Dr. Y. S. R. HORTICULTURAL UNIVERSITY
ADMIN. OFFICE: VENKATARAMANAGudem

Cir.Memo.No.8257/Spl.Cell/2013,
Dated 05.08.2013.

Sub: Dr.YSRHU, Venkataramannagudem – State Awards to University and College
Teachers for the year 2013 – Proposals called for – Regarding.

Ref: Lr.No.1/Acad.Cell-SA/AC-14/2013, dated.15.06.2013 of Commissioner of Collegiate
Education, Government of AP, Hyderabad.

While enclosing a copy of reference cited, all the University Officers, Heads of Research
Stations/Schemes, Associate Deans of Horticultural Colleges, Principal/Vice-Principals of
Horticultural Polytechnics and Programme Co-ordinators of KVKs of Dr.YSR Horticultural
University are requested to circulate the same among all the Teachers/Scientist working under
their control and submit the proposals of the individuals for State Awards to University and
College Teachers for the year 2013 duly following the guidelines to this Office on or before
20-08-2013 to take further action. The relevant information is available in University website
www.drysrhu.edu.in.

B.SRINIVASULU
REGISTRAR

To

All Heads of Research Stations/Schemes/Assoc.Deans of Horti.Colleges/Principal/Vice-Principals
of Horti.Polytechnics/Programme Coordinators of KVKs under Dr.YSRHU.
Cc to : PA to Registrar/Director of Research/Dean of Horticulture/Director of Extension/Controller
of Examinations/Dean of Students Affairs/Estate Office of Dr.YSRHU.
Cc to: PS to Vice Chancellor, Dr.YSRHU, Venkataramannagudem.
Cc to: PA to Commissioner of Collegiate Education, AP., Nampally, Hyderabad.
Cc to:S//Sc

//F.B.O//

ASST.REGISTRAR(SC)
Sir,

Sub:- State Awards to University and College Teachers for the year 2013-Proposals called for - Reg.


*****

As you are aware, the Government of Andhra Pradesh 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 5th September. The award carries a gold plated silver medal, a certificate and a cash award of Rs.3000/-. 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 2nd cited above.

I. ELIGIBILITY CRITERIA:

1. A teacher should have put in a minimum of 10 years of service as on 30/06/2013 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.

4. Teachers who retired during the previous academic year would also be eligible.
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 2nd 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 15-07-2013 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 “www.apcee.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 15-07-2013.

Receipt of this letter may kindly be acknowledged.

2. Format for Screening Committee Report.

//True copy attested//

Sd/-
Commissioner of Collegiate Education

For Commissioner of Collegiate Education
ANNEXURE-II

STATE AWARDS FOR UNIVERSITY TEACHERS

TEACHER PERFORMANCE REPORT
# STATE AWARDS FOR UNIVERSITY TEACHERS

## Particulars of the Teacher

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

<table>
<thead>
<tr>
<th>Position</th>
<th>From – to</th>
<th>Length of service</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer/Asst. professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader/Associate professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Score obtained as per Teacher Performance Report (enclosed)
STATE AWARDS FOR UNIVERSITY TEACHERS

TEACHER PERFORMANCE REPORT

EVALUATION OF TEACHER PERFORMANCE

<table>
<thead>
<tr>
<th>Performance parameter</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching and contribution to Academia</td>
<td>45</td>
</tr>
<tr>
<td>Research and Consultancy</td>
<td>40</td>
</tr>
<tr>
<td>Extension</td>
<td>15</td>
</tr>
</tbody>
</table>
# EVALUATION OF TEACHER PERFORMANCE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Performance parameter</th>
<th>Max.score</th>
<th>Performance score</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td><strong>Teaching and contribution to Academia:</strong></td>
<td>600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A) Opinion of the Head Department/Principal (Max. score : 120)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to: poor, satisfactory, good, very good and excellent respectively</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Score</strong>→ <strong>10</strong> <strong>8</strong> <strong>6</strong> <strong>4</strong> <strong>2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Availability to students during working hours grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>2</td>
<td>Punctuality to classes grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>3</td>
<td>Regularity in taking classes as per Time-Table grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>4</td>
<td>Maintenance of students’ attendance register grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>5</td>
<td>Maintenance of lecture diary grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>6</td>
<td>Arranging classroom seminars to students grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>7</td>
<td>Regularity in giving home assignments grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>8</td>
<td>Celerity/briskness in providing solutions to assignments grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>9</td>
<td>Promptness in returning answer scripts to students grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>10</td>
<td>Availability for examination work including invigilation grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>11</td>
<td>Participation in curriculum / syllabus development grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
<tr>
<td>12</td>
<td>Participation in college/Department activities grade 5</td>
<td>grade 5</td>
<td>grade 4</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>% of students who assessed the teacher with grade-4 and/or grade-5</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥95</td>
<td>120</td>
</tr>
<tr>
<td>90-&lt;95</td>
<td>110</td>
</tr>
<tr>
<td>85-&lt;90</td>
<td>100</td>
</tr>
<tr>
<td>80-&lt;85</td>
<td>90</td>
</tr>
<tr>
<td>75-&lt;80</td>
<td>80</td>
</tr>
<tr>
<td>70-&lt;75</td>
<td>70</td>
</tr>
<tr>
<td>65-&lt;70</td>
<td>60</td>
</tr>
<tr>
<td>60-&lt;65</td>
<td>50</td>
</tr>
<tr>
<td>55-&lt;60</td>
<td>40</td>
</tr>
<tr>
<td>50-&lt;55</td>
<td>30</td>
</tr>
</tbody>
</table>

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)
### Research and Consultancy

#### For Teachers from Science Faculty

**A) Research guidance (Max. score : 100)**

- **i) M.Phil.** : 5 (each)
- **ii) Ph.D.** : 10 (each)
- **iii) Students presently working for Ph.D.** : 2 (each)

**B) Research projects operated/under operation (Max. score : 100)**

1) **Total number of projects** (Max. score : 35)
   - Each : 5

2) **Total value of the projects**
   - **score**
     - Rs. 80 lakh or more : 25
     - Rs. 60 - <80 lakh : 20
     - Rs. 40 - <60 lakh : 15
     - Rs. 20 - <40 lakh : 10
     - < Rs. 20 lakh : 5

3) **Number of projects with funding from outside India** (Max. score : 20)
   - Each : 10

4) **Number of projects having collaboration with industry/other research organizations** (Max. score : 10)
   - Each : 5
5) Number of projects having collaboration with other Departments in the University \[(Max. \, score : 10)\]
   Each : 5

C) Research publications \[(Max. \, score : 200)\]
1) Research publications (total) \[(Max. \, score : 175)\]
   i) National refereed journals : 3 (each)
   ii) International refereed journals : 5 (each)
   iii) Cumulative impact factor :

2) Research publications (last 3 years) \[(Max. \, score : 25)\]
   i) National refereed journals : 3 (each)
   ii) International refereed journals : 5 (each)
   iii) Cumulative impact factor :

D) Patents \[(Max. \, score : 50)\]
   i) patents granted : 10 (each)
   ii) patents applied : 5 (each)

E) Member on Editorial Boards of refereed research journals \[(Max. \, score : 25)\]
   For each journal : 5

F) Seminars/conferences/symposia attended and presented papers/delivered keynote addresses \[(Max. \, score : 50)\]
   i) within India : 5 (each)
   ii) outside India : 10 (each)

G) Seminars/conferences/symposia/workshops organized by the teacher in the Department/university \[(Max. \, score : 25)\]
   i) National level : 5 (each)
   ii) International level : 10 (each)
### H) Consultancy

*(Max. score: 100)*

1. Consultancy projects handled: 20 (each)
2. Served / serving as consultant to industry / other organizations: 20 (each)

### Research and Consultancy

*For Teachers from Engg/Tech Faculty*

#### A) Research guidance

*(Max. score: 100)*

1. M.Tech.: 10 (each)
2. Ph.D.: 20 (each)
3. Students presently working for Ph.D.: 5 (each)

#### B) Research projects operated/under operation

*(Max. score: 100)*

1. **Total number of projects** *(Max. score: 35)*
   - Each: 5

2. **Total value of the projects**
   - **Score**
     - Rs. 80 lakh or more: 25
     - Rs. 60 - <80 lakh: 20
     - Rs. 40 - <60 lakh: 15
     - Rs. 20 - <40 lakh: 10
     - < Rs. 20 lakh: 5

3. **Number of projects with funding from outside India** *(Max. score: 20)*
   - Each: 10

4. **Number of projects having collaboration with industry/other research organizations** *(Max. score: 10)*
   - Each: 5
<table>
<thead>
<tr>
<th>C</th>
<th>Research publications (Max. score : 200)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Research publications (total) (Max. score : 175)</td>
<td></td>
</tr>
<tr>
<td>i) National refereed journals : 3 (each)</td>
<td></td>
</tr>
<tr>
<td>ii) International refereed journals : 5 (each)</td>
<td></td>
</tr>
<tr>
<td>iii) Cumulative impact factor :</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
<th>Patents (Max. score : 50)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>ii) patents applied : 5 (each)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th>Member on Editorial Boards of refereed research journals (Max. score : 25)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each journal : 5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th>Seminars/conferences/symposia attended and presented papers/delivered keynote addresses (Max. score : 50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) within India : 5 (each)</td>
<td></td>
</tr>
<tr>
<td>ii) outside India : 10 (each)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
<th>Seminars/conferences/symposia/workshops organized by the teacher in the Department/university (Max. score : 25)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) National level : 5 (each)</td>
<td></td>
</tr>
<tr>
<td>ii) International level : 10 (each)</td>
<td></td>
</tr>
</tbody>
</table>
### H) Consultancy (Max. score : 100)

- i) consultancy projects handled : 20 (each)
- ii) served / serving as consultant to industry / other organizations : 20 (each)

### II Research and Consultancy

#### For Teachers from other Faculties

#### A) Research guidance (Max. score : 150)

- i) M.Phil. : 5 (each)
- ii) Ph.D. : 10 (each)
- iii) Students presently working for Ph.D. : 2 (each)

#### B) Research projects operated/under operation (Max. score : 100)

1) Total number of projects (Max. score : 50)
   - Each : 10

2) Total value of the projects
   - Score
     - Rs. 40 lakh or more : 50
     - Rs. 30 - <40 lakh : 40
     - Rs. 20 - <30 lakh : 30
     - < Rs. 20 lakh : 20

#### C) Research publications (Max. score : 200)

1) Research publications (total) (Max. score : 175)
   - i) National refereed journals : 3 (each)
   - ii) International refereed journals : 5 (each)
   - iii) Cumulative impact factor :
2) Research publications (last 3 years) \( (\text{Max. score : 25}) \)

- i) National refereed journals : 3 (each)
- ii) International refereed journals : 5 (each)
- iii) Cumulative impact factor :

D) Member on Editorial Boards of refereed research journals \( (\text{Max. score : 25}) \)

For each journal : 5

E) Seminars/conferences/symposia attended and presented papers/delivered keynote addresses \( (\text{Max. score : 50}) \)

- i) within India : 5 (each)
- ii) outside India : 10 (each)

F) Seminars/conferences/symposia/workshops organized by the teacher in the Department/university \( (\text{Max. score : 25}) \)

- i) National level : 5 (each)
- ii) International level : 10 (each)

G) Consultancy \( (\text{Max. score : 100}) \)

- i) consultancy projects handled : 20 (each)
- ii) served / serving as consultant to industry / other organizations : 20 (each)

III Extension / other activities:

200

A) Extension / outreach activities involved in \( (\text{Max. score : 100}) \)

The activities may include contributing to : environment protection, healthcare in rural/slum population, adult literacy, nation building activities, etc.

For any recognized and authenticated activity : 20 (each)
B) Membership of Professional Societies, Membership of Governing / Executive / Advisory body of an industry or other sector  
(Max. score : 50)  
Each : 10

C) Administrative assignments (including Head of Department, Chairperson BOS, Dean of Faculty, etc.) held  
(Max. score : 50)  
For each assignment per year : 5

MAXIMUM SCORE (TOTAL) 1450

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