



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर - 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

Ref : Admn./APAR/2017-18/1483

Date: 20 March 2018.

Circular

20 MAR 2018

Subject: Annual Performance Appraisal Report Form for Faculty and Administrative Officers

Annual Performance Appraisal Reports (APAR) Forms have been uploaded on Institute Web-site. All the Faculty Members and Administrative Officers are requested to download the same and report about their assigned duties and achievements during the year 2017 - 2018. After filling the form, submit the same to Head of the Department. HoDs are requested to forward the same after recording their appraisal about the performance to Dean (FW) latest by 02 July 2018. Professors for whom the Reporting & Receiving Officer is Director, forms duly filled-in may be sent to Dean (FW) for submitting the same to the Director.

Administrative Officers are requested to submit duly filled-in forms to Registrar office, latest by 02 July 2018.

V.N.I.T., Nagpur follows the DOPT instruction for APAR maintenance & following schedule is to be follows :-

i	Issue of APAR Blank Forms	26 th to 28 th March 2018
ii	Submission of APAR to respective Dean (FW) / HoD's / Section Head	16/04/2018
iii	Submission of APAR by HoD's to Registrar office	02/07/2018
iv	Report to be completed by Reviewing Officer	31/07/2018
v	Disclosure of APAR to individual and Representations if any (within 15 days) on APAR through HoD	17/09/2018
vi	Forwarding of representations by Dean (FW)/Registrar to Competent Authority	08/10/2018
vii	Disposal of representations by Competent Authority	05/11/2018
viii	Communication of decision of Competent Authority	15/11/2018
ix	End of APAR procedure & APAR taken on record	30/11/2018

S.Rsath
Registrar

To,

All Heads of the Departments / Section - with request to circulate amongst the Faculty and Officers working with them.