

# मुंबई विद्यापीठ



**परिपत्रक :- क्र.सीटीएयु/२५/२०२१-२०२२**

मुंबई विद्यापीठाशी संलग्नीत सर्व शासकीय/अशासकीय, अनुदानीत/विनाअनुदानीत कला, वाणिज्य, विज्ञान, विधी, अध्यापक, नृत्य, होम सायन्स आणि सोशल वर्क, महाविद्यालयांचे प्राचार्य व महाविद्यालयातर्फे संबंधित संस्थांचे अध्यक्ष/सचिव यांना कळविण्यात येते की, विद्यापीठ अनुदान आयोगाची अधिसूचना F-No.23-4-2017(PS), dated 31<sup>st</sup> January, 2018 शासन निर्णय क्रमांक Misc-2018/C.R.56/ 18/UNI-1 दिनांक ८ मार्च, २०१९ मधील, clause 7.4(B) Appendix II table I & II मध्ये विहित केल्याप्रमाणे Annual Performance Assessment Reports (APAR) तसेच संशोधन गुण (Research Score) यांचे मुल्यांकन करण्यासाठी विद्यापीठाने Annual Performance Assessment Reports (APAR) चा नमुना विहित केला आहे. सदरच्या नमुन्यास दिनांक ४ फेब्रुवारी, २०२० रोजी झालेल्या अधिष्ठाता मंडळाच्या सभेत बाब क्र. १३ अन्वये व तद्नंतर दिनांक २३ फेब्रुवारी, २०२१ रोजी झालेल्या विद्वत परिषदेच्या बैठकीत बाब क्र. ८८ अन्वये व तद्नंतर दिनांक २९ जुलै, २०२१ रोजी झालेल्या व्यवस्थापन परिषदेत बाब क्र. ५ अन्वये मान्यता देण्यात आली.

शासन निर्णयातील मुद्दा क्र. ७.४(B) अन्वये आश्वासित प्रगती योजनेद्वारे पदोन्नती करण्यासाठी पात्र शिक्षकांच्या शैक्षणिक अर्हता, अनुभव व सातत्यपूर्ण गुणवत्तेचे मुल्यमापन करण्यासाठी शासन निर्णयातील Appendix II table I & II मधील तरतूदीनुसार तयार केलेला Annual Performance Assessment Reports (APAR) चा नमुना व कार्यपद्धती महाविद्यालयाच्या शिक्षकांना लागू करण्यात येत आहे. त्याचप्रमाणे यापुढे सर्व पदोन्नती Annual Performance Assessment Reports (APAR) च्या विद्यापीठाने प्रसिद्ध केलेल्या नमुन्यामध्ये भरून त्यानुसार मुल्यमापन करून निवड समितीने शिफारस केल्यानंतर शिक्षकांना देण्यात येईल.

उपरोक्त शासन निर्णय तसेच Annual Performance Assessment Reports (APAR) नमुना व कार्यपद्धती विद्यापीठ संकेत स्थळावर ([www.mu.ac.in](http://www.mu.ac.in)) उपलब्ध आहे.

मुंबई - ४०० ०३२.

दिनांक :- २५ फेब्रुवारी, २०२२

प्रति,

मुंबई विद्यापीठाशी संलग्नीत सर्व शासकीय/अशासकीय, अनुदानीत/विनाअनुदानीत कला, वाणिज्य, विज्ञान, विधी, अध्यापक, नृत्य, होम सायन्स आणि समाजशास्त्र या महाविद्यालयांचे संस्थेचे अध्यक्ष/सचिव/प्राचार्य यांचे माहितीसाठी आणि पुढील कार्यवाहीसाठी.

कुलसचिव  
मुंबई विद्यापीठ



**University of Mumbai**  
College Teachers Approval Unit (CTAU)



# University of Mumbai

## Annual Assessment Report



*As per clause 7.4 (B)(IV) of GR No. Misc-2018/C.R.56/18/UNI-1 Date. 08 March, 2019*

For Academic Year : 20 . . . . - 20 . . . .

University / College	
Teacher's Name	
Designation	
Department	



**University of Mumbai**  
College Teachers Approval Unit (CTAU)  
Room No. 113, MG Road, Fort,  
Mumbai - 400 032



**University of Mumbai**  
College Teachers Approval Unit (CTAU)

**CONTENTS**

Sr. No.	PARTICULARS	Page Nos.
1	CRITERIA - I, TEACHING RECORD ( REPORT )	3
2	AAR - EXTRA & CO - CURRICULAR ACTIVITIES - RECORD	4-5
3	CRITERIA -II, EXTRA & CO - CURRICULAR ACTIVITIES ( REPORT )	6
4	<u>OVERALL GRADING</u> - ANNUAL ASSESSMENT REPORT ( CRITERIA - I & CRITERIA - II )	7
5	CRITERIA - III - ACADEMIC/RESEARCH SCORE	8-14
6	<u>OVERALL GRADING</u> - ANNUAL ASSESSMENT REPORT ( CRITERIA - I & CRITERIA - II )	15

**Pls. Read the Govt. Resolution carefully before filling of AAR Form.**

1. Please Note that, use only this prescribed Proforma.
2. Fill only Proforma / Information which are applicable.
3. Don't delete any Page / Column / Row. Strike out which is not applicable. Write 'NA' in the places which are not applicable.
4. Teaching includes the number of classes taught, sessions on tutorials, lab and other teaching related activities.



# University of Mumbai

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## Assessment Criteria – I ( TEACHING RECORD )

( Pls. refer Appendix – II Table – 1 )

( To be supported by Weekly Lecture plans & Daily Diary as per annexure )

for Conventional courses			OR	for Professional courses		
Particulars ( Conventional )	Lectures Allotted	Lectures Taken		Particulars ( Professional )	Lectures Allotted	Lectures Taken
Total – A				Total – G		
Total – B				Total – H		
Total – C				Total – I		
Total – D				Total – J		
Total – E				Total – K		
Total – F				Total – L		
Total – M				Total – M		
Total – N				Total – N		
Grand Total – O				Grand Total – O		
Teaching %				Teaching %		

Formula

$$\text{TEACHING RECORD \%} = \frac{\text{Total Lectures Taken}}{\text{Total Lectures Allotted}} \times 100$$

Teacher' Sign \_\_\_\_\_

GOOD – 80 % & above, SATISFACTORY – 70 % to 80 %, NOT SATISFACTORY – below 70 %

Remarks in Handwriting by Principal  
( Good or Satisfactory or Not Satisfactory ) \_\_\_\_\_

College Stamp

Signature of the HOD \_\_\_\_\_

PRINCIPAL \_\_\_\_\_



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**Assessment Criteria – II**

EXTRA & CO-CURRICULAR ACTIVITIES ( Pls. refer Appendix - II Table - 1 )

**Involvement in the following University / College students  
Related Activities / Research activities:**

No.	Activity	Yes/No	Description
a	Administrative responsibility such as Head of the Dept./ Dean / Co-ordinator / Director / Chairperson / Warden, etc		
b	Examination and Evaluation duties assigned by the College / University or attending the Examination paper evaluation.		
c	Student related Co-curricular, extension, field based activities such as student club, career counseling, study visits, student seminars, other events, sports, NCC, NSS, Cultural & other community services.		

Teacher' Sign



# University of Mumbai

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Continued

## Involvement in the following University / College students Related Activities / Research activities:

No.	Activity	Yes/No	Description
d	Organizing seminars / conference / workshops or other college / University activities.		
e	Evidence of actively involved in guiding Ph.D. Students.		
f	Conducting minor or major research project sponsored by national or international agencies.		
g	At least one single or joint publication in Peer-reviewed or UGC list of Journals.		

Teacher' Sign

Verified & Found Correct

College Stamp

Signature of the HOD

PRINCIPAL



**University of Mumbai**  
College Teachers Approval Unit (CTAU)

**Assessment Criteria – II**

EXTRA & CO-CURRICULAR ACTIVITIES ( Pls. refer Appendix - II Table - 1 )

Activity	Assessment (Yes / No)	
	Self	Principal
<b>Involvement in the University / College students related activities / research activities:</b>		
a. Administrative responsibility such as Head of the Dept. / Co-ordinator / Director / Chairperson / Dean, Warden,		
b. Examination and Evaluation duties assigned by the College / University or attending the Examination Answer paper evaluation.		
c. Student related Co-curricular, extension, field based activities such as student clubs, career counseling, study visits, student seminars, other events, sports, cultural, NCC, NSS and other community services.		
d. Organizing seminars/ Conferences / workshops or other college / University activities.		
e. Evidence of actively involved in guiding Ph.D. Students.		
f. Conducting minor or major research project sponsored by national or international agencies.		
g. At least one single or joint publication in Peer-reviewed or UGC list of Journals.		

Teacher' Sign

**Good** - Involved in at least 3 activities OR **Satisfactory** - 1- 2 activities  
OR **Not Satisfactory** - Not involved / undertaken any activity.

Remarks In Handwriting by Principal  
( Good or Satisfactory or Not Satisfactory )

College Stamp

Signature of the HOD

PRINCIPAL



# University of Mumbai

College Teachers Approval Unit (CTAU)

## ANNUAL ASSESSMENT REPORT ( As per the UGC Guidelines dated 18<sup>th</sup> July, 2018 )

### Guidelines for Overall Grading :

Teaching	Co-curricular and Extra-curricular Activities	Overall Grade
GOOD	GOOD	GOOD
GOOD	SATISFACTORY	GOOD
SATISFACTORY	GOOD	SATISFACTORY
SATISFACTORY	SATISFACTORY	SATISFACTORY
NOT SATISFACTORY in either of one or both activities		NOT SATISFACTORY

*Note : All approved leave is exempted for the purpose of grading purpose*

OVERALL GRADING for Academic Year 20 \_\_\_\_ - 20 \_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

No.	Criteria	Grade
1.	<b>Teaching</b> As per overall remark of Criteria – I ( Serial No. 1 )	
2.	<b>Co-curricular and Extra-curricular Activities</b> As per overall remark of Criteria – I ( Serial No. 2 )	
<b>Overall Grade</b> ( As per <u>Guidelines for Overall Grading</u> stated above )		

Teacher' Sign

HOD's Sign

IQAC Co-Ordinator's Sign

Overall Grade to be written by Principal \_\_\_\_\_  
( Pls. mention Good or Satisfactory or Not Satisfactory )

College Stamp

PRINCIPAL









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CRITERIA – III .... continued

### 3. Creation of ICT Mediated Teaching-learning Pedagogy and Content and Development of New and Innovative Courses and Curricula

#### (a) Development of Innovative pedagogy

Sr. No.	Description of Pedagogy & Content, Development of New / Innovative Courses	Beneficiary Institution	Academic Level	Self API Score	Verified API Score
1.					
2.					

#### (b) Design of New Curricula and Courses

Sr. No.	Description of Pedagogy & Content, Development of New / Innovative Courses	Beneficiary Institution	Academic Level	Self API Score	Verified API Score
1.					
2.					



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CRITERIA - III .... continued

## (c) MOOCs

Sr. No.	Descrip on of MOOCs (as described below)	Cer ca on Number & Date	Academic Level	Self API Score	Verl ed API Score
1.					
2.					
3.					
4.					
5.					

## (d) E-Content

Sr. No.	Descrip on of E-content (as described below)	Cer ca on Number & Date	Academic Level	Self API Score	Verl ed API Score
1					
2					
3					
4					
5					



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CRITERIA - III .... continued

## 4. Research Guidance & Consultancy

### (a) Research Guidance

Sr. No.	Degree	Multiplying Factor	Number of Degrees		Self API Score	Verified API Score
1.	Ph.D completed ( 10 points per candidate )					
2.	Ph.D Dissertation / Thesis submitted ( 5 points per candidate )					
3.	M.Phil. or PG Dissertation - Degree awarded ( 2 points per candidate)					

### (b & C) Research Projects Ongoing/Completed

Sr. No.	Title	Funding Agency	Status ( Ongoing / Completed)	Grant Received ( Rs. In Lakhs )	Period	Self : API Score	Verified API Score
1							
2							
3							

### Consultancy

Sr. No.	Nature of Consultancy	Sponsoring Agency	Approval Letter & Date	Grant Received (Rs. Lakhs)	Permission Sought (Yes/No)	Self: API Score	Verified API Score
1.							
2.							

Guidelines : For Faculty of Science, Social Science & Humanities = 3 marks per Lakh.



# University of Mumbai

College Teachers Approval Unit (CTAU)

## Patents / Policy Documents & Awards & Fellowship

### a) Patents

Sr. No.	Title of Patent	Date & Number of Publication	Patent Awarding Authority	Level	Period of Patent	Self: API Score	Verified API Score
1.							
2.							

**Guidelines:** International Level = 10 marks, National Level = 7 marks.

### b) Policy Document (Submitted to National / International Organizations like UNO/ UNESCO / IBRD / IMF etc. or Central / State Government)

Sr. No.	Title of Policy Documents	Sponsoring / Beneficiary Agency	Level	Date of submission	Self: API Score	Verified API Score
1.						
2.						

**Guidelines:** International Level = 10 marks, National Level = 7 marks, State level = 4 marks.

### c) Awards / Fellowships

Sr. No.	Title of Award/Fellowship	Sponsoring Agency	Level	Approval No.& Date	Self: API Score	Verified API Score
1.						
2.						

**Guidelines:** International Level = 7 marks, National Level = 5 marks.



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College Teachers Approval Unit (CTAU)

(a) Invited lectures, Resource Person, Paper Presentation In Seminars / Conferences, & Full Paper in Conference Proceedings

(b) Paper Presentation in Seminars / Conferences or Published in Conference Proceedings (ANY ONE)

Sr. No.	Title of Research Paper	Title of Conference	Date of Conference	Sponsoring Agency	Level	Self: API Score	Verified API Score
1.							
2.							
3.							

(c) Invited Lectures or Resource Person

Sr. No.	Title of Conference	Invited Lectures or Resource Person	Date of Conference	Sponsoring Agency	Level	Self: API Score	Verified API Score
1.							
2.							
3.							

(d) Guidelines : Internal Level (Abroad) = 7 marks, Internal Level (Within Country) = 5 marks, National Level = 3 marks, State/University Level = 2 marks



## University of Mumbai

College Teachers Approval Unit (CTAU)

### Summary of Academic / Research Score

( Score Is to be derived from page 8 to page 14 )

Name of the Teacher : \_\_\_\_\_ A.Y. \_\_\_\_\_

No.	Particulars	API
(1)	Research Papers in Peer-Reviewed or UGC listed Journal	
(2)	Publications Other than Research Papers	
	(a) Books authored which are Published by Publisher	
	(b) Translation works in Indian & Foreign Languages by Qualified Faculties	
(3)	Creation of ICT Mediated Teaching-learning Pedagogy and Content & Development of New and Innovative Courses and Curricula	
	(a) Development of Innovative pedagogy	
	(b) Design of New Curricula and Courses	
	(c) MOOCs	
	(d) E-Content	
(4)	Research Guidance/Consultancy	
	(a) Research Guidance	
	(b & C) Research Projects Ongoing/Completed	
	(d) Consultancy	
(5)	Patents / Policy Documents & Awards & Fellowship	
	(a) Patent	
	(b) Policy Document	
	(c) Award / Fellowship	
(5)	Invited lectures, Resource Person, Paper Presentation in Seminars/Conferences & Full Paper in Conference Proceedings	
	(a) Paper Presentation in Seminars / Conferences or Published in Conference Proceedings (ANY ONE)	
	(b) Invited Lectures or Resource Person	
<b>ACADEMIC / RESEARCH SCORE DURING THE CURRENT ACADEMIC YEAR</b>		

Teacher' Sign

HOD's Sign

IQAC Co-Ordinator

PRINCIPAL

College Stamp