



INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

(DEEMED UNIVERSITY)

An Autonomous organization of ministry of Health & Family Welfare, Govt. of India.
Govandi Station Road, Deonar, Mumbai- 400088

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

GROUP "A" & "B" POST

NAME OF THE OFFICER : _____

DESIGNATION : _____

**REPORT FOR THE
YEAR/PERIOD FROM** : _____

IIPS

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(For Group „A“ & “B” Post)

PART – I

(To be filled by the Office)

1. Reporting period From _____ To _____
2. Name _____
3. Date of Birth _____
4. Designation _____
5. Qualification _____
6. Scale of Pay
i) Basic Pay _____
ii) Grade Pay _____
iii) Pay Band _____
7. First Post & Date of Entry into IIPS _____
8. Name of present post & Date from held _____
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)
Training _____
Leave _____

Date:

Signature & Stamp of Head of Office

PART – II

SELF APPRAISAL

(To be filled by the person concerned)

1. Academic and Professional Qualifications

Sl.No.	Exam./Professional qualifications	When completed	Duration	Div./Grade % of Marks.
i)				
ii)				

2. Qualification acquired during the reporting period, if any.

Sl.No.	Exam/Professional Qualification	Institution from which acquired	Duration of the course
i)			
ii)			

3. Details of Training Programme/Seminar etc., attended

Sl.No.	Name of programme	Name of institution	Date from	Date to
i)				
ii)				

(A) **Brief description of duties :**

(Objective of the position you hold and the tasks you are required to perform, in about 100 words)

(B) Annual work plan and achievement :

Sl.No.	Tasks to be performed	Actual Achievements/Contributions

Procurements made through GeM portal (wherever applicable)

1	Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the cases of the Officer Reported Upon).	
2	Total procurement through GeM portal made by him/her during the period of report (in Rs).	
3	% of procurement through GeM portal as against the budget indicated in the Target.	
4	Procurements made outside GeM portal and the reasons thereof. Steps taken for promotion of GeM in the Ministry/Department/ Division/ Section.	

(C) Please state briefly the shortfalls with reference to the targets/objectives/goals referred at (B) above. Please specify the constraints, if any, in achieving the targets.

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

- (E) Please indicate specific areas in which you feel the need to upgrade your skills through training programmes :

For the current assignment :

For your future career :

(F) Please state whether annual return on immovable property for the preceding calendar year as on 31st Decmber has been submitted within the prescribed date i.e., 31st January of the year following the calendar year. The date of filing of the return should be given.

Yes/No	Date:
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- (G) Declaration

	Yes / No	If No, Remarks
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority ?		
Any pending ACRs of subordinates (reporting/reviewing) during the reporting/reviewing period along with no. and reasons thereof.		

Date:

(Signature of officer reported upon)

PART – III

(Assessment by the Reporting Officer)

Numerical grading is to be awarded by reporting and reviewing authority, which should be on a scale of 1-10, where 1, refers to the lowest grade and 10 to the highest. *

**** Please read the guidelines before filling the entries)**

(1) Assessment of work output (weightage to this Section would be 40%)

		Reporting Authority**	Reviewing Authority**	Initial of Reviewing Authority
i)	Accomplishment of planned work / work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on „Work Output“				

(2) Assessment of personal attributes (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
Overall Grading on „personal attributes“				

(3) Assessment of functional competency (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii)	Strategic planning ability			
iii)	Decision-making ability			
iv)	Co-ordination ability			
v)	Ability to motivate, guide and develop subordinates			
vi)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on functional competency				

* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)

(4) State of health of the officer reported upon:

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(5) Integrity

--

(6) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and weakness , extraordinary achievements, significant failures and attitude towards the weaker sections and relations with stakeholder – wherever is applicable.)

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(7) Overall numerical grading on the basis of weightage given in section 1, 2, & 3 in Part-III of the Report.

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Place:

Date :

Signature of the Reporting Officer

Name in Block Letters : _____

Designation: _____

PART – IV

Remarks by Reviewing Officer

1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III)

(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No
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2. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and weakness and his attitude towards weaker sections.

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4. Overall numerical grading on the basis of weightage given in section 1,2 & 3 in Part-III of the report.

--

Place:

Signature of the Reviewing Officer

Name in Block Letters : _____

Date :

Designation: _____

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (Against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 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 for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as „very good“ and will be given a score of 7.
- (v) APARS graded between 4 and 6 short of 6 will be rated as „good“ and given a score of 5.
- (vi) APARs grade below 4 will be given a score of zero.
- (vii) For the grade below 4, necessary warning notice may be issued to all such cases with a copy to their PR File and a note on their respective Service Book. This will help the subordinates to know themselves and also to improve in future.



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Govandi Station Road, Deonar, Mumbai- 400088

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

DIRECTOR & SR. PROFESSOR & FACULTY

NAME OF THE FACULTY : _____

DESIGNATION : _____

**REPORT FOR THE
YEAR/PERIOD FROM** : _____

IIPS

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

(For Director & sr. Professor and Faculty Post)

PART – I

(To be filled by the Office)

1. Reporting period From _____ To _____
2. Name _____
3. Date of Birth _____
4. Designation _____
5. Qualification _____
6. Scale of Pay
i) Basic Pay _____
ii) Level _____
7. First Post & Date of Entry into IIPS _____
8. Name of present post & Date from held _____
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)
Training _____
Leave _____

Date:

Signature & Stamp of Head of Office

PART – II

SELF APPRAISAL

(To be filled by the person concerned)

1. TEACHING

Sr.No.	Name of the course	Subject	No. of theory classes/period taken during the year	No. of practical classes/period conducted during the year	Reason for having not taken the total of allotted Scheduled classes in the year	Punctuality and regularity in taking classes
i)						
ii)						
iii)						
iv)						

2. RESEARCH

a) Projects

Title of the Project	Sponsoring Agency	Starting Date	Collaborating Teachers	Phase of the project accomplished during appraisal period	Special laudable outcome of the Research Project

b) Research papers prepared but not published

(not related to above mentioned projects)

Sr.No	Title	Collaborating Teachers, if any

3. RESEARCH GUIDANCE

	Ph.D. Scholars	M.Phil	MPS	Others
Existing at the beginning of the appraisal period				
Registered during the appraisal period				
Completed during the appraisal period				

4. OTHER ACTIVITIES

(i) Consultancy : _____

(ii) Invited talks : _____

5. PUBLICATIONS DURING THE APPRAISAL PERIOD

Books/Articles

	Title	Name of the Joint Author, if any	Name of the Publisher

6. PARTICIPATION IN MEETINGS/SEMINARS/WORKSHOPS

Sr.No	Meeting/Seminar/Workshop attended	Sponsoring Agency	Duration (from to)	Paper presented and status

7. MEMBERSHIP OF COMMITTEES/BODIES

(During Appraisal Period)

Sr.No.	Name of the Committee	Nature of Membership & Role

8. Additional qualifications acquired,
if any, this year: _____

9. Punctuality and Regularity in attending
to duties _____

10. Please indicate your contribution towards
Extra/Co-curricular activities, Academic/
Socio-Cultural/Sports etc in the IIPS during
the year and your contribution _____

11. Please indicate any other area not covered
Above in which there has been your
Significant contribution and achievements. _____

12. Interest taken in Faculty/Department
development. _____

13. Leave taken & Purpose:
Earned leave/Study leave/Duty Leave
Compensatory Leave/ Deputation Leave
Extraordinary Leave without pay, _____

14. Techniques improved/developed/Innovation
Discovery this year _____

15. Any disciplinary action/adverse administrative communication/warning/pending enquiry, if any, against you during the year _____

16. Any other information (API Scoring)

Table 1: Assessment Criteria and Methodology

Sr. No.	Activity	Grading Criteria	Total Grade
1	Teaching :		80% & above – Good
	No. of Classes Assigned		Below 80% but 70% and above – Satisfactory
	No of Class Taught		Less than 70% - not satisfactory
2	Involvement in the student related activities/ research activities	Yes=1 No=2	Good = Involved in at least 3 activities Satisfactory – 1-2- activities
a	Administrative responsibilities such as head/ chairperson /Director / Coordinator, Warden, Controller of Examinations/In charge or any unit or section of the Institute	Yes=1 No=2	Non-satisfactory – not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.
b	Examinations and evaluation duties / attending the examinations paper evaluation	Yes=1 No=2	
c	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural sports & Community services.	Yes=1 No=2	
d	Organized seminars/conferences/workshops	Yes=1 No=2	
e	Guiding Ph.D. Students	Yes=1 No=2	
f	Conducting minor or major research project sponsored by national or international agencies	Yes=1 No=2	
g	At least one single or joint publication in peer reviewed or UGC list of Journals	Yes=1 No=2	

Table 2 : Academic Research Score

1. Research papers in Peer-reviewed or UGC list Journals, Impact factor to be determined as per Thomson Reuters List						
Sr. No.	Title of the Paper	Impact Factor (Value 0, 1-2, 2-5, >10)	Value	Lead Author (two authors) 70% of total value of Publication	Joint Author 30% of Value	Total
1	Paper 1	0	5	3.5	0	3.5
2	Paper 2	0.99	10	0	3	3
3	Paper 3	1-1.99	15	10.5	0	10.5
4	Paper 4	2-4.99	20	0	6	6
5	Paper 5	5-9.99	25	17.5	0	17.5
6	Paper 6	10+	30	21	0	21
Add +					Total	61.5
	Total Grading	6.15				

Sr. No.	Academic / Research Activities	Number	Weightage	Total
C1	C2	C3	C4	(C3*C4)
2	Publications (other than research papers)	-	-	-
	(a) Books authored which are published by:	-	-	-
	International publishers		12	
	National Publishers		10	
	Chapter in Edited Book		05	
	Editor of Book by International Publisher		10	
	Editor of Book by National Publisher		08	
	(b) Translation works in Indian and foreign languages			
	Chapters / Research Papers		03	
	Book		08	
3	Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula	-	-	-
	(a) Development of Innovative pedagogy		05	
	(b) Design of new curricula and courses		02	
4	(a) Research guidance			
	PhD. Degree to be awarded Thesis submitted		10 05	
	M.Phil/ PG dissertations		02	
	(b) Research Projects completed More than 10 Lakhs Less than 10 Lakhs		10 05	
	(c) Research Projects Ongoing More than 10 Lakhs Less than 10 Lakhs		10 02	

	(d) Consultancy			
5	(a) Patents			
	International		10	
	National		07	
	(b) * Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank / International Monetary Fund etc., or Central Government or State Government)			
	International		10	
	National		07	
	State		04	
	(c) Award/Fellowship			
	International		07	
	National		05	
6	* Invited lectures / resource person / paper presentation in seminars / conferences / full paper in conference proceedings (Paper presented in seminars / conferences and also published as full paper in conference proceedings will be counted only once)			
	International (Abroad)		07	
	International (within country)		05	
	National		03	
	State / University		02	

18. Please state whether annual return on immovable property for the preceding calendar year as on 31st Decmber has been submitted within the prescribed date i.e., 31st January of the year following the calendar year. The date of filing of the return should be given.

Yes/No	Date:
--------	-------

Date:

(Signature of officer reported upon)

PART – III

(Assessment by the Reporting Officer)

Numerical grading is to be awarded by reporting and reviewing authority, which should be on a scale of 1-10, where 1, refers to the lowest grade and 10 to the highest. *

**** Please read the guidelines before filling the entries)**

(1) Assessment of work output (weightage to this Section would be 40%)

		Reporting Authority**	Reviewing Authority**	Initial of Reviewing Authority
1	<u>Teaching Assignments</u>			
(i)	Subject knowledge			
(ii)	Efforts made to improve it			
(iii)	Teaching ability/talent			
(iv)	Punctuality and regularity in teaching duties			
(v)	Punctuality and regularity in taking the Assigned classes			
(vi)	Discipline and control of classes			
(vii)	Quality of Teaching			
(viii)	Relation with student			
(ix)	Relation with colleagues/subordinates			
(x)	Any Special contribution in the teaching and the area of education			
2	<u>Performance in research</u>			
(i)	Paper(s) published/Quality			
(ii)	Books/Chapters			

(iii)	Resource materials			
(iv)	Supervising the Research			
(v)	Projects under progress			
(vi)	Quality of research			
(vii)	Important contribution in this field			
3	Quality of papers personally presented at conference/seminars			
4	Achievement in other academic activities			
Overall Grading on „Work Output“				

(2) Assessment of personal attributes (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
(x)	Involvement and Dedication			
Overall Grading on „personal attributes“				

(3) Assessment of functional competency (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures of university rules, norms/protocol and ability to apply them correctly.			
ii)	Strategic planning ability			
iii)	Decision-making ability			
iv)	Co-ordination ability			
v)	Ability to motivate, guide and develop subordinates			
vi)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on functional competency				

* Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)

(4) State of health of the officer reported upon:

(5) Integrity

(6) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and weakness , extraordinary achievements, significant failures and attitude towards the weaker sections and relations with stakeholder – wherever is applicable.)

--

(7) Overall numerical grading on the basis of weightage given in section 1, 2, & 3 in Part-III of the Report.

--

Place:

Date :

Signature of the Reporting Officer

Name in Block Letters : _____

Designation: _____

PART – IV

Remarks by Reviewing Officer

1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III)

(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and weakness and his attitude towards weaker sections.

--

4. Overall numerical grading on the basis of weightage given in section 1,2 & 3 in Part-III of the report.

--

Place:

Signature of the Reviewing Officer

Name in Block Letters : _____

Date :

Designation: _____

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (Against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 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 for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as „very good“ and will be given a score of 7.
- (v) APARS graded between 4 and 6 short of 6 will be rated as „good“ and given a score of 5.
- (vi) APARs grade below 4 will be given a score of zero.
- (vii) For the grade below 4, necessary warning notice may be issued to all such cases with a copy to their PR File and a note on their respective Service Book. This will help the subordinates to know themselves and also to improve in future.



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Govandi Station Road, Deonar, Mumbai- 400088

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

GROUP 'C' POST

NAME OF THE OFFICER : _____

DESIGNATION : _____

**REPORT FOR THE
YEAR/PERIOD FROM** : _____

IIPS

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)
(For Group 'C' Post)

PART – I

(To be filled by the Office)

1. Reporting period From _____ To _____
2. Name _____
3. Date of Birth _____
4. Designation _____
5. Qualification _____
6. Scale of Pay
i) Basic Pay _____
ii) Grade Pay _____
iii) Pay Band _____
7. First Post & Date of Entry into IIPS _____
8. Name of present post & Date from held _____
9. Whether SC/ST/OBC (Please tick mark) SC/ST/OBC
10. Period of absence on account of training/ leave (other than CL)
Training _____
Leave _____

Date:

Signature & Stamp of Head of Office
Page 2 of 9

PART – II

(Personal Statement by the official reported upon)

Please give a brief description of duties allotted to you during the period : (Around 100 words in item wise)

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(A) Annual work plan and achievement :

Sl no.	Duties / Objectives/ Goals	Actual Achievement/contribution

Procurements made through GeM portal (wherever applicable)

1	Total budget allocated for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the cases of the Officer Reported Upon).	
2	Total procurement through GeM portal made by him/her during the period of report (in Rs).	
3	% of procurement through GeM portal as against the budget indicated in the Target.	
4	Procurements made outside GeM portal and the reasons thereof. Steps taken for promotion of GeM in the Ministry/Department/ Division/ Section.	

Please indicate areas in which you feel the need to upgrade your skills through training

Place:

Signature of the official reported upon

Name:-----

Date:

Designation:

PART – III
(Assessment by the Reporting Officer)

(1) Assessment of work output (weightage to this Section would be 40%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Accomplishment of planned work / work allotted as per subjects allotted			
ii)	Quality of output			
iii)	Analytical ability			
iv)	Accomplishment of exceptional work/ unforeseen tasks performed			
Overall Grading on 'Work Output'				

(2) Assessment of personal attributes (weightage to this Section would be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Attitude to work			
ii)	Sense of responsibility			
iii)	Maintenance of Discipline			
iv)	Communication Skills			
v)	Leadership qualities			
vi)	Capacity to work in team spirit			
vii)	Capacity to work in time limit			
viii)	Inter-personal relations			
ix)	Application of relevant rules.			
Overall Grading on 'personal attributes'				

(3) Assessment of functional competency (weightage to this Section would be 30%)

Sl.No.	Details	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i)	Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly.			
ii)	Proficiency and accuracy in assigned work.			
iii)	Intelligence , Keenness, Industry and decision-making ability,			
iv)	Maintenance of diaries/registers/files/records and timely submission of necessary papers & files			
v)	Ability to draft notes/ letters/ minutes/ briefs, summarize the details etc. (wherever applicable)			
vi)	General assistance in ensuring that matters requiring attention are not lost sight of.			
vii)	Co-ordination ability			
viii)	Ability to motivate, guide and develop others			
ix)	Relations with stake holders (wherever applicable)			
x)	Initiative- capacity & resourcefulness in handling unforeseen situation & willingness to take additional responsibilities.			
Overall Grading on 'functional competency'				

Numerical grading is to be awarded by reporting and reviewing authority, which should be on a scale of 1-10, where 1, refers to the lowest grade and 10 to the highest. *

*** Guidelines regarding filling up of APAR with numerical grading are given at the end of the APAR Performa)**

(4) State of health of the officer reported upon:

--

(5) Integrity

--

(6) Training – Please detail the areas in which the official reported upon needs training for up-grading the skills for further improvement in the work area.

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(7) Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 1, 2 & 3 of Part-III) and attitude towards the weaker sections and relations with public – wherever is applicable.) Recommendations regarding suitability for other spheres of work may also be indicated in relevant cases.

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(8) Overall numerical grading on the basis of weightage given in Part-III of the Report.

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Place:

Signature of the Reporting Officer

Date :

Name in Block Letters : _____

Designation:_____

PART – IV

Remarks by Reviewing Officer

1. Do you agree with the assessment made by the Reporting officer with respect to the work output and the various attributes in Part- III? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref: Part –III).

(In case you do not agree with any of the numerical assessment of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

3. Pen picture by the Reviewing Officer. Please comment on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section in Part-III of the report.

--

Place:

Signature of the Reviewing Officer

Name in Block Letters : _____

Date :

Designation: _____

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (Against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 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 for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARS graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs grade below 4 will be given a score of zero.

Minutes of the meeting of the Committee constituted to review the API submitted by the faculty members held on 19th July 2019.

The Committee constituted to review the API submitted by the faculty members either for changing Grade Pay or for promotion under Career Advancement Scheme met on 19th July 2019. The following members were present:

- 1) Prof. P. Arokiasamy (*in Chair*)
- 2) Prof. S.K. Singh
- 3) Prof. Usha Ram
- 4) Prof. R. Nagarajan

The Committee considered the revised applications submitted by Dr. Pralip Kumar Narzary and Dr. Dhananjay Bansod for promotion under CAS from **Associate Professor (Academic Level 13A)** to **Professor (Academic Level 14)**. The Committee assessed the applications as per assessment criteria outlined for the University teachers in the **Appendix II, Table 1 & 2** of the "UGC Regulation on Minimum Qualifications for the Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018". As per the **Appendix II, Table 1 & 2** of the above regulation, the Committee scrutinised the applications in the following domains: (a) annual performance in teaching and involvement in the student related activities/research activities, and (b) Academic/Research Score. The assessment was done based on the documentary evidence submitted by the applicants (copy of publications, involvement in research projects, etc.). The Committee also used the Director's Report of the Institute for the years 2015-16, 2016-17, 2017-18 and 2018-19 to cross check the Academic/Research Score of the applicants during the assessment period. The self-assessed scores claimed by the candidates and the verified academic/research scores by the Committee are given below for the two candidates:

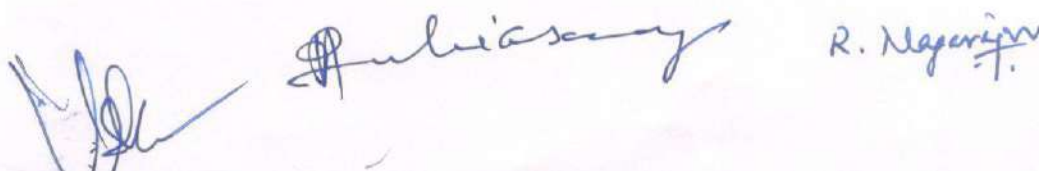
1. Dr. Pralip Narzary: Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

(a) Teaching and Involvement in student related activities/research activities

Sl. No.	Activity	Assessment Period
1	Teaching	Good
2	Involvement in student related activities/research activities	Good

(b) Academic/Research Score

Minimum Academic/Research Score requirement for the promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14) under CAS for University teachers.	110/Assessment Period
Actual Academic/Research Score claimed by the candidate under research and academic contribution	150.5
Academic/Research Score verified by the Committee under research and academic contribution	150.5



2. Dr.Dhananjay Bansod: Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

(a) Teaching and Involvement in student related activities/research activities

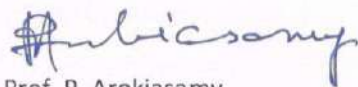
Sl. No.	Activity	Assessment Period
1	Teaching	Good
2	Involvement in student related activities/research activities	Good

(b) Academic/Research Score

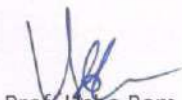
Minimum Academic/Research Score requirement for the promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14) under CAS for University teachers.	110/Assessment Period
Actual Academic/Research Score claimed by the candidate under research and academic contribution	431
Actual Academic/Research Score verified by the Committee under research and academic contribution	405

As per the assessment of the Committee, both Dr. Pralip Kumar Narzary and Dr. Dhananjay Bansod are found to fulfil minimum requirement for the consideration of promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14) as per the UGC norms, i.e., "satisfactory" or "good" grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2. Hence, the Committee recommends for further course of action for promotion of the applicants under the UGC's Career Advancement Scheme, **if they fulfil the other eligibility conditions**. The applications and documents of the two applicants are attached here.

Submitted for Director's approval



Prof. P. Arokiasamy

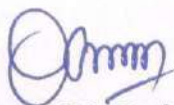


Prof. Usha Ram

Prof. S.K. Singh



Prof. R. Nagarajan



Director & Sr. Professor

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुंबई - 400 088. भारत



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Govandi Station Road, Deonar, Mumbai - 400 088. INDIA

Sr. No.: 18-19 /

प्रोफेसर के. एस्. जेम्स / Professor K. S. James

निदेशक एवं वरिष्ठ प्रोफेसर / DIRECTOR & Sr. PROFESSOR

G-92/UGC-CAS/ 123 /2020

24-11-2020

OFFICE MEMORANDUM

With reference to his application and interview held on November 5, 2020 and on recommendation of the duly constituted Selection Committee, the undersigned is pleased to grant **Dr. Dhananjay Bansod**, Associate Professor in the Department of Public Health & Mortality Studies, personal promotion as Professor under 'Career Advancement Scheme' of UGC vide their notification of 2018 from the date of eligibility on the following terms and conditions:

1. Your scale of pay will be fixed as per rules as per level of pay 14 of 7th CPC plus usual allowances.
2. You are required to carry out teaching, do research guidance, carry out assigned research project works, attend or conduct Conference/ Seminars/ Workshop etc. and perform such other duties as may be allotted to you by the Director from time to time.
3. All other terms and conditions of your service will be governed by the Bye-laws of the Institute as amended from time to time as well as the terms specified in your first appointment order letter.

This OM is issued with the approval of The Secretary, MoHFW and Chairperson, EC, IIPS on the recommendations of the duly constituted selection committee.

If you accept the offer of promotion as Professor on the above terms and conditions, you should convey your acceptance to undersigned and submit a joining report.

(Dr. K.S. James)

Director and Sr. Professor

Dr. Dhananjay Bansod

Associate Professor,
IIPS, Deonar,
Mumbai 400 088

CC to:

- 1] All Deptt. Heads
- 2].Registrar
- 3] Accounts Officer
- 4] Library and Information Officer
- 5] ICT Unit
- 6] Per. File

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

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No.G6 APAR 2019-20/169/2020 dated 05-01-2021

Office Memorandum

Sub: Timeline for recording of Annual Performance Assessment Report (APAR)
of Faculty, Group A, B. and C officer of IIPS for the year 2019-2020

1. The undersigned is directed to invite the attention of all the concerned that due to delay in uploading the APAR on NIC based SPARROW application for initiating and completing the online APAR, it has been decided to distribute/complete the APAR in physical mode.
2. In view of aforementioned prevailing situation it has been decided to fix the timeline for distribution, recording and completion of APAR for the year 2019-20 for faculty, Group A, B and C officers of IIPS, as one time measure, as specified in Annexure I.

Handwritten signature
st/ru

Assistant Registrar (Admn)

Encl: As above

Annexure I

Time schedule for recording and completion of APAR for the year 2019-2020 for the Faculty, Group A, B, and C officers

Sr. No.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1	Distribution of blank forms through email and or in hard copy	10-01-2021 or earlier
2	Submission of Self-Appraisal to Establishment Section	19-01-2021
3	Forwarding APAR including self-appraisal to Reporting Officer	26-01-2021
4	Forwarding report of Reporting Officer to Reviewing Officer	05-02-2021
5	Forwarding of report of reviewing officer to Accepting Authority	15-02-2021
6	Forwarding Accepting Authority report to Establishment Section	25-02-2021
7	Disclosure of APAR to officer reported upon	26-02-2021
8	Receipt of representation, if any, on APAR, If no Close the APAR of officer reported upon	05-03-2021
9	Disposal of representation by the accepting or competent authority	15-03-2021
10	Communication of the decision of the competent authority on the representation of officer reported upon	20-03-2021
11	End of entire APAR process after which APAR will be finally taken on record.	31.03.2021

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No.G53/OO/69/2020
19-10-2020

OFFICE ORDER

In supersession of all earlier orders the Department Promotion Committee (DPC) & Modified Assured Career Progression Scheme(MACP) is re-constituted for non-teaching group B & C posts for a period of three years from October 2020 to October 2023.

Dr. Abhishek Singh, Professor,	Chairman
Dr. Dhananjay Bansod Associate Professor,	Member
Dr. Manoj Alagarajan Assistant Professor	Member
Mrs. Manjiri Rane Assistant Registrar (Admn)	Member
Head of the Section	Member

Prof. K.S. James
(Director & Sr. Professor)

To,
Prof. Abhishek Singh, Professor,
Dr. Dhananjay Bansod, Associate Professor
Dr. Manoj Alagarajan, Asst. Professor
Mrs. Manjiri Rane AR (Admn)
Head of the Section

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*

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No.G53/00/105 /2020

09-11-2020

OFFICE ORDER

On the recommendations of the Departmental Promotion Committee, **Mr. Ishwar P. Waghela, MTS** is hereby promoted to the post of Xerox Operator in the Level 2 of the 7 Central Pay Commission with effect from the date of DPC DPC i.e., 29-10-2020.

1. On his promotion he will continue to work in the Estate Management Section until further orders. He will be required to perform the duties in the post of Xerox Operator and such other duties assigned to him from time to time by Registrar or Section Officer (EM Section).
2. He will be on a probation for a period of two years from the date of joining. His APAR will be reported by Section Officer (Estate Management Section) and reviewed by Registrar. Registrar will be his leave sanctioning authority.
3. He will be continue to be governed by the rules and regulations and service bye-laws of the Institute as amended from time to time. As he is drawing salary in level 4, no more pay fixation will be done in his case.

In case the offer is acceptable, he may convey ~~his~~ willingness and join the post by submitting a joining report.

Mr. Ishwar P Waghela
Multi Tasking Staff
IIPS, Mumbai 400 088

Assistant Registrar (Admn)

- Cc to
1. Director's officer
 2. Accounts Office
 3. ICT unit
 4. P. file
 5. DPC File

Minutes of the meeting of the Selection Committee to consider eligible Associate Professor for the post of Professor as per UGC Career Advancement Scheme

A meeting of the Selection Committee constituted by the Chairperson of the Executive Council, IIPS, Mumbai to consider eligible Associate Professor for the post of Professor as per UGC Career Advancement Scheme. The meeting was held through webex video conferencing meeting on 05 November 2020 at 05.00PM.

The committee consisted of the following members.

Ms. Ratna Anjan Jena Director General (Stat), MoHFW, Govt. of India	Chairperson
Ms. Nivedita Gupta Chief Director (Statistics), MoHFW, Govt. of India	Observer
Prof. K.S. James, Director & Sr. Professor, IIPS	Member
Prof. Ravinder Kaur, Professor, IIT, New Delhi	Member
Prof. U.S. Mishra, CDS, Trivendrum	Member
Prof. S. Siva Raju, Professor & Dean, TISS, Mumbai	Member
Prof. D.P. Singh, Professor, TISS, Mumbai	Member
Prof. Chander Shekhar, Professor, IIPS, SC/ST Representative	Member
Prof. R. Nagarajan, Professor,	Member

Prof. Ravinder Kaur, Professor, IIT Delhi conveyed her inability to attend the meeting as she is in USA at present.

Keeping in view the research work, articles published, academic contributions, seminars attended and contribution to teaching, the Selection Committee in terms of the UGC 'Career Advancement Scheme' recommends the promotions of **Dr. Dhananjay W Bansod** to the post of **Professor in the department of Public Health & Mortality Studies**.

Ms. Ratna Anjan Jena,
Director General (Stat), MoHFW, Govt. of India

Chairperson _____

Ms. Nivedita Gupta,
Chief Director (Statistics) MoHFW, Govt. of India

Observer _____

Prof. K.S. James, Director & Sr. Professor, IIPS,

Member _____

Prof. U.S. Mishra, CDS, Trivandrum,

Member _____

Prof. S. Siva Raju, Professor &
Dean, TISS, Mumbai

Member _____

Prof. D.P. Singh, Professor, TISS, Mumbai

Member _____

Prof. Chander Shekhar, Professor, IIPS,
SC/ST Representative

Member _____

Prof. R. Nagarajan, Professor, IIPS,

Member _____



BY SPEED POST

No.IIPS/ Apptt.UDC/ 994 /2022
July 01, 2022

**Appointment Order to the post of Upper Division Clerk (OBC)
at IIPS, Mumbai.**

Dear Mr. Saish Todankar,

Consequent upon your performance in the written test examination and skill test conducted by this office on 16-10-2021 and 23-10-2021, you are hereby appointed as Upper Division Clerk (OBC) at IIPS, Mumbai on direct recruitment basis on the following terms and conditions:

1. Your pay will be fixed at Level 4 as per 7th CPC. You will be entitled to draw usual allowances as admissible to Central Government Employees of the identical grade stationed at Mumbai.
2. The period of probation in the post is two years which may be extended if found necessary. During the period of probation your services are liable to be terminated without any notice.
3. You are required to carry out duties as assigned by the competent authority from time to time.
4. All other terms and conditions of services will be governed by the Bye-Laws of the Institute as amended from time to time.
5. The appointment will be subject to production of the following documents at the time of joining the post:
 - a) Latest OBC Non-Creamy Layer as per Central Government Format (attached) to be mandatorily submitted at the time of joining the post failing which you will not be allowed to join the post. The appointment is provisional and is subject to the Community Certificate (Specimen copy attached) been verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Class or not to belong to Creamy Layer

is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of Indian Penal Code for production of false certificates.

- b) All certificate and documents in original in support of education qualification, age and experience together with birth certificate.
 - c) Medical fitness certificate issued by the Honorary Medical Officer of the Institute, who can be contacted at this Institute between 2:00 p.m. to 3:00 p.m. on all working days.
 - d) Production of Character Certificate in the enclosed attestation form.
6. The Travelling Allowances etc., for joining the post shall be regulated as per extant Government instructions.

If the aforesaid offer for the post of Upper Division Clerk (OBC) at IIPS is acceptable to you on the above terms and conditions, you should convey your acceptance to the Institute immediately from the date of receipt of this letter. You must join the post within seven days from the date of receipt of this letter.



(Prof. K.S. James)
Director & Sr. Professor

- Encl: (i) Joining Report
(ii) Attestation Form
(iii) Format of OBC certificate

d/c P
1/7/22

Mr. Saish Todankar
Swan Mill Mhada Sankul 'B' Wing,
RN-1012, T.J.Road, Sewree,
Mumbai - 400015
Mob: 9082546122 / 9757401381
Email ID - saishtodankar59@gmail.com

Handwritten signature
01-07-2022
Received

- Copy to:**
- (i) HOD
 - (ii) P. File
 - (iii) Director Office
 - (iv) ICT Unit
 - (v) Library
 - (vi) Hostel

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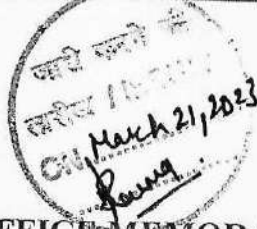


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No.P/SP/1255/2023

March 21, 2023

OFFICE MEMORANDUM

In continuation of the Office Memorandum No.G-92/1227/2023 dated March 15, 2023, Dr. Sarang Pedgaonkar, Assistant Professor in the Department of Family Generation by informed that as per UGC Notification dated 18th July, 2018 on his completing 5 years of regular service in level 10, his Academic level has been increased to level 11 w.e.f. 29/11/2017. Hence his pay will be shown below:

Sr.No.	Particulars	Date	Revised Pay & Level	
			Pay	Level
1.	CAS Level 10- Level 11 (Date of Promotion)	29/11/2017	71000/-	11-2
2.	Date of Next Increment	01/07/2018	73100/-	11-3
3.	Date of Next Increment	01/07/2019	75300/-	11-4
4.	Date of Next Increment	01/07/2020	77600/-	11-5
5.	Date of Next Increment	01/07/2021	79900/-	11-6
6.	Date of Next Increment	01/07/2022	82300/-	11-7

His date of next increment is 01/07/2023.

(Lt. Col. Prashant Borde)
CAO-cum-Registrar

Received
21/3/2023

Dr. Sarang Pedgaonkar
Assistant Professor
IIPS

for Accounts
PAG

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No.P/DG/1262 /2023

March 15, 2023

OFFICE MEMORANDUM

In continuation of the Office Memorandum No.G-92/1228/2023 dated March 15, 2023, Dr. Dipti Govil, Assistant Professor in the Department of Family Generations is hereby informed that as per UGC Notification dated 18th July, 2018 on her completing 5 years of regular service in level 11, her Academic level has been increased to level 12 w.e.f. 29/11/2021. Hence her pay will be shown below:

Sr.No.	Particulars	Date	Revised Pay & Level	
			Pay	Level
1.	Pay as on	28/11/2021	87300/-	11-9
2.	CAS Level 11- Level 12 (Date of Promotion)	29/11/2021	92500/-	12-6
3.	Date of Next Increment	01/07/2022	95300/-	12-7

Her date of next increment is 01/07/2023.

(Lt. Col. Prashant Borde)
CAO-cum-Registrar

3/15/23

Dr. Dipti Govil
Assistant Professor
IIPS



Copy to: Adm. Section 23.3.23

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(विश्वविद्यालय समतुल्य)*

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No.P/SBJ/1215 /2023

March 9, 2023

OFFICE MEMORANDUM

In continuation to Office Memorandum No.G-92/1626/2023 dated February 7, 2023, Dr. Suresh Jungari, Assistant Professor in the Department of Public Health and Mortality Studies is hereby informed that as per UGC Notification dated 18th July, 2018 his Academic level has been increased to Level 11, on his completing 4 years of regular service in Level 10 w.e.f. 01/08/2020.

However, he will be granted revised pay in Level 11 w.e.f. from his date of joining IIPS i.e. w.e.f 22/12/2020.

Sr.No.	Particulars	Date	Revised Pay & Level	
			Pay	Level
CAS Level 10 - Level 11 w.e.f 01/08/2020 - Rs. 68,900/- Level 11-1				
1	Date of Joining at IIPS	22/12/2020	68,900/-	11-1
2	Date of Next Increment	01/07/2021	71,000/-	11-2
3	Date of Next Increment	01/07/2022	73,100/-	11-3
4	Date of Next Increment	01/07/2023	75,300/-	11-4

(Lt. Col. Prashant Borde)
CAO-cum-Registrar

व/र 9/3/23

Dr. Suresh Jungari
Assistant Professor, IIPS.

Copy to: Accounts Section



MINUTES OF THE DEPARTMENTAL PROMOTION COMMITTEE
MEETING HELD ON 17/06/2022

A Departmental Promotion Committee (DPC) consisting of the following met on 17/06/2022 at 2.00 p.m., in the MA/M.Sc. classroom, 1st floor, Academic Bldg., for assessing the suitability of the candidates for promotion to the posts of Supervisor (Technical), Caretaker, Assistant, and UDC.

The following committee member attended the meeting.

Prof. Abhishek Singh Professor	-	Chairman
Dr. Dhananjay Bansod Professor	-	Member
Dr. Manoj Alagarajan Associate Professor	-	Member
Lt. Col. P. S. Borde Chief Administrative Officer-cum-Registrar	-	Member & HoD

Considering the conditions laid down in the Recruitment Rules and after ascertaining the seniority, scrutinizing the confidential reports, service records, personal interviews, and overall performance, the Departmental Promotion Committee found the following employees fit as per the details given below;

Sr. No.	Name	Existing Post	Promotional Post	With effect from	Based on the Recruitment Rule	Remarks
1	Mr. R.B. Lakhan	Caretaker	Supervisor (Technical)	17/06/2022	Point number 11	
2	Mr. Mangesh Shivalkar	OHP operator cum PA Equipment	Caretaker	17/06/2022	Point number 12	
3	Ms. Sakula G. Pawar	UDC	Assistant	17/06/2022	Point number 12	

No candidate was found fit for the post of UDC. Hence, the UDC post is to be filled by Direct Recruitment.

Prof. Abhishek Singh, Chairman

Abhishek
17/06/2022

Dr. Dhananjay Bansod, Professor

Dhananjay Bansod
17/06/2022

Dr. Manoj Alagarajan, Member

Manoj
17/06/2022

Lt. Col. P. S. Borde
Chief Administrative Officer-
cum-Registrar, Member & HoD

P. S. Borde
17/06/22

Comm
20.6.22

Director & Sr. Professor

MINUTES OF THE DEPARTMENTAL PROMOTION COMMITTEE
MEETING HELD ON 16/02/2022

A Departmental Promotion Committee (DPC) consisting of the following met on 16/02/2022 at 4.00 p.m., in the Seminar Hall of the Institute for assessing the suitability of the candidate for the post of a) Assistant Research Officer, b) Supervisor (Technical), c) Gestner Operator & d) Accountant.

The following committee member attended the meeting.

Prof. Abhishek Singh Professor	-	Chairman
Dr. Dhananjay Bansod Professor	-	Member
Dr. Manoj Alagarajan Associate Professor	-	Member
Mrs. Manjiri Rane Assistant Registrar (Admin)	-	Member
Dr. K. Praveen Kumar Lib. & Inf. Officer	-	Head of the Department
Mr. Aniket Chattopadhyay Assistant Finance Officer	-	Head of the Department
Mr. Sudarshan Bhadra Assistant Registrar (Acad.)	-	Head of the Department

Dr. M. K. Kulkarni did not attend the meeting vide his emails dated 15/02/2022 & 16/02/2022

Considering the conditions laid down in the Recruitment Rules and after ascertaining the seniority, scrutinizing the confidential reports, service records and overall performance, the Departmental Promotion Committee recommends the promotion are as follows;

Sr. No.	Name	Existing Post	Promotional Post	With effect from	Based on Recruitment Rule
1	Dr. M. Vaithilingam	Senior Research Assistant	Assistant Research Officer	01-03-2022	Point number 12
2	Mr. G.B. Sardar	Caretaker	Supervisor (Technical)	01-06-2022	Point number 12
3	Mr. V.J. Athawale	MTS	Gestner Operator	01-06-2022	Point number 12
4	Mr. D.G. Bhovad	UDC-cum-Cashier	Accountant	01-01-2023	Point number 12

Prof. Abhishek Singh, Chairman

Dr. Dhananjay Bansod, Professor

Dr. Manoj Alagarajan, Member

Mrs. Manjiri Rane, Member

Dr. K. Praveen Kumar, HoD

Mr. Aniket Chattopadhyay, HoD

Mr. Sudarshan Bhadra, HoD

Abhishek
21/02/22
D. D. Bansod
21/02/2022
Manoj
22/02/2022
K. Praveen Kumar
21/2/22
Aniket
21/2/22
Sudarshan
21/02/22

Director & Sr. Professor