

REVISED GUIDELINES FOR RECOGNITION OF MERITORIOUS TEACHERS IN 28 GOVT. OF NCT OF DELHI FUNDED/FINANCED COLLEGES OF DELHI AND STATE UNIVERSITIES

A. Background

1. Government of Delhi funds and finances 28 colleges (12 colleges, 100% funded & 16 colleges, 5% funded) affiliated to University of Delhi. Further three State Universities namely Guru Gobind Singh Indraprastha University, Ambedkar University Delhi & National Law University are functioning under the charge of the Directorate of Higher Education. The contribution of these colleges/schools of State Universities to the creation of knowledge-based society in Delhi is significant. The faculty of a college/schools of State Universities is the most important asset that needs to be nurtured. More importantly an educational institution is known more by the names of teachers on its faculty roll than by its physical infrastructure. The purpose of this scheme is to formally acknowledge the tremendous contributions that teachers in Delhi are making in higher education towards building up of a society that values excellence in education. It is therefore only natural for the Government to reward teachers who have shown considerable zeal and enthusiasm in their work. The idea behind rewarding teachers who perform well is to not only to publicly recognize their contribution and talent in the field of education, but to motivate them to perform even better in future.
2. Previously this award was awarded every year to one lecturer from each college of 28 Delhi Govt. funded colleges of Delhi University as well as each school State University. Now It has been proposed to award **two teachers from each State University (AUD, GGSIPU, NLU)** instead of one teacher. However, one lecturer from each college of 28 Delhi Govt. funded colleges of Delhi University is considered for the award. *Each college/university would upload these guidelines on their respective website and simultaneously also display on their notice board.*
3. These guidelines have been drawn to select the best-performing teachers from Colleges and Schools of State Universities financed by Government of Delhi. The guidelines take into account the feedback from students, contribution made by a teacher in improving results, in research work, in extra-curricular activities and other spheres of academic life.
4. It is proposed to award **two** teachers from each of three State Universities and one teacher from each 28 Colleges of Delhi University financed by the Govt. of Delhi.

B. Details of Award

5. Teachers selected by the Government of Delhi for the award would be given Rs.1,00,000/- (Rupees One Lakh only) and a certificate at a function to be held in Delhi.

C. Guidelines

6. Apart from the specific guidelines that have been laid down to evaluate the work of teachers who choose to fill self-appraisal form, the following general guidelines would be kept in mind by the *Vice Chancellors/Principals* before forwarding the names of teachers to the Directorate of Higher Education.
- a) Two awards in each of State Universities and one in each College of Delhi University funded by Delhi Govt. will be given.*
- b) This scheme is entirely optional. Only those teachers would be considered for award who choose to apply by submitting a self-appraisal form in the office of *Vice-Chancellor/Principal*.
- c) Only permanent teachers would be considered for award.
- d) The recommended teacher should be clear from vigilance angle.
- e) A teacher once decorated with an award would not be considered for award for the next three years.
- f) A State University may recommend maximum of six teachers for the award*
- g) A College cannot recommend more than three teachers for the award.
7. The last date for receipt of self-appraisal form would be 30th August as the case may be.
8. The feedback would be obtained from students in respect of such teachers as have submitted self-appraisal form latest by last week of March.
9. *An Appraisal Committee should be constituted at University/College level to monitor and evaluate the Student Feedback form, Academic Appraisal of the Teacher and Result Evaluation as follows:-*

<u>College</u>	<u>University</u>
i) HoD (Other Deptt.)	i) Dean (Academics)
ii) Teacher (Other Deptt.)	ii) Teacher from any other Deptt. of the University
iii) Teacher belonging to any other stream from any of the other Colleges of DU funded by Delhi Govt.	iii) Teacher belonging to any other Department/ School from other State University

- 10(a) Both Penultimate & Final year students** of each course taught by the Teacher will fill the evaluation form in Annexure-I in front of the **Appraisal** Committee members. The **Appraisal** Committee will oversee student evaluation process. This will be done by the end of April every year.
- (b) The Appraisal Committee will collate these proformas and prepare a final sheet as its Assessment Report as per Annexure-II.
 - (c) The Committee will also evaluate the academic performance of the Teacher as provided by her in the proforma at Annexure-III.
 - (d) The Committee after the completion of student evaluation work should submit its report to the Vice-Chancellor/ Principal.
11. *Vice-Chancellors/ Principals of Colleges shall strictly abide by the marking scheme given in these guidelines and forward the recommendations along with all the relevant documents duly authenticated by them latest by 30th September every year.*
12. ***The names of only those teachers who have obtained 70% marks or more in the evaluation carried out in each parameter (a to d in D.1) appended with these guidelines would be forwarded for the award by their respective Vice Chancellor/Principal.***
13. If the number of teachers who have obtained more than **70% marks** in evaluation is more than three, then the *Vice-Chancellor/Principal* would forward the names of only top three teachers for the award
14. ***Finally for recommending the award overall marks obtained by the teacher must be at least 85% or above in all the parameters of (D.1) appended with these guidelines.***
15. After the last date, i.e. 30th September, for receipt of recommendations of awards to teachers, is over, the Directorate of Higher Education would place the names of recommended teachers before the Selection Committee constituted by the Government of NCT of Delhi for final selection.
16. The Selection Committee should consist of the Secretary (HE), VC(GGSIPU), VC(AUD), Registrar (University of Delhi), Director (Education) and Director (HE) will be the Member Secretary.

ANNUAL APPRAISAL FORM FOR TEACHER

ACADEMIC YEAR :

A. *Bio – Data of the Teacher*

1. Name of the Teacher
2. Designation
3. Name of Department/School
4. Name of the Course taught during the year

B- *Academic Appraisal for Assessment Purpose (Please attach separate sheet if required):*

[Teacher must also attach the documentary proof/ evidence along with the details of articles, papers and books published by him/her if any during the last three year.

Total Marks – 100			
S. No.	Item/Details	Maximum Marks	Marks Assessed in Academic Appraisal by Selection Committee
I	Academic Qualification covering the details of additional qualifications acquired,	8	
II	Research Guidance; (Give brief description of each project and name the students and co-supervision if any, (attach separate sheets needed)	8	
III	Innovation introduced in teaching in college,	8	
IV	Detail of Papers Published during last three years;	8	
V	Contribution in the form of Consulting assignment /Sponsored Research and Development:	8	
VI	Contribution towards corporate life of the College/ University : a. Curriculum Development b. Cultural/Extra Curricular Activities/ Sports/Community and extension Service, c. Timely Evaluation of result, d. Administrative Assignments, e. Any other; (attach separate sheets, if necessary)	20	
VII	Contribution toward education through publication of Books/Book Chapter, Laboratory, Manual/Monograph, Special Lectures and Organization of Seminars, Symposiums, Summer of Winter School, etc.	8	
VIII	Summer school/college, Refresher or Orientation courses or any other faculty development programme attended during the year, give details	8	

S. No.	Item/Details	Maximum Marks	Marks Assessed in Academic Appraisal by Appraisal Committee
IX	Membership or Fellowship of Professional/Academic Bodies, Societies, etc. with details;	8	
X	<i>Effort towards alliances with academia and industry by way of joint projects, programmes etc;</i>	8	
XI	Additional Contributions or information including mentoring/counseling not covered above and which you may like to be considered for the assessment of your activities.	8	
	Total Score	100	
	(Signature of Teacher)		Signatures of Committee Members)

Assessment of Marks on *Academic Appraisal Basis*

A Total Score as Assessed by Appraisal Committee = out of **100 marks**

B Actual Score Assessed for the Purpose of Evaluation of **weightage (25)** = Total Score as Assessed by Appraisal Committee **out of 100 marks**

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Teacher of other College/University

Teacher of other Department

Dean (Academic)/HoD