



ANNUAL PERFORMANCE REVIEW FORM: 2024-25

Guidelines for completing this document:

1. Employee documents agreed KPAs/KPIs and complete Self-Assessment
2. Employee forwards completed document to Immediate Manager while setting the goals for KPI 1 to 3 (or to a designated person)
3. Immediate Manager goes through document prior to scheduling the Performance Review Discussion with the Employee.
4. Immediate Manager discusses team ratings with the Reviewer before documenting assessment / rating in this document and submitting to the Director. Faculty Members must also fill-up TRM Matrix.
5. Upon completion of the Rating Normalization process through a Review Committee (Director/Head Admin/Faculty representative), the final rating is to be recorded in this document by the Director KIAMS.
6. Final rating must be shared with the Employee and this document must be signed off by all participants concerned. This must be done prior to the distribution of increment letter to the Employee.

EMPLOYEE INFORMATION

Employee Name:		Employee. Code:	
Date of joining:		Function/Dept/Area	
Designation:		Location:	
Supervisor's Name		Reviewer's Name	Dr. V S Pai – Director

SUMMARY OF GOALS ACHIEVED: 2022- 23

KEY PERFORMANCE AREAS (KPAs)	KEY PERFORMANCE INDICATORS (KPIs)	EMPLOYEE SELF ASSESSMENT	SUPERVISOR ASSESSMENT
<p>KPA No. 1: Academic related to teaching.</p> <p>(20%: Student Feedback+15%: Academic Performance)</p>			
<p>KPA No. 2: Research and publication (25%)</p>			
<p>KPA No. 3: Administrative responsibilities. (20%)</p>			
<p>KPA No. 4: Institution building activities. (20%)</p>			

Any Comments

- KPA 1 to 3 are normal & current responsibility - KPA 4 is- initiatives taken to contribute more in other verticals/mobility factor and ability to contribute for administrative improvement.
- All staff members are assessed by the Administration Head with the inputs from immediate supervisors for KPA 1 to 3
- Placements coordinators/executive and Admissions Head and the team (staff members)- Target based achievement % of placements & average salary for the year for placements and Number of admissions done for the Admission Head. These should be the first KRA and KPI in the format.
- Faculty members will be assessed by the campus Director.
- Staff members whose rating is below 3 are put into time bound performance improvement plan.
- Key attributes of Team work, integrity and honesty in dealings, ownership etc., shall be mentioned in the overall assessment comments apart from KPI planned Vs Actual Performance.

Performance Matrix (on a scale of 1 to 5- 1 being the lowest)

Teaching	Self	Reviewer	Director
Student Feedback (Minimum 4 out of 5)			
PGDM I or II			
No. of Credits for the course			
Course Work Load (Targeted)			
Course Work Load (Actual)			
PGDM-Dean's overall assessment on Delivery			
Research			
Total number of papers Published			
Total number of National/International Conferences			
Research Articles/Book Reviews			
Research output envisaged for the year (Target)			
Actual Output as reviewed by Dean Research (Actual)			
Administrative Responsibilities			
MDP & Institutional Building Activities			
MDP conducted/ Teaching faculty in MDP			
Part of Assessment Team			
Placement Process/Corporate Relation Process			
Any other Institutional Building activities			

PERFORMANCE ASSESSMENT / RATING

Procedure: This section is to be used by the Supervisor to summarize and document the Employee's performance. The Supervisor assigns the overall rating in the space below, after discussion with the Reviewer. The Supervisor is also required to briefly summarize the Employee's overall performance the feedback. The final rating should be communicated to the Employee only after it has gone through the normalization process. The Employee should be requested to put down his comments and sign off the form at the final Performance Review Meeting.

Overall Rating (Tick / pick the relevant box)

Rating 5	Performance Redefines Organization Standards	Redefines his/her role. Performance is unprecedented / rarely observed and sets a new Standard or benchmark for the organization.	
Rating 4	Performance Significantly Exceeds Expectations	Is able to significantly exceed the target / goal set at the time of the Goal Setting exercise. This too should be discussed at the time of the Goal Setting exercise as a stretch goal	
Rating 3	Performance Meets Expectations	Is able to meet the target / goal set at the time of the Goal Setting exercise	
Rating 2	Performance Needs Improvement	Is unable to fully meet the target / goal which was set at the time of the Goal Setting Exercise	
Rating 1	Performance Far Below Expectations	Is unable to meet the target / goal which was set at the time of the Goal Setting exercise	
Summary of the Employee's Overall Performance:			

Name & Signature of the Employee

Name & Signature of the Supervisor

Dr. V S Pai

Name & Signature of the Reviewer