POLICY FOR SELECTING THE BEST TEACHER OF THE YEAR

Purpose

1.   This policy outlines the criteria and process for selecting the "**Best Teacher of the Year**" at the institution. The award aims to recognize and honour exemplary contributions by faculty members in academics, institutional development, and overall excellence in teaching and engagement.

Eligibility Criteria

2.   **Tenure Requirement**: Only faculty members who have completed at least one full contractual tenure at the institution are eligible to apply.

3.   **Nomination**: Teachers are encouraged to nominate themselves or their team members for the award. (Nomination form attached as Appx 'A').

4.   **Re-Nomination Restriction**: A faculty member who has received the award will be eligible to reapply only after a gap of one year.

Details of Evaluation Components

5.   **Performance Appraisal Sheet (80%).**

(a)   Faculty members will be evaluated based on a structured Performance Appraisal Sheet (APPEX 'B').

(b)   Key performance indicators (KPIs) such as teaching effectiveness, research contributions, professional development, student feedback, and institutional responsibilities will be assessed.

6.   **Voting by IQAC Team Members (10%)**.   IQAC team members other than the faculty of AIE will participate in the voting. The team will include:

(a)   Chairperson of IQAC (AIE)

(b)   Registrar of AIE

(c)   One representative from IQAC, not affiliated with the college staff

7.   **Assessment by Principal (10%)**.   The Principal will conduct an independent assessment of the faculty based on their overall contributions, leadership qualities, and alignment with institutional goals.

Final Approval

8.   The compiled results from the three evaluation components will be submitted to the Chairman of the Institute for **final approval** and declaration of the "Best Faculty of the Year."

Award Details

9.   The selected faculty will receive:

(a)   An **Appreciation Letter** and **Certificate of Recognition** signed by the Chairman of AIE.

(b)   A rolling trophy for best teacher of the year commemorating the achievement.

Timeline

10.   **Time Period Considered for Award**.   01 Jul to 30 Jun.

11.   **Nomination Period**: 01 July to 31 July of every year.

12.   **Award Announcement**: Teachers' Day (05 Sep) of every year.

13.   **Award Giving**: The Best Teacher Award will be presented during a special event of the institute, such as the award ceremony for the COAS and the Best Student Rolling Trophy, in the presence of the management.

Confidentiality and Fairness

14.   All nominations and evaluations will be conducted with utmost confidentiality. The institution is committed to ensuring a transparent, impartial, and merit-based selection process.

NOMINATION FORM FOR BEST FACULTY AWARD

Academic Session: _____

Section 1: Nominee's Information

1. **Name:** _____
2. **Department:** _____
3. **Designation:** _____
4. **Date of Joining the Institute:** _____
5. **Contact Number:** _____
6. **Email Address:** _____

Section 2: Nomination Statement

I, _____, hereby nominate myself/
_____for the Best Faculty Award in recognition of
my/his/her contributions and commitment to academic excellence.

Section 3: Declaration and Undertaking

I hereby declare that all the information provided in this form and any additional documents submitted are true to the best of my knowledge. I also undertake to abide by the decision of the award committee, which will be final and binding.

Signature: _____

Date: _____

Instructions:

- Please complete all sections of the form.
- Attach any supporting documents (if required).
- Submit this form by 31 July of this year to Admin Office.

Mukhyalaya Delhi Area
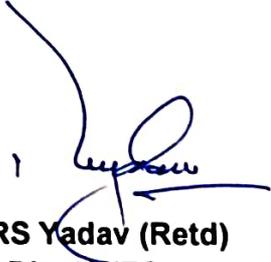GS Branch (AWES Cell)
Delhi Cantt – 110010

7845/60-6/AIE/AWES

13 Jan 2025

AIE, Greater NOIDA

INTRODUCING THE BEST TEACHER AWARD IN AIE

1. Ref your Minute Sheet No 10117/Gen/AIE dt 06 Jan 2025.

2. Proposal for Introducing the Best Teacher Award in AIE recd fwd vide your Minute sheet under ref has been approved by the Chairman.

3. For your info and further action pl.

Col RS Yadav (Retd)
Addl Dir, AWES
For Chairman

SN/