



All India Institute Of Medical Sciences Bhopal

Saket Nagar, Bhopal (M.P.) - 462020 Madhya Pradesh India
website : www.aiimsbhopal.edu.in

(CONFIDENTIAL REPORT)

(For all academic personnel of and above the Grade of lecturer and equivalent grades i.e.

Lecturer, Assistant Professor, Associate Professor, Additional Professor and Professors)

Report on Dr.Department ofAIIMS, Bhopal

For the period from:

Date of Joining at AIIMS, Bhopal: Date of posting to present Department:

Present designation:Professor Date of appointment to present position:

Whether on probation: Date of acquiring the present salary:

Present salary:

PART I

(To be filled in by the officer whose work is being reviewed)

ACADEMIC ACHIEVEMENTS:

(State your academic achievements that are not worthy for the year.

This may include academic awards, admission to fellowships of academics etc.)



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NATURE OF WORK: on which you have been engaged during the period of this report:
Teaching, Research, Patient care etc.

Reference may be made here to any particular achievements outside the scope of your official duties such as service to the cause of Medical Education or Community Welfare on National and International Service, Mention may also be made to contributions made to the work of the Institute outside the scope of normal duties such as work on faculty, committees, organization of seminars, symposia, special lectures, looking after the department stores and other administrative work in the department.

(Be brief and to the point; the number of words MUST NOT exceed 50)

ACTUAL WORK LOAD: If your involvement in I & II below is only periodic then state the total Period spent in hours per year, otherwise mention the period as desired.)

I. CLINICAL LOAD:

Furnish hours per week/year spent by you in:

- A) Patient care in outpatient service :
B) Patient care in inpatient service :
C) Patient care in special clinics (name the clinic) :
D) In operation theatre :
E) In the case of non-clinical service departments :

(Pathology, Microbiology, Pharmacology, etc.
indicate work- load you carry per year)



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II. TEACHING: (For the whole year)

1. UNDERGRADUATE

- a. No. of lectures/seminar allotted to you :
- b. No. of lectures/seminars taken by you :
- c. Hours per week/year spent in clinical teaching, demonstrations/ tutorials. :

2. POSTGRADUATE

- a. Hours per week spent in clinical teaching, seminars, conference, journal, club etc. :
- b. No. of postgraduate students writing, thesis under you as a chief or as a co-supervisor. :
- c. No. of postgraduate students working in your unit/department of professional training. :

3. RESEARCH (use separate sheet for this column)

- a. Title or research projects in which you have been involved in the previous year as:
 1. Chief Investigator :
 2. Co Investigator :
- b. Title of research projects in which you have been involved during the year under review as:
 1. Chief Investigator :
 2. Co Investigator :
- c. List your publications :

(Attach separate sheet if there is more than one Publication. Name of all authors with full details of each paper must be mentioned.

Standard format as under must be used:

“Pankaj SG., Sharm YR, Vane JR.(2010)

Prostacyclin reduces the number of ‘slow Movine’ leucocytes in hamster check pouch Venules J. Physiol. 280:633”

- d. List of papers presented by you in Conference (Name the conference and attach separate sheet) :



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- e. List of papers, **with you as the** co-author :
Presented in the conferences.
- f. No. of Ph. D/D.M./M.Ch. Students working :
Under you as chief or co supervisor.
- g. Please mention briefly the problems :
Which hampered you from achieving
the best you can

SUMMARY:

Sum up your contributions during this period in the various fields indicated above and state what you think to be your most significant achievements.

(Be brief and to the point; the no. of words must not exceed 100)

Please sign here:



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Report on: _____

Part-II

(To be filled by the Reporting Officer)

Reporting Officer's Name.....

Designation.....

Length of service put in by the officer being reported or under the Reporting Officer,

From.....to.....

(Record remarks in respect of only such qualifications of which you have firsthand knowledge. Please be precise of brief. Each statement is to be commanded on separately.)

PARTICULARS	NUMERICAL GRADING (Between 1 to 10)
I. RESEARCH ABILITY:	
i) Interest in Research	
ii) Theoretical ability and capacity to intercept data	
iii) Experimental and Practical ability	
iv) Originally, Capacity to produce new and good ideas	
II. TEACHING ABILITY:	
i) Interest to Teaching	
ii) Power of expression ability to express himself clearly and concisely	
iii) Punctuality and regularity at assigned session/seminars	
iv) Effectiveness as a teacher/as judge by peer rating/student rating	
v) Knowledge of current advances in his subject	
vi) Popularity with the students	
III. PROFESSIONAL COMPETENCE	
i) General professional knowledge whether wide, thorough and up-to-date	
ii) Competence in clinical skills or laboratory skills pertaining to his discipline	
IV. ADMINISTRATIVE ABILITY	
i) Organizing ability	
ii) Initiative and drive	
iii) Capacity to work in a team	
iv) Capacity administrative efficiency	

Note: 1. Average numerical of four broad attributes has to be taken to arrive at overall grade.
2. Sub attributes if required can be reflected in Pen Picture/ General Remark.



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V.	Assessment of the Officer's overall work in numerical grading based on guidelines given below:	
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GENERAL REMARKS

(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add)?

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Signature of Reporting Officer.....

Designation :

Date :

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**'.
- IV. APARs graded between 6 and short of 8 will be rated as '**very good**'.
- V. APARs graded between 4 and 6 short of 6 will be rated as '**good**'.
- VI. APARs graded below 4 will be treated as adverse report and will require detailed justification.



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Part-III

1) REPORT BY THE REVIEWING OFFICER:

1. Do you agree with the officer's own account as recorded in this report? If not, please justify.
2. Do you agree with the observations of the Reporting Officers? If not, please justify.
3. Do you agree with the Reporting Officer's overall assessment of the officers reported upon/column V of the Part-II? If not, please justify.
4. Assessment of Integrity.
5. Has the officer been informed of in any marking below "NORMAL" with which you agree? If he/she has not been informed, please state why?
6. General Remarks by Reviewing Officer, including a note of any particular achievement.

Overall Numerical Grading

Signature of Reviewing Officer:.....

Name:.....

Designation:.....

Date:.....

Note: The Reviewing Officer should normally discuss the adverse marking which are below "normal" with the Reporting Officer and should make suggestion for improvement to the Reporting Officer and, if necessary with the officer reported upon and thereafter, record his remarks against column 5 and 6 above.

Signature of Accepting Authority

Name:.....

Designation:.....

Date:.....

Place:.....