

ANNEXURE-I
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 in Degree college	
10	Length of service as Lecturer	
11	Whether engaged in active service presently	
12	Total years on deputation, if any	
13	Days on leave (all kinds of leave put together)	
14	If retired, date of retirement	
15	If on deputation, give details	
16	Other service details, if any	

Signature of the Teacher

Signature of the Principal

STATE TEACHER AWARDS FOR COLLEGE TEACHERS
TEACHER PERFORMANCE REPORT

Performance parameter	Weight (%)	Score (max.)
Teaching	65	500
Research and Consultancy	15	250
Extension and support activities	20	250

EVALUATION OF TEACHER PERFORMANCE

S.No.	Performance parameter	Max.score	Performan- ace score
I	<p><u>Teaching :</u></p> <p>A. Assessment by the Principal <i>(Max. score : 100)</i></p> <p>Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to : poor, average, good, very good and excellent respectively</p> <div style="border: 1px solid black; width: fit-content; margin: 10px auto; padding: 5px;">Format – I</div> <p>B. Student feedback on teacher performance <i>(Max. score : 200)</i></p> <p>Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to increasing teacher quality</p> <div style="border: 1px solid black; width: fit-content; margin: 10px auto; padding: 5px;">Format – II</div> <p>C. Assessment based on records <i>(Max. score : 200)</i></p> <p>1. Educational qualifications other than PG <i>(Max. score :10)</i></p> <p style="margin-left: 40px;">B.Ed. : 2 M.Phil. : 3 NET/SLET : 4 Ph.D. : 6</p>	500	

<p>2. Total service as Lecturer/Reader in Degree Colleges as on 1st September <i>(Max. score :10)</i></p> <p>10 - <15 yrs : 4 15 - <20 yrs : 6 20 - <25 yrs : 8 ≥25 yrs : 10</p>		
<p>3. Average number of days attended the college per year in the last two years (excluding leave, OD, deputation, etc.) <i>(Max. score :10)</i></p> <p>140 –160 days : 4 161 – 180 days : 6 181 – 200 days : 8 Above 200 days : 10</p>		
<p>4. Student attendance percentage of all the classes taught (average) in the last one year <i>(Max. score :10)</i></p> <p>60 - <70% : 4 70 - <80% : 6 80 - <90% : 8 ≥90% : 10</p>		
<p>5. Value additions taught/conducted as per the individual curricular plan in the last one year <i>(Max. score :10)</i></p> <p>Each : 2</p>		
<p>6. Certificate courses conducted as coordinator in the last five years <i>(Max. score :10)</i></p> <p>Each : 2</p>		
<p>7. New teaching models/aids developed in the last three years <i>(Max. score :10)</i></p> <p>Each : 2</p>		
<p>8. Computer/ICT based learning packages developed and used in the last one year <i>(Max. score :10)</i></p> <p>Each : 2</p>		
<p>9. Class-room seminars conducted in the last one year <i>(Max. score :10)</i></p> <p>10 – 15 seminars : 4 16 – 20 seminars : 6 21 – 25 seminars : 8 >25 seminars : 10</p>		

<p>10. Group discussions (subject) conducted in the last two years <i>(Max. score :10)</i></p> <p>Each : 1</p>		
<p>11. Quiz programmes (subject) conducted in the last two years <i>(Max. score :10)</i></p> <p>Each : 1</p>		
<p>12. Field trips conducted in the last two years <i>(Max. score :10)</i></p> <p>Each : 3</p>		
<p>13. Invited lectures organized in the last two years <i>(Max. score :10)</i></p> <p>Each : 3</p>		
<p>14. Student study projects conducted as supervisor in the last two years <i>(Max. score :10)</i></p> <p>Each : 2</p>		
<p>15. Firms with which MOUs were obtained for hands-on experience in the last two years <i>(Max. score :10)</i></p> <p>Each : 4</p>		
<p>16. Collaborative student study projects completed in the last two years <i>(Max. score :10)</i></p> <p>Each : 5</p>		
<p>17. University examination results (pass percentage) in the subject taught (average) in the last three years <i>(Max. score :20)</i></p> <p>60 - <70% : 4 70 - <80% : 8 80 - <90% : 12 90 - <95% : 16 ≥95% : 20</p>		
<p>18. 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) <i>(Max. score :10)</i></p> <p>Students improved: 10 - <20% : 4 20 - <30% : 6 30 - <40% : 8 ≥40% : 10</p>		

	<p>19. Unit tests conducted in the last one year (Max. score :5) For every test over and above 4 conducted : 2</p>		
	<p>20. Remedial classes conducted in the last one year (Max. score :5) For every class over and above 4 taken : 1</p>		
II	<p><u>Research and consultancy:</u></p>	250	
	<p>1. Students guided for M.Phil./Ph.D. for universities in A.P. (Max.score : 20) M.Phil. : 5 (each) Ph.D. : 10 (each)</p>		
	<p>2. Research projects completed/ongoing (Max.score : 20) Minor projects : 10 (each) Major projects : 20 (each)</p>		
	<p>3. Research papers published (Max.score : 25) National refereed journals : 3 (each) International refereed journals : 5 (each)</p>		
	<p>4. Seminars/conferences attended and presented papers (Max.score : 20) within India : 5 (each) outside India : 10 (each)</p>		
	<p>5. Seminars organized as coordinator in the last five years (Max.score : 20) State level : 5 (each) National level : 10 (each)</p>		
	<p>6. Subject/general articles published in magazines in the last five years (Max.score : 25) Each article published : 4</p>		

	<p>7. Number of times acted as resource person in seminars, workshops, training programmes, etc. in the last two years <i>(Max.score : 20)</i></p> <p>Each : 5</p>		
	<p>8. Books authored and published <i>(Max.score : 40)</i></p> <p>single-authored (text books) : 20 (each) multi-authored (text books) : 10 (each)</p> <p>single-authored (other books) : 10 (each) multi-authored (other books) : 5 (each)</p>		
	<p>9. Audio/video lessons prepared for UGC, MANA TV, etc. in the last five years <i>(Max.score : 20)</i></p> <p>Each lesson : 5</p>		
	<p>10. Lessons presented through live telecast in MANA TV in the last three years <i>(Max.score : 20)</i></p> <p>Each lesson : 5</p>		
	<p>11. Firms/organizations to which consultancy services offered in the last two years <i>(Max.score : 20)</i></p> <p>Each : 5</p>		
III	<p><u>Extension and support activities:</u></p> <p>1. Extension activities organized in the last two years <i>(Max.score : 30)</i></p> <p>Each activity : 5</p> <p>The activities may include contributing to : environment protection, healthcare in rural/slum population, adult literacy, nation building activities and the like (non-NSS/NCC)</p>	250	
	<p>2. Community service programmes conducted as NCC/NSS officer in the last two years <i>(Max.score : 20)</i></p> <p>Each programme : 5</p>		

<p>3. Meetings held with parents in the last two years <i>(Max.score: 10)</i> Each meeting held : 5</p>		
<p>4. Academic counseling sessions conducted for students in the last two years <i>(Max.score : 20)</i> Each session held : 2</p>		
<p>5. Coaching classes conducted for PG Entrance in the subject concerned in the last two years <i>(Max.score : 20)</i> Each class taken : 2</p>		
<p>6. Career counseling sessions conducted for students in the last two years <i>(Max.score : 20)</i> Each session : 5</p>		
<p>7. Students secured placements due to the efforts of the teacher in the last two years (other than JKC) <i>(Max.score : 20)</i> For each student secured placement : 4</p>		
<p>8. Classes engaged in JKC's in the last two years <i>(Max.score : 20)</i> For each class taken : 1</p>		
<p>9. Classes taken in other colleges under DRC in the last one year <i>(Max.score : 20)</i> For each class taken : 4</p>		
<p>10. Student-oriented activities conducted under DRC in the last one year <i>(Max.score : 20)</i> For each activity : 5</p>		
<p>11. 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 <i>(Max.score : 20)</i> Each event : 4</p>		

<p>12. Number of times acted as NAAC/JKC/DRC/IQAC coordinator in the last three years <i>(Max.score : 10)</i></p> <p style="text-align: center;">Each : 5</p>		
<p>13. Membership of professional societies, Membership of Governing/Executive/Advisory body of an industry or other sector in the last three years <i>(Max.score : 10)</i></p> <p style="text-align: center;">Each : 2</p>		
<p>14. Number of awards, if any, received by the teacher in the last three years (from local/state/national/international agencies) <i>(Max.score : 10)</i></p> <p style="text-align: center;">Each : 5</p> <p style="text-align: center;">***</p>		

Note:

1. calculate each parameter score
2. multiply the parameter score with the corresponding weight
3. add the weighted parameter scores of all the three parameters
4. divide the total weighted score by 41,250 (maximum possible weighted score) and multiply the result by 100 to get the performance rate of the teacher

Calculation:

Parameter scores : Teaching - x_1
 Research & consultancy - x_2
 Extension and support activities - x_3

$$\text{Performance rate} = \frac{65 \times x_1 + 15 \times x_2 + 20 \times x_3}{41250} \times 100$$

Fomat – 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. <u>PROFESSIONAL COMPETANCE</u>					
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
II. <u>CLASSROOM TEACHING PERFORMANCE</u>					
6. Regularity in taking classes	1	2	3	4	5
7. Academic planning for the year and preparation for classroom teaching	1	2	3	4	5
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
III. <u>CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES</u>					
13. Promptness in monitoring students' academic progress by conducting tests, valuing the scripts and discussing with students	1	2	3	4	5
14. Efforts made in guiding academically backward as well as bright students	1	2	3	4	5
15. Interest shown in conducting activities like seminars, debates, quiz programs, etc. so as to improve the general skills of students	1	2	3	4	5

16. Contribution made in organizing activities like sports, NSS/NCC, clean & green programs, etc.	1	2	3	4	5
IV. <u>GENERAL & COLLEGE DEVELOPMENT</u>					
17. Punctuality maintained in coming to the college	1	2	3	4	5
18. Interest shown/support extended for student welfare, career/general counseling activities, etc.	1	2	3	4	5
19. Efforts made to secure community help for college development	1	2	3	4	5
20. Assistance to college administration in admissions, maintaining discipline, examinations, etc.	1	2	3	4	5

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

<u>Rating</u>	<u>Score</u>
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.

ASUTHOSH MISHRA
PRINCIPAL SECRETARY TO GOVERNMENT

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 Lecturer:

Subject:

Class:

Date:

S. No.	Item	Rating				
		I	II	III	IV	V
1.	Efforts to effectively cover 100% of Syllabus సిలబస్ ను నూరుశాతం సక్రమంగా పూర్తి చేయడానికి పడే కృషి					
2.	The interest generated in the students while teaching in the class room విద్యార్థులలో ఆసక్తి పెంపొందించేలా తరగతి లో పాఠాలు చెప్పడం					
3.	Clarity of expression while teaching the topic/ lesson బోధన లో స్పష్టత					
4.	Depth of subject content explained సబ్జెక్టు లో లోతైన విషయాన్ని విడమర్చి అర్థమయ్యేలా వివరించడం					

Sl. No.	Item	Rating				
		I	II	III	IV	V
5.	Level of latest developments in the subject taught సబ్జెక్టును బోధించునపుడు నూతనాంశాలను కూడా చేర్చడం					
6.	Use of other methods of teaching like class seminar, question answer, group discussion etc., in the class room తరగతిలో సెమినార్లు, ప్రశ్నోత్తరాలు, చర్చలు మొదలగు బోధనా పద్ధతులను అనుసరించడం					
7.	Encouraging questions on the topic in the class and clearing doubts పాఠమును బోధించునపుడు విద్యార్థుల నుంచి ప్రశ్నలను ప్రోత్సహించి, సందేహాలను తీర్చడం					
8.	Use of teaching models and teaching aids in the class room తరగతి గదిలో టీచింగ్ మాడల్స్, టీచింగ్ ఎయిడ్స్ ని ఉపయోగించడం					
9.	Encouraging and supervising the students for study projects విద్యార్థులను స్టడీ ప్రాజెక్టులు చేయడంలో ప్రోత్సహించడం					
10.	Aptitude shown in arranging field visits, invited lectures etc., in the subject సబ్జెక్టు కు సంబంధించి ఫీల్డ్ విజిట్స్, ఇన్వైటెడ్ లెక్చర్స్ ని ఏర్పాటు చేయడంలో చూపే ఉత్సాహం					
11.	Encouraging and guiding students in reading library (subject and general) books and using internet గ్రంథాలయాన్ని, ఇంటర్నెట్ ని సద్వినియోగం చేసుకోవడంలో ఇచ్చే ప్రోత్సాహం					

Sl. No.	Item	Rating				
		I	II	III	IV	V
12.	Encouraging and guiding students in giving class seminars క్లాస్ సెమినార్స్ ఇచ్చేందుకు విద్యార్థులకు తగిన సలహాలిచ్చి ప్రోత్సహించడం					
13.	Regularity and seriousness in valuing the answer scripts of 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. ప్రార్యేతర అంశాలైన సాంస్కృతిక, సామాజిక సేవా కార్యక్రమాలల్లో విద్యార్థులకు ప్రోత్సాహం, సూచనలివ్వడం					

Sl. No.	Item	Rating				
		I	II	III	IV	V
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 క్లాస్రూమ్ బయట పాఠ్యాంశ చర్చలకి విద్యార్థులకు అందుబాటులో ఉండటం					
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 లెక్చరర్ పైన మీ అభిప్రాయం					

Total Score: