



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daultapur, Main Bawana Road, Delhi-42
Academic PG

F. No. DTU/PG/Committee/2017//12237-40

Dated: 30 /10/2023


NOTICE

Sub: Excellence in Teaching Award for the Academic Session 2022-23.

DTU has implemented a scheme for Recognizing of Excellence in Teaching for the faculty of the Delhi Technological University. The detailed guidelines of the scheme are enclosed for ready reference.

The interested faculty members may apply for the same and submit duly filled application latest by 01.12.2023 upto 5:00 PM in the office of Dean (Academic-PG).

The faculty members are requested to strictly adhere the guidelines while applying for the award and the same must be routed through the concerned Head of the Department.


(Prof. Madhusudan Singh)
Registrar, DTU

Copy to:

1. PA to VC for kind information to the Hon'ble Vice Chancellor, DTU.
2. PA to Registrar, DTU.
3. All HoDs with a request to circulate the same among the faculty members of your departments for necessary action
4. Head, Computer Center with a request to upload the same on the DTU's website.

Guidelines for Recognition of Excellence in Teaching for the Faculty of Delhi Technological University, Delhi

Class Room teaching dominantly is a qualitative concept. By planning appropriate teaching strategies and motivating students, a teacher can bring a remarkable change in an average learner. A dedicated and punctual teacher creates a positive environment in the class and inculcates the similar practises in the students resulting in meaningful learning and ignition of thought process. To encourage a dedicated teacher and to create a sense of competency among teachers, University has decided to recognize a few teachers for their excellence in teaching.

Definitions:

- i. "University" shall mean Delhi Technological University, Delhi
- ii. 'Faculty' shall mean regular faculty and full time faculty appointed in Special Mode/Adjunct Faculty/Professor Emeritus/Re-employed Category.
- iii. "Assessment Period" shall mean complete academic year(i.e from 1st August to 31st July)

Essential Criteria:

A faculty member shall be eligible for recognition of excellence in teaching for a specific assessment period if:

- (i) He/She has not held the position as Pro Vice Chancellor/Dean/Head of the teaching department /Registrar during that Assessment period.
- (ii) He/She was not awarded for excellence in teaching in the preceding assessment period
- (iii) He/She has taught at least two theory courses at BA (H)/BBA/B.Tech/I/II/III year level during the assessment period out of which at least one is at BA(H)/BBA/B.Tech/I/II/III year level. In case of Delhi School of Management, till the time UG Programs are started, concerned faculty should have taught at least two Theory courses at 1st year level.
- (iv) He/She has delivered minimum 90% of the prescribed lectures(say 36 out of 40) for the each theory course/lab courses taught during the assessment period and has maintained proper record of the student's attendance register for each class/lab session held/not held
- (v) In every course taught by him/her, minimum 70% of the class strength/group strength should have 75% or more attendance in the number of classes/lab sessions held.

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- (vi) In the beginning of the session, for every course, he/she has given the students a complete course plan for the course to be taught which should include the complete syllabus with modules to be converted on weekly basis, text books, reference books and other reference material. Course plan should also include the scope, pre-requisite, expected outcome from the course

3. Procedure to Apply:

At the end of assessment year, University shall invite applications from the faculty members on the prescribed Performa for Recognition of Excellence in Teaching (**See Annexure**)

4. Procedure For Evaluation

The case of recognition of a faculty shall be evaluated by a committee consisting of:

- i. Chairperson(To be determined by Vice Chancellor)
- ii. Dean Academic(UG & PG both), Member
- iii. Head of the concerned department, Member
- iv. Head of the department in which the applicant has taught at least one theory/laboratory course(if that happens to be different from the parent department) , Member
- v. Registrar, Secretary

In addition to the following submitted by the faculty, the Committee shall be provided the following documents

1. Student's feedback(to be given by Controller of Examination)
2. Feedback from Head of the departments
3. Students end semester performance in the course taught by the teacher(to be given Controller of Examination)
4. Feedback from the Chairpersons of various committees/activities to which the faculty has claimed to be contributed(to be provided by the Registrar). In case of Chairman, feedback will be provided his/her supervisor

Committee may invite the concerned faculty for clarification/additional information, if any. The committee shall evaluate the faculty on the 12 points criteria as listed below

1. Quality of course plan and co-ordination activities
2. Students' attendance and its record maintenance in theory & laboratory courses taught
3. Quality of assignments/tutorial tests/ quiz sheets; evaluation and remedial actions taken.
4. Quality of Mid Semester/End Semester question papers; evaluation and remedial actions taken.

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5. Attending to the student's subject difficulties during the special slot(s) specified by the faculty in the time-table
 6. Preparation of lab manuals; new experiment addition; incorporating advance and allied topics class room teaching; introduction of innovative ideas/techniques, and use of modern gadgets in teaching.
 7. Student's performance in the end semester examination
 8. Student's feedback
 9. Head of department's feedback
 10. Feedback from the Chairmen of the various Committees/activities.
 11. Research and other academic contributions.
 12. Linkage of teaching with world of practise

For every point, applicant shall be graded by the Committee as 'A'(Excellent)/'B'(Very Good)/'C'(Good)/'D'(satisfactory). For recognition of excellence in teaching, applicant shall require minimum 10 'A' grades and no 'D' grade.

Committee shall submit its recommendations on the prescribed performa(see Annexure) to the Vice Chancellor whose decision will be final.

Faculty recognized for 'Excellence in Teaching' shall be honoured with a cash reward of Rs 50,000 along with a citation and shawl. The award shall be given to at the most 5% of the faculty strength in places as on 1st January of the Assessment Period.

ANNEXURE

Performa for Recognition of Excellence in Teaching

A. Personal Information (To be filled by the faculty)

1. Name
2. Designation
3. Date of joining DTU & Nature of Appointment
4. Male/Female
5. Courses Taught

Odd Sem:

Branch & Semester	Code	UG/PG	Theory/Lab
.....
.....
.....

Even Sem:

Branch & Semester	Code	UG/PG	Theory/Lab
.....
.....
.....

B. Course wise information (To be filled by the Faculty) (To be filled for each course separately)

I. THEORY

Branch & Semester	Subject Name	Code	UG/PG
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1. Detailed Course Plan & Coordination activities
2. Details of student's Attendance record
Class/Group Size
Number of scheduled lectures
Number of lectures actually held
Number of students having attendance
(>75%)
(60%-75%)
(50%-60%)
(<50%)

3. Copies of Assignments/Tutorial tests/Quiz/Sheets given in the class with atleast –

1. 3 best attempted assignments/Tutorial tests/ Quiz and;
2. 3 poorly attempted assignments/Tutorial tests/ Quiz

Also indicate the action/remedial/steps taken.

4. Question Papers of mid-sem and end-semester with 5 best and 5 poorly attempted answer books, along with solutions set and marking scheme
5. Time table for one hour slots specified to sort out student's difficulties and related records.
6. Record of weak and outstanding students on the basis of class and mid-semester examination performance and steps taken for each category.
7. Schedule for submitting question papers, performing exam duties, evaluating answer books, showing mid and end semester answer books to the students and submitting the final awards

II LABORATORY/WORKSHOP

Branch & Semester	Subject Name	Code	UG/PG
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1. List of experiments
2. Details of coordination/new experiments added
3. Details of students attendance record
Batch Size
Number of scheduled lab classes
Number of lab classes actually held
Number of students having attendance
(>75%)
(60%-75%)
(50%-60%)
(<50%)
4. Student's laboratory records files with atleast 3 best maintained practical record files and 3 poorly maintained
5. Sample Viva/Quiz questions related to experiments listed/workshop
6. Action taken on the basis student's in lab classes

C. Other Information(To be filled by the faculty)

1. Participation/contribution in departmental/university activities in capacity of chairman/team member.
2. Write-Up in about 250 words giving information about research activities, academic contributions, any innovative idea/technique introduced, specifically elaborating linkage of teaching with world of practise

Date:

Signature:

D. Performa for Feedback(To be filled by HoD)

Name of the faculty:

Assessment Period:

1) Accomplishment of Planned Work	
2) Quality of output	
3) Conduct	
4) Regularity and Punctuality in taking classes	
5) Trustworthiness	
6) Performance of Duties	
7) General Assessment(specially as teacher and related to other academic activities)	

Signature:

Name:

Department:

E. Evaluation Performa (To be filled by the Committee)

Name of the Faculty

Designation & Department

Assessment Period

Courses Taught

(i) Odd Sem:

Branch & Semester	Code	UG/PG	Theory/Lab
.....
.....
.....

(ii) Even Sem:

Branch & Semester	Code	UG/PG	Theory/Lab
.....
.....
.....



Criterion	Grade
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Total number of Grades obtained

A:

B:

C:

D:

Recommended/Not Recommended