



# **INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,**

**SHEIKHPURA, PATNA - 800 014 (Bihar, India)**

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## **Annual Performance Assessment Report Form**

**Principal/Professor/ Additional Professor/Associate Professor/ Assistant Professor**

Name of the faculty.....

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

Name of the Officer.....

Period.....

**Annual Performance Assessment Report for the Post of  
Principal/Professor/Additional Professor/ Associate Professor/ Assistant  
Professor.**

Name of Department.....

**Part I- PERSONAL DATA**

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

1. Name of the Faculty \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Academic Qualifications \_\_\_\_\_
5. Whether the officer belongs to Schedule Caste/  
Schedule Tribe \_\_\_\_\_
6. Date of continuous Appointment to the present grade  
Date \_\_\_\_\_ Grade \_\_\_\_\_
7. Period of absence from duty (on training/leave etc.)  
during the year. If he has under gone training specify) \_\_\_\_\_

## Part II- SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Brief description of duties \_\_\_\_\_

Name of the Officer.....

Period.....

2. Teaching at UG & PG Levels

i) Courses taught at various levels: (Name of the courses)

Total lectures  
Scheduled

Total lectures  
actually engaged

Reasons for not  
engaging the  
Remaining classes,  
if any

a) Under Graduate:

b) Post Graduate:

ii) Total of hours/ periods provided in the time table for lect., Tut., Practical, Seminars/ Discussions in the academic year and the number actually taken during the year.

iii) Work load per week :

a) Lectures

b) Tutorials

c) Practical's

d) Seminars/ Group Discussions

3. Details of teaching methods employed by you: (Lectures, Tutorials, Seminars, Practicals etc.)

4. a) Details of Tutorials/ tests held during the academic year

Under-graduate  
Courses

Post-graduate  
Courses

Number of tests held  
please give the details  
semester wise & courses wise

Assignment checked indicated time taken for submission

Name of the Officer.....

Period.....

- b) details of academic planning/ presentation of lectures during the session:  
Please give specific details

**Part III- RESEARCH & DEVELOPMENT, CONTINUING EDUCATION  
AND INTERACTION WITH THE INDUSTRIES & PROFESSIONAL  
SOCIETIES**

- 1. a) Details of published/ research papers in reputed journals, books, monographs, reviews chapter in books, translations & creative writing etc. if any during period under review.

- b) Details of editing learned journals and proceedings:

- 2. Participation in Conferences, Seminars, Workshops:  
Give details of the papers presented and/ or official's position held.

Name of the Officer.....

Period.....

3. Details of:

i) U.G. and P.G. Project Guidance

ii) Ph.D Guidance

Sponsored Research Guidance

Details of Clinical /OPD/IPD/Surgical Operations/Laboratory work/ Field work Assignment, etc.

4. Membership or fellowship of professional/ academic Bodies, Societies etc. give details.

5. Any other information regarding academic activities not covered

#### **Part IV- CONTRIBUTION TO INSTITUTE LIFE**

(Details of your contribution to the institution should be specified with initiatives taken and achievements made)

1. a) Curriculum development:

b) Give the details of courses development/ revised

Name of the Officer.....

Period.....

2. Laboratory Development and experimental set up :  
Give the details of Preparation of Laboratory manual design of new experimental set up and new facility added during the year.

3. a) Cultural/ extracurricular activity  
b) Sports/ Community and Extension services/ N.S.S  
c) Administrative Assignment  
d) Any Other

*I certify that the information's given above are correct and factual to the best of my knowledge.*

Signature \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Dated: \_\_\_\_\_

Name of the Officer.....

Period.....

**Part V – NUMERICAL ASSESSMENT OF THE REPORTING OFFICER**

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)

	<b>Reporting Officer</b>	<b>Reviewing Officer</b> (Revised Grades, if does not agree with column No.2)	<b>Initials of Reviewing Officer</b>
<b>[A] Assessment of work output (weightage to this section would be 40%)</b>			
1] Accomplishment of planned work/work allotted as per subjects allotted.			
2] Quality of output			
3] Analytical ability			
4] Accomplishment of exceptional work/ Unforeseen tasks performed.			
<b>Overall Grading on “ Work output”</b>			
<b>[B] Assessment of Personal attributes (weightage to this section would be 30%)</b>			
1] Has the officer show himself able to do the work of his appointment.			
2] conduct			
3] Regularity and Punctuality			
4] Trustworthiness			
5] Zeal			
6] Performance of duties			
7] a) Knowledge of the branch on which engaged and quality of work b) Ability to manage the class and maintain discipline among the students			
8] Has the officer published any original papers or conducted any research during the year under report or otherwise in any manner done distinguished work.			
9] Fitness for promotion to the higher grade and for further advancement.			
10] General assessment taking all the above points into consideration (of personality, integrity and temperament including relations with fellow members			

of staff.			
11] Grading (Outstanding/ Very Good/ Good/ Average/ Below Average)			
<b>Overall Grading on “Personal Attribute”</b>			
<b>[C] Assessment of Functional Competency (weightage to this section would be 30%)</b>			
1] Professional knowledge in the area of function.			
2] Strategic Planning ability.			
3] Decision making ability.			
4] Coordination ability			
5] Ability to motivate and develop subordinates.			
6] Initiative			
<b>Overall Grading on “Functional Competency”</b>			

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

## 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 box for State of Health]

4. Integrity

(Please comment on the integrity of the officer)

[Empty box for Integrity comment]

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

[Empty 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.

[Empty 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 VI- REMARKS OF THE REVIEWING OFFICER**

- 1. Length of service under the Reviewing Officer
  
- 2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/ her report with due care and attention and after taking into account all the relevant material?
  
- 3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is anything you wish to modify or add?
  
- 4. General Remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.
  
- 5. Has the officer any specific characteristics, and/ or any abilities which would justify his/ her selection for special assignment or/ out-of-turn promotion?

Signature of the Reviewing Officer:

Place:.....

Name in block letters:.....

Date.....

Designation:.....

### **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".