



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
Website: www.cottonuniversity.ac.in



ANNUAL PERFORMANCE APPRAISAL REPORT

[As per Govt. of Assam OM No. AAP.234/2010/11 dated 25.04.2011 in line with the All India Services (Performance Appraisal Report) Rules, 2007]

Performance Appraisal Report for the period from _____ to _____

Part-I (Basic Information)

(To be filled in by the Administration/Establishment/Personnel Department)

1. Name of the Employee: _____
2. Date of Birth: _____ 3. Grade: _____ (Senior/I/II/III/IV) 4. Group: _____ (A/B/C/D)
5. Date of joining Cotton University (*erstwhile Cotton College & Cotton College State University*): _____
6. Present Post: _____ 7. Date of joining in present post: _____

8. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

9. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

10. Training Programs attended

Date from	Date to	Institute	Subject



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11. Awards/Honours

12. Date of last prescribed medical examination (for employees over 40 years of age).
Attach copy of the summary of the medical report _____

Date:

Signature on behalf of _____
Administration/Establishment/Personnel Department

Part-II (Self Appraisal)

1. Brief description of duties:
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)



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2. What are the factors that hindered your performance, if any?

Please note: You should send an updated CV, including additional qualifications acquired/training programs attended/publications/special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

Date:

Signature of the employee

Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Part II. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the employee.

3. Has the employee met with any significant failures in respect of his work? If yes, please furnish factual details.



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4. Assessment of Attributes (This assessment should rate the employee vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1 – 10, in whole numbers, with 1 referring to the lowest grade and 10 to be the best grade).

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Leadership qualities			
vii	Capacity to work in time limit			
viii	Knowledge of laws/rules/procedures/IT skills and awareness of the local norms in the relevant area			
ix	Decision making ability			
x	Initiative			
xi	Coordination ability			
xii	Ability to inspire, motivate and develop subordinates/work in a team			
xiii	Punctuality/Attendance			
xiv	Willingness to work beyond office hours			
xv	Sincerity/Dependability			
xvi	Impartiality/Objectivity			
xvii	Work output (Promptness, neatness, methodical approach, thoroughness and volume)			
xviii	Willingness to take additional responsibility			

5. Integrity

Please comment on the integrity of the employee, keeping in mind both his financial integrity and moral integrity.

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6. Overall Grade (on a scale of 1 – 10): _____

Date:

Signature of the Reporting Authority



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Part-IV (Review)

1. Do you agree with the assessment made by the reporting authority with respect to the work output and the various attributes in Part III? Do you agree with the assessment of the reporting authority in respect of extraordinary achievements and/or significant failures of the employee? **Yes / No**

(In case you do not agree with any of the numerical assessment of attributes, please record your assessment in the column provided for you in that section and initial your entries)

2. In case of difference of opinion, details and reasons for the same may be given.

3. Please comment (in about 100 words) on the overall qualities of the employee including areas of strengths, and lesser strengths and his attitude towards weaker sections. Also give remarks on the comments by the reporting authority on the specific attributes in column 6 of Part III.



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4. Descriptive comments on the pen picture written by the Reporting Authority (in not more than 50 words)

5. Overall Grade (on a scale of 1 – 10): _____

Date:

Signature of the Reviewing Authority

Part-IV (Acceptance)

1. Do you agree with the remarks of the reporting/reviewing authorities? **Yes / No**

2. In case of difference of opinion, details and reasons for the same may be given.

5. Overall Grade (on a scale of 1 – 10): _____

Date:

Signature of the Accepting Authority