

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR
INSTRUCTOR IN PHYSICAL EDUCATION**

Department/Office _____

Reporting for the year /period ending _____

Part I - Personal Data

(To be filled by the Administrative section of the Department/Office)

1	Name of the Official	
2	Designation/post held	
3	Date of Birth (DD/MM/YYYY)	
4	Whether the officer belongs to Scheduled Caste/ Scheduled Tribes?	
5	Date of continuous appointment to the present grade	
6	Whether Permanent/Quasi-permanent or Temporary	
7	Period of absence from duty on leave, training, etc. during the year	

Part II - Self Appraisal

(To be filled by the officer reported upon)

1. Brief description of duties:

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2. Responsibilities and Performance Evaluation

(Attach additional sheet wherever required)

Assistance in Preparation of College Teams for Events

1. Describe your role in team preparation:
2. Number of teams prepared for events:
3. Number of events participated in:
4. Achievements of teams:

Intra- Mural Sports Activities

1. Describe your role in organizing intra-mural activities:
2. Number of activities organized:
3. Total number of participations:
4. Any other tasks (Responsibilities undertaken)

3. Additional Responsibilities Entrusted by the Principal

Date:

Signature of the officer

Part III - Appraisal

(To be filled by the Administrative section of the Department/Office)

- 1) State whether you agree with the submission of the officer filled out in Part II. If not, the extent of disagreement and reasons therefore:

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- 2) Has the officer been reprimanded for indifferent work or for other cause during the period under report? If so give brief particulars:

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- 3) Attitude towards SC and ST:

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Assessment of work output (On a scale of 1-10. Weightage to this section would be 40%)

S. No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Preparation of College Teams			
2	Preparation of Eligibility / Certificates / Reports			
3	Organizing Intra-Mural Activities			
4	Additional Contribution			
5	Professional Conduct and Teamwork			
	Overall Grading on 'Work Output'			

Assessment on Personal Attributes (On a scale of 1-10. Weightage to this section would be 30%)

S. No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards work			
2	Regularity and punctuality in attendance			
3	Maintenance of discipline			
4	Communication skills			
5	Temperament			
6	Sense of responsibility			
7	Capacity to work in time limit			
8	Capacity to work in team Spirit			
9	Inter-personal relations			
10	Relation with students			
	Overall Grading on personal attributes			

Assessment of functional competency (On a scale of 1-10. Weightage to this section would be 30%)

S. No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of Rules/ Regulation/ Procedure in the area of function			
2	Knowledge of subject matter			
3	Systematic maintenance of class records			
4	Strategic planning ability			
5	Decision making ability			
6	Ability to motivate and develop students			
7	Coordination ability			
	Overall Grading on functional competency			

7) Comment on Integrity of the Officer:

8) Pen Picture by Reporting Officer on overall qualities of the officer including areas of strength and lesser strength and his attitude towards weaker section:

9) Overall Grade (0-10)

(Refer to the DoPT's guidelines issued vide Office Memorandum No. 21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009, adopted by the Goa Government vide Office Memorandum No. 23/7/2020-PER/2087 dated 21/09/2020)

Signature of the Reporting Officer

Name in Block letters:

Designation:

Date:

Part IV – Remarks by Reviewing Officer

- 1) Do you agree with the assessment of the officer given by the Reporting Officer?

- 2) Overall Grade (0-10)

(Refer to the DoPT's guidelines issued vide Office Memorandum No. 21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009, adopted by the Goa Government vide Office Memorandum No. 23/7/2020-PER/2087 dated 21/09/2020)

Signature of the Reviewing Officer

Name in Block letters:

Designation:

Date:

Part V – Countersign/Remarks by Accepting Officer

- 1) Do you agree with the assessment of the officer given by the Reporting and Reviewing Officer?

- 2) Overall Grade (0-10)

(Refer to the DoPT's guidelines issued vide Office Memorandum No. 21011/1/2005-Estt(A)(Pt-II) dated 23/07/2009, adopted by the Goa Government vide Office Memorandum No. 23/7/2020-PER/2087 dated 21/09/2020)

Signature of the Accepting Officer

Name in Block letters:

Designation:

Date: