



# MAHARAJA BIR BIKRAM UNIVERSITY

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No.F.2(9)/MBBU/Estt/ACR/2018/ 2133-45

July 25, 2022

## MEMORANDUM

In accordance with the decision of the MBB University Council in its 31<sup>st</sup> meeting held on November 30, 2021, MBB University has introduced 3 (Three) nos. of formats viz. (i) Annual Performance Appraisal Report (APAR) Format for Faculties, (ii) Annual Confidential Report (ACR) Format for Officers and (iii) Annual Confidential Report (ACR) Format for other Non-Teaching Employees of MBB University to assess the performance of employees of the University annually. Any amendments/changes from time to time will be incorporated in the APAR Format for faculties / ACR Formats for officers and other non-teaching employees in compliance with the norms of UGC and the norms of Government of Tripura. All regular faculties, officers and staff are to submit APAR and ACR formats by **March 31** in every financial year and for the year 2021 all concerned are to submit respective formats latest by **September 30, 2022**.

This is issued in continuation of the earlier Memorandum No.F.2(9)/MBBU/Estt/ACR/2018/1031-43 dated June 06, 2022.

*By Order of the MBB University Council.*

*Sumanta*  
25/07/2022  
(Dr. Sumanta Chakrabarti)  
Registrar

- Encl.:** (i) APAR Format for Faculties.  
(ii) ACR Format for Officers.  
(iii) ACR Format for other Non-Teaching Employees.

**Copy to:**

1. The P.A. to the Vice-Chancellor, MBB University, Agartala.
2. The Controller of Examinations, MBB University, Agartala.
3. The Director (In-charge), College Development Council, MBB University, Agartala.
4. The Coordinator, IQAC, MBB University, Agartala.
5. The DDO, MBB University, Agartala.
6. The HoDs/In-charges, Departments of English, Mathematics, Political Science and Library & Information Science, MBB University, Agartala.
7. The Coordinator, IMD Courses, MBB University, Agartala.
8. The Coordinator, Diploma Courses, MBB University, Agartala.
9. All Faculties, MBB University, Agartala.
10. All Staff, MBB University, Agartala.
11. The Assistant Controller of Examinations, MBB University, Agartala with a request to upload the Memorandum in the University Website.
12. Notice Boards, Academic & Administrative Blocks, MBB University, Agartala.
13. Guard File of this Office.

*Sumanta*  
25/07/2022  
Registrar