



डॉ. देसु राम मोहन

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AIIMS/MG/Dean (A)/2026/

Date: 14.05.2026

CIRCULAR

Sub: Revised format and timeline for submission of Annual Performance Assessment Report (APAR) for Faculty for the year 2025-26 called for – Reg.

In pursuance of the deliberations and decision of the 12th Governing Body, the revised format and timeline for submission of APAR of faculty members is circulated for year 2025-26.

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.aiimsmangalagiri.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. Revised time schedule for submission of APAR enclosed as **Annexure - I**.

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

This is issued with the approval of competent authority.

Signed by
Rama Mohan Desu
Date: 14-05-2026 13:37:40
Dean (Academic)
AIIMS, Mangalagiri

To:

All Faculty and Heads of Departments

Copy for information:

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

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	15.06.2026
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	07.09.2026
7.	Receipt of representation, if any on APAR	22.09.2026 (15 days from the date of receipt of communication)
8.	Forwarding of representation to the Competent authority	06.10.2026
9.	Disposal of representation by the competent authority	05.11.2026 (within one month)
10.	Communication of decision of the competent authority on the representation	20.11.2026
11.	End of entire APAR process, after which the APAR will be finally taken on record	05.12.2026