

APAR Process-IIT Madras

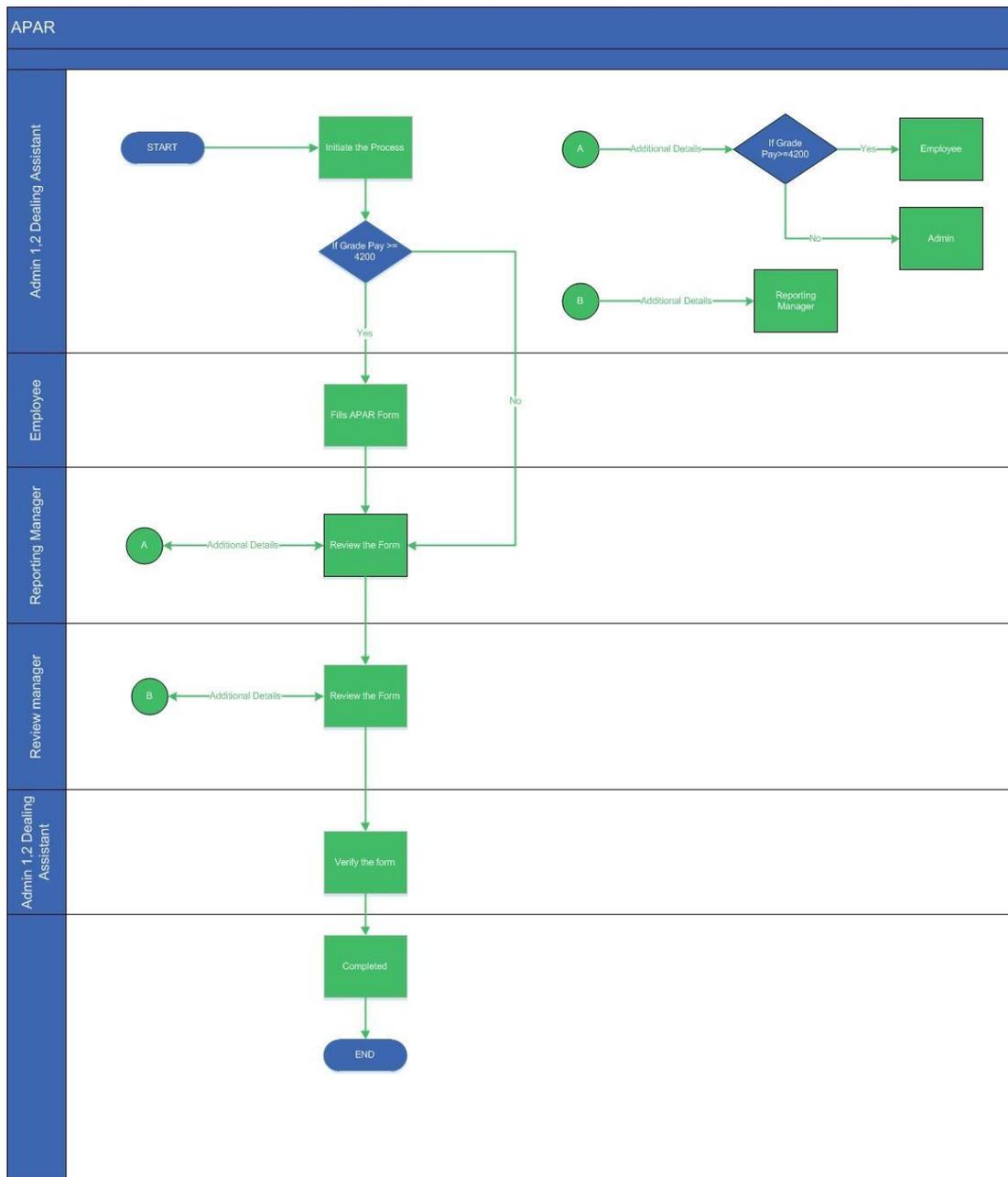
ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

Overview:

1.1 Scope

This process describes the Annual Performance Appraisal Report (APAR) for Non-Teaching members of IITM.

1.1 Process Flow



2.2.1 Process Description

2.2.1.1 Key information captured

The following are the key fields in this process

1. Employee ID
2. Employee Name
3. Reporting manager Id
4. Reporting manager Name
5. Grade pay
6. Review manager Id (If available)
7. Review manager Name (If available)

2.2.1.2 Functional Specifications

1. Admin/Dealing Assistant can upload a CSV file with valid Employee ID, Name, Report manager Id, Name and also Review manager Id, Name (If available), it gets uploaded and can view in the APAR Master Grid. Error message will be shown in the screen for invalid entries of the Employee ID, Report manager Id and Review Manager Id if any.

2. In the APAR Master, Admin can able to change the Reporting manager and Review manager for the appropriate employee by clicking on 'Update ' button. **Report manager and Review manager should not be same at any instance.**

3. System allows the user to submit bulk task like 10, 25, 50 and 100 (max 100) entries at a time in APAR Add task.

4. After the bulk submission, Employees in the list having the Grade pay 4200 and above will get the task in their inbox and for the Employees having GP less than 4200 the add task will be available to their respective reporting manager inbox for approval.

Grade pay \geq 4200

5. In the add task screen, they can view their Personal details like (Name, Employee id, Qualification etc.) and the reporting and reviewing manager details. The respective employee should answer self-Appraisal questions.

Grade pay $<$ 4200

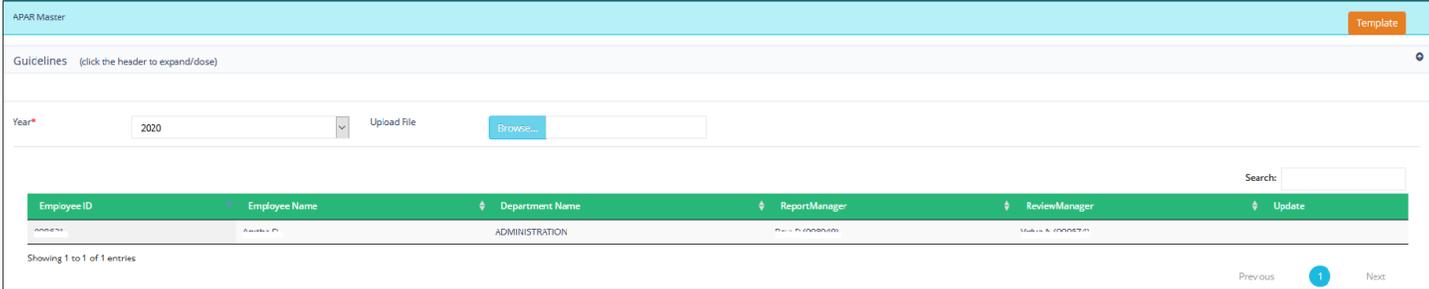
6. The Reporting manager can review the task, and he can either approve or reject the task. The rejected task will be move to Initiator inbox (Admin Dealing Assistant). Admin can correct the details and resubmit the task.

1.2.2.1.3 User Interface Design

APAR Master Screen:

Human Resources -> APAR -> APAR Master. Download the template present at the top right corner of the screen and enter all the mandatory in the excel.

Note: Format the cell to custom and make sure six-digit employee id are entered in the excel.



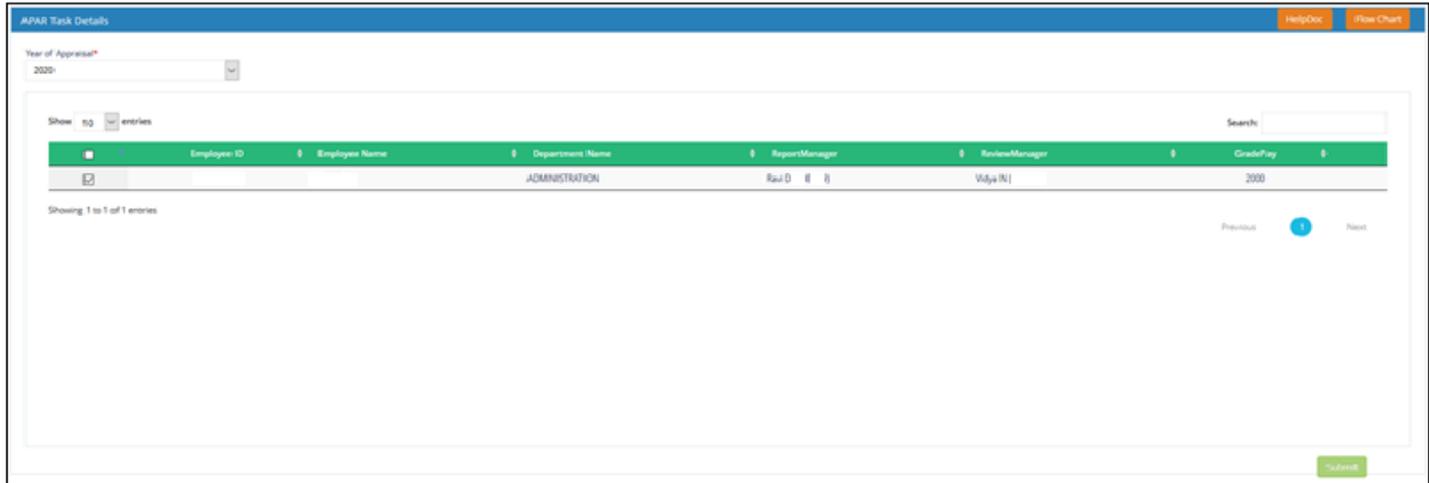
Select the year and click browse to upload the template. The details uploaded in the template are displayed in the grid.

APAR Add Task:

Human Resources -> APAR -> APAR Add Task.



Select the year of appraisal based on which employee details will be displayed in the grid below.



For Employee (Above 4200 GP):

Personal Details

Employee Id	Employee Name	Designation	Date Of Birth	Caste(SC/ST)
		ASE/Offic.	15/07/1977	NO

Educational Qualifications including Professional and Technical Qualifications

MCA / BSc

Date Of Joining	Date Of Appointment	Pay Scale	Reporting Manager Details	Review Manager Details
01/07/2011		PB-3 / 15600-39100 & 5400	008046/Harishankar Ramachandran	

Note: ****Please contact admin section before submitting this task if the manager name specified is not correct**

Description Of Work *

In APAR Application Screen Personal, details will be auto-populated. Description of work and the employee should fill Training attended.

Description Of Work *

Max 1000 Chars

Training / Working Attended

Max 2000 Chars

Self-Appraisal should be filled by the respective employee and maximum 2000 characters allowed in each grid.

Self Appraisal

1. Brief description of the duties. Mention the key Responsibility Areas specifically? *

Max 2000 Chars

2 A. Please specify the goals of work you set for yourself or that were set for you and the objects set against the goals : *

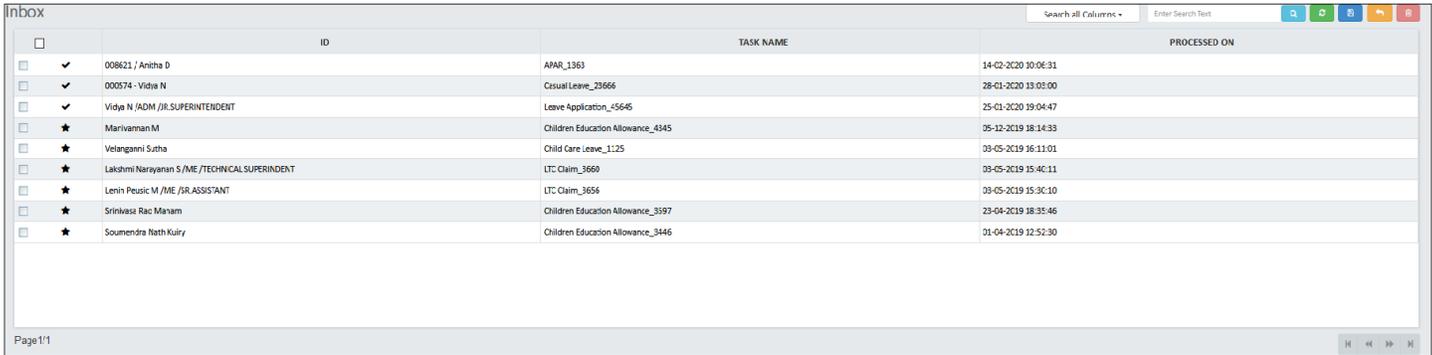
Max 2000 Chars

Note:

If employee has Grade pay < 4200, then reporting manager can directly get the task in his inbox. Self-appraisal not required for those employees who has GP < 4200.

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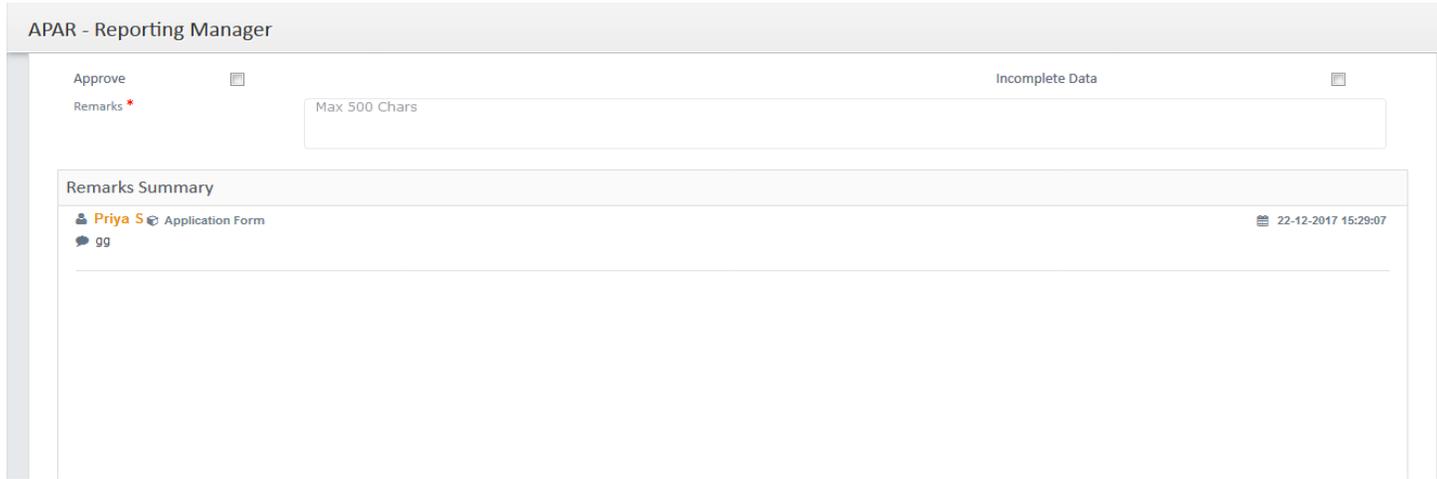
The system generates the task in his/her Reporting manager / Reviewing manager / Admin Verification's inbox, clicking on the ID the screen 'APAR - Reporting manager / Reviewing manager / Admin Verification ' opens.



ID	TASK NAME	PROCESSED ON
008621 / Anitha D	APAR_1363	14-02-2020 10:06:31
000574 - Vidya N	Casual Leave_23666	28-01-2020 13:03:00
Vidya N /ADM /JR.SUPERINTENDENT	Leave Application_5645	25-01-2020 19:04:47
Marivanman M	Children Education Allowance_4345	05-12-2019 18:14:33
Velanganthi Sutha	Child Care Leave_1125	03-05-2019 16:11:01
Lakshmi Narayanan S /ME /TECHNICAL SUPERINTEND	LTC Claim_3669	03-05-2019 15:40:11
Lenin Peusic M /ME /JR.ASSISANT	LTC Claim_3656	03-05-2019 15:30:10
Srinivasa Rao Manam	Children Education Allowance_3597	23-04-2019 18:35:46
Soumendhra Nath Kuiry	Children Education Allowance_3446	01-04-2019 12:52:30

Reporting Manager Screen:

Reporting manager screen looks like below.



APAR - Reporting Manager

Approve Incomplete Data

Remarks *

Remarks Summary

Priya S Application Form 22-12-2017 15:29:07

gg

Only Reporting Manager have provision to download and edit the APAR PDF, by clicking on 'Download Appraisal Document'. She/he should fill the details and save the PDF document.

INDIAN INSTITUTE OF TECHNOLOGY MADRAS			
ANNUAL PERFORMANCE APPRAISAL REPORT FOR ADMINISTRATIVE / TECHNICAL STAFF Report for the Period : 2020			
PART I : PERSONAL DATA			
Employee ID:	008621		
Employee Name:	Anitha D		
Designation (Present)	JR. ASSISTANT		
Date of Birth	23-02-1985		
Whether the official belongs to Scheduled Caste / Scheduled Tribe?	NO		
Educational Qualifications including Professional and technical Qualifications	M.B.A/ B.Com		
Date of joining the institute	09-12-2013		
Date of appointment to present post	09-12-2013		
Pay Scale / PB & GP of present post	PB-1 / S200-20200 & 2000		
Brief description of works assigned			
Training / Workshop attended if any			
PART II(A) . Assessment of works performed during the Reporting year			
Rating guidelines for Assessment:			
Description	Rating Scale		
Goes beyond expectations and taken initiatives	5		
Exceeds the expectations	4		
Meets the expectations	3		
Meets the expectations partially	2		
Do not meet the expectations	1		
<small>While assessing the responsibility, please consider the facts such as conscientiousness, completion in time schedule, completion level, volume of work managed, consistency in work, speed of work and quality of output.</small>			
Assessment by Reporting Officer			
Sl.No	Brief Description of Works Allocated / Assigned	Rating	Remarks
1	Work knowledge		
2	Work Quality		
3	Responsiveness		
Assessment by Reviewing Officer			
Sl.No	Brief Description of Works Allocated / Assigned	Rating	Remarks
1	Work knowledge		
2	Work Quality		
3	Responsiveness		
Areas identified for training / competency development? (by Reporting Officer)			
Areas identified for training / competency development?			

Error message will be showing for the wrong PDF upload. After submission, the task is locked to appropriate Review manager (if available).

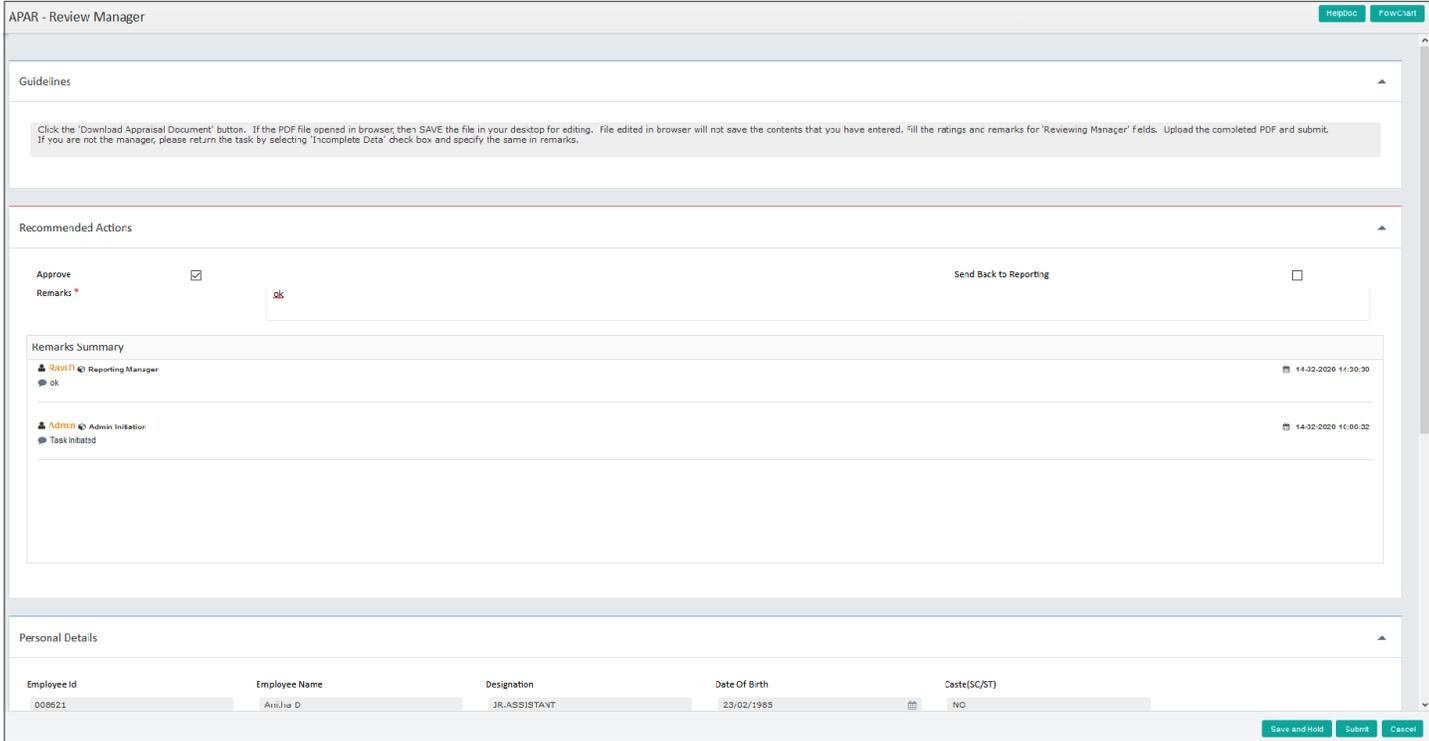
Download Appraisal Document

Upload Appraisal Document



Review Manager Screen:

In this screen, Review manager can download the appraisal document and can view the details given by report manager. Review manager can also download the document and edit the details.



Before uploading a PDF in upload button, make sure that the document belongs to the respective employee.

After submission task will go to Admin inbox.

Admin verification Screen:

In the admin screen, a button is enabled to download the appraisal document, which is filled, by both Reporting and Review manager. After admin verification, the respective employee can able to see the details of Annual Performance Appraisal Report (APAR) in their Report menu.

