



BMS COLLEGE OF ENGINEERING, BANGALORE
(Autonomous Institute Affiliate to VTU)

ANNUAL PERFORMANCE REPORT
(PROFESSORS)

REPORT FOR THE YEAR / PERIOD FROM ___ / ___ / ___ TO ___ / ___ / ___

(To be recorded in Single / Original only)

PART - I : PERSONAL DATA
(to be furnished by the Appraisee)

1.	Name of the Faculty Member (in Capital Letters)	
2.	Current Designation & Date of appointment to the present post	
3.	Department	
4.	Service to which the employee belongs	MGMT / GIA
5.	Residential Address	
6.	Mobile No.	
7.	E-mail	
8.	Date of Birth	
9.	Educational Qualifications including professional and technical qualifications (Pls. specify in Reverse Chronological order)	

10.	Period of absence from duty (Leave (except CL) or Training) during the year under review
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(a) Leave

Kind of Leave	Period of Leave		Days	Remarks
	From	To		

(b) Particulars of Training Programs deputed

Name	Venue	Period of Training			Reasons for not attending (If Any)
		From	To	Days	

11.	Details of any additional Qualifications acquired during the year under review	
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12.	Name of the Courses taught during the year under review	
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PLACE:	SIGNATURE
DATE:	NAME AND DESIGNATION

PART II: SELF ASSESSMENT
(to be furnished by the Appraisee)

S. No.	GENERAL PERFORMANCE CATEGORIES	DETAILS	
1.	A brief description of the annual performance commitment before the commencement of the academic year / year under review		
2.	A brief account of any Innovative and / or Participatory tools / methodology introduced to facilitate active learning and practical training		
3.	Specifics of any method / tool used to create course materials and / or additional knowledge resources provided to students that generate interest and motivate students to take responsibility to learn the contents of the course		
4.	A brief on Monitoring (Proctoring) students	i. Average No. of meetings held per Student during the review period:	
		ii. Total No. of Parent Teacher meetings held during the review period:	
		iii. A brief account of any instances of specific problem related to any student solved, or taken an initiative to solve:	

5.	Role in developing and Imparting Remedial / Bridge courses and counseling modules	
6.	<p>Details of Paper Setting, Invigilation Duties (Internal Tests, Semester End Examinations & University Examinations), and Evaluation etc. assigned.</p> <p>(Mention reasons for not completing the assigned tasks, if any)</p>	
7.	Research Guidance (give brief description of each project and name the student(s) and Co-supervisor, if any).	
8.	Details of any (innovative) student projects supervised by you, other than those prescribed in the syllabus	
9.	<p>Contribution to Corporate life of the Institution</p> <p>(a) Curriculum development</p> <p>(b) Cultural /Extra Curricular activities</p> <p>(c) Sports / Community and Extension services</p> <p>(d) Administrative Assignments (Both Departmental and Institutional)</p> <p>(e) Any other</p>	

10.	Percentage scored on Student Evaluation	Sl. No.	Course Offered	Period (From – To)	Score %
	(Indicate course wise scores for both odd and even semesters for every feedback received. For example, if 3 feedback reports have been received for a course, furnish details of all 3).				

11.	Role in Departmental activities (strengthening laboratories, organizing & developing new methods in academic / administrative activities)	
12.	Details of Training Programs / Industry Immersion Programs for Faculty / Refresher or Orientation courses attended, corresponding to the Courses taught during the year under review	
13.	A brief on your involvement in the process of procuring course material / textbook, laboratory equipment	
14.	Details of papers presented at national and international conferences and similar events	

S. No.	MANDATORY PERFORMANCE CATEGORIES	PARTICULARS					
15.	Role in revision and up gradation of courses and / or in departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities)						
16.	Research Guidance	Number Enrolled	Thesis Submitted		Degree awarded		
17.	Papers published (at least three) in refereed & non-paid journals [National / International] in three years (for the first block period from 2013-14 to 2016-17 and so on).	Title	Journal	ISSN/ISBN No	Peer Reviewed (Yes / No)	Impact Factor	No of Co-Authors
18.	Contribution to Industrial Development in the form of ongoing and completed	Title	Agency	Period		Grant / Amount mobilized (₹ Lakh)	

	research Projects and Consultancies				
19.	Proposals framed and submitted to external funding agencies like VTU, AICTE, DST etc.	Funding Agency		Specifics	

Complete the “Target Set”, “Target Achieved”, “Performance Gap” and “Exceeded Target” fields wherever applicable.

- i. **Target Set:** An agreed minimum level of performance at the beginning of the assessment period.
- ii. **Target Achieved:** Actual level of performance at the end of the assessment period.
- iii. **Performance Gap / Exceeded Target:** Difference between the actual performance level (Target Achieved) and the preset agreed performance level (Target Set).

S. No.	DESIRABLE PERFORMANCE CATEGORIES	TARGETS SET AND ACHIEVED and / or PARTICULARS			
20.	FDPs [workshop / conference / STTP] conducted / organized during the year of review	Target Set	Target Achieved	Performance Gap	Exceeded Target
		Title		Resource Persons	Duration
21.	Guest / Invited lectures delivered at other Institutions [without affecting the scheduled class works at the Department]	Target Set	Target Achieved	Performance Gap	Exceeded Target
		Title of Lecture / Academic Session		Organized By	Audience

22.	Publication of Books / Manuals / Monographs etc.	Target Set	Target Achieved	Performance Gap	Exceeded Target
		Book Title	Page No.s (If Co-authored)	Editor and Publisher	ISSN / ISBN No
23.	Products developed / Patents applied (LIST):	Target Set	Target Achieved	Performance Gap	Exceeded Target
		Specifics:			
24.	Chairmanships at National or International Conference / Seminar etc.	Title of Conference / Seminar etc.	Organized By	International / National	

25.	Membership of or Fellowship at Professional / Academic bodies, Organizations, Societies etc.(LIST):	
26.	Reviewer for Journal Articles / Abstracts / Grants / Books (LIST):	
27.	Special Achievements (LIST):	
28.	Constraints (If Any):	

Note() If space provided is not sufficient use additional sheet for details**

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART III – REPORT
(By the Reporting Authority: HOD)

The following **rating scale guide** is being provided to assist the reporting authority in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and overall grading.

1= Unacceptable – Consistently fails to meet job requirements. Immediate improvement required.

2= Needs Improvement – Occasionally fails to meet expectations for the position.

3= Meets Expectations – Performs core job duties satisfactorily with typical supervision and guidance.

4= Exceeds Expectations – Performs at or above job standards, and completes tasks beyond the core job duties and responsibilities for the position.

5= Superior – Frequently exceeds job requirements and expectations.

Indicate the rating for each criterion with a check mark in the respective box, followed by comments / remarks to support / justify the rating.

Part III		A. Instructional Performance Factors					
S. No.	Particulars	Rating and Remarks					
1.	Teaching Methods and Course Organization	Rating:	1	2	3	4	5
		Remarks:					
2.	Instruction and Course Delivery	Rating:	1	2	3	4	5
		Remarks:					
3.	Expertise	Rating:	1	2	3	4	5
		Remarks:					
4.	Instructional Technologies and Techniques	Rating:	1	2	3	4	5
		Remarks:					
5.	Communication Skills (Through words, written & oral)	Rating:	1	2	3	4	5
		Remarks:					

Part III		B. Behavioral Traits					
S. No.	Particulars	Rating and Remarks					
6.	Professionalism	Rating:	1	2	3	4	5
		Remarks:					
7.	Timeliness	Rating:	1	2	3	4	5
		Remarks:					
8.	Dependability	Rating:	1	2	3	4	5
		Remarks:					
9.	Initiative and Adaptability	Rating:	1	2	3	4	5
		Remarks:					
10.	Planning and Decision Making Ability	Rating:	1	2	3	4	5
		Remarks:					
11.	Team spirit	Rating:	1	2	3	4	5
		Remarks:					
12.	Relation with the Public (Parent / Alumni / others)	Rating:	1	2	3	4	5
		Remarks:					
13.	Supervision, Co-ordination and Leadership	Rating:	1	2	3	4	5
		Remarks:					

Part III		C. Other Factors
S. No.	Particulars	Remarks
14.	Integrity **(Beyond doubt / Doubtful / Lack of integrity proved in Disciplinary / Criminal proceeding)	
15.	Attendance (Whether satisfactory or not)	
16.	State of Health (Whether generally healthy or not)	
17.	Percentage scored on Student feedback (with Remarks)	
18.	Pass Percentage (Subject Wise) in Semester End Examination (with Remarks)	

Part III		D. Overall Assessment
S. No.	Particulars	Remarks
1.	Nature and Quality of output with reference to self-assessment	
2.	Overall Assessment	
3.	Training Needs (Need for training to further improve the effectiveness and capabilities of the employee)	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

NOTE:

1. Adverse remarks and / or advisory remarks should be indicated by recording a specific note to that effect immediately below such remarks.
2. When an employee is graded superior / outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

PART IV : REVIEW

(By the Reviewing Authority: Vice Principal)

1.	Whether self-assessment and the reports of the reporting authority are acceptable. If not, offer reasons	
2.	Remarks of the Reviewing Authority (if any)	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART V : ACCEPTANCE

(By the Accepting Authority: Principal)

Overall Remarks :

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART VI : COMMUNICATION (IF ANY)

1.	(a) Reference no. and date of communication of adverse remarks (if any)	
	(b) Reference no. and date of communication of advisory remarks (if any)	
2.	Date on which representation, if any, received	
3.	Decision on representation and date of communication to the concerned employee	
4.	Date of having forwarded to the custodian	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION



BMS COLLEGE OF ENGINEERING, BANGALORE
(Autonomous Institute Affiliate to VTU)

ANNUAL PERFORMANCE REPORT
(ASSOCIATE PROFESSORS)

REPORT FOR THE YEAR / PERIOD FROM ___ / ___ / ____ TO ___ / ___ / ____

(To be recorded in Single / Original only)

PART - I : PERSONAL DATA
(to be furnished by the Appraisee)

1.	Name of the Faculty Member (in Capital Letters)	
2.	Current Designation & Date of appointment to the present post	
3.	Department	
4.	Service to which the employee belongs	MGMT / GIA
5.	Residential Address	
6.	Mobile No.	
7.	E-mail	
8.	Date of Birth	
9.	Educational Qualifications including professional and technical qualifications (Pls. specify in Reverse Chronological order)	

10.	Period of absence from duty (Leave (except CL) or Training) during the year under review
-----	--

(a) Leave

Kind of Leave	Period of Leave		Days	Remarks
	From	To		

(b) Particulars of Training Programs deputed

Name	Venue	Period of Training			Reasons for not attending (If Any)
		From	To	Days	

11.	Details of any additional Qualifications acquired during the year under review
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12.	Name of the Courses taught during the year under review
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PLACE:	SIGNATURE
DATE:	NAME AND DESIGNATION

PART II: SELF ASSESSMENT
(to be furnished by the Appraisee)

S. No.	GENERAL PERFORMANCE CATEGORIES	DETAILS	
1.	A brief description of the annual performance commitment before the commencement of the academic year / year under review		
2.	A brief account of any Innovative and / or Participatory tools / methodology introduced to facilitate active learning and practical training		
3.	Specifics of any method / tool used to create course materials and / or additional knowledge resources provided to students that generate interest and motivate students to take responsibility to learn the contents of the course		
4.	A brief on Monitoring (Proctoring) students	i. Average No. of meetings held per Student during the review period:	
		ii. Total No. of Parent Teacher meetings held during the review period:	
		iii. A brief account of any instances of specific problem related to any student solved, or taken an initiative to solve:	

5.	Role in developing and Imparting Remedial / Bridge courses and counseling modules	
6.	<p>Details of Paper Setting, Invigilation Duties (Internal Tests, Semester End Examinations & University Examinations), and Evaluation etc. assigned.</p> <p>(Mention reasons for not completing the assigned tasks, if any)</p>	
7.	Research Guidance (give brief description of each project and name the student(s) and Co-supervisor, if any).	
8.	Details of any (innovative) student projects supervised by you, other than those prescribed in the syllabus	
9.	<p>Contribution to Corporate life of the Institution</p> <p>(a) Curriculum development</p> <p>(b) Cultural /Extra Curricular activities</p> <p>(c) Sports / Community and Extension services</p> <p>(d) Administrative Assignments (Both Departmental and Institutional)</p> <p>(e) Any other</p>	

10.	Percentage scored on Student Evaluation (Indicate course wise scores for both odd and even semesters for every feedback received. For example, if 3 feedback reports have been received for a course, furnish details of all 3).	S. No.	Course Offered	Period (From – To)	Score %

11.	Role in Departmental activities (strengthening laboratories, organizing & developing new methods in academic / administrative activities)	
12.	Details of Training Programs / Industry Immersion Programs for Faculty / Refresher or Orientation courses attended, corresponding to the Courses taught during the year under review	
13.	A brief on your involvement in the process of procuring course material / textbook, laboratory equipment	
14.	Details of papers presented at national and international conferences and similar events	

S. No.	MANDATORY PERFORMANCE CATEGORIES	PARTICULARS			
15.	Role in revision and up gradation of courses and / or in departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities)				
16.	Contribution to Industrial Development in the form of ongoing and completed research Projects and Consultancies	Title	Agency	Period	Grant / Amount mobilized (₹ Lakh)
17.	Proposals framed and submitted to external funding agencies like VTU, AICTE, DST etc.	Funding Agency		Specifics	

Complete the “Target Set”, “Target Achieved”, “Performance Gap” and “Exceeded Target” fields wherever applicable.

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- iii. **Performance Gap / Exceeded Target:** Difference between the actual performance level (Target Achieved) and the preset agreed performance level (Target Set).

S. No.	DESIRABLE PERFORMANCE CATEGORIES	TARGETS SET AND ACHIEVED and / or PARTICULARS					
18.	Papers published in refereed & non-paid journals [National / International] during the year of review	Target Set		Target Achieved		Performance Gap	Exceeded Target
		Title	Journal	ISSN/ISBN No	Peer Reviewed (Yes/ No)	Impact Factor	No of Co-Authors
19.	FDPs [workshop / conference / STTP] conducted / organized during the year of review	Target Set		Target Achieved		Performance Gap	Exceeded Target
		Title			Resource Persons		Duration
20.	Guest / Invited lectures delivered at other Institutions [without affecting the scheduled class works at the Department]	Target Set		Target Achieved		Performance Gap	Exceeded Target
		Title of Lecture / Academic Session				Organized By	Audience

21.	Publication of Books / Manuals / Monographs etc.	Target Set	Target Achieved	Performance Gap	Exceeded Target		
		Book Title	Page No.s (If Co-authored)	Editor and publisher	ISSN/IS BN No	Peer Reviewed (Yes/ No)	No of Co-Authors
22.	Products developed / Patents applied (LIST):	Target Set	Target Achieved	Performance Gap	Exceeded Target		
		Specifics:					

23.	Research Guidance	Number Enrolled	Thesis Submitted	Degree awarded
24.	Membership of or Fellowship at Professional / Academic bodies, Organizations, Societies etc.(LIST):			
25.	Reviewer for Journal Articles / Abstracts / Grants / Books (LIST):			
26.	Special Achievements (LIST):			
27.	Constraints (If Any):			

Note() If space provided is not sufficient use additional sheet for details**

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART III – REPORT
(By the Reporting Authority: HOD)

The following **rating scale guide** is being provided to assist the reporting authority in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and overall grading.

1= Unacceptable – Consistently fails to meet job requirements. Immediate improvement required.

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3= Meets Expectations – Performs core job duties satisfactorily with typical supervision and guidance.

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5= Superior – Frequently exceeds job requirements and expectations.

Indicate the rating for each criterion with a check mark in the respective box, followed by comments / remarks to support / justify the rating.

Part III		A. Instructional Performance Factors					
S. No.	Particulars	Rating and Remarks					
1.	Teaching Methods and Course Organization	Rating:	1	2	3	4	5
		Remarks:					
2.	Instruction and Course Delivery	Rating:	1	2	3	4	5
		Remarks:					
3.	Expertise	Rating:	1	2	3	4	5
		Remarks:					
4.	Instructional Technologies and Techniques	Rating:	1	2	3	4	5
		Remarks:					
5.	Communication Skills (Through words, written & oral)	Rating:	1	2	3	4	5
		Remarks:					

Part III		B. Behavioral Traits					
S. No.	Particulars	Rating and Remarks					
6.	Professionalism	Rating:	1	2	3	4	5
		Remarks:					
7.	Timeliness	Rating:	1	2	3	4	5
		Remarks:					
8.	Dependability	Rating:	1	2	3	4	5
		Remarks:					
9.	Initiative and Adaptability	Rating:	1	2	3	4	5
		Remarks:					
10.	Planning and Decision Making Ability	Rating:	1	2	3	4	5
		Remarks:					
11.	Team spirit	Rating:	1	2	3	4	5
		Remarks:					
12.	Relation with the Public (Parent / Alumni / others)	Rating:	1	2	3	4	5
		Remarks:					
13.	Supervision, Co-ordination and Leadership	Rating:	1	2	3	4	5
		Remarks:					

Part III		C. Other Factors
S. No.	Particulars	Remarks
14.	Integrity **(Beyond doubt / Doubtful / Lack of integrity proved in Disciplinary / Criminal proceeding)	
15.	Attendance (Whether satisfactory or not)	
16.	State of Health (Whether generally healthy or not)	
17.	Percentage scored on Student feedback (with Remarks)	
18.	Pass Percentage (Subject Wise) in Semester End Examination (with Remarks)	

Part III		D. Overall Assessment
S. No.	Particulars	Remarks
1.	Nature and Quality of output with reference to self-assessment	
2.	Overall Assessment	
3.	Training Needs (Need for training to further improve the effectiveness and capabilities of the employee)	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

NOTE:

1. Adverse remarks and / or advisory remarks should be indicated by recording a specific note to that effect immediately below such remarks.
2. When an employee is graded superior / outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

PART IV : REVIEW

(By the Reviewing Authority: Vice Principal)

1.	Whether self-assessment and the reports of the reporting authority are acceptable. If not, offer reasons	
2.	Remarks of the Reviewing Authority (if any)	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART V : ACCEPTANCE

(By the Accepting Authority: Principal)

Overall Remarks :

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART VI : COMMUNICATION (IF ANY)

1.	(a) Reference no. and date of communication of adverse remarks (if any)	
	(b) Reference no. and date of communication of advisory remarks (if any)	
2.	Date on which representation, if any, received	
3.	Decision on representation and date of communication to the concerned employee	
4.	Date of having forwarded to the custodian	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION



BMS COLLEGE OF ENGINEERING, BANGALORE
(Autonomous Institute Affiliate to VTU)

ANNUAL PERFORMANCE REPORT
(ASSISTANT PROFESSORS)

REPORT FOR THE YEAR / PERIOD FROM ___ / ___ / ___ TO ___ / ___ / ___

(To be recorded in Single/Original only)

PART - I : PERSONAL DATA
(to be furnished by the Appraisee)

1.	Name of the Faculty Member (in Capital Letters)	
2.	Current Designation & Date of appointment to the present post	
3.	Department	
4.	Service to which the employee belongs	MGMT / GIA
5.	Residential Address	
6.	Mobile No.	
7.	E-mail	
8.	Date of Birth	
9.	Educational Qualifications including professional and technical qualifications (Pls. specify in Reverse Chronological order)	

10.	Period of absence from duty (Leave (except CL) or Training) during the year under review
-----	--

(a) Leave

Kind of Leave	Period of Leave		Days	Remarks
	From	To		

(b) Particulars of Training Programs deputed

Name	Venue	Period of Training			Reasons for not attending (If Any)
		From	To	Days	

11.	Details of any additional Qualifications acquired during the year under review	
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12.	Name of the Courses taught during the year under review	
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PLACE:	SIGNATURE
DATE:	NAME AND DESIGNATION

PART II: SELF ASSESSMENT

(to be furnished by the Appraisee)

S. No.	GENERAL PERFORMANCE CATEGORIES	DETAILS	
1.	A brief description of the annual performance commitment before the commencement of the academic year / year under review		
2.	A brief account of any Innovative and / or Participatory tools / methodology introduced to facilitate active learning and practical training		
3.	Specifics of any method / tool used to create course materials and / or additional knowledge resources provided to students that generate interest and motivate students to take responsibility to learn the contents of the course		
4.	A brief on Monitoring (Proctoring) students	i. Average No. of meetings held per Student during the review period:	
		ii. Total No. of Parent Teacher meetings held during the review period:	
		iii. A brief account of any instances of specific problem related to any student solved, or taken an initiative to solve:	

5.	Role in developing and Imparting Remedial / Bridge courses and counseling modules.	
6.	<p>Details of Paper Setting, Invigilation Duties (Internal Tests, Semester End Examinations & University Examinations), and Evaluation etc. assigned.</p> <p>(Mention reasons for not completing the assigned tasks, if any)</p>	
7.	Research Guidance (give brief description of each project and name the student(s) and Co-supervisor, if any).	
8.	Details of any (innovative) student projects supervised by you, other than those prescribed in the syllabus	
9.	<p>Contribution to Corporate life of the Institution</p> <p>(a) Curriculum development</p> <p>(b) Cultural /Extra Curricular activities</p> <p>(c) Sports / Community and Extension services</p> <p>(d) Administrative Assignments (Both Departmental and Institutional)</p> <p>(e) Any other</p>	

10.	Percentage scored on Student Evaluation	Sl. No.	Course Offered	Period (From – To)	Score %
	(Indicate course wise scores for both odd and even semesters for every feedback received. For example, if 3 feedback reports have been received for a course, furnish details of all 3).				

11.	Role in Departmental activities (strengthening laboratories, organizing & developing new methods in academic / administrative activities)	
12.	Details of Training Programs / Industry Immersion Programs for Faculty / Refresher or Orientation courses attended, corresponding to the Courses taught during the year under review	
13.	A brief on your involvement in the process of procuring course material / textbook, laboratory equipment	
14.	Details of papers presented at national and international conferences and similar events	

S. No.	MANDATORY PERFORMANCE CATEGORIES	PARTICULARS		
15.	No. of FDPs (workshop / conference / STTP) attended. (The duration of the programme should not be less than one week).	Title	Resource Persons	Duration
16.	Organized / Accompanied students on field trips and / or industrial visits	Organization / Industry and Location	No. of Students	Duration
17.	Registered for PhD (Yes / No) / Total years of service (Mandatory after completion of 3 yrs. of service) (Provide details if Yes)			

Complete the “Target Set”, “Target Achieved”, “Performance Gap” and “Exceeded Target” fields wherever applicable.

- i. **Target Set:** An agreed minimum level of performance at the beginning of the assessment period.
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S. No.	DESIRABLE PERFORMANCE CATEGORIES	TARGETS SET AND ACHIEVED and / or PARTICULARS					
18.	List of Papers published in referred & non-paid journals [National / International] during the year of review	Target Set	Target Achieved		Performance Gap		Exceeded Target
		Title	Journal	ISSN/ISBN No	Peer Reviewed (Yes/ No)	Impact Factor	No of Co-Authors
19.	Products developed / Patents applied (LIST):	Target Set	Target Achieved		Performance Gap		Exceeded Target
		Specifics:					
20.	Membership at Professional / Academic bodies, Organizations, Societies etc.(LIST):						
21.	Special Achievements (LIST):						

22.	Constraints (If Any):	
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Note() If space provided is not sufficient use additional sheet for details**

PLACE: SIGNATURE

DATE: NAME AND DESIGNATION

PART III – REPORT
(By the Reporting Authority: HOD)

The following **rating scale guide** is being provided to assist the reporting authority in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and overall grading.

1= Unacceptable – Consistently fails to meet job requirements. Immediate improvement required.

2= Needs Improvement – Occasionally fails to meet expectations for the position.

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4= Exceeds Expectations – Performs at or above job standards, and completes tasks beyond the core job duties and responsibilities for the position.

5= Superior – Frequently exceeds job requirements and expectations.

Indicate the rating for each criterion with a check mark in the respective box, followed by comments / remarks to support / justify the rating.

Part III		A. Instructional Performance Factors					
S. No.	Particulars	Rating and Remarks					
1.	Teaching Methods and Course Organization	Rating:	1	2	3	4	5
		Remarks:					
2.	Instruction and Course Delivery	Rating:	1	2	3	4	5
		Remarks:					
3.	Expertise	Rating:	1	2	3	4	5
		Remarks:					
4.	Instructional Technologies and Techniques	Rating:	1	2	3	4	5
		Remarks:					
5.	Communication Skills (Through words, written & oral)	Rating:	1	2	3	4	5
		Remarks:					

Part III		B. Behavioral Traits					
S. No.	Particulars	Rating and Remarks					
6.	Professionalism	Rating:	1	2	3	4	5
		Remarks:					
7.	Timeliness	Rating:	1	2	3	4	5
		Remarks:					
8.	Dependability	Rating:	1	2	3	4	5
		Remarks:					
9.	Initiative and Adaptability	Rating:	1	2	3	4	5
		Remarks:					
10.	Planning and Decision Making Ability	Rating:	1	2	3	4	5
		Remarks:					
11.	Team spirit	Rating:	1	2	3	4	5
		Remarks:					
12.	Relation with the Public (Parent / Alumni / others)	Rating:	1	2	3	4	5
		Remarks:					
13.	Supervision, Co-ordination and Leadership	Rating:	1	2	3	4	5
		Remarks:					

Part III		C. Other Factors
S. No.	Particulars	Remarks
14.	Integrity **(Beyond doubt / Doubtful / Lack of integrity proved in Disciplinary / Criminal proceeding)	
15.	Attendance (Whether satisfactory or not)	
16.	State of Health (Whether generally healthy or not)	
17.	Percentage scored on Student feedback (with Remarks)	
18.	Pass Percentage (Subject Wise) in Semester End Examination (with Remarks)	

Part III		D. Overall Assessment
S. No.	Particulars	Remarks
19	Nature and Quality of output with reference to self-assessment	
20	Overall Assessment	
21.	Training Needs (Need for training to further improve the effectiveness and capabilities of the employee)	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

NOTE: 1. Adverse remarks and / or advisory remarks should be indicated by recording a specific note to that effect immediately below such remarks.
2. When an employee is graded superior / Exceeds Expectations, the exceptional Qualities and performance noticed as well as the grounds for such grading should be indicated.

PART IV : REVIEW

(By the Reviewing Authority: Vice Principal)

1.	Whether self-assessment and the reports of the reporting authority are acceptable. If not, offer reasons	
2.	Remarks of the Reviewing Authority (if any)	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART V : ACCEPTANCE

(By the Accepting Authority: Principal)

Overall Remarks :

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION

PART VI : COMMUNICATION (IF ANY)

1.	(a) Reference no. and date of communication of adverse remarks (if any)	
	(b) Reference no. and date of communication of advisory remarks (if any)	
2.	Date on which representation, if any, received	
3.	Decision on representation and date of communication to the concerned employee	
4.	Date of having forwarded to the custodian	

PLACE:

SIGNATURE

DATE:

NAME AND DESIGNATION



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮಹಾ ವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು

BMS COLLEGE OF ENGINEERING, BANGALORE
(Autonomous Institute Affiliate to VTU)

ನೌಕರರ ವಾರ್ಷಿಕ ಕಾರ್ಯನಿರ್ವಹಣಾ ವರದಿ (ತಾಂತ್ರಿಕ ಸಿಬ್ಬಂದಿ)

ANNUAL PERFORMANCE REPORT (TECHNICAL STAFF)

ದಿನಾಂಕ: 01.04.20_____ ರಿಂದ 31.03.20_____ವರಗಿನ ಕಾರ್ಯ ನಿರ್ವಹಣಾ ವರದಿ

REPORT FOR THE YEAR / PERIOD FROM 01 /04 /20_____ TO 31 /03 /20_____

(ಏಕ/ಮೂಲ ಪ್ರತಿಯನ್ನು ಮಾತ್ರ ದಾಖಲು ಮಾಡಬೇಕು)

(To be recorded in Single/Original only)

ಭಾಗ-1 : ವೈಯಕ್ತಿಕ ಮಾಹಿತಿ

PART - I : PERSONAL DATA

(ವರದಿ ಮಾಡಲ್ಪಡುವ ನೌಕರರು ಭರ್ತಿ ಮಾಡಬೇಕಾದುದು)

(to be furnished by the employee reported upon)

1.	ನೌಕರರ ಹೆಸರು Name of the employee	
2.	ನೌಕರರು ಯಾವ ಸೇವೆಗೆ ಸೇರಿದ್ದಾರೆ Service to which the employee belongs	ಆಡಳಿತ ಮಂಡಳಿ / ವೇತನಾನುದಾನ MGMT / GIA
3.	ನೌಕರರು ಸೇವೆ ಸಲ್ಲಿಸುತ್ತಿರುವ ವಿಭಾಗ Name of the department to	
4.	ನೌಕರರ ಮನೆಯ ವಿಳಾಸ, ಮೊಬೈಲ್ ಸಂಖ್ಯೆ ಮತ್ತು ಈ-ಮೈಲ್ Residential Address, Mobile No. & e-mail	
5.	ವರದಿಯ ವರ್ಷ/ ಅವಧಿಯಲ್ಲಿ ಧಾರಣೆ ಮಾಡಿದ ಹುದ್ದೆ Post held during the year/period of report	
6.	ಜನ್ಮ ದಿನಾಂಕ Date of Birth	
7.	ವಿದ್ಯಾರ್ಹತೆ Educational Qualification	

8. ವರದಿಯ ಅವಧಿಯಲ್ಲಿ ರಜೆ (ಸಾಂಧರ್ಭಿಕ ರಜೆ ಹೊರತು ಪಡಿಸಿ) / ತರಬೇತಿಯ ಮೇಲೆ ಕಳೆದ ಅವಧಿ
Period spent on Leave (except CL) / Training, during the period of report

(ಎ) ರಜೆ (a) Leave

ರಜೆಯ ಸ್ವರೂಪ Kind of Leave	ರಜಾ ಅವಧಿ Period of Leave		ದಿನಗಳು Days	ಷರಾ Remarks
	ಇಂದ From	ವರೆಗೆ To		

(ಬಿ) ಯಾವ ತರಬೇತಿಗೆ ನಿಯೋಜಿಸಲಾಗಿತ್ತೋ ಆ ತರಬೇತಿಯ ವಿವರಗಳು (b) Particulars of Training to which deputed

ತರಬೇತಿಯ ವಿವರಗಳು Particulars of Training	Period of Training ತರಬೇತಿಯ ಅವಧಿ			If not., reasons for not attending ಹಾಜರಾಗದಿದ್ದಲ್ಲಿ ಅದಕ್ಕೆ ಕಾರಣಗಳು
	ಇಂದ From	ವರೆಗೆ To	ದಿನಗಳು Days	

9. ವರದಿಯ ವರ್ಷದಲ್ಲಿ / ಅವಧಿಯಲ್ಲಿ ಗಳಿಸಿದ ವಿದ್ಯಾರ್ಹತೆ ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ.
Qualification acquired, if any during the period of report

--

ದಿನಾಂಕ:

Date:

ಸಹಿ SIGNATURE

ಹೆಸರು ಮತ್ತು ಪದನಾಮ
NAME AND DESIGNATION

ಭಾಗ-2 : ಸ್ವಯಂ ಮೌಲ್ಯ ಮಾಪನ
PART II : SELF ASSESSMENT

(ನೌಕರರು ಭರ್ತಿ ಮಾಡಬೇಕಾದುದು)
(to be filled by the employee reported upon)

1.	ಕರ್ತವ್ಯದ ಸಂಕ್ಷಿಪ್ತ ವಿವರಣೆ Brief description of the duties		
2.	ನೌಕರರು ನಿರ್ವಹಿಸಿದ ಕೆಲಸದ ಸ್ವಯಂ ಮೌಲ್ಯ ಮಾಪನ A brief self-assessment of the work done by the Employee		
3.	ಮಾಡಿರುವ ವಿಶೇಷ ಸಾಧನೆಗಳು ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ Special achievements, if any		
4.	ನಿರ್ಬಂಧಗಳು ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ Constraints if any		
5.	ಸ್ವಯಂ ನಿಗದಿಪಡಿಸಿಕೊಂಡ ಗುರಿಗಳು ಮತ್ತು ಸಾಧನೆ Objectives set for himself/herself and achievement		
		ಗುರಿ / Set	ಸಾಧನೆ / achieved
	ದಕ್ಷತೆಯ ಅಭಿವೃದ್ಧಿ For improvement of efficiency		

ದಿನಾಂಕ:

Date:

ಸಹಿ SIGNATURE

ಹೆಸರು ಮತ್ತು ಪದನಾಮ

NAME AND DESIGNATION

ಭಾಗ-3 : ವರದಿ

PART III : REPORT

(ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರಿ ಭರ್ತಿ ಮಾಡಬೇಕಾದುದು)

(to be filled by the Reporting Authority)

ಕ್ರ.ಸಂ. S.No	ವಿವರಗಳು Particulars	ಅಸಾಧಾರಣ Out standing	ಅತ್ಯುತ್ತಮ Very good	ಉತ್ತಮ Good	ಸಾಧಾರಣ Average	ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ Below Average	ಷರಾ Remarks
1	ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ನೌಕರ ನಿರ್ವಹಿಸಿದ ಕೆಲಸದ ಸ್ವರೂಪ ಹಾಗೂ ಗುಣಮಟ್ಟದ ಉತ್ಪನ್ನ Nature and Quality of output with reference to self-assessment						
2	ಕಾರ್ಯಕ್ಷೇತ್ರದ ಬಗ್ಗೆ ತಿಳುವಳಿಕೆ ಮತ್ತು ಕೌಶಲ್ಯ. Knowledge of sphere of work and skill						
3	ಈ ಮುಂದಿನ ಅಂಶಗಳನ್ನೊಳಗೊಂಡ ವೈಶಿಷ್ಟ್ಯಗಳು. Attributes covering the following Aspects						
	(ಅ) ಕೆಲಸದ ಬಗ್ಗೆ ಮನೋಭಾವ. Attitude towards work						
	(ಬ) ಜವಾಬ್ದಾರಿ ವಹಿಸಿಕೊಳ್ಳುವ ಇಚ್ಛೆ* Willingness to assume Responsibility						
	(ಸಿ) ಪ್ರೇರಕ ಶಕ್ತಿ ಮತ್ತು ಯೋಜನಾ ಸಾಮರ್ಥ್ಯ. Initiative and Planning ability						
	(ಡಿ) ಉತ್ಸಾಹ ಮತ್ತು ಪರಿಶ್ರಮ. Zeal and Industry						
	(ಇ) ನಿಖರತೆ. Accuracy						
	(ಎಫ್) ತಿರ್ಮಾನ ತೆಗೆದುಕೊಳ್ಳುವ ಸಾಮರ್ಥ್ಯ. Decission making ability						

ಕ್ರ.ಸಂ. S.No	ವಿವರಗಳು Particulars	ಅಸಾಧಾರಣ Out standing	ಅತ್ಯುತ್ತಮ Very good	ಉತ್ತಮ Good	ಸಾಧಾರಣ Average	ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ Below Average	ಷರಾ Remarks
3	(ಜಿ) ನಿರೂಪಣಾ ನೈಪುಣ್ಯತೆ (ಲಿಖಿತ ಮತ್ತು ಮೌಖಿಕ ಶಬ್ದಗಳ ಮೂಲಕ ಅಭಿವ್ಯಕ್ತಿ). Communication Skill (Through words, written & oral)						
	(ಹೆಚ್) ಪರಸ್ಪರ ವೈಯಕ್ತಿಕ ಸಂಬಂಧಗಳು ಪ್ರೇರೇಪಣಾ ಸಾಮರ್ಥ್ಯ ಮತ್ತು ತಂಡದ ಕೆಲಸ. Inter-personal relation, Motivation and Team work						
	(ಐ) ಮೇಲ್ವಿಚಾರಣೆ, ಸಮನ್ವಯ ಮತ್ತು ಮುಂದಾಳತ್ವ ಸಾಮರ್ಥ್ಯ. Supervision, Co-ordination and Leadership.						
	(ಜೆ) ಸಾರ್ವಜನಿಕರೊಂದಿಗೆ (ಪೋಷಕ/ಅಲೂಮ್ನಿ/ಇತರೆ) ಸಂಬಂಧ. Relation with the Public (Parent/Alumni/others)						
4	ನಿಷ್ಠೆ ** (ನಿಸ್ಸಂಶಯವಾದ/ಸಂಶಯಾಸ್ಪದ/ನಿಷ್ಠೆ ಇಲ್ಲವೆಂದು ಶಿಸ್ತಿನ/ಕ್ರಿಮಿನಲ್ ನಡವಳಿಕೆಗಳಲ್ಲಿ ಸಾಬೀತಾಗಿದೆ) Integrity **(Beyond doubt/Doubtful/Lack of integrity proved in Disciplinary/Criminal proceeding)						
5	ತರಬೇತಿ (ನೌಕರನು ಪ್ರಭಾವಕಾರಿಯಾಗಿ ಕೆಲಸ ನಿರ್ವಹಿಸಲು ಅನುವಾಗಲು ಕಾರ್ಯಪಟುತ್ವ ಮತ್ತು ಸಾಮರ್ಥ್ಯಗಳನ್ನು ಹೆಚ್ಚಿಸಲು ತರಬೇತಿಯ ಅಗತ್ಯತೆ) Training (Need for training to further improve the effectiveness and capabilities of the employee)						

ಕ್ರ.ಸಂ. S.No	ವಿವರಗಳು Particulars						
6	ಕಛೇರಿ ಕೆಲಸದಲ್ಲಿ ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಉಪಯೋಗಿಸುತ್ತಾರೆಯೇ?						
7	ಆರೋಗ್ಯ ಸ್ಥಿತಿ (ಸಾಮಾನ್ಯವಾಗಿ ಆರೋಗ್ಯಕರವೇ ಅಥವಾ ಇಲ್ಲವೇ?) State of Health (Whether generally healthy or not)						
8	ಹಾಜರಾತಿ (ತೃಪ್ತಿಕರವಾಗಿದೆಯೇ? ಅಥವಾ ಇಲ್ಲವೇ) Attendance (Whether satisfactory or not)						
		ಅಸಾಧಾರಣ Out standing	ಅತ್ಯುತ್ತಮ Very good	ಉತ್ತಮ Good	ಸಾಧಾರಣ Average	ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ Below Average	ಷರಾ Remarks
9	ಸಾಮಾನ್ಯ ಮೌಲ್ಯಮಾಪನ General Assessment						
10	ಶ್ರೇಣಿ ನೀಡಿಕೆ Grading						
ದಿನಾಂಕ: Date:		ಸಹಿ SIGNATURE					
		ಹೆಸರು ಮತ್ತು ಪದನಾಮ NAME AND DESIGNATION					
ಟಿಪ್ಪಣಿ:	<p>1. ಯಾವುದೇ ಷರಾ, ಪ್ರತಿಕೂಲ ಷರವೇ ಮತ್ತು/ಅಥವಾ ಸಲಹಾತ್ಮಕ ಷರವೇ? ಎನ್ನುವುದನ್ನು ಅಂತಹ ಷರಾದ ಕೆಳಗೆ ನಿರ್ದಿಷ್ಟ ಟಿಪ್ಪಣಿಯನ್ನು ದಾಖಲಿಸುವ ಮೂಲಕ ನಮೂದಿಸಬೇಕು.</p> <p>2. ನೌಕರರಿಗೆ ಅಸಾಧಾರಣ ಶ್ರೇಣಿ ನೀಡಿದಾಗ, ಅವರಲ್ಲಿ ಗಮನಿಸಿದ ಅಸಾಧಾರಣ ಗುಣಗಳನ್ನು ಮತ್ತು ಅವರ ಕಾರ್ಯಸಾಧನೆಯನ್ನು ಹಾಗೂ ಅಂತಹ ಶ್ರೇಣಿ ನೀಡಿಕೆಗೆ ಕಾರಣಗಳನ್ನು ಸೂಚಿಸಬೇಕು</p>						
NOTE:	<p>1. Adverse remarks and / or advisory remarks should be indicated by recording a specific note to that effect immediately below such remarks.</p> <p>2. When an employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.</p>						

ಭಾಗ-4 : ಪುನರಾವಲೋಕನ

PART- IV : REVIEW

(ಪುನರ್ ಅವಲೋಕನೆ ಮಾಡುವ ಪ್ರಾಧಿಕಾರ ಮಾಡಬೇಕಾದುದು)

(To be made by the Reviewing Authority)

1.	ನೌಕರರ ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನ ಮತ್ತು ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರದ ವರದಿಯನ್ನು ನೀವು ಒಪ್ಪುತ್ತೀರಾ? ಒಪ್ಪಿದ್ದಲ್ಲಿ ಅದಕ್ಕೆ ಕಾರಣಗಳನ್ನು ನೀಡಿ. Whether self-assessment and the Reports of the reporting authority is acceptable. If not, give reasons.	
2	ಪುನರಾವಲೋಕನೆ ಮಾಡುವ ಪ್ರಾಧಿಕಾರದ ಷರಾಗಳು, ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ. Remarks of the Reviewing Authority. If any.	

ದಿನಾಂಕ:

Date:

ಸಹಿ SIGNATURE

ಹೆಸರು ಮತ್ತು ಪದನಾಮ
NAME AND DESIGNATION

ಭಾಗ-5 : ಅಂಗೀಕಾರ

PART- V : ACCEPTANCE

(ಅಂಗೀಕರಿಸುವ ಪ್ರಾಧಿಕಾರದಿಂದ) (By the Accepting Authority)

ಒಟ್ಟಾರೆ ಷರಾಗಳು: ಅಭಿಪ್ರಾಯ

Overall remarks : Opinion

ದಿನಾಂಕ:

Date:

ಸಹಿ SIGNATURE

ಹೆಸರು ಮತ್ತು ಪದನಾಮ
NAME AND DESIGNATION

ಭಾಗ-6 : ಸಂವಹನ (ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ)
PART- VI : COMMUNICATION (IF ANY)

1.	<p>(ಎ) ಪ್ರತಿಕೂಲ ಷರಾಙು ಯಾವುದಾದರೂ ಇದ್ದರೆ. ಅವುಗಳನ್ನು ತಿಳಿಸಲಾದ ಪತ್ರದ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ</p> <p>(a) Reference No. and date of communication of adverse remarks. If any.</p>	
	<p>(ಬಿ) ಸಲಹಾತ್ಮಕ ಷರಾಙು ಯಾವುದಾದರೂ ಇದ್ದರೆ. ಅವುಗಳನ್ನು ತಿಳಿಸಿದ ಪತ್ರದ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ</p> <p>(b) Reference No. and date of communication of advisory remarks. If any.</p>	
2	<p>ಯಾವುದಾದರೂ ಮನವಿ ಬಂದಿದ್ದರೆ ಅದನ್ನು ಸ್ವೀಕರಿಸಿದ ದಿನಾಂಕ</p> <p>Date on which representation received, If any</p>	
3	<p>ಮನವಿಯ ಮೇಲಿನ ನಿರ್ಣಯ ಮತ್ತು ಅದನ್ನು ಸಂಬಂಧಪಟ್ಟ ನೌಕರರಿಗೆ ತಿಳಿಸಿದ ದಿನಾಂಕ</p> <p>Decision on representation and date of communication to the concerned employee.</p>	
4	<p>ಅಭಿರಕ್ಷಕರಿಗೆ ಕಳುಹಿಸಿದ ದಿನಾಂಕ</p> <p>Date of having forwarded to the custodian.</p>	

ದಿನಾಂಕ:

Date:

ಸಹಿ SIGNATURE

ಹೆಸರು ಮತ್ತು ಪದನಾಮ
NAME AND DESIGNATION



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮಹಾ ವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು

BMS COLLEGE OF ENGINEERING, BANGALORE
(Autonomous Institute Affiliate to VTU)

ನೌಕರರ ವಾರ್ಷಿಕ ಕಾರ್ಯನಿರ್ವಹಣಾ ವರದಿ (ಆಡಳಿತ ಸಿಬ್ಬಂದಿ)

ANNUAL PERFORMANCE REPORT (ADMINISTRATIVE STAFF)

ದಿನಾಂಕ: 01.04.20_____ ರಿಂದ 31.03.20_____ವರಗಿನ ಕಾರ್ಯ ನಿರ್ವಹಣಾ ವರದಿ

REPORT FOR THE YEAR / PERIOD FROM 01 /04 /20_____ TO 31 /03 /20_____

(ಏಕ/ಮೂಲ ಪ್ರತಿಯನ್ನು ಮಾತ್ರ ದಾಖಲು ಮಾಡಬೇಕು)

(To be recorded in Single/Original only)

ಭಾಗ-1 : ವೈಯಕ್ತಿಕ ಮಾಹಿತಿ

PART - I : PERSONAL DATA

(ವರದಿ ಮಾಡಲ್ಪಡುವ ನೌಕರರು ಭರ್ತಿ ಮಾಡಬೇಕಾದುದು)

(to be furnished by the employee reported upon)

1.	ನೌಕರರ ಹೆಸರು Name of the employee	
2.	ನೌಕರರು ಯಾವ ಸೇವೆಗೆ ಸೇರಿದ್ದಾರೆ Service to which the employee belongs	ಆಡಳಿತ ಮಂಡಳಿ / ವೇತನಾನುದಾನ MGMT / GIA
3.	ನೌಕರರು ಸೇವೆ ಸಲ್ಲಿಸುತ್ತಿರುವ ವಿಭಾಗ Name of the department to	
4.	ನೌಕರರ ಮನೆಯ ವಿಳಾಸ, ಮೊಬೈಲ್ ಸಂಖ್ಯೆ ಮತ್ತು ಈ-ಮೈಲ್ Residential Address, Mobile No. & e-mail	
5.	ವರದಿಯ ವರ್ಷ/ ಅವಧಿಯಲ್ಲಿ ಧಾರಣೆ ಮಾಡಿದ ಹುದ್ದೆ Post held during the year/period of report	
6.	ಜನ್ಮ ದಿನಾಂಕ Date of Birth	
7.	ವಿದ್ಯಾರ್ಹತೆ Educational Qualification	

8. ವರದಿಯ ಅವಧಿಯಲ್ಲಿ ರಜೆ (ಸಾಂಧರ್ಭಿಕ ರಜೆ ಹೊರತು ಪಡಿಸಿ) / ತರಬೇತಿಯ ಮೇಲೆ ಕಳೆದ ಅವಧಿ
Period spent on Leave (except CL) / Training, during the period of report

(ಎ) ರಜೆ (a) Leave

ರಜೆಯ ಸ್ವರೂಪ Kind of Leave	ರಜಾ ಅವಧಿ Period of Leave		ದಿನಗಳು Days	ಷರಾ Remarks
	ಇಂದ From	ವರೆಗೆ To		

(ಬಿ) ಯಾವ ತರಬೇತಿಗೆ ನಿಯೋಜಿಸಲಾಗಿತ್ತೋ ಆ ತರಬೇತಿಯ ವಿವರಗಳು (b) Particulars of Training to which deputed

ತರಬೇತಿಯ ವಿವರಗಳು Particulars of Training	Period of Training ತರಬೇತಿಯ ಅವಧಿ			If not., reasons for not attending ಹಾಜರಾಗದಿದ್ದಲ್ಲಿ ಅದಕ್ಕೆ ಕಾರಣಗಳು
	ಇಂದ From	ವರೆಗೆ To	ದಿನಗಳು Days	

9. ವರದಿಯ ವರ್ಷದಲ್ಲಿ /ಅವಧಿಯಲ್ಲಿ ಗಳಿಸಿದ ವಿದ್ಯಾರ್ಹತೆ ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ.
Qualification acquired, if any during the period of report

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ಭಾಗ-2 : ಸ್ವಯಂ ಮೌಲ್ಯ ಮಾಪನ
PART II : SELF ASSESSMENT

(ನೌಕರರು ಭರ್ತಿ ಮಾಡಬೇಕಾದುದು)

(to be filled by the employee reported upon)

1.	ಕರ್ತವ್ಯದ ಸಂಕ್ಷಿಪ್ತ ವಿವರಣೆ Brief description of the duties		
2.	ನೌಕರರು ನಿರ್ವಹಿಸಿದ ಕೆಲಸದ ಸ್ವಯಂ ಮೌಲ್ಯ ಮಾಪನ A brief self-assessment of the work done by the Employee		
3.	ಮಾಡಿರುವ ವಿಶೇಷ ಸಾಧನೆಗಳು ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ Special achievements, if any		
4.	ನಿರ್ಬಂಧಗಳು ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ Constraints if any		
5.	ಸ್ವಯಂ ನಿಗದಿಪಡಿಸಿಕೊಂಡ ಗುರಿಗಳು ಮತ್ತು ಸಾಧನೆ Objectives set for himself/herself and achievement		
		ಗುರಿ / Set	ಸಾಧನೆ / achieved
	ದಕ್ಷತೆಯ ಅಭಿವೃದ್ಧಿ For improvement of efficiency		

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ಭಾಗ-3 : ವರದಿ

PART III : REPORT

(ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರಿ ಭರ್ತಿ ಮಾಡಬೇಕಾದುದು)

(to be filled by the Reporting Authority)

ಕ್ರ.ಸಂ. S.No	ವಿವರಗಳು Particulars	ಅಸಾಧಾರಣ Out standing	ಅತ್ಯುತ್ತಮ Very good	ಉತ್ತಮ Good	ಸಾಧಾರಣ Average	ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ Below Average	ಷರಾ Remarks
1	ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ನೌಕರ ನಿರ್ವಹಿಸಿದ ಕೆಲಸದ ಸ್ವರೂಪ ಹಾಗೂ ಗುಣಮಟ್ಟದ ಉತ್ಪನ್ನ Nature and Quality of output with reference to self-assessment						
2	ಕಾರ್ಯಕ್ಷೇತ್ರದ ಬಗ್ಗೆ ತಿಳುವಳಿಕೆ ಮತ್ತು ಕೌಶಲ್ಯ. Knowledge of sphere of work and skill						
3	ಈ ಮುಂದಿನ ಅಂಶಗಳನ್ನೊಳಗೊಂಡ ವೈಶಿಷ್ಟ್ಯಗಳು. Attributes covering the following Aspects						
	(ಅ) ಕೆಲಸದ ಬಗ್ಗೆ ಮನೋಭಾವ. Attitude towards work						
	(ಬ) ಜವಾಬ್ದಾರಿ ವಹಿಸಿಕೊಳ್ಳುವ ಇಚ್ಛೆ* Willingness to assume Responsibility						
	(ಸಿ) ಪ್ರೇರಕ ಶಕ್ತಿ ಮತ್ತು ಯೋಜನಾ ಸಾಮರ್ಥ್ಯ. Initiative and Planning ability						
	(ಡಿ) ಉತ್ಸಾಹ ಮತ್ತು ಪರಿಶ್ರಮ. Zeal and Industry						
	(ಇ) ನಿಖರತೆ. Accuracy						
	(ಎಫ್) ತಿರ್ಮಾನ ತೆಗೆದುಕೊಳ್ಳುವ ಸಾಮರ್ಥ್ಯ. Decission making ability						

ಕ್ರ.ಸಂ. S.No	ವಿವರಗಳು Particulars	ಅಸಾಧಾರಣ Out standing	ಅತ್ಯುತ್ತಮ Very good	ಉತ್ತಮ Good	ಸಾಧಾರಣ Average	ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ Below Average	ಷರಾ Remarks
3	(ಜಿ) ನಿರೂಪಣಾ ನೈಪುಣ್ಯತೆ (ಲಿಖಿತ ಮತ್ತು ಮೌಖಿಕ ಶಬ್ದಗಳ ಮೂಲಕ ಅಭಿವ್ಯಕ್ತಿ). Communication Skill (Through words, written & oral)						
	(ಹೆಚ್) ಪರಸ್ಪರ ವೈಯಕ್ತಿಕ ಸಂಬಂಧಗಳು ಪ್ರೇರೇಪಣಾ ಸಾಮರ್ಥ್ಯ ಮತ್ತು ತಂಡದ ಕೆಲಸ. Inter-personal relation, Motivation and Team work						
	(ಐ) ಮೇಲ್ವಿಚಾರಣೆ, ಸಮನ್ವಯ ಮತ್ತು ಮುಂದಾಳತ್ವ ಸಾಮರ್ಥ್ಯ. Supervision, Co-ordination and Leadership.						
	(ಜೆ) ಸಾರ್ವಜನಿಕರೊಂದಿಗೆ (ಪೋಷಕ/ಅಲೂಮ್ನಿ/ಇತರೆ) ಸಂಬಂಧ. Relation with the Public (Parent/Alumni/others)						
4	ನಿಷ್ಠೆ ** (ನಿಸ್ಸಂಶಯವಾದ/ಸಂಶಯಾಸ್ಪದ/ನಿಷ್ಠೆ ಇಲ್ಲವೆಂದು ಶಿಸ್ತಿನ/ಕ್ರಿಮಿನಲ್ ನಡವಳಿಕೆಗಳಲ್ಲಿ ಸಾಬೀತಾಗಿದೆ) Integrity **(Beyond doubt/Doubtful/Lack of integrity proved in Disciplinary/Criminal proceeding)						
5	ತರಬೇತಿ (ನೌಕರನು ಪ್ರಭಾವಕಾರಿಯಾಗಿ ಕೆಲಸ ನಿರ್ವಹಿಸಲು ಅನುವಾಗಲು ಕಾರ್ಯಪಟುತ್ವ ಮತ್ತು ಸಾಮರ್ಥ್ಯಗಳನ್ನು ಹೆಚ್ಚಿಸಲು ತರಬೇತಿಯ ಅಗತ್ಯತೆ) Training (Need for training to further improve the effectiveness and capabilities of the employee)						

ಕ್ರ.ಸಂ. S.No	ವಿವರಗಳು Particulars						
6	ಕಛೇರಿ ಕೆಲಸದಲ್ಲಿ ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಉಪಯೋಗಿಸುತ್ತಾರೆಯೇ?						
7	ಆರೋಗ್ಯ ಸ್ಥಿತಿ (ಸಾಮಾನ್ಯವಾಗಿ ಆರೋಗ್ಯಕರವೇ ಅಥವಾ ಇಲ್ಲವೇ?) State of Health (Whether generally healthy or not)						
8	ಹಾಜರಾತಿ (ತೃಪ್ತಿಕರವಾಗಿದೆಯೇ? ಅಥವಾ ಇಲ್ಲವೇ) Attendance (Whether satisfactory or not)						
		ಅಸಾಧಾರಣ Out standing	ಅತ್ಯುತ್ತಮ Very good	ಉತ್ತಮ Good	ಸಾಧಾರಣ Average	ಸಾಧಾರಣಕ್ಕಿಂತ ಕಡಿಮೆ Below Average	ಷರಾ Remarks
9	ಸಾಮಾನ್ಯ ಮೌಲ್ಯಮಾಪನ General Assessment						
10	ಶ್ರೇಣಿ ನೀಡಿಕೆ Grading						
ದಿನಾಂಕ: Date:		ಸಹಿ SIGNATURE ಹೆಸರು ಮತ್ತು ಪದನಾಮ NAME AND DESIGNATION ಟಿಪ್ಪಣಿ: 1. ಯಾವುದೇ ಷರಾ, ಪ್ರತಿಕೂಲ ಷರವೇ ಮತ್ತು/ಅಥವಾ ಸಲಹಾತ್ಮಕ ಷರವೇ? ಎನ್ನುವುದನ್ನು ಅಂತಹ ಷರಾದ ಕೆಳಗೆ ನಿರ್ದಿಷ್ಟ ಟಿಪ್ಪಣಿಯನ್ನು ದಾಖಲಿಸುವ ಮೂಲಕ ನಮೂದಿಸಬೇಕು. 2. ನೌಕರರಿಗೆ ಅಸಾಧಾರಣ ಶ್ರೇಣಿ ನೀಡಿದಾಗ, ಅವರಲ್ಲಿ ಗಮನಿಸಿದ ಅಸಾಧಾರಣ ಗುಣಗಳನ್ನು ಮತ್ತು ಅವರ ಕಾರ್ಯಸಾಧನೆಯನ್ನು ಹಾಗೂ ಅಂತಹ ಶ್ರೇಣಿ ನೀಡಿಕೆಗೆ ಕಾರಣಗಳನ್ನು ಸೂಚಿಸಬೇಕು NOTE: 1. Adverse remarks and / or advisory remarks should be indicated by recording a specific note to that effect immediately below such remarks. 2. When an employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.					

ಭಾಗ-4 : ಪುನರಾವಲೋಕನ

PART- IV : REVIEW

(ಪುನರ್ ಅವಲೋಕನೆ ಮಾಡುವ ಪ್ರಾಧಿಕಾರ ಮಾಡಬೇಕಾದುದು)

(To be made by the Reviewing Authority)

1.	<p>ನೌಕರರ ಸ್ವಯಂ ಮೌಲ್ಯಮಾಪನ ಮತ್ತು ವರದಿ ಮಾಡುವ ಪ್ರಾಧಿಕಾರದ ವರದಿಯನ್ನು ನೀವು ಒಪ್ಪುತ್ತೀರಾ? ಒಪ್ಪಿದ್ದಲ್ಲಿ ಅದಕ್ಕೆ ಕಾರಣಗಳನ್ನು ನೀಡಿ. Whether self-assessment and the Reports of the reporting authority is acceptable. If not, give reasons.</p>	
2	<p>ಪುನರಾವಲೋಕನೆ ಮಾಡುವ ಪ್ರಾಧಿಕಾರದ ಷರಾಗಳು, ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ. Remarks of the Reviewing Authority. If any.</p>	

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ಭಾಗ-5 : ಅಂಗೀಕಾರ

PART- V : ACCEPTANCE

(ಅಂಗೀಕರಿಸುವ ಪ್ರಾಧಿಕಾರದಿಂದ) (By the Accepting Authority)

ಒಟ್ಟಾರೆ ಷರಾಗಳು: ಅಭಿಪ್ರಾಯ

Overall remarks : Opinion

ದಿನಾಂಕ:

Date:

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ಭಾಗ-6 : ಸಂವಹನ (ಯಾವುದಾದರೂ ಇದ್ದಲ್ಲಿ)
PART- VI : COMMUNICATION (IF ANY)

1.	<p>(ಎ) ಪ್ರತಿಕೂಲ ಷರಾಙು ಯಾವುದಾದರೂ ಇದ್ದರೆ. ಅವುಗಳನ್ನು ತಿಳಿಸಲಾದ ಪತ್ರದ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ</p> <p>(a) Reference No. and date of communication of adverse remarks. If any.</p>	
	<p>(ಬಿ) ಸಲಹಾತ್ಮಕ ಷರಾಙು ಯಾವುದಾದರೂ ಇದ್ದರೆ. ಅವುಗಳನ್ನು ತಿಳಿಸಿದ ಪತ್ರದ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ</p> <p>(b) Reference No. and date of communication of advisory remarks. If any.</p>	
2	<p>ಯಾವುದಾದರೂ ಮನವಿ ಬಂದಿದ್ದರೆ ಅದನ್ನು ಸ್ವೀಕರಿಸಿದ ದಿನಾಂಕ</p> <p>Date on which representation received, If any</p>	
3	<p>ಮನವಿಯ ಮೇಲಿನ ನಿರ್ಣಯ ಮತ್ತು ಅದನ್ನು ಸಂಬಂಧಪಟ್ಟ ನೌಕರರಿಗೆ ತಿಳಿಸಿದ ದಿನಾಂಕ</p> <p>Decision on representation and date of communication to the concerned employee.</p>	
4	<p>ಅಭಿರಕ್ಷಕರಿಗೆ ಕಳುಹಿಸಿದ ದಿನಾಂಕ</p> <p>Date of having forwarded to the custodian.</p>	

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