

2. **Educational Qualification:-**

- a. At the time of joining:
- b. At Present:

3. Overall result of the highest class taught of the College :-

Page No. _____

Year	Class	Total Students Appeared	No. of Students Passed	PASS %
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

- No. of students who secured 90% & above in his/her subject during last five years
(Page No. _____)

Year	Class	Subject	Total appeared students	No. of Students secured 90% & above marks
2015-16				
2016-17				
2017-18				
2018-19				
2019-20				

4. **Overall result of highest class taught in 2019-20 is to be filled :**

Class	Subject	No. of Students Appeared	No. of students who secured 95% & above marks

5. **Activities** undertaken for **Community Services** in last two years (**one** activity for each year) :- NSS, NCC, etc.) (Attach copy of certificate/proof).

Year	Activity	Page no. of proof attached
2018-19		
2019-20		

6. **Efforts to save Environment** through Eco Club activities, Disaster Management, Fire Safety etc, in last two years (attach copy of order /certificate/ proof).

Year	Activity	Page no. of proof attached
2018-19		
2019-20		

8. **Efforts to enhancing quality of teaching**

Innovative teaching aids/methods used in enhancing quality of teaching, Published works in a Journal of repute during the last two years) (Attach proof.)

9(a). **Particulars of Professional growth during last 2 years**

Particulars of Professional growth. (One activity for one year during last 2 years).

(b) Particulars of participation in Conferences/Work Shops, Seminars etc., conducted by D.U., State Universities, Local Bodies etc. (Attach proof).

It is certified that all the above information furnished by me is correct.

(Signature of the applicant)

Recommendation of the Principal with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for the Award for College Lecturers - 2020. It is certified that the College lecturer recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

**Principal of the College
With Rubber Stamp**

Note :-

- **Application should be complete in all respect. Incomplete application will not be considered.**
- **All pages should be self attested by the applicant.**
- **Result also be verified by the Examination In-charge of the College.**

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.

D. Marking Scheme for Assessment

1. The assessment would be based on five parameters and the following revised weightage has been adopted to assess the performance of the teacher, detailed as under:

- a) Student evaluation of teachers monitored by University/ College level Appraisal Committee : 20% (100 marks)**
- b) Appraisal of the Teacher assessed by Appraisal Committee : 25% (100 marks)**
- c) Result Evaluation : 30% (100 marks)**
- d) Evaluation by Principal : 10% (100 marks)**
- e) Interaction by Selection Committee : 15% (100 marks)**

2. Maximum weightage has been assigned to *Appraisal of the Teacher assessed by Appraisal Committee as well as Result evaluation of the teachers* as these two parameters are the best parameter to evaluate effectiveness of teaching.

The detailed outlines for the above parameters are given below:

- i) Student Evaluation : As far as possible both penultimate & Marks: 100 Final year students may be asked to fill Weightage:20% up the questionnaire which has been so (100/5) designed as to enable them to evaluate teachers on a scale of 1 to 5 . (Annexure-I & II)**
- ii) Academic Appraisal of the Teacher:- Marks: 100 Weightage:25% (100/5) Distribution of marks as per Annexure –III.**

Further the teacher must also attach the documentary proof/ evidence regarding various entries in Annexure-III along with the details of articles, papers and books published by him/her if any during the last 3 years. Annexure-III will be filled by the concerned teacher and assessed by Appraisal Committee after due consideration.

iii) **Result Evaluation:-**

Marks: 100

Weightage: 30%

- a) Analysis of result of all the previous academic year theory papers taught by the teacher must be done immediately after declaration of the results. The performance of the students should be computed *Course wise* and number of students passing in first, second and third division and also the percentage of students passing in that *course* should be computed. The **60 marks** of result evaluation should be distributed as follows :

FORM FOR RESULT EVALUATION

<i>Pass Percentage in paper</i>		<i>60 Marks</i>
<i>S.NO.</i>	Distribution of Pass percentage	<i>Marks</i>
1	91 and above	60
2	81-90	54
3	71-80	48
4	61-70	30
5	51-60	24
6	41-50	12

As per Annexure-V

- b) The remaining **40 marks** to be given on the basis of quality of result which will be computed as follows :

For Science and Commerce *courses*, students passing in first division only will be taken into consideration, whereas for Arts and Humanities, students passing in first and second division taken together will be considered for evaluation. The distribution of marks shall be as follows :

FORM FOR QUALITY RESULT EVALUATION

Quality of Result : 40 Marks

% of students passing in : I Div. for Science / Commerce OR I + II Div. for Arts & Humanities	<i>Marks Awarded</i>
60% and above	40
50% -59%	32
40%-49%	24
30%-39%	10
20%-29%	8
10%-19%	4

(As per Annexure-VI)

- c) This analysis should be done for each paper taught by a teacher and the average score of all the papers taught by him / her should be taken for evaluating the performance under this Head.

The Appraisal Committee will supervise preparation of the above Results and give marks as per the scheme.

iv) Evaluation by Principal:-

Marks: 100

Weightage: 10%

(100/5)

Distribution of marks as per Annexure –IV.

v) Evaluation by Selection Committee:-

Marks: 100

Weightage: 15%

(100/5)

The Selection Committee will call only those nominated teachers for brief interaction who fulfill the criteria as per terms and conditions as described in para 12 to 14 of these guidelines.

3. After evaluation of result on above five parameters the result may be tabulated in the following Table:-

S. No.	Name of the		Marks Assessed					
	Teacher	University/ College	Student Evaluation	Academic Appraisal of the teacher assessed by Appraisal Committee	Result Evaluation	Evaluation by Principal	Interaction by Selection Committee	Total

STUDENTS' FEEDBACK FORM – FINAL VERSION

In order to improve the quality of teaching and create a learning environment, the Govt. of NCT of Delhi has started a new scheme for recognition of Best Lecturer Award in 28 Delhi Govt. Colleges/ *State Universities*. We assure you of strict confidentiality of the feedback provided by you to us. The feedback provided by all the students shall be pooled together and averages shall be computed to draw inferences. In no case, individual student's response scores shall be made known to any body. To maintain anonymity of your responses avoid your identification, we are not asking for your name or roll number. Therefore, please feel free to give us your free and frank opinion about each teacher to enable us to make teaching sessions more interesting and effective in future.

Programme : _____ Semester : _____

Paper : _____ Teacher : _____

Please read each statement carefully and tick (-/) the number that you think best reflects your opinion about the teacher in respect of the statement on a continuous 1 to 5, where 1 means 'Poor', 2 means 'Fair', 3 means 'Good', 4 means 'Very good' and 5 means 'Outstanding' the teacher possesses that characteristic/trait.

Maximum Marks : 100

1.	The teacher comes prepared for classes	1	2	3	4	5
2.	The teacher is effective in communicating in class	1	2	3	4	5
3.	The teacher makes the subject practically relevant by linking it with the real life situations.	1	2	3	4	5
4.	The teacher seemed enthusiastic about taking classes.	1	2	3	4	5
5.	The teaching sessions have been participative and interactive.	1	2	3	4	5
6.	The teacher's presentations have enhanced my understanding of the subject.	1	2	3	4	5
7.	I have enjoyed attending classes of this teacher.	1	2	3	4	5
8.	The teacher adequately answers questions asked in the class.	1	2	3	4	5
9.	Students pay attention to what the teacher teaches in the class.	1	2	3	4	5
10.	The teacher seems to have a command over the subject.	1	2	3	4	5
11.	Teaching of the course has been well-organized.	1	2	3	4	5
12.	The teacher seems to care whether the students have learnt.	1	2	3	4	5

13.	Help from teacher has been readily available for questions and assignments beyond the class.	1	2	3	4	5
14.	The teacher has stimulated my interest in the subject.	1	2	3	4	5
15.	I feel it is worth attending classes of this teacher.	1	2	3	4	5
16.	The teacher is regular in taking lecture classes.	1	2	3	4	5
17.	The teaching adequately covers all the topics listed in the syllabus.	1	2	3	4	5
18.	<i>Usage of Information Communication Technique (ICT) tools in teaching</i>	1	2	3	4	5
19.	<i>Accessibility of teacher for counseling of students</i>	1	2	3	4	5
20.	<i>Teacher has been able to motivate students for achievement of course outcome.</i>	1	2	3	4	5

Calculation of Marks

$$\text{Marks per student} = \frac{\text{Total marks obtained}}{5} =$$

Signatures of Office

Report of Student Feedback Form

Total marks obtained per course

Total No. of Students

S.No.	Name of the Course	Average Marks obtained per student*
1.		
2.		
3.		
4.		
5.		
<i>Total</i>		

*Average Marks
Obtained per
Student

Total Marks obtained per course by adding all
the sheets filled in Annexure-I
= -----
No. of Students who filled the Questionnaire
In the course

Find Average = -----
Total of all the Average Marks obtained per student
No. of Courses

(Signatures of Committee Members)

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**

4

**Teacher of other
College/University**

**Teacher of
other Department**

Dean (Academic)/HoD

FORM FOR EVALUATION OF TEACHER BY PRINCIPAL

ACADEMIC YEAR :

A. BIO – DATA OF THE TEACHER

1. Name of the Teacher
2. Father's Name
3. Date of Birth
4. Designation
5. Qualification
6. Name of the Course taught during the year

B- ASSESSMENT BY PRINCIPAL

Total Marks – 100

Rating Scale- Unsatisfactory Average Good Very Good Excellent

1 4 6 8 10

S. No	Item/Details	Maximum Marks	Marks Assessed by Principal
1	Punctuality and Regularity	10	
2	Courtesy and Politeness in Interaction and Behavior With Colleagues & Seniors	10	
3	Conscientiousness Towards Executive Duties	10	
4	Willingness to Undertake Additional & Higher Responsibilities	10	
5	Ability to Work as A Team Member	10	
6	Openness Towards New Ideas	10	
7	Interest in Student Development and Welfare	10	
8	Interaction with Students Through Seminars/Conferences	10	
9	<i>Helping students in enhancing professional competency.</i>	10	
10	Involvement of students for Community Services i.e. NCC, NSS etc.	10	
	TOTAL	100	

Assessment of Marks by the Principal

S. No.	Item
A	Total Score as Assessed by Teacher out of 100 marks =
B	Actual Score Assessed for the Purpose of Evaluation of weightage (10) Total Score as Assessed = by Principal out of 100 marks

	10
	(Signature of the Principal)

FORM FOR RESULT EVALUATION***Pass Percentage 60 Marks***

S.NO.	Distribution of Pass percentage	Marks	Course 1	Course 2	Course 3	Course 4	Course 5	Total MARKS
1	91 and above	60						
2	81-90	54						
3	71-80	48						
4	61-70	30						
5	51-60	24						
6	41-50	12						
	TOTAL							

Note: (i) Pass Percentage in a **Course** i.e. No. of Students Passed in a **Course**

 Total Students

(ii) Information in respect of all **Courses** taught by the teacher.

(iii) AVERAGE MARKS = $\frac{\text{TOTAL OF ALL MARKS IN LAST COLUMN}}{\text{NO. OF COURSES}}$

Annexure-VI

FORM FOR QUALITY OF RESULT EVALUATION

Quality of Result : 40 Marks

% of students passing in: I Div. for Science / Commerce or I + II Div. for Arts & Humanities	<i>Marks Awarded</i>	<i>Course 1</i>	<i>Course 2</i>	<i>Course 3</i>	<i>Course 4</i>	<i>Course 5</i>	Total MARKS
60% and above	<i>40</i>						
50% -59%	<i>32</i>						
40%-49%	<i>24</i>						
30%-39%	<i>10</i>						
20%-29%	<i>8</i>						
10%-19%	<i>4</i>						
	TOTAL						

NOTE: (i) *Information in respect of all **Courses** taught by the teacher.*

*TOTAL OF ALL MARKS IN LAST
COLUMN
(ii) AVERAGE MARKS = -----
NO. OF COURSES*