



बिहार सरकार

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

(विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग)

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया भवन परिसर, बेली रोड, पटना-800015

Website: www.sbte.bihar.gov.in ; Email: sbtebihar@bihar.gov.in



ISO 9001:2015 Certified

पत्रांक :- जे०के०(एस०बी०टी०ई०)०९/२०२५- **5137**

/ पटना, दिनांक :- **28.08.2025**

प्रेषक,

डॉ० चन्द्र शेखर सिंह,
सचिव,
राज्य प्रावैधिक शिक्षा पर्षद,
टेक्नोलॉजी भवन, पटना-15.

सेवा में,

प्राचार्य,
सभी राजकीय पोलिटेकनिक / राजकीय महिला पोलिटेकनिक संस्थान
/ निजी पोलिटेकनिक संस्थान।

विषय :- वर्ष (2025) का श्रेष्ठ शिक्षक पुरस्कार हेतु आवेदन आमंत्रण के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में सूचित करना है कि राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना द्वारा पोलिटेकनिक संस्थानों से उत्कृष्ट शिक्षण कार्य, नवाचार, अनुसंधान तथा संस्थागत विकास में उत्कृष्ट योगदान देने वाले तीन श्रेष्ठ शिक्षकों को “Best Teacher of the Year” (2025) पुरस्कार से सम्मानित किया जाना है।

उक्त संबंध में Norms for “Best Teacher of the Year” (2025) के आलोक में क्रम संख्या-5 पर Eligibility के अनुरूप सभी पात्र एवं इच्छुक शिक्षकों से अनुरोध है कि वे संलग्न विहित प्रपत्रों में दिए गए आवेदन को पूर्णरूपेण भर कर सभी आवश्यक प्रमाण-पत्रों/दस्तावेजों सहित दिनांक-02/09/2025 तक नीचे दिये गये Google Link के माध्यम से अपलोड करना सुनिश्चित करेंगे। दिनांक-02/09/2025 के उपरान्त Google Link के माध्यम से प्राप्त कोई भी आवेदन स्वीकार नहीं किया जाएगा।

अतः अनुरोध है कि कृपया इसे संस्थानीय शिक्षकों के बीच प्रसारित करने की कृपा करें।

Google Link for uploading filled application form

& Supporting documents :-

<https://forms.gle/UkkdiPD9G8WHTTr8K8>

अनुलग्नक :-1) Norms for “Best Teacher of the Year” .

2) शिक्षकों द्वारा भरे जाने वाले आवेदन प्रपत्र की छायाप्रति।

विश्वासभाजन,

सचिव,

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

ज्ञापांक :- जे०के०(एस०बी०टी०ई०)०९/२०२५- **5137** / पटना, दिनांक :- **28.08.2025**

प्रतिलिपि :-1) सचिव, विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग, बिहार, पटना को सादर सूचनार्थ।

2) अपर सचिव-सह-निदेशक, विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग, बिहार, पटना को सादर सूचनार्थ।

3) पर्षद के सभी पदाधिकारियों को सूचनार्थ एवं आवश्यक कार्यार्थ।

4) डॉ० राजेश कुमार, सहायक सचिव, को Social Media, Website एवं अन्य प्लेटफार्म पर प्रसारित करने हेतु सूचनार्थ एवं आवश्यक कार्यार्थ।

सचिव,

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।



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Application Form

Personal Information

Name of the Faculty	
Date of Birth (DD/MM/YYYY)	
Age	
Designation	
Department	
Name of Institute	
Date of Joining	
Contact Number	
Email ID	
Employee ID	

Note: Academic session 2024-25 shall be considered for evaluation

Section A: Career Profile (Max 500 Words)

Describe your professional journey and key achievements under the following areas:

1. Teaching-Learning Effectiveness
2. Community Outreach & Inclusivity
3. Research and Innovation
4. Startups / Innovation / FDPs / Consultancy
5. Curriculum Design & NEP Implementation
6. Pedagogical Innovations
7. Student Mentoring
8. Contribution to Institutional Development / NBA
9. Social Responsibility / Environmental Efforts / SDGs

Section B: Citation (Max 100 Words)

Summarize the nominee's exceptional contribution in brief:



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Evaluation Table (To Be Filled by Faculty/Principal/Screening Committee)**I. Teaching-Learning Effectiveness (Max 80 Marks)**

S.No	Criteria Description	Marks Allotted (Max)	Mark Claimed (Self)	Marks Awarded (By principal)	Marks Awarded (By Screening Committee)	Relevant Supporting Documents
1	Academic Performance a) No. of Diploma Courses Taught (1 mark for 2 subjects for odd/even semester max. 2 marks) b) Percentage of student's attendance in Class (max 3 marks) c) Work Load per week (2 marks for 18 periods for odd/even semester, For every additional period beyond 18, 0.2 marks will be added, max. 4 marks) (To be verified from Samarth also) d) Attires and Punctuality for faculty (max 3 marks) e) Lesson Plan of each course taught (0.5 mark for each course, max 2 marks) f) Course Handout of each course taught (0.5 mark for each course, max 2 marks) g) Course Coverage percentage (max 2 marks)	18				
2	Implementation of OBE curriculum (as per Section 8.1 b, 1 mark for any one)	1				
3	Content creation (MOOCs, LMS, NPTEL, e-Resources or others)	2				
4	a) New Laboratory Set-up/machine Installation (2 marks for any one set-up or installation, max 2 marks) b) lab manual developments (1 mark for each course, max 2 marks) c) Use of Virtual labs (max 2 marks) d) E- Yantra/ Centre of Excellence contribution/ demo tools innovation. (max 2 marks)	8				
5	Innovative curricular design/ improved pedagogical approaches/ promoting multidisciplinary & experiential learning/effective assessment of learning outcomes/teaching methodology (Online/Offline/Blended)	2				



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6	Student mentoring / Parent teacher meeting (1 mark for 20 students mentoring or 0.5 marks for 1 PTM)	2				
7	FDP/QIP participation & Implementation (2 marks for one week program)	6				
8	FDP/Seminar/Conference Organized as a Resource Person/organiser (1 mark for each)	4				
9	Examination (question paper setting (0.5 mark for 1 sets, max 1 marks), evaluation of answer scripts (1 mark for 100 answer booklet evaluation max. 3 marks}	4				
10	Extra support/Tutorial for weak students (1 mark for 5 hours spent)	2				
11	Time spent on internship or placement for students; Lectures of industry experts arranged for new knowledge or career development (1 marks for each hour)	3				
12	Contribution as Head/Dean/Warden/ Head of Training & Placement/NBA coordinator /Program coordinators or during any other administrative duty performed/completed. (2 marks for each)	4				
13	Contribution as Coordinator/Participant for NBA (2 marks each for criteria 1,2, 7 and 8, 4 marks for criteria 3, 3 marks for criterial 4)	15				
14	Coordinator/ Contribution to Co-curricular activity/Sports/NSS/Yoga/Orientation program etc. activities (1 mark for each., Maximum 3 marks)	3				
15	Contribution to other SBTE related activities (Registration/Enrolment/Admission/Examination In-charge/Assistant Examination In-charge etc.(2 marks for each activity)	2				
16	Contribution as Coordinator/Teacher in development of soft skills for students via CISCO/SPOKEN Tutorial/LMS etc. (1 marks for 50 students)	3				
17	Contribution to NCC as coordinator/Teacher	1				
18	Any other (specify with proof)	-				
Total		80				



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II. Outreach Activities (Max 10 Marks)

S.No	Description	Marks Allotted (Max)	Mark Claimed (Self)	Marks Awarded (By principal)	Marks Awarded (By Screening Committee)	Relevant Supporting Documents
1	Contribution to Community Outreach/Hackathons/Students Clubs.	0.5				
2	Contribution towards UN Sustainability Development Goals (SDGs). (as per section 8.2 b)	1				
3	Contribution to Regional/Rural Development/Extension Services etc. (as per section 8.2 c)	0.5				
4	Contribution to policy making and advocacy for issues pertinent to the society and nation such as Unnat Bharat Abhiyan.(as per section 8.2 d)	0.5				
5	Membership of the Govt. of Bihar Committees/initiatives (as per section 8.2 e)	1				
6	Creation of socially responsible academia impact through teaching and/or research. (as per section 8.2 f)	1				
7	Laboratory infrastructure development/Learning Projects/Fieldworks. (for Organising Industrial Visit- 0.5 mark for 1 visit, max 2 marks) (as per section 8.2 g, for other activities- 1 mark, max 1 mark)	3				
8	Academic result analysis, talent shaping, encouraging learning, grooming & recognizing special needs for weaker students	1				
9	Membership of institute committee for curricular and extra-curricular activities including preparation of documents and activities. (as per section 8.2 i)	1				
10	Any Other (please specify with proof).	0.5				
Total (out of 10)		10				



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III. Research and Innovation (Max 5 Marks)

S.No	Description	Marks Allotted (Max)	Mark Claimed (Self)	Marks Awarded (By principal)	Marks Awarded (By Screening Committee)	Relevant Supporting Documents
1	Completed/Ongoing Sponsored Projects(as per section 8.3 a)	1				
2	Sr. Member/Member of Professional Bodies (1.5 mark for each)/ Publications (SCI/SCIE/Scopus indexed journal paper 1.5 marks for each) / Books/Chapters/Monographs/Project Reports/ Patents granted (1.5 marks for each) (Single/Group)	3				
3	Editor/Editorial Board Member of Journals/ Number/details of startups created/supported along with valuation	1				
Total (out of 5)		5				

IV. Sponsored Research / FDP / Consultancy (Max 5 Marks)

S.No	Description	Marks Allotted (Max)	Mark Claimed (Self)	Marks Awarded (By principal)	Marks Awarded (By Screening Committee)	Relevant Supporting Documents
1	Research Paper Presentation at Conferences/Seminars/Workshops (Local to International level, 1.5 marks for each)	3				
2	Invited Lectures/Presentations at National or International Conferences/Symposia/Consultancy projects/ Material testing/Research funding/International or National Projects/Programs/ Patents/IPR	2				
Total (out of 5)		5				

Note: For evaluation purposes, the same activity, achievement, or contribution cannot be claimed under more than one parameter or category. If a claim is found to be repeated, it will only be considered in the parameter where it earns the highest marks, and will not be counted again in another parameter.



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FINAL SCORE SUMMARY

Parameter	Maximum Marks	Marks Awarded (By Principal)	Marks Awarded (By Screening committee)	Marks Awarded (By Jury)
Teaching-Learning Effectiveness	80			
Outreach Activities	10			
Research and Innovation	5			
Sponsored Research / Consultancy	5			
Total	100			

Declaration by Nominee

I hereby declare that the information provided above is true to the best of my knowledge and belief.

I understand that any false information may lead to the rejection of my application or cancellation of the award.

Signature of Faculty:

Name of Faculty:

Name of Institute:

Branch:

Pen picture by Principal on the overall qualities of the faculty (50 words)

Principal

(Sealed and Signature)

Date: _____

Place: _____

Screening Committee:



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State Board of Technical Education Bihar



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Norms FOR BEST TEACHER OF THE YEAR

Address: State Board of Technical Education

4th Floor, Technology Bhawan, Vishweshariya Bhawan Campus, Bailey Road Patna, Bihar
PIN - 800015, India.

Email: sbtebihar@bihar.gov.in, sbte.patna@gmail.com

Website: <https://sbte.bihar.gov.in>



Best Teacher of the Year

(Bihar Polytechnics)

1. SCOPE:

The National Education Policy, 2020, has underlined the importance of motivated and energised faculty members to meet the expectations of high-quality education. For cultivating a culture of excellence in higher education, there is a need to develop a systematized mechanism to incentivize the outstanding and creative work of faculty members of Polytechnics and recognise its impact not only on their students but on the community around them, through appropriate rewards and recognition mechanism. The purpose of the Best teacher of the Year award in Bihar Polytechnic Institutions is to recognise the distinctive contributions of some of the finest faculty members in the Bihar and honour them for their dedication and hard work, particularly teaching and pedagogy and its impact which have not only improved the quality of higher education but also enriched the lives of their students. The award seeks to recognise and honour the unique and path breaking achievements of faculty members in teaching-learning, community outreach, institutional service, research and novelty of work in the field of higher education.

2. NAME OF THE AWARD:

हिंदी: वर्ष का श्रेष्ठ शिक्षक पुरस्कार

English: **Best teacher of the Year award**

CATEGORIES:

Teachers of Polytechnic Institutions: **Total 03 Awards**

This award will be conferred on the exemplary teachers/faculty members of Polytechnic institutions.

3. NUMBER OF AWARDS

A total of 03 awards (covering all branches) shall be conferred every year.

4. DECORATIONS

Each awardee shall be presented with the following.

- A medal



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- A certificate with position
- A laptop
- Cash Prize of Rs 10,000/- for 1st , Rs 5,000/- for 2nd and Rs 3,000/- for 3rd position respectively.

5. ELIGIBILITY

The award is open to all the faculty members of Polytechnics Institution running in Bihar under Department of Science, Technology and Technical Education, satisfying the following conditions:

- The Nominee should be a regular faculty member,
- Should have at least five years of full-time teaching experience at the Diploma Level.
- Principal / HoD / Principal-in-Charge are NOT eligible to apply. However, Such lecturers who have relived from earlier positions are eligible..
- A faculty member who has received the Best Teacher Award shall not be eligible to receive the same award again.

6. NOMINATION PROCEDURE

- Self-nomination (Singular basis) through proper channel.
- Former or existing Principal / Principal / HoD / Principal-in-Charge/ Faculty Member of the same Polytechnic Institutions, where the nominee holds regular employment.
 - Earlier nominee / nomination is eligible for re-nomination,
- Members of the Search-cum-Screening Committees may also take *suo-moto* cognizance of an outstanding faculty member and may nominate exemplary teachers.
- Award Jury are NOT eligible to make any nomination for this award.

7. APPLICATION PROCESS FOR AWARD

- The nomination shall be made in the prescribed format using Offline/Online mode as notified by SBTE, Bihar.
- The nominator may ensure that the nomination form is duly completed and information, as required, is included.
- The nomination shall be supported by a **CAREER PROFILE** in accordance with below enlisted points i to ix (maximum 500 words excluding spaces and paragraphs) enumerating the contributions and achievements of the nominee in the specified areas as given below. However, a citation of not more than 100 words should also be provided indicating achievements strictly with reference to the following parameters: -



- I. Creating an optimal learning environment for students through innovative curricular design, improved pedagogical approaches, promoting multidisciplinary and experiential learning and effective assessment of learning outcomes,
 - II. Promoting educational technology to improve the quality of education including the development of digital educational resources, Learning Management System etc.
 - III. Providing support for physical and psychological well-being of students while also enhancing their cognitive abilities.
 - IV. Fostering gender (SEDGs) Socio-Economically Disadvantaged Groups sensitization and inclusivity on campus, community engagement, outreach, and service, etc.
 - V. Fostering Registration, Examination related activities, NBA related activities etc.
 - VI. Innovations/initiatives/Start-ups/Lab Set-up/Machine Installation etc. contributing towards better education standards.
 - VII. Outcome of students" feedback (24x7) and steps taken to improve delivery and effectiveness of classroom teaching and evaluation.
 - VIII. Efforts taken to make students independent of rote learning and original thinkers.
 - IX. Type of innovative questions, Quiz competition, Brain storming etc. and its evaluation.
- **Nominations received after the due date shall not be considered.**

8. SELECTION CRITERIA:

The selection of meritorious teachers will be carried out through a rigorous screening process having the following parameters: -

SL No.	Parameters	Weightage
1	Teaching Learning Effectiveness	80 %
2	Outreach activities	10 %
3	Research and Innovation	5 %
4	Sponsored Research/ Faculty Development Programs/ Consultancy	5 %
Total		100 %

*Criteria 1 and 2 are the most important

tant for the Teachers Award. Since these two carry the maximum weightage of teaching (90% diploma teaching), it should be filled in properly with documentary proofs, if any.

** Criteria 3 and 4, with Polytechnic Institute awarding Diploma, will be given less importance and carry only 10% weightage.

8.1 Teaching Learning Effectiveness



- a. Academic Performance i.e No. of Diploma Courses taught (Theory/Practical/Sessional), Coverages, Percentage of attendance in class, Work load per week, Attires, Punctuality, Lesson Plan and Course Handout.
- b. Implementation of OBE curriculum i.e. Inclusion of vocational/industry-oriented modules, practical projects, internships, or community work, Mapping COs to POs, OBE-based assessments, Collection of student feedback and suggested change in COs.
- c. New courses developed/Content created including LMS (Learning Management System) / Open ware/MOOCs/NPTEL/e-resources or other
- d. New Laboratory Set-up/machine Installation/lab manual developments/Use of Virtual Lab / E- Yantra/ Centre of Excellence Contribution or demonstration experiments introduced to explain fundamentals including new simulation tools.
- e. Innovative curricular design/ improved pedagogical approaches/ promoting multidisciplinary & experiential learning/effective assessment of learning outcomes/teaching methodology (Online/Offline/Blended).
- f. Students mentoring/Parent teacher meeting.
- g. Participation in Faculty Development Programmes (FDPs) or Quality Improvement Programmes (QIPs) and its implementation in own career.
- h. FDPs/Seminars/Conferences/Refresher Courses (As a Resource Person or as an Organizer)
- i. Examination (Examination duty; question paper setting, evaluation of answer scripts) as per allotment.
- j. Time spent on tutorials and individual problem solving for weak students.
- k. Time spent on internship or placement for students, Lectures of industry experts arranged for new knowledge or career development.
- l. Contribution as Head/Dean/Warden/ Head of Training & Placement/Program coordinators or during any other administrative duty performed/completed.
- m. Contribution as Coordinator/Participator for NBA accreditation activities by leading the preparation and documentation of Criteria 1 to 9, ensuring quality compliance and institutional excellence.
- n. Coordinator/ Contribution to Co-curricular activity/Sports/NSS/NCC/Yoga/Orientation program etc. activities.
- o. Contribution to other SBTE related activities like Registration/Enrolment/Admission/Examination In-charge/Assistant Examination In-charge etc.



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- p. Contribution as Coordinator/Teacher in development of soft skills for students via CISCO/SPOKEN Tutorial/LMS etc .
- q. Any other (please specify with proof)

8.2 Outreach Activities

- a. Contribution to Community Outreach/Hackathons/ Students Clubs/Cultural Clubs.
- b. Contribution towards UN Sustainability Development Goals (SDGs) i.e organising workshop related to green energy use/ Plantation/ Encouraging students projects like rain water harvesting/Energy Saving etc.
- c. Contribution to Regional/Rural Development/Extension Services etc.(eg. Free short term training courses in rural area, Organize health & hygiene awareness, digital literacy camps, Use extension activities as live case studies, etc).
- d. Contribution to policy making and advocacy for issues pertinent to the society and nation. (such as Unnat Bharat Abhiyan Skill India Mission, Atal Innovation Mission, Swachh Bharat Abhiyan, Digital India or Conduct seminars, workshops, or debates on national policy issues (environment, women empowerment, cyber security, renewable energy)
- e. Membership of the Govt. of Bihar Committees/initiatives (Curriculum revision members/ Bihar Skill Development Mission working group members or similar initiatives, if any)
- f. Creation of socially responsible academia impact through teaching and /or research. (Use real-life societal issues as examples in lessons plan (pollution control, renewable energy, rural mechanization or Guide students in service-learning projects or Encourage participation in Hackathons, Smart India Hackathon, and social innovation challenges or Running free joint projects/class on education, health, and environment).
- g. Laboratory infrastructure development/Learning Projects/Fieldworks. (Set up new labs or Upgrade existing labs or Guide student mini-projects or final-year projects or Encourage interdisciplinary projects or Host internal project exhibitions and Organize industrial visits or related similar activities)
- h. Academic result analysis, talent shaping, encouraging learning, grooming & recognizing special needs for weaker students
- i. Membership of institute committee for curricular activities including preparation of documents and activities. (eg Member of Core committee/ Board of Studies / Academic Council for curriculum review/ Time Table & Examination Committee for smooth academic scheduling/ IQAC (Internal Quality Assurance Cell) NBA accreditation processes or similar related activities).
- j. Any Other (please specify with proof)



8.3 Research & Innovation

- a. Completed/Ongoing Sponsored Projects (More than 1 lacs shall be considered)
- b. Sr. Member/Member of Professional Bodies
- c. Numbers of publications/Single author/Group member in SCI/SCIE/Scopus indexed journal.
- d. Numbers of patents granted/Single author/Group member.
- e. Books/Chapters/Monographs/Project reports Prepared.
- f. Editor/ Member of Editorial Board of Journals.
- g. Number/details of startups created/supported along with valuation

8.4 Sponsored Research/ Consultancy

- a. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. [If a paper presented is published in the form of Proceedings, the points would accrue for the publication and not under presentation. (International conference/National/Regional/State level/Local - University/college level)
- b. Invited lectures or presentations for Conferences/Symposia (International Level/National Level)
- c. Consultancy Projects/ Material testing (Routine testing not to be included)
- d. Research funding/International or National Projects/Programs
- e. Patents/IPR

9. SELECTION PROCEDURE

Selection procedure for Awardee Teacher will follow the below mentioned two-step process:

- 1) Preliminary Search-cum-Screening Committee for initial shortlisting of candidates
- 2) Committee of "Jury" for final selection of awardees from the shortlisted candidates

Step-1 Preliminary Search-cum-Screening Committee

There will be Category-wise, all-inclusive Search-cum-Screening Committees for initial screening and shortlisting of potential candidates. The Search-cum-Screening committee will have eminent experts (distinguished retired faculty members/ experts from industry/domain experts/eminent personalities/educational experts from social sector or other expert concern as decided by Secretary, SBTE, Bihar).



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These Search-cum-Screening Committees shall carefully and unbiasedly review the submitted nominations and shortlist nominees under each category. Only top 15 of the shortlisted nominations shall be forwarded to the Jury for final selection.

Initial evaluation will be based on the Career Profile of the nominee (maximum 500 words) clearly bringing out nominee's distinguished and exceptional achievements/noteworthy teaching service in their respective discipline that make them worthy of the Award followed by an interaction with the Jury members. A citation of not more than 100 words excluding spaces will be needed for preparation of the certificate of the winners.

Step-2: Committee of "Jury" for final selection of awardees

There shall be a comprehensive five-member Jury comprising of, Departmental representative, academic leaders, eminent academicians, policy planners or any member of SBTE as decided by Secretary, SBTE, Bihar in the field of education or other experts. The Jury shall consider the recommendations of the Search-cum-Screening Committees and finalize the awardees after a personal interaction if needed in online/offline mode with the shortlisted candidates.

10. AWARD ANNOUNCEMENT

Inviting Nominations: To be declared and notified by SBTE

Deadline for receiving Nominations: To be declared and notified by SBTE

Felicitation of Award: To be declared and notified by SBTE