be so stated.
- ii) If there is any doubt of suspicion, the item should be left blank and action taken as under:-
  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer / official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer / official, as the case may be.
  - (b) If, as a result of follow-up action the doubts or suspicions are cleared, the officer's / official's integrity should be certified and an entry made accordingly in the Confidential report.
  - (c) If the doubts or suspicions are confirmed, the fact should also be recorded and duty communicated to the officer concerned.
  - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

**(Ministry of Home Affairs O.M.No.51/4/84-Estt.(a) dated 21-06-1965)**

