ANNEXURE-I

STATE AWARDS FOR UNIVERSITY TEACHERS

TEACHER PERFORMANCE REPORT

STATE AWARDS FOR UNIVERSITY TEACHERS

Particulars of the Teacher

|  |  |  |
| --- | --- | --- |
| 1 | Name (Prof./Dr./Mr./Mrs./Ms.) in BLOCK LETTERS |  |
| 2 | Designation |  |
| 3 | Department / college |  |
| 4 | Mobile Number |  |
| 5 | Email Address |  |
| 6 | University |  |
| 7 | Date of birth |  |
| 8 | Educational qualifications |  |
| 9 | Total length of service as Teacher in the university |  |
| 10 | Score obtained as per Teacher Performance Report (enclosed ) |  |

STATE AWARDS FOR UNIVERSITY TEACHERS

TEACHER PERFORMANCE REPORT

**EVALUATION OF TEACHER PERFORMANCE**

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| --- | --- |
| **Performance parameter** | **Weight (%)** |
| Teaching and contribution to Academia | 40 |
| Research and Consultancy | 45 |
| Extension | 15 |

Evaluation of Teacher Performance

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| --- | --- | --- | --- |
| S. No | Performance parameter | Max. Score | Performance score |
| I. | Teaching and contribution to Academia:**A)** As per objective observations of the Head, Department/Principal***(Max. score : 80)***Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to : poor, satisfactory, good, very good and excellent respectively | **400** |  |
|  | Score | 10 | 8 | 6 | 4 | 2 |
| 1. Availability to students during working hours | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 2. Punctuality to classes | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 3. Regularity in taking classes as per Time-Table | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 4. Maintenance of students’ attendance register | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 5. Maintenance of lecture diary | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 6. Arranging classroom seminars to students | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 7. Regularity in giving home assignments | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 8. Celerity/briskness in providing solutions to assignments | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 9. Promptness in returning answer scripts to students | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 10. Availability for examination work including invigilation | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 11. Participation in curriculum / syllabus development | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 12. Participation in college/ Department activities | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 13. Usage of ICT in teaching- learning - process | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
| 14. Development of Online Courses/ e-content | grade 5 | grade 4 | grade 3 | grade 2 | grade 1 |
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|  | **B)** Student feedback on teacher perfor academic yearAssessment of the teacher on a 5-gra grades 1 to 5 correspond to increasi% of students who assessed the grade 4 or grade 5 | mance in the previous***(Max. score : 60)***de scale where ng teacher qualityScore |  |  |
| ≥95 | 60 |
| 90-<95 | 55 |
| 85-<90 | 50 |
| 80-<85 | 45 |
| 75-<80 | 40 |
| 70-<75 | 35 |
| 65-<70 | 30 |
| 60-<65 | 25 |
| 55-<60 | 20 |
| 50-<55 | 15 |
|  | 1. **Awards:** Awards/honors/Fellowships received by the teacher from Govt./Govt. recognized academic bodies all over the career.

***(Max. score : 40)**** 1. State level : 10 (each)
	2. National level : 15 (each)
	3. International level : 20 (each)
 |  |  |
| 1. Teacher distinction ***(Max. score : 30)***
	1. Nominated/elected to State Professional bodies : 10 (each)
	2. Nominated/elected to National bodies : 15 (each)
	3. Nominated/elected to International bodies : 20 (each)
 |  |  |
| **E)** Stay abroad on official leave for teaching/research/exchange programme (not for employment) on invitation***(Max. score : 30)***For every 3 months’ stay : 10 |  |  |
| ***F)*** Books authored and published in the last 5 years with ISBN***(Max. score : 100)***Single-author : 30 (each) (text/reference books)Two authors : 25 (each) (text/reference books)Multiple authors : 20 (each) (text/reference books)Single-author : 20 (each) (other books)Two authors : 15 (each) (text/reference books)Multiple authors : 20 (each) (other books) |  |  |

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|  | **G)** Capacity Buildings Programmes attended in the proceeding 5 years**(Max score: 30)**Each Programme of atleast one week duration carries a score of 10 |  |  |
| **H)** Chairman/Member of Committees of Ministries State Govt/ Central Govt / ICAR / ICSSR / DST / DBT / AICTE / UGC / NAAC**(Max score: 30)**Committees Chairman 10Committees Member 5 |  |  |
| **II)** | **Research and Consultancy – (preceding five years data to be validated)*****For Teachers from Science Faculty***1. Research guidance ***(Max. score : 100)***
	1. M.Phil. : 5 (each)Max. marks of 50
	2. Ph.D. : 10 (each)
 | **450** |  |
| ***B)*** Research projects completed/ongoing during the last 5 years***(Max. score : 100)******C)*****Full score for PI; 35% of the score for Co-investigator, if mentioned in the original sanction order of the award for the project** |  |  |
| Financial outlay for each Project | Financial Support from outside India | Financial support from public funding | Financial Support from Industry |
| Rs. 100 lakh or more | 50. | 45 | 40 |
| Rs. 75 – 100 lakh | 45 | 40 | 35 |
| Rs. 50 – 75 lakh | 40 | 35 | 30 |
| Rs. 25 – 50 lakh | 35 | 30 | 25 |
| Rs. 5 – 20 lakh | 30 | 25 | 20 |
| Rs < 5 laks | 25 | 20 | 15 |
| **C)**Research publications during the last 5 years ***(Max. score :100)*** |  |  |
|  | Nature of Journal | Marks for single author | Marks for two authors | Marks for more than two authors |  |
| Group – A UGC CARElisted Journal | 20 | 15 | 6 |
| Group – B UGC CARElisted Journal | 15 | 10 | 5 |
| 1. Patents ( in the preceding 5 years) ***(Max. score : 30)***
	1. patents granted : 25 (each)
	2. patents published : 5 (each)
	3. patents filed : 5 (each)
 |  |  |
| **E)** Member on Editorial Boards of UGC CARE listed journals***(Max. score : 20)***For each journal : 5 |  |  |
| ***F)*** Seminars/conferences/symposia attended and presented papers/delivered keynote addresses***(Max. score : 20)*** |  |  |

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| **II)** | 1. within India : 5 (each)
2. outside India : 10 (each)
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| 1. Seminars/conferences/symposia/workshops organized by the teacher in the Department/university ***(Max. score : 30)***
	1. National level : 10 (each)
	2. International level : 15 (each)
 |  |  |
| ***H)*** Consultancy /Training ***(Max. score : 50)*** |  |  |
|  | Revenue Generated | Score |  |
| Rs. 50 lakh and above | 25 |
| Rs.25 – 50 lakh | 20 |
| Rs. 10 to 25 lakh | 15 |
| Rs. 5 to 10 lakh | 10 |
| Rs. < 5 lakh | 5 |
| **Research and Consultancy – (preceding three years data to be validated)*****For Teachers from Engg /Tech Faculty***1. Research guidance ***(Max. score : 100)***
	1. M.Tech. : 5 (each max of 50 marks)
	2. Ph.D. : 10 (each)
 | **450** |  |
| ***B)*** Research projects completed/ongoing during the last 5 years***(Max. score : 100)* Full score for PI; 35% of the score for Co-investigator, if mentioned in the original sanction order of the award for the project** |  |  |
|  | Financial outlay for each Project | Financial Support from outside India | Financial support from public funding | Financial Support from Industry |
| Rs. 100 lakh or more | 50 | 45 | 40 |
| Rs. 75 – 100 lakh | 45 | 40 | 35 |
| Rs. 50 – 75 lakh | 40 | 35 | 30 |
| Rs. 25 – 50 lakh | 35 | 30 | 25 |
| Rs. 5 – 20 lakh | 30 | 25 | 20 |
| **C)** Research publications during the last 5 years***(Max. Score : 100)*** |  |  |
|  | Nature of Journal | Marks for single author | Marks for two authors | Marks for more than two authors |  |
| Group – A UGC CARElisted Journal | 20 | 15 | 6 |
| Group – B UGC CARElisted Journal | 15 | 10 | 5 |
| ***D)*** Patents ***(Max. score : 30)***1. patents awarded : 25 (each)
2. patents published : 5 (each)
3. patents filed : 2 (each)
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|  | **E)** Member on Editorial Boards of UGC CARE listed journals***(Max. score : 20)***For each CARE A journal : 10For each CARE B journal : 5 |  |  |
| 1. Seminars/conferences/symposia attended and presented papers/delivered keynote addresses

***(Max. score : 20)**** 1. within India : 5 (each)
	2. outside India : 10 (each)
 |  |  |
| 1. Seminars/conferences/symposia/workshops organized by the teacher in the Department/university ***(Max. score : 30)***
	1. National level : 5 (each)
	2. International level : 10 (each)
 |  |  |
|  | ***H)*** Consultancy/Training |  |  | ***(Max. score : 50)*** |  |  |
|  | Revenue Generated | Score |  |
| Rs. 50 lakh and above | 25 |
| Rs.25 – 50 lakh | 20 |
| Rs. 10 to 25 lakh | 15 |
| Rs. 5 to 10 lakh | 10 |
| Rs. < 5 lakh | 5 |
| **Research and Consultancy – (preceding three years data to be validated)*****For Teachers from other Faculties***1. Research guidance ***(Max. score : 100)***
	1. M. Phil./M.Pharm/ML : 5 (each) max. of 50 marks
	2. Ph.D. : 10 (each)
 | **450** |  |
| ***B)*** Research projects completed/ongoing during the last 5 years***(Max. score : 100)* Full score for PI; 35% of the score for Co-investigator, if mentioned in the original sanction order of the award for the project**Financial outlay for Financial Financial Financial each Project Support from support from Support fromoutside India public funding IndustryRs. 45 lakh or more 50 45 40Rs. 30 – 45 lakh 45 40 35Rs. 15 – 30lakh 40 35 30Rs. 10–15 lakh 35 30 25Rs. 5 – 10 lakh 30 25 20Rs < 5 laks 25 20 15 |  |  |
|  | ***C)*** Research publications |  |  | ***(Max. score : 100)*** |  |  |
|  | Nature of Journal | Marks for single author | Marks for two authors | Marks for more than two authors |  |
| Group –C UGC CARElisted Journal | 20 | 15 | 6 |
| Group –D UGC CARE | 15 | 10 | 5 |

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|  |  | listed Journal |  |  |  |  |  |  |
| **D)** Member on Editorial Boards of refereed research journals***(Max. score : 25)***For each journal : 5 |  |  |
| 1. Seminars/conferences/symposia attended and presented papers/delivered keynote addresses

***(Max. score : 50)**** 1. within India : 5 (each)
	2. outside India : 10 (each)
 |  |  |
| 1. Seminars/conferences/symposia/workshops organized by the teacher in the Department/university ***(Max. score : 25)***
	1. National level : 5 (each)
	2. International level : 10 (each)
 |  |  |
| 1. Consultancy ***(Max. score : 50)***
	1. consultancy projects handled : 20 (each)
	2. served / serving as consultant to

industry / other organizations : 20 (each) |  |  |
| **III)** | **Extension / other activities – (Preceding FIVE years data to be validated)****A)** Extension / outreach activities involved in***(Max. score : 40)***The activities may include contributing to: environment protection, healthcare in rural/slum population, adult literacy, nation building activities, etc.ADD FROM NAAC**INVOLVED ROLE TO BE DEFINED**For any recognized and authenticated activity : 10 (each) | **150** |  |
| **B)** Membership of Professional Academic bodies/Associations related to the discipline, Membership ofGoverning / Executive / Advisory body of an industry or other sector with the permission of the universityINTENATIONAL BODIES 10 NATIONAL BODIES 5 MARKS***(Max. score : 40)***Each : 10 |  |  |
| **C)** Administrative assignments (other than those positions acquired by seniority or on rotational basis***(Max. score : 40)***For each assignment per year 5 |  |  |
| **D)** Establishing Start-Ups **(Max. score: 30)**DESCRIPTIONFor each Start-Up 15 |  |  |
| ***MAXIMUM SCORE (TOTAL 1000)*** |  |  |

STUDENT FEEDBACK FORM

* The student feedback on teacher performance is to be consolidated based on the response of the students to the given 20 items on a five-point rating scale. The rating scale refers to – **I : poor, II : average, III : good, IV : very good, V : excellent.**
* The scores corresponding to the ratings are

|  |  |
| --- | --- |
| Rating | Score |
| I : poor | 2 |
| II : average | 4 |
| III : good | 6 |
| IV : very good | 8 |
| V : excellent | 10 |

* The maximum score for the 20 items is 200
* After obtaining the feedback forms from the students, the total score corresponding to the ratings given by each student is to be calculated; and then, the average score corresponding to all the students.

**STUDENT FEEDBACK FORM**

Note: i) Please give your opinion on the performance of the teacher with reference to the 20 items listed below; the opinion is to be given on a five – Point rating scale – I – poor, II – average, III – good, IV – very good, V – excellent.

ii) Please do not write your name or put your signature anywhere.

**College: Name of the Teacher:**

**Subject: Class: Date:**

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| --- | --- | --- |
| **S.No** | **Item** | **Rating** |
| **I** | **II** | **III** | **IV** | **V** |
| 1 | Efforts to effectively cover 100% of Syllabus |  |  |  |  |  |
| 2 | The interest generated in the students whileteaching in the class room |  |  |  |  |  |
| 3 | Clarity of expression while teaching the topic/lesson |  |  |  |  |  |
| 4 | Depth of subject content explained |  |  |  |  |  |
| 5 | Level of latest development in the subject taught |  |  |  |  |  |
| 6 | Use of other methods of teaching like classseminar, question answer, group discussion etc., in the class room |  |  |  |  |  |
| 7 | Encouraging questions on the topic in the classand clearing doubts |  |  |  |  |  |
| 8 | Use of teaching models and teaching aids in the class room |  |  |  |  |  |
| 9 | Encouraging and supervising the students forstudy projects |  |  |  |  |  |
| 10 | Aptitude shown in arranging field visits, invited lectures etc., in the subject |  |  |  |  |  |
| 11 | Encouraging and guiding students in reading library (subject and general) books and using internet |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 12 | Encouraging and guiding students in giving class seminars |  |  |  |  |  |
| **S.No** | **Item** | **Rating** |
| **I** | **II** | **III** | **IV** | **V** |
| 13 | Regularity and seriousness in valuing the answer scripts of monthly tests and discussing the samewith the students |  |  |  |  |  |
| 14 | Remedial coaching and efforts made in preparingthe students for University Examinations |  |  |  |  |  |
| 15 | Regularity and punctuality to the class |  |  |  |  |  |
| 16 | Enthusiasm shown to encourage and guidestudents in extracurricular activities like cultural, community service, nation building etc. |  |  |  |  |  |
| 17 | Counseling and career guidance |  |  |  |  |  |
| 18 | Accessibility of the lecturer outside the classroomfor academic interaction |  |  |  |  |  |
| 19 | Personal care and affection while dealing withindividual students and helping students |  |  |  |  |  |
| 20 | Overall opinion on the lecturer |  |  |  |  |  |