

GOVT. OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2ND FLOOR, 5-SHAM NATH MARG, DELHI-110054
Email: dtehedu@gmail.com

No.F.DHE-9(18)/AFCL/2016-17/ 5305

Dated: 26.12.16

To

The Principal,
All 100% & 5% Delhi Govt. funded College of DU

Sub.:- Regarding nomination under the scheme 'Award for lecturers' for the year 2016-17.

Sir/Madam,

As you may be already aware that the Directorate of Higher Education implement a scheme 'Award for College Lecturers' as per guidelines of the scheme which have been provided on your email. In this regard, you are requested to kindly go through said guidelines carefully before calling/ entertaining nominations to ensure compliance of all technical formalities under the scheme, specifically the guidelines number 6, 9, 10 and all annexures require deep attention. Besides this, the nominated lecturer should compulsorily fill the prescribed application proforma which should be duly forwarded/ recommended by the Principal under his/her sign alongwith stamp and this filled-up application format should be submitted along with all filled-up annexures- I to VI signed by members of the committee.

In view of the above, **I am directed to request you to send the nominations, if any, under the scheme 'Award for College lecturers' by 28th February, 2017 after completing all requisite actions as stipulated in said guidelines available on your email.** Here, it may be noted that nominations without completing all technical requirements as per guidelines of the scheme will not be processed by this Directoate and nominations received **after stipulated date of 28/02/2017 will not be considered.**

Yours faithfully,

Ashok Kumar
26/12/16

(Ashok Kumar)
Asstt. Director (Planning)
Tel.No.23831012

GUIDELINES FOR RECOGNITION OF MERITORIOUS TEACHERS IN 28 GOVT. OF DELHI FUNDED/FINANCED COLLEGES OF DELHI AND SCHOOLS OF 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. Now it is proposed to extend this award scheme to one lecturer from each school of State Universities i.e. GGSIPU, AUD & NLU in order to motivate lecturers for improvement in imparting higher education.*
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 one teacher from each Schools of 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) *One award in each School 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 *University School/ 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:-*

College

- i) HoD (Other Deptt.)*
- ii) Teacher (Other Deptt.)*
- iii) Teacher belonging to any other stream from any of the other Colleges of DU funded by Delhi Govt.*

University

- i) Dean (Academics)*
- ii) Teacher from any other Deptt. of the University*
- iii) Teacher belonging to any other Department/ School from other State University*

10(a) Final year students of each course taught by the Teacher will fill the evaluation form in Annexure-I in front of the Committee members. The 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. Only those teachers who have obtained more than 75% marks in the evaluation carried out by their **Vice-Chancellors/** Principals on the basis of marking scheme appended with these guidelines would be recommended for the award.

13. The number of teachers who have obtained more than 75% 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. 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 Selection Committee constituted by the Government of NCT of Delhi for final selection.

15. *The Selection Committee should consist of the Secretary (HE), VC(GGSIPU), VC(AUD), Registrar (University of Delhi), Director (Education) & Director (HE) will be Member Secretary.*

D. Marking Scheme for Assessment

(No.1 of earlier scheme replaced by the following):-

1. *The assessment would be based on 5 parameters instead of 4 parameters specified earlier. One new parameter namely, Evaluation by Selection Committee is added and the following revised weightage has been adopted to assess the performance of the teacher, detailed as under:*

- | | |
|---|--------------------------|
| <i>a) Student evaluation of teachers monitored
by University/ College level Appraisal Committee</i> | <i>: 20% (100 marks)</i> |
| <i>b) Appraisal of the Teacher assessed
by Appraisal Committee</i> | <i>: 20% (50 marks)</i> |
| <i>c) Result Evaluation</i> | <i>: 30% (30 marks)</i> |
| <i>d) Evaluation by Principal</i> | <i>: 20% (50 marks)</i> |
| <i>e) Interaction by Selection Committee</i> | <i>: 10% (50 marks)</i> |

2. Maximum weightage has been assigned to both student evaluation *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 | : | a) As far as possible only final year students may be asked to fill up the questionnaire which has been so designed as to enable them to evaluate teachers on a scale of 1 to 5
<i>(Annexure-I)</i> |
| <i>Marks: 100</i> | | |
| <i>Weightage:20%</i> | | |
| <i>(100/5)</i> | | |
| | | <i>b) Report of Appraisal Committee -- → added
(Annexure-II)</i> |

3. *Academic Appraisal of the Teacher:-*

Marks: 50

Weightage:20%

(50/2.5)

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.

4. Result Evaluation:-

Marks: 30

Weightage: 30%

- i) 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 paperwise and number of students passing in first, second and third division and also the percentage of students passing in that paper should be computed. The 20 marks of result evaluation should be distributed as follows :

FORM FOR RESULT EVALUATION

Pass Percentage in paper		20 Marks
S.NO.	Distribution of Pass percentage	Marks
1	91 and above	20
2	81-90	18
3	71-80	16
4	61-70	14
5	51-60	12
6	41-50	10

As per Annexure-V

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

For Science and Commerce Papers, 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 : 10 Marks

% of students passing in : I Div. for Science / Commerce or I + II Div. for Arts & Humanities	Marks Awarded
60% and above	10
50% -59%	8
40%-49%	6
30%-39%	4
20%-29%	2
10%-19%	1

(As per Annexure-VI)

iii) 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.

5. Evaluation by Principal:-

Marks: 50

Weightage: 20%

(50/2.5)

Distribution of marks as per Annexure –IV.

6. Evaluation by Selection Committee):-

Marks: 50

Weightage: 10%

(50/5)

The Selection Committee will call nominated teachers for brief interaction. In the case of a tie of marks among teachers and consequent nomination of more than one teacher by University/ College, all the nominated teachers will be called for interaction.

7. 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	<i>Interaction by Selection Committee</i>	Total

Annexure-I

_____ COLLEGE/UNIVERSITY

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/*Schools of 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 business 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-organised.	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/or other problems/assignments outside 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.	The internal assessment system and its components were made clear at the beginning of this course.	1	2	3	4	5
19.	The internal assessment system used by the teacher has contributed to my learning experience.	1	2	3	4	5
20.	Over all performance of the teacher.	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

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

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

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

(Signatures of Committee Members)

Annexure-III

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 years]

Total Marks – 50

S. No.	Item/Details	Maximum Marks	Marks Assessed in <i>Academic</i> Appraisal by Selection Committee
I	Academic Qualification covering the details of additional qualifications acquired,	4	
II	Research Guidance; (Give brief description of each project and name the students and co-supervision if any, (attach separate sheets needed)	4	
III	Innovation introduced in teaching in college,	4	
IV	Detail of Papers Published during last three years;	4	
V	Contribution to Industrial Development in the form of Consulting/Sponsored Research and Development:	4	
VI	Contribution to corporate life of the College a. Curriculum/Development b. Cultural/Extra Curricular Activities, c. Sports/Community and extension Service, d. Administrative, Assignments, e. Any other; (attach separate sheets, if necessary)	10	
VII	Contribution in scientific / technical education through publication of Text Books and Laboratory Manual, Special Lectures and Organization of Seminars, Symposiums, Summer of Winter School, etc.	4	
VIII	Summer institute, Refresher or Orientation courses attended during the year, give details	4	

S. No.	Item/Details	Maximum Marks	Marks Assessed in <i>Academic</i> Appraisal by Selection Committee
IX	Membership or Fellowship of professional/Academic Bodies, societies, etc. With details;	4	
X	Effort towards alliances with academia and industry by way of joint projects or courses, etc;	4	
XI	Additional Contributions or information including mentoring/counseling; not covered above and which you may like to be considered for the assessment of you activities.	4	
	Total Score	50	
	<i>(Signature of Teacher)</i>		<i>Signatures of Committee Members)</i>

Assessment of Marks for *Academic* Appraisal Basis

S. No.	Item	
A	Total Score as Assessed by Selection Committee out of 50	=
B	Actual Score Assessed for the Purpose of Evaluation of weightage (20)	=
		Total Score as Assessed by Selection Committee out of 50
		----- =
		2.5

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 – 50

Rating Scale- Unsatisfactory Average Good Very Good Excellent
 1 2 3 4 5

S. No	Item/Details	Maximum Marks	Marks Assessed by Principal
1	Punctuality and Regularity	5	
2	Courtesy and Politeness in Interaction and Behavior With Colleagues & Seniors	5	
3	Conscientiousness Towards Executive Duties	5	
4	Willingness to Undertake Additional & Higher Responsibilities	5	
5	Ability to Work as A Team Member	5	
6	Openness Towards New Ideas	5	
7	Interest in Student Development and Welfare	5	
8	Interaction with Students Through Seminars/Conferences	5	
9	Research Contribution	5	
10	<i>Involvement of students for Community Services i.e. NCC, NSS etc.</i>	5	
	TOTAL	50	

Assessment of Marks by the Principal

S. No.	Item	
A	Total Score as Assessed by Teacher out of 50	=
B	Actual Score Assessed for the Purpose of Evaluation of weightage (20)	Total Score as Assessed = by Principal out of 50 ----- =
		2.5

(Signature of the Principal)

FORM FOR RESULT EVALUATION

20 Marks

S.NO.	Distribution of Pass percentage	Marks	Paper1	Paper2	Paper3	Paper4	Paper5	Total MARKS
1	91 and above	20						
2	81-90	18						
3	71-80	16						
4	61-70	14						
5	51-60	12						
6	41-50	10						
	TOTAL							

Note: (i) Pass Percentage in a Paper i.e. No. of Students Passed in a paper

Total Students

(ii) Inform in respect of all papers taught by the teacher.

TOTAL OF ALL MARKS IN LAST COLUMN

(iii) *AVERAGE MARKS* = -----

NO. OF PAPERS

FORM FOR QUALITY OF RESULT EVALUATION**Quality of Result : 10 Marks**

% of students passing in: I Div. for Science / Commerce or I + II Div. for Arts & Humanities	Marks Awarded	Paper1	Paper2	Paper3	Paper4	Paper5	Total MARKS
60% and above	10						
50% -59%	8						
40%-49%	6						
30%-39%	4						
20%-29%	2						
10%-19%	1						
	TOTAL						

NOTE: (i) Inform in respect of all papers taught by the teacher.

TOTAL OF ALL MARKS IN LAST COLUMN

(ii) *AVERAGE MARKS* = $\frac{\text{-----}}{\text{NO. OF PAPERS}}$

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-WING, 2ND FLOOR, 5-SHAMNATH MARG, DELHI – 110054**

COLLEGE LECTURERS AWARD – 2016

READ GUIDELINES BEFORE FILLING UP THE PROFORMA.

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH
DULY SELF ATTESTED ON THE BACK SIDE
IN A SEPARATE ENVELOPE. THIS
PHOTOGRAPH SHOULD NOT BE DEFACED.

Paste one
self
attested
photograph

Name of University/College Lecturer (in Block Letters):

Name of University/College:

Name of University School/College Department:

Designation:

Gender:

Date of Birth:

Date of superannuation:-

Telephone No.

1. Particulars of Experience in chronological order :-

(Please attach separate sheet if required)

Name of the College	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

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 %
2011-12				
2012-13				
2013-14				
2014-15				
2015-16				

- 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
2011-12				
2012-13				
2013-14				
2014-15				
2015-16				

4. Overall result of highest class taught in 2015-16 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
2014-15		
2015-16		

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
2014-15		
2015-16		

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 College Lecturers Award – 2016. 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.**