



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

### Performance Appraisal of APS Institutional Employees

Review Period - From 01<sup>st</sup> April 2024 To 31<sup>st</sup> 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	<b>Punctuality &amp; Attendance</b>					
	Maintain timely and orderly classes					
	Punctuality displayed on all workdays including meetings , gathering and activities					
	Absenteeism avoided thereby not letting the work suffer					

02	<b>Job Proficiency</b>					
	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	<b>Communication Skills</b>					
	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	<b>Team Work &amp; Interpersonal Relation</b>					
	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					
<b>05</b>	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					
<b>06</b>	<b>Innovative / Creativity</b>					
<b>07</b>	<b>Problem solving</b> ( Showing ability to obtain information needed to make a decision exercises sound judgement shows decisiveness in recommending or taking action )					
<b>08</b>	<b>Leadership</b> ( 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					
<b>09</b>	<b>Seminars / Training ( certificate need to attach)</b>	Three Days Online Workshop on "N AAC Binariy Accreditation	participated in the <b>Annual International Research Conference</b>	One day national webinar on 'Artif	Participate in Faculty Development	

		<b>n" Or ganize d by B.E .T SA DAT HUN NISA DEG REE COLL EGE,f romfe bruar y 12<sup>th</sup> to 14<sup>th</sup> 2025</b>	<b>rence 2024( AIRC)</b> , held on 18th and 19th April 2024.	icial Intell igenc e' on 6 <sup>th</sup> April 2024	me ntPr ogr am on& quo t;En han cing Res earc h  Co mp ete 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	<b>Value addition to organization</b>					
	Developed Website and uploading in Social Medias					
11	<b>Students Result Analysis ( semester wise / Annual )</b>					
11	<b>Students Result Analysis ( semester wise / Annual )</b>					
	Subject taught					
	Artificial Intelligence, Data Structures, Operating Systems,					
	Software Engineering, Design and Analysis of Algorithm,					
	Electronic Content And Design					
12	<b>Awards/Honours/ Fellowship received</b>					
13	<b>Online Certification Course ( if any)</b>					

**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**

<b>Governing Council Reviews on Appraisal</b>
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<b>General Secretary / President Reviews on Appraisal</b>
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For HR Department Only
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Appraisal Completed On.....
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The employee is eligible for an increment of ..... W.e.f.....
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The employee can be promoted to ..... W.e.f.....
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The employee can be transferred to ..... department as ..... W.e.f....
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The employees need training on the following areas....
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01.
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02.
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03.
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**Date:**

**HR Signature**