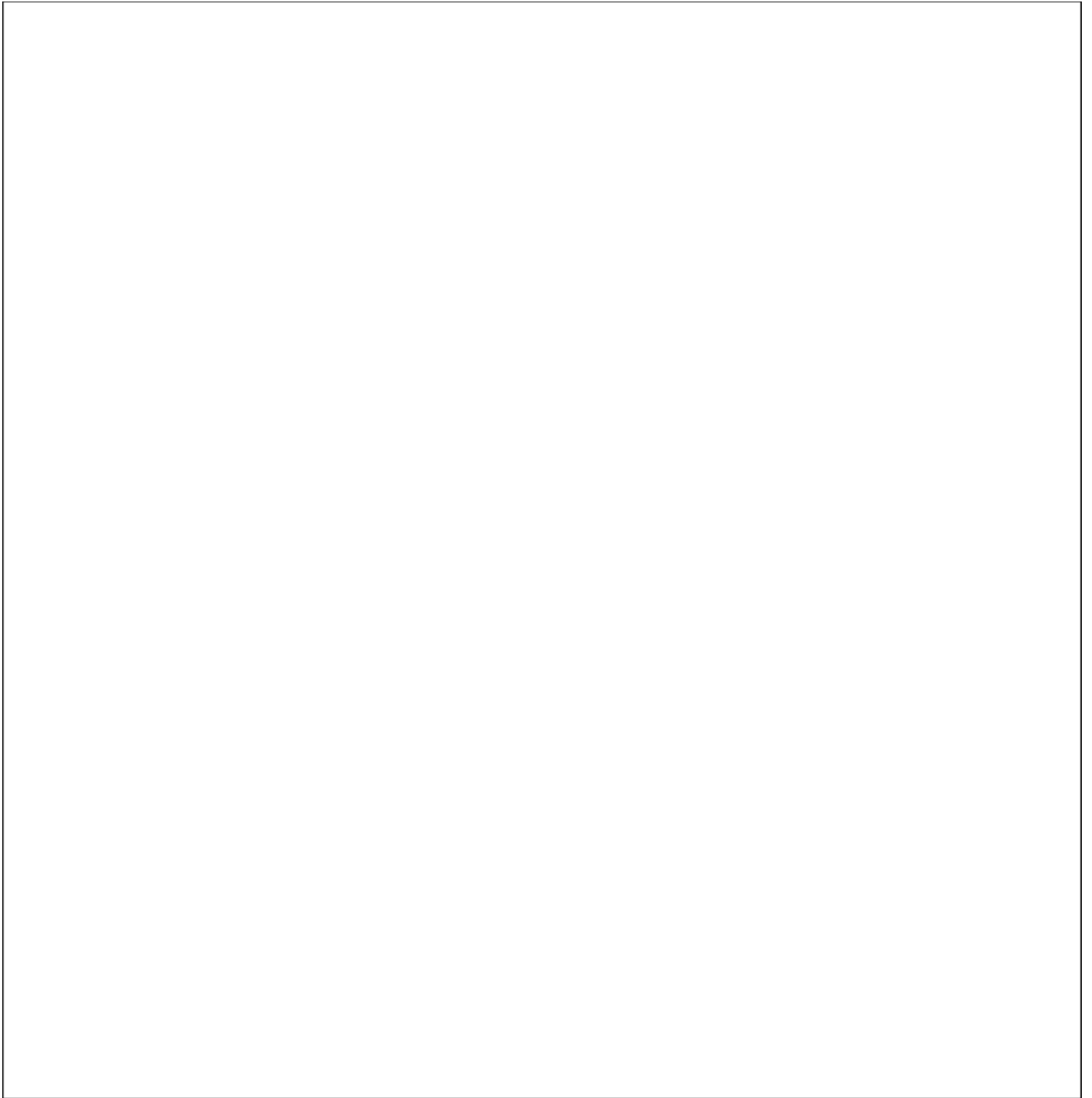


**ISTE TS SECTION AWARD FOR BEST POLYTECHNIC TEACHER**



# **INSTRUCTIONS**

## **FOR FILLING UP INSTRUMENT OF ASSESSMENT /QUESTIONNAIRE**

1. THE Instrument is to be filled up and signed by the Head of the institution. The questionnaire is to be filled up by the applicant.
2. SIX major activities of a teacher are listed in Column 1 in the instrument. The total proposed weightage points for each is indicated in Column 3.
3. UNDER the major activities, sub-activities are listed and the proposed weightage for each is indicated in Column 3. It may happen that depending on the academic programmes, priorities, location and facilities of the institute as well as the work plan allotted to a teacher, some of the sub-activities are not relevant or applicable to him/her. In such a case, the proposed weightage shown in Column 3 for that sub-activity may be distributed among one or more of the other sub-activities of the concerned main activity. The weightages thus readjusted may be indicated in Column 4.
4. GIVE a brief description of or comment on the contribution of the nominee against each sub-activity in Column 2. This will considerably help the Awards Committee in deciding the winner of the award.
5. AGAINST each relevant sub-activity, indicate the weightage given to the nominee in Column 5.
6. PROPER justification should be indicated in Column 2, whenever a nominee is given FULL weightage for any sub activity.
7. DO NOT use fractions of less than half to indicate weightage in Column 5.
8. DO NOT forget to sign the instrument with date and put the office seal.
9. The questionnaire should indicate your major contributions and qualities as a teacher.

**PLEASE SEND THE NOMINATIONS BEFORE THE LAST DATE**

# BEAT POLYTECHNIC TEACHER AWARD FOR THE YEAR

## INSTRUMENT OF ASSESSMENT

(To be filled up by the Head of institution)

ACTIVITY (1)	DESCRIPTION OF/COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	PROPOSED WEIGHTAGE (POINTS) (3)	READJUSTED WEIGHTAGE (POINTS) (4)	WEIGHTAGE GIVEN TO NOMINEE (5)
<b>1.0 INSTUCTION AND ASSESSMENT</b> <b>1.1 Class room instruction</b> including planning, presentation, student participation, media used, methods adopted, management of class and guided learning.		<b>20</b>		
<b>1.2 laboratory instruction</b> including organizing laboratory work, guidance during conduct and writing of laboratory reports and management of laboratory classes		<b>8</b>		
<b>1.3 Guiding student project</b> including selection of projects, formulation of objectives of the projects, procurement of material required, continuous guidance and report finalization.		<b>5</b>		
<b>1.4 Students assessment</b> involving regularity in conduction tests and giving assignments, participation in examination work, quality and standards of tests, range and distribution of awards, innovation in assessment, promptness in evaluation and providing feedback information to students on their deficiencies.		<b>7</b>		
	<b>Total weightage for 1</b>	<b>40</b>	<b>40</b>	

ACTIVITY (1)	DESCRIPTION OF/COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	PROPOSED WEIGHTAGE (POINTS) (3)	READJUSTED WEIGHTAGE (POINTS) (4)	WEIGHTAGE GIVEN TO NOMINEE (5)
<b>2.0 DEVELOPMENT OF LEARNING RESOURCES INCLUDING CURRICULUM PLANNING</b>  <b>2.1 Curriculum development</b> involving planning of new programs, preparation of syllabi for new courses, preparation of question banks and conduct of case studies		<b>5</b>		
<b>2.2 Development of learning resources</b> involving preparation of instructional aids like charts, models, transparencies, slides, etc., preparation of handouts, preparation of laboratory instruction, manuals, wiring of books and monograms.		<b>5</b>		
<b>2.3 Laboratory development</b> involving planning of a new laboratory or expansion of an existing laboratory formulation of schemes for modernization of laboratory, procurement/fabrication and installation of equipment, design and installation of new experimental setups, modification of existing experimental set-up and repair and upkeep of laboratory infrastructural facilities.		<b>5</b>		
	<b>Total weightage for 2</b>	<b>15</b>	<b>15</b>	
<b>3.0 SELF-DEVELOPMENT THROUGH CONSULTANCY, INTERACTION WITH INDUSTRY, RESEARCH, CONTINUING EDUCATION PROGRAMES AND EXTENSION SERVICES</b>  <b>3.1 interaction with industry</b> involving working in industry, consultancy projects, sponsored research, continuing education programmes for industrial personnel and providing technical and extension services.		<b>4</b>		
<b>3.2 Research and guidance</b> involving relevance of the research,		<b>4</b>		

publication and patents				
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<b>ACTIVITY (1)</b>	<b>DESCRIPTION OF/ COMMENT ON THE ACTIVITY OF THE NOMINEE (2)</b>	<b>Proposed weightage (points) (3)</b>	<b>Readjusted weightage (points) (4)</b>	<b>Weightage given to Nominee (5)</b>
<b>3.3 Contribution to professional growth</b> by participating in continuing education programmes, national and international seminars and conferences and activities of professional societies.		4		
<b>3.4 Professional standing</b> established through membership in State and National committees and bodies of professional societies, awards and honours received, etc.,		3		
	<b>Total Weightage for 3</b>	15	15	
<b>4.0 STUDENT SERVICES</b>		4		
<b>4.1 Management of Hostels</b>				
<b>4.2 Organization of student co-curricular</b> activities like sports, games, cultural activities, N.C.C., N.S.S., etc.,		3		
<b>4.3 Participation</b> in student counseling career guidance, remedial assistance to academically weak students, guidance and assistance to students appearing at competitive examinations, entrepreneurship development programmes, etc.,		3		
	<b>Total Weightage for 4</b>	10	10	
<b>5.0 PLANNING AND ADMINISTRATION</b>		3		
<b>5.1 Internal administration</b> involving contribution to the efficient functioning of laboratories, stores, library and other facilities, procurement of equipment and stores, administration of students, etc.				
<b>5.2 Development planning,</b> resource mobilization and implementation of development schemes.		3		

ACTIVITY (1)	DESCRIPTION OF/ COMMENT ON THE ACTIVITY OF THE NOMINEE (2)	Proposed weightage (points) (3)	Readjusted weightage (points) (4)	Weightage given to Nominee (5)
<b>5.3 Public relations and interaction</b> with parents, alumni, social and cultural organizations, sister institutions, press and local administration.		<b>3</b>		
<b>5.4 Participation in policy planning</b> At State and National levels and contribution to the activities of professional bodies.		<b>3</b>		
	<b>Total Weightage for 5</b>	<b>12</b>	<b>12</b>	
<b>6.0 PROFESSIONAL ETHICS</b> <b>6.1 Professional ethics and attitudes,</b> like appreciation of the institutional goals and objectives, commitment, readiness to accept responsibility, dependability, ability to participate in group activity, etc.		<b>8</b>		
	<b>Total Weightage for 6</b>	<b>8</b>	<b>8</b>	
<b>Grand total of Weightage</b>		<b>100</b>	<b>100</b>	

Name of Nominee :

Designation :

Official Address of Nominee :  
(win pin code)

Total Experience (in years) of Nominee : Teaching: Research: Industry:

Workload (in hours) per week of Nominee : Theory: Practical:

I recommend.....as a candidate for the Best Polytechnic Award for  
this year.

Signature:

Date :

Name & Address of  
Head of Institution

(Office Seal)

## BEST POLYTECHNIC TEACHER AWARD

(To be filled up and signed by the nominee)

1. List 3 specific contributions made by you to improve the teacher-learning process in your Polytechnic.

- 1.
- 2.
- 3.

II. List 3 specific contributions made by you in your college in enhancing research, consultancy and industry institute interaction activities and generating additional funds.

- 1.
- 2.
- 3.

III. List 3 of your major strengths and capabilities as a teacher.

- 1.
- 2.
- 3.

Place:

Signature:

Date:

Name & Designation:

(To be returned along with the instrument of Assessment)