

**GOVERNMENT OF PUDUCHERRY
TAGORE GOVERNMENT ARTS AND SCIENCE COLLEGE
PUDUCHERRY**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**TERMS AND CONDITIONS FOR
THE AWARD OF TEACHER OF THE YEAR - 2021 -2022
(Period of evaluation is up to August 2022)**

1. The award consist of cash prize Rs.5,000/- (Rupees Five Thousand Only) with a citation/certificate, shield, shawl, bouquet, and garland.
2. The competition for the award is basically intra-college and only one award will be offered subject to fulfillment of required criteria.
3. The name of the Teacher of the Year shall be recommended by a duly constituted Selection Committee.
4. Nominating teacher should have minimum three years consecutive/active service as a permanent faculty and on campus presence of the nominated teacher is mandatory during last three years. Furthermore, a teacher may not be shortlisted / considered if he/she availed any type of leave exceeding 6 weeks during the year of evaluation.
5. The Selection Committee will fix that:
 - i. The eligibility criteria are being met.
 - ii. It should not recommend anyone among themselves.
6. The Selection Committee will recommend One top scoring teacher on prescribed proforma in order of merit along with the required documents clearly indicating score of the teacher evaluated as per prescribed guidelines / criteria and certifying that the nominee is not involved in any disciplinary action. However, an additional 10 % weightage could be given to the teacher who belongs to Arts and Languages while evaluating the documents. The merit list of all other teachers evaluated must also be sent to the Principal.
7. Declaration recorded on the last page of the Proforma should be signed by the nominating Teacher and forwarded by the HoD with their official seal and date.
8. A teacher who is receiving a Teacher of the Year Award is not eligible to apply in future.
9. The maximum age limit for the nominee may be considered as per age of superannuation.
10. The process of Students Evaluation & Feedback and HoD must be transparent. Evaluation by HoD can be done based on the various parameters followed in CR for this purpose. In case of HoD is an applicant, this can be evaluated by the Principal or the person who nominated by him for this

purpose.

11. The final selection will be made by the Selection Committee keeping in view the valid documentary evidences provided by the respective teacher. The selection criteria is as under:

i. Qualification	(Maximum 5 Marks)	Marks
a. M.Phil / SLET/SET OR NET/JRF		3
b. Ph.D		4
c. Post-Doctoral Fellowship		1
ii. Teaching	(Maximum 65 Marks)	
a. Result Analysis		20
b. Innovative Teaching Methodology & Classroom Practices adopted		20
c. Students Evaluation & Feedback		10
d. Evaluation by Supervisor HoD		5
e. Teaching Experience As On Date (On Govt. Service only)		5
(i) upto 10 years – 2 Marks		
(ii) upto 20 years – 4 Marks		
(iii) above 20 years – 5 Marks		
f. Any Other Relevant Information		5
iii. Research Experience	(Maximum 10 Marks)	
a. Research Publications		5
(i) For Single Author - Maximum 5 Marks (ii) For more than a Single Author - Maximum 5 Marks can be divided among authors equally.		
b. Research Projects /Seminars / Workshops		5
c. Research Supervision		5
(i) M.Phil. Awarded - Maximum 3 Marks (ii) Ph.D. Awarded - Maximum 5 Marks		
d. Patents / Awards Received		5
iv. Co-Curricular Activities	(Maximum 5 Marks)	
NSS, NCC, Sports, Various Committees, Various Clubs, Various Cells / Centre Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
v. Professional Development	(Maximum 10 Marks)	
(i) Session chair / resource person in workshops / seminars / webinars / conferences Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(ii) Training and other programmes attended Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(iii) Workshops / seminars / webinars / conferences attended Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(iv) Training and other programmes organized / conducted Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(v) Workshops /seminars/ conferences organized / conducted Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(vi) Participation in curriculum development (BoS), external examiner, etc. Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(vii) Professional Recognition / Participation in Committees Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(viii) E-Content Development Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5
(ix) Enrollment into MOOC Courses Each activity carries 2.5 Marks, subject to Max. 5 Marks.		5

	(x) Community Services (Outreach Programmes) Each activity carries 2.5 Marks, subject to Max. 5 Marks.	5
v.	Contribution in uplifting the College (Maximum 5 Marks)	5

12. The decision of the Selection Committee will be final.

13. Each column of the Proforma must be filled clearly (cutting & overwriting is not acceptable).

Supporting documents to be attached with the nomination proforma:

- i. Copy of detailed CV.
- ii. List and details of Publications must be attached separately and the list of books published separately.
- iii. List of Research Projects showing their name and cost of at least one year duration or above funded by various agencies.
- iv. List of papers presented in the workshops / seminars / webinars / conferences.
- v. List of the students supervised at M.Phil and Ph.D level with a copy of Approval including Supervisor Name.
- vi. In case of workshops / seminars / webinars / conferences /training organized/conducted by the teacher, the documentary evidence may be attached.