

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**PERFORMANCE ASSESSMENT FORM**

(Group 'A')

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)
1 Quality of Work (thoroughness, accuracy, excellence of output, error free-consistency under varying conditions)	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
2 Conceptualization of ideas (New Idea generation + implementation)			
3 Implementation of Plans			
4 Analytical Skills			
5 Speed (with respect to Set Goal)			
6 Ability to Handle Multiple Tasks			
7 Decision Making Ability (Generation of alternatives & ability to choose the most viable alternatives)			
8 Keeness 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.			

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

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

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

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**PERFORMANCE ASSESSMENT FORM**

(Group 'B')  
**B1 – Office Staff**

Please rate each factor by entering the appropriate number

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

15	Punctuality & Discipline			
16	Special talents and aptitude			
<b>Average Score out of 6</b> <b>(Total/16)</b>				

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

<b>Qualitative ScoreRating</b>			<b>Signature</b>			
5.1-6.0 Outstanding		Signature of the Staff		<b>Date :</b>		
4.1-5.0 Very Good		Signature of the Immediate Superior		<b>Date :</b>		
3.1-4.0 Good		Signature of the HoD/Section Incharge		<b>Date :</b>		
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

<b>Factors</b>	<b>1. Self Assessment Rating Scale (1 – 6)</b>	<b>2. Assessment by Immediate Superior Rating Scale (1 - 6)</b>	<b>3. Assessment by HoD/Incharge Rating Scale (1 - 6)</b>
1 Functional job knowledge and procedures	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
2 Quality of work output in experiment section/programming/maintenance/etc			
3 Timely completion of work			
4 Ability to handle multiple tasks			
5 Verbal and Written Communication Skill			
6 Willingness to listen to others' viewpoints and get along with colleagues			
7 Tackling problems of users			
8 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			
12 Ability to handle pressure at work			
13 Ability to make positive impact on team members			

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

**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 YES, give details:**  
(Registrar's Office)

<b>Narrative evidence of exceptional commitment or achievement</b>	
<b>By the Immediate Superior</b>	<b>By the Head of the Department / In-charge of the Unit</b>

<b>Qualitative Score/Rating</b>			<b>Signature</b>				
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')

**B3 – Field and Public Interfacing Staff**

Please rate each factor by entering the appropriate number

	<b>Factors</b>	<b>1. Self Assessment Rating Scale (1 – 6)</b>  Excellent = 6 Poor = 1	<b>2. Assessment by immediate Superior Rating Scale (1 - 6)</b>  Excellent = 6 Poor = 1	<b>3. Assessment by HoD/Incharge Rating Scale (1 - 6)</b>  Excellent = 6 Poor = 1
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 handle pressure at work			
13	Ability to make positive impact on team members			
14	Relevant technical knowledge			
15	Punctuality & Discipline			

16	Special talents and aptitude				
	<b>Average Score out of 6 (Total/16)</b>				

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

<b>Qualitative ScoreRating</b>	<b>Signature</b>
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 _____ Date : _____
	Incharge _____
2.1-3.0 Fair	
Below 2.0 Unsatisfactory	



**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**PERFORMANCE ASSESSMENT FORM**

(Group 'B')  
**B4 – Personnel Staff**

Please rate each factor by entering the appropriate number

<b>Factors</b>	<b>1. Self Assessment Rating Scale (1 – 6)</b>	<b>2. Assessment by immediate Superior Rating Scale (1 - 6)</b>	<b>3. Assessment by HoD/Incharge Rating Scale (1 - 6)</b>
	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
1 Knowledge of procedures			
2 Quality of work output			
3 Timely completion of work			
4 Ability to handle multiple tasks			
5 Verbal Communication Skill			
6 Written Communication Skill			
7 Record keeping ability			
8 Documentation ability			
9 Decision making abilities			
10 Acceptance of additional responsibilities			
11 Ability to satisfy Superiors			
12 Receptivity to changes in work			
13 Ability to satisfy Visitors, Customers			
14 Ability to handle pressure at work			

15	Relevant computer knowledge /literacy			
16	Punctuality & Discipline			
<b>Average Score out of 6 (Total/16)</b>				

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

<b>Qualitative ScoreRating</b>			<b>Signature</b>				
5.1-6.0 Outstanding		Signature of the Staff			<b>Date :</b>		
4.1-5.0 Very Good		Signature of the Immediate Superior			<b>Date :</b>		
3.1-4.0 Good		Signature of the HoD/Section Incharge			<b>Date :</b>		
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

<b>Factors</b>	<b>1. Self Assessment Rating Scale (1 – 6)</b>	<b>2. Assessment by immediate Superior Rating Scale (1 - 6)</b>	<b>3. Assessment by HOD/Incharge Rating Scale (1 - 6)</b>
	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
1 Functional job knowledge and procedures			
2 Quality of work output			
3 Timely completion of work			
4 Ability to handle multiple tasks			
5 Verbal Communication Skills			
6 Written Communication Skills			
7 Acceptance of additional responsibilities			
8 Ability to satisfy Superiors in work areas			
9 Receptivity to changes in work			
10 Ability to get along with colleagues			
11 Ability to get along with customers			
12 Positivity in attitude			
13 Punctuality & Discipline			

14	Work Motivation			
15	Relevant computer knowledge and literacy			
16	Potential for advancement			
	<b>Average Score out of 6 (Total/16)</b>			

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

Narrative evidence of exceptional commitment or achievement	
<b>By the Immediate Superior</b>	<b>By the Head of the Department / In-charge of the Unit</b>

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

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**PERFORMANCE ASSESSMENT FORM**

(Group 'C')  
**C2 – Technical Staff**

Please rate each factor by entering the appropriate number

<b>Factors</b>	<b>1. Self Assessment Rating Scale (1 – 6)</b>	<b>2. Assessment by immediate Superior Rating Scale (1 - 6)</b>	<b>3. Assessment by HoD/Incharge Rating Scale (1 - 6)</b>
1 Functional job knowledge and procedures	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
2 Quality of work output in experiment section/programming/maintenance/etc			
3 Timely completion of work			
4 Ability to handle multiple tasks			
5 Verbal and Written Communication Skill			
6 Willingness to listen to others' viewpoints and get along with colleagues			
7 Tackling problems of users			
8 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			
12 Ability to handle pressure at work			
13 Ability to make positive impact on team			

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

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

<b>Narrative evidence of exceptional commitment or achievement</b>	
<b>By the Immediate Superior</b>	<b>By the Head of the Department / In-charge of the Unit</b>

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

**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

<b>Factors</b>	<b>1. Self Assessment Rating Scale (1 – 6)</b>	<b>2. Assessment by immediate Superior Rating Scale (1 - 6)</b>	<b>3. Assessment by HOD/Incharge Rating Scale (1 - 6)</b>
1 Functional job knowledge and procedures	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1	Excellent = 6 Poor = 1
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 handle pressure at work			
13 Ability to make positive impact on team members			

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

**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:**

<b>Narrative evidence of exceptional commitment or achievement</b>	
<b>By the Immediate Superior</b>	<b>By the Head of the Department / In-charge of the Unit</b>

<b>Qualitative Score Rating</b>			<b>Signature</b>		
5.1-6.0 Outstanding		Signature of the Staff		<b>Date :</b>	
4.1-5.0 Very Good		Signature of the Immediate Superior		<b>Date :</b>	
3.1-4.0 Good		Signature of the HoD/Section Incharge		<b>Date :</b>	
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

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

16	Potential for advancement				
	<b>Average Score out of 6</b> <b>(Total/16)</b>				

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

Narrative evidence of exceptional commitment or achievement	
<b>By the Immediate Superior</b>	<b>By the Head of the Department / In-charge of the Unit</b>

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

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**PERFORMANCE ASSESSMENT FORM**  
**(Group 'D')**

Please rate each factor by entering the appropriate number

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

**Weighted Final Score: 50% 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:**

<b>Narrative evidence of exceptional commitment or achievement</b>	
<b>By the Immediate Superior</b>	<b>By the Head of the Department / In-charge of the Unit</b>

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						