



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

Ref : Admn./APAR/2019-20 / 1774

Date: 15 APR 2020

Circular (Revised date)

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 2019 - 2020. 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 31/07/2020.. 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 31/07/2020.

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

i.	Issue of APAR Blank Forms	To be downloaded from Institute website
ii.	Submission of APAR to respective HoD's / Section Head	30/06/2020
iii.	Submission of APAR by HoD's/Section Heads to Registrar Office	31/07/2020
iv.	Report to be completed by Reviewing Officer	31/08/2020
v.	Disclosure of APAR to individual (Issue of Xerox copy)	08/10/2020
vi.	Receipt of Representations, if any on APAR	23/10/2020
vii.	Forwarding of representations by Registrar to Competent Authority	29/10/2020
viii.	Disposal of representations by Competent Authority	30/11/2020
ix.	Communication of decision of Competent Authority	15/12/2020
x.	End of APAR procedure & APAR taken on record	31/12/2020

S. R. Sath
Registrar

To,

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