**Annex 1**

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| **APPLICATION FOR THE VICE CHANCELLOR’S AWARDS FOR THE BEST SCHOLARS** | For official use only |

**Reporting Period: Calendar Year 2023**

***Note: applicable only for the permanent academic staff***

**A. Personal Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | | |
| **Designation** |  | | | |
| **Department/Faculty** |  | | | |
| **Category** | Young |  | Senior |  |
| **Award/s applying for:** | Teaching | |  | |
| Research | |  | |
| Creative Works | |  | |
| Outstanding | |  | |

*List only those accomplishments and activities that took place within the reporting period*

**1. Teaching**

* 1. Extra teaching load beyond the work norms

*(The timetable issued by the head of the department for the academic year should be enclosed).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module Code** | **Academic Year and Semester** | **Credits** | **Number of Students** | **Total Lecture Hours Conducted** | **Total Practical Hours Conducted** | **Head’s Initial** |
|  |  |  |  |  |  |  |
| Total Hours for the Year | | | |  |  |  |
| Number of Hours according to the work norm | | | |  |  |  |
| Extra work hours conducted beyond the work norms | | | |  |  |  |

**1.2** Extra teaching load outside the discipline

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module Code** | **Academic Year and Semester** | **Credits** | **Number of Students** | **Total Lecture Hours Conducted** | **Total Practical Hours Conducted** | **Relevant Head’s initial** |
|  |  |  |  |  |  |  |
| Total Hours for the Year | | | |  |  |  |

**1.3** Other contributions to teaching and learning (e.g., curriculum development, development of new courses, new teaching materials preparation, participation in workshops/conferences **related to teaching**, contributions to online teaching, field trips & industry visits (related to teaching), Inter-faculty teaching, etc.). (Evidence should be provided)

**1.4** Student feedback reports will also be considered in the evaluation *(Academic establishment division should request information from the respective Dean’s Office).*

**1.5**  Peer observation reports will also be considered in the evaluation *(Academic establishment division should request information from the respective Dean’s Office).*

**1.6** Examination works (provide details for the following activities)

* Question paper setter
* Question paper moderator
* Examination supervisor
* Invigilator
* Paper evaluator (First examiner)
* Paper evaluator (Second examiner)
* Practical board examiner
* Thesis evaluation (undergraduates)
* Thesis evaluation (postgraduate)

**Note:** The details should be provided on the table format as shown below.

|  |  |  |
| --- | --- | --- |
| **Contribution** | **Subject code/ Academic year** | **Timely accomplished**  *(Academic establishment division should verify this section from the head/examination division of the University)* |
| Question paper setter |  |  |

**1.7** Postgraduate and undergraduate students that you supervised or co-supervised during the reporting period. Make lists separately for undergraduate and postgraduates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University** | **Student Name and Reg. No.** | **Degree** | **Supervisor / Co-supervisor/Other** | **Start Year** | **Full or**  **Part-time** |
|  |  |  |  |  |  |

**1.8.** Participation in Continuing Professional Development (CPD) Programmes

Extension Courses/ Short Courses as a resource person in Seminars/ Workshops/ Staff Development Programmes/ CPD Programmes/ Extension Courses/ Short Courses

**1.9** Text books

Text books (other than Journal Articles, Chapters and Books of Scholarly Work) published.

1. Recognized publisher
2. Other publishers

**I hereby certify that the above information is complete and true.**

**------------------------------------------------------- -----------------------------**

**Signature Date**

**2. Research**

**2.1.** **Peer-reviewed publications (including invited editorials in indexed journals)**

Please list only those scholarly works which were accomplished during the **reporting year.** Be sure to list all the co-authors and provide complete references. The applicant may prepare the details relevant to scholarly works as per the marking scheme.

* + 1. Publications in Indexed Journals (Scopus and Web of science)/ Publications in other peer-reviewed journals
    2. Published conference proceedings (full papers/ abstracts/presentations)/ Published conference symposia proceedings (abstract)
    3. Authored or edited books/chapters
    4. Citations for the reporting year (refer to your Google Scholar account)
  1. **Contribution to Knowledge Dissemination in Research of the Publications.**

2.2.1 Reviewer/Editorial Board Member of journals published at least twice a year

2.2.2 Conference chair/keynote speaker/convener

2.2.3 Session chair/conference panel member/reviewer/editorial board member

**2.3 Patents in the relevant field**

List all national and international patents received in the relevant field.

**2.4 Research grants**

List all research grants and contracts held and consulting work you received during the review year

|  |  |  |  |
| --- | --- | --- | --- |
| **Sponsor** | **Your Role (PI/CI)** | **Project title** | **Funding Received for Review Year (Rs.)** |
|  |  |  |  |

**2.5 Awards and honors and other recognitions**

List all Awards you received relevant to your research activities during the review year

**I hereby certify that the above information is complete and true.**

**------------------------------------------------------- -----------------------------**

**Signature Date**

**3. Grants for projects of Creative works:**

**3.1.** List specific new creative endeavors contributing to knowledge during the reporting year

(E.g. performances, designs, exhibitions, patents, licenses, computer software, etc. Please refer Marking Scheme).

* Be sure to list all the co-authors/co-artistes and provide complete references.
* The evidences for each work must be provided in a form that can be evaluated.
* Only those creative works will be considered which are his/ her own works/ creations/ performances.
* Applicants may include his/ her contribution to VAPA TV as a guest speaker/ performer/ presenter
* Each creative work must include a concept paper or an abstract.

**3.2 Patents in the relevant field**

List all national and international patents received in the relevant field.

**3.3 Grants for projects of Creative works**

List all creative works grants and contracts held and consulting work you received during the reporting year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sponsor** | **Your Role (PI/CI)** | **Project title** | **Funding Received for Review Year (Rs.)** |
|  |  |  |  |
|  |  |  |  |

**3.4 Awards in Creative Works**

List all Awards and Honors you received relevant to your Creative Works activities during the review year

**I hereby certify that the above information is complete and true.**

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**Signature Date**