

Government of Jammu and Kashmir
Directorate of School Education Kashmir

No: DSEK / CEW / NAT / 6038 - 60
Dated: 31 / 01 / 2017

Chief Education Officer
_____ (all)

Subject: - National Award to Teachers 2016 – Request for Recommendation.

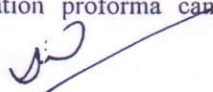
Sir / Madam

Ministry of Human Resource Development, GoI, New Delhi has invited recommendations for National Best Teacher Award for the year 2016 from all the states /UT. In this connection, you are advised to send recommendations / nominations in the prescribed proforma on the subject latest by 25th of February, 2017 strictly according to the following guidelines:

1. Classroom Teachers / Masters / Lecturers with at least **15 years regular teaching experience** working in recognized Primary/Middle/High/Higher secondary schools shall only be considered.
2. **Headmasters/ZEO/Principals with 20 years of regular teaching experience** before being promoted as Headmasters/ZEO/Principal working in recognized Primary/Middle/High/Higher secondary schools shall only be considered.
3. 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.
4. Teachers whose names were recommended earlier also can be considered again if they are still otherwise eligible for the Award.
5. Educational Administrators, Inspectors of Education, and the Staff of Training institutes are not eligible for this award which means that CEO's, ZEO's and officials working in DIET's or SIE are not eligible.
6. Teachers having requisite years of teaching experience, as mentioned at 1 & 2 above as on 31st of December of the preceding year of the Award only, are eligible for the Award.
7. MRHD, GoI communication requests for making special efforts in order to locate suitable **Sanskrit/Arabic/Persian Teachers** of institutions run on traditional lines i.e., Pathshalas/Tolls/Madrasas. Special efforts need to be made to identify them and recommend their teachers for the National Awards.
8. Normally retired teachers are not eligible for the award but those teachers who have served a part of the calendar year (at-least 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.
9. The initial selection shall be made at the District by a District Level Screening Committee which shall comprise Chief Education Officer concerned as Chairman of the Committee, Principal DIET concerned as Member and senior most Principal of Hr. Secondary School of the district as a member.
10. A copy of the minutes of the meeting of District Level Screening Committee finalizing the recommendations may invariably be sent in original duly signed by all committee members to the Directorate.
11. **Incomplete nominations / recommendations not conforming to the prescribed guidelines sent by MHRD, GoI shall be summarily rejected.**

All the CEO's are advised to recommend / nominate **maximum two (02) teachers for Primary Category and two (02) for Secondary Category other than Madrassa/Pathshala teachers** as per the prescribed proforma (eight pages) appended with this letter. The Application proforma can also be downloaded from www.dsek.nic.in

Encl.: 08 page proforma


Kumar Rajeev Ranjan (IAS)
Director
School Education Kashmir

Copy to the:

1. Principal Secretary to Govt., School Education Department, Civil Secretariat, Jammu for information.
2. Director, department of School Education & Literacy, MHRD, GoI, Shastri Bhavan, New Delhi for information.
3. Office Copy.

**PROFORMA FOR RECOMMENDING A TEACHER FOR
NATIONAL AWARD - 2016**

Parts A, B and C are to be filled by the *Chief Education Officer* from sources such as Teacher's Diary, records of Inspection, records kept by the Headmaster / Principal, 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 Level Committee* and the *Divisional Level Committee* appointed for the purpose.

Space for Affixing
Passport Size
Photograph

PART-A
Particulars of the teacher

1. Name (in Block letters) : _____
2. Sex / Marital Status : _____
3. Designation : _____
4. School Address : _____

- District _____ Pin Code: _____
Telephone No. _____
4. Residential Address : _____

- District _____ Pin Code: _____
Telephone No. _____
5. Permanent Address : _____

- District _____ Pin Code: _____
Telephone No. _____
6. School Level : Primary / Middle / Secondary / Hr. Secondary
7. District : _____
8. State : _____
9. Date of Birth : _____
10. Present Age : _____
11. Date of Superannuation : _____
13. (a) Date of Joining : Teacher / Lecturer _____
- (b) Date of Promotion : Master / Lecturer _____
- (c) Date of Promotion : Head Master / Principal _____
14. Total Service : _____ Years _____ Months

15. Academic Qualification :

Examination Passed	University / Board	Year	% of Marks Obtained	Subjects

16. SERVICE RECORD :

Name of the Institution(s)	Level: (Primary / Middle / High / Hr. Sec.)	Total enrolment	Duration of service with Designation <i>(with Date, Month and Year to be indicated)</i>	Subject(s) taught	Classes taught	Results at Public or Annual Examination(s)	Any other responsibility discharged
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				
			From : ___/___/___ To: ___/___/___				

17. Total Experience :

	From	To
Teaching *		
Administrative		
Others		
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 (I)

18. 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.
19. 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?
20. What has been the teacher's class result in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
21. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.

22. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.

23. Has the teacher undertaken any specific activities for promoting National Integration? Give details.

24. The following information may specifically be given:
- does he/she indulge in tuitions? **YES / NO**
- does he/she in the habit of submitting complaints and indulging in litigation? **YES/NO**
- is he/she punctual? **YES / NO**

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

PART-B (II)

25. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.

26. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?

27. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
28. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
29. Has the teacher carried out any functional research in pedagogy and obtained visible improvement in performance of the students. (Attach abstracts).
30. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.
31. Has the teacher written any article, text books etc.? If so, give details.

32. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
33. Has any project been undertaken during the last three years at school level? Please give a brief account in this regard.
34. Any other significant achievement not mentioned above.

PART-C

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

35. Does the teacher command respect among the students?
36. Is he/she able to maintain discipline among the students?

37. Does the teacher maintain cordial relations with his/her fellow-teachers and others?

38. If he/she held in high esteem by the community, particularly the parents?

39. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?

40. General assessment by the *Head of the Institution / Zonal Education Officer* with Seal & Signature.

41. General assessment by the *Chief Education Officer*.

PART D

Remarks / Recommendation of the District Level Committee:

Chairman of the District Level Committee

PART E

Recommendation by the Divisional Level Committee

Chairman of the Divisional Level Committee