



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
National Institute Of Fashion Technology
स्थापना-I विभाग, निफ्ट मुख्यालय
Establishment-I Department, NIFT Head Office
हौज़ खास, नई दिल्ली
Hauz Khas, New Delhi

NIFT/HO/ESTT.II/APARS/ Digitization/2019 (PART-I)

12th January, 2021

OFFICE MEMORANDUM

Subject: Revision of the faculty Annual Performance Appraisal Review (APAR) and reporting channels reg.

The need for streamlining the channel of reporting and adhering to the sequential channel of reporting and reviewing of APARs was discussed in the 39th meeting of the Senate held on 28th May 2020. The Senate recommended the constitution of a Committee to review the hierarchy for recording the APARs and to review the reporting channels. Thereafter, DG-NIFT constituted a Committee to review the channels of reporting according to the seniority of the faculty reported upon, as well as the academic delivery system. The Committee discussed the channel of reporting as well as the various constituents of the faculty APAR which are deemed necessary and finally gave its recommendations, which were placed before the Board in the 51st meeting held on 22nd December, 2020. After due deliberation, the Board revised the channel of reporting for the faculty, and those holding the posts of CAC, Centre Coordinators, Chairperson, Heads Unit In-charge as follows:

AT CAMPUS LEVEL			
Reported Officer	Reporting Officer	Reviewing Officer	Accepting Authority
Senior Professor	Director General	Director General	Secretary (Textiles)
Professor	<ul style="list-style-type: none">Dual reporting to Dean – A and Campus DirectorDirector General (In case reported Professor is senior to Dean– A)	Director General	<ul style="list-style-type: none">Director GeneralSecretary (Textiles) (In case reporting & reviewing officer is DG)

Asst./ Assoc. Prof.	<ul style="list-style-type: none"> • Campus Academic Coordinator (CAC) • CP (In case reported faculty is senior to CAC) • Dean - A (In case reported faculty is senior to CAC and CP) 	<ul style="list-style-type: none"> • Chairperson (CP) • Dean - A in case of reporting to CP • Dean - A 	Campus Director
CAC	Dual reporting to Dean and Campus Director	Director General	Director General
Centre Coordinator	Dual reporting to CP and CAC	Dean-A	Campus Director
CIC, RIC, C-I&DL, SDAC	Dual reporting to CAC and Head of the Unit	Dean-A	Campus Director
AT HEAD OFFICE LEVEL			
Dean – A	Director General	Director General	Secretary (Textiles)
Head (AA) and Head (Projects)	Director General	Director General	Secretary (Textiles)
Chairperson of Academic Department	Dual reporting to Dean – A and Campus Director	Director General	Director General
Heads of Units	Dual reporting to Dean – A and Campus Director	Director General	Director General
Unit In-charge	<ul style="list-style-type: none"> • Dual reporting to Head of Unit and CAC • CP (In case reported faculty is senior to CAC) 	Dean - A	Campus Director

2. The Board also directed that the Faculty Workload Index (FWI) approved in its 45th meeting, should be incorporated in the faculty APAR and 100% weightage to the Faculty Attribute Index (FAI) be assigned to the Reporting Authority, Reviewing Authority and the Accepting Authority.

3. The Board further directed that the entire system of numerical grading of faculty APAR and reporting channel in digital mode be converted which shall be applicable from the academic year 2020-21.

.4. This issues with the approval of DG-NIFT.

प्रोफेसर सुहैल अनवर, पीएचडी/Prof. Suhail Anwar, PhD
पंजीयक/Registrar

सेवामें/To

All Campus Directors/Joint Directors
All faculty members

Copy to

1. CVO
2. Dean(A)
3. Director HO/Director (F&A)/Director (NRC&IT)
4. All Heads of the Units/All Chairpersons of the Academic Departments
5. DD(Estt)/ AD (Estt)
6. ABS & Legal Officer
7. PS to DG, NIFT
8. Personal File