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|  | **Indira Gandhi Delhi Technical University For Women**(Formerly Indira Gandhi Institute of Technology)Kashmere Gate, Delhi-110006 |

*APAR OF LABORATORY ASSISTANTS FOR THE PERIOD FROM\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Part -1.** (To be filled by the officer reported upon)

1. Full Name (In Capital) :
2. Date of Birth :
3. Designation :
4. Date of Joining :
5. Workshop/Laboratory along with :

the name of Deptt. to which attached

1. Give details of the work done by you :

during the period of report

(not more than 200 words)

**Part -2.** (To be filled by Reporting Officer)

1. a) Does he/she know the :

 machines/ store

b) Does he/she maintain the :

 machine/ stores properly

 and regularly

c) Does he/ she clean and takes :

 care of chart, visual slides/storage

 items.

d) Does he/she help and do the work :

 of erection/repair of machines/

 loading/unloading of stores.

1. Is he/she punctual and regular in :

attendance.

1. Does he/she co-operate and :

co-ordinate with the work of the

section/stores.

1. Honesty and Integrity :
2. Has he been reprimanded for :

any cause of his/her work.

Name of the Officer…………………………… Period………………

**Part -3.**

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)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reporting Officer** | **Reviewing Officer (Revised Grades, if does not agree with column No.2)**  | **Initials of Reviewing Officer** |
| **[A] Assessment of work output (weightage to this section would be 40%)** |
| 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. |  |  |  |
| **Overall Grading on “ Work output”** |  |  |  |
|  |  |  |  |
| **[B] Assessment of Personal attributes (weightage to this section would be 30%)** |
| 1] Attitude to work. |  |  |  |
| 2] Sense of responsibility. |  |  |  |
| 3] Maintenance of Discipline. |  |  |  |
| 4] Communication Skills |  |  |  |
| 5] Leadership Qualities |  |  |  |
| 6] Capacity to work in team spirit. |  |  |  |
| 7] Capacity to adhere to time-schedule |  |  |  |
| 8] Inter-personal relations |  |  |  |
| 9] Overall bearing and personality |  |  |  |
| **Overall Grading on “Personal Attribute”** |  |  |  |
|  |  |  |  |
| **[C] Assessment of Functional Competency (weightage to this section would be 30%)** |
| 1] Knowledge of work procedures in the area of function and ability to apply them correctly. |  |  |  |
| 2] Coordination ability  |  |  |  |
| 3] Initiative |  |  |  |
| **Overall Grading on “Functional Competency”** |  |  |  |

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

**[C] Overall Numerical Grading on the basis of weightage given**

 **in Section A,B and C**

 Signature of the Reporting Officer

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name……………………………………………

Designation………………………………

Name of the Officer…………………………… Period………………

**REMARK OF REVIEWING OFFICER**

1. Length of service of assessed under the :-

Reviewing authority from the period under

report.

1. State of health :-
2. Do you agree with the assessment of the :-

officer given by the reporting officer? Is there

anything you wish to modify or add?

1. General remarks :-
2. Final average Grading ( on scale of 1-10) :-

**Date :-…………… Signature of Reviewing Officer Name…………………………………..**

 **Designation…………………………**

**Guidelines regarding filling up of APAR with numerical grading**

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
2. 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.
3. 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.
4. APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
5. APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
6. APARs graded below 4 will be given a score of “Zero”.