

# Performance Appraisal System for Teaching and Non-teaching Staff

# Prescribed format for Annual Performance Report (APR) of Teaching Faculty

## ANNUAL PERFORMANCE REPORT

OF \_\_\_\_\_ FOR THE YEAR \_\_\_\_\_ (Period indicating dates)  
WORKING AS \_\_\_\_\_ IN \_\_\_\_\_

### PART-I

(To be filled by the College Office)

- A. a) Name \_\_\_\_\_  
b) Date of birth \_\_\_\_\_  
c) Address (Residential and Postal) \_\_\_\_\_  
d) Designation \_\_\_\_\_  
e) Date of appointment \_\_\_\_\_  
f) To the present post \_\_\_\_\_  
g) Area of specialization \_\_\_\_\_
- B. Period of absence  
a) On leave during the period under report (indicate nature of leave taken) \_\_\_\_\_  
b) On training or participation in any academic activity \_\_\_\_\_

### PART-II

(To be filled by the concerned College teacher)

1. Subjects in which research projects carried out \_\_\_\_\_
2. Number of research papers published indicating names of the journals \_\_\_\_\_
3. 

STUDENTS	REGISTERED	COMPLETED
i) For M.Phil.		
ii) For Ph.D.		
4. Details of Refresher/Orientation courses, Seminars, Conferences, Workshops attended, indicating names of the relevant organisations and the period involved \_\_\_\_\_
5. 

Classes taught			
Class	Lectures/week	Practicals	Tutorials
6. The extent of regularity and punctuality in attending the assignments of  
a) Teaching \_\_\_\_\_  
b) Curricular activities \_\_\_\_\_  
c) Extra-curricular activities \_\_\_\_\_
7. Quantum of evaluation of taught, indicating the mode of evaluation \_\_\_\_\_
8. \_\_\_\_\_

Average No. of clock hours put in for week during the teaching period of the year under report  
(Average to be indicated on month-to-month basis)

9. Details of any innovation/special contribution made during the year

a) Teaching

b) Evaluation method

c) Lab experiments

d) Preparation of resource material

e) Remedial teaching

10. Any special contribution made

a) In the general development of the institution

b) Co-curricular activities of the institution

c) Enriching of the campus life, sports and cultural activities, college hostel, etc.

d) The welfare of the students and maintenance of discipline

e) Community work (Value of national integration, secularism, peace, NSS, National literacy mission, and other such activities)

11. Please indicate the brief (in not more than 50 words)

a) Any special achievements made in the field of your subject

b) Any Difficulties faces in discharging your assignments, also suggest remedial measures thereof

Place: \_\_\_\_\_

Signature of college teacher: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (BLOCK LETTERS): \_\_\_\_\_

### PART-III

(To be filled by the College Principal)

**NOTE:** Every answer shall be given in a narrative form in unambiguous and simple language., choosing the words and phrases very carefully and should reflect accurately the intention of the authority recording the answer. Please do not use omnibus expressions 'outstanding' or 'poor' while giving the answer against any of the attributes.

1. Please comment on PART-II as filled in by the college teacher and specifically state whether you agree with the statement made by the college teacher. Wherever there may be disagreement, reason in brief, thereof may be indicated \_\_\_\_\_
2. Please give your assessment about the college teacher, commenting upon the following traits/attributes:
  - a) General information \_\_\_\_\_
  - b) Teaching \_\_\_\_\_
  - c) Initiative, creativity, resourcefulness, and willingness to take responsibilities \_\_\_\_\_
  - d) Efforts made in improving the professional competence \_\_\_\_\_
  - e) Sincerity and devotion to duty \_\_\_\_\_
  - f) Relationship with college colleagues and subordinates \_\_\_\_\_
  - g) Rapport with the student community and reputation as a teacher \_\_\_\_\_
  - h) Integrity \_\_\_\_\_
  - i) Punctuality \_\_\_\_\_
  - j) Intelligence \_\_\_\_\_
3. Please state if the college teacher has
  - a) been punished for any lapses during the period under report \_\_\_\_\_
  - b) received any commendations during the period under report \_\_\_\_\_

### OVERALL GRADING

(Please put ring around appropriate grade and strike out the rest)

- |                |                          |
|----------------|--------------------------|
| a) Outstanding | d) Satisfactory          |
| b) Excellent   | e) Below job requirement |
| c) Good        |                          |

### NOTE:

A teacher should not be graded as Outstanding or Excellent unless exceptional qualities/performance has been noticed. Grounds for giving either of the two grades should be clearly brought out.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (BLOCK LETTERS): \_\_\_\_\_

Designation: \_\_\_\_\_

## **PART-IV**

Remarks of the receiving authority:

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Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (BLOCK LETTERS): \_\_\_\_\_

Designation: \_\_\_\_\_

## **PART-V**

Remarks of the accepting authority:

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Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Name (BLOCK LETTERS): \_\_\_\_\_

Designation: \_\_\_\_\_



## **Govt Order for implementation of API scores for Performance-Based Appraisal System (PBAS)**

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

**Subject:-** Implementation of API Scores for all categories of Assistant Professors for placement/promotion to next level under Career Advancement Scheme.

**Government Order No. 161 /HE of 2017**  
DATED: - 22 -03-2017

Whereas, the services of all categories of Gazetted staff working in the Government Degree Colleges are governed under Jammu and Kashmir Education (Gazetted) College Service Recruitment Rules of 2008 notified under SRO 423 dated 23-12-2008 duly amended vide SRO 124 of 21<sup>st</sup> of April 2014; and

Whereas, under the UGC Regulations, 2010, UGC Regulations 2016 and SRO-124 dated 21-04-2014 Performance based Appraisal System (PBAS) based on Academic Performance Indicator (API) Scores, are required to be furnished to Administrative Department for consideration of placement of eligible Assistant Professors to next AGP; and

Whereas, after the notification of SRO-124, the Principals of Government Degree Colleges across the State have developed unprecedented practice to submit placement cases of Assistant Professors with AGP of Rs.6000/- and Rs.7000/- under Career Advancement Scheme of UGC without furnishing requisite API Scores, thereby creating confusion among the Faculty Members regarding their exemption from fulfilling the requisite criteria viz. furnishing of API Scores; and

Whereas in order to clear doubts/confusion, the case has been examined in the department in terms of Rule 12 of Jammu and Kashmir Education (Gazetted) College Service Recruitment Rules 2008 which reads as under:

***"Interpretation; if any question arises relating to the interpretation of these rules, the matter shall be referred to the Administrative Department whose decision thereon shall be final and binding."***

Whereas after examining the matter it has been observed that placement of Assistant Professors to various AGPs other than AGP of Rs.9000/- shall be subject to conditions as laid down by UGC Regulations, notified on 30-06-2010 or as may be notified by UGC from time to time as envisaged under SRO-124 dated 21-04-2014, pursuant to Notification of UGC Regulations on Minimum qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education, 2010 and 2016.

Whereas, in order to maintain momentum of Quality Consciousness and to ensure Quality Culture at Institutional level, every college must have a Internal Quality Assurance Cell (IQAC) for maintenance and scrutiny of records viz-a-viz API Scores for further verification and consideration by Screening/Selection Committee as envisaged under UGC Guidelines.

*[Handwritten signature]*  
22/3

Now, therefore, it is hereby ordered that all Principals of Government Degree Colleges shall submit placement cases of Assistant Professors with AGP of Rs.6000/-, Rs.7000/- alongwith API Scores, duly verified by Internal Quality Assurance Cell of the respective College and in consonance with SRO 124 and UGC Regulations Notified from time to time.

**By Order of the Government of Jammu and Kashmir.**

**Sd/=**


**(Dr. Asgar Hassan Samoon) IAS  
Commissioner/Secretary to Government  
Higher Education Department**


No. HE-Coll/Coord/Placement/2014.

Dated:- 22 -03-2017.

Copy to :-

01. Principal Secretary to Hon'ble Chief Minister, J&K.
02. Director, Archives, Archeology and Museum, Jammu.
03. Nodal Principal GGM Science College Jammu/A.S.College Srinagar with the remarks that, the placement cases that have been already submitted to this Department shall be supplemented with pending API Scores by concerned Principals within a period of 15 days.
04. Principal \_\_\_\_\_ for information and necessary action.
05. SA to Hon'ble Minister for Education.
06. SA to Hon'ble Minister of State for Education.
07. PS to Commissioner/Secretary, Higher Education Department.
08. Government Order file (w.2.s.cs).

  
**(Irfan Manzoor) KAS  
Under Secretary to Government  
Higher Education Department**

 22/3/17

## Govt Orders for introduction of Aadhaar-based Biometric Attendance System



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

**Subject:- Punctuality in Government Offices/Organizations  
implementation of Bio-metric Attendance System.**

**Circular No. 01 -HE of 2018**  
**Dated 22 -06-2018**

In order to bring efficiency and punctuality in Government Degree Colleges, J&K working under the Administrative control of Higher Education Department, it is impressed upon all the Principals to ensure implementation of Biometric Attendance System in their offices. The Attendance report in respect of officers/officials should reach to Administrative department every day by 11.00 a.m. (through email [undersecretaryhed@gmail.com](mailto:undersecretaryhed@gmail.com)) for onward transmission to the Governor's Secretariat.

Moreover, if any College defaults on account of installation of Biometric attendance system, it shall submit a report to Administrative Department with the reasons for appraisal of the competent authority.

  
**(Shabir Ahmad Baba)**

Under Secretary to Government,  
Higher Education Department

No:- HE-Coll/Biometric attendance/Circular/2018 Dated:- 22 -06-2018  
Copy to:

1. Principal Secretary to the Hon'ble Governor, J&K.
2. Commissioner/Secretary to Govt. General Administration Department
3. Chief Executive Officer, JaKeGA.
4. Nodal Principal, GGM Science College, Jammu/Amar Singh College, Srinagar with the request to circulate in their respective division.
5. All Principals, GDCs, J&K.
6. Principal, GCET, Jammu/Safapora, Ganderbal.
7. PS to the Hon'ble Governor, J&K.
8. PS to the Chief Secretary, J&K.
9. PS to Commissioner/Secretary to Government, General Administration Department.
10. PS to Secretary to Government, Higher Education Department.



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
CIVIL SECRETARIAT, J&K**

**Subject: Biometric Attendance in the Government Offices-Instructions thereto.**

**Government Order No.650-JK(GAD) of 2022  
Dated:02.06.2022**

**It is hereby ordered that:**

- i) all Government Offices/PSUs/Institutions/Corporations across the Union territory of Jammu and Kashmir shall switch over to Biometric System (Aadhar or Finger Print based) of marking attendance with immediate effect and all employees shall necessarily mark their attendance both at arrival and departure as per the notified office hours of various offices.
- ii) all Administrative Secretaries/HoDs/ Managing Directors of PSUs/Institution/Corporations shall ensure installation of Biometric Attendance Systems/Equipments in all offices/institutions under their administrative control by or before 15<sup>th</sup> of June, 2022.
- iii) concerned DDOs shall draw the salaries of employees working in various departments of Civil Secretariat only on the basis of satisfactory biometric attendance w.e.f 1<sup>st</sup> July, 2022.
- iv) salaries of employees working in subordinate offices/PSUs/ Corporations/ Institutions etc. shall be drawn on the basis of satisfactory biometric attendance w.e.f 1<sup>st</sup> August, 2022 only by their DDOs.

**By order of the Government of Jammu and Kashmir.**

**Sd/-  
(Manoj Kumar Dwivedi)IAS  
Principal Secretary to the Government**

No. GAD-ADM/262/2021-09-GAD

Dated:02.06.2022

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.





## **J&K Employees Performance Monitoring Portal (EPM) <http://epm.jk.gov.in>**

This portal has been designed to capture the monthly work performance of the employees and officers of the Government of Jammu & Kashmir and the appraisal thereof by their respective Reporting / Controlling Officers. The portal shall be hosted at NIC Mini Data Centre at Jammu.

### **STEPS INVOLVED in USAGE**

- An Employee shall register as a new user using their CPIS ID and create a password.
- The Employee shall then login using the CPIS ID as username and Password which they created at the time of registration, as mentioned above.
- After login, The Employee shall enter the CPIS ID of their Reporting Officer so that mapping of Reporting Officer ↔ Subordinate Official is complete.
- To submit their Monthly Performance Report (MPR), the Employee shall navigate to "**Submit Activities**" and Fill up the Form shown on the screen after selecting a Month from the Dropdown Menu. After filling up all parameters, they would click the **Submit** button.
- The Employee would be able to view their Submitted Report through "**View Activities -> View Report**" on selecting the Month from the Dropdown menu available in the same window. Print option to take a hard copy of the same is also provided.
- If an Employee is also a Reporting Officer, they may navigate to "**Review Subordinates**" to **View Reporting Officer Dashboard**.
- The Reporting Officer may click on the Colour Coded cells to View / Review subordinates. The meaning of the Colours is RED → Report not submitted by the Subordinate; GREEN → Report Submitted; BLUE → Report submitted and Reviewed / Graded.
- Reporting Officer may also view Grades assigned to their subordinates (out of 10) in the "**Review Submitted Reports -> View Grading Reports**" according to a Colour-coded scheme: GREEN → Excellent (>8); BLUE → (between 7 and 8); ORANGE (between 5 and 7); RED (below 5); PURPLE (Report not graded); GREY (Report not Received)



Employee Performance Monitoring Portal (EPM)  
Government of Jammu and Kashmir

## Sign In

[New User?](#)

Username / Your CPISID

Password

\*\*\*\*\*

03221



Captcha Code



Login

[Forgot Password?](#)

[Help Video](#)

[SANDES App](#)

Site Designed, Developed and Hosted by National Informatics Centre (NIC), J&K  
NIC does not bear any responsibility as to the contents posted on this website.





[Home](#)
[View Activities](#)
[Submit Activities](#)
[Subordinate Requests](#)

You shall be logged out in -> 09:19

[Logout](#)

### EMPLOYEE DETAILS

Name 

CPIS ID : [REDACTED]

**Designation :** Asstt. Pro. English

**Mobile No :** XXXXXXXXXX

email ID : 

**Department :** Higher Education Department

**Office :** PRINCIPAL, GOVERNMENT SRI PRATAP COLLEGE SRINAGAR KASHMIR

↻ Sync

### REPORTING OFFICER DETAILS

**Name : DR HARIS IZHAR TANTRAY**

**CPIS ID :**  
**SPRHED00020057**

**Designation :** Associate Professor

**Mobile No : 7006122132**

**email ID :**  
tantry.harisizhar@gmail.com

**Department :** Higher Education Department

**Office :** PRINCIPAL, GOVT DEGREE COLLEGE PULWAMA KASHMIR

 Update



**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://jkepis.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)**

*[Signature]*  
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**  
**General Administration Department**  
(Services) Civil Secretariat,  
Jammu/Srinagar

Subject: Implementation of Online filling of Annual Performance Reports by Gazetted Officers of Union Territory of Jammu and Kashmir on SPARROW.

**Circular No.: 33 -JK(GAD) of 2022**  
**Dated: 17.09.2022**

In order to streamline processing of Annual Performance Reports (APRs) for all Gazetted Officers in the Union territory of Jammu and Kashmir, Smart Performance Appraisal Report Recording Online Window (SPARROW) has been launched. The portal has been made live for filing of APRs with effect from 15.09.2022 and can be accessed at <https://jaksparrow.jk.gov.in>. For filling of APRs on the portal, NIC-email IDs (@jk.gov.in) along with passwords have already been generated and details have been sent on mobile numbers (linked with CPIS) of all the Gazetted Officers which shall be the **user Ids** for the login on the portal.

For the purpose of facilitating process, SOP has been prepared which is annexed as **Annexure-A** alongwith the list of Master Trainers as **Annexure-B** and list of Custodians, PAR Managers, EMD Managers of respective Services as **Annexure-C**.

A **Help Desk** consisting of the following officers/ officials has been established in the General Administration Department/ Information Technology Department/ NIC which can be consulted by the respective Custodians/ PAR Managers/ EMD Managers in case of any difficulty while operating the portal:-

A. Helpdesk in the General Administration Department:

- i. Mr. Raj Kumar Sharma (941961372917)
- ii. Mr. Abdul Basit (9419241147)
- iii. Mr. Irfan Hassan (8494085027)

B. Helpdesk in the National Informatics Centre, J&K:

- i. Mr. Din Dayal Gupta, Technical Director (9419102246)

C. Helpdesk in the Information Technology Department.

- i. Mr. Arun Panotra, Analyst-IT, J&KeGA (7006687232)

The blank APRs for the Assessment Year 2021-22 are being generated and forwarded to the officers through the portal and the same shall remain available in the account of the officers for the fixed timelines and thereafter shall be auto forwarded. The officers are accordingly requested to record their Annual Performance Report as per the revised timelines notified vide Government Order No.1080-JK(GAD) of 2022 dated 17.09.2022 to avoid any auto forward which would be treated as default on the part of the officers.

Sd/-  
(Dr.Piyush Singla) IAS,  
**Secretary to the Government**

No. GAD-ESTB/135/2021-02-GAD

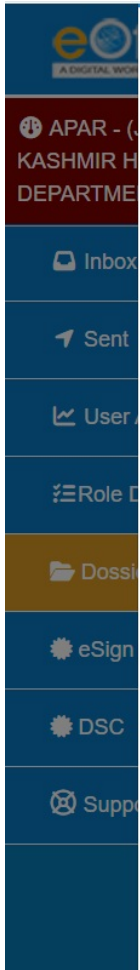
Dated:17.09.2022

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, IMPARD, J&K.
5. Principal Secretary to the Lieutenant Governor.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner, Kashmir/Jammu.
9. Chairperson, J&K Special Tribunal.
10. Director, Information, J&K.
11. All Deputy Commissioners.
12. Director, Archives, Archaeology and Museums, J&K.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Registrar General, J&K High Court, Jammu.
15. Secretary J&K Public Service Commission/SSB/BoPEE.
16. Director Estates, J&K.
17. Director, Archives, Archaeology & Museums, J&K.
18. Secretary, J&K Legislative Assembly.
19. Secretary, Academy of Art, Culture & Languages.
20. General Manager, Government Press, Srinagar/Jammu.
21. Private Secretary to the Chief Secretary, J&K.
22. Private Secretary to Advisor (B) to the Lieutenant Governor.
23. Private Secretary to Secretary to the Government, General Administration Department.
24. Incharge Website GAD.
25. Circular/Stock file.

  
(Roopali Arora), 17/09/22

**Under Secretary to the Government.**



### PAR Tracking Detail

Officer Name: ~~NADIA SHAH~~

Employee Code :

**Designation :** ASSISTANT PROFESSOR

**Work Status :** WOR

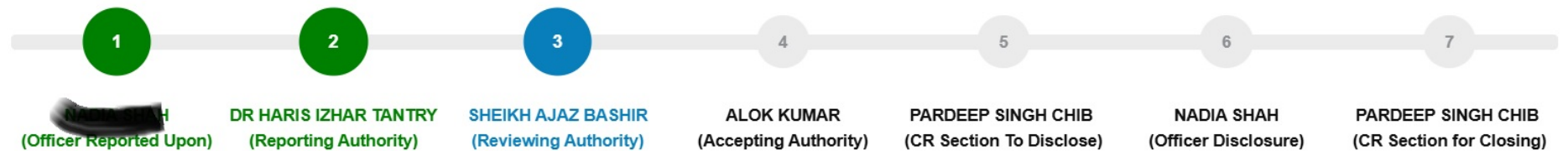
**Workflow Created By : VAHIDA AKHTER**

Workflow Created from OU : JAMMU & KASHMIR

**Workflow Details** (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

### Standard

■ Processed Level ■ Current Level ■ Pending Level



### PAR Tracking Detail





## DEPARTMENT OF HIGHER EDUCATION, GOVT OF J&K (UT)

3 TIER FEEDBACK SYSTEM

### Student Login

1234GDCK19



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Sign In

Student

Teacher

College

Admin

[Forgot Password](#)



Sh. Manoj Sinha

Hon'ble Lt. Governor of J&K



Sh. Rajiv Rai Bhatnagar

Advisor to Lt. Governor, J&K



Sh. Rohit Kansal (IAS)

Principal Secretary to  
Government, Higher  
Education Department, J&K

### About Department

All students once again impressed upon, that this whole initiative of Department of Higher Education is for their better Academic growth. Hence all students are advised to participate and make their contribution in this Feedback initiative.

## J & K Attendance

- My Home
- Update Information
- Face Authentication
- Reports
- Leaves
- Short Leave Message
- Leave(Subordinates)
- Tours
- Tour(Subordinates)
- Feedback

Update

Reminders

Attendance

Leaves

Feedback

### Nodal Officer Details

Abdul Rashid Wani  
Associate Professor  
abdulraswan.69112@jk.gov.in

### Reporting Officer Details

Dr Haris Izhar Tantary  
Principal  
tantary.harisizhar@gmail.com

b. Add Tour records. (requires verification by nodal officer to be displayed on Attendance register)

#### Note:

- Adding Leave and Tour Records will help in displaying appropriate representation on the Attendance Register.
- Update your Designation, Division/Unit of Organization in case of change so that Attendance reports are generated correctly and your name features in the correct organization unit.
- You can view historical attendance register data by selecting the month and year below the photograph.
- For any other assistance please get in touch with the Helpdesk at 1800 111 555(Toll free no.).