RV Educational Institutions®
RV Teachers College, 2nd Block, Jayanagar,
Bengaluru - 560011, Karnataka, India

Performance ⌄

Search for actions or people 🔍

34 ✓

💬 🔔

Currently with Purushottam Bung

Back to: All Forms

Mid and Annual Review Form-2024-25-3 Level for Ashok Kumar Reddy B

⋮ **Actions**

📎 **4**
Supporting

Ashok Kumar Reddy B

Route Map   **Employee Information**   **Employee Talent Portal Details**   **Review Dates**   **Goals**   **Competency**   **Mid Year Review**

Route Map

Hide

1 ✅ **Employee Self Mid Assessment** ⓘ

2 **Manager Mid Year Assessment** ⓘ

3 **Employee view** ⓘ

‹ ›

Employee Information

Last Name   B

Title   Lab Technician

Job Code   Lab Technician (214)

First Name   Ashok Kumar

Department   IT Lab (3551)

Manager   Purushottam Bung

Division	Laboratories (3547)	Personnel Sub Area	Administrative (1003)
Gender	M	Username	5180
Email	bakreddy.rvim@rvei.edu.in		

Employee Talent Portal Details

Click to view:
1. Invited Talk Delivered : **MDF_BLOCKS**
2. Workshop Seminar Details: **MDF_BLOCKS**
3. Consultancy Details:**MDF_BLOCKS**
4. Research Project: **MDF_BLOCKS**
5. Community Services: **MDF_BLOCKS**
6.Governance :**MDF_BLOCKS**
7.Journal Paper Details: **MDF_BLOCKS**
8. Conference Paper Details: **MDF_BLOCKS**
9. Reviewer of Journal: **MDF_BLOCKS**
10. Patent : **MDF_BLOCKS**
11. Professional Body: **MDF_BLOCKS**
12. Award and Recognition: **MDF_BLOCKS**
13. Faculty Exchange Program :**MDF_BLOCKS**
14. Book or Chapter : **MDF_BLOCK**
15. PhD or MSc (By Research) Guidance: **MDF_BLOCKS**

Less

Review Dates

Originator: RVIC - HR (RVIC-HR)

Review Period: 07/01/2024 - 06/30/2025

Due Date: 06/30/2025

Goals (85.0%)

This section is for evaluating accomplishments of goals.

The weights for the goals in this section must add up to 100, and there must be a rating for each goal before the form is sent for signatures.

Less

Administration & Management

2.1 Administration & Management-Involvement in procurement process and installation and maintenance of IT infrastructure and proficiency in SAP environment

20.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

Regular follow up of day to day activities of computer labs and 2nd floor technical support
for Library, HR department, Workshop and incubation Centre and 3rd floor Technical support
for Centre for Examination Centre, Marketing Department, IQAC, Research Centre,
Placement Department. upkeep all the software as and when required i.e.
Installed SQAL Software,
Installed Tableau software,

More

Goals Details   Achievements   Other Details

Goal Name*	Administration & Management-Involvement in procurement process and installation and maintenance of IT infrastructure and proficiency in SAP environment	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	20.0%		
Due Date	06/30/2025	Start Date	07/01/2024
		Status	On Track

Administration & Management

2.2 Administration & Management-Competence in Learning new technologies / concepts and supporting in conduct of lab sessions.

20.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

Setting up lab Specific requirements for online Examinations
Supporting lab Sessions for the IT Skill classes
Supporting lab Sessions for the Soft Skills Classes
Reviewing lab requirements regularly
Supporting lab sessions for the Business Analytics classes
Supporting lab Sessions for the R Programming Classes

More

Goals Details	Achievements	Other Details

Goal Name*	Administration & Management-Competence in Learning new technologies / concepts and supporting in conduct of lab sessions.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	20.0%		
Due Date	06/30/2025	Start Date	07/01/2024

Status   On Track

Administration & Management

2.3 Administration & Management-Knowledge of Lab IT infrastructure/Networking/maintenance.

10.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

Maintenance computer upgradation and software's update, follow up systems anti-virus, monitoring and capturing system log files, regularly monitoring and capturing data of server CPU memory usage, Monitor student activities to ensure they follow the rules and regulations of the computer lab. Install and test computers and related network hardware in a LAN/WAN environment. Perform and test routine system backups and restores. Manage the physical environment of the server racks including cable management, labelling, and

More

Goals Details   Achievements   Other Details

Goal Name*   Administration & Management-Knowledge of Lab IT
              infrastructure/Networking/maintenance.

Weight   10.0%

Due Date   06/30/2025

Metric   5 - Substantially Exceeds Expectations
              4 - Exceeds Expectations
              3 - Meets Expectations
              2 - Approaching Expectations
              1 - Requires Significant Improvement

Start Date   07/01/2024

Status   On Track

Administration & Management

2.4 Administration & Management-Support during compliance agencies visit and compliance and Institutional governance activities

10.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

System arrangements during visits from Accreditation agencies likeAutonomous, BOE,
BOS, AC, FC, GB, AICTE, NAAC, LIC Visits, UniversityCommittee, and TRUSTEES Visits

Goals Details	Achievements	Other Details

		Metric	5 - Substantially Exceeds Expectations
Goal Name*	Administration & Management-Support during compliance agencies visit and compliance and Institutional governance activities		4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2025	Start Date	07/01/2024
		Status	On Track

Administration & Management

2.5 Administration & Management-Contribution towards stregthening internal/external relationships /

Institution progression / Departmental progression.

10.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

Supporting the Maintenance of RVIM Website Work, IQAC NAAC Work
Providing necessary support for the online examination that is conducted in the college
(BITSAT, IBPS
HDFCBANK, VIT, ICAR, City Union Bank Merit track MIU, ICICI bank, LnT, etc.)
Provide necessary support for conducting internal online exams on our campus.
Supported Yoga Classes and Health and wellness guest lectures which were held in our

More

Goals Details   Achievements   Other Details

Goal Name*	Administration & Management-Contribution towards stregthening internal/external relationships / Institution progression / Departmental progression.	

Weight	10.0%
Due Date	06/30/2025

Metric	5 - Substantially Exceeds Expectations
	4 - Exceeds Expectations
	3 - Meets Expectations
	2 - Approaching Expectations
	1 - Requires Significant Improvement

Start Date	07/01/2024
Status	On Track

Administration & Management

2.6 Administration & Management-Lab supervision / maintenance /contribution in development of infrastructure.

10.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

The everyday system checks if there are any issues, Checking by smart boards, checking mousses, and internet facilities check and upkeep the software up-gradation, and support to the issues in the Lab, support for lab sessions, Lab Supervision Maintained, all staff laptop Software up gradation
maintenance

More

Goals Details   Achievements   Other Details

Goal Name*	Administration & Management-Lab supervision / maintenance /contribution in development of infrastructure.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2025	Start Date	07/01/2024
		Status	On Track

External Connect

3.1 External Connect -Support role in conducting of workshops/functions/events/programs.

10.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments

30.08.2024 GYANURJAN INAUGURATION
15.08.2024 INDEPENDENCE DAY
22-26 JULY AND 5-9 AUGUST 2024 TEN DAYS' VIRTUAL SEMINAR ON EMERGING
TECHNOLOGIES
VENTURE FEST 6.O
H R POSTER MAKING COMPETITION

More

Goals Details	Achievements	Other Details

Goal Name*	External Connect -Support role in conducting of workshops/functions/events/programs.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2025	Start Date	07/01/2024
		Status	On Track

Self Development/Other

7.1 Self Development & Others -Qualification/ Skill upgradation

10.0% of total score

On Track

5 - Substantially Exceeds Expectations
4 - Exceeds Expectations
3 - Meets Expectations
2 - Approaching Expectations
1 - Requires Significant Improvement

* Subject's Comments
Participated Ten days virtual Seminar on Emerging Technologies

| Goals Details | Achievements | Other Details |

Goal Name*	Self Development & Others -Qualification/ Skill upgradation	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2025		
		Start Date	07/01/2024
		Status	On Track

Competency (15.0%)

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Rating ⓘ

unrated

Learning Quickly

Quickly comprehends new problems and situations; needs very little time to learn and master new processes or tools; able to figure things out as he/she goes along

Rating ⑦

unrated

Meeting Basic Work Expectations

Complies with basic job requirements and tasks; arrives at work on time as scheduled; proactively informs others when he/she encounters problems that may limit his/her ability to meet expectations

Rating ⑦

unrated

Work Environment/Safety

Promotes mutual respect, keeps workplace clean and safe, supports safety programs.

Rating ⑦

unrated

Mid Year Review

This section to be filled for Mid Year Review Only:

Employee provides the Mid Year Self overall assessment for all the Goals Set

Manager provides the Mid Year overall assessment for the employee

Less

Section Comments:

*Subject's Comments
Dear Sir Respected,
I Have Submitted my Mid year Review
Thank You