

PROCEEDINGS OF THE COMMISSIONER OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH:: HYDERABAD

**Present : M.V.SATYANARAYANA, I.A.S.,**

**Rc.No.S.Ship.1/4545/2013**

**Dated : 22.07.2015**

- Sub: Intermediate Education – State Awards of Junior College Teachers for the year 2015 – Proposals for the approval of awardees – submitted – Regarding.
- Ref: 1. G.O.Rt.No.95, Education (UE-I) Department, dated 13.07.1991.  
2. G.O.Rt.No.638, Higher Education ( JE.1) Department, dated 28.08.2002.  
3. G.O.Rt.No.673, Higher Education ( I.E.-1) Department, dated 03.09.2010.  
4. G.O.Rt.No.2329 Finance (EBS-IV-SE-HE) Department, Dated: 16/08/2014.  
5. G.O.Rt.No.331 Higher Education (I.E) Department, Dated: 23/08/2014.

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The Principals of Government /Private Aided Junior Colleges in the State are informed that the Government of Andhra Pradesh have been giving State Awards to meritorious teachers working in the Government and Private Aided Junior Colleges in the State every year on 5<sup>th</sup> September (Teachers Day). The awards carries a Gold Medal, Certificate and a cash ward of Rs. 3,000/-. Teachers, pertaining to both General and Vocational courses, should be selected on the basis of the following criteria prescribed by the Government.

**(1) Eligibility Criteria:**

- (a) A teacher should have put in a minimum service of 10 years
- (b) He/ She must be engaged in active teaching work on the date of recommendation. However, teachers who have retired during the previous 12 months shall also be considered.
- (c) A teacher who is a recipient of the State Award earlier need not apply.
- (d) Teachers who retired during the previous academic year are also eligible.

**(2) Judging Criteria:**

- (a) 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 audio-visual aids.
- (b) Research contributions, publications, books etc.
- (c) Profession recognition awards etc.
- (d) Involvement in student welfare activities, extension consultancy and other co and extracurricular activities
- (e) Honesty, integrity, conduct and character and ability to get along well with colleagues, students and others.

**3) Schedule:**

The Schedule for submission and processing of proposals is as follows:-

- (a) Last date for submission of Bio-Data in the prescribed proforma in respect of Principal to DVEO concerned is **29-7-2015**. The District Vocational

Education Officer in turn will submit the proposal to RJDIE by **31-07-2015**.

- (b) Last date for submission of the Bio-Data along with self-assessment in the prescribed proforma in respect of Junior Lecturers to the DVEO is dt. **29-07-2015**. The DVEO in turn will submit the proposals of Junior Lecturers to the RJDIE concerned by **31-07-2015**
- (c) Last date for submission of the proposals (both teachers and Principals) duly recommended by the Regional Joint Commissioner of Intermediate Education to the Commissioner of Intermediate Education, A.P., Hyderabad by **05-08-2015**.

(4) **Procedure:**

- (a) The Principals of all Government and Private Aided Junior Colleges in the State are requested to circulate the copy of these proceedings among all the teachers working in their respective College under proper acknowledgement and prepare proposals in the prescribed proforma. These will be verified by the Officers from Office of the Commissioner of Intermediate Education / Regional Joint Commissioner of Intermediate Education on their visit to the College.
- (b) It is possible that highly deserving teachers may not be coming forward to submit proposals on their own. It is the responsibility of the Principals to identify good teachers, and give them confidential notes to submit their Bio-Data and Self-assessment in the proforma within the stipulated date for considering their names also the State Awards.
- (c) The Junior College Teachers who are would like to be considered for the State award for the 2015 should send their Bio-Data in the Proforma (Copy enclosed) they should also fill the assessment roll (self appraisal) in the Proforma (copy enclosed) used in **BLUE INK** along with necessary details in support of their performance as noted by them in the Bio-Data.
- (d) The proposals received from the Principals with the stipulated time should be scrutinized by a "three members committee" constituted by the Regional Joint Director. The following is the criteria.
  - (i) The Committee should carefully to thorough each item in the assessment role of the teacher and screen the proposals in a very objective manner and should be guided by academic record available.
  - (ii) Care should be taken to recommend only deserving teachers with good record of academic performance in terms of teaching results, general attendance of the students to their classes, regularity and commitment besides other criteria
  - (iii) The names of the teachers who have been awarded punishment or against whom charges are pending should not be recommended.
  - (iv) Those who are absenting themselves from the Institution on account of other pre-occupations should not be recommended.
  - (e) After the scrutiny, the Committee should submit the proposals.
  - (i) Assessment made by the Principals should be strictly confidential and corrections if any should be attested.
  - (ii) The Principal should carefully go through each item in the assessment role and mark the rating in an every objective manner guided by his/her personal observations and the academic records available.

- (f) The Regional Joint Commissioner of Intermediate Education should record his/her assessment with due care.
- (g) As regards, Principals who are to be considered, the Regional Joint Directors should record their observations on each individual.

The Principals are requested to evince personal attention and submit the proposals to the concerned Regional Joint Commissioner of Intermediate Education following the above instructions scrupulously.

The receipt of these proceedings may be acknowledged.

Sd/- M V SATYANARAYANA,  
COMMISSIONER OF INTERMEDIATE EDUCATION

Encl: Annexure – I & II

To

The Principals of all Government and Private Aided Junior Colleges in the State

Copy to all the RJDIEs & DVEO's in the State

Copy to Professor, SIVE, O/o DIE, AP, HYD for further necessary action

Copy to Commissioner's Peshi

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**GOVERNMENT OF ANDHRA PRADESH**  
**STATE AWARDS TO JUNIOR COLLEGE LECTURERS/ PRINCIPALS**  
**PROFORMA FOR JUNIOR COLLEGE LECTURERS**

**ANNEXURE – I**

1.	Name (in Block Letters)	:	
2.	Designation	:	
3.	College in which working	:	
4.	Date of Birth	:	
5.	Educational Qualifications	:	Class/Division, University year of passing
	Degree	:	
	P.G.	:	
	M.Phil.	:	
	Others (Specify)	:	
6.	Whether any merit awards were received for the dissertation/these. If so furnish details	:	
7.	Date of 1 <sup>st</sup> Appointment & Cadre	:	
8.	Service in different cadres as on 1 <sup>st</sup> Sept of the year of award	:	SERVICE Cadre      Years      Months Days
			Teachers:
			Jr. Lecturers:
			Other Service:
			Principal:
			Total:
9.	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 conferences Guest Lecturer attended or organized at college level (Enclosed details)	:	
13.	No. of books published (enclosed details) other than Ph.D Theses books	:	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 (enclosed 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		STUDENTS	PAPERS	NO. of Students Appeared	Passed	% of Passes	No. of I/II Classes
(1)		(2)	(3)	(4)	(5)	(6)	(7)
17.	Contribution to Organization cadres regular conduct of co-curricular activities such as			:			
	a) Liberty activities – Quiz			:			
	b) General Arts			:			
	c) General Talent Promotion			:			
	d) Educational carrier guidance			:			
	e) Student counseling			:			
18.	Extra-Curricular Activities						
	a) Whether acted as NSS Officer, If so, the period, number of Spl. Camps held with awards received etc., (enclosed a brief note with details)			:			
	b) Whether acted as NCC Officer, if so, the period and cadre and number of camps organized with awards received if any.			:			
	c) Whether associated with youth festivals National Literacy programme etc.,			:			
19.	Contribution to remedial coaching			:			
20.	Contribution to college development (enclosed 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 where ever it is possible.

**SIGNATURE OF THE DVEO**

## **ANNEXURE-II**

### **GOVERNMENT OF ANDHRA PRADESH** **STATE AWARDS TO JUNIOR COLLEGE LECTURERS / PRINCIPALS ASSESSMENT** **ROLL**

1	Name (in Block Letters)	:	
2	Designation	:	
3.	Mobile Number	:	
4	College in which working	:	

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

<b>1. LOW</b>	<b>2. AVERAGE</b>	<b>3. GOOD</b>	<b>4. VERY GOOD</b>	<b>5. EXCEPTIONAL</b>
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Lecturer and Principal who are deserving /willing to be considered for the State Awards should fill this form using BLUE INK and submit the same along with BIO-DATA to the Principal / Regional Joint Commissioner of Intermediate Education Concerned.

Principal 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 RJDIE's in this form used RED INK.

The Lecturers / Principals are requested to go through the entire characteristic 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.

<b>Sl. No.</b>	<b>CHARACTERSTIC</b>	<b>RATING</b>
1	Knowledge of the subject including recent developments in the Subject	1,2,3,4,5,
2	Knowledge of related areas /disciplines and General Awareness	1,2,3,4,5,
3	Aptitude for research and development	1,2,3,4,5,
4	Innovations in teaching methods and teaching	1,2,3,4,5,
5	Contribution to curriculum development and Educational reforms	1,2,3,4,5,
6	Over all enthusiasm to attain professional growth and excellence	1,2,3,4,5,
<b>II <u>TEACHING ABILITY AND PERFORMANCE:</u></b>		
<b>A. <u>COMMUNICATION SKILLS:</u></b>		
7	Commend over language/ medium of instruction	1,2,3,4,5,
8	Clarify of expression including diction/modulation or voice and use of body language	1,2,3,4,5,
<b>B. <u>PLANNING &amp; PREPARATION:</u></b>		
9	Academic planning for the year with provision for instruction, test, revision and remedial coaching etc.,	1,2,3,4,5,
10	Preparation for instruction including preparation of teaching notes, instructional and reading material teaching notes, instructional and reading material.	1,2,3,4,5,
<b><u>CLASS ROOM INSTRUCTION:</u></b>		
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 feedback 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 to his/her classes	1,2,3,4,5,
18	General in terms of results of the University Examinations.	1,2,3,4,5,
	<b><u>REMEDIAL COACHING:</u></b>	
19	Interest in identifying and guiding the academically backward students by remedial coaching etc.,	1,2,3,4,5,
III	<b><u>CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES AND STUDENT WELFARE.</u></b>	
20.	Contribution to the regular conduct of Co-curricular activities like Seminars/Debate/Quiz/Competitions etc.	1,2,3,4,5,
21	Contribution to organization of extracurricular activities like NCC/NSS etc.,	1,2,3,4,5,
22	Interest shown in the general welfare of the students and contribution towards educational carrier guidance and students counseling.	1,2,3,4,5,
IV.	<b><u>GENERAL DISCIPLINE:</u></b>	1,2,3,4,5,
23	Ability to get along with the students and staff	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	<b><u>COLLEGE DEVELOPMENT:</u></b>	
25	Report with the voluntary social organizations 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,
VI	<b><u>ADMINISTRATIVE ASSISTANCE:</u></b>	
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	<b><u>GENERAL</u></b>	
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 DVEO  
(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 DULY DESERVING/DESERVING/  
NOT DESERVING

**REMARKS AND SPECIFIC RECOMMENDATION:**

Of the Regional Joint Commissioner of Intermediate Education/  
Vice Chancellor in the case of University Teachers

**SIGNATURE OF THE RJDIE**