



MAHARAJA BIR BIKRAM UNIVERSITY

Agartala, Tripura

P.O.: Agartala College- 799 004

Dial :(0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

Annual Performance Assessment Report (APAR)

PART-I

(To be filled up by the Teacher)

Assessment Year		
1.	Name	
2.	Designation	
3.	Pay Scale	
4.	Address, Phone No. and Email ID	
5.	Grade/Cell	
6.	Date of joining in MBB University	
7.	Date of appointment of present post	
8.	Qualifications	
9.	Status of the service (Confirmed /on probation)	
10.	If confirmed, date of confirmation	
11.	Additional qualification acquired during the year, if any	
12.	Activity: Teaching (Number of classes taught / total classes assigned) x 100% (Classes taught includes session on tutorials, lab and other teaching related activities) Grading Criteria: 80% and above- Good Below 80% but 70% & above- Satisfactory Less than 70%- Not satisfactory	
Sl. No.	Activity	Self-Appraisal
12 (a)	Number of theory / tutorial / practical class assigned during the year	
12 (b)	Number of theory / tutorial / practical taught during the year	
12 (c)	Percentage of actual theory / tutorial / practical classes taught out of classes assigned	
12 (d)	Punctuality and regularity in taking classes	
13	Activity: Involvement in the University students related activities / research activities. Attach separate sheet as ANNEXURE, if necessary. (Number of activities can be within or across the broad categories of activities)	
13 (a)	Administrative responsibilities such as Head / Chairperson / Dean / Director / Coordinator / Warden etc. (Attach separate sheet, if necessary)	



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13 (b)	Examination and evaluation duties assigned by the College / University or attending the examination paper evaluation. (Attach separate sheet, if necessary)	
13 (c)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural sports, NCC, NSS and community services. (Attach separate sheet, if necessary)	
13 (d)	i. Organizing seminar / conferences / workshops, other College / University activities (Attach separate sheet, if necessary)	
	ii. Participation in National / International Conference / Seminars / Workshops. (Attach separate sheet, if necessary)	
13 (e)	Active involvement in guiding Ph.D. students (with evidence) (Attach separate sheet, if necessary)	
13 (f)	Details of minor or major research project(s) sponsored by national or international agencies (Attach separate sheet, if necessary)	
13 (g)	Single or joint publication(s) in peer reviewed or UGC list of Journals (Attach separate sheet, if necessary)	

Any other relevant information:

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Signature:

Name of the Teacher:

Designation:

Department:

Note:

- 1) Please get the format retyped in case the space provided is not adequate.
- 2) Please attach the documentary evidence to support your claim where necessary.
- 3) Please one copy of this in your records.



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Part- II

(Detailed Assessment by the Reporting Officer)

APAR Year:

Name (Teacher) :

Designation :

Date of Appointment :

1.	Activity: Teaching (Number of classes taught/ total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above- Good Below 80% but 70% & above- Satisfactory Less than 70%- Not satisfactory	
Sr. No.	Activity	Grading (as per the criteria prescribed in UGC Regulations, 2018)
1(a)	Number of theory/ tutorial/ practical classes assigned during the year	
1(b)	Number of theory/ tutorial/ practical classes taught during the year	
1(c)	Percentage of actual theory/ tutorial/ practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	Activity: Involvement in the University students related activities/ research activities Grading Criteria: Good – Involved in at least 3 activities Satisfactory – 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.	
2(a)	Administrative responsibilities such as head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.	
2(b)	Examination and evaluation duties assigned by the college/ University or attending the examination paper evaluation.	
2(c)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
2(d)	i) Organizing seminars/ conferences/ workshops, other college/university activities.	
	ii) Participation in National/ International Conference/ Seminars/ Workshops.	



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2(e)	Active involvement in guiding Ph.D. students (with Evidence).	
2(f)	Details of minor or major research project(s) sponsored by national or international agencies.	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (Attach separate sheet, if necessary)	
Observations of the Reporting Officer on the Following Points:		
3.	Decision-making ability	
4.	Planning Ability	
5.	Involvement and Dedication	
6.	Conduct of the Teacher	
7.	Integrity of the Teacher	

Overall Grading:

Note: The Reporting Officer is required to award the overall grading in accordance with UGC Regulations, 2018 which provides as under:

Good: Good in teaching and satisfactory or good in activity as Sl. 2

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. 2.

Not Satisfactory: If neither 'Good' or 'Satisfactory' in overall grading.

For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (Table-I) of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and College and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature:

Name:

Date of appointment as Dean/ Head:

Date and Seal of Reporting Officer

Note:

1. Opinion/ remarks be such that it be sustained with valid reasons.
2. Retain one copy with you.



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Part- III

(Remarks of the Reviewing Officer)

APAR Year:

Name of the Teacher :

Designation :

Date of Appointment :

1. Specific remarks on the assessment of the Reporting officer:

2. Adverse Remarks, if any, at items in the self-appraisal and or comments of Reporting officer:
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3. Grading Level on the basis of performance and conduct of the Faculty member (Good/ Satisfactory/
Not Satisfactory):
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4. Any other remarks:
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Signature:

Name:

Date of appointment as Dean:

Date and Seal of Reviewing Officer

Note:

1. Opinion/ remarks be such that it be sustained with valid reasons.
2. Regain one copy with you.

Signature of the Vice Chancellor, MBB University