

**ANNUAL PERFORMANCE ASSESSMENT REPORT FOR
COACHES OF SPORTS AUTHORITY OF INDIA (SAI)
(APPLICABLE FOR CHIEF COACH / SENIOR COACH / COACH / ASSTT. COACH)**

Region:

Report for the period from:

SECTION – I: BASIC INFORMATION

1. Name of the officer reported upon: :
2. Date of Birth :
3. Present Post :
4. Present Grade :
5. Date of appointment to present post/grade :
6. Date of joining SAI :

7. Reporting & Reviewing authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

8. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

9. Training Programs attended:

Date from	Date to	Institute	Subject

10. Awards/Honours:

11. Date of filing the Property Return for the year ending:

SECTION - II: SELF-APPRAISAL

1. Brief description of duties:
(Objectives of the position you hold and tasks you are required to perform, in about 100 words)

2. Usage of Sports Sciences/Sports Medicine in Academics:

3. Performance of trainees:

Parameters	Self-assessment
Whether the trainee coaches were medically examined before admitting them	
Number of trainee coaches during the academic year	
Number and details of trainee coaches who left course during the year and the reasons thereof	
How many International Athletes/Awardees were admitted in the diploma course	
Efforts made to educate the trainee coaches about diet, nutrition, harassment and doping issues	

(Attach extra sheets, wherever required)

4. Research & Development:

Parameters	Self-assessment
Did you carry any research work during the year? If so, give details	
Did you write any book or contribute any articles to any of the sports journals published in India or abroad? If so, give details	
Specific initiatives taken in the field of Sports Sciences/Sports Medicine/preparation of nutrition charts, etc.	

5. During the period under report, do you believe that you have made any exceptional contribution, e.g., successful completion of an extra-ordinary challenging task or major systemic improvement or any remarkable enhancement in performance of specific trainee coaches? If so, please give a verbal description in about 100 words.

6. What are the factors that hindered your performance during the academic session (like lack of infrastructure, sports equipment, gymnasium facilities, etc.)?

7. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes:

For the current assignment:

Place: New Delhi

Signature of the Coach

Date:

Name:

SECTION - III: APPRAISAL

1. Please state whether you agree with the self-assessment made by the Coach. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Assessment of work output (*This assessment should rate the officer vis-à-vis his peers. Grades should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this section will be 40%*).

	Reporting authority	Reviewing authority	Initials of Reviewing authority
Intelligence			
Initiative & Resourcefulness			
Appropriate application of sports science, sports medicine, diet and nutrition, etc.			
Use of ethical motivational techniques			
Maintaining interest in athletes academic progress			
Learning new coaching techniques			
Following proper safety procedures			

Successful completion of any course of international federation for upgradation of his accreditation level			
Medals won by the trainees coached in National competitions			
Medals won by the trainees coached in international competitions			
Total score = X			
Overall grading on Work Output = $X1 = X/10 \times 0.4$			

4. Assessment of personal attributes (*on a scale of 1-10, weightage to this section will be 30%*).

	Reporting authority	Reviewing authority	Initials of Reviewing authority
Discipline & Conduct			
Punctuality			
Overall bearing and personality (Properly attired, presenting self as a role model in appearance and behavior)			
Emotional stability			
Personal relations with peers and superiors			
Personal relations with trainees and/or their parents/relatives as also with State Govt.			
Communication skills			
Motivational skills (with subordinates) and maintaining morale of the staff			
Total Score = Y			
Overall grading on Personal Attributes = $Y1 = Y/8 \times 0.3$			

5. Assessment of functional competency (*on a scale of 1-10. Weightage to this section will be 30%*).

	Reporting authority	Reviewing authority	Initials of Reviewing authority
Initiative			
Resourcefulness			
Dependability			

Intelligence & competence with regard to handling of difficult/complex matters and trainees			
Interest in the assignments			
Sense of responsibility and conscientiousness towards duty			
Willingness to assume extra responsibilities			
Supervision and control			
Capacity to train, help, advise and handle trainees			
Use of delegated powers			
Job knowledge (Technical and general)			
Proficiency in noting and drafting			
Analysis, judgement and problem-solving abilities			
Coordination ability			
Ability to motivate trainees/sports persons			
Ability in talent scouting			
Total score = Z			
Overall grading on Functional competency = $Z1 = Z/16 \times 0.3$			

6. Integrity
(Please comment on the integrity of the officer)

7. Physical and clinical fitness *(Reporting Officer shall detail regarding any major illness or other such factors which affect the performance of the Coach)*

8. Pen picture by the Reporting Officer. Please comment (in about 100 words) on the overall qualities of the Coach including areas of strengths and lesser strengths and his attitude towards the trainees (*The adverse remarks passed/ disciplinary action taken against him/her during the period under report should be kept in mind*).

9. Recommendations relating to domain assignment (Please tick mark any 3).

<input type="checkbox"/>	Knowledge about the sport, including latest international rules
<input type="checkbox"/>	Executive work
<input type="checkbox"/>	Latest coaching techniques
<input type="checkbox"/>	Sports Sciences and Sports Medicine, including doping
<input type="checkbox"/>	Food & Nutrition, including use of supplements

10. Overall Grade (on a score of 1-10) = $X1+Y1+Z1$

Signature of the Reporting Authority

Name & Designation

Date: _____

SECTION - IV: REVIEW

1. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Section-III ? Do you agree with the assessment of the Reporting Officer in respect of extra-ordinary achievements of the officer reported upon ? (In case, you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that Section and initial your entries).

Yes	No

2. In case of difference of opinion, details and reasons for the same may be given.

3. Pen picture by the Reviewing officer

4. Overall grading on a scale of 1-10

Signature of the Reviewing Authority

Name & Designation

Date: _____