**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 marks  Updating syllabus 1.0 mark for each course  Innovation 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 marks  Guest 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 each  Online 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 Committee  0.5 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 Coordinators  10-20 days 1.5 marks as course director, 0.75 mark for Coordinators  Up to 10 days 1 marks as course director, 0.5 mark for Coordinators  Training 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 commercialization  2.0 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 manual  Chapter 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 communication  2.0 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** | | |  |