

**BEST POLYTECHNIC TEACHER AWARD**  
(A State Level Award Instituted by State Governments of  
Andhra Pradesh, Assam, Bihar, Karnataka, Kerala, M.P., Maharashtra, Punjab and U.P.)

**NOMINATIONS INVITED**

Nominations are invited from all Polytechnics and other diploma awarding technical institutions in the State, which are approved by the Board of Technical Education of the State, for the Best Polytechnic Teacher Award of this year. There may be an outstanding teacher in your institute who is dedicated and motivated and deserves recognition and encouragement. It will be very much appreciated if you will kindly nominate him/her for the Best Polytechnic Teacher Award.

**ELIGIBILITY FOR NOMINATION**

Those who are presently working as full-time teachers and heads of departments/ sections in the concerned polytechnic. Only one teacher will get the award from a State in a year. Heads of institutions are not eligible for the nomination.

**DETAILS OF AWARD**

- A Cash Prize of Rs. 3000
- Brass/Copper Medallion
- Certificate

Awards will be announced in the Annual Convention of ISTE to be held in December this year. Awards will be presented to the winners at a grand ceremony arranged during the inauguration of the ISTE Convention of the year.

**HOW TO SEND NOMINATIONS?**

An Instrument of Assessment is enclosed with this. Kindly read the instruction given overleaf, fill up the instrument carefully and send it to the ISTE so as to reach before the last date indicated at the bottom.

**ADDRESS FOR SENDING NOMINATIONS**

The Executive Secretary  
Indian Society for Technical Education,  
Shaheed Jeeb Singh Marg,  
New Delhi - 110 016

**YEAR OF AWARD**

Last Date for receipt of Nominations : 31st October



INDIAN SOCIETY FOR  
TECHNICAL EDUCATION  
New Delhi - 110 016

AN ISTE AWARD  
FOR  
POLYTECHNIC TEACHERS

## **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**



# BEST POLYTECHNIC TEACHER AWARD for the year

**AN ISTE AWARD  
FOR  
POLYTECHNIC TEACHERS**

## **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)
1.0 INSTRUCTION AND ASSESSMENT				
1.1 Class room instruction including planning, presentation, student participation, media used, methods adopted, management of class and guided learning.		20		
1.2 Laboratory instruction including organising laboratory work, guidance during conduct and writing of laboratory reports and management of laboratory classes.		8		
1.3 Guiding student project including selection of projects, formulation of objectives of the projects, procurement of material required, continuous guidance and report finalisation.		5		
1.4 Students assessment involving regularity in conducting 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.		7		
	<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 programmes, preparation of syllabi for new courses, preparation of question banks and conduct of case studies.		5		
<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.		5		
<b>2.3 Laboratory development</b> involving planning of a new laboratory or expansion of an existing laboratory, formulation of schemes for modernisation 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.		5		
	<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.		4		
<b>3.2 Research and guidance</b> involving relevance of the research, publication and patents.		4		

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)
3.3 <b>Contribution to professional growth</b> by participating in continuing education programmes, national and international seminars and conferences and activities of professional societies.		4		
3.4 <b>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>		<b>15</b>	<b>15</b>	
4.0 STUDENT SERVICES				
4.1 <b>Management of Hostels</b>		4		
4.2 <b>Organisation of student co-curricular activities</b> like sports, games, cultural activities, N.C.C., N.S.S., etc.		3		
4.3 <b>Participation in student counselling, career guidance, remedial assistance to academically weak students, guidance and assistance to students appearing at competitive examinations, entrepreneurship development programmes, etc.</b>		3		
<b>Total weightage for 4</b>		<b>10</b>	<b>10</b>	
5.0 PLANNING AND ADMINISTRATION				
5.1 <b>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.		3		
5.2 <b>Developmental planning</b> , resource mobilisation 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)
5.3 Public relations and interaction with parents, alumni, social and cultural organisations, sister institutions, press and local administration		3		
5.4 Participation in policy planning at State and National levels and contribution to the activities of professional bodies.		3		
	<b>Total weightage for 5</b>	<b>12</b>	<b>12</b>	
6.0 PROFESSIONAL ETHICS				
6.1 Professional ethics and attitudes, like appreciation of the institutional goals and objectives, commitment, readiness to accept responsibility, dependability, ability to participate in group activity, etc.		8		
	<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  
(with pin code) \_\_\_\_\_

Total Experience (in years) of Nominee \_\_\_\_\_

Teaching : \_\_\_\_\_

Research : \_\_\_\_\_

Industry \_\_\_\_\_

Workload (in hours) per week of Nominee  
(present or previous semester/year) \_\_\_\_\_

Theory : \_\_\_\_\_

Practical : \_\_\_\_\_

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

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Name & Address of  
Head of Institution

(Office Seal)

# BEST POLYTECHNIC TEACHER AWARD , FOR VARIOUS STATES

## QUESTIONNAIRE

(To be filled up and signed by the nominee)

- I. 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 alongwith the Instrument of Assessment)