



**GENERAL INSTRUCTION NO 09 DATED 04 AUG 2018**

**STANDARD OPERATING PROCEDURE FOR SELECTION OF BEST TEACHER AWARD**  
**SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY**

**OBJECTIVE**

1. To encourage and motivate the teaching fraternity at Sikkim Manipal Institute of Technology, the award of '**Best Teacher of the Month**' (one only in the entire institute) is instituted. Sole motive behind this is to encourage faculty members to deliver best quality teaching by which student community as well as the institute as a whole may be benefited to a greater extent. The frequency of this award shall be one per month, during Jan-April (four months) and Aug-Nov (four months) of every year. It is also proposed that if a faculty member achieves two such awards in the entire academic year, then A++ grade shall be awarded during his/her PMS evaluation, bypassing all other evaluation parameters, generally considered for PMS evaluation.

**GUIDELINES FOR EVALUATION**

2. Head of the Department of each teaching department will nominate best teacher (one only) of the month from their respective department, latest by 20<sup>th</sup> day of the month, considering the performance as a teacher of the preceding month.
3. After receiving the nominations from the teaching departments, Head of the Institution, i.e., the Director shall evaluate the nominations personally in consultation with Associate Director (A) and Co-Ordinator IQAC in order to find out the best amongst all the nominated teachers by the departments.. Director may decide to apply his own evaluation mechanism and also monitor the performance of the nominated teachers, in order to find out the best amongst all the nominated teachers by the departments.
4. Finally, the Director selects and declares the best teacher of the month latest by the last day of the month. The reasons for selection of faculty as the Best Teacher will be shared by the Director during College Council Meeting.

**PROCEDURE FOR SELECTION OF BEST FACULTY BY HEAD OF THE DEPARTMENT**

5. Head of the Department (HoD) along with other members of DAC will closely monitor the teaching activities of each member of the faculty. HoD will attend the classes of each faculty and religiously observe the teaching qualities of each member of the faculty for correct evaluation.



6. The following parameters are to be considered for evaluating the teaching performance of each member of faculty :-

- (a) Punctuality (in time & out time of a class hour)
- (b) Teaching Capability (Lesson Plan/Communication/Interaction/Depth of Knowledge etc)
- (c) Conduct/Concern for Students (how he/she managing slow, average and fast learner)
- (d) Involvement as Teacher Guardian (TG)
- (e) Innovation in Teaching-Learning Process

7. Apart from above parameters, if there are any other significant contributions made by a teacher in the month she/he is being nominated, that can be mentioned separately at Appendix.

8. HoD will use the prescribed format as given at Appendix for capturing performance of faculty member every month.

9. The HOD will carry out the evaluation in transparent manner. The HOD will inform the faculty member of their respective dept about the evaluation made by him/her for nomination of a particular member of faculty for award of best teacher of the month during the monthly departmental meeting. The HOD may also inform the house about the grades obtained by each faculty members.

10. The practice of awarding the Best Teacher of the Month is a continuous process. HoD needs to repeat the same evaluation process for the succeeding months. It is expected that through this award, the best practices in teaching-learning can be shared and adopted by the teaching faculty of the institute. The evaluation records to be maintained by the DAC in each departments for inspection/audit by the Institute authority.

Majitar, Rangpo (East Sikkim)

Dated : 0A Aug 2018



  
[Prof (Dr) Ashis Sharma]  
Director

To,

1. All Associate Directors
2. All HODs

## Format to evaluate the performance of faculty for best teacher award of the month

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To be evaluated by: **Head of the Department (HoD) for the month**.....

[Note: HoD needs to write the qualities/attributes of a teacher in qualitative manner also in addition to quantitative evaluation.

Name of the teacher:

Employee code:

Designation:

Department:

Subject :

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i) Punctuality (in time & out time):

Please evaluate in a scale of (0-5):

Qualitative remark:

ii) Teaching Capability( lesson plan/communication/interaction/depth of knowledge etc):

Please evaluate in a scale of (0-5):

Qualitative remark:

iii) Conduct/Concern for Students (how is he/she managing slow, average, and fast learner):

Please evaluate in a scale of (0-5):





iii) Conduct/Concern for Students (how is he/she managing slow, average, and fast learner):

Please evaluate in a scale of (0-5):

Qualitative remark:

iv) Involvement as Teacher Guardian (TG) :

Please evaluate in a scale of (0-5):

Qualitative remark:

v) Innovation in Teaching-Learning Process:

Please evaluate in a scale of (0-10):

Qualitative remark:

vi) Any other:

Please evaluate in a scale of (0-5):

Qualitative remark:



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Total score (out of 35):

Signature with Date