

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

दूरध्वनी क्रमांक :

(०२०)२५६०१२६५

(०२०)२५६०१२६४

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गणेशखिंड, पुणे ४११००७.

नियोजन व विकास विभाग

संदर्भ क्र.:साफुपुवि/निववि/१५५१

दिनांक : ०१/१२/२०१५

प्रति,

मा.विभागप्रमुख व सर्व शिक्षक,
विद्यापीठ शैक्षणिक विभाग.

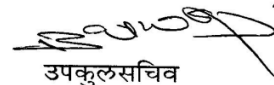
विषय :- विद्यापीठ वर्धापनदिन पुरस्कार सन २०१५-१६.

महोदय/महोदया,

गुणवत्ता सुधार योजनेअंतर्गत शैक्षणिक वर्ष २०१५-१६ करिता विद्यापीठ वर्धापनदिनी देण्यात येणा-या उत्कृष्ट शैक्षणिक विभाग पुरस्कार व उत्कृष्ट नाविन्यपूर्ण शैक्षणिक कामगिरी पुरस्कार यासाठी सोबत जोडलेल्या मार्गदर्शकतत्वास अनुसरून विहित नमुन्यानुसार अर्ज मागविण्यात येत आहेत. तसेच ज्या शिक्षकांना राष्ट्रीय/आंतरराष्ट्रीय पातळीवरील एखाद्या संस्थेने शैक्षणिक पुरस्कार प्रदान केला असल्यास, अशा शिक्षकांचा विद्यापीठ वर्धापनदिनी सन्मान करण्यात येतो. अशा संबंधित शिक्षकांकडून त्यांना प्राप्त झालेल्या पुरस्कारासंदर्भातील माहिती सोबत जोडलेल्या विहित नमुन्यामध्ये मागविण्यात येत आहे.

सदर पुरस्कारांसाठी सोबत जोडलेल्या विहित नमुन्यानुसार पाच प्रतींमध्ये अर्ज सादर करण्याची मुदत दि. १ डिसेंबर, २०१५ ते १५ डिसेंबर, २०१५ अशी निश्चित करण्यात आलेली आहे. अर्जासोबत जोडलेल्या यादीच्या अनुक्रमांकानुसार आवश्यक ती कागदपत्रे जोडावीत. कालमर्यादेचे बंधन विचारात घेता विहित मुदतीनंतर आलेले अर्ज स्विकारले जाणार नाहीत, याची कृपया संबंधितांनी नोंद घ्यावी.

कळावे,


उपकुलसचिव
नियोजन व विकास

सोबत — १. वर्धापनदिन पुरस्कार मार्गदर्शकतत्वे सन २०१५-१६.

२. विहित नमुन्यातील अर्ज.

३. प्रस्तावासोबत जोडावयाची आवश्यक कागदपत्रांची यादी.

SAVITRIBAI PHULE PUNE UNIVERSITY



Foundation Day Award 2015-16

Guidelines & Application Format

1. Deadlines for receiving proposal of Foundation day Award to Planning & Development Section of Savitribai Phule Pune University:

Sr. No.	Description	Dates for application
1	Foundation Day Awards : Best College/ Institute, Best Principal/Director, Best Teacher, Innovation in Teaching Award, Best University Department & Felicitatation of Teacher	01-12-2015 to 15-12-2015

FOUNDATION DAY AWARDS

The Savitribai Phule Pune University (SPPU) has instituted following awards to be bestowed/given on the Foundation Day of the SPPU every year. The awards will be separately bestowed/given for Professional and Non-Professional College/Institute as well as other awards from Urban and Rural areas. Urban areas include Municipal Corporation areas of Pune, Pimpri-Chinchwad, Ahmednagar and Nashik. Rural areas include the area other than urban areas as mentioned above.

- **Category I** : Engineering / Management
(**Professional Courses**) Architecture/ Pharmacy/ Law/ Education (B.Ed.)/
Physical Education (B.P.Ed.) Colleges/Institutes
- **Category II** : Arts, Science and Commerce Colleges
(**Non-Professional**)
- **Category III**: Statutory Teaching Departments on the campus of SPPU

1) Best College/Institute/Department Award (One Award from each category)

(a) Urban Area-

- i) Best College/Institute Award (Category I) - Rs.3,00,000/-, a Memento and a Certificate.

ii) Best College Award (Category II) - Rs.3,00,000/-, a Memento and a Certificate.

(b) Rural Area-

i) Best College/Institute Award (Category I) - Rs.3,00,000/-, a Memento and a Certificate.

ii) Best College Award (Category II) Rs.3,00,000/-, a Memento and a Certificate.

(c) Statutory Department (Statute – 186) on the Campus of SPPU for Category III- A Memento and a Certificate.

One Department from the Departments under Science/Technology faculty and one Department from other faculties separately.

2) Best Principal/Director Award

One Principal/Director from each category I & II (Total Four awards)

Gold Plated Medal, a Memento and a Certificate

(a) Urban Area- one Principal/Director

(b) Rural Area - one Principal/Director

3) Best College Teacher Award (Total four Awards)

Gold Plated Medal, a Memento and a Certificate

A) Urban Area - One professional and One non-professional

B) Rural Area - One professional and One non-professional

4) Best Innovative Teaching Award (one from Urban, one form Rural Area and one from Statutory Departments on the campus of the University) (Total six awards)

Gold Plated Medal, a Memento and a Certificate

a) **Urban Area-** One teacher from each category I & II

b) **Rural Area -** One teacher from each category I & II

c) **University Department -** One teacher from the department under Science /Technology faculty and One teacher from department under other faculties separately.

5) Felicitation of Teacher

a Memento

University/College/Institute teacher/s securing any academic award from institutes of national & international repute will be considered for felicitation.

Eligibility Criterion :

1) Best College/Institute Award

- (a) College/Institute must be functioning for at least 10 years.
- (b) College/Institute must be affiliated to/ recognized by SPPU.
- (c) College/Institute should have been accredited/reaccredited by NAAC/NBA during last five years on the date of application.
- (d) College/Institute must have an approved Principal/Director.
- (e) No legal action in terms of fine was sentenced/imposed on concerned College/Institute and also there is no serious enquiry pending against the concern College/Institute. The level of enquiry and related aspects of enquiry will be determined by the selection committee for the award.

2) Best University Statutory Teaching Department Award

1. The award will be given to University Best Teaching Department.
2. The University Teaching Department which has already received the award will be eligible to re-apply only after a period of 10 years.

3) Best Principal/Director Award

- (a) Principal/Director must be permanently approved by the SPPU.
- (b) Principal/Director must have minimum 15 years experience as a Teacher and 5 years experience as a Principal/Director out of which 3 years experience as a Principal/Director must be in the college/institute affiliated to SPPU as a Principal/ Director after getting the permanent approval.
- (c) Three research publications in referred/peer reviewed national/international Journal.

4) Best Teacher Award

- a) Teacher must be permanently approved.
- b) Teacher must have 15 years of total teaching experience after getting the approval.
- c) Ph.D. with at least five publications/research papers in referred/ peer reviewed National/International Journals.

5) Best Innovative Teaching Award

- (a) The college/institute teacher must have 15 years of total approved teaching experience and must have the permanent approval of the University.
or
 - i) The teacher must have been appointed in a statutory Department of SPPU.
 - ii) The teacher must be a permanent employee of SPPU or have been appointed by SPPU at least for 20 years.
- (b) The teacher must have contributed to the development of innovative teaching/skill development i.e. learning methods in a College//Institute/University Department.

6) Felicitation of Teacher

- 1) The University/College/Institute Teacher securing any academic award from institutes of national & international repute.
- 2) Ph.D. with at least five publications/research papers in referred/ peer reviewed National/International Journals.
- 3) It is not mandatory to felicitate, if any teacher is not found suitable.

The Teacher will be felicitate on the Foundation Day of the University.

7) General Conditions

- (1) The College/Institute which has received a award before 2015-16 will be eligible to re-apply only after a period of 10 years from the year of award
- (2) This scheme may be revised after a period of every 3 years.
- (3) The University reserves a right to withhold some or all awards in case of unsuitability on any ground.

The awards will be bestowed on the Foundation Day of the Savitribai Phule Pune University, i.e. 10th February.

**Deputy Registrar
Planning and Development**

Norms for selecting the University Teaching Department for awards.

1. Department applying for award should send information in the prescribed format to the Planning and Development Section before 15th December 2015.
2. The weightages for different criteria for calculating the College/Institute score should be as follows;

Table I

Sr. No.	Criteria
1.	Teaching-Learning & Evaluation
2.	Research, Consultancy and Extension
3.	Infrastructure and Learning Resources
4.	Student Support and Progression
5.	No. of Ph.D. Students
6.	Healthy Practices
7.	Last three years Students passout %

3. The Department should be ranked in order of merit on the basis of its final score.
4. One Department from the Departments under Science/Technology faculty and one Department from other faculties should be selected for the awards,
5. The Committee appointed for the purpose should recommend the name of Department for the award to the Hon. Vice-Chancellor.

Best Teaching Department Award Check list

Name of the Department :-----

Sr.No.	Name of Document	Documents Attached (For Office Use Only)	
		Yes	No
1	Application Form		
2	Undertaking		
3	Copy of latest annual budget of the department		
4	Prospectus of the Department		
5	Any other documents as per criterion-wise		

(Note- Please attached all the enclosures as per serial number of the checklist)

Application Format

Best Teaching Department

Part I : Profile of the Department

1. Name of the Department :

Telephone (Office) Head of the Department	Telephone Number & Extn.	Mobile No.
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E-mail :

Note : Give the latest photographs of Department building.

2. Financial category :

University Funded Self-financing Government Funded

3. Date of establishment of the Department : Month & Year
(MM-YYYY)

4. Current number of programmes in the department :

a) Number of programmes :

	Programme	No.
Certificate course		
Diploma		
PG Diploma		
PG		
M.Phil.		
Ph.D.		
Post Doctoral Fellowship		
Any others		
Total		

--	--	--

5. Number of permanent and temporary members of the teaching staff at present :

Teaching Staff	Female	Male	Total
Permanent teachers			
Teachers with Ph.D.			
Teachers with M.Phil.			
Teachers with PG			
Temporary teachers			
Teachers with Ph.D.			
Teachers with M.Phil.			
Teachers with PG			

6. Number of non-teaching staff of the department at present :

Non-teaching Staff	Female	Male	Total
Non-Teaching Staff			

7. Number of students enrolled in the department according to regions and countries :
(for previous academic year)

Certificate/Diploma	Female	Male	Total
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			

Grand Total			
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PG	Female	Male	Total
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

M.Phil.	Female	Male	Total
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			
Grand Total			

Ph.D.	Female	Male	Total
Students from the same state where the College/Institute is located			
Students from other states of India			
NRI Students			
Other overseas students			

Grand Total			
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8. Details of the last two batches of students :

Batch I

Batch II

	PG	M.Phil./P h.D	Total	PG	M.Phil./P h.D.	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year examination						
Passed in the final Examination						
Passed in first class University ranks, if any						

9. Give a copy of the last annual budget of the Department with details of plan and non-plan revenue/expenditure (Attach separately).

10. What is the 'unit cost' of department education? (Unit cost = total annual revenue budget (actual) divided by the number of students enrolled).

11. Does the Department have the following support services :

Departmental library

Computer centre (Internet facility to Students)

Workshop/Seminar/Conference

Publications

Any other (specify)

12. Does the Department have collaborations/linkages with national/International institutions?

Yes

No

If yes, list them giving important details :

13. Give details of the resources generated by the Department last year through the following means :

Source of funding		Number	Quantum (Rs.)
i.	Donations		
ii.	Fund raising drives		
iii.	alumni association		
iv.	Consultancy		
v.	Self-financing courses		
vi.	Any other		

Criterion- wise Inputs

Criterion I : Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?
2. To what extent are the programme options careers oriented?
3. Do students have flexibility to pursue a programme with reference to:
 - i. Time frame
 - ii. Horizontal mobility
 - iii. Elective options
 - iv. Non-core options
4. How are the Department mission and goals, if any (other than the general transmission and generation of knowledge), reflected through the curricula?
5. Is there any mechanism to obtain feedback from academic peers on the teaching programmes?

Yes

No

If yes, how is the feedback used in the initiation, review and redesigning of teaching programmes? Give details.

6. Give details of Department-College/Inst.-industry-neighborhood networking, if any.
7. Furnish details on the following aspects of curriculum design :
 - i. Innovation such as modular curricula:
 - ii. Interdisciplinary/ multidisciplinary approach :
8. Any other highlights :

Criterion II : Teaching-Learning and Evaluation

1. Is it mandatory to judge the students' knowledge and aptitude at the entry level (before admission)?

Yes No

If yes, cite examples.

2. (a) Is there a provision for assessing students' knowledge and skills for a particular programme (after admission) ?

Yes No

If yes, cite examples.

- (b) Does the Department provide bridge/remedial courses to the educationally disadvantaged students?

Yes No

If yes, cite examples.

- (c) Does the Department offer enrichment courses?

Yes No

If yes, give details.

- (d) How are advanced learners challenged to work ahead of the rest?

3. Does the Department encourage the teachers to make a teaching-plan?

Yes No

If yes, when and how is it made?

4. Are syllabi unitized according to a teaching schedule through the semester / year?

Yes No

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

5. How does the Department supplement the lecture method of teaching with other learner-centered teaching methods?

6. Is there a centralized 'media' facility to prepare audiovisuals and other teaching aids?

Yes No If yes, give detail.

7. Furnish the following :

- Teaching days
- Working days
- Work load
- Ratio of full-time teachings to part-time teachers (last two years):
- Ratio of teaching staff to non-teaching staff (last two years):
- Percentage of classes taught by full-time faculty

8. Are evaluation methods communicated to students at the beginning of the year?

Yes No

If yes, give details...

9. Does the Department monitor the overall performance of students through periodical assessments?

Yes No If yes, give details :

10. How is research staff recruited? When and how are new research staff positions created? Give details.

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from

Same State		Other State
Same Department/University	Other institutions	

12. Number of teaching staff who have attended seminars/conferences/workshops/ courses as participants/resource persons in the last two years :

	Participants	Resource Persons
National level		
International level		

13. Does the Department follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and departmental programmes ?

Yes No

If yes, how is the self-appraisal analyzed and used?

14. Does the Department follow any other teacher performance appraisal method?

Yes No

If yes, give details of the same and state how the results of the appraisal are used.

15. Does the Department conduct refresher courses / seminars / conferences / symposia / workshops/ programmes for faculty development?

Yes No

If yes, give details.

16. Give details on a few faculty development programmes and the number of teachers who benefitted out of them, during the last two years :

Faculty Development Programme	No. of Beneficiaries

17. How many faculties have received teaching awards?
18. How many national and international level linkages have been established for teaching and/or research?
19. Any other highlights?

Criterion III: Research, Consultancy and Extension

1. How does the Department promote research?

PG Students doing project work

Teachers are given study leave

Teachers are provided with seed money

Research Committee for submitting project proposal

Adjustment in teaching schedule

2. What percentage of teachers is engaged in active research in the Department? (Guiding research scholars, operating projects, publishing regularly etc.)
3. How many full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

Full-time	
Part-time	

4. Does the Department provide financial support to research students?

Yes No

5. Details of ongoing projects :

Total no of projects	
Total outlay in Rs.	

6. Does the Department publicize the expertise available for consultancy services?

Yes No

If yes, give details.

7. Has the Department undertaken consultancy work with or without fee?

Yes No

8. Does the Department have a designated person for extension activities?

Yes No

If yes, indicate the nature of the post.

Full-time

Part-time

Additional charge

9. Indicate broad areas of the various extension activities of the Department :

- i. Community development
- ii. Social work
- iii. Health and hygiene awareness
- iv. Medical camp
- v. Environment awareness
- vi. Any other :

10. How are students and teachers encouraged to participate in extension activities?

11. Does the Department work and plan the extension activities along with NGO's and GO's?

13. Any other highlights :

Criterion IV: Infrastructure and Learning Resources

1. Enclose the master plan of the Department indicating the existing buildings and the projected expansion in the future.
2. How does the Department plan to meet the need for augmenting the infrastructure to keep pace with academic growth?
3. How does the Department propose to maintain its infrastructure?
4. How does the Department ensure optimum use of its infrastructure facilities?
5. Does the Department encourage using the academic facilities?
 - i. In collaboration with other agencies
 - ii. By external agenciesIf yes, give details.
6. What efforts are made to keep the campus beautiful?
7. Is there an Advisory Committee for the Departmental library?
Yes No
8. Are the following activities of the Departmental library computerized?
 - i. Lending of books
 - ii. Purchase of books
 - iii. Lending of audio-visual material
 - iv. Book bank
 - v. Stock verification
 - vi. Any other

9. Number of books/journals/periodicals that have been added to the Departmental library during the last two years and their cost.

	The Year before last		The Year before	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
i.				
ii.				
iii.				
iv.				

10. What are the other facilities such as reprography, video and audio cassettes made available in the Departmental library?

11. Furnish the following details :

- Working days of the Library
- Working Hours of the Library
- Books in the library

12. Is there a central computer facility in the Department?

Yes No

If yes, give the configuration and other hardware and software details.

13. Give the working hours of the computer centre and its access on holidays and off hours.

14. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

15. How are computer and their accessories maintained in the computer centre and other locations of the Department?

16. Give details of the participation of students during the last year at the university, state, regional, national and international levels and of performance.

	Participation of students	Outcome
State		
Regional		
National		
International		

17. Any other highlights.

Criterion V : Student Support and Progression

1. Furnish the following details :

- Percentage of students, appearing for the qualifying exam. after the minimum period of study.
- Drop out rate.
- Progression to employment and further study. (UG to PG or PG to Ph.D.)
- Prominent Positions held by alumni.

2. How many students have passed the following examinations in the last five years ?

UGC-CSIR (NET) Examination.

GATE

Indian Civil Services Examinations :

GRE :

TOEFL :

GMAT :

Any others.

3. Does the Department collect feedback from students regularly?

PG students	
Research scholars	

If yes,

- a. What was the feedback obtained from the students of last year?
- b. Was it used for improvement?
- c. Give details of the feedback mechanism which exists in the Department.

4. Does the Department publish its updated prospectus annually?

Yes No

If yes, what are the contents of the prospectus?

5. Do teachers participate in academic and personal counseling? Give details.

6. Does the College / Institute have an Alumni Association?

Yes No

If yes, indicate the activities of the Alumni Association.

7. How are the policies and criteria of admission of students made clear to prospective students?

8. State the admission policy of the Department with regard to overseas students.

9. What are the support services given to overseas students?

- | | |
|---------------------------------|-------------------------------|
| i. One window admission service | ii. Overseas students' office |
| iii. Special accommodation | iv. Induction courses |
| v. Socio-cultural activities | vi. Welfare programme |
| vii. Police clearance | |

10. What are the recreational services / facilities given to students?

- | | |
|--|----------------------------|
| i. Debate Clubs | ii. Student Magazines |
| iii. Cultural Programmes | iv. Audio Video facilities |
| v. Essay writing/Research Paper writing. | |

11. Any other highlights :

Criterion VI : Organization and Management

1. Does the Department have an efficient internal co-ordinating and monitoring mechanism?

Yes No

If yes, give details.

2. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes No

If yes, what are the recommendations?

3. Does the Department have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes No

Give details.

4. Is there a special Committee for preparing the academic calendar schedule?

Yes No

5. During the last two years have all the decisions of the Departmental committee been approved?

Yes No

If no, give reasons.

6. Does the Department conduct professional development programmes for Student and staff?

Yes No

If yes, give details

7. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided	Amount actually spent in Rs. '000

- * Percentage of expenditure on academic services.
- * Percentage of expenditure on administration and other common services.
- * Percentage of expenditure on student welfare services.

8. During the last two years did the Department have an excess/deficit budget?

9. Any other highlights :

Criterion VII : Other Healthy Practices

1. Has the Department adopted any mechanism/process for internal quality checks?

Yes No

If yes, give details.

2. Is the Department sensitized to latest managerial concepts such as strategic planning, teamwork, decision making and computerization?

Yes No

3. Does the Department have

- Training programmes
- MoU's with Industries
- Research organizations
- Student exchange programme.

4. What are the other international linkages established by the Department for training and research?
5. How does the Department strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode?
6. What are the practices of the Department to impart value based education?
7. How does the Department inculcate civic responsibilities among the students?
8. What are the Department efforts towards all-round personality development of the learners?
10. How is the Department geared to achieve its specific goals and objectives?
11. What are the Department efforts to bring in “community orientation” in its activities?
12. Indicate the efforts to promote general/transferable skills among the students such as
 - a. Capacity to learn
 - b. Communication skills
 - c. Numerical skills
 - d. Use of information technology
 - e. Work as a part of a team and independently.
11. Any other Department specific innovations which have contributed to its growth.

Signature & Seal of

The Head of the Department

Undertaking from Head of Department to the effect that-

a) there are not outstanding dues payable to the University as shown below :-

Details of the dues paid to the University-

Sr. No.	Particulars	Amount	Date of Payment	University Receipt No.
I	Eligibility fees			
i.	F.Y. Students			
ii.	Others Students			
II	Other fees			
1	Student Computer Registration fees			
2	Students Development fund			
i.	Under Graduate			
ii.	Post Graduate			
3	Student Welfare Fund			
i.	Under Graduate			
ii.	Post Graduate			
4	Student Health insurance			
5	Pro-rata Contribution for Ashwamegh Competition			
6	Pro-rata Contribution for Sports & Cultural Activities			
7	Medical Examination fee for First Year Students			
8	Any other fees (Please specify)			
III	Affiliation fees			

b) The Department has not faced any disciplinary action during last 10 years.

Signature & Seal
Registrar

Signature & Seal of
Head of Department

Best Innovative Teacher Award Check list

Name of the Teacher :-----

Sr.No.	Name of Document	Documents Attached (For Office Use Only)	
		Yes	No
1	Application Form		
2	Undertaking		
3	Detailed Bio-data		
4	Teacher approval letter		
5	Qualification certificates		
6	Documents related to innovative method		
7	Copy of Research publications/Books		
8	Any other documents supporting to application		

(Note- Please attached all the enclosures as per serial number of the checklist)

Application Format

Best Innovative Teacher Award

(College/Institute & University Dept. Teachers)

Personal Details :-

Name -

Address-

Email-

Mobile-

Date of birth-

Qualification-

(Please provide the following information of the last Five Years)

(Teacher should submit information in the following format. The same should be submitted through the Principal of the College/Head of the University Department. Enclose Xerox, self attested copies of supporting documents, Latest Photographs)

1. General Information :

- a) College / Institute / Department :
- b) Telephone Nos. i) Office :
 ii) Residence :
 iii) Mobile :
- c) Dept. & Designation :
- d) Teacher Approval (Enclosed copy) :

2. Area of Specialization :

3. Research Experience :

4. Research Projects carried out, if any :

5. Innovative and Empowering Pedagogical Practices – From Thought to Action (Give details) :

6. Extension Work / Community Service (give details) :

7. Publications (Last five years) :

8. IPRs such as copy right filed or obtained if any :

9. Participation in Corporate life :

- a) College / University / Institution :
- b) Co-curricular activities :
- c) Enrichment of Campus Life :
- d) Students Welfare & discipline :
- e) Membership of academic/administrative Bodies / Committees :

10. Any other relevant information :

(Signature of the Teacher)

Signature & Seal of
Principal/Director/Head of Department

Undertaking by the Applicant

I Dr./Prof. ----- undertake that,

1. I have absolutely clear record of service and faultless antecedents and that no vigilance/disciplinary major action sentenced/imposed on me or no vigilance/disciplinary enquiry pending/contemplated against me.
2. The details given in the application form are correct. If the information supplied is found to be incorrect on later date, the University authorities has right to take any legal action against me.
3. I shall abide by the decision of the University.

Date :

Signature of the Applicant

Forward through:

Signature
Principal/Director/Head of Department

Felicitation of Teacher Check list

Name of the Teacher :-----

Sr.No.	Name of Document	Documents Attached (For Office Use Only)	
		Yes	No
1	Application Form		
2	Undertaking		
3	Detailed Bio-data		
4	Certificate of Academic award		

(Note- Please attached all the enclosures as per serial number of the checklist)

Application Format

Felicitation of Teacher

(College/Institute & University Dept. Teachers)

(Teacher should submit information in the following format. The same should be submitted through the through proper channel. **Enclose self attested Xerox copies of supporting documents, Latest Photograph**)

1. General Information :

- a) Name :
- b) Address
 - i) Residential :
 - ii) College / Institute :
- c) Telephone Nos. i) (office)
 - ii) (Residence)
 - iii) (Mobile)
- d) E-Mail :
- e) Designation & Dept. :
- f) Date of birth :
- g) Area of Specialization :

2. Academic Qualifications:

3. Research Projects carried out, if any:

4. Details about securing any academic award from institutes of national & international repute (Encl. copy of Certificate / documents) :

5. Innovations/Community Service (in details):

6. Extension Work / Community Service (in detail):

- 7. Participation in Corporate life** :
- a) College / University / Institution :
 - b) Co-curricular activities :
 - c) Enrichment of Campus Life :
 - d) Students Welfare & discipline :
 - e) Membership Bodies / Committees :

8. Any other relevant information :

(Signature of the Teacher)

**Signature & Seal of the
Principal/Director/Head of
Department**

Undertaking by the Applicant

I Dr./Prof. ----- undertake that,

1. I have absolutely clear record of service and faultless antecedents and that no vigilance/disciplinary major action sentenced/imposed on me or no vigilance/disciplinary enquiry pending/contemplated against me.
2. The details given in the application form are correct. If the information supplied is found to be incorrect on later date, the University authorities has right to take any legal action against me.
3. I shall abide by the decision of the University.

Date :

Signature of the Applicant

Forward through:

Signature
Principal/Director/Head of Department

