



Govt. of N.C.T. of Delhi  
**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Main Bawana Road, Delhi-42

F.No.DTU /PG/Committee/2017/2189

Date: 20/09/2019

To

The Head  
Department of *ALL HoDs & Deans*  
Delhi Technological University  
Delhi-110042

Subject- Regarding scheme for Recognizing of Excellence in Teaching for the faculty

DTU has implemented a scheme for Recognizing of Excellence in Teaching for the faculty of the Delhi Technological University, Delhi. The detailed guidelines of the scheme are enclosed for ready reference. The interested faculty members may apply for the same latest by 04.10.2019 upto 05.00 P.M. Those have already applied need not to apply further. The faculty members are requested to strictly adhere the guidelines while applying for the award. The request must be routed through the concerned HoD.

*Suresh C. Sharma*  
(Prof. Suresh C. Sharma)  
Dean (Acad-PG)

*Encls. (As above)*

Copy to:-

1. PA to VC for kind information of the Hon'ble Vice Chancellor, DTU.
2. PA to Pro VC for kind information to the Pro-Vice Chancellor.
3. All Deans.
4. All HoDs are requested to circulate the same among the faculty members of their department for necessary action.
5. Registrar
6. HoD (CC) for uploading on the University website.
7. Guard File.

*Devesh Trivedi*  
(Devesh Trivedi)  
SO (Acad-PG)

## Guidelines for Recognition of Excellence in Teaching for the Faculty of Delhi Technological University, Delhi.

Class room teaching dominantly is a qualitative concept. By planning appropriate teaching strategies and motivating students, a teacher can bring a remarkable change in an average learner. A dedicated and punctual teacher creates a positive environment in the class and inculcates the similar practices in the students resulting in meaningful learning and ignition of thought process. To encourage a dedicated teacher and to create a sense of competency among teachers, University has decided to recognize a few teachers for their excellence in teaching.

### 1. Definitions:

- i. "University" shall mean Delhi Technological University, Delhi.
- ii. 'Faculty' shall mean regular faculty and full time faculty appointed in Special Mode/Adjunct Faculty/Professor Emeritus/Re-employed Category.
- iii. "Assessment Period" shall mean complete academic year (i.e. from 1<sup>st</sup> August to 31<sup>st</sup> July).

### 2. Essential Criteria:

A faculty member shall be eligible for recognition of excellence in teaching for a specific assessment period if:

- (i) He/She has not held the position as Pro Vice Chancellor/Dean/Head of the teaching department/Registrar during that Assessment period.
- (ii) He/She was not awarded for excellence in teaching in the preceding assessment period.
- (iii) He/She has taught at least two theory courses at BA (H)/BBA/B.Tech I/II/III year level during the assessment period out of which at least one is at BA (H)/BBA/B.Tech I/II year level. In case of Delhi School of Management, till the time UG Programs are started, concerned faculty should have taught at least two Theory courses at 1<sup>st</sup> year level.
- (iv) He/She has delivered minimum 90% of the prescribed lectures (say 36 out of 40) for the each theory course/lab courses taught during the assessment period and has maintained proper record of the student's attendance on the attendance register for each class/lab session held/ not held.
- (v) In every course taught by him/her, minimum 70% of the class strength/group strength should have 75% or more attendance in the number of classes/lab sessions held.



- (vi) in the beginning of the session, for every course, he/she has given to the students a complete course plan for the course to be taught which should include the complete syllabus with modules to be covered on weekly basis, text books, reference books and other reference material. Course plan should also include the scope, pre-requisite, expected outcome from the course.
- (vii) He/She has given minimum three assignments and two tutorial tests for each theory course being taught during the assessment period. In case of lab courses, he/she has prepared/updated the lab manual and student's practical record files have been evaluated regularly.
- (viii) He/She has provided at least one hour slot per week for every course taught to sort out student's problems.
- (ix) He/She has timely set and submitted question papers; evaluated and shown to the students mid-term and end-terms examination answer books; has submitted final grades/marks to the University within stipulated time.

### 3. Procedure to Apply:

At the end of assessment year, University shall invite applications from the faculty members on the prescribed Performa for Recognition of Excellence in Teaching (See Annexure).

### 4. Procedure For Evaluation

The case for recognition of a faculty shall be evaluated by a Committee consisting of:

- i. Chairperson (To be nominated by Vice Chancellor)
- ii. Dean Academic (UG & PG both), Member
- iii. Head of the concerned department, Member
- iv. Head of the department in which the applicant has taught at least one theory/laboratory course (if that happens to be different from the parent department), Member
- v. Registrar, Secretary

In addition to the information submitted by the faculty, the Committee shall be provided the following documents.

1. Student's feedback (to be given by Controller of Examination)
2. Feedback from Head of the department(s)
3. Students end semester performance in the courses taught by the teacher (to be given Controller of Examination)
4. Feedback from the Chairpersons of various committees/activities to which the faculty has claimed to be contributed (to be provided by the Registrar). In case of Chairman, feedback will be provided by his/her supervisor.

8/c

Committee may invite the concerned faculty for clarification/additional information, if any. The committee shall evaluate the faculty on the 12 points criteria as listed below:

1. Quality of course plan and co-ordination activities.
2. Students' attendance and its record maintenance in theory & laboratory courses taught.
3. Quality of assignments/ tutorial tests/ quiz sheets; evaluation and remedial actions taken.
4. Quality of Mid Semester/ End Semester question papers; evaluation and remedial actions taken.
5. Attending to the student's subject difficulties during the special slot(s) specified by the faculty in the time table.
6. Preparation of lab manuals; new experiment addition; incorporating advance and allied topics in class room teaching; introduction of innovative techniques/ideas, and use of modern gadgets in teaching.
7. Student's performance in the end semester examination.
8. Student's feedback.
9. Head of department's feedback.
10. Feedback from the Chairmen of the various Committees/activities.
11. Research and other academic contributions.
12. Linkage of teaching with world of practice.

For every point, applicant shall be graded by the Committee as 'A' (Excellent)/ 'B' (Very Good)/ 'C' (Good)/ 'D' (Satisfactory). For recognition of excellence in teaching, applicant shall require minimum 10 'A' grades, and no 'D' grade.

Committee shall submit its recommendations on the prescribed performa (see Annexure) to the Vice Chancellor whose decision will be final.

Faculty recognized for 'Excellence in Teaching' shall be honoured with a cash award of Rs. 50,000/- (Fifty thousand only) along with a citation and shawl. The award shall be given to at the most 5% of the faculty strength in place as on 1<sup>st</sup> January of the Assessment Period.

## ANNEXURE

### Performa for Recognition of Excellence in Teaching

#### A. Personal information (To be filled by the Faculty)

1. Name:
2. Designation and Department:
3. Date of joining DTU & Nature of Appointment:
4. Male/Female
5. Courses Taught:



Odd Sem:

Branch & Semester	Code	UG/PG	Theory/Lab
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

Even Sem:

Branch & semester	Code	UG/PG	Theory/Lab
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

B. Course wise Information (To be filled by the Faculty)

(To be filled for each course separately)

I. THEORY:

Branch & Sem:	Subject Name	Code	UG/PG
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1. Detailed Course Plan & Coordination activities

2. Details of student's Attendance record

Class/Group size:

Number of scheduled lectures:

Number of lectures actually held:

Number of students having attendance:

( $\geq 75\%$ ) -----

(60%-75%) -----

(50%-60%) -----

(< 50%) -----

3. Copies of Assignments/Tutorial tests/Quiz sheets given in the class with at least-

i. Three best attempted assignments/tutorial/Quiz; and

ii. Three poorly attempted assignments/tutorial/Quiz

Also indicate the action/remedial steps taken.

4. Question papers of mid semester and end semester with five best and five poorly attempted answer books, along with solution set and marking scheme.

5. Time table for one hour slot specified to sort out student's difficulties and related record.

6. Record of weak and outstanding students on the basis of class and mid semester examination performance and steps taken for each category.

7. Schedule for submitting question papers, performing exam duties, evaluating answer books, showing mid and end semester answer books to the students and submitting the final awards.

## II LABORATORY/WORKSHOP

Branch & Semester:                      Subject Name                      Code                      UG/PG

1. List of Experiments
2. Details of Coordination/new experiments added
3. Details of students attendance record

Batch size:

Number of scheduled lab classes:

Number of lab classes actually held:

Number of students having attendance

( $\geq 75\%$ ) -----

(61%-75%) -----

(50%-60%) -----

(< 50%) -----

4. Student's laboratory records files with at least three best maintained practical record files and three poorly maintained.
5. Sample viva/Quiz questions related to experiments listed/workshop.
6. Action taken on the bases of student's performance in lab classes.

### C. Other Information (To be filled by the Faculty)

1. Participation/Contribution in departmental/University activities in capacity of Chairman/team member
2. Write-up in about 250 words giving information about research activities; academic contributions; any innovative idea/ technique introduced; specifically elaborating linkage of teaching with world of practice.

Date:

Signature

Name of the Faculty:

Assessment Period:

1] Accomplishment of planned work	
2] Quality of output	
3] Conduct	
4] Regularity and Punctuality in taking classes	
5] Trustworthiness	
6] Performance of duties	
7] General assessment(specifically as teacher and related to other academic activities)	

Signature:

Name:

Department:

**E. Evaluation Performa (To be filled by the Committee)**

Name of the Faculty:

Designation & Department:

Assessment Period:

Courses Taught:

(i) Odd Semester:

Branch & Subject	Code	UG/PG	Theory/Lab
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

(ii) Even semester:

Branch & Subject	Code	UG/PG	Theory/Lab
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

	Criterion	Grade
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total number of Grades obtained

A:

B:

C:

D:

Recommended/Not recommended