

**No. B.12015/1/2023-HTE/2**  
**GOVERNMENT OF MIZORAM**  
**HIGHER & TECHNICAL EDUCATION DEPARTMENT**  
**MIZORAM : AIZAWL**

Dated Aizawl, the 28<sup>th</sup> Feb., 2025

**CIRCULAR**

Instances have come to the notice of the Government that various omissions and clerical mistakes often occur while filling up the Annual Performance Assessment Report (APAR) under UGC Regulations, 2018, and API-based PBAS under UGC Regulations, 2010. These errors often create difficulties in the examination and processing of placement/promotion cases under Career Advancement Scheme (CAS) among HEI teachers. Henceforth, the following points should be kept in mind while filling out the API/APAR formats and during their screening by the Screening-cum-Evaluation Committee and the Selection Committee:-

1. The officer filling the API/APAR form should accurately write his/her name. For instance, if the official name of a teacher is C. Lalnunmawia, it should be written as C. Lalnunmawia in the API/APAR format, not as Lalnunmawia or Lalnunmawia Chhakchhuak (even if "C" stands for Chhakchhuak).
2. The officer filling out the API/APAR form should correctly enter all personal details, including the date of entry into service, last date of promotion, department/subject, and place of posting, etc., as required in the format.
3. Only those activities performed within the reporting period should be recorded for that particular year of API/APAR. For instance, if a teacher attended a refresher course from 16<sup>th</sup> to 20<sup>th</sup> September, 2023, this training should be reflected in the API for the Academic Year 2023-2024 (July 2023 - June 2024), not in the API for the Academic Year 2024-2025.
4. The IQAC Coordinators in various HEIs up to the Directorate of H&TE should carefully verify the name, date of entry into service, last date of promotion, department/subject, and place of posting, and various other entries made in the API/APAR format including publication of journals, etc., of each teacher. Further, the IQAC Coordinators up to the Directorate of H&TE should ensure that the scores/grades claimed by the teachers are in alignment with the

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relevant UGC Regulations. There should be no clerical mistakes in summing up the scores/grades claimed by the teachers.

5. The Screening-cum-Evaluation Committee/ Screening-cum-Evaluation, while preparing the minutes of the meeting, should ensure that the names of teachers are not interchanged in the records.
6. The record of scores/gradings claimed in the Screening-cum-Evaluation Committee and the Selection Committee minutes should be exactly the same as the claimed of the concerned teacher in his/her API/APAR format. There should be no clerical mistakes, deviations, or alterations in the score/grading claimed by the teacher at any stage of recording in the Screening-cum-Evaluation Committee/ Selection Committee.
7. Teachers filling out the API/APAR form should attach all relevant supporting documents for the activities entered by himself/herself, such as certificates for training programmes, research papers, journal publications, and co-curricular activities (e.g., guiding students in a football match). Further, every Principal should issue an official order whenever a teacher is assigned to lead students in co-curricular activities (such as football, hockey, inkawibah, insuknawr, etc.) to provide supporting documentation for API/APAR submissions.
8. Teachers applying for promotion from Assistant Professor (Stage-1) to Assistant Professor (Stage-2) should attach their duly attested educational certificates and mark sheets from HSLC onwards up to their highest level of education / professional courses attended, including NET/ SLET/ SET/ M.Phil./ Ph.D certificates, etc. This requirement does not apply to teachers applying for promotion from Assistant Professor (Stage-2) to Assistant Professor (Stage-3) and beyond. However, teachers applying for promotion/placement to Associate Professor and Professor as per UGC Regulations, 2018 should attach their respective Ph.D. notification or relevant documents confirming the awarding of the degree.
9. Every application for promotion/placement should bear the dated signature of the applicant, along with the dated signature and seal of the concerned Principal who receives the application.
10. For placement from Assistant Professor (Stage-1) to Assistant Professor (Stage-2) and Assistant Professor (Stage-3), every page of the Screening-cum-Evaluation Committee minutes should bear the dated signature and seal of the concerned Principal of the Institution. Similarly, every page of the Screening-cum-Evaluation Committee and the Selection Committee minutes for



promotion/placement to Associate Professor and Professor should bear the dated signature and seal of the Joint Director (QAC).

11. No teacher should participate in the Screening-cum-Evaluation Committee /Selection Committee meeting when his/her own case is under consideration.

This issues as per decision meeting of Officers under this Department held under the Chairmanship of the Hon'ble Minister, H&TED on dt. 17.02.2025.

**Sd/-H. LALENGMAWIA**

Commr. & Secretary to the Govt. of Mizoram

**Memo No. B.12015/1/2023-HTE/2      Dated Aizawl, the 28th Feb., 2025**

Copy to:-

1. The P.S. to Minister, Higher & Technical Education Department.
- ✓ 2. The Director, Higher & Technical Education.
3. The Joint Director (QAC), Dte. Of H&TE.
4. The Principal, all Govt. Colleges/Institutions (They are informed to circulate copy of the Circular to all the IQAC Coordinator and teachers under their respective establishments. They should display a copy of the Circular to their respective Office Notice Board and the official websites of the Colleges/HEIs.)
5. All concerned file pertaining to promotion/placement of College/HEI teachers in the Administrative Department of H&TE.
6. Office copy.
7. Guard file.

  
(ZAHMINGTHANGA)

Under Secretary to the Govt. of Mizoram