

**Government of Jammu and Kashmir
Directorate of School Education Kashmir**

Proforma for State/District Best Teacher Award

Parts A, B and C to be filled in by the Principal /Headmaster of the School in case of a teacher
Particulars of the Teacher/Master /Lecturer/Principal

Part-A

1. Name (in Block Letters): _____
2. Designation _____
3. Place of Positing (Complete School Address with pin code number, Telephone Number (email Address if any): _____
4. Date of Birth: _____
5. Age (As on Sept, 1st, 2012) _____
6. Gender: _____
7. Residential address with Pin Code Number, Telephone Number _____
8. Whether the school is Primary /Secondary/Sr. Secondary : _____
9. Subjects Taught: _____

Space for affixing passport size photograph

Academic Qualification

Examination Passed	University/Board/Deptt.	Year	%age of marks obtained	Subjects

10. Total Service , Years _____ Months _____
 Total Service _____ Years _____ Months
 Date of Joining as teacher _____

Service Record

Name of the Institution where served	Level: Primary/Secondary /Sr. Secondary	Period of service with designation (Exact dates to be indicated)	Subject(s) Taught	Classes taught	Results of annual examination (other than Board)	Any other responsibility discharged
1	2	3	4	5	6	7

(Attach separate sheet if necessary)

11. Total experience (mention teaching experience only)

Period

S. No	Name of the Institution	From	To
Total Years			

Teaching experience in schools only to be mentioned. The Head of the Institution must certify teaching experience.

PART-B

1. Last three years' Board Result with percentage:-

Year	Classes Taught	Subject	Pass% of Board Exam.

Additional Information to be given in case of Principal only.

14. Has the principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts)
15. Does the Principal invited the parents for their co-operation for academic development? If yes, the details thereof.
16. Does the Principal take interest in maintenance of School records, building and beautification of campus? If so, please give details.
17. Are the activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.
18. Is guidance provided to the teachers in professional development ? Does he/she encourage the teachers as well as students for experimentation/innovations?
19. has any project been undertaken during last three years at school level? Give a brief account in this regard. (Attach separate sheet if needed)
(Provide photographic evidence in all cases wherever required)

Part-C

Remarks about the Teacher/Principal based on his assessment:

20. Does the teacher command respect among the students?
21. Is he/She able to maintain discipline among the students?
22. Does the teacher maintain cordial relation with his/her fellow teachers and others?
23. Is he/She held in high esteem by the community. Particularly the parents?
24. What is the extent of participation of the teacher in activities of parent-Teacher Association if yes, give details.
25. Has the teacher enhanced the enrolment of the school and if yes by how much?
26. Is the teacher creative/Innovative and has he mobilized the community and to what extent. (Comments of Head of the Institution)
27. Has the teacher any publication related to education to his credit, give details:
28. Any other special Aptitude of the teacher worth mentioning.

Signature of the Teacher/Master/Lecturer/Principal

Contact No:

Certified that the information provided herein above is correct and true to the best of my knowledge and belief.

**Signature of Head of the Institution
(With official Seal)**

**Signature of concerned CEO
With official Seal**