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# 2022-23 Annual Review 3 Level for Kiran K Kumari




Kiran K Kumari

 Actions 14

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----- Assessment -----

1 Annual Self Evaluation Completed 2 Manager Assessment Completed 

## Employee Information

Last Name	Kumari	First Name	Kiran
Title	Executive	Department	Administration (3236)
Job Code	Executive (181)	Manager	Purushottam Bung
Division	Management Functions (3034)	Personnel Sub Area	Non Vacation (1001)
Gender	F	Username	7319

## 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](#)

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Originator:      RVIC - HR (RVIC-HR)

Review Period:   07/01/2022 - 06/30/2023

Due Date:         06/30/2023

## 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-Domain specific (Estb, Accs, dept etc) knowledge and professional execution of duties.**

20.0% of total score

Completed

5 - Substantially Exceeds Expectations

4 - Exceeds Expectations

3 - Meets Expectations

2 - Approaching Expectations

1 - Requires Significant Improvement

Rating 

4.0 - 4.0-Some What Exceeds Expectations

Subject's Comments

1) Attending official calls in PS Section.

2) Checking the mail, sorting, and forwarding it to the concerned department. Organizing routing emails to the concerned department

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100.0%  
Complete

## Administration & Management

**2.2 Administration & Management-Digital Administration, proficiency in SAP, and IT skills.**

20.0% of total score

Completed

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

Rating [?](#)

3.0 - 3.0-Meets Expectations

### Subject's Comments

- Material Management (MM) - PR, POs, Service Sheet Entry, MIGO**
- Maintain all the **documentation** (Digitally as part of the workflow in an official portal like **SF, UUCMS, MM**)
- Attending Virtual Meetings.
- Updating data in the **UUCMS** portal (Students

[More](#)

[Goals Details](#) [Achievements](#) [Other Details](#)

Goal Name*	Administration & Management-Digital Administration, proficiency in SAP, and IT skills.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations
Weight	20.0%		
Due Date	06/30/2023		

Status Completed

1 - Requires Significant Improvement

Start

07/01/2022

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1 - Requires Significant Improvement

Rating [?](#)

3.5 - 3.5-Meets Expectations

Subject's Comments

- 1)Take **admission-related phone calls** and respond.
- 2) Coordinating for **Faculty position recruitment** - during April – Sept 2022.
- 3) **Receiving resumes** via official mail, postal delivery, courier service, or from a trust office; data input; taking a

[More](#)

[Goals Details](#) [Achievements](#) [Other Details](#)

Goal Name*	Administration & Management- Knowledge about autonomous & University system and contribution towards better governance.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2023	Start Date	07/01/2022
Status	Completed	% Complete	100.0%

Administration & Management

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

10.0% of total score

Completed

governance

5 - Substantially Exceeds Expectations

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[Goals Details](#) [Achievements](#) [Other Details](#)

Goal Name*	Administration & Management-Support during compliance agencies visit and compliance activities and Institutional governance	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2023	Start Date	07/01/2022
Status	Completed	% Complete	100.0%

Administration & Management

**2.5 Administration & Management-Contribution towards strengthening internal/external relationships / Institution progression / Departmental progression.**

10.0% of total score

Completed

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

Rating 

3.5 - 3.5-Meets Expectations

Subject's Comments

- 1) 14th October **Central Depository Services(I) Ltd-** Performing in this Rally
- 2) Co-ordinated for **HR Conclave** held on August 19th

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Goals	Competency	Training Requirements	Start Date	End Date
Due Date	06/30/2023		07/01/2022	
Status	Completed		100.0%	Complete

## Administration & Management

**2.6 Interpersonal Skills / Discipline in attending students and other stake holders, and bringing in Professionalism.**

10.0% of total score

Completed

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

Rating [?](#)

3.5 - 3.5-Meets Expectations

### Subject's Comments

- 1) planning **Appointments** and scheduling.
- 2) Attending **visitors** and inquiries.
- 3) Publishing circulars and setting up **staff meetings**.
- 4) Maintaining fantastic front-of-desk relationships with visitors, parents, and students.
- 5) Keeping the necessary records and paperwork up to

[More](#)

[Goals Details](#) [Achievements](#) [Other Details](#)

Goal Name*	Metric
Interpersonal Skills / Discipline in attending students and other stake holders, and bringing in Professionalism.	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations

Weight 10.0%  
Due 06/30/2023

2 - Approaching Expectations  
1 - Requires Significant Improvement

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2 - Approaching Expectations  
1 - Requires Significant Improvement

Rating [?](#)

4.5 - 4.5-Exceeds Expectations

Subject's Comments

- 1) Supporting for Session on **Work place safety - NGO Durga India** on 31.05.2023
- 2) Supporting the **Indian Unity Integrity Program**
- 3) Support for **INIZIO(Fresher's Day)** Event on 25th Feb 2023
- 4) Attended **Republic Day** in RV Public School

[More](#)

[Goals Details](#) [Achievements](#) [Other Details](#)

Goal Name*	External Connect- Contribution/participation in organizing events/function/programme, etc.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2023	Start Date	07/01/2022
Status	Completed	% Complete	100.0%

Self Development/Other

**7.1 Self Development/Others- Qualification / Skill upgradation /MOOC/MDP/EDP, etc.**

10.0% of total score

Completed

- 5 - Substantially Exceeds Expectations
- 4 - Exceeds Expectations
- 3 - Meets Expectations

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Goal Name*	Self Development/Others- Qualification / Skill upgradation /MOOC/MDP/EDP, etc.	Metric	5 - Substantially Exceeds Expectations 4 - Exceeds Expectations 3 - Meets Expectations 2 - Approaching Expectations 1 - Requires Significant Improvement
Weight	10.0%		
Due Date	06/30/2023		
Status	Completed	Start Date	07/01/2022
		% Complete	100.0%

## Competency (15.0%)

### Accepting Direction

Accepts and follows directions from others; respects authority; complies with requests; does what they are asked to do

Rating 

unrated

### 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

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## Supporting Coworkers

Responds positively to requests; helps others achieve their goals; considers how his/her actions will impact others; looks for ways to contribute to the team

Rating 

unrated

## Training Requirements

Please provide the Training Requirements for next year under each comment box

### Domain Specific / Technical Training

- Training pertaining to the courses taught / teaching - Advanced technologies, pedagogy etc.,

Subject's Comments

FICA -FICO Training

### Soft Skill Training

- Interpersonal Skills
- Technical review
- Oral and written communication etc.

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