



## (Annual Performance Appraisal Report)

(For all academic personal of and above Grade of Lecturer and equivalent grade i.e.  
Assistant Professor, Associate Professor, Additional Professor and Professor)

<b>Report on : Dr.....</b>
<b>ID #..... APAR From .....to.....</b>

(Only typed proforma is acceptable)

### PART-I

(To be filled in by officer whose work is being reviewed)

#### 1.1 HISTORY SHEET

Name			
Designation			
Department			
Permanent Address,			
Communication address			
Email ID			
Mobile #			
DoB			
Gender			
Qualification	Year	University/Institute	
Date of Joining in AIIMS Raipur			
Date of appointment to present designation/position in AIIMS Raipur			
Whether on probation (Yes / No)			
Level of Pay (7 <sup>th</sup> CPC)			
Health status (only for major illnesses, if any during the review period)	Submitted	Not Submitted	
Property Return	Submitted	Not Submitted	

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**1.2 ACADEMIC ACHIEVEMENT**

(State your academic achievements that are noteworthy for the mentioned year .This may include Additional qualification/special training/honors/recognition/prizes/membership of scientific society, admission to fellowship of academics etc.)


**1.3 NATURE OF WORK** on which you have been engaged during period of this report:

Teaching Research, Patient care, corporate activities etc.

Reference may be made here to any particular achievements outside scope of your official duties such as service to cause of Medical Education or Community Welfare or National and International Service. Mention may also be made to contribution made to work of Institute outside scope of normal duties such as work on faculty, committees, organization of seminars, symposia, special lecture, looking after department of stores and other administrative work in department.

(Be brief and to point; number of words MUST NOT exceed 50)

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**1.4 ACTUAL WORK LOAD:** If your involvement as mentioned below is only periodic then state total period spent in hours per year, otherwise mention period as desired)

**1.4.1 CLINICAL LOAD:**

Furnish hours per week/ year spent by you in:

1.4.1	Patient care in outpatient service:	
1.4.2	Patient care in inpatient service:	
1.4.3	Patient care in special clinics (name clinic)	
1.4.4	In operation theatre:	
1.4.5	In case of non-clinical service departments (Pathology, Microbiology, Pharmacology, etc.indicate work-load you carry per year:	

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1.5	<b>TEACHING:</b> (For whole year)	
1.5.1	<b>UNDERGRADUATE</b>	
1.5.1.1	No. of lectures / seminar allotted to you-	
1.5.1.2	No. of lectures/ seminars taken by you-	
1.5.1.3	Hours per week spent in clinical teaching, demonstrations / <b>practical</b> / tutorials -	
1.5.2	<b>POSTGRADUATE</b>	
1.5.2.1	Hours per week spent in clinical teaching, seminars, conference, journal Club etc. –	
1.5.2.2	No. of postgraduate students writing, <b>theses</b> under you as a chief or as a co-supervisor-	
1.5.2.3	No. of postgraduate students working in your unit/department of professional training-	
1.6	<b>RESEARCH</b> (Use separate sheet for this column)	
1.6.1	Title of research projects in which you have been involved in previous year As: <b>Chief Investigator</b>	
1.6.2	<b>Co-Investigator</b>	
1.6.3	Title of research projects in which you were involved during year under review as: <b>Chief Investigator</b>	
1.6.4	<b>Co-Investigator</b>	
1.6.5	<b>Extramural Grant/Project</b>	
1.6.6	<b>Intramural Grant/Project</b>	
1.6.7	List your publications (Attach separate sheet if there is more than one publication. Name of all authors, with full details of each paper must be mentioned. Vancouver format should be used.” List of papers presented by you in conference.	
1.6.8	List of papers, with you as co-Author presented in conferences (Name conference and attach separate sheet).	
1.6.9	No. of Ph.D. /D.M. /M.Ch. students working under you as chief or co-supervisor.	
1.6.10	Chapter in Books/Books edited :-	
1.6.11	Please mention briefly problems which hampered you from achieving best you can:-	

**1.7 ANY OTHER NOTABLE SUBMISSION :-** (Major Scientific Contributions in clinical work/teaching/research/administration/technology transfer like patent/copyright, your strengths, innovative works and leadership role to prove your worthiness in medical education.)

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**1.8 SUMMARY (ACHIEVEMENTS, WORK AND CONTRIBUTION TO THE DEPARTMENT , INSTITUTE AND SOCIETY)**

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**Signature of Officer whose APAR is being filled**

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**PART-II**

**(To be field in by Reporting Officer)**

**2.1 Reporting Officer's name.....**

**Designation.....**

Length of service put in by officer being reported or under Reporting Officer.

**From: .....Apr.....to.....March.....**

(Record remarks in respect of only such qualifications of which you have first-hand knowledge. Please be precise and brief. Each statement is to be commented on separately

**2.2 RESEARCH ABILITY:**

Assessment of work output (weightage to this Section would be 30%)

		<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
<b>2.2.1</b>	Interest in research			
<b>2.2.2</b>	Theoretical ability and capacity to interpret data			
<b>2.2.3</b>	Experimental and Practical ability			
<b>2.2.4</b>	Originality, Capacity to produce new and good ideas			
<b>2.2.5</b>	Quality of output			
<b>2.3.6</b>	Analytical ability			
<b>2.2.7</b>	Extramural grant			
<b>2.2.8</b>	Intramural grant			
<b>2.2.9</b>	Publication			
<b>2.2.10</b>	Presentation			
<b>2.2.11</b>	<b>Overall Grading on 'Research'</b>			

**2.3 TEACHING ABILITY:**

Assessment of work output (weightage to this Section would be 30%)

		<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
<b>2.3.1</b>	Interest in Teaching			

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2.3.2	Power of expression, Ability to express himself/herself clearly and concisely.			
2.3.3	Punctuality and regularity at assigned sessions/seminars.			
2.3.4	Effectiveness, as a teacher/as judged by peer rating/students rating.			
2.3.5	Knowledge of current advances in his/her subject.			
2.3.6	Ability to include innovative teaching-learning/assessment methods			
2.3.7	Attitude to work.			
2.3.8	Sense of responsibility.			
2.3.9	Maintenance of Discipline.			
2.3.10	Communication skills.			
2.3.11	<b>Overall Grading on 'Teaching Ability'</b>			

#### 2.4 PROFESSIONAL COMPETENCE / CLINICAL / LABORATORY etc.

Assessment of work output (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
2.4.1	General professional knowledge whether wide, through and up-to-date			
2.4.2	Competence in clinical skills or laboratory or skill pertaining to his discipline			
2.4.3	Leadership qualities			
2.4.4	Capacity to work in team spirit			
2.4.5	Capacity to adhere to time-schedule			
2.4.6	Inter-personal relations			
2.4.7	Overall bearing and personality			
2.4.8	Organising ability			
2.4.9	Strategic planning ability			
2.4.10	Decision making ability			
2.4.11	Coordination ability			
2.4.12	Initiative and drive			
2.4.13	Capacity to work in a team			
2.4.14	<b>Overall Grading on 'Professional Competence'</b>			

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**2.5 GENERAL COMPETENCE**

Assessment of work output (weightage to this Section would be 10%)

		<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
<b>2.5.1</b>	Knowledge of Rules/Regulations/ Procedures in area of function and ability to apply them correctly			
<b>2.5.2</b>	General administrative efficiency			
<b>2.5.3</b>	Integrity			
<b>2.5.4</b>	Relations with public (wherever applicable)			
<b>2.5.5</b>	State of Health			
<b>2.5.6</b>	Assessment of Officer's overall work in his/her particular position:			
<b>2.5.7</b>	<b>Overall Grading on 'General Competence'</b>			

**2.6 SUMMARY**

<b>2.6.1</b>	Property return	Submitted	Not Submitted
<b>2.6.2</b>	Training requirements <i>(Please give recommendations for training with a view to further improving effectiveness and capabilities of Officer)</i>		
<b>2.6.3</b>	Pen Picture by Reporting Officer <i>(in about 100 words) on overall qualities of officer including area of strengths strength, extraordinary achievements, significant failures and attitude towards weaker sections)</i>		

<b>2.6.4</b>	Make any general comments you think desirable <i>(e.g special remarks on any characteristics not brought out. Do you agree with officer's own account of work recorded in this report or is there anything you wish to modify or add?)</i>
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**2.6.5 Overall numerical grading on basis of weightage given in section 2.2, 2.3, 2.4 & 2.5 of Report-**

**Signature of Reporting Officer**.....  
**Designation**.....  
**Date**.....

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**NOTES FOR GUIDANCE OF REPORTING OFFICER:-**

1.Preparation of reliable reports on staff is an exceedingly important duty. In fairness to staff reported on, as in interest of smooth and efficient working of Department and Institute, reports should be carefully and critically made. Reporting Officer should not discuss his assessment with anyone, except Reviewing Officer, if he requires you to do so.

2.Concentrate on one factor at a time and study implications of each factor carefully. Do not feel obliged to mark under every heading, as some of headings may be inapplicable. Do not attempt to guess any quality, which you have not been able to judge at first hand. In such cases, make no marking at all.

3. Do not be afraid of giving low markings if they are called for. No one can equally good in every way and some low marking may be justified even for most brilliant.

4. Markings should not take account of age.

5. Do not allow any personal feelings to govern assessment. Assessment requires appraisal of an officer in terms of his ACTUAL PERFORMANCE.

6.(i) APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores of empanelment/promotion.

(ii) APAR graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7

(iii) APARs graded between 4 and 6 short of 6 will be rated as “Good” and given a score of 5.

(iv) APARs graded below 4 will be given a score of “Zero”.



**PART-III**

**3.1 REPORT BY REVIEWING OFFICER:**

- 3.1.1 Do you agree with officer’s own account as recorded in this report?
- 3.2.2 Do you agree with observations of Reporting Officer?
- 3.2.3 Do you agree with reporting officer’s overall assessment of officer reported upon Column 2.6 of Part II ?
- 3.2.4 Assessment of Integrity.
- 3.2.5 Has officer been informed of any markings below.  
‘Normal’ with which you agree? If he/she has not been, please state why?
- 3.2.6 General remarks by reviewing officer, including a note of any particular achievement.

**3.2.7 Overall numerical grading on basis of weightage given in section 2.2, 2.3, 2.4 & 2.5 of Report-**

**Signature of Reviewing Officer**.....  
**Designation**.....  
**Date**.....

**Remarks of Accepting Authority**

**4.1 Comments by Accepting Authority**

**Signature of Accepting Authority**..... **Date**.....

**Designation**.....