



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

Ref: Admn./APAR/2022-23/ 1494

Date: 24 MAR 2023

Circular

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 2022 - 2023. 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 03 July 2023. 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.

V.N.I.T., Nagpur will follow the following APAR maintenance schedule:-

i.	Issue of APAR Blank Forms	To be downloaded from Institute website
ii.	Submission of APAR to respective Dean (FW) / HoD's / Section Head	21/04/2023
iii.	(A) Submission of APAR by HoD's to Dean (FW) (B) Submission of APAR by Admn Officer to respective Reporting Officer	03/07/2023
iv.	Report to be completed by Reviewing Officer & send to Dean (FW) / Registrar Office	31/07/2023
v.	Disclosure of APAR to individual (Issue of Xerox copy)	18/09/2023
vi.	Forwarding of representations by Dean(FW)/Registrar to Competent Authority	06/10/2023
vii.	Disposal of representations by Competent Authority	10/11/2023
viii.	Communication of decision of Competent Authority	24/11/2023
ix.	End of APAR procedure & APAR taken on record	01/12/2023

S.P. Sathur
Registrar

To,

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