



OFFICE OF DEAN ACADEMICS

Policy Document

KLEF/ODA/2.14/P214001/2022/V1.0

Date: 27/08/2022

Title: Best Teacher Award

1. Policy:

The institute recognizes the teachers for their outstanding performance on various aspects like effective teaching learning practices, contribution towards research and innovation, professional development, etc. that helped in creating the best learning experience and enhanced outcome attainment for the students. The Best teacher award is given every year by considering the performance of the teachers with respect to the recently concluded academic year. Departments are required to ensure all the eligible teachers are applying for the same and get benefitted.

The institute recognizes the contribution of the teacher from the overall perspective of teaching, learning, research and innovation and awards them the Best Teacher Award once in an academic year. Departments are required to ensure that all the teachers apply for the same and get benefitted.

2. Outcomes:

- 2.1 Encourages teachers for overall development
- 2.2 Enhances the recognition of the teacher towards their contribution
- 2.3 Creates healthy competition among the teaching fraternity thereby enhancing the scope and opportunities for them.

3. Guidelines for Selection process:

- 3.1 Faculty will be given the intimation to nominate themselves for the Best Teacher Award for the respective academic year after completion of the same.
- 3.2 Interested faculty can apply for the same by filling in the proforma (Annexure T- IX), attaching the necessary proof, and submit the same on or before the stipulated deadline to the Head of the Department.
- 3.3 The respective Head of the Department shall scrutinize the nominations received in the prescribed proforma along with all the supporting proofs from the faculty. The nominations are to be evaluated as per prescribed guidelines/criteria provided in the proforma.
- 3.4 The Minimum qualifying score is 70 out of 100
- 3.5 The list in the order of merit (clearly indicating score of the teachers) is to be sent to the respective Principal for further review. The principal shall review the applications along with the Associate Deans nominated from the academics implementation & research division to verify the proofs on various parameters and submit the Final list as per Annexure T- X with his remarks to the Committee chaired by Hon. Vice Chancellor.
- 3.6 The BTA Selection Committee chaired by Hon. Vice-Chancellor will recommend the final list of teachers for the “Best Teacher Award”. The Selection Committee considers only those nominations received through the proper channel. The decision of the selection Committee will be final. (Selection committee members if any criteria are to be followed)
- 3.7 The Selection Committee of the University will recommend the top 10% of the qualifying teachers in each category viz. Professor, Associate Professor, and Assistant Professor in the respective Departments.

4. Eligibility criteria for nomination:

- 4.1 The faculty members who have minimum one-year active service as a faculty member of the KLEF are eligible to apply.
- 4.2 Furthermore, a teacher should not have availed LOP/leave exceeding 2 weeks during the year of evaluation.

- 4.3 There should be no disciplinary proceedings and no adverse remarks against a nominee during the last five years.
- 4.4 The maximum age limit for the nominee may be considered as per age of superannuation (65 years as per UGC).
- 4.5 The Vice-Chancellor, Pro Vice-Chancellor, Registrar, Deans, Principals and HoDs are not eligible to apply for the Award.

5. The selection criteria:

i.	TEACHING & LEARNING PROCESS 50%	
	a. Course Results	10%
	b. Feedback	10%
	c. Effective Implementation of Various TLP Techniques for both the semesters	10%
	d. Effectiveness in Project/Research Supervision	15%
	e. E-Learning / Supportive Material created	5%
ii.	RESEARCH 20%	
	a. Research Publications, Patents/Books/Center of Excellence/New lab initiative	15%
	b. Research Projects- Sponsored/Consultancy	5%
iii.	PROFESSIONAL EFFECTIVENESS 20%	
	a. Professional Recognition & Community Service	10%
	b. Professional Development (Organized/attended)	10%
iv.	ADMINISTRATIVE FEEDBACK 10% (Evaluated by respective HoD)	
	a. Attitude	5%
	b. Commitment	5%

6. Supporting documents to be submitted:

The following supporting documents to be attached with the nomination Proforma for the Academic Year period for which the nominations are called for.

- 6.1 Copy of updated curriculum vitae (CV) of the teacher
- 6.2 List of Active Learning Methods used in the classroom along with feedback on the effectiveness of the same. (Proper proof to be endorsed by HoD)
- 6.3 List of the students supervised at UG, PG, and Ph.D. level where the work is leading to Product/Service development with social relevance or SCI/Scopus publication/ Converted into a startup. Appropriate comments of HoD with proof are required. List of Research Projects with title and value, funded by reputable agencies.

- 6.4 E-Content or supportive material developed by the teacher for the subject which has helped slow learners.
- 6.5 List and details of Publications in Scopus/SCI Journals, books, patents published and details of consultancy projects.
- 6.6 Details of collaboration/linkages established at National/ International level.
- 6.7 Proof of professional recognition / contribution to community service.
- 6.8 List of papers presented in the National & International (Seminars/ Conferences).
- 6.9 Proof of Workshop/Seminar/Training organized and attended by the teacher towards Professional Development; the documentary evidence may be attached clearly indicating that the initiative is taken by the respective teacher.



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