



Acharya Patashala Educational Trust (Estd.: 1935)
NR Colony Bangalore -560019

Performance Appraisal of APS Institutional Employees

Review Period - From 01st April 2024 To 31st March 2025

Name of the Employee with Emp.id No.

Designation and Department – Assistant Professor, Computer Science

Name of the Institution (Location /Campus):

Date of Joining :

Name of the Appraiser with Designation

Si.No	Performance Indicators	Ranking				
		O	VG	G	S	US
01	Punctuality & Attendance					
	Maintain timely and orderly classes					
	Punctuality displayed on all workdays including meetings , gathering and activities					
	Absenteeism avoided thereby not letting the work suffer					

	Job Proficiency				
02	Demonstrating Technical /Domain knowledge at work				
	Adherence to Quality (Accuracy , Presentation ,Reliability)				
	Meeting Deadlines				
	Adherence to Practice , Policies , Processes & Procedure				
	Accountability for work				
	Meeting Commitment				
	Delivered accurate & updated content knowledge using appropriate methodologies , approaches & Strategies				
03	Communication Skills				
	Oral Communication (are clear ,effectiveness & Appropriate)				
	Written Communication (are clear , effective, concise & well organized)				
	Working with others (cooperate with other individuals & groups internally & externally as appropriate solicits, understands & respects the opinions of others.				
04	Team Work & Interpersonal Relation				
	Observe& demonstrate desirable personal & professional behaviours like respect ,honesty, dedication , decisiveness and genuine concern for others at all the times				
	Showed fairness & consideration towards colleague				

	Positive attitude					
	Team Spirit					
05	Quality & Quantity of Work					
	Sets and adhere to priorities					
	Meets established standards, deadlines and work schedules					
	Use resource efficiently and economically					
	Complete assignments by or before deadlines					
	Works at steady pace regardless of environmental pressure					
06	Innovative / Creativity					
07	Problem solving (Showing ability to obtain information needed to make a decision exercises sound judgement shows decisiveness in recommending or taking action)					
08	Leadership (Motivates employees to maximize institution goals & objectives ,delegates tasks & authority in a manners that enables employees to full fill their responsibilities , sets the standard for peers & other employees					
09	Seminars / Training (certificate need to attach)	Three Days Online Works hop on "N AAC Binar y Accre ditatio	partici pated in the A nnual Intern ational Rese arch Confe	One day natio nal webi nar on 'Artif	Part icip ate dinF acul tyD evel op	

		n" Organized by B.E.T SA DAT HUN NISA DEG REE COLL EGE, from February 12 th to 14 th 2025	rence 2024(AIRC), held on 18th and 19th April 2024.	icial Intelligence' on 6 th April 2024	mentPr ogr am on& quo t;En han cing Res earch	Co mplete ncy- Fro mC onc eptt oPu blic atio n&q uot; on 15t h Nov em ber 202 4thr oug h Virt ual mo de.
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10	Value addition to organization				
	Developed Website and uploading in Social Medias				
11	Students Result Analysis (semester wise / Annual)				
11	Students Result Analysis (semester wise / Annual)				
	Subject taught				
	Artificial Intelligence, Data Structures, Operating Systems,				
	Software Engineering, Design and Analysis of Algorithm,				
	Electronic Content And Design				
12	Awards/Honours/ Fellowship received				
13	Online Certification Course (if any)				

Goals for Next Review Period: To Present Papers and do certificate Courses

Vice Principal comments on Appraisal and Recommendation

Signature

Principal comments on Appraisal and Recommendation

Signature

Governing Council Reviews on Appraisal

General Secretary / President Reviews on Appraisal

For HR Department Only

Appraisal Completed On.....

The employee is eligible for an increment of W.e.f.....

The employee can be promoted to W.e.f.....

The employee can be transferred to department as W.e.f....

The employees need training on the following areas....

01.

02.

03.

Date:

HR Signature