સરકારી દ્રામતા દ્રષ્ટિકોણની હેઠળ સંસ્થાનગર સરકારના વવ. સ્ફુંદ્ર લીડર અંગેની તક્કાલિક/જયાદા પ્રણાલી,

- :: પરિપત્ર :: -

આ યુનિવસિટીના તમમ યુનિટ / સંયુક્ત અધિકારીઓએ પક્ષપાતમાં આવી છે। રાજય મહિલા યુનિવસિટી પક્ષપાતની વાતાખાના મૂડના માટે, 1929માં રાજય મહિલા યુનિવસિટીઓએ વિવિધ ઇક્લીશિયન વિદ્યા તથા ગુપ્ત ઓફિસ સંયુક્તમાં આવીને યુનિવસિટીઓએ વિવિધ પ્રક્રિયાઓ વિશે લાગ્યો હતો. જે યુનિવસિટી પ્રસાર કરી શુંયાન યુનિટ સરકાર કરાવી પ્રક્રિયા પર વિસ્તૃત સંદેશ સમાચાર આ તમમ સૂચનાને સમાવેશ કરીને પરિપત્ર-2 મૂજબ પ્રક્રિયા મંજુર કરવામાં આવ્યા. અંતે તમમ સૂચનાને સમાવેશ કરીને પરિપત્ર-2 મૂજબ પ્રક્રિયા મંજુર કરવામાં આવ્યા. આ સૂચના સંપર્ક સામેલ રાપી મોકલ આપાવામાં આવી છે, જે સામેલ રાપી હોય અથવા મોકલ આપવી પાશે ટેક્નોડેવિશ્યની ભલામણાસાથે તક્કાલિક અંગેની કારોબારીમાં 24.6.2015 માધ્યમથી બેઠા જાય તે હોય મોકલ આપવા માટે આધી તથા આધી તથા પક્ષપાતમાં આવી છે.

આ અંગે તે અષ્ટી આપવા વિનંતી.

ફુલસાહિબ

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- અંગેની યુનિવસિટીના તમમ યુનિટ/સંયુક્ત અધિકારીઓ તરક.
- અંગેની યુનિવસિટીઓએ કોલેજના તમમ આચાર્યો તરક.
- જિયોમાં, જિયો ટેક્નોડેવિશ્ય, સ.એ.એ.એ.એ.લ.યુ. યુનિવસિટી, સરહાસ્ત્રિક તરક તરક તરક યોષણાચાર ઇપર મૂકવા માટે.
- ફુલસાહિબ/ફુલસાહિબના સહાય સદિખારી, સ.એ.એ.એ.લ.યુ., સરહા સ્ટ્રિયનગર.
- ટેક્નોડેવિશ્ય / સ્ટેડિક્ટક સ્ટ્રિયનગર.
Suggestions for Evaluating Education

A. Discussion / Evaluation regarding Education should be done in the meetings of Group of Subject or Board of Studies of various faculties of Agricultural University as per item 24(1) provision in the act of Agricultural University. The meeting of such bodies should be conducted at least once in a year in the chairmanship of the Hon'ble Vice Chancellor.

Membership: Teachers up to Asst. Professor level should be co-opted in the concerned subject group working in stream of Education / Research / Extension Education. Following points should be discussed in the Group of Subject / Board of Studies.

(1) Staff Position

(2) Courses taught and their results of the completed semester in the university

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
<th>Sem.</th>
<th>Name of Teacher</th>
<th>No. of Students</th>
<th>Result</th>
<th>Dist.</th>
<th>FC</th>
<th>SC</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
</table>

Courses to be offer in the next semester and concern teacher

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Name of Teacher</th>
</tr>
</thead>
</table>

(3) Details of Experiential learning unit / RAWE / In-plant training / Internship / Study Circle

(4) Courses to be offered, Name of Teacher and results for the PG courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
<th>Sem.</th>
<th>Name of Teacher</th>
<th>No. of Students</th>
<th>Result</th>
<th>Dist.</th>
<th>FC</th>
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Courses to be offer in the next semester and concern teacher

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
<th>Semester</th>
<th>Name of Teacher</th>
</tr>
</thead>
</table>
(5) Progress of PG students

<table>
<thead>
<tr>
<th>Name of Students</th>
<th>Master/Doctorate</th>
<th>Subject</th>
<th>Date of Admi.</th>
<th>Reg. No.</th>
<th>Name of Major Adv.</th>
<th>Details of Students progress</th>
</tr>
</thead>
</table>

(6) Details of Thesis problems of PG Students

Ex. (1) A R Pathak, Ph.D. Genetics analysis in Mung bean field experiment 2 years completed. Thesis writing is in progress
(2) M G Patel, M.Sc., Integrated nutrient management in Cotton. Experiment will be conducted during Kharif 2017

(7) Discussion regarding thesis problem / seminar to be allotted to newly admitted PG student. The research problem to be formulated by considering the suggestions / list of problems obtained from crop experts/ officers of the agriculture and line department (Dir/JDA/DAO/KVK/ZREAC/NGO). List of problems for M.Sc. students be presented while the students of doctorate degree should present his/ her problem himself / herself in the presence of all the experts attending the meeting.

(8) Training needs: Details of Professor / Asso. Professor / Asst. Professor to be imparted training

Ex. A R Pathak, Professor, Molecular Genotyping, PAU, Ludhiana 5th August, 2016 to 26th August, 2016

(9) Strengthening of Department

Non-recurring : Details of old equipment to be replaced/new purchase with the cost
Recurring : Repairing / Renovation, Exhibition required in the department with the estimated cost. Details of Chemicals, Glass ware, Miscellaneous items to be purchase with the cost.

(10) Recommendation of new books, Journal etc. required to be purchased in the library

(11) Details of Research / recommendations made by the teacher during the year

(12) Details of Extension Activities carried during the year

(13) Manual / CD prepared by the teachers of the department
(14) Research/popular articles published by the teachers of the department during the year

(15) Selling of the seed/bio fertilizer/bio pesticide etc. to the farmers produced in the department

(16) Extra classes organized by the department for competitive examination (NET/JRF/SRF) and details of student cleared such examination

(17) Name and specialization of the expert for sending PG thesis

B. Progress report to be sent by concerned HOD of the College

College:.......................... Dept. :............................. HOD:.....................
Teaching Participation :UG/PG courses.................. Credit:..................
PG status in the department :

i) No of PG courses offered with credit / teachers name :
ii) PG classes monitored :
iii) PG classes regularity :
iv) PG lab / field monitoring :
v) PG exam monitoring :
vi) PG seminars :
vii) PG student attendance :

' Above report should be sent to the concerned Dean and PG Dean every month by the Head of Department.

C. Counsellor to be nominated by the Principal of Concern College for every 10/15/20 students

Duties of the counsellor

1. Meeting to be conducted with the group of students every month. In the meeting, issues related to study, choice, any problem, progress of study, attendance etc. be discussed. If there is any problem then the counsellor should do needful to resolve the problem.

2. Counsellor should visit the hostel at least once in a month. He/ She should inspect the room, kitchen etc. and discuss the issues related to study and problems as well as to acquaint with progress of the students.
Counsellor, professor should report to Dean/Registrar/Director Student Welfare every month having the details of progress / problem of the students.

D. Reporting by Principal of the College

College:..................  Dean:....................

Teaching contribution : UG/PG  Course:...............  Credit:..............

i) Monitoring of UG teaching:
ii) Monitoring of UG practicals:
iii) Monitoring of PG seminar:
iv) Monitoring of PG field/lab trials:
v) Visit to Hostels:
vi) Arrangement for competitive exams
   a. No. of students applied in JRF/NET etc.
vii) Placement of students:

Above report should be submitted by the Principal / Dean to the Registrar and Vice Chancellor twice in a semester.

E. Report to be submitted by concerned advisor

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Degree</th>
<th>Subject</th>
<th>Expt.</th>
<th>Sowing date</th>
<th>Dates of visit by guide</th>
<th>Date of visit by advising / committee</th>
<th>Remarks of PG Dean</th>
<th>Date of Visit</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Advisor must visit his student trial at all critical stages in a season while committee has to visit at least once in a season.

Dean PG also visit once in a season.

Above report should be submitted to the Registrar and Dean PG by the concerned advisor.
F. The Dean should conduct the evaluation by the students (Third Party) of teaching the UG/PG courses. Student should give the details of following items without writing his/her name

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Credit</th>
<th>Name of Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Regularity in conducting class by the teacher</td>
<td>Excellent/Good/Average</td>
<td></td>
</tr>
<tr>
<td>(2) Teaching Method</td>
<td>Excellent/Good/Average</td>
<td></td>
</tr>
<tr>
<td>(3) Knowledge of the Subject</td>
<td>Excellent/Good/Average</td>
<td></td>
</tr>
<tr>
<td>(4) Use of Power Point</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>(5) Use of Black Board</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>(6) Can Make the subject interesting?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>(7) Practical knowledge</td>
<td>Excellent/Good/Average</td>
<td></td>
</tr>
<tr>
<td>(8) Are examinations conducted regularly?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>(9) Personality / Behaviour of the teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) Other (Pl. specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. Use of library by teacher / student (hours per Week / month)

H. Report by PG Dean

(1) Visit of PG Classes

(2) Visit of PG experiment

(3) Visit of PG Seminar

(4) Report during his visit

(5) Evaluation of visit

Above report should be submitted bimonthly by the Dean PG to the Registrar and Vice Chancellor.