GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF TECHNICAL EDUCATION

CIRCULAR

C.No. E/Teacher Awards/ CTE/2022

Dt. 29.07.2022

Sub: Technical Education - E Section - State Awards to the University and College Teachers 2022 - Calling for Nominations - Notification issued - Reg.

Ref: G.O.Ms.No.25, Higher Education (MC) Department, dated 01.07.2022.

The Government of Andhra Pradesh has been conferring state awards to meritorious teachers working in universities and colleges in the state on 5th of September every year i.e., on the teacher' day commemorating the birth anniversary of Dr. S. Radha krishnan, an accomplished Teacher and the former President of India. It was also intended that conferring such awards would motivate the Teaching Community in general to rededicate themselves to the cause of Teaching.

With reference to the G.O cited above, Government issued modified guidelines for the implementation of State Teacher Awards for University and College Teachers selected on the basis of merit. As per the modified procedure and guidelines for 'State Teacher Awards for College Teachers', nominations are called for from the Principals with regard to affiliated college teachers of Engineering/Pharmacy/MBA/MCA institutions in the state.

Guidelines

Eligibility criteria:

I. A teacher should have put in a minimum of 10 years of service as Lecturer (Teaching Faculty) in Private Unaided Professional Institution (Engg., /Pharmacy/MBA/MCA) at UG and PG level as on 1st September 2022.

. The prescribed service of 10 years could be the aggregate of regular and ratified

service put in various recognized institutions/universities.

III. In case of teachers of Private Unaided Professional Institutes applying for the State Awards, the Institute in which they have/are worked/working should have been approved by AICTE or PCI whatever the case may be and / or accredited by NAAC/NBA. Only those teachers whose appointments are ratified by the respective universities are eligible to apply.

IV. He/she must be engaged in active Teaching work on the date of recommendation. However, the teachers who have retired during the previous 12 months or during the previous academic year may also be considered.

V. A teacher who is recipient of the state award earlier shall not be considered.

Judging Criteria:

- I. Commitment to and excellence in academic work and teaching as judged by classroom teaching learning activities, coverage of course content, effectiveness of teaching and usage of ICT in teaching-learning process need to be judged.
- II. Honesty, integrity, character and ability to get along with colleagues, students

- and others should be the spirit in judging the recommendation.
- III. The applicants based on the score in the Teachers Performance Report with the evidences submitted, shall be nominated to the State Awards, strictly based on merit.
- IV. For awarding the score for assessment of the teacher by the Principal, the assessment done for the preceding academic year has to be considered. The award of score shall be based on factual data with verifiable evidence. The Principal is responsible for any grievance and/or complaint with respect to I A— Assessment by the Principal, I B student feedback on teacher performance and I C Assessment based on records of the teacher performance report.
- V. The Performance parameters and weightages are as follows:

S.No	Performance Parameter	Weightage (%)	Max. Score
1	Teaching and contribution to Academics	. 60	600
2	Research and Consultancy	20	200
3	Extension and Community Service	20	200

- VI. The candidates who secured 50% or more score shall only be considered for recommending for the State Teacher Award.
- VII. If any candidate is recognized and awarded at a significantly high level by the Government of India or any other National and International organization, the State Level Committee may recognize the extraordinary meritorious performance by adding 10% of total marks additionally.

Procedure:

- I. The Principals of all Private Professional Institutes (Engg.,/Pharmacy/MBA/MCA) approved by AICTE /PCI as the case may be and or NAAC/NBA accredited in the state are requested to circulate the copy of the circular/ Notification among all the teachers working at their respective institutes under proper acknowledgment and call for applications/nominations for the Teacher Awards 2022.
- II. The College Teachers who fulfil the eligibility criteria shall apply for the State Teacher Awards-2022 through online by using the link provided in the website: http://dteap.nic.in or https://dteapengg.in. In the meanwhile, the candidates shall keep ready with the physical documents in support of their application as per the formats enclosed and apply online as and when the link is activated.
- III. The applicant, after submission of application through Online, has to take a print out of the application submitted through online and submit the hard copy of the online application along with supporting documents in triplicate to the Principal of the college concerned.
- IV. The Principal of the college after verification of the proposal, shall submit nominations along with duly filled in online application form, Teacher Performance Report, Format –I (Assessment of the teacher by the Principal), Format-II (Student Feedback form) (with material evidences) to the Registrar of the University concerned in **Triplicate**.
- V. The names of the teachers who have been awarded punishments or against whom charges/ allegations/court cases/disciplinary cases are pending should not be recommended.
- VI. A certificate from the Principal of the College stating that the recommended candidates are not having any allegations/court cases/disciplinary cases

pending against them and were not given punishment by the Government / College or any other Institution where the candidate worked before joining in the present service.

VII. No proposal will be considered without the duly filled in prescribed formats (Teacher Performance Report, Format –I Assessment of the teacher by the Principal, Format-II, Student Feedback form) along with their recommendations. Otherwise, the proposal will not be accepted.

VIII. Proposals of teachers duly recommended by the College Principals shall be verified by the Registrars of affiliating Universities concerned and submit to the Commissioner of Technical Education for placing it before the Scrutiny Committee. The Registrars concerned should keep one copy of the proposals for future reference.

Timelines and Important dates:

S.No	Activity	Date
1.	Date of Notification	29-07-2022 (Friday)
2.	Last date for submission of proposals by the Teachers to the Principals concerned	08.08.2022 (Monday)
3.	Last date for submission of the proposals of teachers duly recommended by the College Principals to Registrars	11-08-2022 (Thursday)
4.	Last date for submission of the proposals of teachers duly recommended by the Registrars to the Commissioner	17-08-2022 (Wednesday)
5.	Meeting of the Scrutiny Committee at CTE / CCE Level	22-08-2022 (Monday)

Treat it as Most urgent

Encl:

- 1. Teacher Performance Report
- 2. Format -I (Assessment of the Teacher by the Principal),
- 3. Format-II (Student Feedback form)

Sd/- Dr. POLA BHASKAR
COMMISSIONER

To

The Principals of all Private Professional Institutions (through the Registrars of the Universities concerned) with a request to circulate among the staff and take necessary action as per timelines

Copy to

The Registrars of all Universities with request to circulate among the Private Engineering/Pharmacy/MBA/MCA Institutes under their control and take necessary action as per timelines

The Principal Secretary, Higher Education (EC) Department, Secretariat, A.P, Amaravathi for information

The Secretary, APSCHE, Mangalagiri for information.

For COMMISSIONER 29/07/12

ANNEXURE-II STATE TEACHER AWARDS FOR COLLEGE TEACHERS

TEACHER PERFORMANCE REPORT

STATE TEACHER AWARDS FOR COLLEGE TEACHERS

Particulars of the Teacher

1	Name (Prof./Dr./Mr./Mrs./Ms.) in BLOCK LETTERS	
2	Designation	
3	College in which working	
4	Mobile Number	
5	Email Address	* · · · · · · · · · · · · · · · · · · ·
6	Date of birth (DD-MM-YY)	
7	Age	
8	Date of first appointment	
9	Date of appointment / promotion as Lecturer / Assistant Professor in Professional Institute	
10	Total Length of full-time & ratified service in the institute as on 1 st September 20	

Signature of the Principal Teacher

Signature of the

STATE TEACHER AWARDS FOR COLLEGE TEACHERS

TEACHER PERFORMANCE REPORT

Performance parameter	Weight (%)	Score (max.)
Teaching	60	600
Research and Consultancy	20	200
Extension and support activities	20	200

S.No	Performance parameter	Max.score	Performan- ace score
L	Teaching: A. Assessment by the Principal (Max. score : 100) Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to : poor, average, good, very good and excellent respectively Format - I	600	
	B. Student feedback on teacher performance (Max. score: 100) Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to increasing teacher quality Format - II		
	C. Assessment based on records (Max. score : 400)		
	1. Educational qualifications other than PG (Max. score :20)		
	B.Ed. 2 Additional PG 3 M.Phil. 5 Ph.D. 10		
	2. Student attendance percentage of all the classes taught (average) in the last one year (Max. score :10) 60 - <70%: 4 70 - <80%: 6 80 - <90%: 8 More than 90%: 10		
	Certificate courses designed and developed in the last five		
	years (Max. score :50) Each : score of 10		
	4. ICT based learning packages/E-content developed and used in the last one year (Max. score :50)		
	Each : score of 10		
	5. New teaching models/aids like simulations, flash cards, working models developed in the last three years (Max. score :30)	*	
	Each: score of 5 6. Online courses designed, developed and offered in the last 2		
	years (Max score: 100) For each course of a minimum of 10 hours duration, score is 20		4

			1
	7. Class-room seminars conducted in the last one year (Max. score :10)		
	10 – 15 seminars : 4		
	16 – 20 seminars : 6		
	21 – 25 seminars : 8		
	>25 seminars : 10		-
	8.Regional / State level Seminars / Symposia or Conferences conducted during the last three years		
	(Max. score :50)		
	As Convener / organizing Secretary / Director –		
	Regional - 5		
	State - 10		*
	National - 15 International - 20 (For Co-Convener/Organizing Secretary/Co –		
	Director, the score shall be 50% of the above.		
	9. Field trips organized in the last two years		
	(Max. score :20)		
	Each: 3		
	10. Invited lectures organized in the last two years (Max. score :20)		
	Each: 3		
	11. Student study projects conducted as supervisor in the last two years		
	(Max. score :10)		
	Each: 2		
	12. University examination results (pass percentage) in the subject		
	taught (average) in the last two years		
	(Max. score :20)		
	60 - <70% : 4		
	70 - <80% : 8		
	80 - <90% : 12		
	90 - <95% : 16		
	More than 95% : 20		
	13. Improvement of student performance in the subject taught (average of two years) exit level (end of III yr) compared to		
	entry level (end of I yr)		
	(Max. score :10)		
	Students improved:		
	Students improved: 10 - <20% : 4		
	20 - <30% : 6		
	30 - <40% : 8		
	More than 40% : 10		
II.	Research and consultancy:	200	
	Students guided for M.Phil./M.Tech/Ph.D. for universities in A.P.		
	in the last 5 years		
	(Max.score : 20)		
	M.Phil/M.Tech.: 5(each)		5
	Ph.D.: 10 (each)		

2. Research	projects completed	ongoing during	the last five years (Max .score : 2		
			(Max .30010 . 2	0)	
Minor proje					
	papers published de		/ears.		
		,	(Max.score : 5	0)	
Nature of Journal	Score for single S author	core for two authors	Score for more than two authors		
Group – A / C UGC CARE	20	15	6		
listed Journal	45				
Group – B /D UGC CARE listed Journal	15	10	5		
	& B for Sciences C & D for other Grou	ıps			
4. Semin	ars/conferences att	ended and pres	ented papers (Max. score : 30	0)	
	dia : 5 (each) outsi				
	er of times acted as nops, training progra				
	ropo, training progr	animos, etc. in t	(Max. score : 20		
Each: 5				2-	
6. Books	authored and publi	shed	(Max. score : 20	0)	
(each)	uthor (text books)	: 20			
two auth (each)	nors (text books)	: 15			
	thors (text books)	: 10			
(each)	uthor (other books)	: 10			
(each)	ors (other books)	: 7			
multi-au (each)	thors (other books) : 5			
7. Audio/	video lessons prep ICTE, MANA TV, e	ared and presents in the last fir	nted for		
		io. III tho lage II	Statement	£	
	-		(Max.score : 20)		
	sson : 5 organizations to wh	ich consultancy	services offered		
	ast two years	on consultantly			
			(Max.score : 20))	6
Revenu	e generated is mor	e than Rs 2500	0 Each : 1	0	

	Revenue generated is less than Rs 25000 Each : 5		
III.	Extension and support activities: 1. Extension activities organized in the last two years (Max.score: 30)	200	
	Each activity: 5 The activities may include contributing to : environment protection, healthcare in rural/slum population, adult literacy, nation building activities and the like (non-NSS/NCC)		
	Community service programmes conducted as NCC/NSS/NGC/RED RIBBON CLUB officer in the last two years (activities not included above) (Max.score: 10)		
	3. Extra curricular activities organized like quiz/elocution/poster presentation/idea stimulation/case competitions and like in the last two years (Max score : 20) For each activity: 2		
	4. Leading and representing the student teams for competitions in other colleges in the last two years (Max.score: 10) Each: 2		
	Coaching classes conducted for PG Entrance in the subject concerned in the last two years (Max.score: 10)		
	Each class taken: 2 6. Career counseling sessions conducted for students in the last two years (Max.score: 20)		
	Each session: 5 7. Conduct of Value based programmes like gender sensitization, women empowerment, consumer protection, and like programmes in the last two years (Max.score: 20) Each programme: 5		
	8. Support to administration like Controller of Exams, Vice- Principal, Dean, Coordinator for different activities in the last two years (Max.score: 20) Each: 5		
	9. Number of events cultural/sports/academic in which students participated at the district/university/state level under the guidance of the teacher in the last two years (Max.score: 20)		4 2
	Each event: 4 10. The period acted as NAAC/NBA/JKC/DRC/IQAC coordinator in the last five years (Max.score: 10)	11	
	For each year : 5		7

11. Membership of professional societies, Membership of Governing/Executive/Advisory body of an industry or other sector in the last three years	
(Max.score: 10)	
Each : 5	
12. Number of awards, if any, received by the teacher in the last three years (from local/state/national/international agencies)	
(Max.score : 20)	
Each : 10	

Format - I

Confidential - to be filled by the Principal

GOVERNMENT OF ANDHRA PRADESH HIGHER EDUCATION DEPARTMENT STATE AWARDS TO COLLEGE TEACHERS

ASSESSMENT OF THE TEACHER BY THE PRINCIPAL

- The assessment is to be made based on a five-point rating scale and the scale is 1: poor, 2: average, 3: good, 4: very good, 5: excellent.
- The Principal has to make his/her assessment confidentially on the performance of the teacher in this form using RED INK. The Principal is requested to go through all the items carefully and CIRCLE the rating point against each item.
- The assessment in the case of Principals is to be made by the Regional Director of Collegiate Education concerned.
- Necessary records should be enclosed in support of the ratings given.

Name of the
Teacher
Subject
Designation
Name of the
College

	ITEM			RATING / SCORE				
I. PRO	DFESSIONAL COMPETANCE							
1.	Knowledge in the subject including recent developments	1	2	3	4	5		
2.	Aptitude for research and development	1	2	3	4	5		
3.	Efforts to give career orientation of syllabus	1	2	3	4	5		
4.	Additional curricular inputs like project work/hands-on experience to students	1	2	3	4	5		
5.	Innovative teaching methods/aides developed	1	2	3	4	5		
53	ASSROOM TEACHING PERFORMANCE	1	2	3	4	5		
6.	Regularity in taking classes	1	2	3	4	5		
7.	Academic planning for the year and preparation for classroom teaching	70				100		
8.	Clarity of expression and modulation of voice	1	2	3	4	5		
9.	Ability to make students understand concepts, principles, applications, etc.	1	2	3	4	5		
10	Ability to inspire students into serious and participatory learning	1	2	3	4	5		
11.	Use of appropriate teaching methods/ICT aides like computers, internet, LCD, etc.	1	2	3	4	5		
12.	Ability to motivate students to go for self-learning using ICT	1	2	3	4	5		
1-11-1-11-11-11-11-11-11-11-11-11-11-11	-CURRICULAR & EXTRACURRICULAR TIVITIES	i.						
13.	Promptness in monitoring students' academic progress by conducting tests, valuing the scripts and discussing with	1	2	3	4	5		
	students					10		

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
	1 1 1 1	 1 2 1 2 1 2 1 2 1 2 	 2 3 2 3 2 3 2 3 2 3 2 3 	1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4

TOTAL SCORE:

Opinion of the Principal regarding the teacher's general discipline, honesty, integrity and ability to get along with colleagues:

Recommendations of the Principal:

DATE:

PRINCIPAL

Format - II

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 L	_ecturer:	
Subject:	Class:	Date:	9.14

S.	Item	Rating						
No.		1	11	111	IV	V		
1.	Efforts to effectively cover 100% of Syllabus							
	సిలబస్ ను నూరుశాతం స్వకమంగా పూర్తి చేయడానికి పడే కృషి							
	8							
2.	The interest generated in the students while teaching in the class room							
	**	1						
	విద్యార్ధులలో ఆసక్తి పెంపొందించేలా తరగతి లో పాఠాలు							
	చెప్పడం							
3.	Clarity of expression while teaching the topic/							
	•		1			1 "		
	బోధన లో స్పష్టత							
12	Donth of outliest sentent surface I		1		-	-		
4	Depth of subject content explained							
	సబ్జెక్టు లో లోతైన విషయాన్ని విడమర్చి అర్థమయ్యేలా							
*	వివరించడం							

SI.	ltem	Rating							
No.		1	11	111	IV	IV			
5.	Level of latest developments in the subject taught								
	సబ్జెక్టును బోధించునపుడు సూతనాంశాలను కూడా చేర్చడం				and the state of t				
6.	Use of other methods of teaching like class seminar, question answer, group discussion etc., in the class room								
	తరగతిలో సెమినార్లు, ప్రశ్నోత్తరాలు, చర్చలు మొదలగు			el Popologica con comprendente contra					
	బోధనా పద్దతులను అనుసరించడం								
7.	Encouraging questions on the topic in the class and		1						
	clearing doubts								
	పాఠమును బోధించునపుడు విద్యార్థుల నుంచి ప్రశ్నలను	The second secon							
	ట్రోత్సహించి, సందేహాలను తీర్చడం								
8.	Use of teaching models and teaching aids in the class room	TO THE PERSON NAMED IN COLUMN							
	తరగతి గదిలో టీచింగ్ మాడల్స్, టీచింగ్ ఎయిడ్స్ ని								
	ఉపయోగించడం								
9.	Encouraging and supervising the students for study		-						
	projects								
	విద్యార్థులను స్టడీ ప్రాజెక్టులు చేయడంలో బ్రోత్సహించడం								
10.	Aptitude shown in arranging field visits, invited lectures etc., in the subject								
	నబ్జెక్టు కు సంబంధించి ఫీల్డు విజిట్స్, ఇన్వైటెడ్ లెక్చర్స్ని								
	ఏర్పాటు చేయడంలో చూపే ఉత్సాహం								
11.	Encouraging and guiding students in reading library (subject and general) books and using internet								
•	గ్రంథాలయాన్ని, ఇంటర్నెట్ని సద్వినియోగం								
	చేసుకోవడంలో ఇచ్చే ట్రోత్సాహం								

SI.	Item	Rating					
No.	item	1	11	111	IV	٧	
12.	Encouraging and guiding students in giving class seminars						
	క్లాస్ సెమినార్స్ ఇచ్చేందుకు విద్యార్థులకు తగిన సలహాలిచ్చి బ్రాపోత్సహించడం						
13.	Regularity and seriousness in valuing the answer scripts of						
10.	monthly tests and discussing the same with the students						
	మాసాంత పరీక్షల జవాబు పత్రాలను దిద్దడంలో, విద్యార్థులతో						
	చర్చించడంలో క్రమం తప్పక పోవడం						
14.	Remedial coaching and efforts made in preparing the						
	students for University Examinations						
	చదువులో వెనుకబడిన విద్యార్థులకు ప్రత్యేక శిక్షణ యివ్వడం,						
	విశ్వ విద్యాలయ పరీక్షలకి తయారు చేయడం						
15.	Regularity and punctuality to the class						
	క్లాసులు తీసుకోవడంలో క్రమం తప్పకపోవడం,						
	సమయపాలన						
16.	Enthusiasm shown to encourage and guide students in						
	extracurricular activities like cultural, community service,						
	nation building etc.						
	ఫ్రార్యేతర అంశాలైన సాంస్కృతిక, సామాజిక సేవా						
	పాఠ్యేతర అంశాలైన సాంస్కృతిక, సామాజిక సేవా ఖార్యక్రమాలల్లో విద్యార్థులకు ప్రోత్సాహం, సూచనలివ్వడం						

SI.	Item	Rating					
No.	item	1	11	III	IV	٧	
17.	Counseling and career guidance						
	విద్యార్థుల సమస్యల విషయాల్లో, పై చదువులు, ఉపాధి						
	మొదలైన విషయాల్లో విద్యార్థులకు తగిన సలహాలివ్వడం						
18.	Accessibility of the lecturer outside the classroom for academic interaction						
	క్లాన్రామ్ బయట పాఠ్యాంశ చర్చలకి విద్యార్థులకు అందుబాటులో ఉండటం		ALL				
19.	Personal care and affection while dealing with individual students and helping students						
	విద్యార్థుల పట్ల ఆదరణ, వ్యక్తిగత శ్రద్ధ, విద్యార్థులకు సహాయపడటం						
20.	Overall opinion on the lecturer						
	మొత్తం మీద ఈ లెక్బరర్ పైన మీ అభిప్రాయం						

Total Score:

Dr. POLA BHASKAR COMMISSIONER

Paracré V 29/16/19

Pode