

TECH MEC FORM

## 6- MONTHS WBL (LEVEL01)

### CANDIDATE PERFORMANCE EVALUATION

Candidate Name \_\_\_\_\_  
 Participating Institute Name \_\_\_\_\_  
 Technology Domain \_\_\_\_\_  
 \_\_\_\_\_ Department Name \_\_\_\_\_  
 Date of Joining \_\_\_\_\_ Date of Completion \_\_\_\_\_

***Instructions to Monitoring and Evaluation Committee members:***

MEC members should refer to the candidates' work description when completing this form; the evaluation should focus on the candidate's ability to perform the job duties/assignment assigned by Supervisor. Candidate should be evaluated two times—at three months time before the end of the period. Indicate the evaluation of the candidate's performance by writing marks to the right of each attribute, in the appropriate column (depending on whether this is the three-month or Six-month, evaluation of the employee). Use the following scale:

**90% and above=Excellent;    80% and above=Very Good;    60% and above=Good;  
 50% and above= Satisfactory;    Below 50%=Poor**

ATTRIBUTE	Max Marks	3MONTHS	6MONTHS	FINALMarks
<b>EXPOSURE TO IT, ELECTRONICS &amp; RELATED WORK ENVIRONMENT/OTHER AREA</b> <ul style="list-style-type: none"> <li>• Work status Updation and Ontime monthly report submission</li> <li>• Presentation/Seminars</li> <li>• Involvement in meetings and group discussions</li> <li>• Exposure to tools like project management tools, documentation tools, Testing Tools etc.</li> </ul>	10			
<b>ATTENDANCE AND RELIABILITY</b> <ul style="list-style-type: none"> <li>• Regularity</li> <li>• Login and Logout time (Punctuality)</li> </ul>	15			

<b>FAMILIARIZATION WITH VARIOUS ORGANIZATIONAL PROCESSES</b> <ul style="list-style-type: none"> <li>• Participation for the one-day Organizational walkthrough program carried out by the centre.</li> <li>• Know how Orientation program(10days) and understanding of Organizational work etiquette.</li> </ul>	15			
<b>EXPOSURE TO IECT DESIGN/DEVELOPMENT/PROTOTYPING STAGES</b> <ul style="list-style-type: none"> <li>• Coding/Programming Skills</li> <li>• Design capability (Low level/high level)</li> <li>• Technical Documentation Skills</li> <li>• Testing/QA skills</li> <li>• Exposure to Secure coding practices, Code/Design optimization skills, Coding conventions, design Guidelines, Field Exposure</li> </ul>	20			
<b>MINI PROJECTS/INITIAL PROTOTYPE</b> <ul style="list-style-type: none"> <li>• Conceptualization and Problem Statement for the abstract prepared</li> <li>• Mid duration review of the implementation carried out</li> <li>• Final review of the implementation carried out</li> </ul>	40			
<b>Total Marks</b>	100			

NOTE:I. The benchmark will be '**Good**' for pass the Level-01  
II. The benchmark will be '**Very good**' for up gradation to Level-02

**THREE MONTHS**

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**EVALUATION**

(Members Signature and Date)

**SIX MONTHS**

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**EVALUATION**

(Members Signature and Date)

**TECH MEC FORM**

Monitoring and Evaluation Committee Members Comments:  
*(Please include date; attach additional paper if necessary)*

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☐ We recommend this candidate to pass Level-01.

☐ We recommend this candidate to upgrade to Level-02

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MEC Members Signature

Date: