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Government of Jammu and Kashmir
Higher Education Department
Civil Secretariat, J&K

Director Colleges,
J&K

No. HED-GAZ/GN/2021

Dated: - 26 -11-2021

Subject: Monthly monitoring of activities being conducted by the teaching faculty.

Madam,

Kindly find enclosed herewith copy of proforma regarding monthly monitoring of activities being conducted by the teaching faculty of Govt. Degree Colleges of J&K UT. In this connection, you are requested to furnish the consolidated report of overall performance of Assistant Professor/Associate Professor/PTIs/Librarians on 10th of every month whose performance is below satisfactory as per proforma.

Yours faithfully,

[Signature]
(Anil Sharma) 26/11/21

Under Secretary to the Government
Higher Education Department

Copy to the:

1. Nodal Principals, Jammu/Kashmir with the request to submit the consolidated report to Director Colleges of your respective division by or before 8th of every month.
2. All Principals of J&K with the request to submit the consolidated report to Nodal Principals of your respective division by or before 5th of every month.

[Signature]
26/11/21

Assessment Criteria and Methodology for College Teachers

Annexure 'A'

S. No.	Curricular/Co-curricular Activities	Performance of faculty
1	Teaching: a). Total No. of periods assigned per month. b). Total No. of practical classes assigned	i. No. of periods assigned..... taken percentage..... ii. No. of practical classes assigned..... taken percentage..... iii. Previous year result percentage (semester wise).....
2	Involvement In the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/Co-ordinator, Warden etc. (b) No. of Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Evidence of actively involved in guiding Ph.D. students. (e) Conducting minor or major research project sponsored by national or international agencies. (f) At least one single or joint publication in per reviewed or UGC list of Journals.	i) Working/duty assigned i. No. of exam duties performed ii. No. of answer sheet evaluated..... iii. No. question paper set iv. Any other related duty Involved in i. :..... ii. :..... iii. :..... iv. :..... i. No. of Ph.D students enrolled..... ii. Acting as Co-guide i. No. of major Project taken (> 5 Lacs)..... ii. No. of minor Project taken (<5 lacs)..... iii. Joint Project taken..... iv. Individual Project..... i. No. of National Publications..... ii. No. of International Publications..... i. No. of seminar organized ii. No. of conferences organized (UT/National/ International iii. No. of workshops organized..... iv. No. of Quiz/competitions organized i. No. of placement drive done..... ii. No. of Career Counseling/seminars conducted
3	Organizing seminars/ conferences/ workshops, other college/university activities.	
4	Career Counseling and placement coordinator	
5	Sports Activities (PTI/College Director of Physical Education & Sports / Convener Sports)	i. No. of students in colleges..... ii. No. of sports event organized (College/inter-college/ national Level)..... iii. No. of indoor sports event organized..... iv. No. students participated v. Type of sport activities vi. Playground available or not..... vii. Condition of play ground viii. Sports kits available
i. Teaching Mandatory: minimum 90% ii. Involvement in 4 or more activities: <u>Excellent</u> iii. Involvement in 3 or more activities: <u>Good</u> iv. Involvement in 2 or more activities: <u>Satisfactory</u> v. Involvement in less than 2 activities: <u>not satisfactory</u>		<u>Overall performance</u> Name of the faculty : _____ Signature of the faculty: _____ Name of the HOD: _____ Signature of the HOD : _____

Seal & Signature Principal