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**

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

Evaluation of Teacher Performance

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  | | | | | | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **B)** Student feedback on teacher perfor academic year  Assessment 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 quality  Score |  |  |
| ≥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) | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 10  Committees 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 CARE  listed Journal | 20 | | 15 | | 6 | |
| Group – B UGC CARE  listed 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)*** | | | | | | | | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **II)** | 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 : 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 CARE  listed Journal | 20 | | 15 | | 6 | |
| Group – B UGC CARE  listed Journal | 15 | | 10 | | 5 | |
| ***D)*** Patents ***(Max. score : 30)***   1. patents awarded : 25 (each) 2. patents published : 5 (each) 3. patents filed : 2 (each) | | | | | | | | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **E)** Member on Editorial Boards of UGC CARE listed journals  ***(Max. score : 20)***  For each CARE A journal : 10  For 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 from  outside India public funding Industry  Rs. 45 lakh or more 50 45 40  Rs. 30 – 45 lakh 45 40 35  Rs. 15 – 30lakh 40 35 30  Rs. 10–15 lakh 35 30 25  Rs. 5 – 10 lakh 30 25 20  Rs < 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 CARE  listed Journal | 20 | | 15 | 6 |
| Group –D UGC CARE | 15 | | 10 | 5 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 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 of  Governing / Executive / Advisory body of an industry or other sector with the permission of the university  INTENATIONAL 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)**  DESCRIPTION  For 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:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Item** | **Rating** | | | | |
| **I** | **II** | **III** | **IV** | **V** |
| 1 | Efforts to effectively cover 100% of Syllabus |  |  |  |  |  |
| 2 | The interest generated in the students while  teaching 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 class  seminar, question answer, group discussion etc., in the class room |  |  |  |  |  |
| 7 | Encouraging questions on the topic in the class  and clearing doubts |  |  |  |  |  |
| 8 | Use of teaching models and teaching aids in the class room |  |  |  |  |  |
| 9 | Encouraging and supervising the students for  study 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 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 same  with the students |  |  | |  |  |  |
| 14 | Remedial coaching and efforts made in preparing  the students for University Examinations |  |  | |  |  |  |
| 15 | Regularity and punctuality to the class |  |  | |  |  |  |
| 16 | Enthusiasm shown to encourage and guide  students in extracurricular activities like cultural, community service, nation building etc. |  |  | |  |  |  |
| 17 | Counseling and career guidance |  |  | |  |  |  |
| 18 | Accessibility of the lecturer outside the classroom  for academic interaction |  |  | |  |  |  |
| 19 | Personal care and affection while dealing with  individual students and helping students |  |  | |  |  |  |
| 20 | Overall opinion on the lecturer |  |  | |  |  |  |