

	under intimation to APAR cell of IMU HQ.	
C	Forwarding of report by reporting officer to reviewing officer under intimation to APAR cell of IMU HQ.	1 <sup>th</sup> June
D	Forwarding of report by Reviewing Officer to APAR cell of IMU HQ.	1 <sup>st</sup> August
E	Disclosure of APAR to employee by APAR cell of IMU HQ with proper acknowledgement.	1 <sup>st</sup> September
G	Receipt of any representations	1 <sup>st</sup> October
H	Disposal of representations	1 <sup>st</sup> November

17. Unless there is anything repugnant in the Indian Maritime University Act/ Statutes/Ordinances, Guidelines issued by DoPT from time to time with regard to APAR shall be deemed to be the orders or administrative instructions under this Ordinance.



**INDIAN MARITIME UNIVERSITY**

**Format of Performance Appraisal Report for Group A and Group B Officers of the Indian Maritime University for the period from**

**01<sup>st</sup> April .....to 31<sup>st</sup> March .....**

**Part I: General Information**

*(to be filled by the Administrative Section)*

1. a) Name of the officer reported upon :
- b) Designation :
2. Campus/Head Quarters :
3. Date of appointment to the present post :
4. Length of service under the reporting Officer : (from ..... to .....)
5. Details of leave, trainings attended during the period under report.
  - a. Leave:- (ii) Training:-
6. Whether property return filed as per the Conduct Rules of IMU? :  
If so, the actual date of filing of property return

**Part II: Self Appraisal***(to be filled by the Officer reported upon)*

1. Brief description of duties: (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

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2. Annual work plan and achievement

Tasks to be performed	Deliverables	Achievement

*Note:* If considered necessary, the details can be furnished in a separate sheet of paper in the above format and attached to the PAR.

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task for major systemic improvement (resulting in significant benefits to the university and/or reduction time and costs)? If so, please give a verbal description (within 100 words)
4. What are the factors that hindered your performance ?

--

**Signature of the Officer reported upon**

**Part III : Appraisal***(to be filled by the Reporting Officer)*

1. Assessment of “Work Output” (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. *(Weightage to this section would be 40%)*)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Accomplishment of planned work		
(ii)	Quality of output		

(iii)	Accomplishment of exceptional work / unforeseen tasks		
	Overall Grading on “ Work Output” [Average value of (i) to (iii)]		

## 2. Assessment of “Personal Attributes” (on a scale of 1-10).

*(Weightage to this section would be 30%)*

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Attitude to work		
(ii)	Sense of responsibility		
(iii)	Maintenance of Discipline		
(iv)	Emotional stability		
(v)	Communication Skills		
(vi)	Moral Courage and willingness to take professional stand		
(vii)	Leadership qualities		
(viii)	Capacity to work in time limit		
	Overall grading on “Personal Attributes” [Average value of (i) to (viii)]		

## 3. Assessment of Functional Competency (on a scale of 1-10).

*(Weightage to this Section will be 30%)*

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Knowledge of laws/ rules/ procedures/ IT skills and awareness of the local norms in the relevant area		
(ii)	Strategic planning ability		
(iii)	Decision making ability		
(iv)	Initiative		
(v)	Coordination ability		
(vi)	Ability to motivate and develop subordinates		
	Overall Grading on ‘Functional Competency’ [Average value of (i) to (vi)]		

## 4. Overall grading out of 10: [Weighted average of grading under 1, 2 and 3 above]

## 5. Integrity (Please tick the appropriate box)

Beyond doubt	
Since the integrity of the Officer is doubtful, a secret note is attached	
Not watched the Officer’s work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer	

## 6. Pen Picture by Reporting Authority (Not more than 200 words)

--

Signature of the Reporting Authority:

Name in Block Letters:

Designation:

Date:

**REMARKS OF REVIEWING AUTHORITY***(to be filled by the Reviewing Officer)*

1. Length of Service under the Reviewing Authority
2. Integrity (Please tick the appropriate box)

Beyond doubt	
Since the integrity of the Officer is doubtful, a secret note is attached	
Not watched the Officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer	

3. State clearly whether the Reviewing Authority fully agrees with the remarks of the Reporting Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated.
4. Comments if any, *on the pen picture written by the Reporting Authority*

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5. Overall grading on a scale of 1 to 10:

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Signature of the Reviewing Authority:

Name in Block Letters:

Designation:

Date:



**INDIAN MARITIME UNIVERSITY**

**PROFORMA FOR PERFORMANCE APPRAISAL REPORT (PAR) FOR GROUP 'C' CATEGORIES**

1<sup>st</sup> April .....to 31<sup>st</sup> March.....

**PART – I – PERSONAL DATA**

**(To be filled in by the Staff reported upon)**

1. Name -
2. Date of Birth -
3. Date of entry into IMU and the post in which he/she was appointed -
4. Present post and date of appointment -
5. Period of absence from duty on leave/ training etc., during the year -
6. Whether property return has been filed as per the Conduct rules of IMU? If so, the actual date of filing of property return -

**PART II**

**(To be filled in by the Staff reported upon)**

7. Brief description of duties -
8. Task to be performed -
9. Target set for the year -
10. Actual Achievements -

Name and Signature of the Staff reported upon

**PART – III**

**(To be filled in by the Reporting Officer)**

11. Temperament:
  - (a) Is he/she calm and does he/she retain poise at times of pressure of work? -
  - (b) Does he/she get provoked easily? -
  - (c) Is he/she able to tolerate differences of Opinion ? -
12. Intelligence and understanding:  
(Please tick (√) whichever is applicable)

- (a) Exceptional and has clear grasp of any matter however complicated
- (b) Is intelligent and grasps a point correctly with reasonable speed
- (c) Shows a barely adequate grasp
- (d) Very slow and / or often misses the point

**PART – IV****(To be filled in by the Reporting Officer)**

13. Knowledge of Rules, Codes/ Manuals, instructions and procedures:

(Please tick (✓) whichever is applicable)

- (a) Has an exceptionally good grasp of the work of the office as a whole and the Rules, Codes, Manuals generally and a thorough and intensive knowledge of work of the Section
- (b) Has a sound knowledge both of the work of the Section and that of the office as a whole
- (c) Has adequate knowledge
- (d) Not good enough

14. Quality of Work:

**(Please tick (✓) whichever is applicable)**

(i) Attention of details:

- (a) Perceptive comprehension
- (b) Considers all relevant details
- (c) Apt to be over-concerned with petty details and loses perspective
- (d) Inclined to be superficial

(ii) Presentation of cases:

- (a) Extremely clear, cogent and Logical
- (b) Very good and expresses Himself/herself clearly and concisely
- (c) Just good enough
- (d) Does not have ability to present cases properly

(iii) Ability in Noting and drafting:

- (a) Excellent
- (b) Very good

- (c) Good
- (d) Average
- (e) Poor

(iv) Promptness in disposal of work:

- (a) Very prompt
- (b) Reasonably prompt
- (c) Is slow and tends to delay

15. Quality of supervision:

**(Please tick (√) whichever is applicable)**

- (a) Very thorough and of a high order
- (b) Good and useful
- (c) Average and routine
- (d) Poor

16. Initiative and Drive:

**(Please tick (√) whichever is applicable)**

- (a) Excellent
- (b) Good
- (c) Adequate
- (d) Lacking

17. Readiness to assume responsibility:

**(Please tick (√) whichever is applicable)**

- (a) Promptly comes forward and accepts responsibility
- (b) Accepts responsibility, if it comes
- (c) Tends to evade
- (d) Passes responsibility to others

18. Attitudes towards superior and relationship with colleagues and subordinate staff:

**(Please tick (√) whichever is applicable)**

(a) Towards Superiors:

- (i) Well behave and gives due regard
- (ii) Argumentative
- (iii) Inclined to be insubordinate

(b) Towards colleagues and subordinates:

- (i) Cordial and co-operative
- (ii) Keeps to himself/herself
- (iii) Quarrelsome and does not get on

19. Other observations:

- (a) Indebtedness -
- (b) Integrity -
- (c) Meritorious or special achievements during the year, commendation if any -
- (d) Serious lapse of commission or omission in his work, punishments, if any -

20. Fitness for Promotion:

- (a) (i) Fit.
- (ii) if not yet fit, briefly state due to what reason he is considered as unfit.
- (b) Any other remarks.

Signature of the Reporting Authority

Name in Block Letters

Designation

Date.

**PART – V REMARKS OF THE REVIEWING AUTHORITY**

**(To be filled in by the Reviewing Officer)**

Signature of the Reviewing Authority:

Name in Block Letters:

Designation:

Date:”

*Note: The Ordinance 12 of 2015 published in the Official Gazette No. 305 dated 03.09.2015 shall be repealed.*

**Ordinance 05 of 2019**

*[EC agenda No. 2019-in-Circulation-02 dated 13.06.2019]*

**“Recruitment Rules for the post of Pro-Vice Chancellor**

(1)	Name of post	Pro-Vice Chancellor
(2)	No. of posts	1 (at IMU Headquarters, Chennai)
(3)	Classification	Group A
(4)	Scale of Pay	Of a Professor of a Central University. [currently Pay Band of Rs.37400-67000 with AGP of Rs.10,000/12,000 or equivalent in 7 <sup>th</sup> CPC].
(5)	Whether Selection post or Non- selection post	Selection Post
(6)	Age limit for direct recruitment	<b><u>Not exceeding 65 years.</u></b>
(7)	Educational and other qualifications required for direct recruitment	Should be a Professor in IMU or qualified to be appointed as a Professor in any one of the Schools of Studies in IMU.
(8)	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotees and Deputationists?	Yes.



Authority shall obtain the remarks of the Reporting Authority on the representation of the aggrieved Faculty member and pass such orders as appropriate regarding the amendment of the score within 3 months.

14) If any comment made in the course of the brief narrative report penned by the Reporting Authority as well as the Reviewing Authority is adverse to the Faculty member, he may submit a written representation to the Reviewing Authority within 2 months from the date of communication of a copy of the PAR. The Reviewing Authority shall obtain the remarks of the Reporting Authority on the representation of the aggrieved Faculty member and pass such orders as appropriate within 3 months. The same will hold good where a Reporting Authority has not made any adverse comment but the Reviewing Authority has made an adverse remark. Where an adverse comment has been made by the Reporting Authority and the same has been specifically rebutted by the Reviewing Authority, it shall be treated as if there is no adverse comment against the Faculty member.

**Proforma for Performance Appraisal Report (PAR) for the**

**Regular Faculty of the Indian Maritime University**

**Part A: General Information and Academic background**

- (1) Name of the faculty member:  
(in Block Letters)
- (2) Campus :
- (3) Present Designation:
- (4) Pay Band of Scale of Pay                      Grade Pay Rs.
- (5) Date of initial joining the University and name of post :
- (6) Address for Correspondence:  
Tel. No. (Office)                      Residence  
Mobile No.:                              E-mail ID :
- (7) Academic Qualifications:

Sl. No.	Qualifications	Subject/s	Percentage of Marks	Year of Passing
i).	10th/SSLC/ equivalent			
ii).	HSC/12th/PUC/ equivalent			
iii).	UG Degree please mention the degree and discipline			
iv).	PG Degree please mention the degree and discipline			
v).	M. Phil			
vi).	Ph. D			
vii).	Any others			

(8) Whether passed NET / SLET? If so, the year in which qualified:

(9) Date on which the last Property returns filed:

**PART – B - ACADEMIC PERFORMANCE INDICATORS**

*Note to Faculty:* Please fill up only the columns 'Sl. No'. and 'Description'

**Category I: Teaching, Learning And Evaluation Related Activities**

(a) Lectures, Seminars, Tutorials, Practicals, Contact hours (give semester wise details wherever necessary)  
- Maximum Marks: 50

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

Note: No score to be given if a teacher takes less than 80% of the assigned classes. Universities may give allowance for periods of leave when alternative teaching arrangements will ordinarily be made.

(b) Academic Load in excess of allocated hours - Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(ii) Reading / instructional material consulted and additional knowledge resources provided to students.  
Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(iii) Use of Participatory and Innovative Teaching – Learning Methodologies,  
Designing of new courses, Updating of course contents,  
Course Improvement etc.

Maximum Marks: 10

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

(iv) Based on Feedback from students at the end of each semester.

Maximum Marks: 20

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

- (v) *Examination and Affiliation duties assigned and performed (Question Paper setting, Evaluation, Inspection of affiliated colleges etc.)*

*Maximum Marks: 25*

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

**CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

- (i) Extension, Co-curricular & field based Activities. – Institutional Co-curricular activities such as field studies/educational tours, Industry –implant Training, Positions held/Leadership role played in Organisation linked with Extension work and NSS, NCC or other similar activity. Students and staff related socio cultural and sports programmes, campus publications., Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

*Maximum Marks: 10*

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

- (ii) Contribution to Corporate Life and Management of the Institution -Contribution to University Life in Universities/Colleges through meetings, popular lectures, subjected related events, articles in college magazine and University volumes., Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, School Chairperson; participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee; Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline; Organisation of Conference/Training: International/national/regional and placement activity for students.

*Maximum Marks – 10*

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

- (iii) Professional Development Related Activities - Membership in professional related committees at state and national level; Participation in subject associations, conferences, seminars without paper presentation; Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance; Membership/participation in Bodies/Committees on Educational and National Development; Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks.

*Maximum Marks: 5*

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

**CATEGORY III: RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

- (i) Books- Self authored/co-authored/edited/Translated (Please attach separate sheet, copies if necessary).  
Articles/Chapters contributed in edited books (Please attach separate sheet, copies if necessary).  
Full Research Papers published in referred journals/Articles/Conference Proceedings/published in Journals/Periodicals.

Maximum Marks: 20 (for Professors &amp; Associated Professors)

10 (for Assistant Professors)

Sl. No.	Description	Marks	
		Reporting Authority	Reviewing Authority

- (ii) Research Projects Undertaken/Ongoing Research Projects related to Maritime Sector, Completed Projects & Consultancy related to Maritime Sector.

Maximum Marks: 20 (for Professors &amp; Associate Professors)

10 (for Assistant Professors)

Sl.No.	Description	Marks	
		Reporting Authority	Reviewing Authority

- (iii) Papers presented in Regional/National and International Conferences/Seminars/ Workshop/ Symposia/Refresher and Orientation courses, etc. Lectures/Special lectures delivered, if any, in Institutions within and outside the University/ Country other than E above (i.e. National/International Conferences/Seminars attended) Invited to deliver special lecture(s) in Conferences/Seminars under Chairmanship

Maximum Marks: 10 (for Professors &amp; Associated Professors)

5 (for Assistant Professors)

Sl.No.	Description	Marks	
		Reporting Authority	Reviewing Authority

**PART C: OTHER RELEVANT INFORMATION**

Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Description

**LIST OF ENCLOSURES:** (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

**DECLARATION**

I certify that the information provided is correct to the best of my knowledge and as per records available with the University and /or documents enclosed along with the duly filled PBAS proforma.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the Faculty Member

**PART D -FINAL ASSESSMENT SCORE**

S. No.	Criteria	Total Marks	Marks awarded by Reporting authority	Marks awarded by Reviewing authority
I	Teaching, Learning and Evaluation related activities	125		
II	Co-curricular, Extension, professional development etc.	25		
III	Research and Academic Contribution	50/25		

IV	Total	200/175		
V	<b>Final Assessment Score</b> after applying the Conversion factor*		As per Reporting Authority	As per Reviewing Authority

\*Conversion factor to 10-point scale:

(a) For Professors & Associate Professors-

Total Score obtained / 200 \* 10 =

(b) For Assistant Professors –

Total Score obtained / 175 \* 10 =

**PART E: BRIEF NARRATIVE REMARKS OF THE REPORTING AUTHORITY** (in about 100 Words)

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**PART F–BRIEF NARRATIVE REMARKS OF THE REVIEWING AUTHORITY** (in about 100 Words)

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**PART G-INTEGRITY OF THE FACULTY MEMBER**

[Reporting Authority and Reviewing Authority to tick the relevant box].

S.No.	Particulars	Reporting Authority	Reviewing Authority
i.	Beyond Doubt		
ii.	Nothing adverse has come to notice.		
iii.	Since the integrity of the Faculty member is doubtful, a secret note is attached		

*Signature of the Reporting Authority*  
(with seal)

*Signature of the Reviewing Authority*  
(with seal)