



डॉ. देसु राम मोहन

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मंगलगिरि, आंध्रप्रदेश/ Mangalagiri, Andhra Pradesh
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AIIMS/MG/Dean (A)/2026/182

Date: 26.03.2026

CIRCULAR

Sub: Annual Performance Appraisal Report for Faculty for the year 2025-26 called for – Reg.

The O/o Dean Academic initiated new format of Annual Performance Appraisal Report (APAR) of Faculty Members for the period from 01.04.2025 to 31.03.2026.

All the Heads of Department may please ensure that all the faculty members working in their departments have to collect these APAR Blank forms from our institute website at <https://www.aiismangalagiri.edu.in/official-downloads> and forward the filled forms as per the timeline.

The following instructions may be followed while filling/reporting/reviewing APARs:

1. It is the collective responsibility of the officer and the reporting and reviewing officer to submit the APAR form duly completed in all respects with the accepting authority within the due date.
2. Head of the Departments should ensure that APARs for all the officers who have put in at least 3 months of service in the institute during the reporting period have been submitted, irrespective of whether the officer is still serving, has left service, or has proceeded on fellowship/study leave/deputation, etc.
3. All the details in Part-I & II of the report to be handwritten legibly with pen or typed by the concerned officer, ensuring that none of the columns is left blank.
4. Officers are expected to provide the following as typed annexure:
 - a) A list of publications during the period under review separately for those indexed and non-indexed.
 - b) A list of intramurals and/or extramural funded projects running during the period under review.
5. In case an officer fails to submit the APAR in due time for reporting as per timeline, the reporting officer will submit the APAR of the particular officer with the information available in the department.
6. The reporting/reviewing officer must ensure that the concerned officer has provided complete information for Part-I & II of the report and that none of the columns is left blank. The name and designation of the reporting/reviewing officer are to be written in block letters along with the date.

7. Channel of reporting/reviewing officers will be as under:

Designation	Reporting Officer	Reviewing Officer	Accepting Authority
Head of the Department	Dean (Academic)	Director	President
Professors	Head of the Department	Dean (Academic)	Director
Additional Professors			
Associate Professors			
Assistant Professors			
Principal (College of Nursing)	Dean (Academic)	Director	President
Associate Professors (Reader)	Principal (College of Nursing)	Dean (Academic)	Director
Lecturer (Assistant Professors)			
Nursing Tutor / Clinical Instructor			
Tutor / Demonstrator	Head of the Department	Dean (Academic)	Director

8. Time schedule for submission of APAR enclosed as **Annexure – I.**

9. New APAR form enclosed as **Annexure-II.**

All are requested to ensure timely submission of APARs before the due date at each step so that the process can be completed on time.

This is issued with the approval of competent authority.

Signed by

Rama Mohan Desu

Date: 26-03-2026 13:13:42

Dean (Academic)
AIIMS, Mangalagiri

To:

All Faculty and Heads of Departments

Copy for information:

- i) All Deans, AIIMS Mangalagiri
- ii) DDA/MS/Addl. MS/DMS/Principal, College of Nursing, AIIMS Mangalagiri.
- iii) PS to Director/PS to Deputy Director, AIIMS Mangalagiri.
- iv) IT Cell, AIIMS Mangalagiri.
- v) Guard file.

Annexure - 1**Time Schedule for Submission of Faculty APAR (Reporting Year – 2025-26)**

S. No	Nature of Action	To be completed by
1.	Distribution of Blank APAR forms	Through Institute Website
2.	Submission of self-appraisal report, by the officer to be reported upon to the Reporting Officer	15.05.2026
3.	Submission of report by the Reporting Officer to the Reviewing Officer	30.06.2026
4.	Report to be completed by Reviewing Officer and to be sent to Accepting Authority	31.07.2026
5.	Appraisal by Accepting Authority	31.08.2026
6.	Disclosure to the Officer reported upon	01.09.2026
7.	Receipt of representation, if any on APAR	16.09.2026 (15 days from the date of receipt of communication)
8.	Forwarding of representation to the Competent authority	01.10.2026
9.	Disposal of representation by the competent authority	31.10.2026 (within one month)
10.	Communication of decision of the competent authority on the representation	15.11.2026
11.	End of entire APAR process, after which the APAR will be finally taken on record	30.11.2026

Signed by
Rama Mohan Desu
Date: 26-03-2026 13:24:19

1.3 **NATURE OF WORK:** on which you have been engaged during the period of this report:
Teaching Research, Patient care etc.

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

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

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

1.4.1 **CLINICAL LOAD:**

Furnish hours per week/year spent by you in :

- a). Patient care in outpatient service:
- b). Patient care in inpatient service:
- c). Patient care in special clinics (name the clinic)
- d). In operation theatre:
- e). In the case of non-clinical service departments (Pathology, Microbiology, Pharmacology, etc. indicate work-load you carry per year:

II. TEACHING: (For the whole year)

2.1 UNDERGRADUATE

- a. No. of lectures/seminar allotted to you
- b. No. of lectures/seminars taken by you
- c. Hours per week/year spent in clinical teaching, demonstrations / tutorials.

2.2 POSTGRADUATE

- a. Hours per week spent in clinical teaching, seminars, conference, journal club etc.
- b. No. of postgraduate students writing **Thesis**, these under you as a chief or as a co-guide.
- c. No. of postgraduate students working in your unit/department of professional training.

III. RESEARCH (Use separate sheet for this column).

- a. Title of research projects in which you were involved during the year under review as (Please specify Chief / Co-Investigator):
 - i. Extramural Project:
 - ii. Intramural Project:
 - iii. Self-finance with Institute support:
- b. 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. Standard format as under should be used; “ Pankaj SG. , Sharma YR, Vane JR. (2010) Prostacyclin reduces the number of ‘slow moving’ leucocytes in hamster cheek pouch venules J. Physiol. 280: 633”

Report on: Dr.

PART-II

(To be field in by the Reporting Officer)

Reporting Officer's name:

Designation:

Department:

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

From.....April..... toMarch.....

(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).

I. RESEARCH ABILITY (weightage to this section should be 30%):

- i. Interest in research :
- ii. Theoretical ability and the capacity to interpret data :
- iii. Experimental and Practical ability :
- iv. Originality, Capacity to produce new and good ideas :

II. TEACHING ABILITY (weightage to this section should be 30%):

- i. Interest in Teaching:
- ii. Power of expression, Ability to express him-self clearly and concisely :
- iii. Punctuality and regularity at assigned sessions/seminars :
- iv. Effectiveness, as a teacher/ as judged by peer rating /students rating :
- v. Knowledge of current advances in his/her subject :
- vi. Popularity with the students :

**III. PROFESSIONAL COMPETENCE/CLINICAL / LABORATORY etc.
(weightage to this section should be 30%):**

- i. General professional knowledge whether wide, thorough and up-to-date :
- ii. Competence in clinical skills or laboratory skill pertaining to his discipline :
- iii. Leadership qualities :
- iv. Capacity to work in team :
- v. Inter personal relations :

**IV. ADMINISTRATIVE / GENERAL ABILITY
(weightage to this section should be 10%):**

- i. Organizing ability :
- ii. Initiative and drive :
- iii. Capacity to work in a team :
- iv. General administrative efficiency :
- v. Integrity :

V. Assessment of the Officer's overall grading of work in his/her particular position:

Overall Grading		
A+	Outstanding	10
A	Very Good	8-9
B+	Good	6-7
B	Average	5
C	Below Average	Less than 5 (1-4)

Grading should be recorded by the Reporting Officer amongst the above grading :

GENERAL REMARKS:

(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out.) Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add ?

Signature of Reporting Officer
 (With Official seal)
 Designation.....
 Date:.....

GUIDELINES FOR REPORTING OFFICER FOR FILLING OF APAR WITH NUMERICAL GRADING:

1. The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as in the interest of the smooth and efficient working of the Department and the Institute, reports should be carefully and critically made. Reporting Officer should not discuss his assessment with anyone, except the Reviewing Officer, if he requires you to do so.
2. Concentrate on one factor at a time and study the implications of each factor carefully. Do not feel obliged to mark under every heading, as some of the 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 markings may be justified even for the most brilliant.
4. Markings should not take account of age.
5. Do not allow any personal feelings to govern the assessment. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE.
6. Numerical grading is to be awarded by reporting authority on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.
7. APARs graded 10 will be rated as "Outstanding".
8. APARs graded 8-9 will be rated as "Very Good".
9. APARs graded 6-7 will be rated as "Good".
10. APARs graded 5 will be rated as "Average".
11. APARs graded less than 5 will be rated as "Below Average".
12. It is expected that any grading of 10 or 1-4 (overall grade) would be adequately justified in the general remarks by the reporting officer.

PART-III

I. REPORT BY REVIEWING OFFICER:

1. Do you agree with the officer's own account as recorded in this report?
2. Do you agree with the observations of the Reporting officer?
3. Do you agree with the reporting officer's overall assessment of the officer reported upon/ Column V of the Part II.
4. Assessment of Integrity.
5. Has the officer been informed of any markings below 'Average' with which you agree? If he/she has not been, please state why?
6. General remarks by reviewing officer, including a note of any particular achievement.

Signature of Reviewing Officer
(with Official seal)

Designation.....

Date:

Note: The Reviewing Officer should normally discuss the adverse markings which are below "average" with the Reporting Officer and should make suggestions for improvement, to the reporting officer and, if necessary, with the officer reported upon and therefore, record his remarks against column 5 above.

PART-IV

I. REPORTED BY ACCEPTING AUTHORITY:

- 1. Do you agree with the officer’s own account as recorded in this report?
- 2. Do you agree with the observations of the Reporting Officer/ Reviewing Officer?
- 3. Do you agree with the Reporting/Reviewing Officer’s overall assessment of the officer reported upon?
- 4. Assessment of Integrity.
- 5. Has the officer been informed of any markings below “Average” with which you agree, if he/she has not been, please given reason thereon?
- 6. General remarks by the Accepting Authority including a note of any particular achievement during the assessment period.

Signature of Accepting Officer
(With Official seal)

Designation.....

Date:

Note: The Accepting Authority should normally discuss, in case the adverse marking which are below “Average” with the Reporting Officer/Reviewing Officer and should make suggestions for improvement, to the reporting officer and, if necessary, the officer reported upon should be counseled thereon, record his remarks/adverse remarks/ below bench mark against column.