

## SKUAST-JAMMU BEST TEACHER AWARD

### Guidelines for SKUAST-Jammu Best Teacher Award

- Name of the Award:** SKUAST-Jammu Best Teacher Award in ..... (Name of Faculty)
- Sponsor of the award:** Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu (J&K)
- Objective of the award:**
  - To provide recognition to outstanding teachers
  - To promote excellence in teaching
- Nature of award:** These awards are meant for individual teachers offering a course independently or as a part of an integrated course. An individual award will consist of prize of Rs.20,000 (Rs. Twenty thousand) along with a citation for promoting innovation in teaching.
- Frequency & no. of awards:** Every Year (If no qualifying application is received, no award shall be given for that year). The number of awards shall be one in each of the following faculties:

1.	Faculty of Agriculture	01
2.	Faculty of Veterinary Sciences & Animal Husbandry	01
3.	Faculty of Basic Sciences	01
4.	Faculty of Agricultural Engineering	01
5.	Faculty of Horticulture & Forestry	01
6.	Faculty of Dairy Technology	01
	Total	06

### 6. Eligibility criteria:

- The applicant must be regular faculty member of the university who has taught on an annual average at least 160 lectures at undergraduate and/or postgraduate level (including practicals), independently or as a part of integrated course, with a minimum period of continuous teaching experience of five academic years.
- To be eligible for award a teacher should obtain a minimum score of 60% as per the prescribed score card.

### Other criteria:

- Only teachers (Professor/ Associate Professor/Assistant Professor/equivalents) are eligible. Deans/ Directors are not eligible for the award.

- b. Teachers who are recipient of SKUAST-Jammu Best Teacher Award in the past are also not eligible for the award.
  - c. The teaching work undertaken during the five years, preceding the year of the award, shall be considered for award.
  - d. The applicant must have at least satisfactory annual performance.
  - e. The applicant is expected to be a role model teacher with high values and must not have been penalized or there should not be any enquiry pending against him/her.
7. **Administration of the award:** The award will be administered by the SKUAST-Jammu through Directorate of Education.
8. **Procedure:** Deans of the faculties shall call for applications for the award on the prescribed application form (Annexure-I) at the end of each academic year. Application must be routed through proper channel. The applications received by the Dean of respective faculty shall be scrutinized by the Faculty Level Evaluation & Judging Committee.

9. **Composition of Faculty Level Evaluation & Judging Committee:**

1.	Dean of the Faculty concerned	Chairman
2.	Two senior Faculty members from each Faculty (to be nominated by respective Dean)	Two Members
3.	Representative of Director Education (to be nominated by Director Education)	One Member
4.	(to be nominated by the respective Dean)	Member secretary

**Note:** Nominated members of the committee should not be the applicant for the award.

- After completion of evaluation process, the Faculty Level Evaluation & Judging Committee shall make its recommendations, and the same shall be submitted by the concerned Dean to the Director Education, under sealed cover (by or before 31<sup>st</sup> August of the year of award), for further processing and acceptance by the Competent Authority. The decision of the committee with approval of Vice Chancellor shall be final without provision of any appeal.
  - If no outstanding teacher for a particular year is identified no award shall be given. Further, in the event of a tie in total score, the applicant with more teaching experience shall be placed at higher rank.
11. **Presentation:** The declaration and presentation of award along with citation will be made on the Foundation Day (20<sup>th</sup> September) of the SKUAST-Jammu every year.

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**Application Form**  
**SKUAST-Jammu Best Teacher Award**

(To be filled by the applicant with supporting documents)

**Part - I**

1. Name of the Faculty : .....
2. Name of the Division : .....
3. Academic Year : .....
4. Name of the teacher : .....
5. Designation of the teacher : .....
6. Academic Qualification: (starting with Graduate level)

Degree	Subject	University	Year	Division/Grade

7. Teaching Experience (for the last five years):

Position	University	Period	Years/months

Mobile No. : ..... E-mail: .....

8. Total length of teaching (UG/PG) experience (years & months): (Applicant with immediate 5 years of teaching experience shall be eligible for the award)
9. When the last Best Teacher Award received (if any):.....

**PART-II**

**ACHIEVEMENTS**

(Marks shall be allotted by the Faculty Level Evaluation & Judging Committee)

1. List of courses taught independently/ jointly and number of lectures actually delivered during the preceding 5 years: (10 marks)

Academic Year	Semester	Courses taught (Credit hrs.) UG/PG	Independently (I)/ Jointly (J)	If Jointly, No. of teachers involved in teaching	Actual No. of lectures delivered by the applicant (T+P)*

*[Handwritten signatures and marks]*

\*One credit hr/week of theory/practical/field work/clinical work shall weigh one lecture.

Marks obtained = (Total lectures delivered in preceding 5 years /1000) x10

(max. 10 marks)

**2. Students guided as Major Advisor (PG Level) / Member Advisory Committee of UG/PG students(last five years) (10 marks)**

**a. Master's Level:**

S. No.	Acad. year	Name of the student (Regd. No.)	Thesis title	Date of thesis viva-voce held
<b>Total</b>				

(2 marks per passed out student and one mark for student(s) under guidance)

**b. Doctoral level:**

Acad. year	S. No.	Name of the student (Regd. No.)	Thesis title	Date of thesis viva-voce held
<b>Total</b>				

(2 marks per passed out student and one mark for student(s) under guidance)

**c. Member Advisory Committee of UG/PG students:**

Acad. year	S. No.	Name of the student (Regd. No.)	UG/PG	Discipline/Subject
<b>Total</b>				

(0.5 mark per student)

**3. Placement of the guided PG students in last 5 years(1 mark per student):(05 marks)\***

Name of the student (Regd. No.)	Year of completion of degree ( Master's/ Doctorate)	Placed in (Organization/institution etc.)	Year of placement

\* Placement include employed as well as admitted for higher studies.

**4. National level award won by Postgraduate students guided by the applicant in last five years(2 marks per award): (05 marks)**

S.No.	Name of Student (Regd. No.)	M.Sc./MV.Sc/ Ph.D.	Name of the Award	Year of Award	Awarding agency

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**5. Publications(only 5 best papers) in last five years out of students' theses (10 marks)\***

S. No.	Authors	Title of Research paper	Journal / vol/pages	Year of Publication	NAAS rating (current Year)

- \* NAAS rating below 4.0 (1mark)  
 NAAS rating between 4.0 to less than 6.0 (2 marks)  
 NAAS rating 6.0 and above (4 marks)

**6. Laboratory manual/monograph/books written in the last 5 years: (05 marks)**  
 (1 mark/ manual or monograph and 2 marks/ book)

S.No.	Author(s)	Title of Manual/Monograph / Book	Year of Publication

**7. Worked as committee member at Divisional/ Faculty/ University level related to academic activities (one mark per activity / year): (05marks)**

**8. Notable achievements in teaching(one mark per activity): (05 marks)**

Particulars of teaching innovations & achievements made

- Specific efforts and innovation introduced to improve teaching.
- Design, development and use of quality instructional materials
- Audio/e-learning instructional material developed and put online  
 (give details & address of the portal)

**9. Co-curricular activities of the teacher at Faculty/University level: (05 marks)**  
 (one mark per activity)

Personality development efforts/ Soft skill development efforts/ Group discussions / Debates organized. (Provide detailed list)

**10. Patent / contribution towards release of variety/ new technology (if any), from students' research(5 marks per patent and 2.5 marks per contribution)(05 marks)**

*[Handwritten signatures and initials]*

**11. Write-up by the teacher to his/her claim for award (max. 250 words):(05 Marks)**  
(on separate sheet duly signed with date by the applicant)

*Note: The application form may include only the essentially required facts and should not contain unnecessary details about the individual achievements etc. All details be given along-with authentic proof.*

**Certificate**

Certified that the information given in the application (under Part-I and Part-II) is correct to the best of my knowledge and belief

**(Signature of the applicant with date)**

Name:

Designation:

Division:

Verified, recommended and forwarded to the Dean, Faculty of .....  
for further necessary action.

**(Head of the Division)**  
Signature with date and seal

*[Handwritten signatures and initials]*

**12. Students' Feedback\*:** Information to be supplied to the Faculty Level Evaluation & Judging Committee by the Dean of the concerned Faculty **(Max. Marks 30)**  
(\*for detail regarding evaluation of teacher by the students please see Annexure-II.)

**13. Evaluation of Annual Performance Reports** **(Max. Marks 05)\***

S.No.	APR awarded	marks/year
1.	Satisfactory	1
2	Good	2
3	Very good	3
4	Excellent	4

\* Marks = (total marks obtained for 5 preceding years /20) x 5

Score obtained (out of total 100) as per the evaluation of Judging Committee (To be prepared on separate sheet duly signed by the Faculty Level Evaluation & Judging Committee): \_\_\_\_\_

Signature (with date) of all the members of  
Faculty Level Evaluation & Judging Committee



SKUAST-Jammu Best Teacher AwardTEACHER EVALUATION PROFORMA (To be filled by the students)

Course Title (s): \_\_\_\_\_ Course No (s): \_\_\_\_\_

Semester: \_\_\_\_\_ Degree: \_\_\_\_\_ Academic year: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Division: \_\_\_\_\_

Use the following scores(Summated rating scale)to answer the questions inquestionnaire given below:

Strongly Agree (SA) -4, Agree (A)-3, Undecided/Uncertain (U)-2, Disagree (D)-1

Statement No.	Questionnaire pertaining to teacher:	SA (4)	A (3)	U (2)	D (1)
1.	The teacher prepares lecture schedule for students in the beginning of semester				
2.	The teacher regularly checks up class attendance				
3.	The teacher arrives on time and leaves on time				
4.	The teacher is always well prepared for each class				
5.	The teacher demonstrates good knowledge of the subject				
6.	The teacher utilizes the knowledge gained through wide reading to increase effectiveness of teaching				
7.	The teacher delivers the subject matter effectively with clarity and coherence				
8.	The teacher has high enthusiasm				
9.	The teacher is responsive to questions				
10.	The teacher is receptive to new ideas and disagreement				
11.	The teacher is able in directing discussion				
12.	The teacher is sensitive to student problems				
13.	The teacher completes the whole course				
14.	The teacher provides additional material apart from the textbook				
15.	The teacher gives citations regarding current situations with reference to Indian context.				
16.	The teacher shows respect towards students and encourages class participation				
17.	The teacher makes best use of multimedia tools for effective teaching				
18.	The teacher is fair in grading				
19.	The teacher returns the graded scripts etc. in a reasonable amount of time				

20.	Having scrutinized the answer scripts, he identifies weaknesses and strengths of students to be used as a basis for future planning				
21.	The teacher is available during the specified office hours and for after class consultations				
22.	The teacher organizes remedial teaching in order to overcome student weakness				
23.	Pays attention to all the students irrespective of their abilities or personality characteristics				
24.	Regards teaching as a noble profession and has cultivated and imbibed a code of conduct, vocabulary and a disposition worthy of a noble profession				
25.	Extends the fullest co-operation in co-curricular activities, while making constructive contributions for further improvement				
<b>Total score of each column</b>					
<b>Grand Total ( out of 100)</b>					

**Calculation of marks (out of 30 marks):**

**Maximum score obtainable =  $25 \times 4 = 100$  (for one student evaluation)**

**Average score obtained by a teacher =  $\frac{\text{Sum of scores of all students}}{\text{No. of students}}$**

**Maximum weightage (30%) =  $\text{Average score obtained by a teacher (X)} \times 0.30$**

**Explanation:**

- If a teacher gets average score of 100, the weighted score =  $100 \times 0.3 = 30.0$
- If a teacher gets average score of 80, the weighted score =  $80 \times 0.30 = 24.0$
- If a teacher gets average score of 65, the weighted score =  $65 \times 0.30 = 19.5$

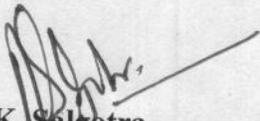
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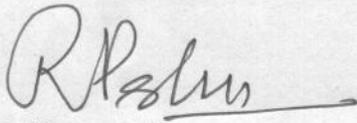
**Procedure for the evaluation of the applicant (Teacher) by the students:**

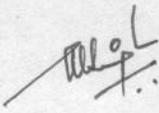
- a. Final year UG/M.Sc./M.V.Sc./Ph.D. students shall evaluate the teacher
  - b. Dean along with two senior faculty members of Evaluation & Judging Committee (nominated by respective Dean) shall monitor the whole process of evaluation.
  - c. All assessing students shall be invited to a common place in the Faculty to fill-up Evaluation Proforma for each applicant.
  - d. One Evaluation Proforma at a time shall be distributed to the students for evaluation.
  - e. Students shall fill up each proforma by ticking the appropriate box according to their assessment.
  - f. Students need not put their signatures/names on the evaluation sheet. However, they will put their signature on separate attendance sheet for record purpose only.
  - g. The committee constituted by the Dean shall compile evaluation sheets for each teacher separately.
  - h. The evaluation sheets shall remain in the custody of respective Deans along with separate Attendance Sheets.
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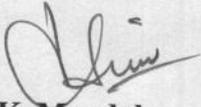
**Revised draft prepared by the committee constituted by the Competent Authority vide University Memorandum No. AUJ/Acad/20-21/F-34/2616-30, dated 15-10-2020**

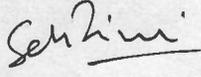
  
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