



**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K**

JAK-SPARROW online APAR system for all the Gazetted officers of the J&K is on the portal <https://jaksparrow.jk.gov.in>

Online resources (video clips) pertaining to various aspects of JAK SPARROW can be viewed via below mentioned link

<https://youtube.com/channel/UCtAhQzDKPUldRlIO18EHvbA>



**Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, Jammu**

Subject: Online filing of APRs of Gazette I Officers-reg.

**Reference: General Administration Department Circular No: 53-
JK(GAD) of 2021 Dated: 09.12.2021**

Circular No: 02

Dated: 02.06.2022

The General Administration Department vide its Circular No: 53-JK(GAD) of 2021 Dated: 09.12.2021 regarding online filing of APRs of Gazetted officers in the Union Territory of Jammu and Kashmir had issued instructions regarding updating of CPIS records. Accordingly all the Drawing and Disbursing officers of Higher Education Department were impressed upon to ensure updation of the requisite information of all the gazetted officers on the web link <https://jkcpis.nic.in/> accessible to them. However, it has been observed that after a lapse of considerable time, data of all the Gazetted officers has not yet been filled up/updated.

Accordingly it is again impressed upon all the Drawing and Disbursing officers of the department to update the data of all Gazetted officers on the CPIS portal by June 10 positively. It is also clarified that filling up of the above data is a prerequisite to online submission of APRs. All concerned are also informed that in view of the decision to shift all APRs to electronic mode, no APRs for the year 2021-22 and beyond shall be accepted manually.

Pardeep Singh Chib (JKAS)

**Additional Secretary to the Government
Higher Education Department**

No : HED-Gen/128/2022-04-HED

Dated : 02-06-2022

Copy to the:

1. Director Colleges, Higher Education Department, J&K.
2. PS to Principal Secretary to the Government, Higher Education Department.
3. PS to Principal Secretary to the Government, General Administration Department.

Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, Jammu

NOTIFICATION

Jammu, the 21st of April 2014.

SRO 124 .-In exercise of the powers conferred by the proviso to section 124 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that Schedule I and Schedule II appended to the Jammu and Kashmir Education (Gazetted) College Service Recruitment Rules, 2008 issued vide notification SRO 423 of 2008 dated 23-12-2008 shall be substituted by Schedule I and Schedule II annexed to this notification.

By order of Government of Jammu and Kashmir.

Sd/-
(Sheikh Mushtaq Ahmad) IAS
Secretary to Government
Higher Education Department
Date 21 -04- 2014.

No.HE-Coll/774/RR/Amnd/2013.

Copy to the:-

1. Advocate General J&K.
2. Principal Resident Commissioner, 5-Prithvi Raj Road, New Delhi.
3. All Financial Commissioners.
4. All Principals Secretaries to Government.
5. Principal Secretary to Chief Minister.
6. Chief Electoral Officer, J&K.
7. All Commissioner/Secretaries to Government.
8. Secretary to Hon'ble Governor.
9. Divisional Commissioner, Jammu/Kashmir.
10. Principal Accountant General, J&K.
11. Commissioner of Vigilance J&K.
12. Secretary to Chief Justices, J&K, High Court, Jammu.
13. Registrar General J&K, High Court, J&K, Jammu.
14. All Head of Departments/Managing Directors/Chief Executive of State PSUs/Autonomous bodies.
15. Secretary J&K, Public Service Commission.
16. Secretary J&K legislative Assembly/legislative Council.
17. Director Information J&K, Jammu.
18. General Manager Government Press for publication in Government Gazette.
19. Principal Pvt. Secretary to Chief Secretary.

(Anil Salgotra)

Deputy Secretary to Government
Higher Education Department

ANNEXURE – 'A' TO NOTIFICATION SRO 124 DATED 21-04-2014.

SCHEDULE -I

S. No.	Designation of the post	Pay Band with Grade Pay	No. of Posts
1	Director (Colleges)	37,400-67,000+GP of 10,000	1
2	Principal	37,400-67,000+GP of 10,000	95
3	Associate Professor	37,400-67,000+GP of 9,000	3491
	Assistant Professor (Selection Grade I)	15,600-39,100+GP of 8000	
	Assistant Professor (Senior Scale)	15,600-39,100+GP of 7000	
	Assistant Professor	15,600-39,100+GP of 6000	
4	Physical Training Instructor (Selection Grade II)	37,400-67,000+GP of 9000	95
	Physical Training Instructor (Selection Grade I)	15,600-39,100+GP of 8000	
	Physical Training Instructor (Senior Scale)	15,600-39,100+GP of 7000	
	Physical Training Instructor	15,600-39,100+GP of 6000	
5	Librarian (Selection Grade II)	37,400-67,000+GP of 9000	95
	Librarian (Selection Grade I)	15,600-39,100+GP of 8000	
	Librarian (Senior Scale)	15,600-39,100+GP of 7000	
	Librarian	15,600-39,100+GP of 6000	
Total			3777


 (Anil Salgotra)

Deputy Secretary to Government
 Higher Education Department

ANNEXURE - 'B' TO NOTIFICATION SRO 124 DATED 21-04-2014.

Schedule II

Class	Category	Designation	Pay Band with Grade Pay	Minimum qualification for direct recruitment	Method of recruitment
I	A	Director Colleges	Rs.37,400-67,000 +10,000		By selection on the basis of merit, suitability and integrity from amongst the Principals of Colleges with at least three years service as such.
	B	Principal	Rs.37,400-67,000 +10,000		
II	A	Associate Professor	Rs.37,400-67,000 +9,000		<p>By promotion, from Class-III category (A) having at least three years service as such, subject to the conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:</p> <p>a. Minimum API scores using PBAS scoring proforma prescribed by the UGC.</p> <p>b. At least three publications in the entire period as Assistant Professor (12 years). However an exemption of one and two publications will be given to Teachers with M.Phil and Ph.D. respectively.</p> <p>c. One course/Programme from among the categories of Refresher courses, Methodology workshops, Training, Teaching - learning Programmes, Soft Skill</p>



				Development Programmes of minimum of one week duration.
	B	Physical Training Instructor (Selection Grade- II)	Rs.37,400-67,000 +9000	By promotion from Class-III Category (B), having at least three years service as such subject to the conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time: a) Minimum API scores using PBAS scoring proforma prescribed by the UGC. b) At least three publications in the entire period as Physical Training Instructor (12 years). However an exemption of one and two publications will be given to Teachers with M.Phil and Ph.D. respectively.
	C	Librarian (Selection Grade- II)	Rs.37,400-67,000 + 9,000	By promotion from Class-III Category (C) having at least three years service as such, subject to the conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:- a) Minimum API scores using PBAS scoring proforma prescribed by the UGC. b) At least three publications in the entire period as Librarian (12 years). However an exemption of one and two publications will be given to Teachers with M.Phil and Ph.D. respectively.
III	A	Assistant Professor (Selection Grade- I)	Rs.15,600-39,100 +8,000	By placement through a process of Selection, by a selection Committee to be constituted by the Administrative Department for the purpose, from Class-IV Category (A) having at least five years service as such subject to the conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:



				<p>a) Consistently satisfactory performance appraisal reports.</p> <p>b) Participated in two Refresher courses of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. However, where the requirement of Refresher course has remained incomplete, the placement would not be withheld, but these must be completed within two years from the date of placement</p>
B	Physical Training Instructor (Selection Grade- I)	Rs.15,600-39,100 + 8,000		<p>By placement through a process of Selection, by a Selection Committee to be constituted by the Government for the purpose, from Class-IV Category (B) having at least five years service as such subject to the conditions as laid down by the UGC notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:-</p> <p>a) Consistently satisfactory performance appraisal reports;</p> <p>b) Participated in Two Refresher course of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. However, where the requirement of Refresher course has remained incomplete, the placement would not be withheld but these must be completed within two years from the date of placement.</p>
C	Librarian (Selection Grade- I)	Rs.15,600-39,100 +8,000		<p>By placement through a process of Selection, by a Selection Committee to be constituted by the Administrative department for the purpose, from Class-IV Category (C) having at least five years</p>

				<p>service as such subject to the conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:-</p> <p>a) Consistently satisfactory performance appraisal reports;</p> <p>b) Participated in Two Refresher course of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as .may be specified or approved by the UGC. However, where the requirement of Ref. course has remained incomplete, the placement would not be withheld, but these must be completed within two years from the date of placement.</p>
IV	A	Assistant Professor (Senior Scale)	Rs.15,600-39,100 +7,000	<p>By placement through a process of Selection, by a Selection Committee to be constituted by the Administrative Department for the purpose, from Class-V Category (A)/(B)/(C) having at least six years service as such and in the case of Ph.D and M.Phil degree holders four years and five years service respectively as such, subject to the conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:-</p> <p>a) Consistently satisfactory performance appraisal reports;</p> <p>b) Participated in One Orientation course and one Refresher course of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Those with Ph.D degree would be exempted from</p>



				<p>Refresher Course. However, where the requirement of Orientation/ Refresher course has remained incomplete, the placement would not be withheld, but these must be completed within two years from the date of placement.</p> <p>By placement through a process of Selection by a Selection Committee to be constituted by the Administrative department for the purpose, from amongst Class-V Category (D) having six years service as such, four years and five years in the case of Ph.D & M.Phil degree holders respectively, subject to the conditions as laid down by the UGC notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:</p> <p>a) Consistently satisfactory performance appraisal reports;</p> <p>b) Participated in One Orientation course and one Refresher course of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Those with Ph.D degree would be exempted from Refresher Course. However, where the requirement of orientation/Ref. course has remained incomplete, the placement would not be withheld, but these must be completed within two years from the date of placement.</p>
B	Physical Trainings Instructor (Senior Scale)	Rs.15,600-39,100 +7,000		
C	Librarian (Senior Scale)	Rs.15,600-39,100 +7,000		<p>By placement through a process of Selection, by a Selection Committee to be constituted by the Administrative department for the purpose, from Class V Category (E) having at least six years service as such, four years and five years in the case of Ph.D & M.Phil degree holders respectively, subject to the</p>

				<p>conditions as laid down by the UGC, notified on 30.06.2010 as stipulated below or as may be notified by the UGC from time to time:-</p> <p>a) Consistently satisfactory performance appraisal reports;</p> <p>b) Participated in One orientation course and one Refresher course of at least 3-4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC. Those with Ph.D degree would be exempted from Refresher Course. However, where the requirement of orientation/ Refresher course has remained incomplete, the placement would not be withheld, but these must be completed within two years from the date of placement.</p>
V	A	<p>Assistant Professor (All disciplines except those mentioned herein after)</p>	<p>Rs.15,600-39,100 +6000</p> <p>a) Good academic record as defined by the concerned university with at least 55% marks {50%, excluding any grace marks, in case of Scheduled Caste/Scheduled tribe/Differently-abled (Physically and Visually differently abled) Categories/ Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991. } or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree level in the relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.</p> <p>b) The candidate must have cleared NET/SLET/SET conducted by the UGC, CSIR /AIU.</p>	<p>By Direct Recruitment</p>



				<p>c) The candidates who are, or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree regulations), 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET.</p> <p>d) NET / SLET / SET shall also not be required for such Master's Programmes in disciplines for which NET / SLET / SET is not conducted.</p>	
B	Assistant Professor (Music)	Rs.15,600-39,100 +6,000	<p>a) Good academic record as defined by the concerned university with at least 55% marks {50%, excluding any grace marks, in case of Scheduled Caste/Scheduled tribe/Differently-abled (Physically and Visually differently abled) Categories/ Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991 } or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree level in the relevant subject from an Indian / foreign University.</p> <p>b) The candidate must have cleared NET/SLET/SET conducted by the UGC, CSIR /AIU</p> <p>e) NET / SLET / SET shall also not be required for such Master's Programmes in disciplines for which NET / SLET / SET is not conducted.</p> <p>f) The candidates who are, or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for</p>	By Direct Recruitment	

			<p>Award of Ph.D degree regulations), 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET.</p> <p>OR</p> <p>a) A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:</p> <ol style="list-style-type: none"> I. Studied under noted / reputed traditional masters and has thorough knowledge to explain the subject concerned; II. A high-grade artist of AIR / TV; and III. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline. 	
C	Assistant Professor (Management and Business Administration)	Rs.15,600-39,100 +6,000	<p>Essential:</p> <p>a) Master's Degree in Business Management / Administration / in a relevant management related discipline or two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC with 60% marks {55%, excluding any grace marks, in case of Scheduled Caste/Scheduled tribe/Differently-abled (Physically and Visually differently abled) Categories/ Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991 }</p> <p>OR</p> <p>a) Graduate and professionally qualified</p>	By Direct Recruitment

			<p>Chartered Accountant / Cost & Works Accountant / Company Secretary of the concerned / statutory bodies with 60% marks {55%, excluding any grace marks, in case of Scheduled Caste/Scheduled tribe/Differently-abled (Physically and Visually differently abled) Categories/ Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991 }</p> <p>Desirable:</p> <p>a) Teaching, research, industrial and / or professional experience in a reputed organization;</p> <p>b) Papers presented at Conferences and /or published in referred journals.</p>	
D	Physical Trainings Instructor	Rs.15,600-39,100 +6,000	<p>a) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks {50%, excluding any grace marks, in case of Scheduled Caste/Scheduled tribe/ Differently-abled (Physically and Visually differently abled) Categories/ Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991} or an equivalent grade in a point scale wherever grading system is followed with a consistently good academic record.</p> <p>b) Has represented the University / College at the inter-university / collegiate competition or the State and / or national championship.</p>	By Direct recruitment



		<p>c) The candidate must have cleared NET/SLET/SET conducted by the UGC, CSIR /AIU.</p> <p>c) Passed the physical fitness test as per standards prescribed here under:</p> <p>i) NORMS FOR MEN:</p> <p>12 Minute Run/Walk Test</p> <table border="1"> <tr> <td>Upto 30 year of age</td> <td>1800metre</td> </tr> <tr> <td>Upto 40 year of age</td> <td>1500metre</td> </tr> <tr> <td>Upto 45 year of age</td> <td>1200metre</td> </tr> </table> <p>ii) NORMS FOR WOMEN:</p> <p>8 Minute Run/Walk Test</p> <table border="1"> <tr> <td>Upto 30 year of age</td> <td>1000metre</td> </tr> <tr> <td>Upto 40 year of age</td> <td>800metre</td> </tr> <tr> <td>Upto 45 year of age</td> <td>600metre</td> </tr> </table> <p>Provided that a candidate who is required to undertake the physical fitness test shall produce a medical certificate certifying to the effect that he/she is medically fit for undertaking such test, before actually undertaking the said test.</p> <p>d) The candidates who are, or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree regulations), 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET.</p>	Upto 30 year of age	1800metre	Upto 40 year of age	1500metre	Upto 45 year of age	1200metre	Upto 30 year of age	1000metre	Upto 40 year of age	800metre	Upto 45 year of age	600metre	
Upto 30 year of age	1800metre														
Upto 40 year of age	1500metre														
Upto 45 year of age	1200metre														
Upto 30 year of age	1000metre														
Upto 40 year of age	800metre														
Upto 45 year of age	600metre														

E	Librarian	Rs.15,600-39,100 +6,000	<p>a) Good academic record with knowledge of Computerization of Library, having at least 55% marks {50%, excluding any grace marks, in case of Scheduled Caste/Scheduled tribe/ Differently-abled (Physically and Visually differently abled) Categories/ Ph.D degree holders, who have obtained their Master's Degree prior to 19th September 1991} or an equivalent grade in a point scale wherever grading system is followed, at the Master's Degree level Library Science / Information Science / Documentation Science, or an equivalent professional degree from an Indian / accredited foreign University.</p> <p>b) The candidate must have cleared NET/SLET/SET conducted by the UGC, CSIR /AIU.</p> <p>The candidates who are, or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree regulations), 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET.</p>	By Direct Recruitment
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This notification shall come into force from the date of its issuance.

Sd/-
(Sheikh Mushtaq Ahmad) IAS
Secretary to Government
Higher Education Department

(Signature)
Dy. Secretary to Govt.
Higher Education Department

Rohit Kansal, IAS
Principal Secretary
Tel. : 0194-2506136, 2506062



Government of Jammu & Kashmir,
Higher Education Department
Civil Secretariat, Srinagar- 190001

D.O.No: PS/Pr.Secy./HE/2022

Dated: 01.07.2022

Subject: Making 2022 the Year of Academic Excellence: *Academic reforms for improving quality of learning and teaching in the Higher Education Department.*

Dear _____

As you are aware, the National Education Policy 2022 aims to make India a global knowledge superpower by making our higher education ecosystem more flexible, holistic, and multi-disciplinary. The NEP is based on the concepts of Access, Equity, Quality, and Accountability.

In line with the vision of the NEP 2020, the Higher Education department, J&K has initiated a series of reforms for improving the quality of learning and teaching in all Government Institutions. I am enclosing along with this letter a detailed Circular (**Annexure A**) containing a set of guidelines and suggested actions which the Principals and faculty members need to take in order to further improve the quality of instruction. These actions include steps towards Achieving Academic Excellence, Enhancing Skills and Employability of the students, encouraging Research, Innovation and a Start up Culture and finally rewarding effort and achievement. **I would expect you to carefully peruse the enclosed circular and ensure that the necessary actions are initiated in your college and that their progress is monitored regularly at your level.**

In addition to the above and in order to create a culture of excellence within the Higher Education ecosystem, we have also devised a **three step feedback process i.e. at students' level, faculty level and college level. The details are as under:**

a) Student Feedback

This is an anonymous student feedback process through a structured questionnaire. A Student must have at least 60% attendance to be eligible to fill this form. The feedback will be taken twice in a semester i.e. in Mid Semester- 45 days after the start of the semester and the second feedback at the end of Semester, i.e. 90 Days after the start of the semester. The anonymous feedback generated will be collated by the concerned Principal and final data (subject wise) will be shared with the concerned faculty. This will help the faculty understand the perspective of the learners and to further improve the teaching-learning process. The format of the student feedback form is enclosed with this letter as **Annexure B**

b) Faculty Evaluation and feedback

This is a quarterly feedback cum evaluation process where every faculty member is graded by the Principal on a series of parameters including teaching, research and participation in other college activities. Student feedback is an important component of this evaluation. The aim of this process is to provide objective feedback to the faculty and encourage them to build on their strengths and work on their lesser strengths. This will help create a culture of excellence within the Higher Education Ecosystem, so that everyone contributes to the best of the abilities and maintains the highest possible standards. The quarterly faculty evaluation shall be the basis of the Annual Performance Report (APR). The format for Faculty Evaluation and feedback is enclosed with this letter as **Annexure C**.

c) Institution Feedback

This exercise aims to capture feedback from the students as well as faculty members about their overall experience in the Institute in terms of infrastructure, services and other facilities. This feedback too is anonymous and has to be obtained quarterly i.e. 4 times in a year. The special feature of this feedback is that it is obtained from both the students and the teachers. I would expect every Principal to carefully peruse the responses and follow up on the inputs received. The format of the Institute feedback form is enclosed with this letter as **Annexure D**

I would expect you to personally ensure that all the actions outlined in the Circular at Annexure A are initiated in your college and monitored regularly by you. I would also like that feedback at each of the three levels described above is taken as per the formats (Annexures B, C D) enclosed and that the data is collated and used for improving the quality of learning and services. The Director Colleges would be sharing with you shortly the steps being taken to prepare a central dashboard to monitor the above actions and **rank the various colleges on the basis of the improvements being recorded by them.** I too would be keenly perusing the results of these actions.

I am confident that with our joint efforts, we will be able to make 2022, **The Year of Academic Excellence.**


With best wishes

Yours Sincerely
Sd/-
(Rohit Kansal)

All Principals

Copy to the:

1. Secretary to the Government, Planning, Monitoring and Development Department.
2. Additional Secretary to the Chief Secretary.
3. Director Colleges, Higher Education Department.
4. OSD With Advisor (B).


Principal Secretary to the Government
Higher Education Department

CIRCULAR

Making 2022 the year of Excellence in Higher Education

1. ACHIEVING ACADEMIC EXCELLENCE

a. NAAC Accreditation

All colleges to ensure NAAC Accreditation in academic year 2022-23

b. Academic Calendar

Uniform Academic Calendar finalized for UT of JK to be followed in letter and spirit from Academic Year 2022-23. The Calendar to be prominently displayed on the college website.

c. Capacity Building & Training

Capacity building programs for faculty and supporting staff to be carried out round the year. A minimum of 2 training programmes are compulsory for each faculty member in an academic year.

d. Student Feedback

Anonymous but structured student feedback mechanism to be introduced by all colleges as per the format provided by HED. Student feedback to be obtained twice (every 45 Days) per semester. The overall feedback of students will be shared with concerned faculty. Student feedback will form an input for faculty appraisal also.

e. Faculty Appraisal

Faculty appraisal per the format provided by HED to be adopted by every college. Monthly appraisal reports along with scores to be prepared for each faculty member and uploaded on the portal prepared for the purpose.

f. Collaborative Growth

Colleges will enter into collaborations and sign MOUs with sister colleges in other states to ensure academic growth and skill enhancement. Faculty and student exchange to be encouraged. Partnerships with Tamil Nadu which is the partner of J&K under *Ek Bharat Shershta Bharat* initiative are especially encouraged.

2. ENHANCING SKILLS AND EMPLOYABILITY

a. Skill Development and Vocational Courses

- (i) All colleges to offer skill and vocational courses
- (ii) While introducing courses, colleges may carry out an analysis of skill gap and needs of local industries.
- (iii) NSDC compliance and certification to be ensured
- (iv) Apprenticeship/practical training component to be an essential part of skill courses

b. Career Counseling & Placement Cells

- (i) Structured Career counseling and placement cells to be activated in all colleges
- (ii) A minimum of 4 counseling or placement sessions to be held in each college annually for the advice and guidance of the students.
- (iii) Sessions can be introduced jointly by colleges with larger colleges acting as Mentors and Hubs. The premier college of district will act as Hub and mentor for all other colleges in a district.
- (iv) Coaching and guidance for higher entrance tests, admissions to foreign universities and guidance for civil services to be provided
- (v) Soft Skill coaching to be initiated for enrolled students as an add on.

3. RESEARCH AND INNOVATION

a. Innovations And Start Up Culture

- (i) All colleges to initiate an innovation, research and startup ecosystem in a Hub and Spoke Model
- (ii) Older NAAC accredited colleges will be the hubs/mentors while newly established, younger colleges will be the spokes
- (iii) The mentor colleges, shall take initiative in research and innovation especially as per demands of area and support research in spoke colleges

4. MY COLLEGE MY PRIDE

a. Functional And Interactive Website

- (i) Each college to have an updated and interactive website.
- (ii) All relevant information on website to be updated in real time mode and the initiatives / activities carried out in a college to be uploaded on the website on regular basis.

b. ERP Implementation

- (i) Each college to ensure an up to date robust ERP/LMS Implementation. Wherever LMS has already been deployed same is to be kept functional and expanded into ERP.
- (ii) All operational matters involving students, faculty and staff e.g. admissions, time table management, examination management, feedback to be online.

c. Student Mentoring

Each student to be mentored by assigning student groups to a Faculty member.

d. Institutional Feedback

Each college to devise a mechanism for obtaining feedback from students on various facets of the Institution, including quality of instruction, infrastructure, maintenance, student support services etc. Feedback may be obtained from other stakeholder like faculty also

e. SWACHTA

Every college will ensure SWACHTA such as

- *Clean Toilets*
- *Safe and Clean Drinking Water.*
- *Deweeding of Lawns.*
- *Face-lifting of premises.*
- *Beautification of Campus.*
- *Clean / uncluttered Campus.*
- *Maintained Play Grounds for sports activities.*
- *Hygienic College Canteen.*
- *Installation of dustbins for proper disposal of garbage/ waste*

5. REWARDING EFFORT AND ACHIEVEMENT

- (i) All the colleges of UT of J&K will ensure that awards and accolades on above mentioned criteria are announced and transparently awarded to faculty, support staff, students and other stakeholders in order to create a healthy and competitive environment for growth and development.

STUDENT FEEDBACK

General Instructions

- This questionnaire has been designed to seek feedback from a student about the quality of teaching and learning.
- This feedback is fully anonymous. Data will be collated and final data will be shared with the faculty and administration to help them in understanding their strengths and working on their weaknesses.
- Every student response will be looked at with care and follow up on inputs will be top priority of college administration.
- This is an **ANONYMOUS FEEDBACK** meaning that no student identity will be visible on this form. A student need not identify himself/herself anywhere
- Carefully completing this questionnaire will help both teachers and students and will improve the overall process
- Student must have at least 60% attendance to be eligible to fill this form
- The periodicity of feedback will be as follows:

Feed Back - I	Mid Semester	After 45 Days of start of semester
Feed Back - II	End Semester	After 90 Days of start of semester

Dear Student,

Please fill in the details below. Please be objective and honest in your opinion while providing feedback about the faculty teaching you a particular course. An honest feedback will help improve the quality of teaching and learning.

Name of College				
Program You are enrolled in	UG	PG	IPG	Other
Name of Faculty about whom you are providing Feedback				
Course (Subject) Being Taught				
Semester with Batch				
Feed Back No.	I	II		
Date of Feedback				

Total number of lectures to be delivered in a semester as per syllabus	
Total number of lectures delivered by teacher up to completion of 45 Days (Mid-semester)	

Total number of lectures delivered by teacher up to completion of 90 Days (End-semester)	
Shortfall in number of Lectures Delivered by teacher up to completion of 45 days as per syllabus.	
Shortfall in number of Lectures Delivered by teacher up to completion of 90 days as per syllabus.	

IN THE FOLLOWING TABLE TICK (✓) THE APPROPRIATE CHOICE FOR EACH POINT

The scale is as follows

5	4	3	2	1	NA
Always	Often	Sometimes	Rarely	Never	Not Applicable/I cannot Answer

A.	PUNCTUALITY	5	4	3	2	1	NA	REMARKS if any
	My teacher:							
1.	Starts and ends class on time.							
2.	Completes syllabus of the course assigned for the period.							
3.	Schedules and informs students in advance about course layout, Tutorials, assignments, class test, quizzes, assessments etc, that may have to be conducted for the course and conducts them on time.							
B.	SUBJECT	5	4	3	2	1	NA	REMARKS if any
	My teacher:							
1.	Is well-prepared for class							
2.	His Communication skills are up to the mark.							
3.	Encourages students to ask questions.							
4.	Welcomes and answers questions posed by students clearly.							
5.	Checks during class to see if students understand the lecture							
6.	Encourages conduct of classroom discussions.							
7.	Encourages students to think and explore new ideas							
8.	Tries to create interest in the subject and tries to make class interactive.							
9.	Maintains discipline in the class.							
C.	ATTITUDE	5	4	3	2	1	NA	REMARKS if any
	My teacher:							

1.	Treats all students equally.							
2.	Responds to students when help is required by them even outside the class.							
3.	Extends help to students irrespective of gender, ethnicity & culture.							
4.	Inspires students towards ethical conduct and right actions							
5.	Is fair in evaluating students and does not discriminate							
6.	Helps me identify my strengths and weaknesses and guides me to improve.							
7.	Helps me develop soft skills, life skills and employability skills							
D.	Teaching Methodology	5	4	3	2	1	NA	REMARKS if any
My teacher:								
1.	Uses innovative teaching method like new software tools, digital gadgets, innovations in teaching .							
2.	Shares the Awards obtained by the students in the class tests or sectional tests							
3.	Returns Assessments of students, shares answer scripts of the class tests etc.							
4.	Encourages me to participate in extracurricular activities							
E.	LABORATORY INTERACTION (Only for Lab Courses)	5	4	3	2	1	NA	REMARKS if any
My teacher:								
1.	Regularly checks laboratory log books/ note books							
2.	Is Available in the laboratory for entire duration of laboratory hours							
3.	Helps the students in conducting experiments through set of instructions or demonstrations							
4.	Helps students in exploring the area of study involved in the experiment							
E.	CONDUCT OF TUTORIALS/ASSESEMENTS (Only for Non-Lab Courses)	5	4	3	2	1	NA	REMARKS if any
My teacher:								
1.	Regularly checks the Assignments given.							
2.	Is Available for conduct of tutorials.							
3.	Guides the students about assignments and discusses their performance.							
4.	Ensures that Tutorials and Assignments are based on subject content.							

What are the 3 things you like best about the teacher or his/her classes.

01	
02	
03	

What are the 3 areas where you think improvement/change is needed

01	
02	
03	

Overall how would you rank your teacher in the period under reference?

Outstanding	Very Good	Good	Average	Needs Improvement

July 01, 2022

Annexure-C

**Performance Report
Teaching Faculty/Librarian/PTI**

YEAR	
PERFORMANCE REPORT PERIOD (Jan-March/April-June/July-Sept/Oct-Dec))	

The aim of this feedback process is to create a culture of excellence within the Higher Education Ecosystem, so that everyone contributes to the best of the abilities and maintains the highest possible standards. Please remember that each respondent is competing with himself or herself and the aim is to be the best one can be.

Name			
CPISID			
Designation			
Level and Grade Payc			
Subject			
College			
Posted in the Institution since: (Month/Year)			
Mobile No.			
Email id			
Teaching at UG level	COURSE-I	COURSE-II	COURSE-III
Name of the course/s taught with number of credits			
Number of periods per course taken (Theory)			
Number of periods per course taken (Practical)			
Number of tutorials per course taken			
Teaching at PG level	COURSE-I	COURSE-II	COURSE-III
Name of the course/s taught with number of credits:			
Number of periods per course taken (Theory)			
Number of periods per course taken (Practical)			
Number of tutorials per course taken			
Teaching load mentioned in time table (number of classes allotted)			

Total number of classes conducted	
Reasons for shortfall, if any, in lectures and practicals assigned	
Student projects (lab or field based) completed	
Reading/ instructional material/ additional knowledge provided to students	
Any innovation introduced in the teaching of the course and/or demonstration of the practicals/ development of innovative pedagogy	
Any specific problem faced during teaching learning process in a particular class. If yes, initiatives and measures taken to resolve such problem/issues	
Any other departmental assignments completed besides teaching	
a)Contribution to curriculum development, improvement and course designing	
b)Examination duties assigned and performed (question paper setting, invigilation/ inspection/ evaluation etc.)	
c) Any out of class activity, interactive sessions, group discussions or other student related activities for augmenting their skills conducted	
Development of MOOCS (if any)	
a) Course coordinator of complete MOOCs in 4 quadrants (4 credit course)	
b) Subject matter expert/module/lecture contributed for a MOOC	
c) Development of e-Content in 4 quadrants for a complete course/e-book.	
d) Contribution to development of e-content module (at least one quadrant)	
e) Editor of e-content for complete course/paper/e-book	
Research Contributions	
a) Research guidance (acting as supervisor/co-supervisor)	
b) Research/ Consultancy projects undergoing/completed	
c) ResearchPapers Published	
d) Books,Book Chapters Published	

e) Papers presented in India/overseas	
f) Invited lectures	
g) Any Patent/fellowship/award obtained	
h) Any peer review process undertaken	
i) Editor/co-editor/member editorial board of any journal of your discipline. <i>Please give details</i>	
Faculty Development Attended Refresher Course/Orientation Course/FDP/Workshop/Seminar/Training course /Conference, Symposia etc <i>Please give details including name of institute/organizing body and also whether course(s) was online or in physical mode</i>	
Campus enrichment and administrative assignments	
a) Activities performed as part of Committee(s)	
b) Mentoring, guidance or career counseling course conducted	
c) Student Related Co-curricular, Extension, Field-Based Activities, Cultural, Sports	
d) Community activities or NSS, NCC etc	
Academic results in courses taught in last semester a) b) c) Please indicate %. Also indicate significant achievement including distinctions achieved if any	
Student Feedback Overall Score	
For PTIs Only	
List of Sports Activities Conducted Inter/Intra College	

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Sports-Related Achievements, Upgradation Of Sports Infrastructure	
For Librarians Only	
Procurement, Organization & Delivery of Knowledge & Information through Library Services	
Automation Progress, Databases, innovative methodologies, Library Reader Services, Onboarding of Library Services on College portal	
Any other Major Achievement, distinction which you would like to highlight	

Signature of Faculty

Performance Appraisal by the Principal for the Quarter

	Outstanding	Very Good	Good	Average	Needs Improvement
Grade Awarded					

Remarks of the principal and justification for Grades awarded

--

1. Please note that **not** more than 10% of total faculty can be graded **Outstanding or Needs Improvement**
2. Evaluation will be shared with the faculty members
3. Any faculty member who disagrees with the grades awarded can request for revision and increase Principal refuses can represent to the Appellate authority

CUMMULATIVE SCORES FOR THE YEAR

	Jan- March	Apr-June	July-Sept	Oct-Dec	CUMMULATIVE FOR YEAR
Outstanding					
Very Good					
Good					
Average					
Needs Improvement					

2.	The College is offering various Skill and Vocational courses							
3.	The skill/vocational courses offered are as per our needs/market demand.							
4.	College conducts career counselling programs on regular basis.							
5.	College conducts Placement Melas/ camps regularly through College Career Counselling and Placement cell							
6.	The career counselling/higher education guidance offered to us is very useful							
5.	College works towards development of Innovation and start up culture.							
6.	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and ethical values in us.							
7.	As a student I am part of a group mentored by a faculty member.							
8.	College regularly awards prizes, recognitions and awards to meritorious students in academics, Sports and Extra Curricular activities.							
9.	Awards and prizes are given on merit and are fair							
9.	Various extra curricular activities are offered through college clubs like Drama Club, Eco Club, Etc.							
10.	Whenever I have a grievance, it is redressed quickly and effectively.							
D.	ICT IMPLEMENTATION	5	4	3	2	1	NA	REMARKS if any
1.	College has a very good website which is regularly updated							
2.	All information, notifications etc are easily available on the college website							
3.	College has a good on line software/ Learning Management System (LMS) which helps us in academic delivery and content management.							
4.	Information about time table, examinations and other student information is available online through college LMS							

5.	College has developed an online platform for teaching / evaluation/seminars/workshops.							
6.	College has Browsing center for students.							

What are the 3 things you like best about the College.

01	
02	
03	

What are the 3 areas where you think college needs to improve.

01	
02	
03	

Any suggestions that you would like to give for further improving the services and facilities in the college

01	
02	
03	

Overall how would you rate the college during the period under reference?

Outstanding	Very Good	Good	Average	Needs Improvement