



OSMANIA UNIVERSITY  
HYDERABAD – 500 007

No. 1032 /Stat./Acad/2017.

Dated: 3 - 08 - 2017

To

1. The Principal, \_\_\_\_\_, OU.
2. The Dean, Faculty of \_\_\_\_\_, OU.
3. The Head, Department of \_\_\_\_\_, OU.

**Sub:-** Osmania University – State Awards to the University and College Teachers for 2017- Sending nomination form – Reg.

**Ref:-** Lr.No.1/Acad.Cell-SA/Academic Cell/2017, dated 29-07-2017 received from the Commissioner Collegiate Education, Govt. of Telangana, Hyderabad.

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Sir/Madam,

The Commissioner of Collegiate Education, Government of Telangana, through her letter cited, requested to send the nominations of the teachers as per the Annexure-II for University Teachers to consider them for State Award for the year 2017. The eligible teachers have to submit their nominations in the Bio-data proforma (Annexure-II). Some of the meritorious teachers may not be willing to submit the nominations on their own. The Heads of the Departments and the Principals of the concerned colleges may identify such deserving teachers and request them to submit their bio-data in the proforma. All the nominations received from the teachers may be screened by the respective Heads and the Deans of the concerned faculty. The Principals/Dean must fill the assessment roll and mark his/her rating using red ink.

The nominations of the teachers must reach the undersigned on or before 09-08-2017.

Yours Sincerely,

REGISTRAR

Copy to:-

1. The Dean, Development & UGC Affairs, OU.
2. The Dean, College of Development Council, OU.
3. The Director, Directorate of Academic Audit, OU.
4. The Director, District PG Colleges, OU.
5. The Director, Directorate of Admissions, OU.
6. The Director, Infrastructure, OU- with a request to place it on the website.
7. The Controller of Examinations, OU.
8. The P.A. to Registrar/OSD to V.C, OU.
9. The Secretary to Vice-Chancellor, OU.

**Government of Telangana**  
**Commissionerate of Collegiate Education Telangana, Hyderabad**

From: Smt. A. Vani Prasad, I.A.S.  
Commissioner of Collegiate Education,  
Hyderabad

To  
The Vice Chancellor  
Osmania University  
Hyderabad

Lr.No.1/Acad.Cell-SA/Academic Cell/2017, Dated: 29-07-2017

Sir

Sub:- State Awards to University and College Teachers for the year 2017 -  
Proposals called for - Reg.

Read:- 1. G.O.Ms.No. 95/Edn. (UE.I) Department, Dated:13/03/1991.  
2. G.O.Rt.No.491, Higher Education (UE.II.1) Dept., dt.6-7-2001.  
3. G.O.Ms.No. 119, HE(UE-II) Department, Dated: 18/07/2008.  
4. G.O.Ms.No. 71, HE(UE-II) Department, Dated: 06/08/2010.

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As you are aware, the Government have been giving away the State Awards to meritorious Teachers working in the Universities and the Colleges in the State on the Teachers Day every year i.e., on 5<sup>th</sup> September. The award carries a gold plated silver medal, a certificate and a cash award of Rs.10,000/-. The Government have stipulated certain eligibility criteria for the selection of teachers for these awards as mentioned below.

The Government have partially modified the procedure of selecting the teachers for State Awards in their orders 2<sup>nd</sup> cited above.

**I. ELIGIBILITY CRITERIA:**

1. A teacher should have put in a minimum of 10 years of service as on 30/06/2017 in all the Universities put together where he has served.
2. 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 shall also be considered.
3. A teacher who is recipient of the State Award earlier need not be considered.

**II. JUDGING CRITERIA:**

1. Commitment to and excellence in academic work and teaching as judged by classroom teaching, coverage of course content, regularity, effectiveness of teaching, use of teaching aids and audio visual aids.
2. Research contributions, publications, books etc.
3. Professional recognition, awards etc.

4. Involvement in student welfare activities, extension, consultancy and other Co and Extra Curricular activities.
5. Honesty, integrity, conduct, character and ability to get along with colleagues, students and others.
6. In respect of teachers working in Dr. B. R. Ambedkar Open University and Teachers engaged in Distance Education Units of other Universities, the criteria shall be the involvement of the Teacher in writing, editing, supervision of reading material, development of audio-visual and video material, running of study centers, contribution to the theory and practice of Distance Education.
7. Further, actual application of these criteria in each of case at the University/College level will still depend to some extent on the discretion and judgment of the Head of the Department / the Vice chancellor / Principal. However, the University level Committee may mitigate subjectivity to some extent.

The eligible teachers have to submit their nominations in the Bio-data proforma enclosed (Annexure-II). Some of the meritorious teachers may not be willing to submit the nominations on their own. The Heads of Department may identify such deserving teachers and request them to submit their Bio-data in the proforma. All the nominations received from the teachers may be screened by the Heads of Departments and forwarded to the Principal/ Dean for making his recommendations. The Principal/ Dean must fill the assessment Roll and **MARK HIS RATING USING RED INK.**

The number of awards in each University area based on the total number of faculty as provided in the reference 2<sup>nd</sup> cited above is,

No of Teachers in University	No of Awards
Less than 100	One
100-200	Two (of which one for the "Young Teacher")
More than 200	Three (of which one for the "Young Teacher")

#### **UNIVERSITY LEVEL SCREENING COMMITTEE**

The nominations screened and recommended by the Principal/Dean may be submitted to Vice Chancellor who will constitute a University Level Screening Committee to examine and recommend the deserving cases. The Committee screens the proposals received in Annexure-II and recommends the names as per guidelines provided therein. The nominations in the Annexure-II and the Screening Committee Report in the enclosed format (with Vice Chancellor's Recommendations) have to be sent to The Commissioner of Collegiate Education, on or before **16-08-2017** for processing. **No nominations in the Annexure-II will be considered without individuals Bio-data and Screening Committee Report.**

In this connection, I request you that care may be taken to see that highly deserving teachers who satisfy the criteria are recommended. The required annexure are displayed in the Directorate website "<http://ccets.cgg.gov.in/>" for downloading. **Each University may send not less than three nominations for each award for consideration by the State Level Committee** and they should reach the office of the Commissioner of Collegiate Education on or before **16-08-2017**.

Receipt of this letter may kindly be acknowledged.

Enclosures: 1. G.O.Ms.No.119, Edn.(UE-II) Dept. Dated 18.07.2008, along with Annexure - II

Sd. Smt. A.Vani Prasad IAS  
Commissioner of Collegiate Education

//True Copy Attested//

  
For Commissioner of Collegiate Education

ANNEXURE-II

STATE AWARDS FOR UNIVERSITY TEACHERS

TEACHER PERFORMANCE REPORT

## STATE AWARDS FOR UNIVERSITY TEACHERS

### **Particulars of the Teacher**

1	Name (Prof./Dr./Mr./Mrs./Ms.) in BLOCK LETTERS	
2	Designation	
3	Department / college	
4	Mobile Number	
5	Email Address	
6	University	
7	Date of birth	
8	Educational qualifications	
9	Total length of service as Teacher in the university	
10	Details of Teacher service	

Position	From – to	Length of service	University
Lecturer/Asst. professor			
Reader/Associate professor			
Professor			

9. Score obtained as per Teacher Performance Report (enclosed) :

## STATE AWARDS FOR UNIVERSITY TEACHERS

### TEACHER PERFORMANCE REPORT

#### EVALUATION OF TEACHER PERFORMANCE

<b>Performance parameter</b>	<b>Weight (%)</b>
Teaching and contribution to Academia	45
Research and Consultancy	40
Extension	15

## EVALUATION OF TEACHER PERFORMANCE

S.No.	Performance parameter	Max.score	Performan- ace score																																																																														
<b>I</b>	<p><b><u>Teaching and contribution to Academia:</u></b></p> <p><b>A) Opinion of the Head Department/Principal</b>  <span style="float: right;"><b>(Max. score : 120)</b></span></p> <p>Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to : poor, satisfactory, good, very good and excellent respectively</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: right;">Score→</th> <th style="text-align: center;">10</th> <th style="text-align: center;">8</th> <th style="text-align: center;">6</th> <th style="text-align: center;">4</th> <th style="text-align: center;">2</th> </tr> </thead> <tbody> <tr> <td>1. Availability to students during working hours</td> <td style="text-align: center;">grade 5</td> <td style="text-align: center;">grade 4</td> <td style="text-align: center;">grade 3</td> <td style="text-align: center;">grade 2</td> <td style="text-align: center;">grade 1</td> </tr> <tr> <td>2. Punctuality to classes</td> <td style="text-align: center;">grade 5</td> <td style="text-align: center;">grade 4</td> <td style="text-align: center;">grade 3</td> <td style="text-align: center;">grade 2</td> <td style="text-align: center;">grade 1</td> </tr> <tr> <td>3. Regularity in taking classes as per Time-Table</td> <td style="text-align: center;">grade 5</td> <td style="text-align: center;">grade 4</td> <td style="text-align: center;">grade 3</td> <td style="text-align: center;">grade 2</td> <td style="text-align: center;">grade 1</td> </tr> <tr> <td>4. 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Regularity in giving home assignments</td> <td style="text-align: center;">grade 5</td> <td style="text-align: center;">grade 4</td> <td style="text-align: center;">grade 3</td> <td style="text-align: center;">grade 2</td> <td style="text-align: center;">grade 1</td> </tr> <tr> <td>8. Celerity/briskness in providing solutions to assignments</td> <td style="text-align: center;">grade 5</td> <td style="text-align: center;">grade 4</td> <td style="text-align: center;">grade 3</td> <td style="text-align: center;">grade 2</td> <td style="text-align: center;">grade 1</td> </tr> <tr> <td>9. Promptness in returning answer scripts to students</td> <td style="text-align: center;">grade 5</td> <td style="text-align: center;">grade 4</td> <td style="text-align: center;">grade 3</td> <td style="text-align: center;">grade 2</td> <td style="text-align: center;">grade 1</td> </tr> <tr> <td>10. 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**B)** Student feedback on teacher performance (last 3 years)  
**(Max. score : 120)**

Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to increasing teacher quality

<b>% of students who assessed the teacher with grade-4 and/or grade-5</b>	<b>Score</b>
≥95	120
90-<95	110
85-<90	100
80-<85	90
75-<80	80
70-<75	70
65-<70	60
60-<65	50
55-<60	40
50-<55	30

**C)** Awards/honors/Fellowships received by the teacher  
**(Max. score : 50)**

- i) State level : 10 (each)
- ii) National level : 15 (each)
- iii) International level : 20 (each)

**D)** Teacher distinction **(Max. score : 50)**

- i) Nominated/elected to State bodies : 10 (each)
- ii) Nominated/elected to National bodies: 15 (each)
- iii) Nominated/elected to International bodies: 20 (each)

**E)** Stay abroad on sabbatical leave for teaching/research/exchange programme (not for employment) on invitation  
**(Max. score : 60)**

For every 3 months' stay : 5

**F)** Books authored and published **(Max. score : 200)**

- single-authored : 40 (each)  
(text /reference books)

	<p>multi-authored : 20 (each) (text /reference books)</p> <p>single-authored : 20 (each) (other books)</p> <p>multi-authored : 10 (each) (other books)</p>														
<b>II</b>	<p><b><u>Research and Consultancy</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p><b><i>For Teachers from Science Faculty</i></b></p> </div> <p><b>A) Research guidance (Max. score : 100)</b></p> <p>i) M.Phil. : 5 (each)</p> <p>ii) Ph.D. : 10 (each)</p> <p>iii) Students presently working for Ph.D.: 2 (each)</p>	<b>650</b>													
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<p><b>C)</b> Research publications <i>(Max. score : 200)</i></p> <p>1) Research publications (total) <i>(Max. score : 175)</i></p> <p>i) National refereed journals : 3 (each)</p> <p>ii) International refereed journals : 5 (each)</p> <p>iii) Cumulative impact factor :</p> <p>2) Research publications (last 3 years) <i>(Max. score : 25)</i></p> <p>i) National refereed journals : 3 (each)</p> <p>ii) International refereed journals : 5 (each)</p> <p>iii) Cumulative impact factor :</p>		
<p><b>D)</b> Patents <i>(Max. score : 50)</i></p> <p>i) patents granted : 10 (each)</p> <p>ii) patents applied : 5 (each)</p>		
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	<p>2) Research publications (last 3 years) (Max. score : 25)</p> <p>i) National refereed journals : 3 (each)</p> <p>ii) International refereed journals : 5 (each)</p> <p>iii) Cumulative impact factor :</p>		
	<p><b>D) Member on Editorial Boards of refereed research journals (Max. score : 25)</b></p> <p>For each journal : 5</p>		
	<p><b>E) Seminars/conferences/symposia attended and presented papers/delivered keynote addresses (Max. score : 50)</b></p> <p>i) within India : 5 (each)</p> <p>ii) outside India : 10 (each)</p>		
	<p><b>F) Seminars/conferences/symposia/workshops organized by the teacher in the Department/university (Max. score : 25)</b></p> <p>i) National level : 5 (each)</p> <p>ii) International level : 10 (each)</p>		
	<p><b>G) Consultancy (Max. score : 100)</b></p> <p>i) consultancy projects handled : 20 (each)</p> <p>ii) served / serving as consultant to industry / other organizations : 20 (each)</p>		
<b>III</b>	<p><b><u>Extension / other activities:</u></b></p> <p><b>A) Extension / outreach activities involved in (Max. score : 100)</b></p> <p>The activities may include contributing to : environment protection, healthcare in rural/slum population, adult literacy, nation building activities, etc.</p> <p>For any recognized and authenticated activity : 20 (each)</p>	<b>200</b>	

<p><b>B)</b> Membership of Professional Societies, Membership of Governing / Executive / Advisory body of an industry or other sector <i>(Max. score : 50)</i></p> <p>Each : 10</p>		
<p><b>C)</b> Administrative assignments (including Head of Department, Chairperson BOS, Dean of Faculty, etc.) held <i>(Max. score : 50)</i></p> <p>For each assignment per year : 5</p>		
<p><b>MAXIMUM SCORE (TOTAL)</b></p>	<p><b>1450</b></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 56,000 (maximum possible weighted score) and multiply the result by 100 to get the performance rate of the teacher

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ASUTOSH MISHRA  
PRINCIPAL SECRETARY TO GOVERNMENT