



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)  
**HEADQUARTERS**

No. IMU-HQ/R/14/22/6/2022-Estt. (APAR)

Date: 06.08.2024

**OFFICE ORDER**

**Sub:** Submission of online PAR for the year 2023-24 for Faculty of IMU- reg.

1. The Performance Appraisal Report (PAR) in respect of all IMU Faculty for the Academic Year 2023-24 (01<sup>st</sup> August, 2023 to 31<sup>st</sup> July, 2024) is to be processed through online Faculty Performance Appraisal System for submission of self-appraisal by faculty, Reporting and for onward submission to Reviewing Authorities.
2. In this regard, all Faculty are requested to access online "Faculty Performance Appraisal System" available in official website of IMU (URL: <http://14.139.187.170/FAPAR/login.php>) by using existing User-Id and Password. The online APAR Portal will be activated on 10.08.2024.
3. Accordingly, all Faculty of IMU are informed to submit their APAR through online Portal as per the following time-line:

Sl.No	Appraisal-Stages	Due Date
i)	Submission of Self-appraisal by Faculty	From 10.08.2024 to 30.09.2024
ii)	Completion of Reporting of APARs by Reporting Authorities	31.10.2024
iii)	Completion of Reviewing of APARs by Reviewing Authorities (other than the Vice-Chancellor)	15.12.2024
iv)	Submission of report by Campus Directors (as per enclosed format) with original copy of validated print-out of PARs along with disclosure acknowledgements in cases where the Campus Director is the Reviewing Authority	31.12.2024

4. In case of any technical error or doubts, kindly send an email to the IT section (it.hq@imu.ac.in) with a copy to Deputy Registrar (A, L & S) and Assistant Registrar (Admin-I), IMU-HQ.
5. If any faculty fails to submit his/her self-appraisal PAR in online portal within due date, then PAR of the faculty will automatically move to access of Reporting Authority and the Reporting Authority shall log-in the PAR Portal and fill it before due date, as per Para '7' of the ordinance 05 of 2015.
6. Similarly, if any Reporting Authority fails to forward the PAR of the faculty within the due date, the PAR will automatically move to access of Reviewing Authority and the Reviewing Authority shall log-in the PAR Portal and fill it before the due date in the portal.

7. All the Campuses are requested to submit the validated PARs along with disclosure acknowledgement on or before 31.12.2024 to the undersigned.
8. Please note that submission of PAR through any other mode will not be considered.
9. In case of representations on PAR grading, if any, the faculty concerned is requested to send the same to the respective Reviewing Authority within 2 months' period from disclosure of PAR as per para. 13 of Ordinance 05 of 2015.
10. All Campuses are requested to maintain APAR Dossier of all regular employees and keep copies of validated APARs in respective APAR dossiers for record purpose. The APAR dossiers should have copies of all APARs of the employees from date of joining to his relieving date.
11. Faculty who have served under different Reporting Authorities during the PAR period 2023-24 are requested to give relevant details in below format (excel file) by sending email to Assistant Registrar (Admin-I), IMU-HQ [[aradmin1.hq@imu.ac.in](mailto:aradmin1.hq@imu.ac.in)] with a copy to IT Section ([it.hq@imu.ac.in](mailto:it.hq@imu.ac.in)) on or before 08.08.2024. The details are required to create Part APAR functionality in online portal.

Name & Designation of Faculty with Name of Campus	Period of Reporting/Reviewing From - To	Name & Designation of Reporting Authority during the period mentioned in column 2	Name & Designation of Reviewing Authority during the period mentioned in column 3
(1)	(2)	(3)	(4)

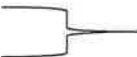
This issues with the approval of the Competent Authority

  
**Deputy Registrar (A, L & S)**

**To,**

All Faculty Members of IMU.

**Copy to:**

1. VC
2. Pro-VC  for kind information please
3. Registrar
4. Dean
5. CoE
6. All Campus Directors
7. FO (i/c)
8. All Deputy Registrars / Assistant Registrars
9. File