

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

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.

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 = $\frac{\text{Total Marks obtained per course by adding all the sheets filled in Annexure-I}}{\text{No. of Students who filled the Questionnaire In the course}}$

Find Average = $\frac{\text{Total of all the Average Marks obtained per student}}{\text{No. of Courses}}$

(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**

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*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. $\frac{\text{No. of Students Passed in a Course}}{\text{Total Students}}$

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

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

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	Marks Awarded	Course 1	Course 2	Course 3	Course 4	Course 5	Total MARKS
60% and above	40						
50% -59%	32						
40%-49%	24						
30%-39%	10						
20%-29%	8						
10%-19%	4						
	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