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No. EDN-H(8)A(1)Misc.
Directorate of Higher Education
Himachal Pradesh.
Email: dhe-sml-hp@gov.in, college_branch@rediffmail.com
Phone No. 0177-2653120, Fax: 0177-2812882

08 JAN 2025

Dated: Shimla-171001 the, January, 2025

To

All the Principals
Govt. Degree Colleges/Govt. Sanskrit Colleges
Himachal Pradesh.


Subject:- Regarding guidelines for State Award of College Principal(s) and College Teacher(s)

This is with reference to the Govt. Notification, e-File No. 229244(2024) dated 30-12-2024 on the subject cited above.

In this regard, it is informed that the Government has notified the guidelines for State Award of College Principal(s) and Teacher(s) as per 'Annexure-A'. These guidelines shall be applicable to Principal(s) and Teacher(s) serving in Government College(s) and shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.

In view of the above, you are directed to take necessary action in the matter accordingly.

Encls: As above.


Jt. Director of Higher Education (C)
Himachal Pradesh
January, 2025

Endst No.: even dated: Shimla-1, the
Copy forwarded for information and necessary action to:-

1. The Branch Officer/Superintendent IT Cell, Directorate of Higher Education, HP Shimla with request to upload the same on departmental website.
2. Guard File.


Jt. Director of Higher Education (C)
Himachal Pradesh

Dy. No. 2025/00272

Dt 01/01/25

Cell DHE...	12
31 DEC 2024	
Branch	College

Government of Himachal Pradesh
Higher Education Department

eFile No.229244(2024)

Shimla-02

30/12/2024

Notification

The Governor, Himachal Pradesh is pleased to notify guidelines for State Award of College Teacher(s) and Principal(s) as per 'Annexure-A'.

These guidelines shall be applicable to Teachers (s) and Principal(s) serving in Government College(s) and shall come into force from the date of publication in the Rajpatra (e-Gazette), Himachal Pradesh.

By Order

Rakesh Kanwar, IAS
Secretary (Education) to the
Government of Himachal Pradesh

Endst. No. As above

Dated: Shimla-02,

30/12/2024

Copy to the following for information and further necessary action:-

- 1.All the Administrative Secretaries to the Government of Himachal Pradesh.
- 2.The Principal Accountant General (Audit) H.P., Shimla-171003.
- 3.The Director of Higher Education, HP, Shimla-171001 for further necessary action with request to upload the same on departmental website.
- 4.The Director of Elementary Education, H.P., Shimla-171001
- 5.The Controller, Printing & Stationer, Himachal Pradesh, Shimla-171005.
- 6.The State Project Director (Samagra Shiksha) Himachal Pradesh, Shimla-5
- 7.Guard file.

(Nishant Thakur)

Addl. Secretary (Education) to the
Government of Himachal Pradesh

Sh. Kuldeep

Smt Meeta.

DEPARTMENT OF HIGHER EDUCATION HIMACHAL PRADESH
STATE AWARD TO COLLEGE TEACHERS AND PRINCIPALS

NUMBER OF AWARDS: 07

Category I: Faculty of Govt. Colleges

Number of Awards: = 05

Category II: Govt. College Principals

Number of awards = 02

DECORATIONS:

Each awardee shall be presented with the following: -

- 1) Himachal Cap / Scarf and shawl
- 2) A medal
- 3) A Certificate
- 4) A Citation
- 5) Book(s)

ELIGIBILITY:

Category I (Faculty):

- a) Nominee should have at least five years of full-time teaching experience at the undergraduate and/or postgraduate level.
- b) Should have been awarded at least 'very good' remarks in all his /her ACR during the preceding three academic years.

Category II (Principal):

- a) Nominee should have at least one years of experience (on a regular basis) as a principal in Govt. college.
- b) Should have been awarded at least 'very good' remarks in all his /her ACR during the preceding three academic years as a teacher /principal.

NOMINATION PROCEDURE:

Category I (Faculty):

- a) Self-Nomination
- b) Nomination by the existing principal /principal of the college where faculty has rendered services during the last five years.
- c) Nomination by students/CSCA/fellow teachers/college PTA/any member of the society.

Category II (Principal):

- a) Self-Nomination

b) Nomination by students/CSCA/teachers/ PTA/any member of the society.

c) Members of the search-cum-screening committee may also take suo-moto cognizance of the extraordinary leadership of the institutional head and may nominate exemplary principals.

APPLICATION PROCESS FOR STATE AWARD:

- a) Nomination shall be invited every year through the website of the Directorate of Higher Education (<https://education.hp.gov.in/>).
- b) Nomination for State Teacher Award should be made through proper channel. If nomination has been made by process other than self-nomination in that case nominator(s) shall communicate his/her desire to the concerned faculty/principal by filling up of nomination form (Annexure-I) and further application process for the State Award shall be completed by the nominee.
- c) The nomination shall be made in prescribed formats (Annexure-I to V as per applicability) as per eligibility conditions and selection criteria and shall be submitted to the Director of Higher Education, Himachal Pradesh in both hard copy as well as through e-mail (college_branch@rediffmail.com).
- d) It must be ensured that each claim is supported by documentary proof and the information provided should be complete in all respects.
- e) Timeline as advertised shall be strictly adhered to at each level. Nomination after the due date shall not be considered.
- f) Any teacher/principal against whom Departmental proceedings have been initiated/contemplated or who has been penalized for the misconduct under CCS (CCA) Rule 1965 for major or minor penalty under rules 14 or 16 shall not be considered for the award.
- g) There should be no criminal case pending against the nominee.

SELECTION CRITERIA/PROCESS: Each point of a selection parameter shall be supported by a concise and precise brief with documentary proof, if any, highlighting the contribution and achievement of the nominee.

CATEGORY-I (FACULTY)

The selection of teachers for state award will be carried out through screening process in two steps: -

1. **PRELIMINARY SCREENING:** After preliminary screening, top 25 teachers will qualify for the next step.

Parameters for preliminary screening:

Sr. No.	Parameter	Weightage
1.	Academic efficiency	55
2.	Outreach activities	10
3.	Research and innovation	10
	Total	75

2. FINAL SELECTION

Parameters for final selection:

Sr. No.	Parameter	Weightage
1.	Score of preliminary screening	75
2.	Spot evaluation	15
3.	Presentation and interview before selection jury	10
	Total	100

PARAMETERS FOR PRELIMINARY SCREENING

1. Academic efficiency: -

Sr. No.	Parameter	Weightage
1.	Type of pedagogical approaches used for teaching learning	05
2.	Usage of educational technology to impart education	03
3.	Methodology employed for assessment of learning outcomes and pass percentage in concerned subject vis a vis university pass percentage during last three years	08
4.	Sharing of recorded lectures with students for flexible learning	04
5.	New experiments or demonstrations introduced to explain fundamentals	04
6.	Outcome of student's feedback and steps taken to improve delivery and effectiveness of classroom teaching and evaluation	04
7.	Students mentoring / handholding/ tracking	05

8.	Efforts made to develop skills like problem solving, critical thinking, creativity, team work, written and verbal communication and time management in students	05
9.	Remedial classes for academically weak students / additional knowledge sharing with students	03
10.	Role of nominee in student internship, exposure visits/ field visits and research project	04
11.	Development of course contents for MOOCs	04
12.	Participation in faculty development programmes (FDPs) and Quality improvement programmes (QIPs) and its implementation in own career paths	04
13.	Role as a resource person or as an organizer in seminars/ conferences / workshops	02
Total		55

2. Outreach activities: -

Sr. No.	Parameter	Weightage
1.	Members of institute committees for co-curricular activities and extracurricular activities like cultural committee, library committee, sports committee, ANO NCC, Programme Officer NSS, Leader of Rovers/Rangers unit, Chief editor / editor of college magazine, Convener of various clubs and societies etc. and detailed achievements thereof during last five years	04
2.	Contribution to NAAC accreditation / NIRF ranking	02
3.	Contribution as college Bursar / Hostel Warden / any other administrative duty performed or completed	02
4.	Participation in extension activities of the institution which leads to a viable social impact like anti-drug abuse activities, gender and SEDGs sensitization and inclusivity, legal and financial literacy, awareness about Government schemes, road safety, cyber security and healthy lifestyle etc.	02
Total		10

3. Research and Innovation: -

Sr. No.	Parameter	Weightage
1.	Publications in Journals of national and international repute or	07

	in UGC CARE List	
	OR	
	Books/ Chapters/ Monographs/ Project Reports/ Laboratory Manuals prepared/Editor or Member of Editorial Board of Journal of repute or Journal in UGC CARE List	
2.	Details of externally funded projects where nominee is associated as Principal Investigator / Co-Principal Investigator	03
	OR	
	Contribution made for incubation center / institution innovation cell /any innovative idea of nominee adopted by the institution	
	Total	10

PARAMETERS FOR FINAL SELECTION: -

- 1. Spot Evaluation:** - Top 25 aspirants shall be evaluated by designated officer(s) for student(s) satisfaction and student(s) enrichment programmes. The claims made by nominee shall be physically verified. Further nominee will be evaluated for observation of code of professional ethics as listed in UGC / State Regulation.
- 2. Presentation and interview before selection jury:** - Top 15 nominee will give 10 minutes' presentation to highlight his/her distinguished and exceptional achievements/ noteworthy teaching service before the selection committee.

CATEGORY – II (PRINCIPAL)

The selection of Principal for state award will be carried out through screening process in two steps: -

- 1. PRELIMINARY SCREENING:** After preliminary screening top 10 Principals will qualify for next step.

Parameters for preliminary screening:

Sr. No.	Parameter	Weightage
1.	Vision, decision making and Leadership	20
2.	Academic and institutional development	20

3.	Faculty and student development	20
4.	Administrative and financial management	15
	Total	75

2. FINAL SELECTION

Parameters for final selection:

Sr. No.	Parameter	Weightage
1.	Score of preliminary screening	75
2.	Spot evaluation	15
3.	Presentation and interview before selection jury	10
	TOTAL	100

PARAMETERS FOR PRELIMINARY SCREENING: -

1. Vision, Decision Making and Leadership: -

Sr. No.	Parameter	Weightage
1.	Detail of institutional development plan (short and long term)	08
2.	Strategic planning for implementation of institutional development plan.	06
3.	Outcomes and achievements.	06
	Total	20

2. Academic and institutional development

Sr. No.	Parameter	Weightage
1.	Endeavours made for fostering academic excellence and institutional development.	10
2.	Initiatives taken for NAAC accreditation and NIRF ranking and outcome thereof.	06
3.	Initiatives taken to start skill courses / vocational courses / add-on courses and tangible outcomes thereof.	04

3. Faculty and Student Development

Total

20

Sr. No.	Parameter	Weightage
1.	Initiatives taken to provide opportunities for faculty professional development and continuous learning.	02
2.	Role as mentor to both faculty and students fostering their growth and development.	02
3.	Details of programmes implemented and initiatives taken that enhanced students learning outcomes and their placement opportunities.	04
4.	Outcomes of functional digital library/ language lab / incubation center / institutional innovation cell.	02
5.	Technology adoption for quality enhancement.	02
6.	Efforts made for enrichment of campus life and students tracking.	04
7.	Information about collaborations signed by the college with other institutions / departments / universities / industries and enlist the tangible outcomes.	02
8.	Details of alumni connect.	02
	Total	20

4. Administrative and financial management:

Sr. No.	Parameter	Weightage
1.	Feedback from teachers, students, PTA and OSA and action taken thereon.	04
2.	Action taken in reference to meetings/ conferences held with affiliated university / UGC / Directorate of Higher Education / State Government.	02
3.	Status of student funds utilized during last two years.	02
4.	Mechanism for implementation of various students welfare schemes.	02
5.	Mechanism devised for grievance redressal of students, staff and other stakeholders.	03

6.	Detail of resource mobilization.	02
7.	Total	15

PARAMETERS FOR FINAL SELECTION: -

1. Spot Evaluation:

Sr. No.	Parameter	Weightage
1.	Top 10 aspirants shall be evaluated by designated Officer(s) on the basis of Leadership Qualities, Administrative Skills, Innovations, Institutional Initiatives and overall performance of students and faculty and their satisfaction. Further nominee will be evaluated for observation of code of professional ethics as listed in UGC / State Regulation.	15
	Total	15

2. Presentation and interview:

Sr. No.	Parameter	Weightage
1.	Top 06 nominee will give 10 minutes' presentation highlighting his/her main achievements and success story if any before the selection committee.	10
	Total	10

COMMITTEE MEMBERS FOR PRELIMINARY SCREENING

- (i) Additional Director of Higher Education (C) Chairperson
- (ii) Joint Director of Higher Education (C)/OSD (C) Member
- (iii) Eminent educationalists(02) to be nominated by the Director of Higher Education Member

- Spot evaluation shall be carried out by the Officer(s), nominated by the Director of Higher Education for the same.

COMMITTEE FOR FINAL SELECTION

- (i) ACS / Principal Secretary / Secretary (Education) Chairperson
- (ii) Director of Higher Education, H.P. Member

(iii) Eminent Educationalist nominated by the Secretary (Edu)

Member

- The search-cum-screening committee shall review the submitted nominations and shortlist nominees for each category.
- The concerned committee shall forward three times nominations after the process of spot evaluation to the Jury for final selection.
- A citation of not more than 100 words will be needed for preparation of certificate of the awardee.

(iii) Eminent Educationalist nominated by the Secretary (Edu)

The search-cum-screening committee shall review the submitted nominations and shortlist nominees for each category.

The concerned committee shall forward three times nominations after the process of spot evaluation to the Jury for final selection.

A citation of not more than 100 words will be needed for preparation of certificate of the awardee.

Annexure-I

NOMINATION FORM FOR STATE AWARD TO COLLEGE TEACHER/ PRINCIPAL
(Nominator will forward this filled form to the concerned Teacher / Principal)

I /we _____ hereby nominate Dr. / Sh./ Ms. _____
_____ designation _____
of _____ College for State Award for the year _____.

I/ we _____ consider him/her suitable for State Award
because of following reasons: -

1. _____
2. _____
3. _____

Date:

Place:

Signature of Nominator(s)

(1) Name: _____

Address: _____

Contact No. _____

(2) Name: _____

Address: _____

Contact No. _____

(3) Name: _____

Address: _____

Contact No. _____

(NOTE: This form need not to be filled in case of self-nomination)

PROFORMA FOR STATE AWARD FOR COLLEGE TEACHER

GENERAL INFORMATION

1) Name: _____

Father's Name: _____

Mother's Name: _____

Spouse Name: _____

2) Date of Birth: ___ / ___ / ___

In words: _____

3) Address:

Permanent: _____

Official: _____

4) Home:

4) Date of Appointment in College Cadre:

5) Teaching Experience in Govt. College:

6) Subject of teaching:

7) E-mail address:

8) Mobile Number:

9) Aadhar Number:

ACADEMIC INFORMATION:

Sr. No.	Qualification	Board/ University Name	Passing Year	Percentage/ Grade
1.	Matric			
2.	10+2 / Equivalent			

3.	Graduation			
4.	Post- Graduation			
5.	M.Phil			
6.	NET/SLET			
7.	Ph. D.			
8.	Any Other			

DECLARATION BY THE NOMINEE

I _____ hereby undertake that information provided as above and in written brief is true and supporting documents enclosed herewith are genuine to the best of my knowledge and belief and at any time if any discrepancy is found then award conferred on me may be withdrawn and I shall be liable for disciplinary action.

Date: _____

Place: _____

Signature of Nominee

Name: _____

Designation: _____

CERTIFICATE

It is to certify that the information submitted by _____
 _____ Assistant Professor/ Associate Professor of _____ is correct
 and has been verified from the relevant records and written brief submitted is in
 conformity with selection criteria and other instructions.

Date: _____

Place: _____

Signature & Seal of
 Head of institution

PROFORMA FOR STATE AWARD FOR PRINCIPAL

GENERAL INFORMATION

1) Name: _____

Father's Name: _____

Mother's Name: _____

Spouse Name: _____

2) Date of Birth: ___ / ___ / ___

In words: _____

3) Address:

Permanent: _____

Official: _____

4) Date of Appointment in College Cadre:

5) Date of Appointment as Principal:

6) Total experience as Teacher

7) Total experience as Principal:

8) E-mail address:

9) Mobile Number:

10) Aadhar Number:

ACADEMIC INFORMATION:

Sr. No.	Qualification	Board/ University Name	Passing Year	Percentage/ Grade
1.	Matric			

2.	10+2 / Equivalent			
3.	Graduation			
4.	Post- Graduation			
5.	M.Phil			
6.	NET/SLET			
7.	Ph. D.			
8.	Any Other			

INFORMATION ABOUT THE COLLEGE

- 1) Name of College: _____
- 2) Address of College: _____
- 3) Enrolment: _____
- 4) Streams in the college: _____
- 5) Whether PG Classes are running in the college: _____

DECLARATION BY THE NOMINEE

I, Any Other hereby undertake that information provided as above and in written brief is true and supporting documents enclosed herewith are genuine to the best of my knowledge and belief and at any time if any discrepancy is found then award conferred on me may be withdrawn and I shall be liable for disciplinary action.

Date: _____

Signature of Nominee

Place: _____

Name: _____

Designation: _____

State Award for College Teachers

Recommendations by the Head of Institution

(to be issued only if you are in agreement with the following statements)

Name of Nominee: _____

Subject: _____

Designation: _____

1. The concerned nominee for the state award is passionate about teaching and is always punctual in the classroom as per allotted timetable.
2. Is keen to acquire / improve additional skills like use of ICT, subject specific skills and eager to interact with the students in and outside the classroom.
3. Is cordial in her/his behavior with students, colleagues, staff and general public.
4. Has good reputation among students, colleagues, non-teaching staff and local community.

I, _____ hereby recommend her/his nomination for the state award.

Designation: _____

Date: _____

Place: _____

Signature & Seal of
Head of institution

State Award for College Teachers

Vigilance Clearance and integrity certificate

This is to certify that (Name of Nominee _____),
(Designation _____), Date of Birth _____) is a
regular faculty member of the Institute since _____ (Employee ID _____).
Applicant has been teaching Undergraduate/ Post Graduate courses since _____.

He/ She is a dedicated and popular faculty member who commands respect from
his /her students and peers. There is no vigilance/ departmental enquiry either pending or
contemplated against (Name of Nominee)

The Applicant has not been convicted by any court of law and / or there is no
police case or court case pending against him / her to the best of my knowledge.

The applicant bears and displays good character and antecedents, and his /her
(Designation _____)
integrity is beyond doubt.

Date:

Place:

Signature & Seal of
Head of institution