



MAHARAJA BIR BIKRAM UNIVERSITY

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No.F.2(9)/MBBU/Estt/ACR/2018/6881-92

March 07, 2025

MEMORANDUM

In accordance with the decision of the MBB University Council in its 31st meeting held on November 30, 2021 and the Memorandum issued vide No.F.2(9)/MBBU/Estt/ACR/2018/1031-43 dated June 06, 2022, all regular faculties, officers and staff of MBB University are requested to submit APAR and ACR formats for the financial year 2024-25 by March 31, 2025 in the prescribed 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.

By Order of the MBB University Council.

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