



**Office of the Principal**  
**Government Degree College, Anantnag.**  
**Khanabal, Anantnag – 192101 (J&K)**



Website: [www.gdcboysang.ac.in](http://www.gdcboysang.ac.in)

NAAC ACCREDITED GRADE "B+" (CGPA:2.53)

E-Mail: [principal@gdcboysang.ac.in](mailto:principal@gdcboysang.ac.in)

Tel. No. (O) 01932-222308 Fax: 01932-223509

No: DCA/AQAR/178/2024

Dated: 15/01/2024

***6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff***

***A. Institutions Performance Appraisal System Through Online Mode (Sparrow Online Interface)***

**E-Filling of APRs (From 2021 onwards)**

The Higher Education Department has enabled all Gazette Officers to electronically submit APRs using the Sparrow online interface. In addition, our college notified the Gazetted Officer to fill up their APR on Sparrow. The grades for the preceding APR (2021 & 2022) of gazette officers have already been prepared and distributed to the officers involved. In addition, our college was designated as Sub-Custodian and PAR managers for the successful implementation of online filling of Annual Performance Reports by Gazetted Officers in respect of Higher Education Department, on SPARROW Portal via Govt. order Number (GAD-EsTB/135/2021-02-GAD dated 22<sup>nd</sup> September, 2022.

***B. Institutions Performance Appraisal System Through Manual Method***

- **Performance appraisal by the HOD'S**
- **Appraisal for Non-Teaching staff:**

**Performance appraisal by the HOD'S:** The departmental heads uses their specific method to get performance appraisal of their faculty. The HOD's of different departments receive PA forms from the faculty members and same is submitted to the heads of the Institution. The scaling method is used to rank the performance of the teachers in the department. Proper format as approved by Department of Higher Education is used for the purpose of APR.

**Appraisal for Non-Teaching staff:** The procedure for receiving performance appraisal system is same as that for teaching staff, but there are slight changes in the format. The Head of the Institution and HOD's are involved in getting performance report from the non-teaching staff.



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Links: <https://www.jkhighereducation.nic.in/pdf/117%20GOVT%20ORDER.pdf>

Sparrow Link: <https://parichay.nic.in/>

The screenshot shows the 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' interface. The main content area displays a table of appraisal reports with the following data:

S.No	Status	PAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage	Target Dates
1	WOR	2023-01042022-31032023-2482885	KAS-SING...	TAWSEEF ...	11/05/2023	TAWSEEF ...	11/05/2023	Reporting ...	31/05/2023
2	WOR	2023-01042022-31032023-2804378	KAS-SING...	Zahid Gul...	05/10/2023	Zahid Gul...	05/10/2023	Reporting ...	31/05/2023
3	WOR	2023-01042022-31032023-2478644	KAS-SING...	MUZAMIL ...	21/08/2023	MUZAMIL ...	21/08/2023	Reporting ...	31/05/2023
4	WOR	2023-01042022-	KAS-SING...	MUDASIR ...	23/06/2023	MUDASIR ...	23/06/2023	Reporting ...	31/05/2023

COORDINATOR/ CONVENER IQAC

**PRINCIPAL**  
**Govt. Degree College,**  
**Anantnag**



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**Government of Jammu and Kashmir**  
**Higher Education Department**  
**Civil Secretariat, Jammu**  
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**Subject:-Nomination of Officers/ Officials for e-Filing of APRs  
 (Annual Performance Report) on Sparrow.**

Ref. No. GAD-ESTB/135/2021-02-GAD dated 22.09.2022 received from General Administration Department.

Government Order No.:- 225- JK (HE) of 2022  
 D a t e d :- 10. 10. 2022

Sanction is hereby accorded to nomination of the following Officers as Sub-Custodian and PAR Managers for successful implementation of online filling of Annual Performance Reports by Gazetted Officers in respect of Higher Education Department, on SPARROW Portal:-

Sr. No	District	Sub-Custodian	PAR Manager (Prof./ Dr.)
1.	Jammu District Colleges.	Nodal Principal, Women College, Parade, Jammu	Roopali Jamwal, Asst. Prof. Computer Applications.
2.	Kathua, Samba and Udhampur Colleges.	Principal, Govt. Degree College, Samba.	Vippan Kumar, Asst. Prof. Information Technology.
3.	Rajouri, Poonch and Reasi Colleges.	Principal, Govt. Degree College, Reasi.	Ameeq Rehman Choudhary, Asst. Prof. Information Technology.
4.	Doda, Kistwar and Ramban Colleges.	Principal, Govt. Degree College, Ramban.	Kamaljeet Singh, Asst. Prof. Computer Applications.
5.	Srinagar District Colleges.	Nodal Principal, S.P. College, Srinagar	Magray Aijaz Ahmed, Asstt. Prof. Computer Applications.
6.	Ganderbal, Budgam and Shopian Colleges.	Principal, Govt. Degree College, Ganderbal	Aasiq Qayoum, Asstt. Prof. Computer Applications.
7.	Anantnag, Pulwama and Kulgam Colleges.	Principal, Govt. Degree College, Anantnag	Vahida Akhter, Asstt. Prof. Computer Applications.

*Mania*



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8.	Baramulla, Bandipora and Kupwara Colleges.	Principal, Govt. Degree College, Baramulla	Shakeel Ahmed Najar, Asstt. Prof. Computer Applications.
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Sd/-

(Rohit Kansal) IAS

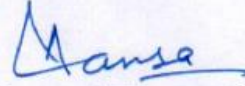
Principal Secretary to the Government

NO. HED/estb/9/2022-04

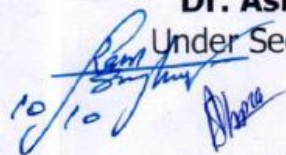
Dated :- 16.10.2022

Copy to the:-

1. Principal Secretary to Hon'ble Lt. Governor, J&K, UT
2. Director Archives, Archaeology and Museum, J&K, Jammu.
3. Director Colleges, J&K with the request to verify the PIMS (Personal Information Management System) data of Gazetted Officers (including those working in-charge capacity), received from General Administration Department vide No. GAD-ESTB/135/2021-02-GAD dated 22.09.2022 (Copy enclosed alongwith enclosures), if any required in respect of service particulars, name corrections etc, be updated immediately along-with the details of Officers, who may not have been incorporated in the list. Besides, also implement the guidelines contained in Govt. Order No. 1080-JK(GAD) of 2022 dated 17.09.2022 for successful implementation of SPARROW.
4. Additional Secretary to the Government, Higher Education Department.
5. The Concerned Principal/Asstt. Professor for similar necessary action as contained at Sr.No. 3.
6. PS to Principal Secretary to the Government, Higher Education Department.
7. PS to Secretary to the Government, General Administration Department.
8. PS to Secretary to the Government, Information Technology Department.
9. I/c Website, Higher Education Department.
10. Govt. Order file (W.2.sc).

  
Dr. Ashwani Hansa (JKAS)

Under Secretary to the Government

  
10/10/2022



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## List PAR generated college Wise

District	Colleges	Total No. of Officers	Total PAR Generated	Total APR Uploaded
<b>Anantnag</b>	GDC Anantnag(boys)	77	74	
	GDC Anantnag Women	44	44	
	GDC Qazigund	<u>3</u>	<u>3</u>	<u>01</u>
	GDC Dooru	19	19	15
	GDC Kokernag	16	16	
	GDC Verinag	04	04	
	GDC Larnoo	08	08	01
	GDC Utrasoo	10	10	
	GDC Mattan	04	04	
	GDC Bijbahra	24	24	17
	<b>Kulgam</b>	GDC Kulgam	35	35
GDC D.H Pora		11	11	
GDC Kilam		13	13	01
GDC Frisal		04	04	
<b>Pulwama</b>	GDC Pulwama(Boys)	58	58	56
	GDC Pulwama(W)	21	21	
	GDC Pampora	20	20	01
	GDC Awantipora	04	04	
	GDC Tral	33	33	
	GDC Rajpora	05	05	
<b>Total(03)</b>	<b>20</b>	<b>413</b>	<b>410</b>	<b>115</b>



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College Name	CPIS No.	Name	Designation	Grade Awarded	Status	Action Taken
GDC Anantnag	ALMHED00010126	Tawseef Ahmed Teli	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	ANGHED00010003	FAYAZ AHMAD SHAH	Associate Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANGHED00020210	Sartaj Ahmad Ganie	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTGED00020134	Kaneez Fatima	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00010042	Mohd Shafi Parrey	Associate Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00010046	Dr Tanveer Ahmad Bhat	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00010068	Masroofa Qadir	Assistant Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period
GDC Anantnag	ANTHED00020004	Vahida Akhter	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.





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GDC Anantnag	ANTHED000200191	Khursheed Ahmad Dar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020068	Shakti Prakash	Associate Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	ANTHED00020074	Mohd Suliman Dar	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	ANTHED00020079	Sharik Mushtaq Khanday	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	ANTHED00020081	Iftikhar Basheer	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good in this period
GDC Anantnag	ANTHED00020082	Mir Khusrau	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	ANTHED00020084	SHABIR AHMED BHAT	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020085	Showkat Ahmad Hajam	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020099	Javaid Ahmad Reshi	Assistant Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period



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GDC Anantnag	ANTHED00020102	Waheed Ahmad Khanday	Assistant Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period
GDC Anantnag	ANTHED00020104	Muzamil Ahmad Teli	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020105	Minerva Ghani	Assistant Professor	Good	Reviewed	The concerned officer has worked good in this period.
GDC Anantnag	ANTHED00020106	Adil Bashir Dar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020108	Rafiq Ahmad Hajam	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020109	Riyaz Ahmed Bhat	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020111	Sabzar Ahmad Dar	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good in this period.
GDC Anantnag	ANTHED00020113	Nissar Ahmad Kumar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020114	Altaf Hussain Mir	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.



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GDC Anantnag	ANTHED00020115	Mudassir Ahmad Bhat	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020116	Asif Ahmed Kamgar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020118	Shahzad Ahmad Bhat	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good in this period
GDC Anantnag	ANTHED00020119	Raja Wiqar Ahmad Parry	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020122	Ishfaq Manzoor Malik	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020123	Syed Aamir Syeed	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020124	Mohammad Arif Shaikh	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020127	Bahar Ahmad Mir	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	ANTHED00020128	Shabeer Ahmad Taing	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.



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GDC Anantnag	ANTHED00020132	Farooq Ahmad Malik	Assistant Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period
GDC Anantnag	ANTHED00020137	Irshad Ahmad Sheikh	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020138	Fayaz Ahmad Bhat	Associate Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period
GDC Anantnag	ANTHED00020140	Gazenfur Ali Mir	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020144	Sameena Ismail	Assistant Professor	Good	Reviewed	The concerned officer has worked good in this period.
GDC Anantnag	ANTHED00020155	Zahid Gulzar Rather	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020157	Mudasir Hassan Dar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020170	Umar Bashir Dar	PTI	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020171	Imtiyaz Ahmad Bhat	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.



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GDC Anantnag	ANTHED00020174	Jalal Ud Din Trag	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020175	Mohd. Iqbal Zargar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020176	Showkat Ahmad Gilkar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020179	Bilal Ahmad Wani	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020180	Azad Hussain Khan	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good in this period.
GDC Anantnag	ANTHED00020182	Ummer Rashid Zargar	Assistant Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period
GDC Anantnag	ANTHED00020183	Imtiyaz Ahmad Lone	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	ANTHED00020209	Dr. Naveen Hakhoo	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good in this period.
GDC Anantnag	ATTHME00010179	Sabiha Zehra	Librarian	Good	Reviewed	The concerned officer has worked good during this period.



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GDC Anantnag	BIJEDU00030319	Shabir Ahmad Rather	Assistant Professor	Good	Reviewed	Fair enough grade has been given to you.
GDC Anantnag	BIJEDU00040024	Gh Jeelani Teeli	Assistant Professor	Very Good	Reviewed	The concerned officer has worked very good in this period.
GDC Anantnag	BIJEDU00060033	Raveed Yousuf Bhat	Assistant Professor	Outstanding	Reviewed	The concerned officer has significantly contributed in this period
GDC Anantnag	BLAHED00020012	Abdul Majid Chalkoo	Associate Professor	Very Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	DHPEDU00190016	Shabeer Ahmed Wani	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	DORHED00010013	Showkat Ahmad Teeli	Assistant Professor	Good	Reviewed	The concerned officer has worked very good during this period.
GDC Anantnag	GBLEDU00260003	Mubashir Koul	Associate Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	KISHED00010034	Zahoor Ahmed Wani	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.



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GDC Anantnag	KLGEDU00270039	Riyaz Ahmad Shah	Associate Professor	Very Good	Reviewed	The concerned officer has worked very good in this period.
GDC Anantnag	KLGEDU00270044	Bashir Ahmad Shaigojaray	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	MTNEDU00020020	Kowser Ahmad Ganai	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	NRBHED00010005	Javaid Ahmad Lone	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	PTNEDU00280011	Niyaz Ahmad Mir	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	PULEDU00440002	Peerzada Mushtaq Ahmad	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	PULEDU00560008	Ummar Muhammad	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	PULHED00030006	Shahzad Ahmad Wani	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	SPRHED00020131	Mohd Iqbal	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.



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No: DCA/AQAR/178/2024

Dated: 15/01/2024

GDC Anantnag	STSHED00010058	Syed Zeenat Khurshid	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	TRLEDU00050012	Ferooze Ahmad Rafiqi	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.
GDC Anantnag	TRLHED00010008	Parvaiz Ahmad Dar	Assistant Professor	Good	Reviewed	The concerned officer has worked good during this period.





**Office of the Principal**  
**Government Degree College, Anantnag.**  
**Khanabal, Anantnag – 192101 (J&K)**



Website: [www.gdcboysang.ac.in](http://www.gdcboysang.ac.in)

NAAC ACCREDITED GRADE "B+" (CGPA:2.53)

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Dated: 15/01/2024

**Approved Format for Monthly and Annual Report of Non-Teaching Employees**

**Department .....**  
**Government Degree College Anantnag**

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**Monthly Performance Report of Non-Teaching Employee**

Month: APRIL 2022

Employee Name: AYATU CPIS ID: ANTHED000100----

S. No.	Parameter	0	1	2	3	4	5
1	Punctuality						
2	Availability						
3	Regularity			✓			
4	Communication						
5	Work and Conduct						
6	Promptness/Responsiveness						
7	Integrity						
8	Interpersonal relations & team work						

0—Unsatisfactory, 1—Satisfactory, 2—Good, 3—Very Good, 4—Excellent, 5—Outstanding

9	General Assessment	
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10	Overall Grade	
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H.O.D