



DIRECTORATE OF RESEARCH
NAVSARI AGRICULTURAL UNIVERSITY
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NAVSARI-396 450 (GUJARAT)

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- Read:** 1. Item No. 38.04 of Academic Council of Navsari Agricultural University, Navsari, Date: 31/07/2018
2. Approval of Hon'ble Vice Chancellor on the file *Vide* OW. No. NAU/PSVC/FILE/510/24 Date: 08/11/2024

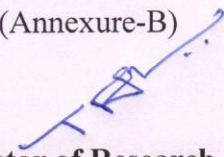
:: CIRCULAR ::

Application for the "**Best Teacher Award**" in NAU, Navsari from eligible candidates for the academic year 2024-25 are invited as per guidelines presented in **Annexure-A**. Candidates are informed to submit applications in the prescribed proforma provided in **Annexure-B**, along with authenticated documents from the concerned Dean **latest by December 25, 2025**. **Moreover**, applications from the respective Dean should reach the undersigned on or before **December 31, 2025** for further needful action. Each Dean of Faculty will forward only one application to the undersigned after due Scrutiny.

Encls: 1. Award Guidelines (Annexure-A), 2. Application Proforma (Annexure-B)

No. NAU/DR/T.3 / 6045 / 2025

Date: 08/12/2025


**Director of Research &
Dean P.G. Studies
NAU, Navsari**

Annexure-A

NAVSARI AGRICULTURAL UNIVERSITY BEST TEACHER AWARD

About the Award

To provide incentive and encouragement to outstanding teacher and improve the teaching activities in the University, one performance based “**Best Teacher Award**” is being given every year. Performance of previous five years of the candidate is evaluated by the judgment committee based on the merit of activities performed. The award is presented to one faculty member among all the faculties of Navsari Agricultural University. The award is primarily meant for individual teacher independently teaching a course or part of an integrated course.

Nature of Award

The Best Teacher Award is annual and carries a cheque of Rs. 50,000/- as cash award and a certificate.

Administration of the Award

All the administrative activities related to award will be coordinated by the Director of Research & Dean PG Studies. Faculty member, who fulfills all the criteria and consider himself/herself suitable for the same, may submit the application through their HoD to the Principal/Dean of the respective faculty in the prescribed format. The Principal/Dean of the Faculty after having nomination from different departments/colleges as per **Annexure-B**, will forward only one application to the Director of Research & Dean PG Studies. Screening committee nominated by the Vice Chancellor will check and verify all the applications. All nominations from each faculty after the scrutiny by the screening committee will be submitted to the Judgment Committee for the final selection of the Awardee and subsequently will be put to Board of Management for Approval. No appeal against the decision will be entertained.

Academic year

Academic year will be considered from August to July or as defined of respective year. For example, if the applications are invited in the month of October 2024, than the activities done till August 31, 2024 and its previous five years will be considered. This award will be considered for the academic year 2023-24. The award will be awarded during the immediate Annual Convocation of the University.

Eligibility of the Award

The applicant must have at least 5 years of teaching experience in NAU as a regular faculty member. The applications/proposals will be invited by the Director of Research & Dean PG every year. The application/proposals in prescribed format should be submitted through proper channel. **The work done during the past 5 years only will be considered for the award.** The candidate once selected for the award (in past as per the prevailing norms) will not be eligible for the award for the next five years.

The candidate must have at least three ‘Very Good’ and two “Good” overall rating in annual appraisal/self-appraisal reports out of immediate past five reports. The concerned Unit Head must verify the same and send the application only when candidate satisfy the criteria. The candidate is expected to be a role model teacher with high moral values and must not have been penalized or any enquiry pending against him/her.

The judgment committee will be as follows

1	An External expert (not below the rank of Existing/retired Vice Chancellor) (nominated by the Vice Chancellor)	One
2	Deans/Directors (Existing/retired) from other agricultural Universities/Institutes (nominated by the Vice Chancellor)	Three
3	Coordinator (Director of Research & Dean P.G. Studies)	Member Secretary

Annexure-B

PROFORMA

(Application/proposal for Best Teacher Award)

1. **Name and address:**

2. **Designation:**

3. **E-mail ID:**

Mobile Number:

4. **Academic Qualifications:**

Degree	Subject	University	Year	Division/ Grade

5. **Teaching/Research/Extension Experience (for last Five Years)**

Position	University	Period	Years/Months

6. **Academic Achievements**

(a) **Teaching:** (Max. Marks: 60)

Achievements under teaching should be listed under the following sub-head:

Sr. No.	Particular (Provide annexure for each sub-head)	Max. Marks allotted
1	Details of Teaching (year-wise)	25
	<ul style="list-style-type: none">• Courses taught<ul style="list-style-type: none">▪ 2.0 mark for each Full Course; 1.0 marks for Theory and Practical each with designing of course curriculum - new courses added or revised• In case course has been shared by more than one Teacher, the mark to be distributed proportionally.	
2	Details of Postgraduate research guided (No. of Students / Title of thesis/year-wise)	10
	<ul style="list-style-type: none">• Completed Master / Doctoral thesis as Major Guide (Max.: 6.0 marks)<ul style="list-style-type: none">*1.0 mark for each student at master level and 2.0 marks for each student at doctoral level▪ Advisory Committee member (Max.: 4.0 marks)* In Advisory Committee, per member: 0.2 mark	
3	Students who obtained P.G. degree under your guidance as major guide and got placement in public/private/Govt. sector (Reputed or Registered company) OR Cleared SRF / JRF / GATE / NET <ul style="list-style-type: none">▪ 1.0 mark for each student	05

4	No. of thesis selected for award / recognition etc. if any (As Major Guide) ▪ 5.0 marks for each award / recognition	05
5	No. of publications from P.G. thesis under your guidance	05
	▪ 1.0 mark for each Research Publication in journal having NAAS Rating 4 and above or equivalent Impact Factor ▪ 0.5 mark for each Research Publication in journal having NAAS Rating below 4 or equivalent Impact Factor	
6	Details of Laboratory Manuals and other activity, etc ▪ 1.0 mark for preparation of each manuals (Max.: 3 marks) ▪ 0.5 mark for other activities like Keynote Speaker, Lead lecture guest lecture, invited talks etc. in seminar, symposia, conference/Training programme, etc. (Max.: 2 marks)	05
7	Co-curricular activities	05
	Particulars	Place where you have worked
	Rector / Assistant Rector	
	Chairman / Member, SRC	
	NCC / NSS Officer	
	Administration like Academic In-charge, Farm Manager, DDO/Officer-in-Charge of ICAR or other Research Schemes, Technical Officer, Nodal Officer, Assistant Registrar, Head of Office/Sub Unit Head, Placement Officer, etc.	
	Other (specify)	
	▪ 1 mark for each year of extra activity - Maximum 5 marks	

(b) Research Achievements

(Max. Marks: 15)

Sr. No.	Particular
1	Research projects completed / ongoing (Marks: 05)
	<ul style="list-style-type: none"> • Initiation and formulation and working as PI of Research Schemes/ Departmental Research <ul style="list-style-type: none"> ▪ 0.5 mark for each Scheme • Initiation and formulation of new research projects <ul style="list-style-type: none"> ▪ 0.5 mark for each Scheme • Involvement in participatory technology development <ul style="list-style-type: none"> ▪ 0.5 mark for each technology • Salient research accomplishments / Farmers recommendations / other recommendations from AGRESCO/AICRP etc. <ul style="list-style-type: none"> ▪ 0.5 marks for each item • Special international / national research assignments completed which is not covered elsewhere in the application <ul style="list-style-type: none"> ▪ 1.0 mark for each assignment • Preparation of review reports proceedings and other assigned duties <ul style="list-style-type: none"> ▪ 0.5 marks for each item • Participation in institutional activities for meetings called by Government or University <ul style="list-style-type: none"> ▪ 0.25 marks for each activity/ meeting
2	Publications - Attach the list of publications excluding publications from student's thesis work (Marks: 05)
	<ul style="list-style-type: none"> • For full length paper published in peer reviewed Scientific Journals:

	<p>(a) International level = 1 mark each (b) National level = 0.5 mark each</p> <ul style="list-style-type: none"> • Full length paper presented in Conference/seminar/symposia etc. <p>(a) International level = 1 mark each (b) National level = 0.5 mark each (c) State level = 0.25 mark each</p> <ul style="list-style-type: none"> • Research Article published and / or presented in Seminar/ Symposia/ Conferences= 0.25 mark for each • Popular Article published = 0.25 mark for each publication • Book published by individual = 1.0 mark each for edited/ compiled/ Book Chapter / Text Book / Reference Book <p>Note :</p> <p>(a) Publications mentioned above should have published during the year prescribed for Best Teacher Award. Only last five year's publication shall be considered.</p> <p>(b) The first author in all the above cases will get full marks while the rest of the authors will get 50 per cent of the marks allotted to each item.</p> <p>(c) The full marks will be given for publication in International / National Journal having NAAS rating and equivalent Impact Factor ≥ 4 and half for < 4.</p>
3	Patent(s), if any (Marks: 03)
	<ul style="list-style-type: none"> • 2.0 Marks for each novel patent registered, 1 mark for patent applied.
4	Any other (Marks: 02)
	<ul style="list-style-type: none"> • 2.0 marks for each novel technology developed (prototype, genetic stock, variety, process, concept, methodology etc.) • 1.0 marks for each success story of technology disseminated and he/she must involve in dissemination or commercialized (Individual effort carries marks as indicated above, joint effort carries half the marks.)

(c) Extension Achievements

(Max. Marks: 05)

Sr. No.	Particular
1	<ul style="list-style-type: none"> • Popularization of new technologies <ul style="list-style-type: none"> ▪ 0.5 mark for each technology • Innovation in extension technology and methods <ul style="list-style-type: none"> ▪ 0.5 mark for each technology • Participation in of collaborative extension programmes <ul style="list-style-type: none"> ▪ 0.25 mark for each activity • Trainings conducted as Director/Coordinator / Convener / Organizer for the benefits of farmers through awareness generation <ul style="list-style-type: none"> ▪ 0.5 mark for each training • Participation in Krishi Mela and Exhibition <ul style="list-style-type: none"> ▪ 0.5 mark for each event • TV - Radio talks etc. <ul style="list-style-type: none"> ▪ 0.25 mark for each programme or talk

7. Award/Recognitions

(Max. Marks: 05)

Sr. No.	Particular
1	<ul style="list-style-type: none"> ▪ 1.0 mark each for national level / international level award (recognized) such as by ICAR, CSIR, DBT /National Institutes, Ministries of State or Central Government

	FAO etc. ▪ 0.5 mark each for Institutional or recognized professional societies fellow / award / recognition; President / Chairman / member/ member secretary of important Committees and other decision / policy making bodies/ committees of national level (excluding official duty / assignment at institutional level); Reviewer for peer-review NAAS listed journals; and Conference prize / medal such as best paper or best poster.
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8. Membership of professional societies (Max. Marks: 02)

Sr. No.	Particular
1	▪ 1.0 mark for each Life membership and 0.5 marks for each annual membership

9. A Write up (not exceeding 500 words) in support of your candidature for the award (Support with relevant proof if needed)

(Max. Marks: 03)

Certificate

It is certified that the information given in points 1-8 is correct to my knowledge and belief.

Date: **(Signature of the Candidate)**

It is certified that the information given in points 1-8 are verified and found correct.

Date: **(Signature of HOD)**

Date: **(Signature of Unit Head)**

10. Student Feedback: This will be added by the respective Principal/Dean at the time of application while evaluating the application.

(Max. Marks: 10)

Name of Course: _____ Credit _____

Name of Teacher: _____ Semester _____

Sr. No.	Activity	Students remarks			Average marks
		Excellent (1.0 mark)	Good (0.5 mark)	Average (0 mark)	
1	Regularity in conducting class by the teacher				
2	Teaching Method				
3	Knowledge of the Subject				
4	Use of Power Point/ Interactive panel				
5	Use of Black Board				
6	Can make the Subject interesting?				
7	Practical knowledge				
8	Regularly conducting the exams and display the results?				
9	Personality/Behavior of the teacher				
10	Motivate the students for competitive exams (SRF/JRF/NET, etc).				
	Total				
Note: Average of the course will be filled by the Principal/Dean					

Date:

(Signature of Principal/Dean)

Certificate by the Unit Head

It is certified that the information given in points 1-9 are verified with the record available here and found correct. Further, the _____ has never been found guilty in any of the police/departmental enquiry or any such enquiry is in progress. Candidate's behavior with the colleagues, other casual and permanent staff members and students is good and supportive.

This is also to certify that, the overall rating of the candidate in Annual Appraisal/report (Confidential Report) is as per the prescribed guidelines for Best Teacher Award in Agricultural Higher Education Award.

Date:

(Unit Head)
