

National Institute of Fashion Technology
Hauz Khas, New Delhi
Establishment
CIRCULAR

NIFT/HO/ESTT.II/APARS/FACULTY/2018(part III)

8th July, 2019

Sub: Completion of Annual Performance Assessment Report

The following time schedule and the Channel of Submission for submission of APAR for the academic year 2018-19 are as under :-

Time Schedule

S.No.	Time Schedule for	Academic Staff (Faculty Members) (July to June)
1.	Submission of self- appraisal to reporting officer by officer to be reported upon	Before 15 th August
2.	Submission of report by reporting officer to reviewing officer	15 th October
3.	Report to be completed by Reviewing Officer and to be sent to Establishment Department Head Office or accepting authority in case of Academic Staff	15 th December
4.	Appraisal by accepting authority , wherever provided	15 th January

Channel of Submission

At Campus Level			
Reported Officer	Reporting Officer	Reviewing Officer	Accepting Authority
Professor	Dean	Centre Director(CD)	Director General(DG)
Asst./ Assoc. Prof.	<ul style="list-style-type: none"> • Center Coordinator(CC) • Chairperson (CP) (In case reported faculty is senior to the CC) 	<ul style="list-style-type: none"> • Chairperson (in case of reporting by CC) • Academic Review Committee (Dean with 2 other Professor) in case 	Centre Director(CD)
Centre Coordinator	Chairperson	Academic Review Committee (Dean with 2 other Professor)	Centre Director(CD)

In case of faculty members being Unit In Charge (UI) of any Unit at Centre or HO, there will be an additional page of comments and assessment done by the Head of the Unit which will be attached before APAR is sent for review.			
At Head Office Level			
Chairperson	Dean A	Director General (DG)	Secretary(Textiles)
Heads of Units	Dean(A)	Director General(DG)	Secretary(Textiles)
Head (AA) & Dean (A), Head(Project)	Director General(DG)	Secretary(Textiles)	Minister of Textiles

- Where faculty is senior to Chairperson, the APAR of such faculty shall be reported by Dean and reviewed by DG.
 - If reported faculty is senior to CC, the APAR of such faculty shall be reported by Chairperson and reviewed by Academic Review Committee headed by Dean(A).
3. The format for APAR can be downloaded from NIFT's Website.
4. All concerned may note that after submitting their self appraisal to the Reporting Authority, an intimation may be submitted to this office at email id apar.estt@nift.ac.in. The Reporting Authority under intimation will submit the same to Reviewing Authority and then Reviewing Officer (in case of faculty) will forward the same to Accepting Authority and give an intimation to this effect at above mentioned email id. If there is a delay in submission of self- appraisal by the official reported upon, the reporting officer should give the report without self- appraisal by making a suitable note.
5. All concerned are requested to follow the above mentioned time schedule and Channel of Submission and submit the APARs to Reporting, Reviewing and Accepting Authority directly under intimation to this office at email id: apar.estt@nift.ac.in. In case, where the Reviewing Authority is Academic Review Committee, the APAR may be sent to Dean(A) by the Reporting Authority.



(Sunil Sharma)
Assistant Director (I/c)(Estt.)

To,

1. The Directors/ Joint Directors, NIFT Campus & Head Office
2. Dean A/ Head AA/ Heads of Units
3. All CPs, NIFT HO
4. PS to DG
5. Notice Board
6. Head IT- to upload the same on NIFT Webiste.