



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: 25.06.2025

OFFICE ORDER

Sub: Submission of online PAR for the year 2024-25 for regular Faculty of IMU- reg.

1. The Performance Appraisal Report (PAR) in respect of all regular Faculty for the Academic Year 2024-25 (01st August, 2024 to 31st July, 2025) 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 regular Faculty members are requested to access online "Faculty Performance Appraisal System" available in official website of IMU by using existing User-Id and Password. The online APAR Portal will be activated on 01.08.2025.
3. Accordingly, all regular Faculty of IMU are informed to submit their APAR through online Portal as per the following time-line:

| Sl.no | Appraisal-stages | Revised Dates |
|-------|--|-------------------------------|
| (i) | Submission of Self-appraisal by the faculty | From 01.08.2025 to 30.09.2025 |
| (ii) | Auto forward, if a faculty fails to submit his/her self-appraisal APAR within due date | 01.10.2025 |
| (iii) | Completion of Reporting of APARs by reporting Authorities | 01.10.2025 to 31.10.2025 |
| (iv) | Auto forward, if any Reporting Authority fails to forward the APAR within the due date | 01.11.2025 |
| (v) | Completion of Reviewing of APARs by Reviewing Authorities (other than the Vice-Chancellor) | 01.11.2025 to 30.11.2025 |
| (vi) | Submission of report (as per enclosed format) with original copy of validated print-out of APARs along with disclosure acknowledgements. | On or before 15.12.2025 |

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 (Admin-II) i/c.
5. If any regular 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 a copy of validated PARs along with disclosure acknowledgement on or before 15.12.2025 to the undersigned, as per the prescribed format enclosed.
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/her relieving date.
11. Faculty who have served under different Reporting Authorities during the PAR period 2024-25 are requested to give relevant details in below format (excel file) by sending email to IT Section (it.hq@imu.ac.in) on or before 18.07.2025. 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

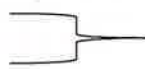


Deputy Registrar (A, L & S) / L

Encl.: As above.

To,

All Faculty Members of IMU.

Copy to:

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

APAR REPORT - 2024-25

Name of the Campus:

| S.NO. | Name of Faculty | Designation | Whether official has submitted PAR as per the timeline (YES / NO) | Whether Reporting Officer has completed PAR as per the timeline (YES / NO) | Whether Reviewing Officer has completed PAR as per the timeline (YES / NO) | Is there Representation made by the official (YES / NO) | Copy of PAR Disclosure Acknowledgement enclosed (YES / NO) | Remarks |
|-------|-----------------|-------------|--|---|---|--|---|---------|
|-------|-----------------|-------------|--|---|---|--|---|---------|

Date:

Signature of DR

1. APARs for the year 2024-25 for IMU(Name of Campus) have been completed in all aspects.
2. Validated copies of APARs are placed in individual APAR dossiers for all the employees.

Date & Place

Signature of Campus Director

ANNEXURE-A

DISCLOSURE ACKNOWLEDGEMENT

1. I hereby state that my Annual Performance Assessment Report (APAR) duly completed, for the year/period, has been disclosed to me.
2. I have no representation to make against any entry/entries or overall grading given in the above report.

Signature :

Name :

Designations :

Sections/Office:

Date :