

ANNEXURE – IV

EXTERNAL TRAINING PROGRAMME / SEMINAR – EVALUATION FORM

(To be completed and sent to HR & OD within three days of returning from the programme)

I. General information

1. Name of the participant : _____
Designation : _____
Division / Department : _____
Company : _____

2. Name of the programme : _____
Date (s) : _____
Organized by : _____
Venue : _____

II. Course Evaluation

1. How would you rate the programme on an overall basis:

Excellent [] Good []
Fair [] Unsatisfactory []

Reasons for rating the program 'Excellent' or 'unsatisfactory'

2. Specify sessions / topics which were very well presented and sessions / topics which were poorly presented:

a) Very well presented

Topic	Name of the Faculty

b) Poorly presented

Topic	Name of the Faculty

NATCO PHARMA LIMITED
PERFORMANCE APPRAISAL & COUNSELING
(FORM FOR TRAINEES)
 Performance Review Period



[to]

At the end of Training Period

Name :	Division / Dept. :				
Qualification :	Location :				
Institute :	Immd Superior's Name:				
Function :	&				
Dt. of Joining :	Designation :				
SECTION A:IMPORTANT ASSIGNMENTS/WORK/PROJECTS					
(Please fill in details in consultation with the Trainee)					
(Appraisers are advised to Circle the Appropriate number in Rating Column)					
1.	Out-standing (5)	Very Good (4)	Good (3)	Acceptable (2)	Unsatisfactory (1)
2.	5	4	3	2	1
3.	5	4	3	2	1
4.	5	4	3	2	1
5.	5	4	3	2	1
6.	5	4	3	2	1
SECTION - B :TRAITS					
1. Ability to translate concepts into application	5	4	3	2	1
(Making Things Happen)	5	4	3	2	1
2. Application of basic technical principles to problems	5	4	3	2	1
3. Thoroughness at work and attention to details	5	4	3	2	1
4. Analytical ability	5	4	3	2	1
5. Result-oriented	5	4	3	2	1
6. Innovativeness & creativity	5	4	3	2	1
7. Sense of responsibility & dependability	5	4	3	2	1
8. Influencing ability & leadership qualities	5	4	3	2	1
9. Business / Commercial acumen	5	4	3	2	1
10. Oral communication skills	5	4	3	2	1

11. Written communication skills	5	4	3	2	1
12. Openness to learning					
SECTION C: <u>OVERALL RATING</u>	Out-standing (5)	Very Good (4)	Good (3)	Acceptable (2)	Unsatisfactory (1)
SECTION - D: <u>MAJOR STRENGTHS</u>					
SECTION - E: <u>AREAS FOR IMPROVEMENT</u>					
SECTION - F: <u>COMMENTS - TRAINEE</u>					
SECTION - G: <u>DECISION</u> : (Trainees to be regularized/terminated/retained on training at the end of the training period)					
Proposed designation :					
Location of posting :					
Functional area :					
Immediate Superior :					
SECTION - H: <u>OBSERVATIONS OF HR</u>: About the trainee attendance and other behavioral aspects)					
	Trainee	Immd Superior	Div/Dept Head	GM-HR / Unit Head	
Name					
Signature					

Date				
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ANNEXURE - VI



NATCO PHARMA LIMITED

ANNUAL EMPLOYEE APPRAISAL

Name : _____ Period of Appraisal from : _____ to _____
 Emp. Code : _____ Academic Qualification : _____
 Designation & Grade : _____ Date of Joining : _____
 Dept : _____ In present position since : _____
 Division : _____ In NATCO : _____
 Location : _____ Outside NATCO : _____

PURPOSE

1. To provide feedback to the appraisee and thereby, help him to improve the performance and Competencies.
2. To serve as an input for remuneration and reward decisions

GUIDELINES FOR FILLING THIS FORM

1. Please assess the appraisee in relation to the requirements of his present position only.
2. Your rating should be as objective as possible. Please do not let personal prejudices influence your appraisal.
3. Please assess the appraisee on his performance during the entire appraisal period, and not upon isolated incidents.
4. Consider each performance dimension independently, uninfluenced by the rating you give to other factors.
5. Please record all responses only in handwriting in ink.

HINTS FOR IMPROVING YOUR APPRAISAL PRACTICE

1. Before filing this form, schedule a private meeting with the appraisee in order to discuss his performance with him.
2. Put the appraisee at ease and allow him to outline his performance. Listen attentively. Do not respond hurriedly. When you finally respond, mention what you agree or disagree with him and why
3. If the appraisee's performance is below the standards, first explore the reasons. Do not prejudge.
4. Be supportive. Emphasize improve~ /nt planning and mutual problem-solving. Remember: Your purpose is to get the appraisee to improve his performance - and not merely to judge it.
5. Focus only on those weaknesses that the appraisee can do something about, that you can prove by actual examples and that you can help to overcome.
6. Discuss the appraisee's development needs and prepare a development plan for him for the year.
7. For the next appraisal period April _____ March _____
 - a. Set clear, specific, realistic, meaningful and measurable objectives for your subordinates. They must know what they are accountable for.
 - b. Involve your subordinates in both goal setting and performance planning. This will ensure commitment.
 - c. Monitor performance and give feedback at regular intervals throughout the year. Do not overlook any good points. Try to give as much credit as criticism.
 - d. Maintain an " Incidents book" in which you record your observations about your subordinates performance - both satisfactory and unsatisfactory throughout the year.
 - e. Carefully foster a climate of mutual respect and openness. Mutually implies good communication.
 - f. Rating Scale:

The Scale on which the performance to be appraised is explained below :-

PART - A : SELF APPRAISAL

1. Please list briefly your major achievements at work during the review period.

- a. _____

- b. _____

- c. _____

- d. _____

2. List factors which may have positively contributed / facilitated your performance during the year.

- a. _____

- b. _____

3. List factors which may impeded / constrained your achievements / performance during the year

- a. _____

4. What do you perceive as your immediate development/learning needs? List job related training programmes that you would like to undergo.

- a. _____

- b. _____

- c. _____

5. Briefly describe any outstanding contribution made by you which you feel proud about

PART – B: APPRAISAL BY SUPERIORS

PART – B: APPRAISAL BY SUPERIORS												
RATER				<p>This appraisal will become an important part of the appraisee's record. You are, therefore requested to give it as much attention and care as you would like from those appraising you.</p> <p>Please indicate your appraisal by ticking in the appropriate column. In case any of the dimensions are not applicable. Please write not applicable.</p>				RATER				
UNSATISFACTORY (or Below Average)	FAIR (Or Average)	GOOD (Or Superior)	OUTSTANDING (Or Excellent)					UNSATISFACTORY (or Below Average)	FAIR (Or Average)	GOOD (Or Superior)	OUTSTANDING (Or Excellent)	
1	2	3	4	PERFORMANCE DIMENSIONS				1	2	3	4	
				1. Work Output: Volume of work as compared to departmental Standards: consistency and regularity of output.								
				2. Quality of Work: Thoroughness, accuracy, timeliness and excellence of work.								
				3. Job Knowledge/Skills: Understanding the job in all its complexities. Demonstrated technical professional expertise, awareness of latest developments in functional discipline, familiarity with systems, policies and procedures. Ability to learn new aspects and keep abreast of the latest changes in his functional areas and authorities.								
				4. Attendance & Punctuality: Punctuality, Productive utilisation of working hours.								
				5. Human Relations: Ability to get along well with people and to maintain harmonious relations, sensitivity and sympathy to other's ideas.								
				6. Positive Attitude: Being receptive and enthusiastic in one's outlook .:								
				7. Reliability under Pressure: Ability to remain unfustered by work pressure or crisis.								
				8. Appreciation / Conformity to Company's Policies : Attitude and commitment towards Company Policies and Programmes.								
				9. Housekeeping and safety: Awareness and commitment to Safety and good house keeping practices								
				10. Communication Skills: Clarity and precision of verbal and written communications; readiness to share relevant information with appropriate person, willingness to listen to others view points.								
				11. Planning and organizing skills: Demonstrated ability to visualise all aspects of a job, anticipate eventualities, mobilize people and resources, and ensure coordinate work.								
				12. Creativity and Initiative: Improvement - Orientation; demonstrated ability to think of new approaches to job-related problems; readiness to initiate action voluntarily.								
				13. Development of Subordinates (or team-members) : Ability to identify their strengths, weakness and development needs, training them for improving their Performance in the present jobs as well as to adapt themselves to changing organizational needs.								
				14. Leadership and Motivation at Skills: Demonstrated ability to assume responsibility, set directions and inspire team-members to produce exceptional results. Basic desire and energy to get things done to attain goals.								
				15. Analytical and Problem Solving Skills: Ability to analyse complex problems by bringing into force under disciplinary skills, evaluate alternatives and to take timely decisions.								
				16. Decision making: Demonstrated ability to analyse relevant information, think of and evaluate alternatives and arrive at timely and workable decisions.								
				17. Corporate responsibility: Contributing in areas other than his direct responsibility. Identity with the organisation Membership / Ownership.								
				18. Helicopter view: Sees each problem in totality, takes decisions/action in the interest of total organisation. Takes a world view of issues, lives and events.								
x1	x2	x3	x4					x1	x2	x3	x4	
				For Official use only	a) Column wise total of tick marks.							
					b) Multiply by column weight							
					c) Weighted columnwise total							
					d) Overall weighted total (all columns)							
					e) Average index (Overall weighted total)							
				No. of Tick Marks								

13. What are the appraisee's strengths at work?

Rater	Reviewer
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

14. In which areas does the appraisee need to make improvements?

Rater	Reviewer
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

15. What type of training or development do you recommend for the appraisee?

You may also recommend technical / functional programmes & managerial competing improvement programmes.

Rater	Reviewer
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

	Rater	Reviewer
Name		
Designation		
Remarks		
Signature		

Comments of unit chief / office use

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Signature of HR & OD - Head

Signature of unit Chief

Please return this completed form to : HRD & OD Department or Unit Personnel & Admin. Dept.