

National Institute of Fashion Technology
Hauz Khas, New Delhi
Establishment

NIFT/HO/Estt.II/APAR/Admn/2013

17th July, 2015

CIRCULAR

Sub: Completion of Annual Performance Assessment Report

The following time schedule for submission of APAR, the Channel of Submission and the procedure circulated earlier on 17/09/13, 18/09/13, 27/08/2014 and 30/04/2015 is once again communicated for the information of all concerned:-

Time Schedule

S.No.	Time Schedule for	Academic Staff (Faculty Members) (July to June)
1.	Circulation of a circular to remind all concerned for downloading APAR from website	1 st July
2.	Submission of self- appraisal to reporting officer by officer to be reported upon	15 th August
3.	Submission of report by reporting officer to reviewing officer	15 th October
4.	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
5.	Appraisal by accepting authority , wherever provided	15 th January
6.	a) Disclosure to be officer reported upon in case of Administrative Staff	NA
	b) Disclosure to the officer reported upon in case of Academic Staff	15 th February
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication



S.No.	Time Schedule for	Academic Staff (Faculty Members) (July to June)
8.	Forwarding of representation to the Competent Authority	--
	a) where there is no accepting authority for APAR	NA
	b) where there is accepting authority for APAR	15 th March
9.	Disposal of representation by the Competent Authority	Within one month from date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	30 th April
11	End of entire APAR process, after which the APAR will be finally taken on record	30 th April

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 of reporting by CP 	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)	Sub- Committee of the Board on Establishment Matters
Heads of Units	Dean(A)	Director General(DG)	Sub-Committee of the Board on Establishment Matters
Head (AA) & Dean (A)	Director General(DG)	Sub- Committee of the Board on Establishment Matters	Standing Committee of the Board on Establishment Matters.

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- Where Associate Professor 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.
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.


(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.