

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

NIFT/HO/Estt.II/APAR/Faculty/2016

9<sup>th</sup> June, 2016

**CIRCULAR**

**Sub: Completion of Annual Performance Assessment Report**

The faculty of NIFT is aware that their APARs are required to be completed at different stages strictly as per time schedule approved by the Board of Governors in its meeting held on 3<sup>rd</sup> September, 2012. The time lines fixed for completing the APARs for the academic year 2015-16 i.e 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016 are as under:

**Time Schedule**

<u>S.No.</u>	<u>Activity</u>	<u>Time Schedule</u>
1.	Submission of self- appraisal to reporting officer by officer to be reported upon	After 30 <sup>th</sup> June and before 15 <sup>th</sup> August
2.	Submission of report by reporting officer to reviewing officer	By 15 <sup>th</sup> 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	By 15 <sup>th</sup> December
4.	Appraisal by accepting authority , wherever provided	By 15 <sup>th</sup> January

2. The Channel of submission of APAR in respect of faculty as approved by the Board of Governors is as under:

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

<u>Reported Officer</u>	<u>Reporting Officer</u>	<u>Reviewing Officer</u>	<u>Accepting Authority</u>
(iii) Centre Coordinator	Chairperson	Academic Review Committee (Dean with 2 other Professor)	Centre Director(CD)
<b>Note:</b> 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.			
<b><u>At Head Office Level</u></b>			
Chairperson of Academic Department	Dean( A)	Director General (DG)	Secretary (Textiles)
Heads of Units	Dean(A)	Director General(DG)	Secretary (Textiles)
Head (AA) & Dean (A)	Director General(DG)	Secretary (Textiles)	Minister of Textiles

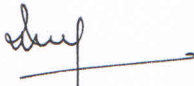
**Note:** Where Faculty is senior to Chairperson, the APAR shall be reported by Dean and reviewed by DG.

**Note:** If reported faculty is senior to CC, the APAR of such faculty shall be reported by Chairperson and shall be 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 for the period July 2015 to June 2016 to the Reporting Authority, intimation may be submitted to this office at email id [apar.estt@nift.ac.in](mailto:apar.estt@nift.ac.in). The Reporting Authority will submit the APAR to Reviewing Authority and then Reviewing Officer will forward the same to Accepting Authority and give 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 after obtaining a blank APAR proforma may give the report without self- appraisal by making a suitable note in the APAR.

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](mailto: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.

  
(Registrar)

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 Website for information of all concerned.