

# UNIVERSITY OF JAMMU

## CIRCULAR

### Most Urgent

- Reference: 1 Govt. Order No: 1008-JK(GAD) of 2021 dated 27.09.2021 issued by the General Administration Department, Civil Sectt. J&K.
- 2 Letter No: DC/HE/Teacher Award/2021/668 dated 01.10.2021 issued by the Directorate of University, Higher Education Department, Govt. of J&K

In continuation to Circular No. Adm/TW/21/5483-5532 dated 15.11.2021 (copy enclosed), regarding "Best Teacher Award", it is hereby circulated for the information of all concerned that the last date for submitting the application completed in all respects to be submitted in soft copy on the Email id Best\_Teacher\_Award @jammuuniversity.ac.in is hereby extended upto 28.11.2021. Other Modalities and eligibility conditions as circulated shall remain the same.

**Nominations received after the last date of receipt of applications shall not be entertained.**

  
REGISTRAR

No: Adm/TW/21/5620-69  
Dated:- 25.11.2021

#### **Copy to:-**

1. Special Secretary to the Vice Chancellor, University of Jammu, Jammu.
2. Dean Academic Affairs/Dean Research Studies, University of Jammu, Jammu.
3. All HODs/Rectors/Directors, University of Jammu, with a request for wide publicity of same among the faculty members of the Departments/Offsite Campuses.
4. Director, DCD with the request to kindly bring the above into the notice of all affiliated Colleges of the University.
5. All Registrars of the Universities in Jammu province.

UNIVERSITY OF JAMMU

CIRCULAR

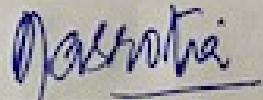
Most Urgent

- Reference: 1 Govt. Order No: 1008-JK(GAD) of 2021 dated 27.09.2021 issued by the General Administration Department, Civil Sectt. J&K.  
2 Letter No: DC/HE/Teacher Award/2021/668 dated 01.10.2021 issued by the Directorate of University, Higher Education Department, Govt. of J&K

It is hereby circulated for the information of all concerned that General Administration Department, Govt. of J&K has issued the Scheme for Institution of "Best Teacher Award" for encouraging and motivating dedicated Teachers/ Teaching faculty working in the Universities in the UT of J&K vide Govt. Order No: 1008-JK(GAD) of 2021 dated 27.09.2021, copy available on the Portal.

Consequent upon issuance of the above mentioned order, applications are invited from eligible University teachers on prescribed application form to be downloaded from Jammu University website [jammuuniversity.ac.in](http://jammuuniversity.ac.in) (important links apply for Best Teacher Award). The application complete in all respects may be submitted in soft copy on the Email id Best\_Teacher\_Award@jammuuniversity.ac.in on or before 20<sup>th</sup> November, 2021.

Nominations received after the last date of receipt of applications shall not be entertained.

  
REGISTRAR  
15/11/21

No: Adm/TW/21/5483-5532

Dated:- 15.11.2021

Copy to:-

1. Special Secretary to the Vice Chancellor, University of Jammu, Jammu.
2. Dean Academic Affairs/Dean Research Studies, University of Jammu, Jammu.
3. All HODs/Rectors/Directors, University of Jammu, Jammu.
4. Director, DCD with the request to kindly bring the above into the notice of all affiliated Colleges of the University.
5. All Registrars of the Universities in Jammu province.

**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
CIVIL SECRETARIAT, SRINAGAR**

**Subject: Best Teacher Awards for Teachers/Teaching faculty in the Schools/Colleges/Universities in the Union territory of Jammu and Kashmir.**

**Government Order No.1008-JK(GAD) of 2021  
Dated:27.09.2021**

The scheme for institution of "**Best Teacher Awards**" for encouraging and motivating dedicated Teachers/Teaching faculty working in Schools/Colleges/Universities in the Union territory of Jammu and Kashmir", is notified hereby as **Annexure-I** and **Annexure-II** for School Education and Higher Education Department respectively.

**By order of the Lieutenant Governor.**

**Sd/-**

(Manoj Kumar Dwivedi) IAS

**Commissioner/Secretary to the Government**

No. GAD-ADM01/23/2021-09-GAD

Dated:27.09.2021

Copy to the:-

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

27.9.2021  
(Rohit Sharma), JKAS

Additional Secretary to the Government

27/09



**Annexure-II to the Government Order No. 1008-JK(GAD) of 2021  
dated 27.09.2021**

**Higher Education Department:**

**1. Number of Awards: 10**

- a) 08 for College Teachers (04 each for Jammu and Kashmir Divisions)
- b) 02 for University Teachers (01 each for Jammu Division and Kashmir Division)

**2. Prize:**

A Silver Medal-(40 gm), Certificate and Rs. 50,000/- as the award money. Each Award shall be given annually on Teacher's day i.e. 5<sup>th</sup> September.

**3. Eligibility:**

Following teachers shall be eligible for these awards:-

- i) Teachers working in Government / Private Colleges (Undergraduate, Engineering, Architectural and Nursing Colleges) and all Universities (including aided Universities) of J&K UT.
- ii) Teachers with minimum 10 (ten) years teaching experience in regular service.
- iii) The candidature should be recommended by the Principal of the concerned College/ Registrar of the concerned University.

**4. Criteria Points:**

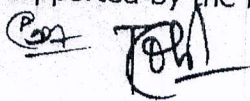
Teachers shall be evaluated based on the evaluation matrix given at **Annexure-C**. The Evaluation matrix contains two types of criteria:-

**1. Objective criteria:-**

The teachers shall be awarded marks on objective criteria by the Head of the Institution (HOI) criteria based on special performance e.g. punctuality & regularity of the teacher, teaching based on well defined student feedback.

**2. Performance Criteria:-**

The Performance based criteria shall be evaluated by the Internal Quality Assurance Cell (IQAC) of the Higher Education Institution (HEI) on the criteria such as, details regarding Ongoing research Projects, Research Publications, Membership of different academic bodies like BOS/BORS/Academic Council/ Scientific, Development of E-Content, Awards and Medals received in last five years, initiatives to improve learning outcomes, innovative experiments undertaken, organization of extra and co-curricular activities, use of teaching learning Material, Social mobility, ensuring experimental learning etc. These criteria are assigned the weightage of 100 marks. The evaluation of these performances shall be supported by the relevant documents.





## **5. Application Procedure:**

- a) All the applications as per the prescribed format shall be received through an online web portal.
- b) The Higher Education Department shall ensure coordination with all higher educational institutions regarding timely data entry into the portal and the resolution of technical and operational issues through the portal Development Agency.
- c) Each applicant shall submit a portfolio through online mode alongwith the Entry Form. The portfolio shall include relevant supporting documents.
- d) Each applicant shall submit an undertaking through online mode stating therein that all the information/data submitted is true to the best of his / her knowledge and if found false or incorrect, he/she shall be liable for disciplinary action.

## **6. Selection Procedure:**

**Stage-I:** The following two Screening Committees, comprising the following, shall scrutinize the applications of Teachers from Universities and Colleges in the two Divisions of Union territory of J&K:

### **A) Screening Committee for College Teachers for the respective Divisions:**

- |   |           |
|---|-----------|
| a) Nodal Principal:   | Convener  |
| b) Five senior most Principals of Colleges in each Division<br>for screening of applications of College teachers: | Member(s) |
| c) Eminent Educationist nominated by the<br>Higher Education Department:  | Member    |

### **B) Screening Committee for University Teachers in the respective Divisions:**

- |   |           |
|---|-----------|
| a) Registrar by Rotation from Universities of the Division.   | Convener  |
| b) Dean Academics of two Universities by rotation.  | Member(s) |
| c) Dean of Research of two Universities by rotation.  | Member(s) |
| d) Eminent Educationalist to be nominated by the<br>Advisor in-charge of the Higher Education Department. | Member    |

The Committee(s) shall screen the applications of the University and College Teachers and recommend sixty applicants (forty for College Teachers (Twenty each for two Divisions) and twenty nominations for University Teachers (Ten each for two Divisions).

## **Stage II:**

The 2<sup>nd</sup> level scrutiny shall be conducted by the Divisional Level Selection Committee (DLSC), which shall comprise the following:

- |  |             |
|--|-------------|
| 1. Director Colleges, J&K:   | Chairperson |
| 2. Two Registrars of the Universities by rotation<br>(One each from two Divisions) nominated by Higher Education Department: | Member(s)   |

*POA* *POA*



- |  |           |
|--|-----------|
| 3. Nodal Principals of Jammu/Kashmir   | Member(s) |
| 4. Representative of Higher Education Department<br>(not below the rank of Additional Secretary) | Member    |
| 5. Eminent Educationalist nominated by Higher Education Department:                              | Member(s) |

The DLSC shall scrutinize all 60 entries and forward them to the UT Level Selection Committee (UTLSC) with its specific comments/observations.

**State-III**

The 3<sup>rd</sup> level scrutiny shall be conducted by UT Level Selection Committee (UTLSC), which shall comprise the following:-

- |   |          |
|---|----------|
| 1. Administrative Secretary, Higher Education Department:   | Convener |
| 2. Director Colleges, J&K:  | Member   |
| 3. Representative of General Administration Department<br>(not below the rank of Additional Secretary): | Member   |
| 4. One reputed Academician nominated by the<br>Higher Education Department:                             | Member   |

The UTLSC shall review the list of 60 candidates forwarded/ uploaded by DLSC and carry out a fresh assessment and shortlist nominations. The shortlisted teachers shall be called for interaction and to make a presentation before the UTLSC. Accordingly, UTLSC shall select 10 teachers (08 for College and 02 for University category from each Division) based on the notified criterion for the Best Teacher Award.

All the statutory clearances including CID Clearance shall be compulsory for selected teachers before conferring with the **"Best Teacher Award"**.

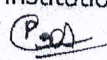

*Pal* *John*



## Annexure-C

S. No	Performance Based Criteria	Marks
1.	Teaching based on well defined Student Feedback	10
2.	Punctuality & regularity of the teacher	5
3.	Outcome of teaching in the form of Result Percentage	5
4.	Feedback from HOI regarding overall assessment of a teacher in terms of teaching, contribution to college affairs, leadership qualities, relation with colleagues and overall asset value for institution.	10
	<b>Total -A</b>	<b>30</b>
5.	<b>Objective based Criteria</b>	
i.	Ongoing Projects (Major/Minor)	7+3=10
ii.	Research Publications in UGC approved Journals with good impact factor	5
iii.	Publication of books from National & International publishers and Book Chapters	5
iv.	Paper presentation in National & Inter-national conferences/Seminars	5
6.	Membership of different academic bodies like BOS/BORS/Academic Council/Scientific Bodies	5
7.	Participation in college Committees as Convener/Co-Convener/member Member in IQAC/Examination Committee/Admission Committee/College Development maintenance	5
8.	Development of E-Content with details of Digital repository maintenance	5
9.	Development of Course Content for online courses like MOOCS (Massive Online Open Courses)	5
10.	Teaching Innovation in the domain of respective disciplines	5
11.	Societal outreach in terms of community work by way of being NSS Program Officer or involved in social work as volunteer	5
12.	Campus enrichment	5
13.	Awards and Medals received in last five years	5
14.	Conduct of remedial classes for underprivileged/weaker student	5
	<b>Total-B</b>	<b>70</b>
	<b>Total (A+B)</b>	<b>100</b>

The objective Criteria in above matrix will be evaluated by College/University IQAC (strictly as per UGC Guidelines for calculation of Academic Performance Indicators (API) Scores while as Performance based criteria will be evaluated by the Head of the institution.



**Format of Application for the Best Teacher Award****Part-A**

Recent  
photograph  
(Attested)

(Applicant is requested to type the information in the following Format and can add more lines in the format wherever required.)

**1. General Information of Applicant**

Name (In Capital Letters)	
Date of Birth (Day/Month/Year)	
Correspondence/ Postal Address (with Pin code)	
Permanent Postal Address (with Pin Code)	
Phone	
Email:	

**2. Present Position**

a.	Designation	
b.	Organization/ Institution/ University (with complete postal address)	
c.	Pay Scale	
d.	Date of Appointment to the present post	
e.	Total Experience	

**3. Details of experience possessed as per eligibility criteria:**

S. No	Post held	Period		Pay Scale	Organization	Nature of duties	Experience (In years and Months)
		From (Date)	To (Date)				



**4. Educational Qualification (In chronological order from latest to Graduation Level)**

S.No	Qualification	University	Year	Subject (s)/ Topic(s)	% Achieved	Distinctions etc.
------	---------------	------------	------	--------------------------	---------------	----------------------

**5. Administrative Experience/Post(s) & responsibilities held**

S. No	Post	Organization/ University	Duration		Experience (In years and Months)
			From (Date)	To (Date)	

**6. (a) Academic/Teaching Experience & responsibilities (In chronological order from latest to oldest)**

S. No	Post	Organization/ University	Duration		Experience (In years and Months)
			From (Date)	To (Date)	

**(b) Participation and contribution in relevant areas in higher education.**

	Organization	Area of specialization
Visiting Professor		
Resource Person		
Others (Specify)		

**(c) Involvement with formulation of academic Programmes:**

S. No	Name of the Organization/University	Assignment	Programme formulated
-	-	-	-

**7. International academic Exposure, if any**

S.No	Post/Assignment	Organization/ University	Area of Assignment	Duration		In year & Months
				From	To	

**8. Scholarly achievements:**

**A. Contribution to Journals and Books:**

	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Member of the International advisory	



Board	
Others (Specify)	

**B. Publication:**

Kindly provide list of scholarly publications in recognized professional and/or academic journals

Total Publications.....

S. No	Date	Title	Name of Journal	Refereed journal or not	Number of citations (where possible)
-	-	-	-	-	-

List of articles in popular magazines or newspapers

Total Articles.....

S. No	Date	Title	Name of Magazine/Newspaper
-	-	-	-

**C. Participation and scholarly presentations in National/International Level Conferences:**

**National:**

S. No	Date	Titled of Conference or Institution	Title/Subject of presentation (if made)
-	-	-	-

**International**

S. No	Date	Titled of Conference or Institution	Title/Subject of presentation (if made)
-	-	-	-

**D. Participation and contribution in National/International Forums in the area of your academic and professional expertise.**

Details	Number(s)
Plenary Lectures/ invited Talks	
Congress attended	
Examiner ship etc.	
Others (Specific)	

**9. Research Projects:**

S. No	Client/Organization's name	Nature of Project	Duration of project	Amount of grant (Rupees)

*Per* *7/11*



### 10. Consulting experience:

List Key consulting assignments undertaken:

S. No	Client/Organization's name	Nature of assignment	Duration of assignment

### 11. Honors/Awards & Fellowships for Outstanding Work:

S. No	Name of Award/Fellowship etc.	Elected Honorary Fellow	Awarded by	Year of Award

### 12. No. of Research Scholars Successfully guided:

Name of Programme	Awarded (No.) (Under- progress not to be included)

Declaration:

I, hereby, declare that all the statements/ particulars made/ furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and I shall be liable for appropriate disciplinary action.

Place:

Date:


(Signature of the Applicant)

### Part-B

(Remarks about the Teacher based on the assessment of his/her superior)

1. Based on the information provided in the application by the teacher.
2. General Performance as teacher and subordinate

Recommendations of Divisional Level Screening Committee

  
(Rohit Sharma), JKAS  
Additional Secretary to the Government  
27/09



Government of Jammu and Kashmir  
Directorate of Universitys  
Higher Education Department  
SP University Lane Srinagar

Registrar  
University of Jammu/ Kashmir

No: DC/HE/Teacher Award /2021/668 Dated: 01-10-2021

Sub: Implementation of Best Teacher Awards for University  
Teachers in the UT of J&K

Sir,

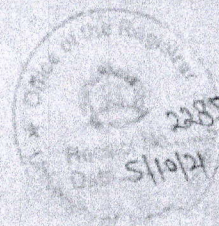
Kindly find enclosed here with copy of Best Teacher Awards for  
University Teachers scheme guidelines issued vide Govt. Order  
NO-1008 JK (HE) GAD of 2021 dated: 27.09.2021.

The scheme is an initiative of Higher Education Department for  
University teachers of Union Territory of J&K and shall be  
implemented in collaboration with Registrar University of  
Jammu and Registrar University of Kashmir.

To implement the scheme during 2021-22, kindly develop  
online portal and invite applications from eligible University  
teachers through the online portal. Adequate publicity &  
outreach may be done through Newspapers/Magazines  
/journals and online and social media platforms to ensure  
wider coverage of the scheme.

Initial scrutiny and screening may be done at the level of  
Registrar University of Jammu and Registrar University of  
Kashmir strictly by the screening committee prescribed in the  
guidelines to ensure that eligibility criteria is strictly met. The  
number of University teachers to be shortlisted for each  
division is ten.

The parameters for short listing University teachers, to be  
forwarded to second level scrutiny committee shall be finalised  
by the first level screening committee strictly as per the  
procedure and performance criteria provided in the guidelines.



Copy to: (1) - Registrar, University of  
Jammu, Jammu

1000s for

R. N.

01

Sh. Vard

Please  
discuss &  
do the needful

Ant. G. P.  
10/11/21

Registrar

To please  
spare up to  
10/10/21

0/10/21

12/10/21

12/10/21

12/10/21

12/10/21

12/10/21

12/10/21

12/10/21

12/10/21

12/10/21

DR(Academics)

12/10/21

Registrar



Dr. Chidambaram

The Registrar University of Jammu and Registrar University of Kashmir will ensure that the exercise is completed within two months and shall forward the list of scrutinized teachers duly screened by the first level screening committee to the second level screening committee Chairman (Director Colleges) latest by 30<sup>th</sup> of November 2021.

Sincerely Yours

Director Colleges,  
Higher Education Department

Copy to

PS to Secretary to Govt. Higher Education Department Civil  
Secretariat Srinagar.