



MIER College of Education (Autonomous)

Accredited by the NAAC with 'A+' Grade

Criteria VI- Governance, Leadership and Management

KEY INDICATOR- 6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.3 The institution maintains transparency in its financial, academic, administrative and other functions

- 1. Reports indicating the efforts made by the institution towards maintenance of transparency**



MIER College of Education (Autonomous)

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S.No.	Description	Enclosures
1.	Financial Transparency	1. Auditor's Report 2. Minutes of Meeting of Finance Committee

**FINANCIAL
TRANSPARENCY**



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

College with Potential for Excellence Status by the UGC

Recognised by the Govt. of J&K & Permanently Affiliated to the University of Jammu
Recognised by the UGC under Section 2(f) & 12(B). Accredited by NAAC with "A+" Grade

Minutes of the 11th Meeting of the Finance Committee of the MIER College of Education (Autonomous) held on May 23, 2023 at 3.30 P.M.

PRESENT

1. Prof. Adit Gupta (In the Chair)
 2. Sh. Sanjeev Mahajan,
Joint Registrar (Finance), University of Jammu.
 3. Mrs. Rupa Gupta
 4. Dr. Mool Raj Sharma
 5. Sh. Deepak Sehgal, C.A
 6. Sh. B.L. Bhat
 7. Sh. S.S. Slathia
- } Special invitees

Dr. Renu Gupta, Hon'ble Chairperson, MIER Group of Institutions was also present in the meeting.

At the outset Prof. Adit Gupta, welcomed all the members present in the meeting. Thereafter, the agenda items were taken for discussion.

Item No. 1

Considered the minutes of the 10th Meeting of the Finance Committee held on 11/05/2022

Resolved that the minutes of the 10th Meeting of the Finance Committee held on 11/05/2022, be confirmed.

Item No. 2

Considered the income and expenditure statement for the financial year 2022-23 duly audited by the Chartered Accountant.

Prof. Adit Gupta, explained the financial health of the College in terms of income and expenditure during the financial year 2022-23.

Resolved that the income and expenditure statement for the financial year 2022-23 (already circulated with the agenda), be endorsed.

Item No. 3

Considered the budget estimates for the financial year 2023-24

The Principal presented the budget estimates for the financial year 2023-24 and gave item-wise presentation.

Resolved that the budget estimates for the financial year 2023-24 (already circulated with the agenda), be endorsed.

Item No. 4

Considered the fee structure for the following Courses (Semester – I & II) for the academic session 2023-24:

- i) B.Ed.
- ii) B.Ed. Spl. Education (ID)
- iii) M.Ed.
- iv) M.Ed. Spl. Education (ID)
- v) M.A. (Education)
- vi) M.A. in Psychology / Sociology / Political Science / English
- vii) 4-Year Undergraduate Programmes (Honours/Research) in Psychology/ Sociology / Political Science / English / History / Mathematics
- viii) Diploma in Guidance & Counselling

Resolved that the fee structure for the above mentioned Courses (Semester – I & II) for the academic session 2023-24 (already circulated with the agenda), be endorsed.

Item No. 5

Considered the rates of remuneration of different assignments with respect to examinations.

Resolved that the rates of remuneration of different assignments with respect to examinations (already circulated with the agenda), be endorsed.

Item No. 6

Considered the revised fee structure for various examination related items

Resolved that the revised fee structure for various examination related items (already circulated with the agenda), be endorsed.

Item No. 7

Considered the revised rates of fees for issuance of various certificates.

Resolved that the revised rates of fees for issuance of various certificates (already circulated with the agenda), be endorsed.

Item No. 8

Considered the sitting charges to the members for attending meetings of the MIER College.

Resolved that the sitting charges to the members belonging to external institutions for attending meetings of the MIER College (already circulated with the agenda), be endorsed.

The meeting culminated with the vote of thanks to the Chair.


(Prof. Adit Gupta)
Chairman

**ACADEMIC
TRANSPARENCY**



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S.No.	Description	Enclosures
1.	Academic Transparency	<ol style="list-style-type: none">1. Information in the Public Domain<ol style="list-style-type: none">a. Programmes Details, Curriculum, Programme Learning Outcomes, Course Learning Outcomes2. Student Orientation on PLOs/CLOs3. Examination Statutes4. Sample of Re-evaluation Applications5. Sample Answer Script



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ACADEMIC TRANSPARENCY

1. Link to various programmes offered on the college website

a) School of Education-

<https://www.miercollege.in/soeprogrammes.html>

- B.Ed- <https://www.miercollege.in/programmes.aspx?id=1&q=BEd>

- B.Ed Special (ID)-

https://www.miercollege.in/programmes.aspx?id=2&q=BEd_SpecialEducation

- M.ED-<https://www.miercollege.in/programmes.aspx?id=4&q=MEd>

- M.Ed Special (ID)-

[https://www.miercollege.in/programmes.aspx?id=13&q=MEd_Special_Education\(ID\)](https://www.miercollege.in/programmes.aspx?id=13&q=MEd_Special_Education(ID))

2. Student Orientation on Programme Learning Outcome and Course Learning Outcomes

The college organized a two-day induction programme for incoming students of B.Ed., B.Ed. Special Education, Diploma in Guidance and Counselling, and MA Political Science on November 8-9, 2023. The programme included interactive sessions focusing on orienting students to the course curriculum, Programme Learning Outcomes (PLOs), and Course Learning Outcomes (CLOs). Faculty members provided detailed overviews of what students can expect to achieve through their studies, aligning these outcomes with the overall objectives of each programme. Additionally, students were introduced to the various centres, committees, and units within the college that will support their academic and professional development. The sessions aimed to ensure that students have a clear understanding of their educational journey and the resources available to them. For the School of Social Sciences and Humanities, the induction programme was organized from October 5 to 7, 2023.





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**EXCERPTS FROM MIER COLLEGE OF EDUCATION (AUTONOMOUS)
STATUTES AND REGULATIONS , 2023**

STATUTES GOVERNING EXAMINATIONS (GENERAL)

Clause 21 : Result Review Committee

(Page No. 177)

Result Review Committee shall comprise of:

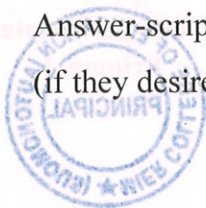
1. Principal (Convenor)
2. Dean Academics
3. One Sr. faculty member of the Course by rotation
4. Controller of Examinations

The Committee shall oversee the results in light of the maintenance of the standard vis-à-vis paper setting, evaluation of scripts and pass percentage in each course of study. If the Committee is satisfied with the results, it shall authorize their publication. If on scrutiny, the Committee feels that there has been distinct fall in pass percentage in the whole examination or in a particular subject/paper, on the basis of genuine complaint against a question paper set for that examination which has adversely affected the results and grievance of the candidates could not otherwise, be redressed. It shall authorize the moderation of results to such an extent as it deems absolutely necessary.

Clause 23 : Rechecking of Semester Examination Result.

(Page No. 178)

Answer-scripts of an End-Semester Examination shall be shown to the students (if they desire) after the declaration of result within a period of **seven days**.



Clause 24 : Re-evaluation

(Page No.178-179)

- a) If a student feels dissatisfied after going through his answer script with the evaluation of in a particular subject/paper, he/she may apply for re-evaluation of the same to the Controller of Examinations, on the prescribed application form with a copy of marks certificate.
- b) Re-evaluation shall not be permitted in Internship, Practicals, Internal Assessment, Project Report, Dissertation and Viva-Voce.
- c) The fee for re-evaluation shall be as prescribed by the Competent Authority from time to time.
- d) The application on the prescribed form with the requisite fee, should reach the Controller of Examinations within 15 days after declaration of the result.
- e) The application form can however, be entertained thereafter with a late fee as prescribed from time to time for another count of five days.
- f) The appointment of re-evaluator(s) shall be made by the Controller of Examinations out of the panel of examiners approved by the Competent Authority.
- g) The student shall be awarded best of the two scores obtained by him/her after re- evaluation and original evaluation.
- h) The result of the re-evaluation shall be final and binding on the student.
- i) Every effort shall be made to get the answer-script(s) re-evaluated expeditiously within a period of 20 days from the last date for submitting application forms for re- evaluation.


(Prof. Aditya Gupta)
Principal
PRINCIPAL
MIR COLLEGE OF ENGINEERING (AUTONOMOUS)



MIER College of Education (Autonomous)

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S.No. _____

APPLICATION FORM FOR RE-EVALUATION OF ANSWER BOOKS OF M.A. (Education) / M.ED. / B.ED. / B.ED. SPECIAL EDUCATION (MR) EXAMINATION

Note: Before filling of this form please go through the salient features of the statutes governing re-evaluation very carefully, which are re-produced overleaf

- Name of the applicant Nazia Kouser Son / Daughter of Mohd Aslam
(in block letters)
- Roll No. 2102077 (Annual/Bi-annual Session 2021-23) Registration No. 77MCEA211/B.Ed
- Address for Correspondence Battindi Nawal Jammu.
Mobile No. 7780933264
- Name of the Examination BDE-103 Learning & Teaching
- Result (Fail/Re-appear/Pass): Re-appear.
- Particulars Subject/s Paper/s option in which Re-evaluation of Answer book/s is desired (fill it carefully) giving name/s of paper/s option/s

S. No.	Title & Course No.	Marks Obtained in Theory	S. No.	Title & Course No.	Marks Obtained in Theory
1	BDE-103 Learning & Teaching	16	1	BDE-103 Learning & Teaching	

- Reason in brief for seeking Re-evaluation NOT satisfied with the Marks
- Specimen of the handwriting in the same form used while writing answer in the answer book/s.
Specimen of the handwriting in the same form used while writing.
- Detail of fee deposited: Amount of Rs 900/- deposited vide College Receipt No. MD500724 Dated 01/08/2023

DECLARATION

I Nazia Kouser Son / Daughter of Mohd Aslam
Hereby declare that I have read the instructions for Re-evaluation of answer books and salient feature shown overleaf very carefully and undertake to abide by the same.

Dated 01/08/2023

Nazia
Signature of the applicant

CERTIFICATE

Certified that the candidate has affixed his/her signature in my presence

Date: 01/08/2023

Abhishek
Signature of the

Head of the Department

- NOTE: i) Candidate should attach following documents with the Re-evaluation form
- Photocopy of concerned marks certificate
 - One self addressed envelope duly stamped of proper value.
- ii) Candidate should right clearly Roll No. on top of the envelop
- iii) Incomplete form will not be accepted

To be filled by the Candidate

Name of the Candidate Nazia Kouser S/o, D/o Mohd Aslam
Class B.Ed Sem - Ist Roll No. 2102077 Session 2021-23

Signature of the Receiving Clerk

V.V.M.U.P

19/12



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S.No. _____

APPLICATION FORM FOR RE-EVALUATION OF ANSWER BOOKS OF FYUP CBA Hons. Psychology Semester II EXAMINATION

Note: Before filling of this form please go through the salient features of the statutes governing re-evaluation very carefully, which are re-produced overleaf

- Name of the applicant MANNAT VERMA Son / Daughter of ANIL VERMA
(in block letters)
- Roll No. 2208031 (Session 2022-2026) Registration No. 31MCEA22-UPSY
- Address for Correspondence 80P Rehazi Colony, Bhatat Nagar
Jammu Mobile No. 9906331198
- Name of the Examination USO-202
- Result (Fail/Re-appear/Pass): Re-appear
- Particulars Subject/s Paper/s option in which Re-evaluation of Answer book/s is desired (fill it carefully) giving name/s of paper/s option/s

S. No.	Title & Course No.	Marks Obtained in Theory	S. No.	Title & Course No.	Marks Obtained in Theory
	<u>Introduction to Sociology II</u>	<u>18+25 = 43</u>		<u>1</u>	
	<u>USO-202</u>				

- Reason in brief for seeking Re-evaluation Not Satisfied
- Specimen of the handwriting in the same form used while writing answer in the answer book/s.
Help your family, Help your group, return favours, be brave, divide resources fairly
- Detail of fee deposited: Amount of Rs 900/- deposited vide College Receipt No. 148 Dated 19-12-2023

DECLARATION

I MANNAT VERMA Son / Daughter of ANIL VERMA
Hereby declare that I have read the instructions for Re-evaluation of answer books and salient feature shown overleaf very carefully and undertake to abide by the same.

Dated 19-12-2023

Mannat Verma
Signature of the applicant

CERTIFICATE

Certified that the candidate has affixed his/her signature in my presence

Date: 19/12/23

Mande
Signature of the
Head of the Department

- NOTE: i) Candidate should attach following documents with the Re-evaluation form
- Photocopy of concerned marks certificate
 - One self addressed envelope duly stamped of proper value.
- ii) Candidate should right clearly Roll No. on top of the envelop
- iii) Incomplete form will not be accepted

To be filled by the Candidate

Name of the Candidate MANNAT VERMA S/o, D/o ANIL VERMA
Class BA Hons. Psychology Roll No. 2208031 Session 2022-2026

Signature of the Receiving Clerk



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ANSWER BOOK

DEPARTMENT..... M.Ed. SOE

Internal Assessment Test (Minor Test-I/ Minor Test-II / Mid Term Examination)

Signature of the Supervisor [Signature]

To be filled in by the Students			
Name	<u>Naureen Farid</u>		
Semester	<u>Ist</u>		
Roll No.	Class	Date	
<u>2501003</u>	<u>M.Ed</u>	<u>27/03/24</u>	
Subject/Paper	<u>Education studies</u>		

For Evaluator Only	
Q.No.	Marks Obtained
1	<u>1</u>
2	<u>1 1/2</u>
3	<u>4 1/2</u>
4	<u>4 1/2</u>
5	<u>4</u>
6	
7	
8	
9	
10	
11	
12	
Marks Obtained	<u>15</u>
Maximum Marks	<u>15</u>
Marks out of 20/10/5	

Marks in words..... Signature of the Examiner [Signature]

Seen
Naureen
2/05/24



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**ADMINISTRATIVE
TRANSPARENCY**



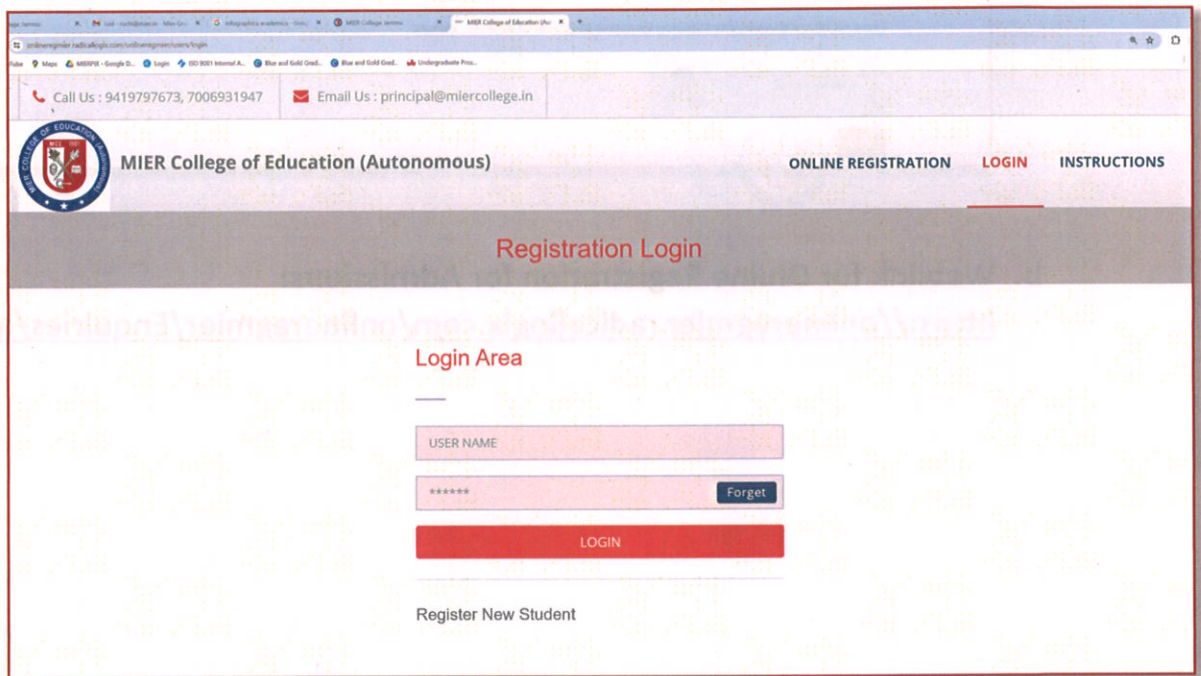
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ADMINISTRATIVE TRANSPARENCY

1. Online Admission Process

a. Snapshot of Online Admission Portal




MIER College of Education (Autonomous)

[ONLINE REGISTRATION](#)
[LOGIN](#)
[INSTRUCTIONS](#)

New Registration


Note: Before you fill in this Registration Form, kindly read the Instructions on Top-Right. All the entries must be in CAPITAL LETTERS.
 DOB once entered in this form will not be editable later.

CANDIDATE'S NAME *	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
PROGRAMME APPLYING TO *	<input type="text" value="Select Class"/>		
DATE OF BIRTH * (DD-MM-YYYY)	<input type="text" value="Select Date"/>	GENDER *	<input type="text" value="Select Gender"/>
MOTHER'S NAME *	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
FATHER'S NAME *	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
CONTACT NUMBER * (10 DIGIT) (SMS WILL BE SENT ON THIS NUMBER)	<input type="text" value="Enter Mobile No."/>	EMAIL * (MESSAGE WILL BE SENT ON THIS EMAIL)	<input type="text" value="Registered Email ID"/>
ADDRESS *	<input type="text" value="Street/Locality"/>		
	<input type="text" value="Street"/>	<input type="text" value="Jammu"/>	<input type="text" value="Jammu & Kashmir"/>
	<input type="text" value="India"/>	<input type="text" value="Pincode"/>	

DECLARATION : I HEREBY DECLARE THAT THE DATE OF BIRTH GIVEN ABOVE IS CORRECT AND I SHALL NOT ASK FOR ITS ALTERATION AT ANY TIME IN FUTURE.

I ALSO ACCEPT THE MANAGEMENT'S DECISION REGARDING ADMISSION OR DISMISSAL AS FINAL.

I'm not a robot



b. Weblink for Online Registration for Admissions:

<https://onlineregmier.radicallogix.com/onlineregmier/Enquiries/add>



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2. Recruitment of Staff

a. Advertisement for the Recruitment of Teachers

MIER COLLEGE OF EDUCATION AUTONOMOUS

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WE ARE HIRING

POSTS	PROGRAMMES
SCHOOL OF EDUCATION (Post Graduate & Graduate Programmes)	
a) Professor b) Assistant Professor	M.Ed.
Assistant Professor	
a) Perspectives in Education or Foundation Courses (Desirable Qualification: MA Psychology)	B.Ed.
b) Curriculum & Pedagogic Courses (Desirable Qualification: MA Pol. Science/ History)	
a) Professor b) Associate Professor c) Assistant Professor (Intellectual Disability)	B.Ed. Special Education & M.Ed. Special Education (Intellectual Disability)
SCHOOL OF SOCIAL SCIENCES (Undergraduate Programmes)	
Associate Professor	Psychology
Assistant Professor	Sociology, English & Political Science

**APPLY ON OR BEFORE
MAY 18, 2022**

Qualifications and Eligibility criterion of candidates shall be as prescribed by the UGC/NCTE

Eligibility conditions and other details are available on our website www.miercollege.in

 www.miercollege.in principal@miercollege.in 0191-2546078, 2565098 B.C. Road, Jammu

4021/2023

Contact: MOB 8899246693 - 4/ 9697572227/ 9797968123/
mem.in.health@gmail.com / principalphcop@gmail.com



MIER COLLEGE OF EDUCATION Autonomous

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B.C. Road, Jammu-180001 Ph.0191-2546078, 2565098
Email:principal@miercollege.in Website:miercollege.in

REQUIRED

Applications are invited for the posts of
**Assistant Professor in Special Education
(Intellectual Disability)**

Eligibility Conditions: a. Master's degree in any discipline with a minimum of 50% marks.
b. M.Ed. degree in specific disability area (ID) with a minimum of 55% marks or an equivalent grade of B+ in 10 - point scale of UGC OR an equivalent degree from a foreign university recognized by Rehabilitation Council of India (RCI). Valid registration with RCI.

Desirable: M.Phil/Ph.D. in Special Education or Education with research emphasis on Special Education.
Experience: At least 2 years as teacher or researcher in the area of specific disability.

Candidates should apply with detailed bio-data along with supporting documents and passport size coloured photograph on or before January 15, 2024.

No.:MCEAN/2023/651 Dated:22/12/2023

Sd/-
Principal



JAMMU STORES - BIDDIC
JACK JONES
BAZZ RASLIT



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

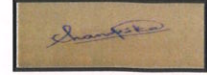
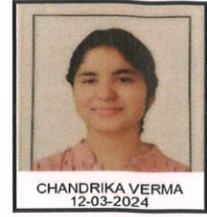
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Application for Admission to B.Ed.

Application No. : 24/0009
Category : OBC
Religion : HINDU
Local/Non-Local : Local
Aadhaar Card : 877848369663
Reg Amount/Payment Mode :
Transaction Id : 617
Date : 25-03-2024



PERSONAL INFORMATION

Name (In Block Letter) : CHANDRIKA VERMA
Gender : Female
Marital Status : Unmarried
Date of Birth : 20-02-2002
Father's Name : LATE PARVEEN KUMAR
Mother's Name : LATE PARVEEN DEVI
Mobile No. - Email Id : 8492060039 SIYAVERMA911@GMAIL.COM
Permanent Address : VILLAGE MAKWAL , POST OFFICE SOHANJANA TEHSIL AND DISTRICT JAMMU JAMMU
Correspondence Address :
Applicant Present Status : Unemployed
Medium of Examination : ENGLISH
Examination Status : Appearing

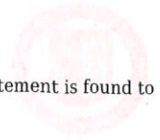
ACADEMIC QUALIFICATION INFORMATION

Examination	Board / University	Roll No.	Year	Marks Obt.	Total Marks	% Marks
Class X	CBSE	2311079	2017	456	500	91.2%
Class XII	CBSE	2789427	2019	453	500	90.6%
Graduation	CLUSTER UNIVERSITY OF JAMMU	19020070288	2022	2693	3300	81.61%

DOCUMENTS INFORMATION

S.No.	Document Name	Whether Enclosed Yes/No
1	Aadhaar card	No
2	Character Certificate	Yes
3	B.A./B.Sc./B.Com. or Last Year/Sem. Marksheet	Yes
4	Certificates in Support of proficiency in Sports	No
5	Domicile Certificate	Yes
6	Graduation Certificate	Yes
7	High School Certificate	Yes
8	Matriculation	Yes
9	Other course	No
10	Pan Card	Yes
11	Provisional Certificate	Yes
12	Reserve Category Certificate(if applicable)	Yes
13	Transfer Certificate	Yes
14	UGC-NET Certificate	No

MICK COLLEGE OF EDUCATION (AUTONOMOUS)



I do hereby declare that I have not concealed or distorted any fact or material information in fillig up the application form.If any statement is found to be false or incorrect, I shall be liable to such action as the Management of the Institution may deem proper.

Place :

Date : 25-03-2024



Application for Admission to B.Ed.

Assistant Registrar

Applicant's Name: [Redacted]
 Roll No.: [Redacted]
 Date of Birth: [Redacted]
 Address: [Redacted]
 Contact No.: [Redacted]
 Email: [Redacted]
 Date: 25-03-2024

PERSONAL INFORMATION

Name in English: [Redacted]
 Gender: [Redacted]
 Marital Status: [Redacted]
 Date of Birth: 25-03-2002
 Father's Name: [Redacted]
 Mother's Name: [Redacted]
 Home No. / Flat No.: [Redacted]
 Permanent Address: [Redacted]
 Present Address: [Redacted]
 Applicant's Phone: [Redacted]
 Medium of Instruction: ENGLISH
 Language Spoken: [Redacted]

ACADEMIC QUALIFICATION INFORMATION

Sl. No.	Examination Board / University	Roll No.	Year	Grade / Marks	Total Marks	Percentage
1	[Redacted]	[Redacted]	201	476	500	95.2%
2	[Redacted]	[Redacted]	2018	434	500	86.8%
3	[Redacted]	[Redacted]	2022	309	350	88.3%

DECLARATION

Sl. No.	Declaration	Yes/No
1	I am a citizen of India.	Yes
2	I am not a member of any political party.	Yes
3	I am not a member of any religious community.	Yes
4	I am not a member of any caste or tribe.	Yes
5	I am not a member of any social class.	Yes
6	I am not a member of any profession or occupation.	Yes
7	I am not a member of any trade or business.	Yes
8	I am not a member of any service.	Yes
9	I am not a member of any force.	Yes
10	I am not a member of any organization.	Yes
11	I am not a member of any association.	Yes
12	I am not a member of any club or society.	Yes
13	I am not a member of any union or organization.	Yes
14	I am not a member of any other organization.	Yes

Fwd: Intimation for conduct of interview on 02.04.2024.

1 message

MCE Establishment <establishment@miercollege.in>
To: "ruchi@mier.in" <ruchi@mier.in>

Fri, May 31, 2024 at 4:42 PM

----- Forwarded message -----

From: **MCE Establishment** <establishment@miercollege.in>

Date: Mon, Apr 1, 2024 at 4:19 PM

Subject: Intimation for conduct of interview on 02.04.2024.

To: pssudan15@gmail.com <pssudan15@gmail.com>

Cc: Principal MIER College <principal@miercollege.in>

The Interview for the Position of Assistant Professor in English in MIER College of Education (Autonomous) is scheduled to be held on 02.04.2024 at 2:00 p.m. in the Administrative wing of MIER. Please attend the same and also acknowledge the mail.

Regards,
Assistant Registrar
Establishment Section



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QF:15A

2

EVALUATION REPORT

Candidate Details:		
Name: <i>Taniya Raina.</i>	Qualification: <i>MA Psychology NET, Pnd Submitted.</i>	Experience: <i>5 years.</i>
Trial Details:		
Class:	Subject: <i>Psychology</i>	Topic: <i>Attention.</i>

OBSERVATION IN THE CLASSROOM

S.No.	Areas	Rating	Remarks
1.	Voice	<input checked="" type="checkbox"/> Clear/Average/Not Clear	
2.	Black Board Writing	Good/Average/Poor	<i>not used.</i>
3.	Classroom Discipline	<input checked="" type="checkbox"/> Satisfactory/Not Satisfactory	
4.	Lesson Preparation	<input checked="" type="checkbox"/> Excellent/Satisfactory/Not Satisfactory	
5.	Language	English/Hindi/Bilingual	
6.	Teacher Pupil Interaction	<input checked="" type="checkbox"/> Very Good/Good/Average	<i>Excellent interaction</i>
7.	Level of Motivation	<input checked="" type="checkbox"/> Satisfactory/Not Satisfactory/Poor	<i>Very High.</i>
8.	Art of Questioning	<input checked="" type="checkbox"/> Good/Average/Poor	<i>Good Question.</i>
9.	Degree of Confidence	<input checked="" type="checkbox"/> Highly confident/Average/Less Confident	
10.	Personality	<input checked="" type="checkbox"/> Very Smart/Smart/Average	<i>Active,</i>
11.	Mastery Over Content	<input checked="" type="checkbox"/> Good/Average/Poor	<i>Yes</i>

EVALUATION REMARKS

1.	Feedback	Above Average/Average/Below Average
2.	Deficiency if any	
3.	Suggestions	Need to use the B Board as well.
4.	Overall Grading	Good/Excellent.
5.	Remarks	Recommended/Not Recommended
6.	Nature of Appointment	Regular/Adhoc

Dated:

(Evaluators' Signature)

- 1.
- 2.
- 3.

[Handwritten Signature]
4/4/2023

Rating:

Excellent – 5, Very Good – 4, Good -3, Average – 2, Poor -1



P

QF:15A

MIER College of Education (Autonomous)
Accredited by the NAAC with 'A+' Grade

(P)

EVALUATION REPORT

Candidate Details:		
Name: <u>Ms Taniya Raina</u>	Qualification: <u>Ph.D (Psychology)</u>	Experience: <u>3+ years.</u>
Trial Details:		
Class: <u>Bed spl Edu</u>	Subject: <u>Psychology</u>	Topic: <u>Attention</u>

OBSERVATION IN THE CLASSROOM

S.No.	Areas	Rating	Remarks
1.	Voice	✓ Clear/Average/Not Clear	
2.	Black Board Writing	Good/Average/Poor	
3.	Classroom Discipline	Satisfactory/Not Satisfactory	Excellent
4.	Lesson Preparation	✓ Excellent/Satisfactory/Not Satisfactory	The video and PP was very well prep &
5.	Language	✓ English/Hindi/Bilingual	fluent, clear and approprial
6.	Teacher Pupil Interaction	✓ Very Good/Good/Average	
7.	Level of Motivation	Satisfactory/Not Satisfactory/Poor	Highly motivated in teaching proa
8.	Art of Questioning	✓ Good/Average/Poor	great
9.	Degree of Confidence	✓ Highly confident/Average/Less Confident	
10.	Personality	✓ Very Smart/Smart/Average	
11.	Mastery Over Content	✓ Good/Average/Poor	very good.

EVALUATION REMARKS

1.	Feedback	Above Average/Average/Below Average
2.	Deficiency if any	
3.	Suggestions	<p>May be the teacher can speak a little slow so that more assimilation and comprehension on the part of the students take place</p>
4.	Overall Grading	A+ ✓
5.	Remarks	Recommended/Not Recommended
6.	Nature of Appointment	Regular/Adhoc ✓

Dated:

4/4/23

(Evaluators' Signature)

1. *Renu Gupta*
- 2.
- 3.

Rating:

Excellent - 5, Very Good - 4, Good - 3, Average - 2, Poor - 1

The teacher actively involved the students in the learning process by asking questions and giving life time examples. The teacher gave individual attention to students, showed great mannerism to address them and connect with them.

Renu Gupta

4/4/23.



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Accredited by the NAAC with 'A⁺' Grade

29

No: MIER/2023/84-85

Dated: 13.04.2023

Ms. Taniya Raina,
D/o Sh. Suresh Raina,
R/o H.No. 100A, L.No.03, Sector-02,
Model Town, Gangyal,
Jammu

Subject: Appointment as Assistant Professor on Adhoc Basis.

The Management is pleased to appoint you as Assistant Professor in Psychology in the MIER College of Education (Autonomous) on Adhoc basis w.e.f. 07-04-2023 for a period of one year or till your selection through Selection Committee whichever happens to be earlier. You shall get monthly salary as under:-

Salary (Consolidated)	: Rs. 25,000.00
Conveyance Allowance	: <u>Rs. 3,000.00</u>
Total	<u>Rs. 28,000.00</u>

(Rupees twenty eight thousand only)

During the period of appointment your services will be governed by the MIER Service and Leave Rules in vogue.

Your services will be terminable on 15 days' notice or 15 days' Salary in lieu thereof on either side during the period of your appointment.

You will be required to produce original documents relating to your qualifications etc. for verification.

Renu Gupta
CHAIRPERSON

Copy to:

1. Accounts Section
2. Estab. Section

Sukinder
18/4/2023

श्रेष्ठ

B.C. Road Jammu
180 001

Ph.: 0191-2546078, 2565098
Fax: 0191-2548239

Email: principal@miercollege.in
Website: www.miercollege.in



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ISO 9001:2008 Certified

No. MIER/2018/815-19

Date: 24-08-2018

Prof. Kiran Deep Kour,
Dean, Faculty of Education,
Punjabi University,
Patiala.

Madam,

I express my sincere gratitude to you for acceding to our request for the conduct of Selection Committee Meeting for the post of Associate Professor in Education under Direct Recruitment scheduled to be held on Friday, September 07, 2018 at 3:30 p.m. in the MIER Campus, B.C. Road, Jammu.

I am desired to request you to kindly attend the Selection Committee Meeting on the scheduled date and time.

With deep regards,

Yours Sincerely,


(Dr. Adit Gupta)
Principal



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No. MIER/2018/842-44

Date: 24-08-2018

Dr. Nishta Rana,
Assistant Professor,
MIER College of Education (Autonomous),
Jammu.

This has a reference to your application for the post of Associate Professor in Education under Direct Recruitment. I am to inform you that the interview for the said post is scheduled to be held on Friday, September 07, 2018 at 2:30 p.m.

You are, therefore, advised to appear before the Selection Committee on the above said date.


Assistant Registrar

CRITERIA FOR THE SELECTION COMMITTEE

(MAXIMUM MARKS : 100)

Name of the Candidate	Academic Background (20%)		Research performance based on API score and quality of publications (40%)		Assessment of Domain Knowledge and Teaching Skills (20%)		Interview performance: (20%)		Total Marks Obtained
	Max. Marks (20)	Marks Obtained	Max. Marks (40)	Marks Obtained	Max. Marks (20)	Marks Obtained	Max. Marks (20)	Marks Obtained	
Dr. Mool Raj		20		27		14		15	76
Dr. Nishta Rana		20		27		13		15	75
Dr. Rohnika		20		27		16		17	80

Signature
(Member, Selection Committee)

Akants
7/9/18

pen
7/09/18
Kimpan
7.9.18

Date: 07-09-2018

11)
Sharma
07/9/18



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

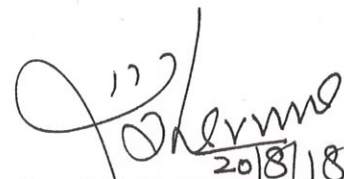
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EVALUATION REPORT

The undersigned has evaluated the Self - Assessment of Academic Performance Indicators (API) submitted by Dr. Mool Raj, Dr. Nishta Rana and Dr. Rohnika, Asstt. Professors, MIER College of Education (Autonomous) for Direct Recruitment as Associate Professors in the College. Their API scores are given as under:-

S.No	Name of the Teacher	API Score for Category - II (Professional Development and Extension Activities)	API Score for Category - III (Research and Academic Contribution)	Total API Score	Remarks
1	Dr. Mool Raj	215.40	166.75	382.15	No Orientation and Refresher Course
2	Dr. Nishta Rana	225.00	287.50	512.50	No Orientation Course
3	Dr. Rohnika	184.80	208.00	392.80	No Orientation Course

Based on the total API scores, the Asstt. Professors at S. No. 1 to 3 are eligible for the Post of Associate Professor. Furthermore, they can be invited to appear in the interview.


(Prof. N. R. Sharma)
20/8/18

Appendix –III Table II (B)

Minimum Scores for APIs for direct recruitment of teachers in University department / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualification stipulated in the Regulation.

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API Score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API Score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/ weightages (Total Weightages= 100)	<ul style="list-style-type: none"> a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%) 	<ul style="list-style-type: none"> a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%) 	<ul style="list-style-type: none"> a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)

MINUTES OF THE MEETING OF THE SELECTION COMMITTEE
FOR THE POSITION/S OF ASSOCIATE PROFESSOR IN MIER COLLEGE OF
EDUCATION (AUTONOMOUS) HELD ON 07-09-2018 AT 3.30 P.M. IN THE
MIER CAMPUS, B.C. ROAD, JAMMU.

Advertisements inviting applications for the post (s) of Associate Professor among others in the MIER College of Education (Autonomous) were got published in Daily Excelsior on 21-12-2017 & 16-02-2018 and in University News Vol. 56 No. 10, March 05-11,2018. In response to the above advertisements, 03 applications were received. All the following candidates were found eligible and were invited for the interview:-

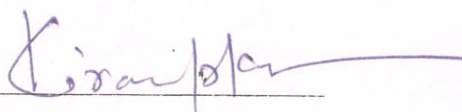
1. Dr. Mool Raj
2. Dr. Nishta Rana
3. Dr. Rohnika

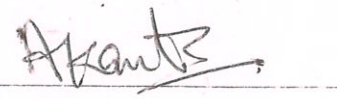
On the basis of their performance in the interview, fulfillment of the prescribed eligibility conditions, qualifications as per the UGC and suitability to the post, the committee resolved that the following candidates are recommended for the appointment of Associate Professors in order of merit:-

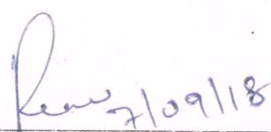
1. Dr. Mool Raj - } P.G. Dept.
2. Dr. Nishta Rana } P.G. Dept.
3. Dr. Rohnika Shatema } U.G. Dept.

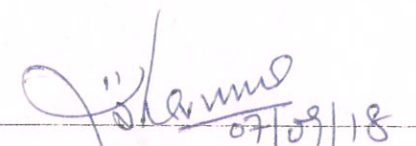
It was further resolved that the above appointments are subject to the condition that all the three candidates have to undergo the refresher/orientation course required under rules within a period of one year.

Signatures of the members of the Selection Committee.

1. 
(Prof. Kiran Deep Kour)

2. 
(Prof. Amit Kauts)

3. 
(Prof. Renu Nanda)

4. 
(Prof. N. R. Sharma)



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No. MIER/2018/1453-5
Date: 30-11-2018

123
116

Dr. Nishta Rana,
Post-Graduate Department,
MIER College of Education (Autonomous),
Jammu.

Subject : Appointment as Associate Professor in Post-Graduate Department of
MIER College of Education (Autonomous).

Pursuant to the approval of the Governing body made at its meeting held on 20-11-2018, I have the pleasure to inform you that you have been appointed as Associate Professor in the Post-Graduate Department of MIER College of Education (Autonomous) w.e.f. 01-12-2018 in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000/- on probation under rules. Your appointment shall be subject to the conditions that you have to undergo the refresher/orientation course required under rules within a period of one year. You are authorized to get monthly salary as under:-

Basic Pay	:	Rs. 37,400.00
AGP	:	Rs. 9,000.00
Total	:	<u>Rs. 46,400.00</u>

(Rupees Forty six thousand and four hundred only)

During the period of this appointment your services will be governed by the MIER Service and Leave Rules in vogue.

You are entitled to get CPF contribution as admissible under rules (employees contribution limited to 12% of Rs. 15000/- plus institutional share.)

Received
Nishta Rana
30/11/18

A. K. 11/2
CHAIRMAN

Copy to:

1. Principal, MIER College of Education (Autonomous) Recd.
2. Assistant Registrar (Acad.)
3. Accounts Section
4. Etab. Section

Suchinda
3/12/2018

श्रेष्ठ



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3. Staff Appraisal

Sample Target-Based Annual Performance Appraisal Form

- a. Teaching Staff**
- b. Non-Teaching Staff**

(16)



MIER College of Education
(Autonomous)
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ANNUAL PERFORMANCE
APPRAISAL OF
TEACHING STAFF

QF: 018A
Revision :01

To be filled by the Administrative Section:

Name: <i>Ms. Komal Sharma</i>	Qualification: <i>M.A. B.Ed.</i>	Designation: <i>Asst. Professor (S-II)</i>
Department: <i>School of Education</i>	Status: Adhoc / Contractual / Temporary/Confirmed <i>01.02-20/0</i>	Leave Record of the Previous Year: <i>NIL</i>
Date of Joining: <i>01.10.2007 (Cont.) / 01.02.08 (R)</i>	Date of Appraisal:	Total Length of Service in the institution: <i>16 years</i>

1. Teaching Learning Performance in the Classroom as assessed by Evaluators during Academic Audits

S.No.	Date	Overall Rating	Remarks
			<i>Will be evaluated by end of Nov/Dec 2023</i>

2. Performance as per PI 360: Report Attached

(To be provided by the Manager HR Trainings & Quality Assurance)

3. Self-Assessment (To be filled by the Assessee)

a. Academics Target: At least 85% result in all subjects being taught

S.No.	Subject	Achieved	Objective Evidence	Reason for not Achieving the set Targets
1.	<i>Methodology/Teach</i>	<i>100%</i>	<i>Pi 360</i>	<i>NA</i>
2.	<i>Knowledge & Skill</i>	<i>88.6%</i>	<i>Pi 360</i>	<i>NA</i>
3.	<i>Assessment/feedback</i>	<i>97.7%</i>	<i>Pi 360</i>	<i>NA</i>

b. Research

S.No.	Area	Target	Achieved	Objective Evidence	Reason for not Achieving the set Targets
1.	Research Publication in Peer reviewed or UGC listed Journals	2	1	<i>Pi 360</i>	
2.	Paper Published in conference proceedings / Book Chapter with ISBN	1	No		
3.	Paper Presented in Conference /Seminar	1	No		

c. Other Areas

S.No	Area	Target	Achieved	Objective Evidence	Reason for not Achieving the set Targets
1.	Completed MOOCS	2	2	Pi 360.	
2.	Training / Refresher Course (External Agency)	1	6	Pi 360	

4. Contributions & Achievements

S.No	Area	Yes / No	Objective Evidence
1.	Research Project	No	
2.	Provided Consultancy to other institutions	No	
3.	Developed MOOCS (individually or in collaboration)	Under process	BDE-303, Unit-3
4.	Contributed to the designing and development of curriculum	Yes	
5.	Authored Book	No	
6.	Edited Book	No	
7.	Resource person (Guest Lecture, Panel Discussion, workshop etc.)	-	
8.	Enhancement in Qualification	Pursuing Ph.D.	

5. Any other (Award or contributions in your areas of responsibilities -Dept./ Centre/ Units/ Committees etc.)

Convener - Co-Curricular Committee till 30th September, 23
 Recently Given the charge of NSS Programme Officer,
 MCE.

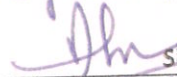
Remarks by the HoD

Mrs. Kamal Sharma keeps a positive viewpoint towards assigned duties and this helps her in making quality decisions in difficult situations. Being senior teacher she should mark upon her research skills and needs to have publications in her Credit so that she can make her CAS points and gets next-level. New technologies are coming up, so more focus is required to update knowledge about new softwares for better teaching learning outcome.

Signature of the HoD

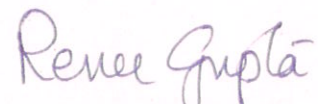
(Handwritten signature)
 16/10/23

Mrs Komal Sharma is a very good teacher and has been effectively delivering her instructions in the classroom. She has learnt new pedagogies as promoted by the College from time to time. Her rapport with the student is very good. She has also been effectively working as the Convener of the CCA committee and the students have participated and bagged prizes in various activities and events. Research should be her major focus area and she should present papers in various conferences to ensure professional development. She actively participates in all trainings organized by the college.

 Signature of the Principal

16/11/23

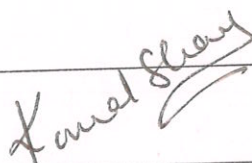
Dr Komal Sharma needs to be congratulated for her successful completion of PhD programme, thus growing further in her career graph. Now she is expected to contribute to her research output by dint of writing and publishing papers based on her thesis and move up to the next level. All the very best in your future endeavours.



Signature of the Chairperson

12/12/23

Seen and Read by Assessee:



Date:

26/12/23.



83

To be filled by the Administrative Section:

Name: Ms. Rohni Sharma	Qualification: M.Sc.(CS)/MCA/B.Ed./PGDCA	Designation: I/C Computer Lab
Status: Adhoc / Contractual / Temporary/Confirmed: Confirmed (01-09-12)		
Date of Joining: 09-09-2008(Cont.)/ 1-9-10(R)	Date of Appraisal: 20-10-23	

To be filled by the Employee:

1. List the key areas of responsibility as per your job profile

- Managing ERP(Radical Logix)
- Teaching
- Lab support to students and teachers
- Updation of MIER College Website
- Provide assistance to ICT Incharge and trainers during their training and orientation sessions
- Facto-HR (leave application for sub staff employees)

2. Evaluate your performance in relation to the key responsibilities as given in the job Profile:

Area	Completion of tasks	Areas in which improvement required
1. ERP	<ul style="list-style-type: none"> • Uploading all time tables(SOE and SOSSH), mapping subjects, adding subject details, subjects allocation , group allocations, student enrollment, mapping of different modules etc. of both departments 	—
2. College Website	<ul style="list-style-type: none"> • Uploading various activities of different units, committees • Uploading in Examination module (Date sheets, results and notifications for SOE and SOSSH) • Updating and adding staff details • Adding details of various programmes like syllabus, Fee structure, about course and apply link for online admission • Adding and updating admission 	—

	<p>details and links in-particular pages of all courses and also apply link for online admission</p> <ul style="list-style-type: none"> • Uploading of monthly reports and activities calendar of different centers like CER, CET, IQAC and SCGWS • Uploading of Minutes of the meeting for different Statutory Bodies • Uploading of Minutes of the meeting for different committees and Centers 	
3. Teaching	<ul style="list-style-type: none"> • Take classes for B.Ed. and B.A Hons. as per time tables • Check answer sheets during internal examination • Check sessional and practical files during internal examination 	-
4. Lab support	<ul style="list-style-type: none"> • Assist students and teachers in their dissertation, sessional and practical files work, filling online forms, maintained hardware /software lists 	-
5. Training/orientation	<ul style="list-style-type: none"> • conduct training sessions for staff and students regarding different applications, software's and Digital literacy skill programmes to students 	-
6. Facto-HR	<ul style="list-style-type: none"> • Apply leave for sub staff employees (admin block) 	-
7. Additional activities	<ul style="list-style-type: none"> • Data Calling for admission purpose (UG and PG programmes) • Import Alumni data in alumni.miercollege.in website • Handle Admission process in the absence of admission team 	-

3. Professional development /skill development during the year:

S.No	Description	Yes/No	Objective Evidence
1.	Professional programme enrolled/completed	No	-
2.	Workshop/Orientation/Training programmes Attended	Artificial Intelligence tools for teaching learning process	Pi-360
3.	Awards/certificates(if any)	No	

Date: 16-11-2023

Signature: Rohini

4: Rating of the performance by the Principal / Head of Dept /Admin Head

(Rating scale: 3- Always, 2 -Sometimes, 1- Never)


82

S.No	Areas	3	2	1
1.	Completes his/her tasks in time as per job profile	✓		
2.	Maintains files, records and equipment as per QMS of the institute and was able to reproduce during checking and inspection etc.	✓		
3.	Learns news skills in his own area during the year which has benefitted your department in particular	✓		
4.	Has good communication skills both verbal and written	✓		
5.	Has high commitment level with regards to punctuality/ regularity/ attendance and other institutional policies	✓		
6.	Shows accountability and responsibility	✓		
7.	Shows qualities like high energy levels, accepting additional responsibilities and eagerness to learn new things/ technologies	✓		
8.	Shows adequate respect, cordial behavior and follows office etiquettes in letter and spirit	✓		
9.	Follows rules and regulation , leave and service rules with adequate comprehension and understanding	✓		

4. Remarks/ Suggestions:

She has completed her fifteen years of services in M.I.E.R and I have found her working with her full capacities. She takes assignments easily and do it as desired. Her experience in teaching B. Ed, M. Ed and B.A students is also satisfactory and she also does duties as mentioned in above sections. I wish her good luck and best wishes for her future endeavours

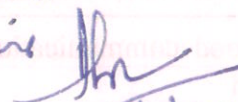
Date: 16/11/22

Signature: 

5. Remarks by the Joint Director/Director

Mrs Rohini has been performing her duties diligently. She has been looking after the college computer lab with effectiveness. All the activities of the CET are also being handled by her under the guidance of Head CET. She is regularly maintaining the college website and other softwares being used in the college. Her performance in the classroom is also good. Need to further enhance her ICT skills considering new developments in ICT/AI etc.

Date:

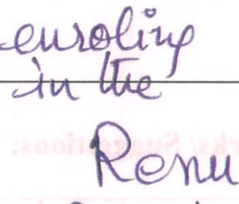

17/11/2023

Signature:

Remarks by the Chairperson

In continuation of the last years remarks in the appraisal it is being reiterated to enhance her ICT skills and also enrol herself in relevant programmes including a Phd degree in her area of specialisation. Mrs Rohini should focus on her professional growth and career opportunities in these areas with immense openings and possibilities. This way she will be able to make a significant contribution in the institution. She is required to show her intent by enrolling

Date:

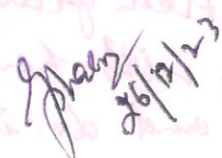

Renu Gupta
20/12/23

Signature:

and seeking permission to go ahead in the matter. All the very best.

Attachments:

1. Objective Evidence (if any)


26/12/23