

PERFORMANCE APPRAISAL SYSTEM

This Institute uses assessment system which provides increased motivation and skill development for the faculty and staff. Underperformers are given due feedback and counselled formally, which are documented for further follow up. These reports are then forwarded to higher authorities. The Institute has different type of teaching staff. There are officers from defence services such as Army, Navy and Air Force. There are civilian officers mainly DRDO scientists as teaching staff. Also, there has been a few civilian technical staff who performs the duties of teaching staff.

The appraisal system for service officers involves an Annual Confidential Report which rates the officers' performance in a nine point scale with a short description in the form of pen picture raised by his immediate superior officer. The ACR has been further endorsed by senior officers in administrative and technical reporting channel of the officer for a total of three levels. For serving medical officers who are specialists in their field there is an additional reporting system called Professional Compatibility Report (PCR). This has been done by one of the senior specialists in the field designated as Senior Advisor of that speciality. Senior Advisor for Aerospace Medicine specialty is posted in the Institute itself while for the other subject specialists in the Institute; the PCR will be endorsed by designated Senior Advisors from Service headquarters. The promotion of the officer to the rank of Group Captain (equivalent in other services) and above has been linked to aggregate marks in ACR and PCR. In addition, Specialist officers have to submit an Annual Specialist Return (ASR) which contains the details of training and other speciality works undertaken for the respective year. The same will be forwarded to service headquarters after endorsing remarks of Senior Advisor and Commandant of the Institute.

The appraisal system of civilian officers involves Annual Performance Appraisal Report (APAR) and it has been reported by Commandant of the Institute. It is a 100 point scale system which is based on teaching performance and research works undertaken by the officer. It is a transparent system and the marks awarded are shown by to the scientist. Before awarding marks the reporting officer discusses performance and goals achieved by scientist in the period of review and also possible improvements. The aggregate scores of the officer decide the promotion to higher levels. In addition to Scientists, there have been civilian technical officers who also take part in teaching. They also have annual confidential appraisal system on a ten point scale.

The non-teaching staffs in the Institute consists of serving officers posted in administrative, accounts and technical wings of the Institute. There are serving Air Force personnel from administrative, medical and technical trades who work in medical evaluation, administrative and technical supporting roles in the Institute. In addition, there are defence civilian staffs working in various nonteaching trades to support routine functioning of the Institute. All of these groups have ten point appraisal system which have been raised on annual basis.