



GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate Secondary Education

माध्यमिक शिक्षा निदेशालय

 शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development

 तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

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(TO BE SUBSTITUTED BEARING THE SAME NUMBER AND DATE)

TO

1. ALL THE DISTRICT EDUCATION OFFICERS IN THE STATE.
2. ALL THE DISTRICT ELEMENTARY EDUCATION OFFICERS IN THE STATE.

MEMO NO. 20/3-2012 CO (1)

DATED PANCHKULA THE 06.03.2013

SUBJECT:- NATIONAL AWARD TO TEACHERS FOR THE YEAR 2012- AND THE RECOMMENDATIONS THEREOF.

Reference on the subject cited above.

As you are aware that National Awards are awarded by the Govt. of India to teachers every year. The Govt. of India has invited nominations for the National Award to the Teachers-2012. You are, therefore, requested to recommend the cases of teachers for the National Award-2012 in the enclosed performa (Annexure 'A'). While recommending the cases for National Award the following conditions may be taken into consideration:-

A. Nominations:-

The following categories of teachers shall be eligible for nominations:-

- i. Primary Teachers (upto 8th Class)
(Teachers who are teaching upto class 8th shall be considered in the category of Primary School Teachers)
- ii. Secondary Teachers
(Teachers who are teaching classes 9th-12th shall be considered in the category of Secondary School Teachers)

B. Eligibility:-

- i. Classroom teachers with at-least 15 years of regular teaching experience and Headmasters'/Principals' with 20 years of regular teaching experience.
- ii. For teachers promoting Integrated Inclusive Education the regular teaching experience shall be reduced from 15 years to 10 years of regular service and in case of Headmasters/Principals from 20 years to 15 years.
- iii. The Educational Administrators including DEOs/ DEEOs/ Principal DIETs/ Dy. DEOs/ BEOs and the staff of SCERT/ DIETs/ GETTIs are not eligible for these awards.
- iv. Only those teachers having requisite years of teaching experience, as mentioned at Sr. No.(i) & (ii) above on 31st December of the preceding year of the Award shall be eligible to be considered for the award.
- v. No Teachers shall be asked/permitted to apply for the award.

C. Recommendations By:-

The names of the teachers for these awards shall be firstly recommended by the Block Education Officers concerned to the District Level Committee. Thereafter the District Level Committee shall recommend the names to the State Level Committee who will finally recommend the names of teachers for these awards to Govt. of India. The District & State level Committee shall consist of the following:-

District Level Committee

- | | |
|--|----------|
| 1. District Education Officer: | Chairman |
| 2. Principal DIET: | Member |
| 3. Principal of Sr. Secondary School: | Member |
| 4. Principal of Navodaya school of the district: | Member |

State Level Committee

- | | |
|-----------------------------------|----------|
| 1. Director Secondary Education: | Chairman |
| 2. Additional/Joint Director Adm: | Member |
| 3. Director SCERT | Member |
| 4. Nominee of the Govt. of India: | Member |

D. Main Considerations for Awards:**I. Academic Efficiency**

- a. Results
- b. Teacher Products
- c. Teaching innovations

II. Personal achievements

- a. Good ACRS
- b. Personal conduct
- c. Team spirit
- d. Academic growth - acquisition of higher qualifications

III. Involvement in social life of the community

Note - (The brief descriptions of the above considerations are mentioned in Annexure- 'B').

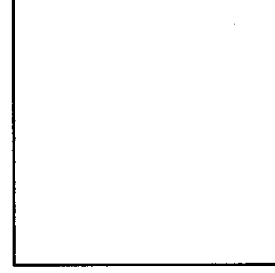
The Award proforma, summary sheet of last 10 years and other necessary documents/certificates (duly counter-signed and attested by the District Committee) should also be sent. The recommendations of the District Level Committee should reach the Directorate upto 31st March, 2013 positively.

No case received after this date shall be considered.


**DEPUTY DIRECTOR CO-ORDINATION
for DIRECTOR SECONDARY EDUCATION
HARYANA, PANCHKULA**

ANNEXURE - 'A'

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**

Particulars of the Teacher 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.

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:

14.

SERVICE RECORD

Name of the Institution (s)	Level: Primary/ Secondary etc.	Management Govt. Aided or Unaided	Total Enrollment	Duration of Service
1.	2.	3.	4.	5.
			From	To
Subject (s) taught	Classes taught	Result at public or annual examination (s)	Any other responsibility discharged	
6.	7.	8.	9.	

Total Experience	Period	
	From	To
Teaching	_____	_____
Administrative	_____	_____
Other	_____	_____
Total	_____	_____

**District Inspector of Schools/
Education Officer with Rubber Stamp.**

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE

Chairman of the District Committee

ANNEXURE- 'B'**I. Academic Efficiency:**

i) Results:-

In Internal Exams/ Board Exams 70% of children of the classes taught by the teacher concerned have secured more than 60% marks in the **year 2011-2012**.

ii) Retention Rate:-

a) Total Enrollment in the beginning of the academic session till passout/end of academic session.

b) Percentage of retention.

Board results for last 5 years i.e. Class 10 th and 12 th only <i>(to be calculated by adding (A), (B) and (C))</i>	(A) Pass percentage	<ul style="list-style-type: none"> Marks for each year Pass percentage more than 90% - 2 Pass more than 80% upto 90% - 1 Pass more than 70% upto 80% - 0.5
	(B) Academic Excellence	<ul style="list-style-type: none"> Marks for each year 60% children securing more than 60% marks - 4 60% children securing more than 50% upto 60% marks - 2 50% children securing more than 50% upto 60% marks - 1
OR		
Non-Board results for last 5 years	(C) CCE Products	<ul style="list-style-type: none"> Maintenance of teachers' diary for last 5 years - 5 (1 mark for each year) Lesson Plans for last 5 years - 5 (1 mark for each year) Maintenance of Children's progress card - 5 (1 mark for each year) Maintenance of students' diary for Parent Teacher interaction - 5 (1 mark for each year) Maintenance of Children's assessment/ internal exam record - 5 (1 mark for each year) Project based learning - maintenance of every group's record - 5 (1 mark for each year)

II. Personal Academic Record:

The higher Academic Qualifications such as:

- i) Master Degree
- ii) M.Phil
- iii) Ph.D.

Higher Qualification	<ul style="list-style-type: none"> M.Ed with First Division - 2.5 Marks M. Phil with First Division/Highest Grade - 2.5 Marks Ph.D.- 2.5 Marks
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III. ACR's:

The grading in the original ACRs of last 10 years.

Last 10 Year ACRs	<ul style="list-style-type: none"> • Marks for each year • Outstanding (+A) -1 • Very Good (A) - 0.5 • Other rating shall not to be considered
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IV. Teacher Products:

- i) CCE Record
- ii) Lesson Plans
- iii) Student Project Records
- iv) Class room teaching evaluation

V Involvement in Social Life of Community:-

1. Infrastructure:-

The donations due to motivation of teacher or by himself such as land, buildings, boundary wall, pumps, water tank etc.

2. PTA:-

The extent of participation of the teacher in activities of Parent-Teacher Association etc.

Involvement in social life of community	<p>The following activities during last 5 years will be considered.</p> <ul style="list-style-type: none"> • Involvement in Adult Literacy (literacy certificate issued by NIOS) – 0.5 mark for each year • Blood donation (certificate issued by Red Cross) – 0.5 mark for each year • Mobilization of local community to contribute to improvement of school infrastructure (Certificate by the head of the school) – 0.5 mark for each year • Involvement of parents in the education of child through PTA meetings (PTA meeting register and certificate by head of school that the concerned teacher participates in PTAs and makes efforts to involve parents in monitoring of their child's progress) – 0.5 mark for each year
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VI Personal Conduct:

Whether the teacher:

- i) takes part in Trade Union activities.
- ii) habit of making complaints.
- iii) habit of indulging in Litigation
- iv) Punctuality
- v) Indulges in tuition
- vi) gives any special attention & assistance to the gifted and weaker students

VII. Innovations:

- i) Use of new Teaching Aids
- ii) Use of ICT in Teaching the students
- iii) Others

Innovation in teaching	<ul style="list-style-type: none"> • Creation of new teaching aid/ methodology for any subject which has been duly evaluated and certified as an innovation by SCERT/ NCERT – 5 marks for each certified innovation • Use of innovative ICT materials to teach a subject duly certified by SCERT/ NCERT - 5 marks for each certified innovation
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VIII. Team Spirit/Discipline:

- i) Does the teacher command respect among the students?
- ii) Is he/her able to maintain discipline among the students?
- iii) Does the teacher maintain cordial relations with his/her fellow-teachers and
- iv) others?
- v) Is he/her held in high esteem by the community, particularly the parents?

Duties performed in addition to teaching	<ul style="list-style-type: none"> • Census duty (certified by census officers) – 5 marks • Election duty (certified by DEO/ ERO / RO/ ARO) – 5 marks
Awards won by the children of the respective teacher	<p>The following activities during last 5 years will be considered.</p> <ul style="list-style-type: none"> • Children have won awards in State Level competition organized by NCERT/ SCERT (e.g. INSPIRE AWARD) – Per child 2 mark for 1st Prize; per child 1 mark for 2nd Prize; per child 0.5 mark for 3rd Prize.
Training	<ul style="list-style-type: none"> • One mark for every training attended in last 5 years