

FROM

**DIRECTOR SECONDARY EDUCATION
HARYANA, PANCHKULA.**

TO

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

**MEMO NO. 20/1- 2012 Co (1)
DATED PANCHKULA THE: 14.8.2012**

**SUBJECT: STATE AWARD TO TEACHERS FOR THE YEAR 2011- AND THE
RECOMMENDATIONS THEREOF.**

Reference this office Memo No. 20/1- 2012 Co (1) dated 6.8.2012 on the subject cited above.

The last date for the submission of the recommendations of the District Level Committees to the Directorate for the State Award to Teachers-2011 has been extended upto 22.8.2012. You are therefore requested to send the recommendations upto 22.8.2012 to the Directorate through special messenger.


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



GOVERNMENT OF HARYANA / हरियाणा सरकार
Directorate School Education
विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास
 Education, Culture and Development

तमसो मा ज्योतिर्गमय
 Lead me from Darkness to Light

Off.: Plot No. 1B, Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253
 कार्यालय: प्लॉट नं 1बी, शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स: 91 (0172) 2560253
 e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

TO

1. All the District Education Officers in the state.
2. All the District Elementary Education Officers in the state.

Memo No. 20/1-2011-CO(1)
 Dated, Panchkula the 6-8-2012

SUBJECT:- STATE AWARD TO TEACHERS FOR THE YEAR 2011- AND THE RECOMMENDATIONS THEREOF.

With reference to the subject cited above.

You are aware that State Awards are awarded by the Government to teachers every year on 5th September. Accordingly nominations for the State Award to the teachers -2011 are invited.

You are therefore, requested to send the recommendations for the State Award-2011 on the basis of criteria enclosed.

District committees shall apply the criteria (enclosed) and in no case they shall recommend names of teachers

While recommending the cases for the State Award the following points may be taken into consideration:-

A. Categories of Award - Primary & Secondary:-

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

- i) Primary Teachers (upto 5th Class) - (Teachers who are teaching upto class 5th shall be considered in the category of Primary School Teachers)

- ii) Secondary Teachers - (Teachers who are teaching classes 6th-12th shall be considered in the category of Secondary School Teachers)

B. Eligibility:-

- i) No Teachers shall be asked/permited to apply for the award.
- ii) Teachers with at-least 15 years of regular class teaching experience and Headmasters/Principals' with 20 years of regular teaching experiences on 31st December 2011.
- iii) For teachers engaged in inclusive education, the regular class-room 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.
- iv) The Educational Administrators including Director and Staff of SCERT/ DEOs/ DEEOs/ Principal DIETs and Staff of DIETs/ Dy. DEOs/ BEOs / AEOs are not eligible for these awards.

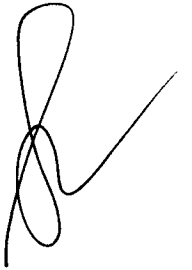
C. Selection Committees:-

The District Level Committee shall examine the cases of various categories as per criteria and if there are cases scoring more than 70% then their names may be recommended by the committee to the State Level Committee.

The District level Committee shall consist of the following:-

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

The recommendations of the District Level Committees shall be scrutinized by the State Level Committee chaired by Director, Secondary Education. The State Level Committee shall finalise the names for the award.



The State Level Committee shall consist of:

- | | |
|---|----------|
| 1. Director Secondary Education: | Chairman |
| 2. Additional/Joint Director (Administration) | Member |
| 3. Director SCERT | Member |
| 4. One Educationalist | Member |
- (to be decided by the Chairman)

The State Level Committee shall examine all recommendation of the Districts and may call for additional information (including production of record) if required. State Level Committee shall also conduct a formal class-room teaching evaluation of the short listed teachers. Committee may even ask SCERT, Gurgaon to conduct a learning level evaluation of the children being taught by the short listed teachers.

D. Main Considerations for Awards

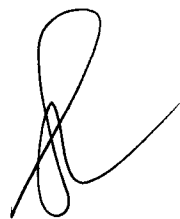
The scheme envisages that those teachers who show exceptional academic efficiency, quality of teaching and professional competence, good conduct & team spirit, engagement with the local community, utilize innovative teaching methods and command respect in the community are to be recommended for the awards. Main considerations are:

(I) Academic Efficiency:

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

(II) Personal Achievements:

- a. Good ACR's
- b. Acquiring Higher academic qualifications
- c. Personal Conduct
- d. Team Spirit/Discipline
- e. Duties performed in addition to teaching
- f. Trainings attended.



(III) Involvement in Social Life of Community**(IV) Academic and Co-Curricular achievements of the Children**

The personal files and other necessary documents/certificates (duly counter-signed and attested by the District Committee) should also be sent.

Needless to say each recommendation shall be scrutinized in detail by the District Level Selection Committee and if required the data upon which the recommendations are based (e.g. lesson plans, teacher diaries, children diaries, CCE records, project based learning records, etc) can be called to Head Office for verification.

The recommendations of the District Level Committee should reach the Directorate upto 15.08.2012 positively through special messenger.

Clarifications, if required, may be sought from Directorate of Secondary Education.



**ADDITIONAL DIRECTOR ADMINISTRATION
for DIRECTOR SECONDARY EDUCATION
HARYANA, PANCHKULA**

ANNEXURE 'A-1'

STATE AWARD – CRITERIA

LECTURER / MASTERS / C&V TEACHERS (EXCEPT DPE/PTI)

SR	Criteria	Marks details	Max Marks
1	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 	10
2	Board results for last 5 years i.e. Class 10 th and 12 th only (to be calculated by adding (A), (B) and (C))	(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	30
	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) 	
3	Involvement in social life of community	The following activities during last 5 years will be considered. <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 	10

ANNEXURE 'A-1'

SR	Criteria	Marks details	Max Marks
4	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 	10
5	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 	20
6	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. 	10
7	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 	5
8	Training	<ul style="list-style-type: none"> One mark for every training attended in last 5 years 	5
Total marks			100



ANNEXURE 'A-1'

STATE AWARD - CRITERIA
JBT TEACHERS

SR	Criteria	Marks details	Max Marks
1	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 	10
2	Continuous & Comprehensive Evaluation	CCE <ul style="list-style-type: none"> Maintenance of teachers' diary for last 5 years - 2.5 (0.5 mark for each year) Lesson Plans for last 5 years - 2.5 (0.5 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) 	30
3	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 	10
4	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 	10
5	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 - 2.5 marks for each certified innovation Use of innovative ICT materials to teach a subject duly certified by SCERT/ NCERT - 2.5 marks for each certified innovation 	10

ANNEXURE 'A-1'

SR	Criteria	Marks details	Max Marks																																
6	Enrolment and retention in last 5 years	<ul style="list-style-type: none"> Enrolment percentage increase/decrease as per following formula Formula = $(\text{enrolment of 2010-11}) - (\text{enrolment of 2009-2010}) / (\text{enrolment of 2010-11}) = \text{minus } 20\%$ as shown below. <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>2005-06</td> <td>2006-07</td> <td>2007-08</td> <td>2008-09</td> <td>2009-10</td> <td>2010-11</td> </tr> <tr> <td>2</td> <td>School enrolment</td> <td>30</td> <td>28</td> <td>25</td> <td>27</td> <td>24</td> <td>20</td> </tr> <tr> <td>3</td> <td>%age increase/decrease</td> <td>-7</td> <td>-12</td> <td>7.40</td> <td>-12.5</td> <td>-20</td> <td>NA</td> </tr> </tbody> </table> <p>Formula = $[(C2-B2)/C2] \times 100$</p> <ul style="list-style-type: none"> Marking Scheme (one mark for every 1% increase – Max 10) 		A	B	C	D	E	F	G	1		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2	School enrolment	30	28	25	27	24	20	3	%age increase/decrease	-7	-12	7.40	-12.5	-20	NA	20
	A	B	C	D	E	F	G																												
1		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11																												
2	School enrolment	30	28	25	27	24	20																												
3	%age increase/decrease	-7	-12	7.40	-12.5	-20	NA																												
	Drop out Rate	<ul style="list-style-type: none"> Drop-out rate of last 5 years as per following formula Formula = $\{(\text{Enrolment of class-I in 2005-06}) - (\text{Enrolment of Class-V in 2010-11})\} \times 100 / (\text{Enrolment of class-I in 2005-06})$ Marking Scheme <ul style="list-style-type: none"> Rate 7% - 1 marks; Rate 5% - 2 marks; Rate 3% - 3 marks; and so on Note - for fractions above 0.5 round-off to next whole number and for fractions below 0.5 round-off to lower whole number. 																																	
7	Higher Qualification	<ul style="list-style-type: none"> MA/M.Ed with First Division – 2.5 Marks M. Phil with First Division/Highest Grade – 2.5 Marks Ph.D.– 2.5 Marks 	5																																
8	Training	<ul style="list-style-type: none"> One mark for every training attended in last 5 years 	5																																
Total marks			100																																

ANNEXURE 'A-1'

STATE AWARD – CRITERIA

(PRINCIPAL / HEAD MASTER)

SR	Criteria	Marks details	Max Marks
1	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 	10
2	Results (to be calculated by adding (A), (B) and (C))	<p>(A) Pass percentage</p> <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 <p>(B) Academic Excellence</p> <ul style="list-style-type: none"> Marks for each year 60% children securing more than 60% marks - 2 60% children securing more than 50% upto 60% marks - 1 50% children securing more than 50% upto 60% marks - 0.5 <p>(C) CCE Products</p> <ul style="list-style-type: none"> Maintenance of teachers' diary for last 5 years - 2.5 (0.5 mark for each year) Lesson Plans for last 5 years - 2.5 (0.5 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) 	20
3	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 	10
4	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 	10

ANNEXURE 'A-1'

SR	Criteria	Marks details	Max Marks																																
5	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 	10																																
6	Awards won by the children of the respective school	<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. 	10																																
6	Increase in enrolment	<ul style="list-style-type: none"> Enrolment percentage increase/decrease as per following formula Formula = (enrolment of 2010-11) – (enrolment of 2009-2010) / (enrolment of 2010-11) = minus 20% as shown below. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>2005-06</td> <td>2006-07</td> <td>2007-08</td> <td>2008-09</td> <td>2009-10</td> <td>2010-11</td> </tr> <tr> <td>2</td> <td>School enrolment</td> <td>30</td> <td>28</td> <td>25</td> <td>27</td> <td>24</td> <td>20</td> </tr> <tr> <td>3</td> <td>%age increase/decrease</td> <td>-7</td> <td>-12</td> <td>7.40</td> <td>-12.5</td> <td>-20</td> <td>NA</td> </tr> </tbody> </table> <p>Formula = $[(C2-B2)/ C2] \times 100$</p> <ul style="list-style-type: none"> Marking Scheme (one mark for every 1% increase – Max 10) 		A	B	C	D	E	F	G	1		2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2	School enrolment	30	28	25	27	24	20	3	%age increase/decrease	-7	-12	7.40	-12.5	-20	NA	10
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7	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 	5																																
8	Training	<ul style="list-style-type: none"> One mark for every training attended in last 5 years 	5																																
9	School Achievements in co-curricular areas	<ul style="list-style-type: none"> NCC / NSS participation at National / State Level – 3 marks for national level and 2 marks for State level Scout Guides participation at National / State Level – 3 marks for national level and 2 marks for State level Achievements of school sports teams – 5 marks for award at State level, 3 marks for district level, 2 for block level. 	10																																
Total marks			100																																

Note:

In case an employee has been promoted in last five years the results in above given formula for the period as Lecturer/ Master shall also be included in the calculation.

ANNEXURE 'A-1'

STATE AWARD – CRITERIA

DPE/PTI

SR	Criteria	Marks details	Max Marks																				
1	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 	10																				
2	Personal Sports Result for last 5 years	<ul style="list-style-type: none"> Position in School Tournament or any other tournament in various games for which Department of Sports and Youth Affairs, Haryana provide cash awards For Team events <table border="1"> <thead> <tr> <th>Position→</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>International Level</td> <td>12</td> <td>11</td> <td>10</td> </tr> <tr> <td>National Level School tournament</td> <td>9</td> <td>8</td> <td>7</td> </tr> <tr> <td>State Level School tournament</td> <td>6</td> <td>5</td> <td>4</td> </tr> <tr> <td>District Level School tournament</td> <td>3</td> <td>2</td> <td>1</td> </tr> </tbody> </table> For individual events – for achievements in particular individual game (Badminton, Athletics, Boxing, Wrestling, etc) marking scheme shall be as per above mentioned table (But only one highest medal will be considered for awarding points in a particular year). 	Position→	1st	2nd	3rd	International Level	12	11	10	National Level School tournament	9	8	7	State Level School tournament	6	5	4	District Level School tournament	3	2	1	30
Position→	1st	2nd	3rd																				
International Level	12	11	10																				
National Level School tournament	9	8	7																				
State Level School tournament	6	5	4																				
District Level School tournament	3	2	1																				
3	Achievements in SPAT (Sports and Physical Aptitude Test)	<ul style="list-style-type: none"> Number of students selected for Sports Scholarship under SPAT Test – 1 mark for every selected scholarship student in last two years. 	10																				
4	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 in sports) – 0.5 mark for each year 	10																				
5	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 Mid Day meal management in schools – 5 marks 	10																				

ANNEXURE 'A-1'

SR	Criteria	Marks details	Max Marks
6	Preparation of Sports playground and other activities in school	<ul style="list-style-type: none"> Complete green grass covered sports ground – 5 marks Sports ground has all goalposts/nets/white lines – 2 marks School has volleyball ground with net and poles and boundary lines; basket-ball ground and poles/baskets; cricket ground with proper maintained pitch and nets; school has proper running track – at least 6 lane; – 2 marks for each sport School has complete tree and other plantation – each child has planted his own tree which can be identified and for which the DPE/PTI is ensuring care during shramdaan period– 5 marks 	15
8	Higher Qualification	<ul style="list-style-type: none"> M. Phil with First Division/Highest Grade – 2.5 Marks Ph.D. – 2.5 Marks Diploma in coaching (from S.A.I.) – 2.5 Marks Certificate course in any game – 1 mark 	5
9	Training	<ul style="list-style-type: none"> One mark for every training attended in last 5 years 	5
10	Contribution to build Sports environment in the school	<ul style="list-style-type: none"> DPE/PTI is himself physically fit? – can he run two mile in minimum time as per chart attached. If Yes – 1 mark Do all the teachers participate in morning PT or do they just stand and watch.– 0.5 mark Each class has a sports period daily – 0.5 mark Each child knows all the components of SPAT tests and Practices them daily. – 0.5 mark Health of each child is being monitored every month – height weight record etc. is being maintained – 0.5 mark 	5
Total marks			100