**PROFORMA FOR TEACHERS FOR NATIONAL AWARD TO TEACHERS**

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. Age (as on 31.12.2016) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Total service

#### joining as teacher \_\_\_\_\_\_\_\_\_\_\_\_Years\_\_\_\_\_\_\_\_\_\_\_Months

#### Date of joining as teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_

#### SERVICE RECORD

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the  Institution | Level:  Primary/  Second-  ary  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  Examin-aion(s) | Any other respos-ibility dischar-ged |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
|  |  |  |  |  |  |  |  |  |

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

#### **PART-B**

#### 

**I**

1. 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.
2. 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?
3. What has been the teacher’s class results in Board Examinations? Give the percentage of pass and first divisionary in the class/subject of the teacher for the last five years.
4. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
5. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
6. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
7. 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

1. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
2. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
3. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
4. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
5. Does the teacher take active interest in organizing co=-curricular or extra-curricular activities in the schools? Give details.
6. Has the teacher written any article, text books etc.? If so, give details.
7. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
8. Any other significant achievement not mentioned above.

PART-C

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

1. Does the teacher command respect among the students?
2. Is he/she able to maintain discipline among the students?
3. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
4. If he/she held in high esteem by the community, particularly the parents?
5. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?
6. General assessment by the Head of the Institution.
7. 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

#### GUIDELINES FOR ORGANIZATIONS

**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 Chairman

Equivalent to Regional Head nominated by

Head of Organization

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

**PROFORMA FOR TEACHERS FOR NATIONAL AWARD TO TEACHERS**

*Space for affixing Passport size Photograph*s

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.

#### **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:

1. Academic Qualification:

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

1. Total Service with date : Total Service

of joining as teacher \_\_\_\_\_\_\_\_years\_\_\_\_\_\_\_\_\_\_months

Date of joining as teacher\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICE RECORD

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the  Institution(s) | Level:  Primary/  Second-  ary/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  Examin-aion(s) | Any other respos-ibility dischar-ged |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
|  |  |  |  |  |  |  |  |

1. Total experience (mention teaching Period

Experience of recognized schools From To

Only.

Teaching:

Administrative:

Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. 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. 2. Has the teacher mobilized any quantifiable community resources for the physical development of the School? If so, give details. 3. Has the teacher undertaken specific activities for promoting National Integration? Give details. 4. The following information may specifically be given:  * 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? | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year | Classes taught | Subject Taught | Pass % of | | | School Exam. | Board Exam. | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

II

|  |  |
| --- | --- |
| 1. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.   Give a brief resume of any experimentation in the following areas:   * 1. Class-room instructions   2. Laboratory/Library work   3. Assessment & Evaluation   4. Administrative work  1. Which teaching learning practices have been adopted and what are the types of teaching aids, including mass media, used by the teacher to make class-room instruction more interesting? 2. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details. 3. 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. 4. Has the teacher carried out any functional research in pedagogy and obtained visibe improvement in performance of the students? (Attach abstracts). 5. Does the teacher take active interest in organizing co-curricular or extra curricular activities in the school? Give details (NCC, Scouts & Guides etc.) 6. Has the teacher written articles, text books etc.? If so, give details. 7. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars. 8. Any other significant achievement not mentioned above. 9. Self assessment/appraisal of the Teacher/Principal to be attached.   Additional Information to be given in case of Principal only (points 30 to 36)   1. Has the Principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts). 2. Does the Principal invite the parents for their co-operation for academic development? If yes, the details thereof. 3. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details. 4. Are the activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details. 5. Is guidance provided to the teachers in professional development? Does he/she encourage the teachers as well as students for experimentation/innovations? 6. What goals/targets are set in academic/sports and games/other activities and what are the achievements? 7. 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:***

|  |  |
| --- | --- |
| 1. Does the teacher command respect among the students? 2. Is he/she able to maintain discipline among the students? 3. Does the teacher maintain cordial relations with his/her fellow-teachers and others? 4. Is he/she held in high esteem by the community, particularly the parents? 5. What is the extent of participation of the teacher in activities of parent-teacher Association etc., if any? 6. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school. |  |

1. Principal of the School

(in case of a teacher)

1. 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