



RIMS/Estb.(1-A)/1.0.25..... Dated.....30.1.03.2020

प्रेषक,

निदेशक

राजेन्द्र आयुर्विज्ञान संस्थान, राँची।

सेवा में,

सभी विभागाध्यक्ष,
रिम्स, राँची।

विषय:

Assessment Promotion Scheme के तहत सहायक प्राध्यापक से सह प्राध्यापक, सह प्राध्यापक से अपर प्राध्यापक एवं अपर प्राध्यापक से प्राध्यापक के पद पर प्रोन्नति देने के लिये Assessment Promotion Scheme (APS) के (As per AIIMS) Prescribed Performa को भर कर जमा करने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि संस्थान में कार्यरत अर्हता प्राप्त सहायक प्राध्यापक, सह प्राध्यापक, एवं अपर प्राध्यापक को Assessment Promotion Scheme (APS) (As per AIIMS) के तहत प्रोन्नति प्रदान करने के लिए आप अपने अधिनस्थ कार्यरत अर्हता प्राप्त सहायक प्राध्यापक, सह प्राध्यापक, एवं अपर प्राध्यापक का सम्पूर्ण विवरणी Prescribed Performa में भर कर अधोहस्ताक्षरी के कार्यालय में समर्पित करने हेतु प्रेषित की जा रही है।

विश्वासभाजन

निदेशक

राजेन्द्र आयुर्विज्ञान संस्थान, राँची।

30/03/2020

(Confidential Report)

Report on	Department
For the period from to	
Date of joining at RIMS:	Date of posting to present Department:
Present designation:	Date of appointment to present position:
Whether on probation: No	Date of acquiring the present salary:
Present salary	

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

(State your academic achievements that are noteworthy for the year. This may include academic awards, admission to fellowship of academics etc.)

[illegible]

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 or National and International Service. Mention may also be made to contribution made to the work of the Institute outside the scope of normal duties such as work on faculty, committees, organization of seminars, symposia, special lecture, looking after the department stores and other administrative work in the department.

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I. CLINICAL LOAD:

- Patient care in outpatient service:
- Patient care in inpatient service:
- Patient care in special clinics (name the clinic)
- In operation theatre:
- In the case of non-clinical service departments (Pathology, Microbiology, Pharmacology, etc. indicate work-load you carry per year:

1. UNDERGRADUATE

- a. No. of lectures / seminar allotted to you-
- b. No. of lectures/ seminars taken by you
- c. Hours per week 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, these 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 of 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 were 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 should be used; “Pankaj SG., Sharma YR, Vane JR. (2010) Prostacylin reduces the number of ‘slow moving’ leucocytes in hamster cheek pouch venules J. Physiol. 280:633”

- SUMMARY:**

(Be brief and to the point; the number of words much not exceed 100)

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Please sign. Here.....

Report on : Dr.....

PART-II

(To be filled in 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:Apr.....to.....March.....

(Record remarks in respect of only such qualifications of which you have first-hand knowledge. Please be precise and brief. Each statement is to be commented on separately).

I. INTEREST

II. RESEARCH ABILITY:

- i. Interest in research.
- ii. Theoretical ability and the capacity to interpret data.
- iii. Experimental and Practical ability.
- iv. Originality, Capacity to produce new and good ideas.

III. TEACHING ABILITY:

- i. Interest in Teaching.
- ii. Power of expression, Ability to express himself clearly and concisely.
- iii. Punctuality and regularity at assigned sessions/seminars.
- iv. Effectiveness, as a teacher/as judged by peer rating/students rating.
- v. Knowledge of current advances in his/her subject.
- vi. Popularity with the students.

IV. PROFESSIONAL COMPETETENCE.

- i. General professional knowledge whether wide, through and up-to-date.
- ii. Competence in clinical skills or laboratory skill pertaining to his discipline.

V. ADMINISTRATIVE ABILITY

- i. Organising ability
- ii. Initiative and drive.
- iii. Capacity to work in a team.
- iv. General administrative efficiency.

VI. Assessment of the Officer's overall work in his/her particular position

Exceptionally brilliant/Outstanding/Well above average standard/Good average man/The average men fairly competent but without special ability or initiative/Insufficient initiative and capacity for work without constant supervision/Indifferent but just word retaining/Not worth retaining in the present position.

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)?

[illegible]

Signature of Reporting Officer:.....

Designation:.....

Date:.....

NOTES FOR GUIDANCE OF REPORTING OFFICER:-

1. The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as in the interest of the smooth and efficient working of the Department and the Institute, reports should be carefully and critically made. Reporting Officer should not discuss his assessment with anyone, except the Reviewing Officer, if he requires you to do so.
2. Concentrate on one factor at a time and study the implications of each factor carefully. Do not feel obliged to mark under every heading, as some of the headings may be inapplicable. Do not attempt to guess any quality, which you have not been able to judge at first hand. In such cases, make no marking at all.
3. Do not be afraid of giving low markings if they are called for. No one can be equally good in every way and some low marking may be justified even for the most brilliant.
4. Markings should not take account of age.
5. Do not allow any personal feelings to govern the assessment. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE.

PART-III**I. REPORT BY REVIEWING OFFICER:**

1. Do you agree with the officer's own account as recorded in this report.
2. Do you agree with the observations of the Reporting Officer ?
3. Do you agree with the reporting officer's overall assessment of the officer reported upon/Column VI of the Part II.
4. Assessment of Integrity.
5. Has the officer been informed of any markings below.
'Normal' with which you agree? If he/she has not been, please state why?
6. General remarks by reviewing officer, including a note of any particular achievement.

Signature of Reviewing Officer:.....

Designation:.....

Date:.....

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

Remarks of the Accepting Authority

Signatures of Accepting Authority.....

Date.....

Designation.....