ANDHRA UNIVERSITY

No. S.II (1)/SA-14/90

Visakhapatnam
Dt:19-07-2019

From
The Registrar

To
The Principals of A.U. Colleges, Visakhapatnam
The Special Officer, A.U. Campus, Vizianagaram
The Director, School of Distance Education, AU, Visakhapatnam

Sir,

Sub: Establishment - Teaching Staff - STATE AWARDS to Universities teachers for the year 2019 - Extension of date for submission for application from eligible teachers - called for.

Read: 1 CIRCULAR.No.01/Acad.Cell.SA/AC-6/2019 dated 06-06-2019 of the Commissioner of Collegiate Education, Government of Andhra Pradesh
2. This office circular No. No. S.II (1)/SA-14/90, dated 27-6-2019

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In continuation to the earlier circular (2) read above, here to inform you that the last date for receiving STATE AWARD-2019 applications by the Principal concerned is extended upto 20-07-2019 and by Central Administrative Office from the Principals is also 20-07-2019. Hence, I am by direction request you to invite from the Heads of the Departments of your College(s) / Campus(s), the filled-in Annexure-II application from the eligible teachers for consideration for State Level Awards along with the Academic Performance Indicator (API) Score for the academic year 2018-2019.

The Principals' of concerned is requested to kindly evaluate the application & API scores and send the consolidated evaluation statement along with the evidences of filled in application, to this office for consideration by the University Level Committee. If a teacher does not apply, but you consider him as deserving for State Awards, you please obtain and send his / her bio-data after obtaining oral consent of the teacher to accept the award if selected.

In this connection, I am to inform that the required Annexure, G.O.s, & application etc., can be had from the Commissionerate website "www.apcce.gov.in" or from University website "www.andhrauniversity.edu.in"

Yours faithfully,

(T.V. SATYAVATHI DEVI)
DEPUTY REGISTRAR (ACADEMIC)

Copies to :
All Heads of the Departments of A.U. Colleges including A.U. Campus, Vizianagaram with a request to invite bio-data from the eligible teachers and send the same to the Principal / Special Officers concerned on or before 20-07-2019.
The Dean, Academic Affairs, A.U.
The Secretary to Vice-Chancellor, Rector's Table & P.A. to Registrar, A.U.
Dean, CDC Section with a request to take necessary action in regard to affiliated colleges.
OOF.

ANNEXURE-II

STATE AWARDS FOR UNIVERSITY TEACHERS

<u>TEACHER PERFORMANCE REPORT</u>

STATE AWARDS FOR UNIVERSITY TEACHERS

Particulars of the Teacher

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

Position	From – to	Length of service	University
Lecturer/Asst. professor			
Reader/Associate professor			
Professor			

9.   Score obtained as per   :
     Teacher Performance
     Report (enclosed)

STATE AWARDS FOR UNIVERSITY TEACHERS

TEACHER PERFORMANCE REPORT

EVALUATION OF TEACHER PERFORMANCE

Performance parameter	Weight (%)
Teaching and contribution to Academia	45
Research and Consultancy	40
Extension	15

EVALUATION OF TEACHER PERFORMANCE

S.No.	Performance parameter	Max.score	Performan-ace score
I	**Teaching and contribution to Academia:**	**600**	

A)   Opinion of the Head Department/Principal

(Max. score : 120)

Assessment of the teacher on a 5-grade scale where grades 1 to 5 correspond to : poor, satisfactory, good, very good and excellent respectively

Score→	10	8	6	4	2
1. Availability to students during working hours	grade 5	grade 4	grade 3	grade 2	grade 1
2. Punctuality to classes	grade 5	grade 4	grade 3	grade 2	grade 1
3. Regularity in taking classes as per Time-Table	grade 5	grade 4	grade 3	grade 2	grade 1
4. Maintenance of students' attendance register	grade 5	grade 4	grade 3	grade 2	grade 1
5. Maintenance of lecture diary	grade 5	grade 4	grade 3	grade 2	grade 1
6. Arranging classroom seminars to students	grade 5	grade 4	grade 3	grade 2	grade 1
7. Regularity in giving home assignments	grade 5	grade 4	grade 3	grade 2	grade 1
8. Celerity/briskness in providing solutions to assignments	grade 5	grade 4	grade 3	grade 2	grade 1
9. Promptness in returning answer scripts to students	grade 5	grade 4	grade 3	grade 2	grade 1
10. Availability for examination work including invigilation	grade 5	grade 4	grade 3	grade 2	grade 1
11. Participation in curriculum / syllabus development	grade 5	grade 4	grade 3	grade 2	grade 1
12. Participation in college/ Department activities	grade 5	grade 4	grade 3	grade 2	grade 1

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

% of students who assessed the teacher with grade-4 and/or grade-5	*Score*
≥95	120
90-<95	110
85-<90	100
80-<85	90
75-<80	80
70-<75	70
65-<70	60
60-<65	50
55-<60	40
50-<55	30

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)

	multi-authored : 20 (each) (text /reference books) single-authored : 20 (each) (other books) multi-authored : 10 (each) (other books)			

II	**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)
		650	

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

II	**<u>Research and Consultancy</u>**
	
	<u>*For Teachers from Engg/Tech Faculty*</u>
	
	A) Research guidance *(Max. score : 100)*
	
	    i) M.Tech. : 10 (each)
	    ii) Ph.D. : 20 (each)
	    iii) Students presently working for Ph.D. : 5 (each)
		650	

	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)*
	
	    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)
		650	

	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) *(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
		                                    (Max. score : 25)
		        For each journal : 5		

		E) Seminars/conferences/symposia attended and presented
		     papers/delivered keynote addresses *(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 *(Max. score : 25)*
		
		       i) National level : 5 (each)
		       ii) International level : 10 (each)		

		G) Consultancy *(Max. score : 100)*
		
		     i) consultancy projects handled : 20 (each)
		     ii) served / serving as consultant to
		         industry / other organizations : 20 (each)		

III		**<u>Extension / other activities:</u>**
		
		A) Extension / outreach activities involved in
		                            (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)
			200	

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

ANDHRA UNIVERSITY, VISAKHAPATNAM

ACADEMIC PERFORMANCE INDICATORS (API)

CATEGORY-I	Learning and Evaluation related activities	
CATEGORY-II	Co-curricular, extension and professional development related activities	
CATEGORY-III	Research and academic contributions	
Total APIs Score		

SECTION - B :

CATEGORY - I : TEACHING, LEARNING AND EVALUATION-RELATED ACTIVITIES

SI. No.	Nature of Activity	Details of the activity to be provided by the applicant along with copies of evidence	Maximum API Score	Score awarded by the University
	CATEGORY - I (A) : ESSENTIAL			
1.	Lectures taken as percentage of lectures allocated.		20*	
2.	Seminars, tutorials, practicals, contact and counseling hours undertaken as percentage of those actual allocated.		20@	
3.	Lectures or other teaching duties / Additional Workload in excess of UGC norms.		10	
4.	Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum.		20$	
5.	College / University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted.		10#	
6.	College / University examination / Evaluation duties for internal/continuous assessment work as allotted.		10%	
7.	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty).		10&	
			100	

* Below 75% = 0; 76-80% = 8; 81-85% - 12; 86-90% = 14; 91-95% = 16; 96-100% = 20
@ Seminars = 10; Tutorials / Practicals =10; Counseling / Contact hours = 5 (Up to a maximum of 20)
$ Lesson Plans/Teaching Schedule = 10; Students' Feedback = 10
# University examination duties = 5; Question Bank & Evaluation of answer scripts = 5
% Assignment = 5 Internal Assessment = 5
& Invigilation = 5; Chief Teacher Associate / Observer/Squad member etc. = 5

SI. No.	Nature of Activity	Details of the activity to be provided by the applicant along with copies of evidence	Maximum API Score	Score awarded by the University
CATEGORY - I (B) : DESIRABLE				
1.	Use of Innovative teaching-learning methodologies, use of ICT; Updated subject content and course improvement (each 5 marks up to a maximum of 10) : a. ICT Based Teaching material : b. Interactive Courses : c. Participatory Learning modules :		10	
2.	Developing and imparting Remedial / Bridge Courses and Counseling modules		10*	
3.	Developing and imparting soft skills/communication skills/personality development courses/modules.		10**	
4.	Developing and imparting specialized teaching – learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas/ preparing students for seminars/posters/ G.Discussions etc.		10	
5.	Organizing and conduction of popularization programmes / training courses in computer assisted teaching / web-based learning and e-library skills to students.		10	
			50	

*   Remedial = 5; Bridge Course & Counseling = 5
**   Soft Skills = 5; Communication skills/Personality Development courses/Modules = 5

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES

SI. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
CATEGORY – II (A) : CO-CURRICULAR AND EXTENSION ACTIVITIES				
1.	Contribution to Corporate life in Universities /colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes.		10	
2.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity / Exhibition.		10	
3.	Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/NSO/other Governmental and non-Governmental channels.		10	
4.	Students and Staff Related Socio Cultural and Sports Programmes (intra/interdepartmental and intercollegiate).		05	
5.	Professional Ethics and Campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc. and value based programmes, and programmes in the TV/Radio Channels.		05	
			40	

SI. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
CATEGORY – II (B) : PROFESSION-RELATED CONTRIBUTION				
1.	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of 10 institutional Committees.		10	
2.	Membership in profession related committees at state and national level.		10	
3.	Participation in subject associations, conferences, seminars without paper presentation.		05	
4.	Participation in short-term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance.		05	
5.	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications.		05	
			35	

CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTIONS				
Sl. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score (per each publication)	Score awarded by the University
III(A) – Research Publications (Journals)				
1.	Referred Journals with impact factor 1.0 and below 2.0		22	
2.	Referred Journals with impact factor 2.1 and below 5.0		25	
3.	Referred Journals with impact factor 5.1 and below 10.0		30	
4.	Referred Journals with impact factor less than one indexed.		18	
5.	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website.		15	
6.	Non impact factor National level research papers in non-Referred/ journals but having ISBN/ISSN numbers and the list of journals prepared by the UGC and hosted in its website.		15	
7.	Full papers in conference proceedings, etc. (Abstracts not to be included).		10	
			135	
III(B) – Research Publications (Books, chapters in books, other than referred journal articles)				
8.	Text or Reference Books Published by International Publishers with an established peer review system.		50 / sole author; 10 / chapter in an edited Book	
9.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.		25 /sole author, and 5/ chapter in edited books	
10.	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories.		5 / Chapter	

III(C) - Research Projects				
Sl. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score (per each Project)	Score awarded by the University
III (C) (i) – Sponsored Projects carried out / ongoing				
1.	(a) Major Projects amount mobilized with grants above 30.00 lakhs.		20	
	(b) Major Projects amount mobilized with grants above 5.00 lakhs up to Rs.30.00 lakhs.		15	
	(c) Minor projects from central / state funding agencies with grants below Rs.5.00 lakhs.		10	
III (C) (ii) – Consultancy Projects Carried out / On-going :				

1.	Amount mobilized with minimum of Rs.5.00 lakhs.		10 per every Rs.5.00 Lakhs	

III (C) (iii) - Completed Projects : Quality Evaluation

1.	Completed project Report (Acceptance from funding agency)		20 /each major project and 10 each minor project	

III (C) (iv) - Projects Outcome / Outputs

1.	Patent/Technology transfer/Product /Process		30 each output or outcome for national patents etc / 50 each for International patents etc.	

III (D) - Research Guidance :

III (D) (i) - M. Phils./M. Tech. / M. Pharm

	Degree awarded Thesis submitted		5 / each 2 / each	

III (D) (ii) - Ph.Ds.

	Degree awarded Thesis submitted		10 / each 7 / each	

III(E) - Training Courses and Conference / Seminar/ Workshop Papers

III(E)(i) – Research Methodology / Workshops

	a. Research Methodology course (not less than three weeks) / Workshops of not less than one week duration		20 / each event	

III (E) (ii) - Conferences / Seminars / Workshops, etc. conducted

	b. International conference / Seminar / Symposia		20 / each	
	c. National conference / Seminar / Symposia		10 / each	
	d. State level / University / College level seminar / conference / symposia		5 / each	

III (E) (iii) – Papers presented in Conferences/Seminars/Workshops, etc.

	Participation and Presentation of research papers (oral/poster) in a) International / Foreign conference etc., b) National c) Regional /State level d) Local - University / College level		 7.5 Each 7.5 Each 5 each 3 each	

III(E) (iv) - Invitations for Conferences/Seminars/Workshops/Symposia to deliver   lectures/and/or chair sessions

	a) International /Foreign conference etc. b) National c) Regional /State level d) Local - University / College level		10 Each 7.5 Each 5 each 5 each	

SI. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
III(F) (i) - Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., etc.				
	a. Awards by Foreign Universities / Accredited International Bodies		50 / each	
	b. National: by UGC,CSIR, DST, DBT, ICAR & other Government bodies and Professional Academies like Bhatnagar Award etc.		50 / each	
	c. State/University level		20 / each	
	d. Regional / local		10 / each	
III(F) (ii) - Honours / Recognitions :				
	a. Foreign countries / Governments & International bodies like UNESCO etc.		50 / each	
	b. National like Padma Sri etc.		50 / each	
	c. State level/University level		20 / each	
	d. Regional/local by GO/NGOs/Rotary/ Lions etc.		5 / each	
	e. Professional Subject Based Associations.		5 / each	
III(F) (iii) - Fellowship Titles				
	a. Foreign universities/bodies like FRCP, FRCS, etc.		50 / each	
	b. Indian Science & other Academies like Fellow of Indian National Science Academy, FNA, FNASC, FAMS etc.		50 / each	
	c. Discipline specific National level Associations		10 / each	
III(F) (iv) - Postdoctoral Degrees				
	D. Sc from a university based on post-doctoral thesis		50 / each	