

നം.വൈ2/2922/13/ഡി.പി.ഐ.

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറുടെ കാര്യാലയം,
തിരുവനന്തപുരം, തീയതി: 29 -01-2013

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ.

വിദ്യാഭ്യാസ ഉപഡയറക്ടർ,

സർ

വിഷയം:-പൊ.വി.-2012-13 വർഷത്തെ ദേശീയ അധ്യാപക അവാർഡ് പാനൽ
സമർപ്പിക്കുന്നത്-- സംബന്ധിച്ച്--
സൂചന:- --

2012-13 വർഷത്തെ ദേശീയ അധ്യാപക അവാർഡിന് യോഗ്യരായ അധ്യാപകരുടെ ഒരു പാനൽ സമർപ്പിക്കാൻ കേന്ദ്ര മാനവശേഷി വികസന വകുപ്പ് ആവശ്യപ്പെട്ടിരിക്കുകയാണ്. താങ്കളുടെ അധികാര പരിധിയിൽ വരുന്ന ഗവൺമെന്റ്/എയ്ഡഡ്/സ്പെഷ്യൽ സ്കൂളുകളിലെ അർഹതയുള്ള അധ്യാപകരുടെ ഒരു പാനൽ 20/02/2013 ന് മുമ്പായി ഈ ഓഫീസിലെ പബ്ലിക് റിലേഷൻസ് ഓഫീസറുടെ പേർക്ക് എത്തിക്കേണ്ടതാണ്.

ഇതിലേയ്ക്കായി കേന്ദ്ര മാനവശേഷി വികസന വകുപ്പ് ലഭ്യമാക്കിയിട്ടുള്ള മാർഗ്ഗരേഖയും മാതൃകാ ഫാറവും ഇതോടൊപ്പം അയക്കുന്നു. അധ്യാപകർക്ക് നൽകുന്ന ഏറ്റവും വിശിഷ്ടമായ ഈ അവാർഡിന് പ്രൊപ്പോസലുകൾ തയ്യാറാക്കുമ്പോൾ താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ കൂടി നിർബന്ധമായും പ്രവാർത്തികമാക്കേണ്ടതാണ്.

1. പ്രൈമറി, സെക്കണ്ടറി വിഭാഗങ്ങളിൽ നിന്ന് ഏറ്റവും കുറഞ്ഞത് 4 വീതവും സ്പെഷ്യൽ വിഭാഗത്തിലേയ്ക്ക് 2 ഉം പ്രൊപ്പോസലുകൾ ഉണ്ടായിരിക്കേണ്ടതാണ്. സ്പെഷ്യൽ വിഭാഗം നിർദ്ദേശം 17 ൽ പ്രതിപാദിക്കുന്നത് ശ്രദ്ധിക്കുക.
2. ഓരോ പ്രൊപ്പോസലിന്റെയും 3 കോപ്പികൾ വീതം ലഭ്യമാക്കേണ്ടതാണ്.

3. ഒരു ഗസറ്റഡ് ഓഫീസർ സാക്ഷ്യപ്പെടുത്തിയ 3 മാസത്തിനുള്ളിൽ എടുത്ത പാസ്‌പോർട്ട് സൈസ് ഫോട്ടോയും അതിന്റെ നെഗറ്റീവും പ്രത്യേകം അപേക്ഷയോടൊപ്പം വയ്ക്കേണ്ടതാണ്. കവറിൽ പൂർണ്ണമായ മേൽവിലാസം ഉണ്ടായിരിക്കേണ്ടതാണ്.
4. അദ്ധ്യാപിക അദ്ധ്യാപക തുല്യ പ്രാതിനിധ്യം ഉണ്ടായിരിക്കണം.
5. ആരോപണ വിധേയരായിട്ടുള്ളവരെ കർശനമായും ഒഴിവാക്കേണ്ടതാണ്.
6. സർവ്വീസ് വിവരങ്ങൾ (ക്രമം നം. 13) കാണിക്കേണ്ട കോളത്തിൽ പ്രവർത്തി എടുത്ത എല്ലാ സ്കൂളിന്റെയും പേരും പ്രവർത്തിയെടുത്ത കാലയളവും ഏതു ദിവസം മുതൽ ഏത് വരെയെന്ന് വ്യക്തമായി കാണിക്കേണ്ടതാണ്.
7. സർവ്വീസ് കാലവധിക്ക് സ്ഥിരം സർവ്വീസ് കാലമാണ് കാണിക്കേണ്ടത്. എന്നാൽ താല്കാലിക സർവ്വീസുകൂടി കാണിക്കുകയാണെങ്കിൽ പ്രസ്തുത സർവ്വീസ് ഏതു വിഭാഗത്തിൽപ്പെടുതാണെന്നും ഇതിന്റെ പൂർണ്ണമായ കാലയളവും പിരിഞ്ഞുപോകാനുണ്ടായ കാരണവും കാണിക്കേണ്ടതാണ്. ഇതിനായി പ്രത്യേകം പ്രഫോർമ വയ്ക്കേണ്ടതാണ്. സർവ്വീസ് ബ്രേക്കുണ്ടെങ്കിൽ കാരണം കാണിക്കാൻ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്.
8. അദ്ധ്യാപക - അദ്ധ്യാപകതരേ സർവ്വീസുകൾ പ്രത്യേകം കാണിക്കേണ്ടതാണ്.
9. അപേക്ഷയോടൊപ്പം അപ്രധാന കാര്യങ്ങളുടെ ഫോട്ടോകളും പകർപ്പുകളും കഴിവതും ഒഴിവാക്കേണ്ടതാണ്.
10. സ്പെഷ്യൽ കാറ്റഗറിയിലെ പ്രപ്പോസലുകൾ തരുന്നതിന് പ്രത്യേകം താല്പര്യം എടുക്കേണ്ടതാണ്.
11. ഒരു കാറ്റഗറിയിൽ ഒരു നോമിനേഷൻ മാത്രം അയയ്ക്കുന്ന സാഹചര്യം പൂർണ്ണമായും ഒഴിവാക്കേണ്ടതാണ്.

12. ഓരോ പ്രപ്പോസലും ജില്ലാ സെലക്ഷൻ കമ്മിറ്റിയിലെ എല്ലാ അംഗങ്ങളുടെയും ഒപ്പും മേൽവിലാസവും ഉണ്ടായിരിക്കേണ്ടതും ജില്ലാ സെലക്ഷൻ കമ്മിറ്റി മീറ്റിംഗിന്റെ മിനിറ്റ്സും ഉണ്ടായിരിക്കേണ്ടതാണ്.
13. ദേശീയ അവാർഡിന്റെ പ്രാധാന്യം കണക്കിലെടുത്ത് പ്രപ്പോസലുകൾ അയയ്ക്കുമ്പോൾ മാതൃകാ ഫോറത്തിന്റെ പകർപ്പു മാത്രം പുരിപ്പിച്ച് അയയ്ക്കുന്ന പ്രവണത പൂർണ്ണമായും ഒഴിവാക്കേണ്ടതാണ്.
14. പ്രപ്പോസലുകൾ ഇംഗ്ലീഷിൽ തയ്യാറാക്കണം. എല്ലാ കോളങ്ങളും പൂർണ്ണമായും വ്യക്തമായും പുരിപ്പിക്കേണ്ടതാണ്.
15. പ്രപ്പോസലിനോടൊപ്പം ഓരോ അധ്യാപകന്റെയും സ്വഭാവം (ക്ളിയർ റെക്കർഡ്സ്) അയാൾക്കെതിരെ നിയമ നടപടികൾ ഒന്നും ഇല്ല എന്നുള്ള വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ സർട്ടിഫിക്കറ്റുകൾ വയ്ക്കേണ്ടതാണ്.
16. എല്ലാ ജില്ലകളിലും അവാർഡിന് അർഹതയുള്ള ധാരാളം അധ്യാപകർ ഉണ്ടെങ്കിലും ഏറ്റവും അർഹതയുള്ളവരെ കണ്ടെത്തി പാനൽ തയ്യാറാക്കേണ്ടത് വിദ്യാഭ്യാസ ഉപഡയക്ടർമാരുടെ ചുമതലയാണ്. അവാർഡിനായി അധ്യാപകരിൽ നിന്നും അപേക്ഷ സ്വീകരിക്കുവാൻ പാടില്ല.
17. പാരമ്പരീകമായ രീതിയിൽ പ്രവർത്തിക്കുന്ന സംസ്കൃത/അറബിക് സ്കൂളിലെ അധ്യാപകർക്ക് പ്രത്യേക അവാർഡുകൾ നൽകുന്നുണ്ട്. ഇത്തരം പ്രപ്പോസലുകൾ മുൻകാലങ്ങളിൽ ജില്ലകളിൽ നിന്നും ലഭ്യമാക്കാത്തതിനാൽ ആ അവാർഡുകൾ നഷ്ടമായിട്ടുണ്ട്. അതുകൊണ്ട് അത്തരത്തിലുള്ള പ്രപ്പോസലുകൾ തരുന്നതിന് പ്രത്യേകം താല്പര്യമെടുക്കേണ്ടതാണ്.
18. പാനലുകൾ തയ്യാറാക്കുന്നതിന് മുൻപ് ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ജില്ലയിലെ ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർമാരുടേയും ഉപജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർമാരുടേയും ഒരു

യോഗം കൂടി ദേശീയ അധ്യാപക അവാർഡ് ഒരു പ്രത്യേക അജണ്ടയിൽ ചർച്ച ചെയ്യേണ്ടതാണ്.

19. അസി. എഡ്യൂക്കേഷണൽ ഓഫീസർ, ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർമാരിൽ നിന്നും കാലേക്യൂട്ടി പ്രൊപ്പോസലുകൾ വാങ്ങുക. ആ അധ്യാപകരുടെ സർവ്വീസ് റെക്കോർഡ്, പൊതുപ്രവർത്തന ക്ലാസ്റും പ്രവർത്തനങ്ങൾ മുതലായവയെക്കുറിച്ച് സ്വന്തം നിലയിൽ ഒരു അന്വേഷണം നടത്തേണ്ടതും അയോഗ്യരായ ഏതെങ്കിലും അധ്യാപകർ പാനലിൽ ഉണ്ടെങ്കിൽ അവ ഒഴിവാക്കി പകരം ആളിനെ കണ്ടെത്തേണ്ടതുമാണ്.
20. ജില്ലാതല കമ്മിറ്റി കൂടുന്നതിന് മുമ്പ് ലഭിച്ച പ്രൊപ്പോസലുകൾ യോഗ്യരായ അധ്യാപകരുടേതാണെന്നും അവാർഡിന് അർഹരായ ഓരോ അധ്യാപകരേയും ഒഴിവാക്കപ്പെട്ടില്ല എന്നും ഉറപ്പാക്കേണ്ടതാണ്.
21. നിശ്ചിത തീയതിക്കുശേഷം അസി. എഡ്യൂക്കേഷണൽ ഓഫീസർ/ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർമാർ തരുന്ന പ്രൊപ്പോസലുകൾ യാതൊരു കാരണവശാലും ഉൾപ്പെടുത്തരുത്.
22. മുൻവർഷങ്ങളിൽ നിർദ്ദേശിച്ച എണ്ണം പ്രൊപ്പോസലുകൾ ലഭ്യമാക്കുന്നതിനും വനിതാ പ്രാതിനിധ്യത്തിലും സ്പെഷ്യൽ കാറ്റഗറി വിഭാഗത്തിലും നോമിനേഷൻ തരുന്നതിനും വീഴ്ചവരുത്തുകയുണ്ടായി. അതിനാൽ മേൽ നിർദ്ദേശങ്ങൾ പൂർണ്ണമായി പാലിച്ച് യഥാസമയം പാനലുകൾ ലഭ്യമാക്കുവാൻ താൽപര്യപ്പെടുന്നു.
23. 2012-13 വർഷത്തിൽ സംസ്ഥാന അവാർഡ് നേടിയ അധ്യാപകരേയും നാഷണൽ അവാർഡിനായി പരിഗണിക്കാവുന്നതാണ്.
24. അവാർഡിനായി ശുപാർശ ചെയ്യുന്ന അധ്യാപക/അധ്യാപികമാരുടെ ഒരു ലഘു വിവരണം 5 വാചകത്തിൽ കുറയാതെ ഇംഗ്ലീഷിൽ തയ്യാറാക്കി അതാത് അപേക്ഷ യോടൊപ്പം നിർബന്ധമായും സമർപ്പിക്കേണ്ടതാണ്.
25. നാഷണൽ അവാർഡ് സെലക്ഷൻ സംബന്ധിച്ച് കേന്ദ്ര സർക്കാരിന്റെ ഗൈഡ്ലൈനിയുടെ പകർപ്പ് ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

വിശ്വസ്തതയോടെ,



പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർക്കുവേണ്ടി.

NATIONAL AWARD TO TEACHERS

The Scheme of National Award to Teachers was started in the year 1958-59 with the object of raising the prestige of teachers and giving public recognition to the meritorious services of outstanding teachers working in Primary, Middle and Higher Secondary Schools. In 1967-68 the scope of the scheme was enlarged to cover the teachers of Sanskrit Pathshalas, Tolls etc. run on traditional lines. In 1976 the scheme was further enlarged to cover Arabic/Persian teachers of Madrasas.

From the award year 1993, the scheme has further been enlarged to cover teachers from Sainik Schools, Navodaya Vidyalayas and schools run by Atomic Energy Education Society. Earlier CBSE had been allocated a quota of 10 awards – 2 for each zone subject to availability in case of shortfall of recommendation from the entitled States/UTs and organizations. Each award carries with it a certificate of merit, a cash award money of Rs.25,000/- and a Silver Medal. The enhanced amount has been given to the National Awardee from the Award year, 1999.

2. The number of awards has been increased from 302 to 350 from the award year 2000-2001. 4 additional Awards have been allocated to CBSE from the Award year, 2002. From the award year 2006 the total number of award earmarked to KVS have been increased from 6 to 16. The number of awards further increased from the award year 2007. The number of awards at present stands at 374. The break up of which is as under:

- | | |
|-----------------|---|
| (I) 312 Awards | States/UTs, Kendriya Vidyalayas, Navodaya Vidyalayas, Atomic Energy Education Society, Sainik Schools, Sanskrit And Arabic/Persian teachers. |
| (II) 5 Awards | Teachers of Council for Indian Schools Certificate Examination (CISCE) affiliated schools. |
| (III) 14 Awards | Teachers of Central Board of Secondary Education (CBSE) affiliated schools. The National Awards belonging to CBSE would comprise of awards to 2 teachers each for Northern, Southern, Eastern, Western and North-Eastern, Delhi Zones and 2 Slots for the teachers of independent affiliated schools situated abroad. The teachers recommended by CBSE should be other than those |

who have already been covered under the allocated quota for States/UTs/ Organizations.

(IV) 43 Awards

Teachers promoting Integrated Inclusive Education (IE) in Schools. These "Special" awards would be given to teachers who promote the education of children with disabilities in regular schools run by States/UTs and other schools system. Such awards would be given to the following categories of teachers.

- Teachers with disabilities working in regular schools.
- Special teachers or trained general teachers who may have done outstanding work for Inclusive Education.

I. CONDITIONS OF ELIGIBILITY OF TEACHERS FOR CONSIDERATION FOR THE AWARDS:

1. Classroom teachers with atleast 15 years regular teaching experience and Headmasters with 20 years of regular teaching experience and who are actually working as teachers/headmasters in recognized primary/middle/high/ higher secondary schools only shall be considered. Teachers who are teaching upto class VIII should be considered in the category of Primary School Teachers and those teaching classes IX-XII, in the category of Secondary School Teachers. For teachers promoting Integrated Inclusive Education the eligibility will stand reduced from 15 years of classroom teaching experience to 10 years of service and from 20 years for Headmasters to 15 years if they are to be considered for awards in respect of Inclusive Education.
2. Normally retired teachers are not eligible for the award but those teachers who have served a part of the calendar year (atleast for four months i.e. upto 30th April in the year to which National Award relates) may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.
3. Teachers whose names were recommended last year or before can be considered again if they are still otherwise eligible and are recommended by the State Government/ Union Territories.
4. Educational Administrators, Inspectors of Education, and the staff of training colleges are not eligible for these awards.

5. Only those teachers, having requisite years of teaching experience, as mentioned at Sl.No.1 above, on 31st December of the preceding year of the Award, will be eligible to be considered for the award.

II. MAIN CONSIDERATIONS THAT SHOULD GUIDE THE SELECTION OF TEACHERS AT VARIOUS LEVELS:

1. Teachers' reputation in the local community;
2. His/her academic efficiency and desire for its improvement.
3. His/her genuine interest in and love for children; and
4. His/her involvement in the social life of the community.

III. PROCEDURE FOR SELECTION:

1. The initial selection shall be made at the District level by a District Committee from amongst the names recommended by the District Education Officer, a District Inspector of schools or such other local authorities e.g. Corporation, Panchayat etc. which the State Government may determine in the context of local conditions. No teacher shall be asked or permitted to apply for the award. The names shall be recommended by the District Education Officer etc. on the basis of the Teachers' record of work.
2. The State Selection Committee shall scrutinize and sift the recommendations of the District Committee and recommend to the State Government two names for each award allotted to the State and one or two names of Sanskrit/Arabic teachers if found suitable. The names of teachers selected by the State Committee shall be arranged in order of merit before they are recommended to the State Government who shall forward the same to the Union Government alongwith character certificate of faultless antecedents and absolute integrity duly signed by the Education Secretary. The recommendations of the State Selection Committee shall not be modified by the State Government to substitute names, or to disturb the order of merit recommended by the State Selection committee. However, if the State Government is of the view that any of the selected teacher is otherwise unfit for the award, it may recommend omission of such names to the Union Government furnishing details for the same.
3. The State/UTs/School systems shall recommend at least the prescribed number of awards under the category "Special Awards". In case they do not find suitable number of teachers under this category, the award will not be recommended, but in

⑧

that situation the number of allocated awards for special award shall not be transferred to the general category.

4. The final selection will be made by the Union Government.

DISTRICT COMMITTEE

- | | |
|---|----------|
| 1. District Inspector of Schools | Chairman |
| 2. Head of a Primary Training Institution | Member |
| 3. Headmaster of a Secondary School | Member |

STATE COMMITTEE

- | | |
|--|----------|
| 1. Director of Education/
Director of Public Instructions | Chairman |
| 2. Principal of Training College | Member |
| 3. Nominee of the Union Government | Member |

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Please Note:- One passport size photograph duly attested on back side by any Gazetted Officer of your Town, Tehsil or District be attached in separate envelope. The Photograph should not be defaced in anyway.



PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Parts A, B and C are to be filled by the District Education Authority from sources such as Teacher's Diary, records of Inspection, records kept by the Headmaster, examination results of the school, Confidential reports and Service Book, etc. of the teachers, Part D and E are to be filled in respectively by the Chairman of the district Committee and the State Committee appointed for the purpose.

PART-A

Particulars of the teacher

1. Name (in Block letters) : _____
2. Sex with marital status : _____
3. Designation & complete school address _____
with Pin code number, Telephone number: _____
4. Complete Residential address with _____
Pin code number, Telephone number _____
5. Complete Permanent address with _____
Pin code number _____
6. Whether the school is primary/ _____
Secondary/Hr. Secondary _____
7. District: _____
8. State: _____
9. Date of birth: _____
10. Present age: _____
11. Date of superannuation: _____
12. If superannuated, please clarify _____
whether extension has been given _____
by the State Authorities with _____
supporting documents _____
13. Total Service with date of joining as teacher _____

Total service

Years

Months

Date of joining as teacher: _____

Name of the Institution	Level: Primary/ Secondary/ Etc.	Management: Govt.aided Or Unaided	Total enrolment	Duration Of service With date, Months And year	Subject(s) taught	Classes taught	Result at Public or Annual Examination(s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

14. Total Experience	Period	
	From	To
Teaching:		
Administrative:		
Others:		
Total		

I

15. In the case of Primary School Teachers, what concrete steps has the teacher taken to increase enrolment in the school and to avoid dropouts? Give enrolment/retention percentage figures for the last three years of school and District to show the progress made in achieving universalisation of elementary education.
16. In the case of Secondary School teachers, what has been the dropout rate in the school at the secondary level in last five years? What steps has the teacher taken to avoid dropouts?
17. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
18. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
19. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
21. The following information may specifically be given:
 - does he/she indulge in tuitions?
 - does he/she in the habit of submitting complaints and indulging in litigation?
 - is he/she punctual?

NB: 75% weightage may be given to the above information while finalizing the recommendations.

II

22. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
25. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
26. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.

- (12) 25
27. Has the teacher written any article, text books etc.? If so, give details.
 28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
 29. Any other significant achievement not mentioned above.

PART-C

Remark about the Teacher based on the assessment of his/her superiors:

30. Does the teacher command respect among the students?
31. Is he/she able to maintain discipline among the students?
32. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
33. If he/she held in high esteem by the community, particularly the parents?
34. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?
35. General assessment by the Head of the Institution.
36. General assessment by the District Inspector of Schools/Education Officer.

District Inspector of Schools/
Education Officer with rubber stamp

PART-D

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE

Chairman of the District Committee

PART-E

RECOMMENDATION BY THE STATE COMMITTEE

Chairman of the State Committee

29 (B)

PROCEDURE FOR SELECTION:

1. The initial selection shall be made at the Regional level by a Regional Award Committee from amongst the names recommended by the Principals/Inspectors of Schools or such other local authorities e.g. Corporation Panchayat etc., which the organization may determine in the context of local conditions. No teacher shall be asked or permitted to apply for the award. The names shall be recommended on the basis of the Teachers' record of work.
2. The Central Awards Committee shall scrutinize and sift the recommendations of the Regional Award Committee and recommend to the organization two names for each award allotted to the organization and one or two names of Sanskrit/Arabic teachers if found suitable. The names of teachers selected by the Central Award Committee shall be arranged in order of merit before they are recommended to the organization who shall forward the same to the Central Government alongwith character certificate of faultless antecedents and absolute integrity duly signed by the Head of the Organization. The recommendations of the Central Award Committee shall not be modified by the Organization to substitute names, or to change the order of merit recommended by the Central Awards Committee. However, if the organization is of the view that any of the selected teachers is otherwise unfit for the award, it may recommend omission of such names to the Union Government furnishing details of the same.
3. The Organization shall recommend at least the prescribed number of awards under the category "Special Awards". In case they do not find suitable number of teachers under this category, the award will not be recommended. But in that situation the number of awards for the category "Special Awards" shall not be transferred to the general category.
4. The final selection will be made by the Union Government.

REGIONAL COMMITTEE

- | | |
|--|----------|
| 1. Regional Head of the Organization or person
Equivalent to Regional Head nominated by
Head of Organization | Chairman |
| 2. Director of a SCERT | Member |
| 3. Principal of a Secondary School | Member |

CENTRAL AWARD COMMITTEE

- | | | |
|----|---|----------|
| 1. | Chairman/Director/Commissioner/
Head of the Organization | Chairman |
| 2. | Principal of a Teacher's Training College | Member |
| 3. | Nominee of the Union Government | Member |

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Please Note:- Two passport size photograph
DULY attested on back side by any Gazetted
Officer of your Town, Tehsil or District be attached
in separate envelope. The Photograph should not
be defaced in anyway.

Space for
affixing
Passport
size
Photographs

PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Parts A, B and C are to be filled by the Principal/Head of the School in case of a teacher and by the Chairman, Managing Committee of the School in case of Principal from sources such as Teacher's Diary, records of inspection, records kept by the Principal, Examination results of the school, Confidential reports and service book etc. of the teacher.

PART-A

Particulars of the teacher/Principal

1. Name (in Block letters) _____
2. Designation & complete school address _____
with Pin code number, Telephone number: _____
3. State: _____
4. Date of birth: _____
5. Present age: _____
6. Date of superannuation: _____
7. If superannuated, please clarify
whether extension has been given
by the Competent Authorities with
supporting documents _____
8. Sex: _____
9. Marital Status: _____
10. Residential address with Pin code
number, Telephone Number: _____

11. Permanent address with Pin code No.: _____

12. Whether the school is Primary/
Secondary/Sr. Secondary: _____

13. Academic Qualification:

Examination Passed	University Board/ Department	Year	% of marks obtained	Subjects

14. Total Service with date
of joining as teacher

Total Service
_____ years _____ months
Date of joining as teacher _____

SERVICE RECORD

Name of the Institution(s)	Level: Primary/ Secondary/Sr. Sec. Etc.	Total enrolment	Period of service with designation (Exact dates to be indicated)	Subject(s) taught	Classes taught	Results at Public or Annual Examination(s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

15. Total experience (mention teaching
Experience of recognized schools
Only.

Period
From To

Teaching:

Administrative:

Other:

Total:

15

*Teaching experience of recognized schools only has to be given. The Head of the Institution should certify where the teacher has served. (Please attach photocopy of service book(s) in support of service record).

PART-B

<p>16. what has been the teacher's class results in Board/School Examination? Give the percentage of pass and grade-wise positions A, A, B, B, in the class/subject of the teacher for the last five years. (Give the results of the last five years). Use additional sheets if required.</p> <p>17. Has the teacher mobilized any quantifiable community resources for the physical development of the School? If so, give details.</p> <p>18. Has the teacher undertaken specific activities for promoting National Integration? Give details.</p> <p>19. The following information may specifically be given:</p> <ul style="list-style-type: none"> - does he/she indulge in tuitions? - Is he/she in the habit of submitting complaints and indulging in litigation? - Does he/she indulge in political/trade union activities? - Is he/she punctual? 	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Year</th> <th rowspan="2">Classes taught</th> <th rowspan="2">Subject Taught</th> <th colspan="2">Pass % of</th> </tr> <tr> <th>School Exam.</th> <th>Board Exam.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Year	Classes taught	Subject Taught	Pass % of		School Exam.	Board Exam.																														
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		School Exam.	Board Exam.																																			

II

<p>20. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.</p> <p>Give a brief resume of any experimentation in the following areas:</p> <ul style="list-style-type: none"> (a) Class-room instructions (b) Laboratory/Library work (c) Assessment & Evaluation (d) Administrative work <p>21. Which teaching learning practices have been adopted and what are the</p>	
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types of teaching aids, including mass media, used by the teacher to make class-room instruction more interesting?

22. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
23. Has the teacher participated in in-service training programmes, workshops etc. or acted as Resource Person? If so, give details of the last five years.
24. Has the teacher carried out any functional research in pedagogy and obtained visible improvement in performance of the students? (Attach abstracts).
25. Does the teacher take active interest in organizing co-curricular or extra curricular activities in the school? Give details (NCC, Scouts & Guides etc.)
26. Has the teacher written articles, text books etc.? If so, give details.
27. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
28. Any other significant achievement not mentioned above.
29. Self assessment/appraisal of the Teacher/Principal to be attached.

Additional Information to be given in case of Principal only (points 30 to 36)
30. Has the Principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts).
31. Does the Principal invite the parents

development? If yes, the details thereof.

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32. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details.
33. Are the activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.
34. Is guidance provided to the teachers in professional development? Does he/she encourage the teachers as well as students for experimentation/innovations?
35. What goals/targets are set in academic/sports and games/other activities and what are the achievements?
36. Has any project been undertaken during the last three years at school level? Please give a brief account in this regard. (attach abstracts.)

PART-C

Remarks about the Teacher/Principal based on his assessment:

- | | |
|--|--|
| <ol style="list-style-type: none">37. Does the teacher command respect among the students?38. Is he/she able to maintain discipline among the students?39. Does the teacher maintain cordial relations with his/her fellow-teachers and others?40. Is he/she held in high esteem by the community, particularly the parents?41. What is the extent of participation of | |
|--|--|

42. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school.	
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1. Principal of the School
(in case of a teacher)
2. Chairman/Manager
Managing Committee of the School
(in case of Principal)

Tele.No. O:

R:

Fax No. :

E-Mail :

Recommendation of the Regional Committee:

Signature
Regional Head nominated
By the Head of Organisation/
Chairman of the Regional Committee

Recommendations of the Central Award Committee:

Signature
Chairman