

**CIRCULAR**

This is for information of all faculty members of the Institute that the Ministry of Human Resource Development, Government of India (Vide File No.35-9/2019-TS.111 dated 26<sup>th</sup> December, 2019) has advised the Institute for necessary action on the decision of the 12<sup>th</sup> Meeting of the Council of National Institutes of Technology, Science Education and Research (NITSER) held on 25<sup>th</sup> September, 2019 vide item No.12.10 that “ To review the status of research productivity of the faculty members in each NITs and to take stock of the number of faculty members who have not published in reputed journals for the last three years”. The Council also advised the Institute to review research productivity of all faculty members and further improve upon research publications, citations, etc.

In view of the above, all faculty members of the Institute are hereby requested to fill up the Form of Annual Performance Appraisal Report (APAR) stating respective information of Publications, Projects and Patents and submit the same to their respective Reporting Officers i.e. Head of the Department within 10<sup>th</sup> March, 2020. The hard copy and soft copy of Annual Performance Appraisal Report (APAR) Form will be available in the Establishment Section and Institute's Website respectively.

Further, it is advised that publication, project and patent of the faculty members of the Institute be kept updated in the Institute's Web page.

This issues with the approval of the competent authority.

Registrar

Copy forwarded for information to:

1. Director.
2. All Deans.
3. All Head of the Departments/ Sections/ Centers and Central facilities.
4. Web Master- with a request for display in Institute's web site.
5. Director's Secretariat.
6. Registrar's Secretariat.
7. File copy.

Joint Registrar (Estt.)