

Guidelines for Best Teacher Award (SKUAST-Jammu)

1. **Name of the Award:** SKUAST-J Best Teacher Award in ..... (name of Faculty),  
Academic year .....
2. **Sponsor of the Award:** Sher-e-Kashmir University of Agricultural Sciences &  
Technology of Jammu (J&K).
3. **Objective of the Award:** i) To provide recognition to outstanding teachers  
ii) Promote excellence in teaching
4. **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 Rs.20,000 to promote innovation in teaching along with a citation in the following faculties:

1.	Faculty of Agriculture	01
2.	Faculty of Veterinary Sciences & Animal Husbandry	01
3.	Faculty of Basic Sciences	01
	<b>Total</b>	<b>03</b>

5. **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 faculty. To be eligible for award the minimum score to be obtained by a teacher should be 60% as per the prescribed score card.
6. **Eligibility Criteria:** All teachers who have taught on an annual average at least 96 lectures at Under Graduate/Graduate level (including practicals) independently or as a part of integrated course, and have continuous teaching experience for a minimum period of five academic years. The teaching work undertaken during the five years proceeding the year of the award shall be considered for award.

**Other criteria are:**

- (i) Only teachers (Professor/ Associate Professor/Assistant Professor/equivalents) are eligible. Deans/ Directors are not eligible for awards.
- (ii) The applicant must have at least 5 years of teaching experience as regular faculty member in the University.
- (iii) The applicant must have at least three 'outstanding', but not less than two 'very good' annual appraisal/self appraisal reports out of immediate past five years reports.

(iv) 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-J through Directorate of Education.

8. **Procedure:** Director Education shall call for applications for the award on the prescribed application form available with Dean's Office, in the month of April-May every year. The applications shall be received by the Dean of respective faculty. Application must be routed through proper channel. The applications will be scrutinized by the judging committee.

9. **Composition of Judging Committee (Faculty-wise):**

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

The judging committee shall make its recommendations and forward the same to the Director Education under sealed cover for further processing & acceptance by the competent authority (HVC). The decision of the committee with approval of HVC shall be final without provision of any appeal. If no outstanding teacher for a particular year is identified no award shall be given.

10. **Presentation:** The declaration and Presentation of award alongwith citation will be made on the Foundation Day (20<sup>th</sup> September) of the University every year.

**University Best Teacher Award: Application Form**

(To be filled by the applicant with supporting documents)

**Part - I**

1. **Name of the Faculty** : .....
2. **Academic Year** : .....
3. **Name of the teacher** : .....
4. **Father's/Husband's name** : .....
5. **Designation of the teacher** : .....

6. **Academic Qualification:** (starting with graduate level)

Degree	Subject	University	Year	Division/Grade

7. **Teaching/Research/Extension Experience** (for last five years):

Position	University	Period	Years/months

8. **Mobile No.** : ..... **E-mail:** .....
9. **Total length of teaching (UG/PG) experience (years & months):** (Application with immediate 5 years of teaching experience shall be eligible for the award)
10. **When the last B.T.A received** : .....

**PART-II**

**Achievements**

1. **List of courses taught** independently/ jointly and no. of lectures actually delivered during the preceding 5 years: **(10 marks)**

Acad. Year	Semester	Course 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)*

*\*One credit hr/week of theory/practical/field work/clinical work shall weigh one lecture.  
For eligibility, average annual lectures delivered should be  $\geq 96$*

**2. Students guided as Major Advisor (PG Level) (last five years) (10 marks)**

**(a) Master's Level:**

S. No.	Acad. Year	Name of the student (Admn. No.)	Thesis Title	Date of Thesis-viva held
<b>Total</b>				

**(b) Doctoral level:**

Acad. Year	Sr. No.	Name of the student (Admn. No.)	Thesis Title	Date of Thesis-viva held
<b>Total</b>				

**3. Placement of the guided PG student: (10 marks)\***

Name of the Student	Year of completion of PG Degree	Placed in	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.**

**(10 marks)**

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

**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)

**6. Laboratory manuals/ new courses designed and developed**

**(i) Laboratory manuals: (designed/completed) (5 marks)**

S.No.	Authors	Title of Manual	Year of Publication

**(ii) New courses developed**

S.No.	Name of the course	Date of Approval of the course by Academic Council	Credit Load

**7. Notable achievements in Teaching: (5 marks)**

Particulars of teaching innovations & achievements made.

- Specific efforts and innovation introduced to improve teaching.
- Design, development and use of quality instructional materials, manuals/audio/e-learning.

- Instructional material developed and put online (give details & address of the portal).

**8. Co-curricular activities of the teacher (5 marks)**

(Personality development efforts/ soft skill development efforts/ group discussions (Faculty/University level)/ Debates organized (Faculty/University level). Provide detailed list.

**9. Research (achievements/activities) (last five years) (05 marks)**

**(i) Externally Funded project (as PI)**

S.No.	Name of Project	Year of sanction/ completion	Budget	Status (completed /ongoing)	Funding Agency

**(ii) Research Papers:** (out of research projects as first author; not from student's thesis work).

S.No.	Authors	Title of paper	Journal (Vol &Pages)	Thesis title with name/ class of student	NAAS rating

**(iii) Patent(s) if any**

**10. Extension Activities last 5 years only (5 Marks)**

**(i) Trainings conducted as Coordinator/Director (last 5 years only)**

S.No.	Name of Training	Coordinator/ Director	Name of participants	Date of Training

*\* 1.0 mark for each training*

**(ii) Organization of Farmers' fare/ On-Farm trails etc.**

S.No.	Name of Activity	Place & Date	No. participants/ No. of Trails

**11. Awards/ Recognitions: (5 Marks)**

S.No.	Name of Award	Agency of the Award	Status of the Agency (State/ National/International)

**12. Contribution towards institutional development (3 Marks)**

S.No.	Name of the Institutional Development Activity

**13. Membership of Professional Societies: (2 Marks)**

S.No.	Name of the Professional Society	Member since

**14. Write-up of teacher to his/her claim for award (max. 500 words) (5 Marks)**

*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 .....

**(Head of the Division)**

With signature, seal and date

**15. Students' Feedback\*:** Information to be supplied by the Dean of concerned faculty

**(Max Marks 10)**

*(\*for detail regarding response of the students please see appendix-I.)*

**Average Score:** \_\_\_\_\_

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

### Score Card

(Applicable to last 5 years' achievements)

**Total Marks: 100**

#### Marks Distribution:

##### **I) As per detail submitted by the applicant:**

S.No.	Item No.	Max. Marks
1.	Average courses taught in Last five years (0.1 mark/lecture actually delivered).	<b>10 marks</b>
2.	Student Guidance.	<b>10 marks</b>
	Master's level (1.0 mark /student).	
	Ph.D. level (1.5 marks/students).	
3.	Placement of students obtained PG degree under your guidance (0.5 mark /student).	<b>10 marks</b>
4.	Awards Won by the students on thesis or research paper out of thesis (2.5 Marks/Award).	<b>10 marks</b>
5.	Publications (only five best papers) out of theses of students thesis/ research work.	<b>10 marks</b>
	I. Research papers (10.0 marks).	
	a. <4.0 NAAS Rating (1.0 mark /paper).	
	b. 4.0 - 6.0 NAAS Rating (1.5 marks/paper).	
	c. >6.0 NAAS Rating (2 marks / paper).	
6.	Practical Manuals / new course developed (0.1 mark /Manual/course developed with lecture schedule).	<b>05 marks</b>
7.	Notable achievement of Teaching: Particulars of teaching innovations & achievements. <ul style="list-style-type: none"><li>• Specific efforts and innovation introduced to improve teaching. (1.0 mark /innovation).</li><li>• Design, development and use of quality instructional materials, manuals/audio/e-learning. ((1.0 mark /activity).</li><li>• Instructional material developed and put online (give details &amp; address of the portal) (1.0 mark /innovation).</li></ul>	<b>05 marks</b>
8.	Co-curricular activities to develop student personality (0.5 mark for each activity).	<b>05 marks</b>
9.	Teacher's Research Achievements ( teacher at lead).	<b>05 marks</b>
	i. Externally funded project: 1.0 mark for each.	
	ii. Research Paper: <ul style="list-style-type: none"><li>• 1.0 mark for paper of &gt; 6 NAAS rating.</li><li>• 0.5 mark for paper of &lt;6 but &gt; 4 NAAS rating.</li><li>• 0.25 marks for paper of &lt;4 NAAS rating.</li></ul>	
	iii. Patent: 2.0 marks for each patent.	
10.	Teacher's Extension Achievements:	<b>05 marks</b>
	a. Principal Author for any package of practice book (1.0 mark for each.).	
	b. Organizing any training or skill development course as director (1.0 mark / activity).	
	a) Organizing Farm fair / Farm trial (0.5 mark per activity).	

11.	Conferment of any award/ recognition. a. By state agency (2.0 marks / award) b. By national agency (3.0 marks / award). c. By international agency (5.0 marks / award).	<b>05 marks</b>
12.	Membership of Professional Societies (0.5 marks for each).	<b>02 marks</b>
13.	Contribution for Institutional Development (1.0 mark for each activity).	<b>03 marks</b>
14.	Write up of teacher to justify his/her claim for award (500 words).	<b>05 marks</b>
15.	Student Feedback*	<b>10 marks</b>

\* Rating from 1-10 scale



### Evaluation by the Students

- (1) Year of Award: .....
- (2) Name of Teacher: .....
- (3) Evaluating Class (UG/PG/Ph.D.): .....

Particulars	Poor (2)	Avg (4)	Good (6)	Very Good (8)	Excellent (10)
1. Punctuality of teacher in the class.					
2. Method of teaching (T&P).					
3. Course Content Covered.					
4. Interaction with students in the class.					
5. Attitude.					
<b>Total</b>					
<b>G. Total:</b>					

**Overall rating: Grand Total / 50**

**Procedure for the Evaluation of the applicant (Teacher) by the Students:**

- Final year UG/M.Sc./ MVSc / Ph.D. students shall evaluate the teacher
- Dean along with a team of two senior colleagues shall monitor the whole process of evaluation.
- All assessing students shall be invited to a common place/exam hall to fill-up Evaluation Performa for each applicant.
- One Evaluation Performa at a time shall be distributed to the students for evaluation.
- Students shall fill up each Performa by ticking the appropriate box according to their assessment.
- Students need not to put their signatures/names on the evaluation sheet.
- The Competent Committee constituted by the Dean shall compile evaluation sheets for each teacher separately.
- The evaluation sheets shall remain in the custody of respective Deans