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 performance in the previous academic year *(Max. score : 60)* Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to increasing teacher quality % of students who assessed the grade 4 or grade 5 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		5	

C) **Awards:** Awards/honors/Fellowships received by the teacher from Govt./Govt. recognized academic bodies all over the career.

(Max. score : 40)

i) State level   : 10 (each)

ii) National level   : 15 (each)

iii) International level : 20 (each)

D) Teacher distinction   *(Max. score : 30)*

i) Nominated/elected to State Professional bodies :   10 (each)
ii) Nominated/elected to National bodies   :   15 (each)
iii) 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		30
	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
		
		A) Research guidance ***(Max. score : 100)***
		
		    i) M.Phil. : 5 (each)Max. marks of 50
		    ii) 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

D)   Patents (in the preceding 5 years)   ***(Max. score : 30)***

          i) patents granted   :   25 (each)
          ii) patents published   :   5 (each)
          iii) 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)

	i) within India : 5 (each) ii) outside India : 10 (each)		7

G) Seminars/conferences/symposia/workshops organized by the teacher in the Department/university **(Max. score : 30)**

     i) National level   :   10 (each)
     ii) 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

II)

<u>Research and Consultancy – (preceding three years data to be validated)</u>

For Teachers from Engg /Tech Faculty   **450**

A)   Research guidance   **(Max. score : 100)**

     i) M.Tech.   : 5 (each max of 50 marks)
     ii) Ph.D.   : 10 (each)

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)**

i) patents awarded   : 25 (each)
ii) patents published   : 5 (each)
iii) 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		20
F) Seminars/conferences/symposia attended and presented papers/delivered keynote addresses *(Max. score : 20)* i) within India : 5 (each) **ii)** outside India : 10 (each)		
G) Seminars/conferences/symposia/workshops organized by the teacher in the Department/university *(Max. score : 30)* i) National level : 5 (each) ii) 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

<u>Research and Consultancy – (preceding three years data to be validated)</u> *For Teachers from other Faculties* **A)** Research guidance *(Max. score : 100)* (i) M. Phil./M.Pharm/ML : 5 (each) max. of 50 marks (ii) 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. 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				
	E)	Seminars/conferences/symposia attended and presented papers/delivered keynote addresses **(Max. score : 50)** i) within India : 5 (each) ii) outside India : 10 (each)				
	F)	Seminars/conferences/symposia/workshops organized by the teacher in the Department/university **(Max. score : 25)** i) National level : 5 (each) ii) International level : 10 (each)				
	G)	Consultancy **(Max. score : 50)** i) consultancy projects handled : 20 (each) ii) served / serving as consultant to industry / other organizations : 20 (each)				
III)		**<u>Extension / other activities – (Preceding FIVE years data to be validated)</u>** **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					

S.No	Item	Rating				
		I	II	III	IV	V
12	Encouraging and guiding students in giving class seminars					
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					