

**GOVERNMENT OF ANDHRA PRADESH
TECHNICAL EDUCATION**

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH : : MANGALAGIRI**

Cir.Memo.No.H/4897/2025,

Date: 25.07.2025

Sub: Technical Education - Academics - Best Teacher Awards 2025 for the faculty working in Government Polytechnics - Academic year 2025-26 - Regarding.

- Ref:
1. G.O.Ms.No. 95, Higher Education(UE)Dept, Dt:13.03.1991
 2. Govt.Memo.No.1678/IE.2/99-4,H.E.(IE.2)Dept, Dt:04.09.1999
 3. G.O.Ms.No.41, Higher Education (UE) Dept, Dt:05.08.2014
 4. G.O.Rt. No.417, Higher Education (TE.A1) Dept, Dt: 24.08.2018
 5. G.O.Ms.No.28, Higher Education (TE) Dept, Dt:31.08.2018
 6. Minutes of the meeting held on 18.07.2025.
 7. Approved By DTE e-office no: 2512954 on 25.07.2025

It is proposed to honour faculty members of Government Polytechnics with the "**Best Teacher Awards 2025**", with the objective of encouraging the teaching fraternity to rededicate themselves to the noble cause of education. The awards shall be conferred on **5th September 2025 (Teachers' Day)**, in a function commemorating the birth anniversary of **Dr. Sarvepalli Radhakrishnan**, an eminent teacher and former Hon'ble President of India.

In this regard, nominations are invited, in accordance with reference 5th cited, for Best Teacher Awards, from the Principals in respect of Lecturers, Senior Lecturers, and Heads of Section, and from the Regional Joint Directors in respect of Principals.

Best Teacher Awards details

Best Teacher Award proposed		Zone Wise
A.	Lecturers (each Zone 2 Awards)	8
B.	Sr. Lecturers (each Zone 1 Award)	4
C.	Head of sections (each Region 1 Award)	2
D.	Principals (each Region 1 Award)	2
Total Awards		16

Note: No faculty member shall be eligible to receive the Best Teacher Award more than once during their service. Faculty who have already received the award shall not apply.

Basic Guidelines

I. Eligibility Criteria: -

Lecturers/Sr. Lecturers:

- a. Minimum **5 years of service as Lecturer** and **3 years as Senior Lecturer** as on **31.07.2025**.
- b. Must be actively engaged in teaching on the date of recommendation.
- c. Commitment to academic excellence, effective classroom engagement, and comprehensive course delivery.
- d. As such, he/she should consistently procure minimum results (as per S.No. 4 of Annexure I), as applicable, for the last three academic years.
- e. The teachers who have been awarded punishments or against whom allegations/charges are pending shall **not** be recommended.

Head of Sections:

- a. Minimum **3 years** of service as Head of Section as on **31.07.2025**.
- b. Must be actively engaged in teaching on the date of recommendation.
- c. Commitment and excellence in academic work and class room teaching, coverage of course content, regularity, and effectiveness of teaching
- d. As such, he/she should consistently procure minimum results (as per S.No. 4 of Annexure II), as applicable, for the subjects taught during last three academic years.
- e. The Head of section who have been awarded punishments or against whom allegations/charges are pending shall **not** be recommended.

Principals:

- a. Minimum **3 years** of service as Principal as on **31.07.2025**.
- b. Should practice a democratic and participatory style of governance, ensuring active involvement of all stakeholders in institutional development.
- c. Should provide a holistic and enabling environment of study to students hailing from diverse backgrounds and demographics.

II. Judging Criteria

- a. Excellence in academic work, teaching effectiveness, and course content delivery.
- b. Research output, publications, and authorship of books.
- c. Professional recognition, awards, and honours.
- d. Engagement in student welfare, consultancy, and co-/extra-curricular activities.
- e. Personal integrity, professional ethics, and ability to maintain

harmonious relations with colleagues, students, and stakeholders.

III. Procedure:

- a. Assessment Period means the duration from **June** of the preceding academic year to **July** of the current academic year. Unless otherwise specified in this notification, all parameters listed under S. No. 4, 5, 6, and 7 of Annexures I, II, and III shall be evaluated strictly based on the assessment period.
- b. All nominations for the Best Teacher Awards, in the categories of Lecturer, Senior Lecturer, Head of Section, and Principal, shall be submitted in the prescribed application format enclosed.
- c. The Principals shall bestow their personal attention to the matter and ensure submission of copies of material evidence, as prescribed in the **revised annexures** enclosed herewith, to the concerned Regional Joint Directors of Technical Education, duly complying with the instructions set forth herein in a scrupulous manner.
- d. No nomination shall be considered unless it is submitted in the duly filled-in prescribed formats, along with all requisite evidence as specified in the Annexures, and the necessary recommendations.
- e. The Regional Level Scrutiny Committees (RLSC) shall convene meetings separately for each region for evaluation of applications received under the categories of Lecturer, Senior Lecturer, and Head of Sections, in accordance with the prescribed assessment parameters and weightage structure as per revised Annexures I, II, and III attached hereto.
- f. A list of shortlisted faculty members in the 1:3 ratio for each award category, along with the following documentation, shall be submitted to the State Level Scrutiny Committee.
 - i. Peer Feedbacks (sealed)
 - ii. Appraisal Form (from Head of Section and Principal, as applicable)
 - iii. Application and supporting documents
 - iv. Evaluation sheet (prepared at regional level)

Note: Peer Feedback shall be obtained from a minimum of 70% of the teaching faculty of the respective Polytechnic for each shortlisted candidate (in the 1:3 ratio), as communicated by the respective Regional Joint Director. The feedback shall be collected in sealed covers, duly signed across the envelope flap by the respective peers as a mark of authenticity. The Principal concerned shall ensure the collection and forward the same to the Regional Joint Director for onward submission to the State Level Scrutiny Committee (SLSC) along with the application dossier.

- g. RLSC shall forward all applications under the Principal category to the SLSC along with the Appraisal Form and recommendations of the RJD
- h. The State Level Scrutiny Committee shall evaluate all applications received from RLSC, along with supporting documents.
- i. SLSC shall review the Peer Feedback and Appraisal Forms. Although no marks are specifically allotted for these, the Committee shall assess the personal conduct and professional traits of each candidate based on feedback received from peers and reporting authorities.
- j. In case of any reported discrepancies or controversies, the Committee is empowered to undertake verification, conduct preliminary enquiry if necessary, and take appropriate decisions, including disqualification of the candidate(s). Any such decision shall be taken with two-thirds (2/3) consensus.
- k. Awards shall be based solely on merit and conduct. The Committee is not obligated to recommend an award in the absence of deserving candidates.

l. Action Plan:

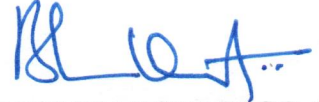
Stage	Activity	Date
1	Submission of application by the Lecturer/ Sr. Lecturer/ Head of Section to the Principal	28-07-2025
2	Last date for submission of teacher nominations, including self-nominations (of Principal), by the Principals to the RJDTes	04-08-2025

3	Meeting of the Selection Committee under the Chairmanship of RJDTE (regional level Scrutiny Committee) (Evaluation of Teacher Nominations for Lecturer, Sr. Lecturer and Head of Section)	By 12-08-2025
4	Last date for submission of the shortlisted Teachers (L, SL, HOD) in 1:3 ratio and Principals nominations by the RJDTEs to the O/o CTE	14-08-2025
5	Meeting of the State Level Scrutiny Committee under the Chairmanship of CTE (Evaluation of nominations received from Regional Scrutiny Committee in all cadres)	19-08-2025
6	Date of Awards Function	05-09-2025

Further, the Principals of all Government Polytechnics and the Regional Joint Directors of Technical Education of AU and SVU regions are hereby directed to take necessary action and ensure strict compliance with the timelines stipulated above for submission of nominations to this office for the Best Teacher Awards 2025.

**SD/-G.GANESH KUMAR
DIRECTOR**

TO,
The Principals of all Government Polytechnics
To The RJD's kakinada & Tirupathi
Copy to the Secretary, SBTET,A.P


DEPUTY DIRECTOR (A)

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Higher Education Dept. - Selection of Best Teacher Awards in the Dept. of Technical Education – Revised guidelines - Orders – Issued.

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HIGHER EDUCATION (TE) DEPARTMENT

G.O.MS.No. 28

Dated: 31-08-2018

Read the following:-

- 1.From the Spl. CTE, AP, Lr.No. EHE02-17024/1/2018-AD-E,H-CTE, Dt.03.08.2018.
- 2.GO.Rt.No.417, HE (TE) Dept., Dt.24.08.2015

O R D E R:

In the reference 1st read above, the Spl. Commissioner of Technical Education, AP has informed that he was constituted a committee to study the incorporation of the new initiatives of the Dept. of Technical Education, AP taken up as per the vision and direction of the Hon'ble Chief Minister. The Committee met on 31.07.2018 at 11.00 AM in the chambers of Commissioner of Technical Education, 1st floor, O/o the Spl. CTE, AP with the 8 members of the staff of Dept. of Technical Education and the Committee has recommended certain issues into the assessment criteria.

2. Government after careful examination of the matter, hereby issue the following guidelines for Selection of best teacher awards in the Dept. of Technical Education:-

- a) The eligibility criteria for Lecturers and Senior Lecturers decreases from 10 years to 5 years as the number of Lecturers and Senior Lecturers with 10 years experience is a meager number.
- b) The number of awards raised from 7 to 16 as the Department of Technical Education is growing with the number of Polytechnics increasing catering to 26 Branches of Engineering Diploma Education. The details of awards in the cadre wise are as follows:-

Sl.No	Cadre	Proposed No. of Awards
1.	Principal	2(Two) - One for each Region
2.	Heads of Sections	2(Two) - One for each Region
3.	Senior Lecturers	4(Four) - One for each Zone
4.	Lecturers	8(Eight) - Two for each Zone

- c) As there are 14 Universities in the State of Andhra Pradesh, Govt. re-constitute the committee with the following members to scrutinize the proposals for giving recommendations to the State Level Committee with partial modification of the orders issued in the reference 2nd cited.

Committee Members :-

• Special Commissioner Technical Education, Andhra Pradesh – Chairman
• 01 University Professor from AU Region.
• 01 University Professor from SVU Region.
• Secretary, SBTET, Andhra Pradesh
Joint Director (Admn.) /Dy.Director (T) O/o of CTE, Andhra Pradesh

- d) The weightage of points for assessment of best teacher awards are shown in annexure I, II and III are appended to this order.

Contd....//2//

5. The Spl. Commissioner of Technical Education, A.P., Vijayawada shall take further action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**ADITYANATH DAS, IAS
SPECIAL CHIEF SECRETARY TO GOVT**

To:

The Spl. Commissioner of Technical Education, A.P., Vijayawada.

The OSD to Hon'ble Minister (HRD)

The P.S. to Special Chief Secretary to Government, Higher Education Dept.

The Secretary, SBTET, Vijayawada.

// FORWARDED :: BY ORDER //

SECTION OFFICER

ANNEXURE - I
GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
ASSESSMENT FOR LECTURER / SENIOR LECTURER

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
1	Educational Qualifications	ME/M.TECH/M.PHARM/M.PHIL	1 Point	3	Original Degree Copy
		Ph.D	1 Points		
		OTHERS (B.TECH.Ed, M.TECH Ed, B.Ed, M.Ed)	1 Point each		
2	Cadre / Designation and Length of Service	1 Point for each Year of service in the cadre to which the individual applies.	1 point for very year of service in applied cadre	10	Relevant pages copy from Service Register
3	Length of Service	Actual Place of Working (Physical Presence) (Preceding 5 Years) Length of service in Polytechnics situated in Tribal areas/GMRs Length of service in a Polytechnic situated in a rural area Length of service in Polytechnics situated in Urban Areas (No point shall be allotted for the period of Study Leave/ Long Leave)	3 points for every 1 year of service in Tribal Area/GMRs 2 points for every one year for service in Polys Rural area 1 point for every 1 year of service in Polys urban area	10	Relevant pages copy from Service Register
4	Contribution to Academics and Professional Growth	Load factor (LF) = (Actual Teaching Load/week)/(Teaching Load/week as per AICTE) (Average of 2 Semesters)	If LF is between 0.5 and 1 (5) 1 and 1.25 (10) 1.26-1.5 (20) 1.56-2 (30) More than 2 (40)	40	Time Tables attested by HoS and Principal

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Proper maintenance of course files for all the courses taught during the assessment period (Refer Appendix I for Course file Index)	5 Point/Semester (Either 0 or 10)	10	Validation Certificate from HoS and Principal
		Industry experts invited during assessment period for the course(s) taught	min 2 Lectures/ Semester - 2.5 points	5	Proceedings as incharge or Liaising officer
		Results (Average % of Course(s) handled by self)		30	Validation Certificate from HoS and Principal
		Urban Area	71% - 80%		
			81% - 90%		
			91% - 100%		
		Rural	61% - 70%		
			71% - 80%		
			81% - 100%		
		Tribal	41% - 60%		
			61% - 70%		
			71% - 100%		
		Research publications in Scopus/Web of science indexed/SCI/ SCIE Indexed journals only	5 Points for each research publication published during the assessment period	10	Copy of Publications (Up to 2 First Pages of each Publication)

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Books published through the State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP), or by reputed and recognized publishing houses (excluding Ph.D. theses)	5 points for each published Book	10	Copy of Authorship
		Articles Published in Department Journal	5 Points for each Articles Published in Department Journal during assessment period	10	Copy of Publications (Up to 2 First Pages of each Publication)
		Training Programmes Attended during assessment period (minimum 1 week training Programmes shall only be considered - FDPs/PDPs/Industrial Training)	2 point for every 1 week training Programme	6	Copy of Certificate
		SWAYAM/ SWAYAM Plus/ NPTEL Courses completed during assessment period (Excluding mandatory 8 MOOCS modules)	4 point for every 4 week course	8	Copy of Certificate
		Establishment of New Laboratories with not less than Rs 5 lakhs per lab from either funding agencies/ CSR initiatives from Organizations/MODROBS /AICTE/ Etc.	5 points for each laboratory established with not less than Rs 5 lakhs	10	Sanction Letter & Validation Certification for established Laboratories from HoS and Principal

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Membership in Recognized Professional Body/bodies like IEI/ISTE/MIE/FIE/ Etc.	1 point for membership in each professional body	3	Membership Copy
		Consultancy to Industry at individual level through the Institution (IRG)	5 points for every Rs 50,000/- generated per annum	5	Validation Certificate from HoS and Principal
5	Students' Support Activities	Contribution to Latest Tech Fest (Guide)	a) 6 points for project that is awarded first at state level b) 5 points for project awarded second at state level c) 4 points for each project awarded third at state level Poly Tech Fest d) 3 points for each project selected for State Level Poly Tech Fest e) 1 point for each project presented at district level Poly Techfest	10	Certificate Copy (Points shall be claimed either at state level or District level)

Sl.No	Item	Description		POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Number of Visits to Industry by students during assessment period (Excluding Industrial Training)		min 2 visits in a year - 5 points	5	One Photo of each Visit and Proceedings of Principal
6	Extra Curricular Activities	NCC Number of students nominated to Delhi Republic Day Parade/National Integration camp (Assessment Period Only)		10 points for each NCC cadet nominated to Delhi Republic Day Parade 2 points for each NCC cadet attended for National Integration camp	10	Participation Certificate
		In-charge as Physical Director		Awards as winners /runners in sports and games events in IPSGM (STATE LEVEL) Winner - 5 points Runner - 3 points Participation - 1 Point/ Team	10	Proceeding of Principal and Certificate Copy of IPSGM
7	Additional Charges	CONTRIBUTION TO DEPARTMENTAL ACTIVITIES DURING ASSESSMENT PERIOD				
		CONTRIBUTION TO DEPARTMENTAL	Student association/Chapter coordinator	1 Point	5	HoS/ Principal's Proceedings

Sl.No	Item	Description		POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		ACTIVITIES DURING ASSESSMENT PERIOD	Placement Coordinator	1 Point		
			Conduct of Student Workshops	1 Point		
			NBA program coordinator	1 Point		
			Maintenance incharge	1 Point		
			Assistance in innovation activities by the students	1 Point		
		CONTRIBUTION TO INSTITUTIONAL LEVEL ACTIVITIES DURING ASSESSMENT PERIOD	Deputy Warden	1 Point	5	
			Library In charge	1 Point		
			In charge PD	1 Point		
			NCC Officer/ CTO	1 Point		
			NSS Program Officer	1 Point		
			Taking classes for Polycet free coaching	1 Point		
			Working on Additional Duty as HoS/OSD	1 Point		
			Skill Hub Incharge	1 Point		
			Taking classes for Polycet free coaching	1 Point		
			AICTE/AISHE etc activity In charge	1 Point		
			Virtual class room/ Video Conference Incharge	1 Point		
8	Awards /State Awards	Any award/s or State Awards received other than State Best Teacher Award	5 point for each Award	10	Award Letter Copy	

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
9	Accreditation	Contribution for getting Accreditation by NBA for the Program (Faculty contribution shall be verified during the NBA assessment years (CAY/ CAY-1/ CAY-2) at the institution)	5 points for accredited course 3 Points for re-accredited Course	5	Accreditation Letter Copy
10	Students' Feedback	Feedback of students in the assessment period for the courses handled	Refer Appendix II for Feedback form	20	Signed consolidated Feedback forms and Abstract in sealed cover
11	Peer Feed Back and Appraisal Form	Contribution to 1. Teaching Learning Process 2. Institutional Development Activity 3. Conduct Evaluation	Confidential report from Peers, HoS, Principal and RJD (Refer Appendix II for Feedback form)	Yes/No	
Maximum Points				250	

ANNEXURE - II
GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
ASSESSMENT FOR HEAD OF SECTION

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
1	Educational Qualifications	Ph.D	1 Points	3	Original Degree Copy
		OTHERS (B.TECH.Ed, M.TECH Ed, B.Ed, M.Ed)	1 Point each		
2	Cadre / Designation and Length of Service	1 Point for each Year of service in the cadre to which the individual applies.	1 point for very year of service in applied cadre	10	Relevant pages copy from Service Register
3	Length of Service	Actual Place of Working (Physical Presence)(Preceding 5 Years) Length of service in Polytechnics situated in Tribal areas/GMRs Length of service in a Polytechnic situated in a rural area Length of service in Polytechnics situated in Urban Areas (No point shall be allotted for the period of Study Leave/ Long Leave)	3 points for every 1 year of service in Tribal Area/GMRs 2 points for every one year for service in Polys Rural area 1 point for every 1 year of service in Polys urban area	10	Relevant pages copy from Service Register
4	Contribution to Academics and Professional Growth	Load factor (LF) = (Actual Teaching Load/week)/(Teaching Load/week as per AICTE)	If LF is between 0.5 and 1 (5) 1 and 1.25 (10) 1.26-1.5 (20) 1.56-2 (30) More than 2 (40)	40	Time Tables self attested and counter signed by the Principal

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Proper maintenance of course files for all the courses taught during the assessment period (Refer Appendix I for Course file Index)	5 Point/Semester (Either 0 or 10)	10	Validation Certificate from Principal
		Industry experts invited during assessment period for the course(s) taught	min 2 Lectures/ Semester - 2.5 points	5	Shall include proceedings as incharge or Liaising officer
		Results (Average % of Course(s) handled by self)		30	Validation Certificate from HoS and Principal
		Urban Area	71% - 80%		
			81% - 90%		
			91% - 100%		
		Rural	61% - 70%		
			71% - 80%		
			81% - 100%		
		Tribal	41% - 60%		
			61% - 70%		
			71% - 100%		
		Research publications in Scopus/Web of science indexed/SCI/ SCIE Indexed journals only	5 Points for each research publication published during the assessment period	10	Copy of Publications (Upto 2 First Pages of each Publication)
		Books published through the State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP), or by reputed and recognized publishing houses (excluding Ph.D. theses)	5 points for each published Book	10	Copy of Authorship

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Articles Published in Department Journal	5 Points for each Articles Published in Department Journal during assessment period	10	Copy of Publications (Upto 2 First Pages of each Publication)
		Training Programmes Attended during assessment period (minimum 1 week training Programmes shall only be considered - FDPs/PDPs/Industrial Training)	2 point for every 1 week training Programme	6	Copy of Certificate
		SWAYAM/ SWAYAM Plus/ NPTEL Courses completed during assessment period (Excluding mandatory 8 MOOCS modules)	4 point for every 4 week course	8	Copy of Certificate
		Establishment of New Laboratories with not less than Rs 5 lakhs per lab from either funding agencies/ CSR initiatives from Organizations/MODROBS /AICTE/ Etc.	5 points for each laboratory established with not less than Rs 5 lakhs	10	Sanction Letter & Validation Certification for established Laboratories from HoS and Principal
		Membership in Recognized Professional Body/bodies like IEI/ISTE/MIE/FIE/ Etc.	1 point for membership in each professional body	3	Membership Copy
		Consultancy to Industry at individual level through the Institution (IRG)	5 points for every Rs 50,000/- generated per annum	5	Validation Certificate from HoS and Principal

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
5	Students' Support Activities	Contribution to Latest Tech Fest (Guide)	a) 6 points for project that is awarded first at state level b) 5 points for project awarded second at state level c) 4 points for each project awarded third at state level Poly Tech Fest d) 3 points for each project selected for State Level Poly Tech Fest e) 1 point for each project presented at district level Poly Techfest	10	Certificate Copy (Points shall be claimed either at state level or District level)
		Number of Industry Expert Lectures for the Branch (Excluding the Course(s) taught by self) during assessment period	Min 5 Lectures in assessment period - 5 points	5	One Photo of each guest Lecture and Proceedings of Principal
		Number of Visits to Industry by students during assessment period	2 visits in a year - 5 points	10	One Photo of each Visit and Proceedings of

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
					Principal
6	Extra Curricular Activities	NCC Number of students nominated to Delhi Republic Day Parade/National Integration camp (Assessment Period Only)	10 points for each NCC cadet nominated to Delhi Republic Day Parade 2 points for each NCC cadet attended for National Integration camp	10	Participation Certificate
7	Administrative Duties	Student Enrolment in Branch		10	List of Students Enrolled and attested by Principal
		Urban Area	90% - 100%		
		Rural	70% - 100%		
		Tribal	50% - 100%		
		Results (Average % of Branch Performance)		30	Validation Certificate from HoS and Principal
		Urban Area	71% - 80%		
			81% - 90%		
			91% - 100%		
		Rural	61% - 70%		
			71% - 80%		
			81% - 100%		
		Tribal	41% - 60%		
			61% - 70%		
			71% - 100%		
		Placements - (No. of Students placed with minimum of		20	List of student

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Rs.18,000/- per month package/ Final Year students On Rolls of the branch)			placements with CTC and Employer with TPO& Principal Signature
		Urban Area	If 50% - 75%	10	
			If 76% - 100%	20	
		Rural	If 50% - 65%	10	
			If 66% - 100%	20	
		Tribal	If 35% - 50	10	
			If 51% - 100%	20	
8	Awards /State Awards	Any award/s or State Awards received other than State Best Teacher Award	5 point for each Award	10	Award Letter Copy
9	Accreditation	Contribution for getting Accreditation by NBA for the Program (Faculty contribution shall be verified during the NBA assessment years (CAY/ CAY-1/ CAY-2) at the institution)	5 points for accredited course 3 Points for re-accredited Course	5	Accreditation Letter Copy
10	Students' Feedback	Feedback of students in the assessment period for the courses handled	Refer Appendix II for Feedback form	20	Signed consolidated Feedback forms and Abstract in sealed cover
11	Appraisal Form	Contribution to 1. Teaching Learning Process 2. Institutional Development Activity 3. Conduct Evaluation	Confidential report from Peers, Principal and RJD (Refer Appendix II for Feedback form)	Yes/No	
Total Points				300	

ANNEXURE - III
GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
ASSESSMENT FOR PRINCIPAL

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
1	Educational Qualifications	Ph.D	1 Points	2	Original Degree Copy
		OTHERS (B.TECH.Ed, M.TECH Ed, B.Ed, M.Ed)	1 Point each		
2	Cadre / Designation and Length of Service	1 Point for each Year of service in the cadre to which the individual applies.	1 point for very year of service in applied cadre	10	Relevant pages copy from Service Register
3	Length of Service	Actual Place of Working (Physical Presence)(Preceding 5 Years) Length of service in Polytechnics situated in Tribal areas/GMRs Length of service in a Polytechnic situated in a rural area Length of service in Polytechnics situated in Urban Areas (No point shall be allotted for the period of Study Leave/ Long Leave)	3 points for every 1 year of service in Tribal Area/GMRs 2 points for every one year for service in Polys Rural area 1 point for every 1 year of service in Polys urban area	10	Relevant pages copy from Service Register
5	Contribution to Academics and Professional Growth	Load factor (LF) = (Actual Teaching Load/week)/(Teaching Load/week as per AICTE)	If LF is between 0.5 and 1 (5) 1 and 1.25 (10) 1.26-1.5 (20) 1.56-2 (30) More than 2	40	Time Tables attested by HoS of concerned program and self

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
			(40)		attestation by the Principal
		Organizing Technical Events (Eg. Technical Fests/ Workshops and Conferences)	5 points for each event	20	Notification, Proceedings and Photos
		Research publications in Scopus/Web of science indexed/SCI/ SCIE Indexed journals only	5 Points for each research publication published during the assessment period	10	Copy of Publications (Up to 2 First Pages of each Publication)
		Books published through the State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP), or by reputed and recognized publishing houses (excluding Ph.D. theses)	5 points for each published Book	10	Copy of Authorship
		Articles Published in Department Journal	5 Points for each Articles Published in Department Journal during assessment period	10	Copy of Publications (Up to 2 First Pages of each Publication)
		Training Programmes Attended during assessment period (minimum 1-week training Programmes shall only be considered -	2 point for every 1-week training Programme	6	Copy of Certificate

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		FDPs/PDPs/Industrial Training)			
		SWAYAM/ SWAYAM Plus/ NPTEL Courses completed during assessment period (Excluding mandatory 8 MOOCS modules)	4 point for every 4 week course	8	Copy of Certificate
		Establishment of New Laboratories with not less than Rs 5 lakhs per lab from either funding agencies/ CSR initiatives from Organizations/MODROBS /AICTE/ Etc.	5 points for each laboratory established with not less than Rs 5 lakhs	10	Sanction Letter & Validation Certification for established Laboratories from RJD
		Infrastructure Improvement Upgraded classrooms/ labs and libraries	5 Points	5	Purchase Bills, Photos of depicting improvement, other supporting documents
		Establishment and active running of Incubation Centre/ Production cum Training Centre	5 Points	5	Proceedings, Photos of depicting active running, other supporting documents

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Membership in Recognized Professional Body/bodies like IEI/ISTE/MIE/FIE/ Etc.	1 point for membership in each professional body	3	Membership Copy
		Availability of Professional Societies/ Student Chapters and conducting Relevant activities	2 points for each activity	6	Documents related to opening of Professional Body/ Chapter and activities register copy during assessment period
		Consultancy to Industry at individual level through the Institution (IRG)	5 points for every Rs 50,000/- generated per annum	5	Validation Certificate from HoS and Principal

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
6	Students' Support Activities	Contribution to Latest Tech Fest (Guide)	a) 6 points for project that is awarded first at state level b) 5 points for project awarded second at state level c) 4 points for each project awarded third at state level Poly Tech Fest d) 3 points for each project selected for State Level Poly Tech Fest e) 1 point for each project presented at district level Poly Techfest	10	Certificate Copy (Points shall be claimed either at state level or District level)
		Number of Industry Expert Lectures for the Institution during assessment period	min 5/branch during assessment period	5	One Photo of each guest lecture and Proceedings of Principal

Sl.No	Item	Description	POINTS	MAX. POINTS	DOCUMENTS REQUIRED
		Number of Visits to Industry by students of Polytechnic during assessment period	6 visits in a year - 5 points	10	One Photo of each Visit and Proceedings of Principal
7	Extra-Curricular Activities	Tapping of Alumni Contribution during assessment period	5 points for min Rs 3,00,000/- generated during assessment period	5	Bank Statement
8	Administrative Duties	Student Enrolment in Institute		10	List of Students Enrolled and attested by Principal
		Urban Area	90% - 100%		
		Rural	70% - 100%		
		Tribal	50% - 100%		
		Results (Average % of Institute Performance)		30	Validation Certificate from HoS and Principal
		Urban Area	71% - 80%		
			81% - 90%		
			91% - 100%		
		Rural	61% - 70%		
			71% - 80%		
			81% - 100%		
		Tribal	41% - 60%		
			61% - 70%		
			71% - 100%		
		Placements - (No. of Students placed with minimum of Rs.18,000/- per month package/ Final Year students On Rolls)		20	List of student placements with CTC and Employer with
		Urban Area	If 50% - 75%		

Sl.No	Item	Description		POINTS	MAX. POINTS	DOCUMENTS REQUIRED
			If 76% - 100%	20		TPO& Principal Signature
		Rural	If 50% - 65%	10		
			If 66% - 100%	20		
		Tribal	If 35% - 50	10		
			If 51% - 100%	20		
		Availability of student hostels		Boys Hostel - 5 Points Girls Hostel - 5 Points	10	Self Declaration and verification certificate by RJD
		Organized/ Conducted FDPs/ PDPs in collaboration with NITTTR/AICTE		Min 1 week program - 5 Points	5	Notification, Proceedings and Photos
10	Accreditation	Contribution for getting Accreditation by NBA for the Program (Faculty contribution shall be verified during the NBA assessment years (CAY/ CAY-1/ CAY-2) at the institution)		5 points for accredited course 3 Points for re-accredited Course	15	Accreditation Letter Copy
11	Students' Feedback	Feedback of students in the assessment period for the courses handled		Refer Appendix II for Feedback form	20	Signed consolidated Feedback forms and Abstract in sealed cover
12	Appraisal Form	Contribution to 1. Teaching Learning Process 2. Institutional Development Activity 3. Conduct Evaluation		Confidential report from Peers and RJD (Refer Appendix II for Feedback form)	Yes/No	
Total					300	

APPENDIX-I

Course File Index

I. Institutional and Program Information

- Institute Vision and Mission
- Department Vision and Mission
- Program Educational Objectives (PEOs)
- Program Outcomes (POs) and Program Specific Outcomes (PSOs)

II. Course Planning and Delivery

- Course Outcomes (COs) – as per syllabus
- Learning Outcomes (if distinct from COs)
- Mapping of COs with POs/PSOs – with Justification
- Academic Calendar – (Xerox Copy)
- Syllabus Copy – from SBTET
- Class Timetable – Highlighting this course
- Faculty Timetable – Highlighting this course
- Student Roll List – Signed copy
- Lesson Plan
- Lecture Schedule / Course Handout
- List of Additional Topics (if any, to meet COs)

III. Teaching and Learning Resources

- Teaching Materials – Lecture Notes (Handwritten/Typed/PPT)
- Question Bank
- Unit-wise Quiz Questions
- Assignments and Tutorial Question Papers with Solutions
- Sample Tutorial Questions (if different from above)
- Previous SBTET Question Papers – Last 3 Years (Xerox Copies)
- Additional Learning Resources / References

IV. Assessment and Evaluation

- Internal Assessment Tools
 - a) Assignment/Quiz Test Papers
 - b) Unit Test Papers with Keys – CO & PO Mapping
 - c) Internal Examinations - CO Attainment Analysis
- End Semester Exam Papers – Question Paper with Scheme and CO/PO Mapping
- End Exam CO Attainment
- Overall Course Attainment (CO-wise)
- PO/PSO Attainment from the Course
- Result Analysis – including Graphs, Distributions

V. Feedback and Continuous Improvement

- Student Feedback on Faculty
- Course End Survey – with Analysis
- Known Gaps (Remedial Actions taken)

VI. Supporting Evidence

- Sample Evaluated Scripts – (Internal Tests / Assignments / Tutorials / Unit Tests / Lab Records / End Exam – Highest, Average, and Marginal Pass)
- Any Other Relevant Documents (e.g., Minutes of Academic Review, Innovations Introduced)

Student Feedback Form (For Lecturer/ Sr. Lecture/ Head of Section)

Name of the Teacher Being Evaluated: _____
 Designation: _____
 Department: _____
 Your Name: _____
 PIN: _____
 Date: _____

Note:

This feedback will be kept confidential

Rating scale:

1 - Very Poor | 2 - Poor | 3 - Good | 4 – Very Good | 5 - Excellent

S.No	Description	Rating (1 to 5)
1	<i>Coverage of Syllabus:</i> Has the teacher covered the entire syllabus as prescribed by the SBTET?	
2	<i>Topics beyond the syllabus</i> Has the Teacher covered the topics that are not included in the syllabus but relevant?	
3	<i>Technical Content/Course Content:</i> How effective is the teacher in delivering technical content and course material?	
4	<i>Communication Skills</i> How effective are the teacher's communication skills in conveying information to students?	
5	<i>Use of teaching Aids</i> How well does the teacher utilize teaching aids to enhance the learning experience?	
6	<i>Pace at which the content was covered by the teacher</i> How well does the teacher manage the pace at which the course content is covered?	
7	<i>Motivation and Inspiration for students to learn</i> How successful is the teacher in motivating and inspiring students to learn?	
8	<i>Support for the development of Student Skills</i> How supportive is the teacher in facilitating the development of student skills?	
9	<i>Practical Demonstration</i> Does the teacher provide practical demonstrations to supplement theoretical knowledge?	
10	<i>Hands on Training</i> Does the teacher offer hands-on training opportunities for students?	
11	<i>Met the Expectations of Students</i> Does the teacher meet the expectations of the students?	
12	<i>Feedback on Students Progress</i> Does the teacher provide feedback on the progress of individual students?	
13	<i>Willingness to offer help and advice to students</i> How willing is the teacher to offer help and advice to students when needed?	

APPENDIX - II

Instructions to HoS, Principals, and RJDs:

Head of Sections shall collect student feedback from min of 70% students for each course and each faculty and compute a consolidated feedback sheet outlining the ratings given by each student prosecuting that course for that semester.

*For Best Teacher Award applicants, a consolidated feedback sheet for each course handled, during the assessment period along with a brief abstract of the feedback, must be prepared, duly signed by the respective Head of Section. Only signed consolidated sheets and abstracts are to be submitted to O/o Concerned Regional Joint Director of Technical Education along with application through Principal, in a sealed cover, duly signed at the openings. **Individual student feedback forms are not required.***

For Heads of Sections, the concerned Principal is responsible for collecting and forwarding the feedback. For Principals, the concerned RJD is responsible for its receipt and submission.

Student Feedback Form (For Principal)

Name of the Principal: _____
 Designation: _____
 Your Name: _____
 PIN/ Designation: _____
 Department: _____
 Date: _____

Note:

This feedback will be kept confidential

Rating scale:

1 - Very Poor | 2 - Poor | 3 - Good | 4 – Very Good | 5 - Excellent

S. No	Description	Rating (1 to 5)
1	Whether Discipline is maintained in the institute?	
2	Whether staff members attending the classes on time and regularly?	
3	Whether the Office staff and Class-IV staff treating the students properly and attending student needs?	
4	Overall environment of the Institute	
5	Facilities offered by the Library Method of mentoring adopted by the college	
6	Co-curricular and extracurricular activities offered by the institute	
7	Training programs offered by Training and placement cell, ex: Training on employability skills, GD, JAM, Mock interviews, life skills etc.	
8	Response on any complaint given by the student	
9	Sports facilities in the institute	
10	General amenities like toilets, Drinking water, Internet etc. (Availability and Maintenance)	
11	Contribution to society like Free coaching camps, blood donation camps and other activities of central and state government	
12	Willingness to offer help and advice to students How willing is the PRINCIPAL to offer help and advice to students when needed?	
13	Proper maintenance of the Hostel(s)	

Instructions to HoS, Principals, and RJDs:

Regional Joint Director of Technical Education of respective region shall collect feedback from min of 70% students and staff of every institution biannually. And compute a consolidated feedback sheet outlining the ratings given by each student and staff.

*For Best Teacher Award applicants, a consolidated feedback sheet for the assessment period along with a brief abstract of the feedback, must be prepared, and signed by the respective Regional Joint Director of Technical Education and send along with the application to O/o Director of Technical Education, AP, in a sealed cover, duly signed at the openings. **Individual student feedback forms are not required.***

Peer Feedback Form for Best Teacher Award Nomination

Name of the Teacher Being Evaluated: _____
 Designation: _____
 Department: _____
 Your Name (Optional): _____
 Designation / Department: _____
 Date: _____

Note: This feedback will be kept confidential and used solely for evaluation of conduct relevant to the Best Teacher Award. Hence, you are kindly requested to submit the completed form in a sealed cover, duly signed at the openings.

SECTION A

Please rate the teacher on the following traits using this scale:

1 - Strongly Disagree | 2 - Disagree | 3 - Neutral | 4 - Agree | 5 - Strongly Agree

Trait	Statement	Rating (1 to 5)
Integrity	Acts with honesty, fairness, and upholds ethical standards	
Professionalism	Maintains decorum, punctuality, and respectful conduct	
Team Spirit	Willingly collaborates and supports colleagues	
Leadership & Initiative	Takes initiative in department or college activities	
Conflict Resolution	Handles disagreements maturely and constructively	
Empathy	Shows understanding, compassion, and concern for others	
Service Orientation	Goes beyond duty to serve students or institution	

SECTION B

- 1. What positive qualities have you observed in this teacher's character?**

Write briefly below

- 2. Share an instance where the teacher demonstrated exceptional character or values.**

(Optional but valuable)

- 3. Do you believe this teacher sets a good example for others in terms of behaviour and ethics? Why or why not?**

SECTION C: Final Recommendation

- ☐ I **recommend** this teacher
- ☐ I **do not recommend this teacher** (please explain)

Appraisal Form for Best Teacher Award

Name of the Teacher Being Evaluated: _____
 Designation: _____
 Department: _____
 Name of Appraising Officer: _____
 Designation: (Concerned HoS/ Principal/RJD)
 Date: _____

Note: This appraisal will be kept confidential and used solely for evaluating the candidate's merit and conduct in connection with the Best Teacher Award. Hence, you are kindly requested to submit the completed form in a sealed envelope, duly signed at the openings.

SECTION A: Conduct Evaluation

Please rate the teacher on the following traits using this scale:

1 - Strongly Disagree | 2 - Disagree | 3 - Neutral | 4 - Agree | 5 - Strongly Agree

Trait	Description	Rating (1-5)
Integrity & Ethics	Upholds honesty, fairness, and moral responsibility in all duties	
Professional Conduct	Maintains discipline, punctuality, decorum, and positive attitude	
Student Rapport	Treats students respectfully and serves as a positive influence	
Leadership & Team Spirit	Demonstrates leadership and cooperates effectively with peers	
Conflict Handling	Manages conflicts constructively and fairly	
Service Mindset	Voluntarily contributes beyond the call of duty	

SECTION B: Academic & Institutional Contributions

Area	Description	Rating (1–5)
Teaching–Learning Process	Demonstrates innovation, preparation, engagement, and student-centric methods	
Curriculum Contribution	Involved in curriculum enrichment, addressing/escalating curriculum gaps, content development, or pedagogical innovation	
Mentorship & Guidance	Provides academic and personal guidance to students beyond classroom hours	
Institutional Development Activities	Active in committees, planning, administrative work, and improving institutional culture	
Departmental Development Activities	Takes initiatives to improve academic quality, labs, projects, events, administrative work etc. at department level	
Community / Extension Work	Participates in outreach programs, NSS, societal impact activities	

SECTION C: Observations & Input

- Any notable achievements or exemplary behaviour you would like to highlight:
- Has this teacher taken initiative in improving the department or institution? Please give examples:
- Has the teacher received any complaints, warnings, or disciplinary remarks during the review period or before?

☐ Yes ☐ No If yes, please specify:

SECTION D: Final Recommendation

- ☐ I **recommend** this teacher
- ☐ I **do not recommend this teacher** (please specify below)

GOVERNMENT OF ANDHRA PRADESH
BEST TEACHER AWARDS TO POLYTECHNIC TEACHERS- 2025
PROFORMA FOR NOMINATION – LECTURERS/SENIOR LECTURERS
Proforma- I

a. Name of the Applicant (in Block Letters) :

b.Designation & Institution in which working :

c. Date of birth :

d. Date of first appointment and cadre :

e. Region (AU / SVU) :

f. Zone (I, II, III, IV) :

g. Whether engaged in active teaching work continuously for the last three academic years :

h. Date of retirement (if retired) :

1. Educational Qualifications :

Examination Degree	Class/ Division	University	Year of Passing
Degree:			
P.G./ M.Phil/ PG-Diploma			
Ph.D.			
Other, if any B.TECH.Ed, M.TECH Ed, B.Ed, M.Ed.			

2. SERVICE in different cadres as on 31st July of the award year (current)

CADRE	DURATION		
	YEARS	MONTHS	DAYS
Lecturer			
Senior Lecturer			
Total length of service			

3. Length of Service in Polytechnics situated in the following: Actual Place of Working (Physical Presence) (Preceding 5 Years only)

Length of service	DURATION		
	YEARS	MONTHS	DAYS
Tribal Area			
Rural Areas			
Urban Areas			
Total length of service			

4. Contribution to Academics and Professional Growth :

a. Load factor (LF) = (Actual Teaching Load/week)/(Min. Teaching Load/week as per AICTE)
(Average of 2 Semesters)

b. Proper maintenance of course files for all the courses taught during the assessment period (Refer Appendix I for Course file Index)

Semester/ Year	Name of the Subject/ Course	Subject Code	Course File Submitted (Yes/ No)
I Year			
3rd Sem			
4th Sem			
5th Sem			

c. Industry experts invited during assessment period for the course(s) taught

S. No.	Date of Visit	Name of the Expert and Designation	Organization/ Industry

d. Results (Average % of Theory Course(s) handled by self during preceding 3 academic years)

Academic Year and Spell (Odd or Even Semester)	Area (Urban/ Rural/ Tribal)	Number of Subjects taught	Pass %

e. Research publications in Scopus/Web of science indexed/SCI/ SCIE Indexed journals only (During Assessment Period)

S. No.	Title of Publication	Name of the Journal/ Publisher	Index

f. Books published through the State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP), or by reputed and recognized publishing houses (excluding Ph.D. theses) (During Assessment Period)

S. No.	Title of Book	Name of the Publisher	ISBN if any

g. Articles Published in Department Journal

S. No.	Title of Article	Page Number	Volume Number/ Issue Number

h. Training Programmes Attended during assessment period (minimum 1 week training Programmes shall only be considered - FDPs/PDPs/Industrial Training)

S. No.	Title of the Program	Organised by	Duration in Weeks

i. SWAYAM/ SWAYAM Plus/ NPTEL Courses completed during assessment period (Excluding mandatory 8 MOOCS modules)

S. No.	Name of the Course	Roll Number	Duration in Weeks

j. Establishment of New Laboratories with not less than Rs 5 lakhs per lab from either funding agencies/ CSR initiatives from Organizations/MODROBS /AICTE/ Etc.

S. No.	Name of the Laboratory	Funding Agency	Cost in Lakhs

k. Membership in Recognized Professional Body/bodies like IEI/ISTE/MIE/FIE/ Etc.

S. No.	Name of the Body	Membership Type	Membership ID if any

l. Consultancy to Industry at individual level through the Institution (IRG)

S. No.	Semester (Even/ Odd)	Name of the Laboratory	Internal Revenue Generated in Lakhs

5. Students' Support Activities**a. Contribution to Latest Tech Fest (Guide)**

S. No.	Title of the Project Selected	State / District Level	Winner/ Participant (If Winner mention Award)

Note: Points shall be claimed either at state level or District level only

b. Number of Visits to Industry by students during assessment period (Excluding Industrial Training)

S. No.	Date of Visit	Name of the Industry	Number of Students Attended

6. Extra Curricular Activities:**a. Whether acted as NCC officer (Y/N) :**

If Yes, No. of Students participated in Republic Day Parade/National Integration Camp :

b. Whether acted as Physical Direct (I/C) (Y/N) :

If Yes, List of Awards as winners /runners/ Participant in sports and games events in IPSGM (STATE LEVEL)

S. No.	Name of the Sport/ Game	Winner/ Runner/ Participant

7. Additional Charges

Type	Additional Charge	Yes/ No
CONTRIBUTION TO DEPARTMENTAL ACTIVITIES DURING ASSESSMENT PERIOD	Student association/Chapter coordinator	
	Placement Coordinator	
	Conduct of Student Workshops	
	NBA program coordinator	
	Maintenance incharge	
	Assistance in innovation activities by the students	
CONTRIBUTION TO	Deputy Warden	
	Library In charge	
	In charge PD	
	NCC Officer/ CTO	
	NSS Program Officer	

INSTITUTIONAL LEVEL ACTIVITIES DURING ASSESSMENT PERIOD	Taking classes for Polycet free coaching	
	Working on Additional Duty as HoS/OSD	
	Skill Hub Incharge	
	Taking classes for Polycet free coaching	
	AICTE/AISHE etc activity In charge	
	Virtual class room/ Video Conference Incharge	

8. Any award/s or State Awards received other than the State Best Teacher Award

9. Whether your branch is Accredited : Yes/ No

If Yes, Enclose Validation certificate indicating your Contribution for getting Accreditation by NBA.

10. Is consolidated Students' Feedback Included ? Yes/ No

11. Appraisal Form from HoS & Principal Included ? Yes/ No

Note 1: Submit the attested copies of documentary evidences for all relevant fields.

Note 2: The Principal and Head of Section shall furnish a confidential Appraisal form (Ref. Appendix II) in a sealed cover addressed to the CTE, on the person whom he Recommending/ Nominating.

CERTIFICATE

I hereby certify that all the details furnished above are true to the best of my knowledge, and I undertake to forfeit the award in the event of any discrepancy found at any stage

Signature of the Applicant with Date

This is to certify that, based on the evidence submitted by the applicant, the information furnished is verified and found to be correct to the best of my knowledge.

Signature of the Principal with Date

GOVERNMENT OF ANDHRA PRADESH
BEST TEACHER AWARDS TO POLYTECHNIC TEACHERS- 2025
PROFORMA FOR NOMINATION – HEAD OF SECTION
Proforma- II

a. Name of the Applicant (in Block Letters) :

b. Designation & Institution in which working :

c. Date of birth :

d. Date of first appointment and cadre :

e. Region (AU / SVU) :

f. Zone (I, II, III, IV) :

g. Whether engaged in active teaching work continuously for the last three academic years :

h. Date of retirement (if retired) :

1. Educational Qualifications :

Examination Degree	Class/ Division	University	Year of Passing
Degree:			
P.G./ M.Phil/ PG-Diploma			
Ph.D.			
Other, if any B.TECH.Ed, M.TECH Ed, B.Ed, M.Ed.			

2. SERVICE in different cadres as on 31st July of the award year (current)

CADRE	DURATION		
	YEARS	MONTHS	DAYS
Lecturer			
Senior Lecturer			
Head of Section			
Total length of service			

3. Length of Service in Polytechnics situated in the following: Actual Place of Working (Physical Presence) (Preceding 5 Years only)

Length of service	DURATION		
	YEARS	MONTHS	DAYS
Tribal Area			
Rural Areas			
Urban Areas			
Total length of service			

4. Contribution to Academics and Professional Growth :

a. Load factor (LF) = (Actual Teaching Load/week)/(Min. Teaching Load/week as per AICTE)
(Average of 2 Semesters)

b. Proper maintenance of course files for all the courses taught during the assessment period (Refer Appendix I for Course file Index)

Semester/ Year	Name of the Subject/ Course	Subject Code	Course File Submitted (Yes/ No)
I Year			
3rd Sem			
4th Sem			
5th Sem			

c. Industry experts invited during assessment period for the course(s) taught

S. No.	Date of Visit	Name of the Expert and Designation	Organization/ Industry

d. Results (Average % of Theory Course(s) handled by self during preceding 3 academic years)

Academic Year and Spell (Odd or Even Semester)	Area (Urban/ Rural/ Tribal)	Number of Subjects taught	Pass %

e. Research publications in Scopus/Web of science indexed/SCI/ SCIE Indexed journals only (During Assessment Period)

S. No.	Title of Publication	Name of the Journal/ Publisher	Index

f. Books published through the State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP), or by reputed and recognized publishing houses (excluding Ph.D. theses) (During Assessment Period)

S. No.	Title of Book	Name of the Publisher	ISBN if any

g. Articles Published in Department Journal

S. No.	Title of Article	Page Number	Volume Number/ Issue Number

h. Training Programmes Attended during assessment period (minimum 1 week training Programmes shall only be considered - FDPs/PDPs/Industrial Training)

S. No.	Title of the Program	Organised by	Duration in Weeks

i. SWAYAM/ SWAYAM Plus/ NPTEL Courses completed during assessment period (Excluding mandatory 8 MOOCS modules)

S. No.	Name of the Course	Roll Number	Duration in Weeks

j. Establishment of New Laboratories in the Department with not less than Rs 5 lakhs per lab from either funding agencies/ CSR initiatives from Organizations/MODROBS /AICTE/ Etc.

S. No.	Name of the Laboratory	Funding Agency	Cost in Lakhs

k. Membership in Recognized Professional Body/bodies like IEI/ISTE/MIE/FIE/ Etc.

S. No.	Name of the Body	Membership Type	Membership ID if any

l. Consultancy to Industry at Department level through the Institution (IRG)

S. No.	Semester (Even/ Odd)	Name of the Laboratory	Internal Revenue Generated in Lakhs

5. Students' Support Activities

a. Contribution to Latest Tech Fest (Guide)

S. No.	Title of the Project Selected	State / District Level	Winner/ Participant (If Winner mention Award)

Note: Points shall be claimed either at state level or District level only

b. Number of Industry Expert Lectures for the Branch (Excluding the Course(s) taught by self) during assessment period

Name of the Course	Date of Visit	Name of the Expert and Designation	Organization/ Industry

c. Number of Visits to Industry by students of branch during assessment period (Excluding Industrial Training)

S. No.	Date of Visit	Name of the Industry	Number of Students Attended

6. Extra Curricular Activities:

a. Whether acted as NCC officer (Y/N) :

If Yes, No. of Students participated in Republic Day Parade/National Integration Camp :

7. Administrative Duties (Actual Working Place during assessment Period shall be considered)

a. Student Enrolment in Branch

Name of the Polytechnic	Area (Urban/ Rural/ Tribal)	Sanctioned Intake	Filled

b. Results (Average pass percentage of all theory courses in the branch during the assessment period)

S. No.	Area (Urban/ Rural/ Tribal)	Year/ Semester	Pass Percentage
I Year			
2nd Semester			
3rd Semester			
5th Semester			

c. Placements - No. of Students placed with minimum of Rs.18,000/- per month package

S. No.	No. of Students Placed	Number of Final Year students On Rolls	Placement Percentage

8. Any award/s or State Awards received other than the State Best Teacher Award

9. Whether your branch is Accredited : Yes/ No

If Yes, Enclose Validation certificate indicating your Contribution for getting Accreditation by NBA.

10. Is consolidated Students' Feedback Included ? Yes/ No

11. Is Appraisal Form from Principal Included ? Yes/ No

Note 1: Submit the attested copies of documentary evidences for all relevant fields.

Note 2: The Principal shall furnish a confidential Appraisal form (Ref. Appendix II) in a sealed cover addressed to the CTE, on the person whom he Recommending/ Nominating.

CERTIFICATE

I hereby certify that all the details furnished above are true to the best of my knowledge, and I undertake to forfeit the award in the event of any discrepancy found at any stage

Signature of the Applicant with Date

This is to certify that, based on the evidence submitted by the applicant, the information furnished is verified and found to be correct to the best of my knowledge.

Signature of the Principal with Date

GOVERNMENT OF ANDHRA PRADESH
BEST TEACHER AWARDS TO POLYTECHNIC TEACHERS- 2025
PROFORMA FOR NOMINATION – PRINCIPAL
Proforma- III

- a. Name of the Applicant (in Block Letters) :
- b. Designation & Institution in which working :
- c. Date of birth :
- d. Date of first appointment and cadre :
- e. Region (AU / SVU) :
- f. Zone (I, II, III, IV) :
- g. Whether engaged in active teaching work continuously for the last three academic years :
- h. Date of retirement (if retired) :

1. Educational Qualifications :

Examination Degree	Class/ Division	University	Year of Passing
Degree:			
P.G./ M.Phil/ PG-Diploma			
Ph.D.			
Other, if any B.TECH.Ed, M.TECH Ed, B.Ed, M.Ed.			

2. SERVICE in different cadres as on 31st July of the award year (current)

CADRE	DURATION		
	YEARS	MONTHS	DAYS
Lecturer			
Senior Lecturer			
Head of Section			
Total length of service			

3. Length of Service in Polytechnics situated in the following: Actual Place of Working (Physical Presence) (Preceding 5 Years only)

Length of service	DURATION		
	YEARS	MONTHS	DAYS
Tribal Area			
Rural Areas			
Urban Areas			
Total length of service			

4. Contribution to Academics and Professional Growth :

a. Load factor (LF) = (Actual Teaching Load/week)/(Min. Teaching Load/week as per AICTE) (Average of 2 Semesters)

b. Organizing Technical Events (Eg. Technical Fests/ Workshops and Conferences)

S. No.	Name of the Event	Collaborator	Dates (From - To)
--------	-------------------	--------------	-------------------

c. Research publications in Scopus/Web of science indexed/SCI/ SCIE Indexed journals only (During Assessment Period)

S. No.	Title of Publication	Name of the Journal/ Publisher	Index

d. Books published through the State Board of Technical Education and Training, Andhra Pradesh (SBTET, AP), or by reputed and recognized publishing houses (excluding Ph.D. theses) (During Assessment Period)

S. No.	Title of Book	Name of the Publisher	ISBN if any

e. Articles Published in Department Journal

S. No.	Title of Article	Page Number	Volume Number/ Issue Number

f. Training Programmes Attended during assessment period (minimum 1 week training Programmes shall only be considered - FDPs/PDPs/Industrial Training)

S. No.	Title of the Program	Organised by	Duration in Weeks

g. SWAYAM/ SWAYAM Plus/ NPTEL Courses completed during assessment period (Excluding mandatory 8 MOOCS modules)

S. No.	Name of the Course	Roll Number	Duration in Weeks

h. Establishment of New Laboratories with not less than Rs 5 lakhs per lab from either funding agencies/ CSR initiatives from Organizations/MODROBS /AICTE/ Etc.

S. No.	Name of the Laboratory	Funding Agency	Cost in Lakhs

i. Infrastructure Improvement (Upgraded classrooms/ labs and libraries)

S. No.	Lab/ Class Room	Details of Improvements/Upgradations Undertaken	Source of funds

j. Establishment and active running of Incubation Centre/ Production cum Training Centre

S. No.	Details of Establishment & Activities	No. of Students Trained	Status / Outcome

k. Membership in Recognized Professional Body/bodies like IEI/ISTE/MIE/FIE/ Etc.

S. No.	Name of the Body	Membership Type	Membership ID if any

l. Consultancy to Industry through the Institution (IRG)

S. No.	Semester (Even/ Odd)	Name of the Laboratory	Internal Revenue Generated in Lakhs

5. Students' Support Activities

a. Contribution to Latest Tech Fest (Guide)

S. No.	Title of the Project Selected	State / District Level	Winner/ Participant (If Winner mention Award)

Note: Points shall be claimed either at state level or District level only

b. Number of Industry Expert Lectures held in the Polytechnic during assessment period

Name of the Course	Date of Visit	Name of the Expert and Designation	Organization/ Industry

c. Number of Visits to Industry by students of Polytechnic during assessment period (Excluding Industrial Training)

S. No.	Date of Visit	Name of the Industry	Number of Students Attended

6. Extra Curricular Activities:

a. Tapping of Alumni Contribution during assessment period :

S. No.	Nature of Alumni Contribution	Value in Rs.	Outcome

7. Administrative Duties (Actual Working Place during assessment Period shall be considered)

a. Student Enrolment in Polytechnic

Name of the Polytechnic and Area (Urban/ Rural/ Tribal)	Branch	Sanctioned Intake	Filled

b. Results (Average pass percentage of all theory courses in the the Polytechnic during the assessment period)

Year/ Semster	Area (Urban/ Rural/ Tribal)	Year/ Semester	Pass Percentage
I Year			
2nd Semester			
3rd Semester			
5th Semester			

c. Placements - No. of Students placed with minimum of Rs.18,000/- per month package

Branch	No. of Students Placed	Number of Final Year students On Rolls	Placement Percentage

d. Availability of Student Hostels

☐

Boys

☐

Girls

e. Organised/ Conducted FDPs/ PDPs in collaboration with NITTTR/ AICTE

S. No.	Name of the Event	Collaborator	Dates (From - To)

8. Any award/s or State Awards received other than the State Best Teacher Award

9. Whether any branch in Polytechnic is Accredited : Yes/ No

If Yes, Enclose Accreditation letter copy.

10. Is consolidated Students' Feedback Included ? Yes/ No

11. Is Appraisal Form from RJD Included ? Yes/ No

Note 1: Submit the attested copies of documentary evidences for all relevant fields.

Note 2: The concerned Regional Joint Director shall furnish a confidential Appraisal form (Ref. Appendix II) in a sealed cover addressed to the CTE, on the person whom he Recommending/ Nominating.

CERTIFICATE

I hereby certify that all the details furnished above are true to the best of my knowledge, and I undertake to forfeit the award in the event of any discrepancy found at any stage

Signature of the Applicant with Date

This is to certify that, based on the evidence submitted by the applicant, the information furnished is verified and found to be correct to the best of my knowledge.

Signature of the RJD with Date