INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'A') Please rate each factor by entering the appropriate number

		1	Factors	1. Self Assessment	2. Assessment by
Quality of Work (thoroughness, accuracy, excellence of output, error free-consistency under varying conditions) Conceptualization of ideas (New Idea generation + implementation) Implementation of Plans Analytical Skills Speed (with respect to Set Goal) Ability to Handle Multiple Tasks Decision Making Ability (Generation of alternatives) & ability to choose the most viable alternatives) Keenness to upgrade knowledge and skills for potential advancement. Drive/Motivation (desire for initiative and performance) Ability to get along with people and to maintain Co-operative Relations Ability to change (Receptivity to new idea) Communication Skills (Clarity and Precision) – Written & Verbal.				Rating Scale (1 – 6)	immediate Superior Rating Scale (1 - 6)
				Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
		_	Quality of Work (thoroughness, accuracy, excellence of output, error free-consistency under varying conditions)		
		N	Conceptualization of ideas (New Idea generation + implementation)		
	<u> </u>	ω	Implementation of Plans		
		4	Analytical Skills	The state of the s	
	Y	5	Speed (with respect to Set Goal)	Time de qui de la companya de la com	
		တ	Ability to Handle Multiple Tasks	THE COMPANY COMPANY	
		7	Decision Making Ability (Generation of alternatives & ability to choose the most viable alternatives)		
		œ	Keenness to upgrade knowledge and skills for potential advancement.		
		9	Drive/Motivation (desire for initiative and performance)		
		10	Ability to get along with people and to maintain Co-operative Relations		
		11	Ability to change (Receptivity to new idea)		
		12	Communication Skills (Clarity and Precision) – Written & Verbal.		

	1 6	15	14	13
Average Score out of 6 (Total/16)	Ability to handle pressure	Relevant computer knowledge / Literacy	Leadership (Ability to make Positive Impact on the Team Members)	Emotional Intelligence (ability to manage ones emotions and act in balanced manner)

by the head of the peparallett, ill-charge of the office	by the initioniate outerior
tional commitment or achievement	Narrative evidence of exceptional commitment or a
If YES, give details:	Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)
эг,	Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6

Qualitative Score Rating		Signature	
5.1-6.0 Outstanding	Signature of the Staff	Da	Date :
4.1-5.0 Very Good	Signature of the Immediate Superior	D	Date:
3.1-4.0 Good	Signature of the HoD/Section Incharge	D	Date :
2.1-3.0 Fair			
Below 2.0 Unsatisfactory			

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INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'B') B1 - Office Staff Please rate each factor by entering the appropriate number

4	13	12	3	10	9	ω	7	တ	Q1	4	ယ	2	_		
Relevant computer knowledge and literacy	Contributions & improvements made in work areas	Receptivity to changes in work	Ability to satisfy Superiors in work area	Acceptance of additional responsibilities	Decision making abilities	Tackling of job related problems	Willingness to listen to others' viewpoints and get along with colleagues	Written Communication Skill	Verbal Communication Skill	Ability to handle multiple tasks	Timely completion of work	Quality of work output	Functional job knowledge and procedures		Factors
														Excellent = 6 Poor = 1	1. Self Assessment Rating Scale (1 – 6)
														Excellent = 6 Poor = 1	2. Assessment by immediate Superior Rating Scale (1 - 6)
														Excellent = 6 Poor = 1	3. Assessment by HoD/Incharge Rating Scale (1 - 6)

		ı	-
İ	16	5	
Average Score out of 6 (Total/16)	16 Special talents and aptitude	15 Punctuality & Discipline	

Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	If YES, give details:
Narrative evidence of exceptional commitment or ach	commitment or achievement
By the Immediate Superior	By the Head of the Department / In-charge of the Unit

Qualitative ScoreRating		Signature		
5.1-6.0 Outstanding	Signature of the Staff		Date :	
4.1-5.0 Very Good	Signature of the Immediate Superior		Date :	
3.1-4.0 Good	Signature of the HoD/Section Incharge		Date :	
2.1-3.0 Fair				
Below 2.0 Unsatisfactory				

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'B') B2 – Technical Staff Please rate each factor by entering the appropriate number

13	12	<u> </u>	10	9	∞	7	တ	СЛ	4	ω	2			
Ability to make positive impact on team members	Ability to handle pressure at work	Ability to get along with Customers	Ability to satisfy Superiors	Acceptance of additional responsibilities and receptivity to change	Abilities to take problems at own level	Tackling problems of users	Willingness to listen to others' viewpoints and get along with colleagues	Verbal and Written Communication Skill	Ability to handle multiple tasks	Timely completion of work	Quality of work output in experiment section/programming/maintenance/etc	Functional job knowledge and procedures		Factors
													Excellent = 6 Poor = 1	1. Self Assessment Rating Scale (1 – 6)
													Excellent = 6 Poor = 1	2. Assessment by immediate Superior Rating Scale (1 - 6)
													Excellent = 6 Poor = 1	3. Assessment by HoD/Incharge Rating Scale (1 - 6)

	16	15	14
Average Score out of 6 (Total/16)	16 Special talents and aptitude	15 Punctuality & Discipline	Relevant technical knowledge

Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	If YES, give details:
Narrative evidence of exceptional commitment or a	
By the Immediate Superior	al commitment or achievement
Narrative evidence of exception	
By the Immediate Superior	al commitment or achievement

Below 2.0 Unsatisfactory	2.1-3.0 Fair	3.1-4.0 Good	4.1-5.0 Very Good	5.1-6.0 Outstanding	Qualitative ScoreRating
		Signature of the HoD/Section Incharge	Signature of the Immediate Superior	Signature of the Staff	
					Signature
		Date :	Date :	Date :	

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'B') B3 – Field and Public Interfacing Staff Please rate each factor by entering he appropriate number

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5	4	3	12	=	5	9	σ	7	တ	O)	4	ယ	2				
Punctuality & Discipline	Relevant technical knowledge	Ability to make positive impact on team members	Ability to handle pressure at work	Ability to get along with customers	Ability to satisfy Superiors in work area	Acceptance of additional responsibilities and receptivity to change	Abilities to tackle problems at own level	Tackling of job related problems	Willingness to listen to others' viewpoints and get along with colleagues	Verbal and Written Communication Skills	Ability to handle multiple tasks	Timely completion of work	Quality of work	Functional job knowledge and procedures			Factors
T I I I I I I I I I I I I I I I I I I I															Poor = 1	Excellent = 6	1. Self Assessment Rating Scale (1 – 6)
															Poor = 1	Excellent = 6	2. Assessment by immediate Superior Rating Scale (1 - 6)
							,								Poor = 1	Excellent = 6	3. Assessment by HoD/Incharge Rating Scale (1 - 6)

Average Score out of 6 (Total/16)	
Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	If YES give details:
Narrative evidence of exceptional commitment or acl	commitment or achievement
By the Immediate Superior	By the Head of the Department / In-charge of the Unit

	Below 2.0 Unsatisfactory	2.1-3.0 Fair		3.1-4.0 Good	4.1-5.0 Very Good	5.1-6.0 Outstanding	Qualitative ScoreRating
			Incharge	Signature of the HoD/Section	Signature of the Immediate Superior	Signature of the Staff	
				Date :	Date :	Date :	Signature
;							

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'B') B4 – Personnel Staff Please rate each factor by entering the appropriate number

		Self Assessment Rating Scale	Assessment by immediate Superior	Assessment by
		(1 – 6)	Rating Scale (1 - 6)	HoD/Incharge Rating Scale (1 - 6)
		Excellent = 6	Excellent = 6	Excellent = 6
		Poor = 1	Poor = 1	Poor = 1
1 Kn	Knowledge of procedures			
2 Qu	Quality of work output	The state of the s		
3 Tin	Timely completion of work	The state of the s		
4 Abi	Ability to handle multiple tasks	The state of the s		
5 Ve	Verbal Communication Skill			
6 Wr	Written Communication Skill			
7 Re	Record keeping ability	7.00		
8 Do	Documentation ability			
9 De	Decision making abilities			
10 Acc res	Acceptance of additional responsibilities			:
11 Abi	Ability to satisfy Superiors			
12 Re	Receptivity to changes in work			
13 Abi	Ability to satisfy Visitors, Customers			
14 Abi	Ability to handle pressure at work			

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	16	5
Average Score out of 6 (Total/16)	Punctuality & Discipline	Relevant computer knowledge
	:	
١,		

Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office) Narrative evidence of exceptional commitment or achievement By the Immediate Superior By the Head of the Department / In-charge of the Unit	Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
nce of exceptional	Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	If YES, give details:
	Narrative evidence of exception:	al commitment or achievement
	By the Immediate Superior	By the Head of the Department / In-charge of the Unit

Signature of the HoD/Section Incharge	Qualitative ScoreRating 5.1-6.0 Outstanding	Signature of the Staff	Signature	Date
Signature of the HoD/Section Incharge nsatisfactory	4.1-5.0 Very Good	Signature of the Immediate Superior		Date :
2.1-3.0 Fair Below 2.0 Unsatisfactory	3.1-4.0 Good	Signature of the HoD/Section Incharge		Date :
Below 2.0 Unsatisfactory	2.1-3.0 Fair			
	Below 2.0 Unsatisfactory			

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'C') C1 – Office Staff Please rate each factor by entering the appropriate number

	Factors	1. Self Assessment Rating Scale	2. Assessment by immediate Superior	3. Assessment by HoD/Incharge
; ;		(1 – 6)	Rating Scale (1 - 6)	Rating Scale (1 - 6)
		Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
	Functional job knowledge and procedures			
2	Quality of work output			
ယ	Timely completion of work		er geringen i den	
4	Ability to handle multiple tasks			
2	Verbal Communication Skills			
တ	Written Communication Skills			
7	Acceptance of additional responsibilities			
σ	Ability to satisfy Superiors in work areas			
9	Receptivity to changes in work			
1 0	Ability to get along with colleagues			
=======================================	Ability to get along with customers			
12	Positivity in attitude			
သ	Punctuality & Discipline			

-	75		7
	16 F	15 ≕ 71	<u> </u>
Average Score out of 6 (Total/16)	Potential for advancement	Relevant computer knowledge and literacy	14 Work Motivation
·			

Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
Any adverse remarks in ACR's of last 3 years: Yes/No If Y (Registrar's Office)	If YES. give details:

By the Immediate Superior	Narrative evidence of exceptional commitment or achieve
By the Head of the Department / In-charge of the Unit	ional commitment or achievement

Qualitative Score Rating		Signature		
5.1-6.0 Outstanding	Signature of the Staff		Date :	
4.1-5.0 Very Good	Signature of the Immediate Superior		Date :	
3.1-4.0 Good	Signature of the HoD/Section Incharge		Date :	
2.1-3.0 Fair				
Below 2.0 Unsatisfactory				

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INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'C') C2 – Technical Staff Please rate each factor by entering the appropriate number

		Factors	1. Self Assessment Rating Scale (1 – 6)	2. Assessment by immediate Superior Rating Scale (1 - 6)	3. Assessment by HoD/Incharge Rating Scale (1 - 6)
			Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
	_	Functional job knowledge and procedures		The state of the s	
	2	Quality of work output in experiment section/programming/maintenance/etc			
	သ	Timely completion of work	, , , , , , , , , , , , , , , , , , ,		A A SECTION AND A SECTION ASSESSMENT ASSESSM
	4	Ability to handle multiple tasks	# # # #	THE BEST OF THE BE	
	5	Verbal and Written Communication Skill			
	ნ	Willingness to listen to others' viewpoints and get along with colleagues			
	7	Tackling problems of users			
	∞	Abilities to take problems at own level			
	9	Acceptance of additional responsibilities and receptivity to change			
	10	Ability to satisfy Superiors			
	11	Ability to get along with Customers		7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
	12	Ability to handle pressure at work			
· · ·	13	Ability to make positive impact on team			

	6	15	14	
Average Score out of 6 (Total/16)	16 Special talents and aptitude	15 Punctuality & Discipline	Relevant technical knowledge	members

Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
50% Depronit Head) out of 6	
Any adverse remarks in ACR's of last 3 years: Yes/No	If YES give details:
(Registrar's Office)	

By the Immediate Superior	Narrative evidence of exceptional commitment or ach
By the Head of the Department / In-charge of the Unit	nal commitment or achievement

			Below 2.0 Unsatisfactory
			2.1-3.0 Fair
Date :		Signature of the HoD/Section Incharge	3.1-4.0 Good
Date :		Signature of the Immediate Superior	4.1-5.0 Very Good
Date :		Signature of the Staff	5.1-6.0 Outstanding
	Signature		Qualitative Score Rating

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'C') C3 – Field and Public Interfacing Staff Please rate each factor by entering the appropriate number

1 Functional job knowledge and procedures 2 Quality of work 3 Timely completion of work 4 Ability to handle multiple tasks 5 Verbal and Written Communication Skills 6 Willingness to listen to others' viewpoints and get along with colleagues 7 Tackling of job related problems 8 Abilities to tackle problems at own level 9 Acceptance of additional responsibilities and receptivity to change 10 Ability to satisfy Superiors in work area 11 Ability to get along with customers 12 Ability to make positive impact on team members		Factors	1. Self Assessment Rating Scale (1 – 6)	2. Assessment by immediate Superior Rating Scale (1 - 6)	
Functional job knowledge and procedures Quality of work Timely completion of work Ability to handle multiple tasks Verbal and Written Communication Skills Willingness to listen to others' viewpoints and get along with colleagues Tackling of job related problems Abilities to tackle problems at own level Acceptance of additional responsibilities and receptivity to change Ability to satisfy Superiors in work area Ability to handle pressure at work Ability to make positive impact on team members			Excellent = 6		Excellent = 6
					Poor = 1
		Functional job knowledge and procedures			
	2	Quality of work			
	 ယ	Timely completion of work			7 (1)
	4	Ability to handle multiple tasks			
	Οī	Verbal and Written Communication Skills			
	ი	Willingness to listen to others' viewpoints and get along with colleagues			
	 7	Tackling of job related problems			
	ω	Abilities to tackle problems at own level			
	ပ	Acceptance of additional responsibilities and receptivity to change			
	5	Ability to satisfy Superiors in work area			
	=	Ability to get along with customers			,
	12	Ability to handle pressure at work			
	$\frac{1}{3}$	Ability to make positive impact on team members		-	

14 Relevant technical knowledge 15 Punctuality & Discipline 16 Special talents and aptitude Average Score out of 6 (Total/16)	viedge ude e out of 6

Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	
Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	If YES give details:

	By the Immediate Superior	Narrative evidence of exceptional commitment or achievable
The state of the s	By the Head of the Department / In-charge of the Unit	nal commitment or achievement

Qualitative Score Rating		Signature		
5.1-6.0 Outstanding	Signature of the Staff		Date :	
4.1-5.0 Very Good	Signature of the Immediate Superior		Date :	
3.1-4.0 Good	Signature of the HoD/Section Incharge		Date :	
2.1-3.0 Fair				
Below 2.0 Unsatisfactory				

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'C') (C4 – Personnel Staff) Please rate each factor by entering the appropriate number

15	14	13	12	1 =	10	ဖ	∞	7	თ	O1	4	ယ	2	_		
Documentation ability	Work Motivation	Punctuality & Discipline	Positivity in attitude	Relevant computer knowledge and literacy	Record keeping and retrieval ability	Receptivity to changes in work	Ability to satisfy Superiors	Pleasing personality and PR attributes	Written Communication Skills	Verbal Communication Skills	Ability to handle multiple tasks	Timely completion of work	Quality of work output	Knowledge of procedures		Factors
															Excellent = 6 Poor = 1	1. Self Assessment Rating Scale (1 – 6)
															Excellent = 6 Poor = 1	2. Assessment by immediate Superior Rating Scale (1 - 6)
															Excellent = 6 Poor = 1	3. Assessment by HoD/Incharge Rating Scale (1 - 6)

Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	Weighted Final Score: 15% Self, 35% Immediate Superior, 50% Dept/Unit Head) out of 6	Average Score out of 6 (Total/16)	16 Potential for advancement
If YES give details:			

By the Immediate Superior	Narrative evidence of exceptional commitment or achi	
By the Head of the Department / In-charge of the Unit	nal commitment or achievement	

			Below 2.0 Unsatisfactory
			2.1-3.0 Fair
		Incharge :	
Date :		Signature of the HoD/Section	3.1-4.0 Good
Date :		Signature of the Immediate Superior	4.1-5.0 Very Good
Date :		Signature of the Staff	5.1-6.0 Outstanding
	Signature		Qualitative Score Rating

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PERFORMANCE ASSESSMENT FORM (Group 'D') Please rate each factor by entering the appropriate number

	က	ίλ	4.	ပ္သ	2	<u></u>		
Average Score out of 6 (Total/6)	Relationship with peers.	Conduct (behavior with superiors & outsiders)	Timeliness and punctuality.	Inclination for work.	General fitness	Quality of work output		Factors
							Excellent = 6 Poor = 1	2. Assessment by immediate Superior Rating Scale (1 - 6)
							Excellent = 6 Poor = 1	3. Assessment by HoD/Incharge Rating Scale (1 - 6)

By the Immediate Superior	Narrative evidence of exception	Any adverse remarks in ACR's of last 3 years: Yes/No (Registrar's Office)	Weighted Final Score: 50% Immediate Superior, 50% Dept/Unit Head) out of 6
By the Head of the Department / In-charge of the Unit	Narrative evidence of exceptional commitment or achievement	If YES, give details:	

	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		Below 2.0 Unsatisfactory
			2.1-3.0 Fair
		Incharge :	
Date :		Signature of the HoD/Section	3.1-4.0 Good
Date :	5	Signature of the Immediate Superior	4.1-5.0 Very Good
Date :		Signature of the Staff	5.1-6.0 Outstanding
	Signature		Qualitative Score Rating