

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**



Annual Performance Appraisal Report (APAR) for the A.Y.

1st July _____ to 30th June _____

Name : _____

Father`s Name : _____

Designation : _____

Date of joining in the Institute _____ **Date of joining the present post** _____

Department : _____

Scale of Pay : _____

Period spent on this post (Active Service) : _____ **Years** _____ **Months**

Name of the Head of the Department : _____

Name of the Director : _____

Whether the annual return on the immovable property for the proceeding calendar year was filled within the prescribed date, i.e., January 31st of the year following the calendar year. If no, the reasons for non-filling the return should be given (additional sheet may be attached, if required)

Remarks: _____

Overall Assessment:	Extra Ordinary	:	(10)
	Excellent	:	(9)
	Very Good	:	(8)
	Good	:	(6)
	Satisfactory	:	(5)

	(Signature of the Reporting Officer) Name _____
	(Signature of the Reviewing Officer) Name _____

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

PART-I

A. TEACHING, LEARNING AND OUTCOME

(Maximum 40 Marks for Associate Professor and Professor)

(Maximum 50 Marks for Assistant Professor)

(i) **Teaching Process and outcome**

Class/ Batch	Subject Code	L- T - P	No of Students Appeared in exam (P)	No. of classes		No. of Pass Students (S)
				Scheduled (Q)	Actually held (R)	
Odd Semester (July-December)						
Even Semester (January-May)						
Summer Course (June)						
			Total (Σ)			
					Marks claimed	
					Teaching Process on scale of $y (\Sigma R / \Sigma Q) \times y$	
					Outcome of Teaching on scale of $y (\Sigma S / \Sigma P) \times y$	

y = 15 for Associate Professor and Professor

y = 20 for Assistant Professor

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

- (ii) **List of Project and Thesis (Dissertations) Supervised: ICD/B.E./B-Tech/ M.Tech / MBA / M.Sc./ Ph.D. (Separate Sheet may be attached, if required)**

Level	Title of Project/Thesis	Names of Students	Name of other supervisor (if any)	Marks Claimed
ICD				
B.E.				
M.Tech/MBA/M.Sc.				
Ph.D.	Continuing			
	Submitted/awarded			
Scaled to maximum marks (10)				

- (iii) **Laboratory Developed/ Laboratory Manual/ Instruction Software and Education Technology Package Developed**

Grand total for A point

(i+ii+iii) [Maximum marks 40 (AsP/P) /50 (AP)]	
---	--

B. ACADEMIC RESEARCH AND PUBLICATIONS

(Maximum 20 Marks for AsP/Prof.);
(Maximum 10 Marks for Asstt. Prof.)

- (i) **Research Papers Published (Separate Sheet may be attached, if required)**

Journal/Conferences	No. of Publication	Marks Claimed
WOS/SCI//SCIE/SSCI/A&HCI Journals		
SCOPUS Journal		
Other Indexed Journals (ISSN No. only)		
International Conferences Proceedings		
National Conferences/Seminar/Workshop Proceedings		

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

TOTAL	
-------	--

(ii) Books/Monographs/Laboratory Manual/ / MOOCS/ SWAYAM/ e-contents Authored

S. No.	Authors names	Title	Publishers	Year of Publication and ISBN No.	Marks Claimed
TOTAL					

(iii) Continuing Education/ STTP/Conferences/ Workshop/ Symposia organized

S. No.	Duration and venue	Title of programme	Other relevant information	Marks Claimed
TOTAL				

(iv) Other Activities

(STTP or FDP/ Conference/ Workshop attended / Awards / Distinction / Honors/Expert Lecture Delivered /Experts of committees outside Institute /Reviewers (WoS/A&HCI, Journals)/Editors (WoS / A&HCI, Journals)

(1 mark for each activity and maximum of 5)

S. No.	Activity	Marks Claimed
TOTAL		

Grand total for B point

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

(i+ii+iii+iv) (Maximum marks 20 for AsP/P) (Maximum marks 10 for AP)	
--	--

C. PATENTS/SPONSORED RESEARCH PROJECTS/CONSULTANCY

(Maximum marks 10 for P/AsP/AP)

(i) Patents

S. No.	Title	Filed/Published/ granted	Name of inventors	Marks Claimed
TOTAL				

(ii) Sponsored Research Project

S. No.	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Marks Claimed
TOTAL							

(iii) Consultancy Projects

S. No.	Title of Project	Name of Industry	Financial Outlay	Year of start & total period	Name of P.I and other Investigators	Status: started or completed or in progress	Marks (s) Claimed
TOTAL							

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Grand total for C point

(i + ii + iii) [Maximum marks 10 (P/AsP/AP)]	
---	--

D. ACADEMIC AND ADMINISTRATIVE WORK

Maximum 20 Marks

(i) Department Level Administration

S. No.	Activity	Marks claimed
(i)		
(ii)		
(iii)		
(iv)		
TOTAL		

(ii) Institutional Level Administration

S. No.	Activity	Marks claimed
(i)		
(ii)		
(iii)		
(iv)		
TOTAL		

(iii) Contributions to the Society

S. No.	Activity	Marks claimed
(i)		
(ii)		
(iii)		

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

(iv)		
		TOTAL

Grand total for D point

(i+ii+iii) (Maximum marks 20)	
----------------------------------	--

PART-II**E. PERSONAL**

Maximum 10 Marks

S. No.	Attribute	Maximum Marks	Marks awarded by	
			Reporting Officer	Reviewing Authority
(i)	Temperament	10		
(ii)	Sense of responsibility	10		
(iii)	Discipline and obedience	10		
(iv)	Maturity	10		
(v)	Response towards official orders	10		
(vi)	Response towards emergent/urgent call for work during the holidays and or beyond office hours	10		
(vii)	Relations with students, staff and faculty	10		
(viii)	For institutional work relating to his profession	10		
(ix)	Tendency to lodge complaint and allegations against others	10		
(x)	Attitude towards weaker sections	10		
Average Marks on the scale of 10 (i+ii+iii+iv+v+vi+vii+viii+ix+x)/10		10		

Note: Any adverse remark by reporting officer must be substantiated.

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

F. GENERAL

(i) Future Planning

(ii) Input Required for self-improvement

(iii) Outstanding achievement not covered above

Self-Appraisal:

(Separate Sheet may be attached, if required)

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Summary Sheet for Faculty Performance

Appraisal for the academic session _____

Name	:	
Designation	:	
Department	:	

Table to be filled by the HOD, concerned

S. No.		Factor of Appraisal	Marks claimed	Marks given by Reporting Officer	Reason/Remarks (if any) by reporting officer for any deviation in claimed marks	Reviewing Authority agreed with the Reporting Officer
PART-I	A	Teaching and learning				
	B	Academic Research and Publication				
	C	Sponsored Research Projects/ Patents/ Consultancy				
	D	Academic and Administrative Work				
PART-II	E	Personal				
Total						
Overall Average grading (A+B+C+D+E)/10						
(Signature of Faculty Member)					(Signature of Reporting Officer)	(Signature of Reviewing officer)

NOTE

Annexures/proofs/supporting documents are not to be attached with the APAR Proforma while forwarding to the Reviewing Authority. However, the Reporting Officer may see the supporting documents for verifying/ agreeing with the marks claimed by the concerned faculty and may retain in the department, if deems fit.

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Part-IV (to be filled in by the Director)

1. Nothing has come to my knowledge, which cast any reflection on the integrity of Sh./Mr./Mrs./Dr.....

2. The following facts have come to my knowledge which cast doubt in this officers/official's integrity:

3. The following circumstances have come to my notice which amount to a more vague allegation not susceptible of formal proof.

General Remarks:

Grading (Outstanding/ Excellent/ Very Good/ Good/ Satisfactory)

Name:

Signature:

DIRECTOR
Sant Longowal Institute of Engineering & Technology,
Longowal, Distt. Sangrur-148001

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Guidelines for filling the Annual Performance Appraisal Reports

Purpose: Purpose of this document is to provide the guidelines for filling APAR Form meant for Faculty.

Preambles- APAR form addresses the following:

- The core activities of the institute viz. Teaching and Learning.
- The thrust on research and development.
- Responsibility to share capability at department level and institutional level.
- Future plans and identifications of self-improvement areas

APAR consists of two parts (Part-I having four sections viz A, B, C, D & Part-II having two sections viz E and F) and each section has sub-sections, under respective section. The rating under section A to E is on numerical basis. Section F deals with the futuristic outlook of the faculty and have no numerical rating.

The APAR will be filled by the respective faculty member and it will be reviewed by the Head of the department, before putting upto Director for final approval. The following paragraphs will describe the various sections of APAR form and guidelines for final APAR.

No Annexures/proofs/supporting documents should be attached with the APAR Proforma while forwarding to the Reviewing Authority. However, the Reporting Officer may seek such documents for verifying/ agreeing with the marks claimed by the concerned faculty.

PART-I

A. TEACHING LEARNING AND OUTCOME

(MAXIMUM 40/50 MARKS)

(i)	Teaching Process and Outcome		
(ii)	List of Projects and thesis (Dissertations) supervised: ICD/B.E./B-Tech/ M.E./M. Tech./M.Sc. /MBA/Ph.D.		
	ICD project /B.E. /M.Sc./MBA project	-	2 Marks per project completed
	M.Tech. dissertation	-	4 Marks per dissertation submitted/ degree awarded (where single supervisor is involved)
		-	3 Marks per dissertation submitted/ degree awarded (where more than 1 supervisor are involved)
	PhD guidance	-	4 Marks per candidate (where single supervisor is involved)
		-	3 Marks per candidate (where more than 1 supervisor are involved)

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

	PhD thesis submitted / degree awarded	- -	8 Marks per thesis (where single supervisor is involved) 5 Marks per thesis (where more than 1 supervisor are involved)
(iii)	Laboratory Developed/ Laboratory Manual/ Instruction Software and Education Technology Package Developed / Consultancy upto Rs. 5 Lakh MODROB /FIST/Marg Darshan etc.	-	2 Marks per activity (Claim by faculty to be substantiated)

B. ACADEMIC RESEARCH AND PUBLICATIONS (Maximum 20/10 Marks)

- (i)** List of Paper Publications
- | | Marks Claimed |
|---|---------------|
| Journal/ Conferences* | 6 |
| WOS/SCI//SCIE/SSCI/A&HCI Journals* | 5 |
| SCOPUS Journal* | 4 |
| Other Indexed Journals (ISSN No. only)* | 3 |
| International Conferences* | 2 |
| National Conferences/Seminar/Workshop* | |
- (ii)** Books (ISBN No.) /Monograms (ISBN No.) / MOOCS/ SWAYAM/ e-contents (Published on Institute website having at least 30 hours) 20/10/5 Marks per publication to each author*
- (iii)** Continuing Education / STTP/Conferences/ Workshop (minimum of 2 days)/ Symposia organized 2 point per activity for Coordinators/Co- coordinators and above
1 point per activity per member

* **Note:** The Score for joint publications/ book/technical/patents reporting will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned faculty, the first/Principal author and the corresponding author/supervisor/mentor of the faculty would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total Marks and the remaining authors would share equally 40% of the Marks.

- (iv)** Other Activities
- | | |
|---|---------------------------------------|
| STTP or FDP/ Conference/ Workshop attended / Awards / Distinction / Honors/Expert Lecture Delivered /Experts of committees outside Institute /Reviewers (WoS/A&HCI, | 1 point per activity and Maximum of 5 |
|---|---------------------------------------|

SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY, LONGOWAL

Journals)/Editors (WoS / A&HCI, Journals)

C. PATENTS/SPONSORED RESEARCH PROJECTS/CONSULTANCY

(Maximum marks 10 for P/AsP/AP)

- (i) Patents filled with affiliation of Institute 5/7.5/10 Marks per patent*
filed/published/granted)
- (ii) Sponsored Research Projects Refer Table 1 for the Marks as per Institute Consultancy Rules

Table-1 for Sponsored Research Projects

Total sum of the Sponsored Research project (Rs. Lakhs)*	Marks For PI	Marks for CO-PI
Upto 10	02	01
More than 10 to 15	04	02
More than 15 to 25	06	03
More than 25	10	05
*The amount mentioned will be cumulative sum of the project during the financial years.		

- (iii) Consultancy project Refer Table 2 for the Marks as per Institute Consultancy Rules

Table-2 for Consultancy Projects

Total sum of the Consultancy projects Amount*	Marks For PI	Marks for CO-PI
50000 to 1 Lac	01	0.5
Upto 2 Lacs	02	01
Upto 5 Lacs	04	02
Uptp 15 Lacs	06	03
Above 15 Lacs	10	05
*The amount mentioned will be cumulative sum of the project during the financial years.		

D ACADEMIC & ADMINISTRATIVE WORK

(Maximum 20 Marks)

- (i) Department level administration For department level administration per activity 02 Marks (Committee to be constituted by HOD/Section Incharge)
- (ii) Institutional level administration For institutional level administration per activity 03 marks. (Committee to be constituted by Director/ Dean/ Registrar)
- (iii) Contributions to the Society For institutional contribution to the society per activity 02 point Maximum 05 Marks

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

PART-II

E Personal (Maximum 10 Marks)

Sr. No.	Attribute	Maximum Marks
(i)	Temperament	Normal/Sensitive 10
(ii)	Sense of responsibility	Responsible/Non-serious 10
(iii)	Discipline and obedience	Disciplined and obedient/ undisciplined and disobedient 10
(iv)	Maturity	Mature/immature 10
(v)	Response towards official orders	Cooperative/ non-cooperative 10
(vi)	Response towards emergent /urgent call for work during the holidays and or beyond office hours	Responds promptly/ Does not respond at all 10
(vii)	Relations with students, staff and faculty	Good/ Bad 10
(viii)	For institutional work relating to his profession	Accepts the work willingly and complete in time /Refuses such work 10
(ix)	Tendency to lodge complaint and allegations against others	Yes/No 10
(x)	Attitude towards weaker sections	Good/Bad 10
Average Marks on the scale of 10 (i+ii+iii+iv+v+vi+vii+viii+ix+x)/10		10

F General

(a) Future Planning

Under this heading faculty will mention his/her future planning for the betterment of the department/institute. The work may be including research projects, development of new laboratory, and up-gradation of existing facilities.

(b) Input Required for self-improvement

Under this heading, faculty will mention input required for his/her self-improvement through training in communication skill, knowledge up gradation in the subject or related subject.

(c) Outstanding achievement not covered above

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Under this heading faculty will mention any outstanding work he/she has done which have been covered in foregoing sections.

Note : Any adverse remark by reporting officer must be substantiated.

GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time
2. It is expected that any grading of 5 (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 10 would be justified with respect to specific accomplishments. Grades of 5 or 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.

For the ease of calculation, the co-relation between grade, rating and scores are given below.

Overall	Rating		Marks Earn	Score
Assessment:	Extra Ordinary	≥	9.5 + 1 International/national award of repute + 1 external funded project > 10 Lacs	(10)
	Excellent	≥	9.0	(9)
	Very Good	≥	8.0	(8)
	Good	≥	6.0	(6)
	Satisfactory	≥	5.0	(5)

Note: Annexures/proofs/supporting documents are not to be attached with the APAR Proforma while forwarding to the Reviewing Authority. However, the Reporting Officer may see the supporting documents for verifying/ agreeing with the marks claime

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Guidelines for filling the Annual Performance Appraisal Reports

Purpose: Purpose of this document is to provide the guidelines for filling APAR Form meant for Faculty.

Preambles- APAR form addresses the following:

- The core activities of the institute viz. Teaching and Learning.
- The thrust on research and development.
- Responsibility to share capability at department level and institutional level.
- Future plans and identifications of self-improvement areas

APAR consists of two parts (Part-I having four sections viz A, B, C, D & Part-II having two sections viz E and F) and each section has sub-sections, under respective section. The rating under section A to E is on numerical basis. Section F deals with the futuristic outlook of the faculty and have no numerical rating.

The APAR will be filled by the respective faculty member and it will be reviewed by the Head of the department, before putting upto Director for final approval. The following paragraphs will describe the various sections of APAR form and guidelines for final APAR.

No Annexures/proofs/supporting documents should be attached with the APAR Proforma while forwarding to the Reviewing Authority. However, the Reporting Officer may seek such documents for verifying/ agreeing with the marks claimed by the concerned faculty.

PART-I

A. TEACHING LEARNING AND OUTCOME

(MAXIMUM 40/50 MARKS)

(i)	Teaching Process and Outcome		
(ii)	List of Projects and thesis (Dissertations) supervised: ICD/B.E./B-Tech/ M.E./M. Tech./M.Sc. /MBA/Ph.D.		
	ICD project /B.E. /M.Sc./MBA project	-	2 Marks per project completed
	M.Tech. dissertation	-	4 Marks per dissertation submitted/ degree awarded (where single supervisor is involved) - 3 Marks per dissertation submitted/ degree awarded (where more than 1 supervisor are involved)
	PhD guidance	-	4 Marks per candidate (where single supervisor is involved) - 3 Marks per candidate (where more than 1 supervisor are involved)
	PhD thesis submitted / degree awarded	-	8 Marks per thesis (where single supervisor is involved) - 5 Marks per thesis (where more than 1 supervisor are involved)
(iii)	Laboratory Developed/ Laboratory Manual/ Instruction Software and Education Technology Package Developed / Consultancy upto Rs. 5 Lakh MODROB /FIST/Marg Darshan etc.	-	2 Marks per activity (Claim by faculty to be substantiated)

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

B. ACADEMIC RESEARCH AND PUBLICATIONS (Maximum 20/10 Marks)

- (i)** List of Paper Publications
- | | |
|---|---------------|
| Journal/ Conferences* | Marks Claimed |
| WOS/SCI//SCIE/SSCI/A&HCI Journals* | 6 |
| SCOPUS Journal* | 5 |
| Other Indexed Journals (ISSN No. only)* | 4 |
| International Conferences* | 3 |
| National Conferences/Seminar/Workshop* | 2 |
- (ii)** Books (ISBN No.) /Monographs (ISBN No.) / MOOCS/ SWAYAM/ e-contents (Published on Institute website having at least 30 hours) 20/10/5 Marks per publication to each author*
- (iii)** Continuing Education / STTP/Conferences/ Workshop (minimum of 2 days)/ Symposia organized 2 point per activity for Coordinators/Co- coordinators and above
1 point per activity per member

* **Note:** The Score for joint publications/ book/technical/patents reporting will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned faculty, the first/Principal author and the corresponding author/supervisor/mentor of the faculty would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total Marks and the remaining authors would share equally 40% of the Marks.

- (iv)** Other Activities
- | | |
|---|---------------------------------------|
| STTP or FDP/ Conference/ Workshop attended / Awards / Distinction / Honors/Expert Lecture Delivered /Experts of committees outside Institute /Reviewers (WoS/A&HCI, Journals)/Editors (WoS / A&HCI, Journals) | 1 point per activity and Maximum of 5 |
|---|---------------------------------------|

C. PATENTS/SPONSORED RESEARCH PROJECTS/CONSULTANCY

(Maximum marks 10 for P/AsP/AP)

- (i)** Patents filled with affiliation of Institute 5/7.5/10 Marks per patent*
filed/published/granted)
- (ii)** Sponsored Research Projects Refer Table 1 for the Marks as per Institute Consultancy Rules

Table-1 for Sponsored Research Projects

Total sum of the Sponsored Research project (Rs. Lakhs)*	Marks For PI	Marks for CO-PI
Upto 10	02	01
More than 10 to 15	04	02
More than 15 to 25	06	03
More than 25	10	05
*The amount mentioned will be cumulative sum of the project during the financial years.		

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

(iii) Consultancy project Refer Table 2 for the Marks as per Institute Consultancy Rules

Table-2 for Consultancy Projects

Total sum of the Consultancy projects	Marks For PI	Marks for CO-PI
Amount*		
50000 to 1 Lac	01	0.5
Upto 2 Lacs	02	01
Upto 5 Lacs	04	02
Upto 15 Lacs	06	03
Above 15 Lacs	10	05
*The amount mentioned will be cumulative sum of the project during the financial years.		

D ACADEMIC & ADMINISTRATIVE WORK

(Maximum 20 Marks)

- (i) Department level administration For department level administration per activity 02 Marks (Committee to be constituted by HOD/Section Incharge)
- (ii) Institutional level administration For institutional level administration per activity 03 marks. (Committee to be constituted by Director/ Dean/ Registrar)
- (iii) Contributions to the Society For institutional contribution to the society per activity 02 point Maximum 05 Marks

PART-II

E Personal

(Maximum 10 Marks)

Sr. No.	Attribute		Maximum Marks
(i)	Temperament	Normal/Sensitive	10
(ii)	Sense of responsibility	Responsible/Non-serious	10
(iii)	Discipline and obedience	Disciplined and obedient/ undisciplined and disobedient	10
(iv)	Maturity	Mature/immature	10
(v)	Response towards official orders	Cooperative/ non-cooperative	10

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

(vi)	Response towards emergent /urgent call for work during the holidays and or beyond office hours	Responds promptly/ Does not respond at all	10
(vii)	Relations with students, staff and faculty	Good/ Bad	10
(viii)	For institutional work relating to his profession	Accepts the work willingly and complete in time /Refuses such work	10
(ix)	Tendency to lodge complaint and allegations against others	Yes/No	10
(x)	Attitude towards weaker sections	Good/Bad	10
Average Marks on the scale of 10 (i+ii+iii+iv+v+vi+vii+viii+ix+x)/10			10

F General

(a) Future Planning

Under this heading faculty will mention his/her future planning for the betterment of the department/institute. The work may be including research projects, development of new laboratory, and up-gradation of existing facilities.

(b) Input Required for self-improvement

Under this heading, faculty will mention input required for his/her self-improvement through training in communication skill, knowledge up gradation in the subject or related subject.

(c) Outstanding achievement not covered above

Under this heading faculty will mention any outstanding work he/she has done which have been covered in foregoing sections.

Note : Any adverse remark by reporting officer must be substantiated.

GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING

1. The columns in the APAR should be filled in with due care and attention and after devoting adequate time
2. It is expected that any grading of 5 (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 10 would be justified with respect to specific accomplishments. Grades of 5 or 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.

For the ease of calculation, the co-relation between grade, rating and scores are given below.

Overall	Rating	Marks Earn	Score
Assessment:	Extra Ordinary	≥ 9.5 + 1 International/national award of repute + 1 external funded project > 10 Lacs	(10)

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY,
LONGOWAL**

Excellent	≥	9.0	(9)
Very Good	≥	8.0	(8)
Good	≥	6.0	(6)
Satisfactory	≥	5.0	(5)

Note:

Annexures/proofs/supporting documents are not to be attached with the APAR Proforma while forwarding to the Reviewing Authority. However, the Reporting Officer may see the supporting documents for verifying/agreeing with the marks claimed by the concerned faculty and may retain in department, if deems fit.