

A N N E X U R E - I
GOVERNMENT OF ANDHRA PRADESH
STATE AWARDS TO JUNIOR COLLEGE TEACHERS

PROFORMA FOR JUNIOR COLLEGE TEACHERS

01. Name (in Block Letters) :
02. Designation :
03. College in which working :
04. Date of Birth :
05. Educational Qualifications : Class Divi. University Yr. of passing
Degree :
P.G. :
M.Phil. :
Ph.D :
Others (Specify) :
06. Whether any merit awards were received for the dissertation / theses. If so, furnish details :
07. Date of First appointment and Cadre :
08. Service in different cadres as on 1st Sept, of the year of award : -----
S E R V I C E
CADRE : Years Months Days

Teachers :
Jr. Lecturer :
Other Service :
Principal :
Total :
09. Whether engaged in active teaching work at present :
10. If retired, date of retirement :
11. If on deputation, the Institution and the post to which deputed and the date from which he/she is on deputation :

12. Number of seminars / workshops /
Conference Guest / Lecturers
Attended or organized at College
Level (Enclosed details) :

13. No. of Books published (Enclosed details) other than Ph.D.Thesis.

BOOK	Medium	Author	Co-Author	Total
a) Text Books	:			
b) Monographs	:			
c) Translations	:			
d) Audio / Video	:			
Lessons for UGC/ IGNOU				
e) Others	:			

14. Articles published in Standard Journals (Enclose list with details)

- a) Research Articles
- b) Articles relating to concerned
Disciplines, Popular Articles

15. Contribution to professional growth.

- a) Curriculum development.
- b) Innovations in teaching methods.
- c) Preparation of teaching aids
medals and reading material.

16. Intermediate Public Examination Results in Subjects taught for the last three successive years.

Course	Subject	Papers Taught	<u>No. of students</u> Appeared passed	% age of passes	No.of I/II classes
1	2	3	4	5	6

17. Contribution to organisation cadres
regular conduct of co-curricular
activities : such as
 - a) Liberty activities – Quiz
 - b) Fine Arts
 - c) General talent promotion
 - d) Educational Career Guidance
 - e) Student counselling

18. Extra – Curricular Activities :
 - a) Whether acted as N.S.S Officer,
If so, the period, number of Spl
Camps held with awards received
Etc. (enclose a brief note with details)

 - b) Whether acted as N.C.C Officer,
If so, the period and cadre and
Number of camps organised with
Awards received if any.

 - c) Whether associated with youth festivals
National Literacy programmes etc.,

19. Contribution to re medical coaching :

20. Contribution to college development
(Enclose Details)

21. Contributions of achievements, if any,
worth consideration for the award.

22. Whether enclosed self-assessment roll :

23. Awards, if any, received including State Awards :

CERTIFICATE

Certified that the particulars furnished above are correct to the best of my knowledge and evidence is given wherever it is possible.

SIGNATURE WITH DATE

A N N E X U R E - II
GOVERNMENT OF ANDHRA PRADESH
STATE AWARDS TO JUNIOR COLLEGE TEACHERS
ASSESSMENT ROLL

01. Name :
02. Designation :
03. Name of the college :

A five point rating scale is provided to facilitate objectivity and precision in Assessment. The scale is as follows :

1. LOW 2. AVERAGE 3. GOOD 4. VERY GOOD 5. EXCEPTIONAL

Lecturers and Principals who are deserving/willing to be considered for the State Awards should fill this form using BLUR INK and submit the same along with BIO-DATA to the Principal/Regional Joint Director Intermediate Education concerned.

Principals have to make their assessment confidentially regarding the performance of the Lecturers in this form itself using RED INK. Similarly the assessment in case of the Principals has to be made by the Rules in this form using RED INK.

The Lecturers/Principals are requested to go through all the characteristics carefully CIRCLE THE RATING POINT AGAINST EACH ITEM. The assessment should be very objective based on personal observation and academic records. While circling the rating point 4/5 substantial evidence / records should be enclosed.

Sl.No.	CHARATERISTIC	RATING
I. <u>PROFESSIONAL COMPETENCE :</u>		
01.	Knowledge of the subject including recent developments in the subject	1 2 3 4 5
02.	Knowledge of related areas / disciplines and General Awareness	1 2 3 4 5
03.	Aptitude for research and development	1 2 3 4 5
04.	Innovations in teaching method and teaching	1 2 3 4 5
05.	Contribution to curriculum development and Educational reforms	1 2 3 4 5

06. Over all enthusiasm to attain Professional Growth and excellence 1 2 3 4 5

II. TEACHING ABILITY AND PERFORMANCE:

A. COMMUNICATION SKILLS :

07. Commend over language / medium of instruction 1 2 3 4 5

08. Clarify of expression including diction / modulation or voice and use of body language 1 2 3 4 5

B. PLANNING & PREPARATION :

09. Academic planning for the year with provision for instruction, tests, revision and remedial coaching etc., 1 2 3 4 5

10. Preparation for instruction including preparation of teaching notes, instructional and reading material 1 2 3 4 5

C. CLASS ROOM INSTRUCTION :

11. Ability to motivate the students into serious learning 1 2 3 4 5

12. Use of appropriate instructional methods and teaching aids for effective teaching 1 2 3 4 5

13. Promptness in conducting tests and valuing the answer scripts and using the feed back from the students to improve teaching 1 2 3 4 5

14. Efforts to spot talent and encouragement given to talented students. 1 2 3 4 5

15. Coverage of syllabus as per the annual plan 1 2 3 4 5

16. Enthusiasm to help the students in the curricular activity during leisure time 1 2 3 4 5

17. General attendance of the students / his / her classes 1 2 3 4 5

18. Achievement in terms of results of the University Examinations 1 2 3 4 5

D. REMEDIAL COACHING :

19. Interest in identifying and guiding the academically backward students by re medical coaching etc 1 2 3 4 5

III. CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES AND STUDENT WELFARE :

20. Contribution to the regular conduct of Co-Curricular activities like seminars / Debates / Quiz / Competitions etc 1 2 3 4 5

21. Contribution to organisation of extra curricular activities like NCC / NSS etc 1 2 3 4 5

22. Interest shown in the general welfare of the students and contribution towards educational career guidance and student counseling 1 2 3 4 5

IV. GENERAL DISCIPLINE :

23. Ability with the Voluntary social organisations of repute and other institutions 1 2 3 4 5

24. Contribution to the maintenance of general discipline in the campus and including of spirit of cooperation 1 2 3 4 5

V. COLLEGE DEVELOPMENT :

25. Report with the Voluntary social organisations of repute and other institutions 1 2 3 4 5

26. Efforts to secure community / Other help in the development of the college 1 2 3 4 5

VII. ADMINISTRATIVE ASSISTANCE :

27. Assistance to administration in making admissions, conducting the examinations, solving students problems and maintenance of academic records etc., 1 2 3 4 5

VII. GENERAL :

28. Punctuality and promptness in submission of Academic records 1 2 3 4 5

29. Honesty and integrity 1 2 3 4 5

30. Conduct and character

1 2 3 4 5

**SIGNATURE OF THE TEACHER
(IN BLUE INK)**

General Remarks of the Principal :

1. Whether any punishment was awarded / charges are pending
2. Other remarks if any
3. Specific recommendations

DUGHLY DESERVING/DESERVING/NOT DESERVING

**SIGNATURE OF THE PRINCIPAL
(IN RED INK)**

REMARKS AND SPECIFIC RECOMMENDATION
Of the Regional Joint Director of Intermediate Education/
Vice Chancellor in the case of University Teachers.

SIGNATURE OF THE RJDIE / VICE CHANCELLOR