University of Mumbai

Statistical Unit

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Room No. 202, 2nd Floor,
University of Mumbai,
Fort, M.G. Road,
Mumbai - 400 032.

No. UDSTAT/ICD/2018-19/ **85** of 2018

Date: 5th October, 2018

MOST URGENT

Circular :

Subject : Management Information System (MIS) for the Academic Year 2018-19.

Ref. No. : क.उशिसं/सांख्यिकी/एमआयएस/२०१८-१९/१६८२३, दिनांक २७ सप्टेंबर, २०१८.

Sir,

The Directors/Heads of the University Departments, Centres/ Institutions, Ratnagiri Sub-Centre, Thane Sub-Centre, Sir J.J.College of Architecture, the I/c Librarian, University Library, the Controller of Examinations, the Finance & Account Officer, All the Deputy Registrar's, the Controller of Printing & Stationary, the University Engineer, All the Assistant Registrar, and the Officers in-charge of the different Sections/ Units of the Registrar's Office are hereby informed that the online information of MIS for the academic year 2018-19, which is required by Directorate of Higher Education, Pune, **as early as possible.**

Therefore, I am to request you to instruct to furnish the said format-wise information to all working staff members (Permanent/Temporary) those who are under your control.

The prescribed format is attached herewith the said circular and also available on our website (Circulars for University Staff) and send it to our email address i.e. supt.statunit@gmail.com and also send hard copy to the Nodal Officer/Superintendent, Statistical Unit, Room No.202, Second Floor, University of Mumbai, Fort, Mumbai- 400 032, on or before **31st October, 2018.**

Nodal officer
(AISHE/MIS Cell)

Name of the Employee	
Department/Section/Unit name-	
Office Contact No.	
Mobile No.	
Service Book No.	
Employee No.	
Pan No.	
Residence Address	

Non- Teaching Employee Profile Details 2018-19

(Permanent/Temparory Staff Only)

Sr. No.	INDEX	Employee Details
1	Current Year:	2018-19
2	Name of Department/Section/Unit	
3	Name:	
4	Gender:	
5	Staff Type:	
6	Designation:	
7	Joining Date:	
8	Birth Date:	
9	Highest Qualification:	
10	Highest Qualification Date:	
11	Selection Type (Cadre):	
12	Employment History - Post:	
13	Employment History - Tenure:	
14	Employee ID:	
15	UID:	
16	Voter ID:	
17	Current Pay Grade:	
18	Name Of Current College / Office:	
19	Joining Date Current Office:	
20	Approval Order No & Date For Post:	

	Employee Disability / Caste Category and Reporting Tenure Details	
21	Is Employee Disabled: (Yes/No)	
22	Employee Disability Type:	
23	Employee Caste Category:	

	Employee Salary Details	
24	Name:	
25	Month:	
26	Designation:	
27	Pay Grade:	
28	Basic Pay:	
29	Grade Pay:	
30	Dearness Allowance:	
31	HRA:	
32	City Allowance:	
33	Vehicle Allowance/T.A	
34	Other Allowances:	
35	Grand Total Salary:	

Name of the Employee	
Department/Section/Unit name	
Office Contact No.	
Mobile No.	
Service Book No.	
Employee No.	
Pan No.	
Residence Address	

Teaching Employee Profile Details 2018-19

(Permanent/Temparory Staff Only)

Sr. No.	INDEX	Employee Details
1	Name of Department/Section/Unit	
2	Professor / Officer Name:	
3	Gender:	
4	Staff Type:	
5	Designation:	
6	Joining Date:	
7	Course Type: (Certificate Course /Diploma / PG/UG/Interated course)	
8	Professor Subjects:	
9	Birth Date:	
10	Highest Qualification:	
11	Highest Qualification Date:	
12	Selection Type (Cadre): (CAS/Direct/Local Committee/MPSC Other)	
13	Employment History - Post:	
14	Employment History - Tenure:	
15	Appointment Type: (ADHOC/CHB/Demonstrator/ Part Time/Regular/Temporary/tutor)	
16	Employee ID:	
17	UID:	
18	Voter ID:	
19	Is PHD Research Guide:	
20	Is M.Phil Research Guide:	
21	Current Pay Grade:	
22	Senior Pay Scale Sanctioned:	
23	Selection Pay Scale Sanctioned:	
24	Name Of Current College / Office:	
25	Joining Date Current Office:	
26	Employee at present not in service:	
27	Approval Order No & Date For Post:	

Employee Disability / Caste Category and Reporting Tenure Details

28	Is Employee Disabled: (Yes/No)	
29	Employee Disability Type:	
30	Employee Caste Category:	

Details on Hourly Basis For Teaching Staff

31	Part Time Employee Type: (Ad Hoc/Contract/Demontrator/Part Time/Temporary/Tutor/ Visiting Teacher (CHB)	
32	Subject For Hourly Basis:	
33	Hours Taken :	
34	Per Hour Rate:	
35	Due Amount:	

Employee Salary Details

36	Professor Name:	
37	Current Year:	2018-19
38	Month:	
39	Designation:	
40	Pay Grade:	
41	Basic Pay:	
42	Grade Pay:	
43	Dearness Allowance:	
44	HRA:	
45	City Allowance:	
46	Vehicle Allowance:	
47	Other Allowances:	
48	Total Salary:	