

**BEST
TEACHER AWARD**

TRINITY INSTITUTE OF PROFESSIONAL STUDIES

SECTOR-9, DWARKA, NEW DELHI-110075

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

Approved by Bar Council of India, New Delhi

"A+" Ranked Institution by SFRC, Govt. of NCT of Delhi

Recognized under Section 2(f) of the UGC Act, 1956

Accredited "A" by NAAC

**SHREE OM PRAKASH
TANDON MEMORIAL
BEST TEACHER
SCHOLAR AWARD**


DIRECTOR
Trinity Institute of Professional Studies
(Adj). Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075

NORMS AND PROCESS OF EVALUATION

1. Teachers with a minimum of two years experience as on 31 December of the year are eligible for competing for Shri O.P. Tandon Memorial Best Teacher-Scholar Award.
2. Only one Faculty Member of TIPS will be chosen BEST TEACHER SCHOLAR for each academic year.
3. There will be 360 degree appraisal: (a) Self Appraisal; (b) Students' Appraisal; (c) Appraisal by peers; and (d) Appraisal by Administration. The maximum marks allocated to these four appraisals are as follows:

(a) Self Appraisal	168
(b) Students' Appraisal	070
(c) Appraisal by peers	030
(d) Appraisal by Administration	135

TOTAL MARKS 403

4. The process of selection of Best Teacher Scholar for the year will be as follows:

In the first step only those teachers will be shortlisted who have at least scored the following marks in each of the four appraisals:

Description	Cut-off %age
Self Appraisal	40%
Students' Appraisal	75%
Peers' Appraisal	70%
Admn Appraisal	35%

In step two, from among the teachers shortlisted in step 1, the teacher scoring highest marks totaling the entire four criteria shall be declared Best Teacher Scholar of the year.

If in case there is not even a single teacher who qualifies according to the above mentioned criteria, then the teachers who qualify in at least three criteria will be shortlisted and the teacher scoring highest marks totaling the entire four criteria shall be declared Best Teacher Scholar of the year.

In case there is not even a single teacher who qualifies in at least three mentioned criteria, there will be NO award for Best Teacher Scholar in that year.

DIRECTOR
 Trinity Institute of Professional Studies
 (Adj.) Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075

DIRECTOR
 Trinity Institute of Professional Studies
 (Adj.) Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075

SH. O. P. TANDON MEMORIAL BEST TEACHER SCHOLAR AWARD

On the basis of year round evaluation, a committee evaluates each and every faculty who has put in two years of service in the Institute, based on the guidelines and norms provided to them. A self-appraisal form is filled in by each and every eligible faculty member within the cut-off date. The following award and rewards are conferred to the Best Teacher Scholar:

1. A certificate of the award
2. One Memento
3. A Cash Prize of Rs.21,000 (Rupees twenty-one thousand only)

[Signature]
DIRECTOR
 Trinity Institute of Professional Studies
 (Adj) Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075

Sector-9, Dwarka, New Delhi-110075

[Signature]
DIRECTOR
 Trinity Institute of Professional Studies
 (Adj) Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075

[Signature]
DIRECTOR
 Trinity Institute of Professional Studies
 (Adj) Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075

DIRECTOR
 Trinity Institute of Professional Studies
 (Adj) Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075

6. Professors will not be contender for this award.
7. Students of the two previous years with minimum 70 per cent of attendances are eligible for filling up of STUDENTS APPRAISAL FORMS.
8. Designated Chief Coordinators/ Teachers will get the Students Appraisal Forms filled up from various classes. They shall calculate the average marks scored by each teacher and submit the score sheet along with the appraisal forms to the Director.
9. Filled in Peer Feed Back Forms will be submitted by the teachers directly to the Director.
10. Teachers competing for the Award will fill up Self Appraisal Forms and submit the same to the Director along with proofs and documents wherever necessary. In the absence of proof and documents, where necessary, ZERO marks will be awarded.
11. Director will verify the facts/ claims mentioned in the Self Appraisal Form from the Chief Coordinators/ Students' Support In-charge/ Records.
12. Self Appraisal Forms will be assessed as per "marking key" in a transparent manner, i.e., marks allotted for each attribute shall be mentioned in the appraisal form itself.
13. A Committee comprising CCOE and maximum of two teachers who have been recipients of the award in the past will compute marks obtained by each teacher shall short list 03 names and submit the same to the Director for onward transmission to the Management for final selection of the winner.
14. Decision taken by the Management on the recommendations of the Committee will be final and no appeal against it will be entertained.


DIRECTOR
Trinity Institute of Professional Studies
(Adj.) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075

(Adj.) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075


DIRECTOR
Trinity Institute of Professional Studies
(Adj.) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075


DIRECTOR
Trinity Institute of Professional Studies
(Adj.) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075



**TRINITY INSTITUTE
OF PROFESSIONAL STUDIES**

Sector- 9, Dwarka, New Delhi - 110075
(Accredited Grade "A" Institution by NAAC,
Affiliated to Guru Gobind Singh Indraprastha University, Delhi
Approved by AICTE & Bar Council of India , New Delhi)

**Best Faculty Award
2023-2024**

*We are delighted to extend our
heartfelt appreciation and recognition to*

DR. NEHA ARORA

A beacon of inspiration in the realm of education.

*This award serves as a testament to her
unwavering dedication, passion,
and transformative
impact on the lives of students*

[Signature]
DIRECTOR

Trinity Institute of Professional Studies
(Adj) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075



+91 98118 08298 ~AK

Today at 16:53




DIRECTOR
 Trinity Institute of Professional Studies
 (Adj.) Metro Pillar No. 1160), Institutional Area
 Sector-9, Dwarka, New Delhi-110075



A-3,314, Opposite Petrol Pump Near Jawahari Market Paschim Vihar
 Delhi 110063 DELHI IN
 IFSC Code: AUBL0002448

VALID FOR THREE MONTHS FROM THE DATE OF ISSUANCE
 दिनांक 25/10/2024
 Date 25 10 2024
 D D M M Y Y K K

PAY Noha Aroora Sethi
 RUPEES/ रुपये Eleven Thousand only-

या धारक को OR BEARE

अदा करें

₹ 11000/-

A/c No
 खाता क्र

2081244826358385

AU Institution Savings Account-
 Exclusive

FOR TRINITY INSTITUTE OF PROFESSIONAL
 STUDIES

(Signature)
 Auth Signatory

Please sign above

17 08 2024



Payable At Par At All AU SMALL FINANCE BANK Branches

⑈004173⑈ 1107650171: 000551⑈ 31

(Signature)

(Signature)
 DIRECTOR
 Trinity Institute of Professional Studies
 (Adj). Metro Pillar No. 1160, Institutional Area
 Sector-9, Dwarka, New Delhi-110075



A-3314, Opposite Petrol Pump Near Jawahar Market Paschim Vihar
Delhi 110063 DELHI IN
IFSC Code AUGL0002448

Date 25/10/2024
D D M M Y Y Y Y

PAY *Ajay Kumar Sharma*
RUPEES/रुपये *Eleven Thousand Only/-*

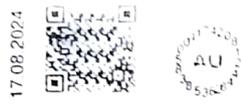
41 3124 48 OR BEARER

₹ 11000/-

Ac No 2081244826358385

AU Institution Savings Account- Exclusive

FOR TRINITY INSTITUTE OF PROFESSIONAL STUDIES



Ajay Kumar
Auth Signatory

Payable At Par At All AU SMALL FINANCE BANK Branches

Please sign above

⑈004174⑈ 1107650171 000551⑈ 31

Ajay K.
DIRECTOR
Trinity Institute of Professional Studies
(Adj) Metro Pillar No. 11601, Institutional Area
Sector-9, Dwarka, New Delhi-110075



Self-Assessment for Best Teacher Award 2025
For the Academic Session 2024-25

“Teaching is very noble profession that shapes the character, Caliber, and future of an individual. If the people remember me as a good teacher that will be the biggest honour for me.”

– APJ Abdul Kalam

Name:	Father’s Name:	
Designation:	Date of Birth:	
Email:	Mobile:	
Department:	Designation:	
Education Qualification:		
Date of Joining at TIPS:	Total experience	
EXPERIENCE AT TIPS		
		Maximum Marks - 16
Less than one year	2 Marks	
1-2 year	4 Marks	
2-3 year	8 Marks	
3-4 year	12 Marks	
4 and above	16 Marks	
CONTRIBUTION IN TIPS		
		Maximum Marks - 25
Contribution in admission at TIPS if yes at what level	Counsellor 5 marks Tele-caller 2 marks	
Have you Organized a Mega Event in the Academic Year 2023-24 (Attach Proof)	5 Marks per mega event, Maximum Marks 25	
Are you convener/ chairperson of any NAAC/AQAR/Anti-Ragging/SGRC/Disciplinary committee etc., at TIPS	Maximum Marks 2 per committee, limited to Maximum Marks 25	
CONTRIBUTION IN RESEARCH		
		Maximum Marks - 15
Details of Papers/books/patents etc. Published during last three years;		
Contribution toward education through publication of Books/Book Chapter etc.	Book with ISBN (Max. 3 to be endorsed)	5
	Book without ISBN (Max. 2 to be endorsed)	3
	Book Chapter (Max. 2 to be endorsed)	2
Web of science/Scopus indexed/UGC care/ABCD (Max. 3 to be mentioned)	5 Marks / Article	
Published in journal with ISSN/Peer reviewed (Max. 2 to be mentioned)	3 Marks / Article	

CONTRIBUTION IN ACADEMICS		Maximum Marks 25
Subject taught at TIPS	Marks (Choose any one Category in which highest number of students have got maximum score bracket)	
Subject 1	91 and above 05	
Subject 2	81-90 04	
Subject 3	71-80 03	
Subject 4	61-70 02	
	51-60 01	
Whether you undertake mentorship and nurturance beyond classroom walls for holistic development of the students. If yes submit details of the students benefitted by it.	02	
Whether you develop any e-content for the students (attach proof)	02	
Membership or Fellowship of Professional/Academic Bodies, etc. with details;	01	
CONTRIBUTION IN BRAND IMAGE		Maximum Marks 09
Are you a top fan of TIPS on FB? (Attach proof)	Max. Marks 2	
Have you reviewed TIPS GMB page, FB with comments & Star rating	Max. Marks 2 for GMB and 1 for FB	
Have you reviewed TIPS on College Dekho, College Dunia, Shiksha.com, Sulekha.com etc. (attach proof)	1 Marks for each attached proof) Max. Marks 4	
For office use		
PUNCTUALITY		Maximum Marks 05
Appraisal category	Outstanding Very good Good Average	
REGULARITY (Zero if availed full, 1 if availed half or less)		Maximum Marks 05
Availed all Casual Leaves	1	
Availed all Medical Leaves	1	
Availed all Compensatory-off	1	
Availed all Short Leaves	1	
Availed all time relaxation	1	
Total Maximum Marks: 100	MARKS EARNED:	

Note:

- Kindly attach proof for the marks claimed.
- Best teacher award availed in past two years is not eligible.

Date:

Name & Signature