

**Office of Dean Academic Affairs
Annual Awards
University of Delhi**

GUIDELINES

The University of Delhi confers awards to highly deserving individuals who have rendered exemplary service to the University. The Guidelines are as follows:

1. Category of Awards

The following category of awards are considered:

- I. Nishtha Dhriti Satyam Samman
- II. Distinguished Service Awards for Retired Teachers
- III. Distinguished Service Awards for Retired Persons in Non-Teaching Category
- IV. Excellence Awards for Teachers in Service
 - A. University Departments/Institutes/Centres
 - i. Age 45 years or below (as on 30th April, 2024)
 - ii. Age above 45 years
 - B. Colleges
 - i. Age 45 years or below (as on 30th April, 2024)
 - ii. Age above 45 years
- V. Best Website Awards
 - A. Departments/ Institutes/ Centres
 - B. Colleges
 - C. Hostels

Details of the Award categories are enclosed as Annexure-1.

2. Nomination for Awards

Nominations may be invited as follows:

- Nominations can be made by All Deans/Heads/Principals/Directors. They may discuss the nominations with the appropriate body e.g. Faculty/Department/College/Centre.
- There can be more than one nomination in each category.
- All evidence in support of the nominations may be duly verified by the Nominator.
- It may be verified that the nominated person/persons has/have not been subject to any disciplinary action during his/her tenure at the University of Delhi. The persons nominated must have the highest level of integrity and dignity, beyond any controversy.

Nomination Proforma for faculty and staff members is enclosed as Annexure-II

Nomination Proforma for Best Website is enclosed as Annexure-III

Annexure-I

Categories of Awards:

1) Nishtha Dhriti Satyam Samman:

Nishtha Dhriti Satyam Samman, based on the motto of the University of Delhi is the highest award given to a person of eminence who has made an extraordinary contribution to the development of the University by being closely associated with its ideals, principles and practices. Adherence to the highest and best practices of education breaks the boundaries of convention and the person recommended for this award must have an impressive record of innovative thinking, dedicated work and unique practical outcomes that have benefitted the University of Delhi.

2) Distinguished Service Awards for Retired Teachers:

Distinguished Service Awards, given individually to retired teachers of various departments of the University of Delhi, recognize a person's achievements as a teacher, scholar, researcher and academic administrator in the disciplinary field. Sustained performance over a career span and a demonstrable academic impact on students will be a major consideration. In addition, high quality publications, contribution to departmental work, and excellence in research will be given importance for selection.

Persons related with all Departments/Centres/Institutes of the University of Delhi are considered for this award.

3) Distinguished Service Awards for Retired Persons in Non-Teaching Category

Distinguished Service Awards for retired officers and staff who were in non-teaching positions are given to persons who served the University of Delhi with extraordinary dedication in administration or in the service sector. Outstanding performance of duties over a consistent period of time will be an important consideration. Appreciation from peer group, integrity, consistency, and overall professional reputation will be other factors.

4) Excellence Awards for Teachers in Service

- i. Age 45 years or below (as on 30th April, 2024)
- ii. Age above 45 years (as on 30th April, 2024)

a. University Departments/Centres/Institutes

The award recognizes the academic excellence and outstanding achievements of teachers who are in service in departments, institutes and centres of the University of Delhi. The significant criteria would include international level research and citations, high quality publications, effective classroom teaching, contribution to the growth of the institution, and enhancement of the learning environment in higher education in India.

b. Colleges

The award recognizes the academic excellence and outstanding achievements of teachers who are in service in Colleges of the University of Delhi. The significant criteria would include publication, innovative teaching pedagogy, contribution to the growth of the institution and guiding the cultural and corporate life of the college/university.

5) Best Website Award

The award recognizes the outstanding features of websites of the following:

- A. Departments/ Institutes/Centres
- B. Colleges
- C. Hostels

The significant criteria would include: User centric functionality; Content Completeness (including updation); Innovation and Uniqueness; Structure and Navigation; Accessibility; Adaptive/responsive to devices; Design and Aesthetics; Dynamic/Interactive features.

Annexure-II

Nomination Proforma for University of Delhi Awards

Details of Nominee

1.	Name of Nominee (a) Last Name (b) First Name	
2.	Sex (Male/Female)	
3.	Date of Birth/Age in years	
4.	Place of Birth	
5.	Nationality	
6.	(a) Postal Address (b) Mobile Number (c) Landline Number (c) Email ID	
7.	(a) Designation(s)/Office(s) held at the University of Delhi (b) Number of years of service at University of Delhi	
8.	Work Specialization / Expertise	
9.	Award for which name is recommended (Specify one per application. You can apply for more than one category, if applicable, in a separate application) I. Nishtha Dhritih Satyam Samman II. Distinguished Service Awards for retired teachers III. Distinguished Service Awards for retired persons in Non-Teaching Category IV. Excellence Awards for Teachers in Service a. University Departments/Institutes/Centres b. Colleges	
10.	University of Delhi Award conferred, if any, in the past	
11.	Citation	This should be a write-up in narrative form indicating contribution to the University of Delhi, and also listing distinctions/achievements obtained in the concerned field of specialization. (Maximum 300 words)

Please attach latest Curriculum Vitae with contact details including the following as applicable:

For Faculty Members

- **Teaching and Research Excellence** (e.g. publications; citations; h-index; research projects; collaborations; conferences; awards; innovative approaches in research and pedagogy)
- **Administrative Contributions** – to the University and outside
- **Outreach** – contributions to higher education, society-at-large; extension activities etc.
- **Any other significant achievement**

For Non-teaching Officers and Staff

- **Contributions to the University and outside based on which the candidature is recommended**
- **Initiatives taken and innovative approaches adopted**
- **Any other significant achievement**

Please also see the Guidelines and Annexure–I for more information.

Undertaking by Nominee

- The above information provided by me is correct.
- There has been no disciplinary proceeding/action against me.

Name and Signature of the Nominee

Details of Nominator (Dean/Head/Director/Principal)

- a. Name: 1. Last Name.....
2. First Name.....
- b. Department
- c. Designation.....
- d. Postal Address.....

- e. Email.....
- f. Contact No.....

Undertaking

- I certify that the information on the Nominee is accurate to the best of my knowledge.
- I certify that I am not a relative of the Nominee.

Signature of the Nominator
Stamp & Date

Kindly note:

- Self-nomination is not permitted.
- Persons who have earlier received awards on Foundation Day will not be eligible.
- Awards will not be given posthumously.
- Applications must be submitted by **Monday, April 22, 2024** in both soft and hard copy.
- Subject of the soft copy should be “Nomination for Category__ /Department or College

For example:

Department:

- Nomination for Category II/Economics

College:

- Nomination for Category IVb/ANDC/Chemistry)

(ANDC - Acharya Narendra Dev College)

Kindly Note: Applications must be submitted by **Monday, April 22, 2024** in both soft (**annualawards@du.ac.in**) and hard copy (Dean Academic Affairs, Viceregal Lodge, University of Delhi).

Annexure III

Nomination Proforma for Best Website Awards

1.	Name (Department/Institutes/Centre/College/Hostel)	
2.	URL of the website	
3.	Kindly elaborate how your website satisfies the following: i. User centric functionality ii. Content Completeness (including updation) iii. Innovation and Uniqueness iv. Structure and Navigation v. Accessibility vi. Adaptive/responsive to devices vii. Design and Aesthetics viii. Dynamic/Interactive features ix. Any other feature	
4.	Technology used	
5.	University of Delhi Award conferred, if any, in the past	

Details of Nominator (Dean/Head/Director/Principal/Provost)

- a. Name:
- b. Department/Institute/Centre/College/Hostel.....
- c. Designation.....
- d. Postal Address.....
- e. Email.....
- f. Contact No.....

Undertaking

- I certify that the information with regard to the website is accurate to the best of my knowledge.

**Signature of the Nominator
Stamp & Date**

Kindly Note: Applications must be submitted by Monday, April 22, 2024 in both soft (**director@ducc.du.ac.in**) and hard copy ((Office of Director, Delhi University Computer Centre, University of Delhi).