# PROFORMA

**APPLICATION FOR BEST TEACHER AWARD**

**Affiliated College of Dayanand Education Society, Latur**

# Section - A

### Personal Information:

|  |  |
| --- | --- |
| Name of the Applicant  (first name, middle name, surname) |  |
| Designation |  |
| Name of the College |  |
| Date of Birth and age on last date of application |  |
| Address for communication |  |
| Email id |  |
| Mobile Number |  |

1. **To Access Eligibility:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Description** | | |
| 1. | Educational qualification (provide documentary evidence) (PG degree, SET, NET, M.Phil, Ph.D.) |  | |
| 2. | Total Approved Teaching Experience (in years, month and days) |  | |
| 3. | Total Approved Teaching Experience (in years, month and days) in thejurisdiction of this society |  | |
| 4. | Experience as the Assistant Professor, Associate Professor, Professor, NAAC Coordinator, IQAC Coordinator (University CAS Approval, Appointment as NAAC/IQAC  Coordinator, Experience certificate of the Principal for each designation) | **Multiple ticks allowed-** Assistant Professor (1)- Yes/ No Associate Professor (2) - Yes/ No Professor (3)- Yes/ No  NAAC Coordinator (1)- Yes/ No IQAC Coordinator (1) - Yes/ No | |
| 5. | Are you already recipient of this award | Yes/No |  |
| 6. | Whether any case filed against you in Police/Courts of Law? | Yes/No |  |
| 7. | Whether any case launched against you regarding Examination malpractices? | Yes/No |  |

### Educational Qualification:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination / Degree | Board/ University | Institute | Subjects/ Specialization | Year of Passing | Division | Marks in  % |
| Secondary |  |  |  |  |  |  |
| Higher Secondary |  |  |  |  |  |  |
| Graduation |  |  |  |  |  |  |
| Post Graduation |  |  |  |  |  |  |
| SET |  |  |  |  |  |  |
| NET |  |  |  |  |  |  |
| M.Phil. |  |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |  |
| Any other |  |  |  |  |  |  |

1. (a) Experience in the field of Higher Education in teaching and research in a University / well – established institution of repute and / or at the undergraduate and post – graduate level:

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| --- | --- | --- | --- | --- | --- | --- |
| Sr. | Name and | address of the | Post/Designation | From | To | Total (in years |
| No. | College/ | University |  |  |  | and months) |
|  | department |  |  |  |  |  |
|  |  | |  |  |  |  |
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(b)Details of administrative experience in the field of Higher Education:

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| --- | --- | --- | --- |
| Sr.  No. | Post | Period  From… to…..(dates and Duration) | Name of the University/ Colleges  / Institution& location |
|  |  |  |  |

1. Details of the Best Teacher Award received from any other Govt. agency only.

(Attach certificate)**:**

**Section – B:**

**Details required for awarding the marks to evaluate the candidature of applicant:**

**Part B: Teaching, Learning and evaluation related**

* 1. E-content Development (provide documentary evidence as per four quadrant recommended by UGC for making these E-contents available on College / University website)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Program | Subject | Class | Semester | Paper | Unit | Unit Name | Contents covered |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

* 1. Organizing value added/ skill-based courses for students (minimum of 30 hours duration approved by the college/ University) (Attach certificate from the head of the department and Principalof the college for each activity as a documentary evidence)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Title of the value added/ | Duration | | Start | | End date of | Total | |
| No. | skill-based course | of | the | date | of | the course | number | of |
|  |  | course | | the | |  | students | |
|  |  |  | | course | |  | benefited | |
|  |  |  | |  | |  | from  course | this |
|  |  |  | |  | |  |  | |
|  |  |  | |  | |  |  | |
|  |  |  | |  | |  |  | |

* 1. Attending Faculty Development Program/Short Term Courses etc (Attach certificate issued by the concerned college for each course as a documentary evidence)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of the Course/ Workshop/ Event attended | Name of Organizing  Institute | Date (From -to) | Duration | Academic Year |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. Coordinating faculty development programs/short term courses for faculty (Attach certificate issued by the head of the department and Principal of college as a coordinator for each course as a documentary evidence)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Name of | the | Course/ | Date | Duration | Academic | No. of |
| No. | Workshop/ |  | Event | (From - to) |  | Year | faculty |
|  | coordinated |  |  |  |  |  | benefited |
|  |  | | |  |  |  |  |
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* 1. Innovative techniques adopted in teaching, learning, evaluation process (Provide details of the innovative techniques developed (document), certified by the head of the department and Principal of the College)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | For teaching/ leaning/ evaluation | Give in brief how this technique is different than  existing technique for similar task | What are the outcomes of the techniques developed |
|  |  |  |  |
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* 1. Industrial visit with students/ field visit with students (provide documentary evidence and photograph certified by the head of the department, Principal of the College and certificate from industry/ field visited authority)

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| --- | --- | --- | --- | --- |
| Sr.  No. | Name and address of the industry/ field visited | Details of contacts of concerned person from  industry/ visited for field work | How many  students were accompanied  during such visit | Outcome of the  industry/ field work |
|  |  |  |  |  |

* 1. Conducting Classes/Practicals/Tutorials is

|  |  |
| --- | --- |
| a) More than 80 % but less than 100% of the assigned (as per | Certificate attached |
| UGC norms) 01 marks or | (Yes/No) |
| b) More than 100% of the assigned (as per UGC norms) 02  marks | If yes the accordingly  marks can be given |
| (certificate by the Head of the department and Principal college |  |
| certifying the claim) |  |

* 1. College/ University, end semester/annual examination work as per duties allotted
     1. Invigilation (0.5 marks for invigilation duty performed each semester examination, maximum up to 03 marks) (attach official document issued by the college)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. | Name of examination (winter/summer and year) | Details of official | letter/ |
| No. |  | order/document like | letter |
|  |  | No. date |  |
|  |  |  | |
|  |  |  | |

* + 1. Evaluation of answer scripts (attach official document issued by the college/university assessment/CAP Centre)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. | Name of examination (winter/summer and year) | Details of official | letter/ |
| No. |  | order/document like | letter |
|  |  | No. date |  |
|  |  |  | |
|  |  |  | |

* + 1. Question paper setting (attach official document issued by the college/university assessment/CAP Centre)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. | Name of examination (winter/summer and year) | Details of official | letter/ |
| No. |  | order/document like | letter |
|  |  | No. date |  |
|  |  |  | |
|  |  |  | |

* + 1. Examination work such as coordination/ flying squad duties performed (attach official document issued by the college/university /cluster head)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. | Name of examination (winter/summer and year) | Details of official | letter/ |
| No. |  | order/document like | letter |
|  |  | No. date |  |
|  |  |  | |
|  |  |  | |

* 1. Successfully completed Swayam/Mooc/NPTEL Courses or as mentor or SPOC (attach certificate of passing)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Title of course | Year of passing | Marks obtained |
|  |  |  |  |
|  |  |  |  |

## Part C: Research and related activities:

1. (a) Funded Research Projects (Completed):

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| --- | --- | --- | --- | --- |
|  | Title of the Project | Project Value Rs. In lakh) | Granting agency | Duration of the period |
|  |  |  |  |  |
|  |  |  |  |  |

(b) Funded Research Projects (Ongoing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Title of the Project | Project Value (Rs. In lakh) | Granting agency | Duration of the period |
|  |  |  |  |  |
|  |  |  |  |  |
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### Research Supervision:

* 1. **Guidance to Ph.D. students as a Guide (Sole Guide):**

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| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Student | Thesis title | Subject | Ph.D.  awarded  under the faculty. | Ph.D. Awarded on |
|  |  |  |  |  |  |
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* 1. **Guidance to Ph.D. students as a Co-Guide:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Student | Thesis title | Subject | Ph. D.  awarded under the faculty. | Ph.D. Awarded on |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. (a) Research publications in peer-reviewed / referred International research journal (attachUGC care list journal as proof).

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| --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of the Journal | Author  /authors | ISSN | Publisher | Year of  Publication |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(b) Research publications in peer-reviewed / referred National research journal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of the Journal | Author  /authors | ISSN | Publisher | Year of  Publication |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. (a) Details of published Book Chapters in a recognized discipline, referred for study in Higher Education at the National / International level:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.  No. | Name of the Book | Title of Chapter | Author | ISBN | Publisher | Year of  Publication |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(b) Details of published Book as sole author in a recognized discipline, referred for study in higher education at the National / International level:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the Book | Author/Editor | ISBN | Publisher | Year of  Publication |
|  |  |  |  |  |  |
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1. Awards for Paper presentation (Best paper certification be attached)/Avishkar/Anvesion mentor

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| --- | --- | --- | --- | --- |
| Sr.  No. | Title of the paper presented | Name of the conference | Level: national /  International | Nature of award |
|  |  |  |  |  |

1. Consultancy (provide relevant documentary evidence):

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| --- | --- | --- | --- | --- |
| Sr.  No. | Name of firm/ agency providing consultancy | Nature of the work to be undertaken | Total amount of project | Receipt of amount towards giving  consultancy |
|  |  |  |  |  |

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1. Patents awarded/published

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| --- | --- | --- | --- | --- |
| Sr.  No. | Title of the patents awarded | National / International | Date and year of ward | Commercialised (yes/No) |
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1. Seminar/Conference/Workshop/Symposia organized as a convener or organizing Secretary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of | Title of the Event | International/ | Duration | No. of | Total | Role |
| Programme |  | National/State |  | Participants | Expend | (convener/ |
|  |  | / University. |  |  | iture | organizing  Secretary/ |
|  |  |  |  |  |  | Coordinator) |
| Seminar |  |  |  |  |  |  |
| Conference |  |  |  |  |  |  |
| Symposia |  |  |  |  |  |  |
| Workshops |  |  |  |  |  |  |

### Part D: Co-curricular, Extension, professional development related activities

1. Membership of academic professional bodies (attach certificate)

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| --- | --- | --- | --- |
| Sr.  No. | Name of the academic professional bodies | Type of membership (Yearly/ Life membership) | Date of issuing certificate towards this |
|  |  |  |  |
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1. Details of delivering expert talk as a resource person in Higher Education Institute.

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| --- | --- | --- | --- | --- |
| Sr.  No. | Name of the Event | Topic of Expert Talk | Institute/Place where talk is delivered | Date of Expert Talk |
|  |  |  |  |  |
|  |  |  |  |  |

1. Awards for extension activities

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| --- | --- | --- | --- | --- |
| Sr.  No. | Name of the activity | Name of Award awarding authority | Nature of the award | Academic year in which award is received |
|  |  |  |  |  |
|  |  |  |  |  |

1. Experience of working on the Statutory Authorities / forums of the University such as board of studies, Academic Council, Management Council, Senate, etc (Please attach a letter issued by the university in this regard.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Name | of | Statutory | Name | of | Date of issue | | | Duration | Remark | if |
| No. | Authorities / forums of | | | the | | of | letter | by |  | any |  |
|  | the University | | | University | | the University | | |  |  |  |
|  |  | | |  | |  | | |  |  | |
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1. Experience of working on committee constituted by the Government/ University/Apex bodies like UGC/AICTE/PCI/NETE/BCI etc (0.25 marks for each such committee)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.  No. | Name of the committee | Committee constituted by | Purpose of the committee | Details of letter issued by the concerned authority |
|  |  |  |  |  |

1. Involvement in Innovative/Community Service/ Student development through NSS, NCC Programmes (in detail) certified by Head of the department and Principal of the College or university approval and certificate copy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.  No. | Title of the activity | purpose | Date/duration | No. Students participated/Benefitted |
|  |  |  |  |  |
|  |  |  |  |  |

1. Duty performed in the general state/central election processes in India like elections to the Lok Sabha, Rajya Sabha, State Legislative Assemblies in India, and the offices of the President and Vice President in the country.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.  No. | Nature of duty | Type of election | Date/duration | Details of the office order issued by the concerned authority. |
|  |  |  |  |  |
|  |  |  |  |  |
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1. Active participation/ involvement in the Disaster management (letter of appreciation/ participation from Government authority/ Collector of the district towards the same is mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Nature of the activity | Date/duration | Details of the office acknowledge/ office order/letter of appreciation issued by the concerned authority. |
|  |  |  |  |
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1. Participation in Environmental Conservation & Protection (certificate from head of the department and Principal of College / Government/ Collector of the district etc towards the same is mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Nature of the activity | Date/duration | Details of the office acknowledge/ office order/letter of appreciation issued by the concerned authority. |
|  |  |  |  |
|  |  |  |  |
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1. Organizing/ participating in organization of the student intra University level youth festival activity/ sport/Yoga event at Outside college, Inter Collegiate Level, Ashwamedh, Inter University Level, National Level, International Level (certificate from head of the department and Principal of College/ Government/competent authority towards the same is mandatory)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. | Nature of the activity | Date/duration | No. of Students | Details of the office |
| No. | organized for students |  | benefitted from this activity | acknowledge/ office order/letter of appreciation issued by the concerned authority. |
|  |  |  |  |  |
|  |  |  |  |  |
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1. Raising Awareness and Educating the Public: on health issue/ education/ using social media and related security issues/ prevent, reduce crime etc (Certificate from Head of the department and Principal of the College/ Government/Competent authority towards the same is mandatory)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. | Nature of the | Date/duration | Location where | Details of the office |
| No. | activity organized for community |  | the activity was organized | acknowledge/ office order/ letter of appreciation issued by the concerned authority. |
|  |  |  |  |  |
|  |  |  |  |  |

1. Institutional governance responsibilities (Vice-Chancellor, Dean, Director, Warden, HoD, IQAC Coordinator).

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Name of the responsibilities (Vice-Chancellor, Dean, Director, Warden, IQAC coordinator) | Duration for which the responsibility was assigned and executed | Details of official letter/ order/document like letter No. date |
|  |  |  |  |
|  |  |  |  |

1. Responsibilities for, or participation in committees for student welfare, counseling and discipline.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Name of the responsibilities (Vice-Chancellor, Dean, Director, Warden, HoD, IQAC coordinator) | Duration for which the responsibility was assigned and executed | Details of official letter/ order/document like letter No. date |
|  |  |  |  |
|  |  |  |  |

* 1. **Give Justification in Support of your Candidature for this award** (in not more than 250 words): (attach a separate document in respect of this)
  2. **UNDERTAKING**

I ………………………………………………….. do hereby declare solemnly that, I was not punished by any legal authority for any misconduct or criminal act. The information furnished in the enclosed format is true to the best of my knowledge. If any information is found false, I am fully aware of the consequential cancellation of my candidature at any stage, by the Society. I am fully aware that the Award is bound by good and moral conduct now and in future.

Place: Date:

Signature of the Teacher Name:

College:

### Experience and forwarding Certificate:

This is to certify that Dr………………………………………………….. is working since …………. (date) as a ………………………………………… in the department of of this college. He is

having total approved teaching experience of (years, month and days) and

approved Teaching Experience of ……………………………………… (in years, month and days) in the jurisdiction of this college.

It is certified that no case is filed against him in Police/Courts of Law and no any case launched against him regarding Examination malpractices.

We are forwarding his application for Consideration of his candidature for Best Teacher Award (Urban/Rural). He bears good and moral character.

Seal and Signature

(Seal & Signature of Principal of College/Director)

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