Maharshi Karve Utkrushtha Shikshak Puraskar

SNDT Women's University is committed to recognition and promotion of excellence in teaching, research and extension. Teachers who have shown dedication to their profession and have been effective teachers, rigorous researchers and sensitive to extension work will be honored every year from 2013. The Management Council in its meeting held on February 4, 2013, has resolved that two awards be conferred every year on two teachers (one from the University Departments and the other from College) who have been adjudged as the Best Teachers by the Committee to be constituted by the Vice Chancellor for the purpose. By instituting these awards, the university will not only honor teachers who have been committed but also encourage and motivate other teachers to improve their performance. The award will be named after our founder and will be called **Maharshi Karve Utkrushtha Shikshak Puraskar.**

1. **Number of Awards:** Two Awards, one each for teachers from university departments and teachers from conducted and affiliated colleges.

2. **Eligibility:** Fifteen years of regular, full time, confirmed service in S.N.D.T. Women's University or its affiliated colleges.

3. **Documents to be submitted at the time of application:**
   a. Duly filled in application form with latest photographs (Two)
   b. Appointment letter
   c. Master's degree certificate
   d. Ph.D. degree certificate
   e. NET/SET certificate
   f. Two published research papers, articles, books in the last three years
   g. Two papers presented in seminar/conference in the last three years at national/international level.
   h. Peer assessment report by five teachers of the same faculty, consolidated by the B.C.U.D. in case of university teachers and by the Principal of the college in case of college teachers.
   i. Report of teacher assessment by students for the past two years (consolidated by the Department/ college)
   j. API report verified by the Head/Officer on Special Duty/ Principal of college
   k. Confidential report for the last five years (duly signed by the reporting and reviewing officers)

4. **Selection Process:** The candidate shall submit application for 'Maharshi Karve Utkrushtha Shikshak Puraskar' along with all the attachments   mentioned in point no. 3. The application will be scrutinized by a Scrutiny Committee who will decide if the candidate is eligible for the award. The applications of eligible candidates will be placed before Awards Committee. The Awards Committee will assess each candidate on the basis of documents presented. The assessment will be based on confidential report, teacher assessment by students and peers, and the API report. The weightage attached to each of these parameters is given in the following Table:

Parameters	Weightage
Confidential report	20%
Teacher assessment by student	30%
Teacher assessment by peers	10%
API	40%

5. **Scrutiny Committee:** A Scrutiny Committee will be constituted with the following members –

   i. Officer on Special Duty (OSD) – Chairperson
   ii. Two nominees of the Vice Chancellor - (one professor from whose department no teacher has applied for this award and one Principal from whose college no teacher has applied for this award)
   iii. Nominee of the Management Council
   iv. Nominee of the Academic Council

8. **Award committee:** The Award Committee shall be constituted with the following members -

   i. Vice Chancellor – Chairperson
   ii. Pro Vice Chancellor
   iii. Officer on Special Duty (OSD)
   iv. Nominee of the Management Council, not connected with the University
   v. Nominee of the Academic Council, not connected with the University
   vi. Ex-Principal from amongst SNDT Colleges, nominated by the Vice Chancellor
   vii. Ex-Head of the Department, nominated by the Vice Chancellor

The proforma for assessment by peers, teacher assessment by students and API document are enclosed.

The Application should reach the Affiliation Section of the University by 27th June, 2018 till 5.00 p.m.

Application Form

1. Name

2. Name of the College/Department with address

3. Residential address

4. Contact details

    a. Phone (Office)

    b. Phone (Residence)

    c. Mobile

    d. email

5. Qualification

6. Present position

7. Teaching experience (total number of years)

    a. Assistant Professor

    b. Associate Professor

    c. Professor

8. Administrative Experience (total number of years)

    a. Head of the Department

    b. Vice Principal

    c. Principal

9. Membership of various statutory committees (position and years)

    a. Senate

    b. Management Council

    c. Academic Council

    d. Board of Studies

10. Personal statement of the applicant justifying her candidature for the 'Maharshi Karve Utkrushtha Shikshak Puraskar'

SNDT Women's University

Teacher Assessment by Peers

Department:

Name of the teacher:

Please rate the teacher on following attributes using four point Scale.

Sr. no.	Attribute	Very good	Good	Satisfactory	Unsatisfactory
1	Knowledge base of the teacher				
2	Communication Skills				
3	Sincerity/Commitment of the teacher				
4	Ability to work in the team				
5	Accessibility of the teacher in and out of the institution				
6	Sensitivity to the cognitive and emotional needs of colleagues				
7	Cooperativeness				
8	Perseverance				
9	Openness to suggestions				
10	Overall rating				

SNDT Women's University

Teacher Assessment by students

Department/College/Institute:

Semester:

Name of the teacher:

Subject taught:

Please rate the teacher on following attributes using four point scale.

Sr. no.	Attribute	Very good	Good	Satisfactory	Unsatisfactory
1	Knowledge base of the teacher (as perceived by you)				
2	Communication Skills (in terms of articulation and comprehensibility)				
3	Sincerity/Commitment of the teacher				
4	Interest generated by the teacher				
5	Ability to integrate course material with environment/other issues, to provide a broader perspective				
6	Ability to integrate content with other courses				

7	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)				
8	Use of Innovative teaching-learning Method (apart from lecture)				
9	Use of ICT (Information and Communication Technologies like Projector, Mobile platform, Social media, Web 2.0 tools etc)				
10	Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course				
11	Ability to provide sufficient time for feedback				
12	Sensitivity to the pupils cognitive and emotional needs				
13	Punctuality				
14	Objectivity				
15	Overall rating				

Maharshi Karve Utkrushtha Shikshak Puraskar

Assessment Period: 2016-17 & 2017-18

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):

2. Father's Name / Mother's Name / Husband's Name:

3. Department:

4. Current Designation & Grade Pay:

5. Date of last Promotion:

6. Address for correspondence (with Pin code)

7. Permanent Address (with Pin code)

    Telephone No:

    Email:

8. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject
High School / Matric					
Intermediate					
B.A. / B.Sc. / B.Com. / B. Mus.					
M.A. / M.Sc. / M.Com. / M. Mus.					
Other examination, if any					

9. Research Degree(s)

Degrees	Title	Date of award	University
M. Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt.			

10. Appointments held prior to joining this institution

Designation	Name of the employer	Date of joining		Salary with grade	Reason for Leaving
		Joining	Leaving		

11. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

12. Period of teaching experience: P.G. Classes (in years) ☐ U.G. Classes (in yea☐

13. Research Experience excluding years spent in M. Phil. / Ph. D. (In years) ☐

14. Fields of Specialization under the Subject / Discipline

15. Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

#Supporting documents to be attached

Signature of the Candidate:

Date:

PART B: ACADEMIC PERFORMANCE INDICATORS

TABLE - I

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation:

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to Innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75 **per year**. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Sr. No.	Nature of Activity	Description of Activity	API Score allotted	Max. Aggregate Limit	Self Appraisal score						Verified API score					
					Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total
1(a)	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated[a]	Lectures / Practicals / Tutorials / Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80 % assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100 % achievement.	20	50												
1(b)		Other teaching methods used like seminars/ presentations (2 pts. for each)	20													
1(c)		Remedial teaching/ micro teaching/extra lectures/ bridge course (2 pts. for each)	10													
2	Lectures or other teaching duties in excess of the UGC norms	If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	10	10												

3(a)	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance =10 points)	10	20																
3(b)		Additional resources by way of projects/ references/ assignments/ presentations (2 pts. for each)	10																	
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content. course improvement etc.	Updating of courses, design of curriculum, (5 per single course)	10																	
		Preparatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc. a. Interactive courses:5 points/each b. Participatory Learning modules: 5 points/each c. Case Studies: 5 points / each	10																	
		Use of ICT in T/L process with computer-aided methods like power point, Multimedia / Simulation / Softwares etc., (Use of anyone of these in addition to Chalk & Board: 5 points)	10	20																
		Developing and imparting Remedial/Bridge Courses (Each activity: 5 points)	10																	
		Developing courses/ modules and training for soft skills / communication skills / personality development courses/modules (Each activity: 5 points)	10																	
		Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity: 5 points)	10																	
		Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-Library skills to students (a) Workshop / Training course: 10 points each (b) Popularization program: 5 points each	10																	
5	Examination duties (Invigilation; question paper setting, evaluation/assessment	College / University end semester / Annual Examination work as per duties allotted. (Invigilation -10 points; Evaluation of answer scripts -5 points; Question paper setting -5 points).(100% compliance = 20 points)	20	25																

of answer scripts) as per allotment.	College / University examination / Evaluation responsibilities for internal / continuous assessment work as allotted. (100% compliance = 10 points)	10																	
	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10																	
Total Score		**125**																	
Minimum API Score Required per Year		**75**																	
Max. Aggregate Limit of the Total Score per Year		**85**																	

Note: [a] Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation:
Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities, and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only be one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	Nature of Activity	Description of Activity	API Score allotted	Max. Aggregate Limit	Self Appraisal score						Verified API score					
					Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	Institutional Co-curricular activities for students such as field studies / educational tours, industry-internship training and placement activity (5 point each).	10	20												
		Positions held / leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10													
		Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10													
		Community work such as values of National Integration, Environment democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 pts. each)	10													
2	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	Contribution to Corporate life in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10	15												
		Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10													
		Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10													

			Score																					
		Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 point each)	10																						
		Organization of Conference / Training as Chairman / Organizational Secretary / Treasurer: (a) International (10 points); national / regional (5 points). (b) as a members of organizing committee (1 point each)	10																						
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level: 2 points each	10	15		3																			
		Participation in subject associations, conferences, seminars without paper presentation/ guiding Masters level (Each activity: 2 point)	10																						
		Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10																						
		Membership / participation in State / Central Bodies / Committees on Education, Research and National Development (5 each).	10																						
		Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; Television Programmes (1 point each).	10																						
Total Score			**50**																						
Minimum API Score Required per Year			**15**																						
Max. Aggregate Limit of the Total Score per Year			**25**																						

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation:

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Management	API score allotted	Self Appraisal score						Verified API score					
Research Papers published			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total
Non-refereed but recognized and reputable Journals and periodicals having ISBN / ISSN numbers	Non-refereed but recognized and reputable Journals and periodicals having ISBN / ISSN numbers	5 /Publication												
Conference proceedings as full papers etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	5 / publication national & 10 / publication for international												
Articles in vernacular and Indian language journals in all disciplines without any impact factor, included in the list of journals prepared by the university	Articles in vernacular and Indian language journals in all disciplines without any impact factor, included in the list of journals prepared by the university	5 / publication												
Number of articles in refereed journals with impact factor below 1.0	Number of articles in journals that are not indexed and without impact factor	10/ publication												
Refereed Journals* with impact factor 1.0 and below 2.0	Refereed Journals* which are indexed (impact factor less than 1)	20 / publication												
Refereed Journals* with impact factor 2.1 and below 5.0	Refereed Journals* with impact factor 1.0 and below 2.0	30/ publication												
Refereed Journals* with impact factor 5.1 and below 10	Refereed Journals* with impact factor 2.0 and below 5.0	40/publication												
Research Publications (books, chapters in books, other than refereed journal articles)		API score allotted	Self Appraisal score						Verified API score					
			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total

		API score allotted	Self Appraisal score						Verified API score					
			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total
Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 / Sole author; 10 / chapter in edited book												
Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	Subject Books by national level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	30 / sole author, and 5 / chapter in edited books												
Subject Books by Other local publishers with ISBN / ISSN numbers	Subject Books by Other local publishers with ISBN / ISSN numbers	15 /sole author. and 3 / chapter in edited books												
Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter												
Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and International directories	5 / Chapter												

RESEARCH PROJECTS		API score allotted	Self Appraisal score						Verified API score					
			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total
Sponsored Projects carried out / ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	(a) Major Projects amount mobilized with grants above 5.0 lakhs · 20/ each Project												

	(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	(b) Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs 5.00 lakhs	15 / each Project													
	c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized With grants above Rs 25,000 up to Rs. 3 lakh)	10 / each Project													
Consultancy Projects carried out / ongoing	Amount mobilized with minimum-of Rs. 10.00 Lakhs	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs 10.0 lakhs and Rs.2.0 lakhs, Respectively													
Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 / each major project and 10 each minor project													
Projects outcome / output	Projects Patent / Technology transfer/ product / process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent. 50 / each for International Level													

RESEARCH GUIDANCE			API score allotted	Self Appraisal score						Verified API score					
				Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total
M.Sc. (only for UG teachers)	Degree awarded only	Degree awarded only	1 / each candidate												
M. Phil	Degree awarded only	Degree awarded only	3 / each candidate												
Ph. D.	Degree awarded	Degree awarded	10 / each candidate												

	Thesis submitted	Thesis submitted	7 / each candidate													

TRAINING COURSES AND CONFERENCE SEMINAR/ WORKSHOP PAPERS			API score allotted	Self Appraisal score						Verified API score					
				Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Total
Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks	(a) Not less than two weeks	20/ each												
	(b) One week duration	(b) One week duration	10/ each												
Papers in Conferences Seminars workshops etc. **	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in													
	a)International conference	a)International conference	10 each												
	b) National	b) National	7.5 / each												
	c) Regional / State level	c) Regional / State level	5 / each												
	d) Local-University / College level	d) Local-University / College level	3/ each												
Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10/ each												
	(b) National level	(b) National level	5/ each												

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (I) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes:

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner; Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

#Supporting documents to be attached

Signature of the Candidate:

Date: