**Annexure-3**

**PROFORMA**

**APPLICATION FORM FOR AWARD OF THE BEST TEACHER OF CIFE**

**(01-04-2022 TO 31-03-2023**)

|  |  |
| --- | --- |
| Basic Details | Score |
| A | Basic details |
| 1 | Name of the Candidate |  |
| 2 | Designation |  |
| 3 | Date of Joining CIFE |  |
| 4 | Qualification |  |
| 5 | Division/Centre/Section in which working |  |
| 6 | CL, EL, HPL(Medical), CCL Availed during the reporting period |  |
| 7 | As an initiative of One Scientist, one Product Mention, the Product Developed |  |
| B | Teaching | 60.0 |
| 1 | Course taught as Course Teacher 0.5 mark for each credit Calculation: 0.50 x no. of credits) | 12.0 |
| 2 | Designing of new course curriculum 2.0 marksUpdating syllabus 1.0 mark for each courseInnovation in teaching methods/development of teaching aids (Apart from PPT slides)1.0 mark for each | 4.0 |
| 3 | Invited as Guest lecturer 1.0 for each invitation, maximum of 2 marksGuest lectures arranged -1.0 marks for each Guest lecturer invited (Supporting documents and certificates from concerned authority required) | 4.0 |
| 4 | MOOC courses developed – 2.0 marks eachOnline courses developed 2.0 marks for each  | 4.0 |
| 5 | Member of Academic Council/ BoS of other university/ organization – 2.0 marks each | 4.0 |
| 6 | Regularity in academic activities viz., proper and full use of AMS of the institute, conducting examination, evaluation and submission of marks, 1.0 mark for each course as course teacher | **4.0** |
| 7 | Involvement in Accreditation procedure/ Member of University ranking document committee/ Involvement in Academic management of the institute/ Involvement in Academic collaboration with other organizations (brief description) 1.0 mark for each activity | **3.0** |
| 8 | **Student guidance****PhD**: 1.0 mark for Chairman Advisory Committee0.5 mark for Advisory Committee member.**MFSc**: 0.5 mark for a Major Advisor, 0.25 mark for a member of the Advisory Committee | 5.0 |
| 9 | Student-led research- Chairman of Advisory Committee of Ph.D. Research published in the journal with a NAAS score of 8.0 or above 1.0 (Research paper should have been published in 2022) | 2.0 |
| 10 | Student-led research- Major advisor of MFSc. Research published in the journal with a NAAS score of 7.0 or above 1.0 marks for each publication(Research paper should have been published in 2022) | 2.0 |
| 11 | The success of students (as Chairman of Advisory Committee/ Major Advisor) in terms of recognition for various awards and/or qualifying ARS/SRF/NET etc. (ARS/Assistant Professor: 2.0, SRF:1.5, NET 1.0 for each student). | 2.0 |
| 12 | Lecture compendium/Practical manual/Question bank (minimum 500 questions) developed. 1.0 marks for each | 6.0 |
| 13 | Training programs organized.21 days and above 2 marks as course director, 1 mark for Coordinators10-20 days 1.5 marks as course director, 0.75 mark for CoordinatorsUp to 10 days 1 marks as course director, 0.5 mark for CoordinatorsTraining programs with fees organized 2 marks | 4.0 |
| 14 | Give 2 new and innovative teaching concept to be implemented immediately (each point should be justified with the benefit to the institute)  | 10.0 |
| C | **Research** | **15.0** |
| 1 | Commercialization (More than Rs. 2.0 lakhs) / Patent of Technology (granted) developed through student led research 5.0 marks | 5.0 |
| 2 | PI/Co-PI of Institutional Project: PI-1 marks, Co-PI-0.5 mark | 3.0 |
| 3 | PI/CO-PI Externally funded PI 2.0 marks, Co-PI 1.0 marks | 4.0 |
| 4 | Initiation and formulation of new research project for external funding. 1.0 marks for each project formulated  | 2.0 |
| 5 | Involvement in participatory technology development and its commercialization2.0 marks to every team member | 4.0 |
| D | **Publications** | **15.0** |
| 1 | Book published – authored/edited 5.0 marks Book chapters 1.0 marks for every chapter published | **5.0** |
| 2 | Training manual compiled/Edited 3.0 marks for each manualChapter in training manual 1.0 marks for each chapter | **6.0** |
| 3 | Papers from student-led research presented at Conferences/ Seminars etc. 0.50 marks for national and 1.0 for international | **2.0** |
| 4 | Popular articles/bulletin/short communication2.0 for each article in regional and Hindi languages and 1.0 in English | **4.0** |
| E | Explain in about 350 words why I am the Best Teacher |  |
| F | **Evaluation by Director** | **10.0** |
|  | **Grand Total** | **100.0** |
|  | I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge |  |
|  | **Signature of the Applicant with Date** |  |
|  | **Recommendation & Signature of Head of Division/Centre with** |  |