



Annual Assessment Report

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

For Academic Year : 20 - 20

University / College	
Teacher's Name	
Designation	
Department	

University of Mumbai

Teaching Appointments & Approval Section (TAAS)
Room No. 113, MG Road, Fort
Mumbai – 400 032.



CONTENTS

Sr. No.	PARTICULARS	Page. Nos.
1	PERSONAL INFORMATION	3
2	LEAVE RECORD	4 - 5
3	AAR - TEACHING RECORD	6 - 12
4	CRITERIA – I, TEACHING RECORD (REPORT)	13
5	AAR - EXTRA & CO – CURRICULAR ACTIVITIES – RECORD	14 - 15
6	CRITERIA –II, EXTRA & CO - CURRICULAR ACTIVITIES (REPORT)	16
7	<u>OVERALL GRADING</u> - ANNUAL ASSESSMENT REPORT (CRITERIA - I & CRITERIA – II)	17
8	CRITERIA – III – ACADEMIC/RESEARCH SCORE	18 - 24
9	<u>OVERALL GRADING</u> - ANNUAL ASSESSMENT REPORT (CRITERIA - I & CRITERIA – II)	25
10	SALARY RECORD	
11	INCOME FROM OTHER SOURCES	

Pls. Read the Govt. Resolution carefully before filing the Report.

- 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.**



PERSONAL INFORMATION

Name of the Teacher	
Present Designation	
Department	
Qualifications (<i>Starting from UG</i>)	<i>UG</i> <i>PG</i> <i>M.Phil.</i> <i>Ph.D</i>
Date of Appointment (<i>Initial Appointment</i>)	
Date of Appointment (<i>at Present post</i>)	
Basic Pay <i>as on <u>1st July</u> of every year</i>	
Languages Known	
Employee No./ Code	
GPF / NPS A/C No.	
Aadhar Card No.	
PAN Card No.	
Email Id.	
Mobile Nos.	
Emergency Contact	

Teacher's Sign.



LEAVE RECORD

Casual Leave (CL) & Half pay Leave (HPL)

Sr. No.	From	To	No. of Days	Nature of Leave	Reason for Leave	HoD initials
1				CL		
2				CL		
3				CL		
4				CL		
5				CL		
6				CL		
7				CL		
8				CL		
9				CL		
10				CL		
11				CL		
12				CL		
1				HPL		
2				HPL		
3				HPL		
4				HPL		
5				HPL		
6				HPL		
7				HPL		
8				HPL		
9				HPL		
10				HPL		

Teacher's Sign.



LEAVE RECORD

Duty Leave (DL) & Earned Leave (EL) & Any other Special Leave(SPL)

Sr. No.	From	To	No. of Days	Nature of Leave	Reason for Leave	HoD initials
1				DL		
2				DL		
3				DL		
4				DL		
5				DL		
6				DL		
7				DL		
8				DL		
9				DL		
10				DL		
11						
12						
13						
14						
15						
1				EL		
2				EL		
3				EL		

Teacher's Sign.



TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

UG Class : First Year (e.g. B A / B Com / B Sc)			UG Class : Second Year (e.g. B A / B Com / B Sc)		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - A			Total - B		

Teacher's sign.

Verified & found correct

College Stamp

Signature of the HOD

PRINCIPAL



TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

UG Class : Third Year (e.g. B A / B Com / B Sc)			UG Class : Forth Year (e.g. B A / B Com / B Sc)		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - C			Total - D		

Teacher's sign.

Verified & found correct



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Signature of the HOD

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TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

PG Class :.....Part – I (e.g. MA / M Com / M Sc)			PG Class :.....Part – II (e.g. MA / M Com / M Sc)		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - E			Total - F		

Teacher's sign.

Verified & Found Correct



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TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

UG Class : First Year (e.g. B E)			UG Class : Second Year (e.g. B E)		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - G			Total - H		

Teacher's sign.

verified & found correct



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TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

UG Class : Third Year (e.g. B E)			UG Class : Forth Year (e.g. B E)		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - I			Total - J		

Teacher's sign.

Verified & found correct

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TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

PG Class :..... First Year (e.g. M E, MBA, MMS)			PG Class :..... Second Year (e.g. M E, MBA, MMS)		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - K			Total - L		

Teacher's sign.

Verified & found correct



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TEACHING RECORD

(Mandatory requirement for assessment of Criterion – 1)

Post PG Class : <i>M.Phil.</i>			Post PG Class : <i>Ph.D.</i>		
Month	Lectures Allotted	Lectures Taken	Month	Lectures Allotted	Lectures Taken
June			June		
July			July		
August			August		
September			September		
October			October		
November			November		
December			December		
January			January		
February			February		
March			March		
April			April		
May			May		
Total - M			Total – N		

Teacher's sign

Verified & found correct



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Assessment Criteria – I (TEACHING RECORD)

(Pls. refer Appendix – II Table – 1)

(To be supported by weekly lectures plan & 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’s 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

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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	Examinations and Evaluation duties assigned by the College / University or attended 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's sign.

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's sign.

Verified & found correct

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Assessment Criteria – II

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

Activity	Assessment (Yes / No)	
	Self	Principal
Involvement in the University / College students related activities / research activities:		
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's 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)

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Signature of the HOD

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ANNUAL ASSESSMENT REPORT
(As per the UGC Guidelines dated 18th 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 grading purpose

OVERALL GRADING for Academic Year 20____ - 20 ____

Name : _____ Designation : _____

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

Teacher's sign.

HOD's sign.

IQAC Coordinator's sign.

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

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CRITERIA – III

ACADEMIC / RESEARCH SCORE

(Pls. refer Appendix – II Table - 2 of GR dated. 8th March, 2019)

1. Research Papers in Peer-Reviewed or UGC listed Journal

Sr. No.	Title with Page Nos.	Title of the Journal	ISSN/ISBN No.	Peer Reviewed / UGC List No. & Impact Factor	No. of Co-authors	Are you the main author	Self API Score	Verified API Score
1.								
2.								
3.								
4.								
5.								

CRITERIA – III continued



2. Publications Other than Research Papers

(a) Books authored which are Published by Publisher

Sr. No.	Title with Page Nos.	Name of Publishers	ISSN/ISBN No.	National/International Level	No. of Co-authors	Are you the main author	Self API Score	Verified API Score
1								
2								
3								
4								
5								

(b) Translation works in Indian & Foreign Languages by Qualified Faculties

Sr. No.	Title with Page Nos.	Name of Publishers	ISSN/ISBN No.	National/International Level	No. of Co-translators	Are you the main translators	Self API Score	Verified API Score
1								



Teaching Appointments & Approval Section (TAAS)
Fort, Mumbai – 400 032
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 AP I 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 AP I Score	Verified API Score
1.					
2.					



**CRITERIA – III
continued**

(c) MOOCs

Sr. No.	Description of MOOCs (as described below)	Certification Number & Date	Academic Level	Self API Score	Verified API Score
1.					
2.					
3.					
4.					
5.					

(d) E-Content

Sr. No.	Description of E-content (as described below)	Certification Number & Date	Academic Level	Self API Score	Verified API Score
1					
2					
3					
4					
5					

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.							

University of Mumbai



Teaching Appointments & Approval Section (TAAS)
Fort, Mumbai – 400 032

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



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.



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



Summary of Academic / Research Score

(Score is to be derived from page 18 to page 24)

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	
ACADEMIC / RESEARCH SCORE DURING THE CURRENT ACADEMIC YEAR		

Teacher's sign.

HOD's sign.

IQAC Co-Ordinator

PRINCIPAL



College Stamp

RECORD OF MEETINGS

Sr. No.	Date & Time of Meeting	Nature of meeting (Senate, MC, AC, BoS, etc)	Attended in the capacity
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Teacher's sign.

College Stamp

HoD / PRINCIPAL



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : June	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : July	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : August	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : September	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : October	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : November	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : December	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : January	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : February	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15					



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : March	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : April	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			



For personal Use

Academic Year : 2019 - 20		Daily Diary		Month : May	
01		16			
02		17			
03		18			
04		19			
05		20			
06		21			
07		22			
08		23			
09		24			
10		25			
11		26			
12		27			
13		28			
14		29			
15		30			
		31			

Teacher' Sign

College Stamp

HoD / PRINCIPAL