

**Government of Andhra Pradesh  
Commissionerate of Collegiate Education**

**CIRCULAR.No.01/Acad.Cell.SA/AC-6/2016**

**Date: 08 -07-2016**

Sub:- State Awards to University and College Teachers for the year 2016 –  
Nominations called for – Notification issued - Reg.

Read:- 1. G.O.Ms.No. 41, HE (UE) Department, Dated: 05/08/2014  
2. G.O.Ms.No. 71, HE(UE-II) Department, Dated: 06/08/2010  
3. G.O.Ms.No. 119, HE(UE-II) Department, Dated: 18/07/2008  
4. G.O.Ms.No. 491,HE(UE.II-1) Department, Dated: 06/07/2001  
5. G.O.Ms.No. 95, Edn. (UE.I) Department, Dated:13/03/1991

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The Government of Andhra Pradesh has been giving away State Awards to meritorious teachers working in Universities and Colleges in the state on 5<sup>th</sup> of September every year, i.e., on the Teachers' Day commemorating the birth anniversary of Dr.S. Radhakrishnan, an accomplished teacher and the former President of India. It was also intended that giving away such awards would motivate the teaching community in general to rededicate themselves to the cause of teaching. The award carries a Gold Plated Silver Medal, Certificate and Cash award of Rs.3,000/-.

With reference to the G.O. 1<sup>st</sup> cited Government has partially modified the procedure of selecting the teachers for State Awards. As per the modified procedure in addition to the existing procedure laid down under references 2<sup>nd</sup> to 5<sup>th</sup> cited , inviting nominations for Teacher awards from the Vice-Chancellors with regard to University Teachers and from the Principals with regard to affiliated college teachers in the State.

**Basic Guidelines (as per references 2 to 5 ):**

**A. Eligibility Criteria:-**

- I. A teacher should have put in a minimum of 10 years of service as lecturer in Degree colleges as on 01/09/2016 **in case of College teachers**. A teacher should have put in a minimum of 10 years of service as on 01/09/2016 in all the Universities put together where he has served **in case of University teachers**.
- II. He/she must be engaged in active teaching work on the date of recommendations. However, teachers who have retired during the previous 12 months shall also be considered.
- III. A teacher who is a recipient of the State Award earlier need not be considered.

**B. Judging Criteria:-**

- I. Commitment to and excellence in academic work and teaching as judged by class room teaching, coverage of course content, regularity, effectiveness of teaching and use of teaching aids and use of audio-visual aids.
- II. Research contributions, publications, books etc.,
- III. Professional recognition, awards etc.,
- IV. Involvement in student welfare activities, extension, consultancy and other co-and-extra curricular activities.
- V. Honesty, integrity, conduct, character and ability to get along with the colleagues, student and others.

### **C. Other Guidelines:-**

- I. Performance in the classroom, maintenance of teaching schedule, completion of syllabus, interaction with students, interaction with national agencies, research and consultancy, outreach activities etc., should be considered while making selection of teachers for Teachers awards. Adequate weightage has to be given for classroom teaching and assessment of teachers by students based on the student's feedback taken on a regular basis.
- II. For assessing "Teacher Performance" for consideration of teachers awards for College & University teachers, the formats in Annexure –I ( For Colleges Teachers) and Annexure – II( for University Teachers) shall be followed.
- III. The Universities and Colleges need to develop academic databases containing all the information of every teacher and update on a periodical basis
- IV. The Teacher performance Reports shall be filled up by the institution themselves using the Academic Performance Indicators (API) information available in the databases and the institutions shall nominate the teachers who top API score for state awards instead of asking the teachers to apply for the awards.
- V. The teachers from unaided degree colleges which have been accredited by NAAC and UGC 2(f) status shall be nominated for the awards.

### **Additional New Guidelines:**

**(as per G.O.Ms.No. 41, HE (UE) Department, Dated: 05/08/2014)**

#### **A. Teacher Awards at University Level**

- The Vice Chancellors/Principals shall scrutinize the applications of university teachers and verify allegations/court cases/disciplinary cases if any pending against them and disqualify such applicants for being considered for award.
- The weightage of marks has been changed for the award of Ph.D from the existing 10 marks per Ph.D to 2 marks per Ph.D with a maximum weightage score upto 16 marks for the Ph.D awards.
- The APIs of all University Teachers/Professors shall be placed on their respective University website. The best faculty based on APIs & Teachers Performance Report should be nominated for the State Awards. In addition the guidelines prescribed in the reference 3<sup>rd</sup> read shall be followed.

#### **B. State Awards- 12 (Subject-Wise):**

- o To inculcate competition among various universities in the state in academic disciplines, 12 subject awards at inter university level are instituted. Since there are many subjects, grouping of subjects into (12) different clusters has been done and placed in the **Annexure-II** to the G.O.
- o The Universities and the Colleges shall send the proposals for these awards through the Commissioner of Collegiate Education to the A.P. State Council of Higher Education, A.P., Hyderabad. The A.P.S.C.H.E. shall constitute a subject Expert Committee in each group subjects under the chairmanship of the Vice-Chairman, APSCHE. The said Committees shall compile and shortlist the candidates in 1:3 ratio and submit to the State Level Committee for approval.
- o The API scores of all eligible teachers in the Universities & Colleges shall be submitted to the **State Level Committee** along with the Nominations.

### C. State Awards for Affiliated College Teachers- (24) Subject -wise:

- The Regional Joint Directors/Principals shall scrutinize the applications of affiliated College teachers and verify whether any allegations/court cases/disciplinary cases are pending against them and disqualify such applicants for being considered for award.
- The nominations shall be forwarded to the CCE by the Principal concerned through Regional Joint Director. The scrutiny will take place at two levels, initially at Dean's Committee and subsequently at State Level Committee.
- Nominations shall be based on the Top API scores and Teachers performance Report. The API scores shall be placed on the Website. The API scores will be verified with documentary evidences and Teacher Evaluation by the Students formats.
- 24 State Awards shall be given for College Teachers as mentioned in the **Annexure-III** to the GO.

### IV. PROCEDURE:

#### Universities:

1. The nominations of university teachers shall be screened and recommended by the Principal/Dean of the faculty and shall be submitted to Vice Chancellor who will constitute a University Level Screening Committee to examine and recommend duly following the guidelines prescribed by the Govt. The Committee screens the proposals received in "Teacher Performance Report" (Annexure-II) and recommends the names as per guidelines provided therein. The nominations in the Annexure-II and the Screening Committee Report along with the APIs of all eligible teachers have to be sent to the Commissioner of Collegiate Education on or before the prescribed date for processing. The Vice- Chancellors concerned are requested to submit both the hard and soft copies of consolidated information by the Universities for " Teacher Awards at University Level" and consolidated information by the Universities for "State Awards( Subject Wise)." No nominations in the Annexure-II will be considered without individuals APIs and Screening Committee Report.
2. For further details please visit the department website [www.apcce.gov.in](http://www.apcce.gov.in). Each University shall send not less than three nominations for each award for consideration by the State Level Committee and APIs of all eligible teachers to the office of the Commissioner of Collegiate Education for taking further action.
3. The names of the teachers who have been awarded punishments or against whom charges are pending should **not** be recommended.

#### Colleges:

1. The Principals of all Government and Private Aided Degree Colleges and NAAC accredited, UGC 2(f) recognized Private unaided Colleges in the State are requested to circulate the copy of the circular/notification among all the Teachers working in their respective Colleges under proper acknowledgement and call for nominations for the teacher awards and they are requested to identify meritorious teachers of their colleges and shall fill up the "Teachers Performance Reports" in ANNEXURE – I by themselves based on the academic database of teachers (APIs) of their institute/College.
2. The Teacher Performance Report, Assessment of the teacher by the Principal and the student feedback form are provided in the **Format-I** which is appended to this Circular.
4. The names of the teachers who have been awarded punishments or against whom charges are pending should **not** be recommended.
5. The Principals are requested to bestow their personal attention in the matter and submit the nominations in the annexure downloading from the Commissionerate website [www.apcce.gov.in](http://www.apcce.gov.in) along with copies of material evidence to the concerned Regional Joint Directors of Collegiate Education duly following the instructions scrupulously. The Regional Joint Directors are requested to submit both the hard and soft copies of consolidated information for "State Awards for Affiliated College Teachers" and forward the nominations under their jurisdiction along with API and the copies of documentary evidences.

6. No proposal will be considered without the duly filled in (along with the evidences, student feedback forms etc.,) prescribed formats along with their recommendations (in Annexure-I). Otherwise the proposals will not be accepted.

**IMPORTANT DATES:**

The schedule for submission of nominations is as follows:

<b>Date</b>	<b>Activity</b>	<b>Date</b>
1	Date of Notification	<b>08-07-2016 (Friday)</b>
2	Last date for submission of proposals by the <b>Teachers</b> to the Principals concerned	<b>22-07-2016 (Friday)</b>
3	Last date for submission of the proposals of Teachers duly recommended by the <b>Principals</b> to the RJDCE / Last Date for submission of nominations to Vice chancellors by the principals/Dean faculties	<b>26-07-2016 (Tuesday)</b>
4	Last date for submission of the proposals of Teachers duly recommended by the <b>RJDCEs</b> to the Commissioner / Last Date for submission of nominations by the Vice Chancellor to Commissioner Collegiate Education, duly filled Annexure-I and API of all eligible teachers in the University	<b>02-08-2016 (Tuesday)</b>

(This has the approval of the Commissioner of Collegiate Education).



For Commissioner of Collegiate Education

- Enclosures: 1. Annexure-I & II (Teacher Performance Reports)  
 2. Teacher Evaluation by the Students formats  
 3. Format for Screening Committee  
 4. Proforma for submitting consolidated information for "State Awards for Affiliated College Teachers" ( by RJDCEs to CCE) )  
 5. Proforma for submitting consolidated information by the Universities for "Teacher Awards at University Level"  
 6. Proforma for submitting consolidated information by the Universities for "State Awards ( Subject Wise)"

To

1. All Vice Chancellors of State Universities/JNTUs/Health Universities
2. Copy to the Registrars of all Universities /Institutes
3. The Principals of all Government, Aided Degree Colleges, Oriental Colleges and NAAC accredited Private Unaided Colleges in the State (**through Principals of Identified Colleges**).
4. The Principals of the Identified Degree Colleges in the State are requested to make sufficient number of copies of the Circular and circulate among the Govt., Private Aided Colleges and NAAC accredited Private Unaided Colleges of their Districts immediately.
5. Copy to the RJDCE, Rajahmundry, Guntur & Kadapa for favor of information and necessary action.