Policy Guidelines for Selection of Awardees of "The Teacher Award" in Dibrugarh University

The Award: The 'Teacher Award in Dibrugarh University' is a noble initiative starting in the year 2023. The basic objective behind this award is to accord an honour to the teachers of the University so that they can get motivation and incentives to excel further in their work/duty. The award consists of ……………………………. . The award will be conferred on the Selected Teachers every year on September 5, on the occasion of the National Teachers' Day.

Following categories of teachers may be considered for the selection of an awardee from each category:

- Assistant Professors (Stage-I, both regular and contractual) from the Faculty of Science.
- Assistant Professors (Stage-II) from the Faculty of Science.
- Assistant Professor (Stage-III) from the Faculty of Science.
- Assistant Professors (Stage-I, both Regular and Contractual) from the Faculty of Social Sciences, Humanities and Commerce.
- Assistant Professors (Stage-II) from the Faculty of Social Sciences, Humanities and Commerce.
- Assistant Professors (Stage-III) from the Faculty of Social Sciences, Humanities and Commerce.

For the selection of an awardee of the award, following eligibility criteria, evaluation parameters, application and selection procedures may be followed:

1. Eligibility Criteria

(i) A teacher serving in Dibrugarh University for at least 1 year, can apply for the award.

(ii) Teachers who have already received this award earlier, shall not be eligible to apply again.

(iii) Age limit should not cross 50 for the Assistant Professor on the last day of application.

2. Evaluation Parameters/Components

Applications will be evaluated for the Academic and Administrative Score (AAS) on the basis of four parameters/components. They are

 (i) Research Contribution (50% weight).

(ii) Teaching Activities (30% weight).

(iii) Administrative Responsibilities (10% weight).

(iv) Co- Academic Activities (10% weight).

Evaluation of parameters/components should be taken into consideration from the date of joining of the applicants as Faculty members with Dibrugarh University Affiliation.

(i) Research Contribution (50% weight)

S.N.	Academic/ Research Activity	Faculty of Science		Faculty of Humanities and Commerce	
1.	**Research Papers in UGC-listed/ CARE Journals**	08 per Paper		10 per Paper	
2.	**Books authored which are published by**	Per Book/ Chapter	Max.	Per Book/ Chapter	Max.
	International Publishers	12	36	12	36
	National Publishers	10	30	10	30
	Chapter in Edited Book (National/ International)	05	15	05	15
	Editor of Book by International Publisher	10	30	10	30
	Editor of Book by National Publisher	08	24	08	24
3.	**Research Guidance**				
	Ph.D.	10 per Degree Awarded. 05 per Thesis Submitted.		10 per Degree Awarded. 05 per Thesis Submitted.	
4.	**Research Projects/ Consultancy**				
	a) Research Projects Completed	Per Project		Per Project	
	More than 10 lakhs	10		10	
	Less than 10 lakhs	05		05	
	(b) Research Projects Ongoing:	Per Project		Per Project	
	More than 10 lakhs	05		05	
	Less than 10 lakhs	03		03	
	c) **Consultancy**	03		03	
5	**Policy Document (Submitted to an International Body/ Organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State**	Per Document	Max.	Per Document	Max.

	Government)				
	International	10	30	10	30
	National	07	21	07	21
	State	04	12	04	12
6	**Patents**	Published	Granted	Published	Granted
	International	07 (per Patent)	10 (per Patent)	07 (per Patent)	10 (per Patent)
	National	05 (per Patent)	07 (per Patent)	05 (per Patent)	07 (per Patent)
7	**Award**	Per Award		Per Award	
	International	07		07	
	National	05		05	
8.	**Established National/International Collaborations (through Joint Projects etc.)**	Per Collaboration		Per Collaboration	
	International	05		05	
	National	05		05	
9	**Invited Speaker (Conference/ Seminar/ Workshop)**				
		Per Talk	Max.	Per Talk	Max.
	International (Abroad)	07	21	07	21
	International (within Country)	05	15	05	15
	National	03	09	03	09
	State/ University	02	06	02	06

The Research score for Research Papers shall be augmented as follows: UGC-listed Journals/CARE (Impact factor to be determined as per Thomson Reuters list):

   (i) Paper in UGC listed/CARE journals without impact factor: 5 points

   (ii) Paper with impact factor less than 1:   10 Points

   (iii) Paper with impact factor between 1 and 2:   15 Points

   (iv) Paper with impact factor between 2 and 5:   20 Points

   (v) Paper with impact factor between 5 and 10:   30 Points

   (vi) Paper with impact factor >10:   40 Points

The score division procedures for the Research Papers and Books/Chapters: **Two authors:** 70% of total value of publication for each author. **More than two authors:** 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. **Same procedure** will be applicable for division of score in respect of Patent and Policy Documents etc.

Joint Projects: Principal Investigator and Co-investigator would get 70% and 30% each.

For Joint Supervision of Research Students, the formula shall be 70% and 30% of the total score for Supervisor and Co-supervisor respectively.

(ii) Teaching activities (30 % weight)

S.N.	Teaching Activity	Faculty of Science		Faculty of Humanities and Commerce	
1.	***Students Feedback (Last academic year)**				
	Average Score (in Range)	Score Attached		Score Attached	
	4.5 - 5	20 (100%)		20 (100%)	
	4 - 4.5	16 (80%)		16 (80%)	
	3 - 4	14 (70%)		14 (70%)	
	Less than 3	10 (50%)		10 (50%)	
2.	**Course Design**	Per Pedagogy/ Curricula/ Course	Max.	Per Pedagogy/ Curricula/ Course	Max.
	(a) Development of Innovative Pedagogy	05	10	05	10
	(b) Design of new Curricula and Courses	02	04	02	04
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 Credit Course) (In case of MOOCs of lesser Credits: 05 marks/Credit)	20 (Max.60)		20 (Max.60)	
	MOOCs (developed in 4 quadrant) per module/lecture	05 (Max.15)		05 (Max. 15)	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02 (Max. 06)		02 (Max. 06)	
	Course Coordinator for MOOCs (4 Credit Course) (In case of MOOCs of lesser Credits: 02 marks/Credit)	08 (Max. 24)		08 (Max. 24)	
3	**SLM/E Content**				
	Development of e-Content in 4 quadrants for a complete Course/e-Book	12 (Max. 36)		12 (Max.36)	
	e-Content (developed in 4 quadrants) per module	05 (Max.15)		05 (Max. 15)	
	Contribution to development of e-Content module in complete	02 (Max. 06)		02 (Max. 06)	

	Course/Paper/e-Book (at least one quadrant)		
	Editor of e-Content for complete Course/ Paper /e-Book	10 (Max. 30)	(Max. 30)

*Feedback mechanism should be proper and effective.

(iii) Administrative Responsibility (10% weight)

S.N.	Responsibility	Faculty of Science		Faculty of Humanities and Commerce	
		Per Term	Max.	Per Term	Max.
1.	**Headship, Director, Coordinator, Warden, Chairperson etc.**	05	10	05	10
2.	**Members of various Committees**	05	10	05	10
3.	**Members of Statutory Bodies**	05	10	05	10
4.	**Leadership role played in Organisation linked with Extension Work and National Service Scheme (NSS), NCC, etc.**	05	10	05	10

(iv) Co-Academic Activities (10 % weight)

S.N.	Indicators	Faculty of Science	Faculty of Humanities and Commerce
1	**Convener/ Coordinator of Conference/ Training Programme / Workshop**	Score	Score
	a) National	5 (Max.10)	5 (Max,10)
	b) International	10 (Max. 20)	10 (Max.20)
2	**Examination work such as Coordination of Flying Squad etc.**	5 (Max. 10)	5 (Max. 10)

Academic and Administrative Score (AAS) Evaluation Method: An Example

Parameters/Component	Cap as % of Cumulative Scores of different components
(i) Research Contribution:	50%
(ii) Teaching Activities:	30%
(iv) Administrative Responsibilities:	10%
(v) Co-Academic Activities:	10%

An example is given below to explain the method of calculating the final score:

Parameters/Components	Score submitted by an Applicant	Score awarded to the Applicant after applying respective weights
Research Contribution	120	60
Teaching Activities	60	18
Administrative Responsibilities	30	3
Co-Academic Activities	20	2
Total/Final	220	83

So, the candidate under concern would get 83 out of 220 marks/score.

3. Procedure for Inviting Applications and Selection

(i) Each year online applications will be invited in the month of June/July with a 15 days window. Hardcopy of the application must be submitted within 7 days from the last date of application to the office of the Registrar, Dibrugarh University.

(ii) A Screening Committee consisting of 2/3 Deans of the Faculties of the University, and Registrar will scrutinize the applications and compute the Academic and Administrative Score (AAS).

(iii) A Selection Committee, consisting of at least 3 competent External Experts (among the leading Scientist/Social Scientist/noted Academician), will give an Expert Score (ES) to each of the candidate.

(iv) Finally, the Selection Committee will recommend the awardees considering the Academic and Administrative Score (AAS), and Expert Score (ES) in the ratio of 60:40.

The committee believes that the framed policy guidelines presented above would be an effective tool to select the Best Teachers among the Teachers from the said categories engaged in different Faculties of Dibrugarh University without compromising the quality.

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