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PROFORMA FOR RECOMMENDING THE TEACHERS FOR STATE AWARDS, 2016 ²⁰¹⁶ ~~2015~~ 2017

The details for assessment of work of the Teachers for selection by the Inspecting Officer are given below:

1. Name of the Teacher. :
2. Father/Husband Name. :
3. Date of Birth. :
4. Qualifications:
 - a) Academic. :
 - b) Professional. :
5. Service Particulars: -
 - a) Date of joining into service. :
 - b) Length of continuous service as on 5th September. :
 - c) Present designation. :
 - d) Name of the School in which he/she is working with postal address and PIN CODE. :
 - e) Permanent Postal Address (Residential and Telegraphic Address with PIN CODE).
F) New Bank address
6. Details of service rendered:

| Name of the School | Whether belongs to Primary School or Secondary | Management | Period of service details from appointment date-to-date | Service rendered in Agency /Slum area, if any | Subjects taught |
|--------------------|--|------------|---|---|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

7. Academic achievements:

| Year | Subjects taught | S.S.C | VII Class | Other Classes |
|-------------------------------|-----------------|-------|-----------|---------------|
| Number appeared: | | | | |
| Number Passed: | | | | |
| Pass Percentage: | | | | |
| Average Marks in the subject: | | | | |

Note: The above particulars should be furnished for the last five years.

8. Participation of the Teachers in the activities of Parent-Teacher Association.

9. Special work done for raising the standards of Education (Work done by the teacher should be noted in this proforma against each item briefly, but not objective type i.e., Yes or No).

a) Steps taken by the Teachers to increase enrolment in the school and mobilization of out of School Children and to avoid drop-outs.

b). Give enrollment/retention percentage figures for the last 3 years of the School. Year Enrolment Percentage Retention Percentage

10. Activities undertaken for strengthening National Integration (Give details): -

- a). N.C.C.
b). Scouts and Guides
c). Jumboree
d). Camps
e). National Green Corps.
f). Other activities, if any

11. Inculcating interest in Co-curricular and Extra-curricular activities among the students (Work done by the teacher should be noted against each item briefly but not objective type i.e., Yes or No).

a) Annual day function participation : held/Not held:

b) Culture programmes Participated and training given to students to participate in competitions (furnish details): -

- i. School Level
ii. Mandal Level
iii. District Level
iv. State Level

c). Debates/Elocution/Quiz Competitions sports in which the students were made to participate (Give details): -

- i. Inter-School Level :
- ii. Inter-District Level :
- iii. State Level :
- iv. National Level :

d). Excursion/Tours to the important places conducted (Mention the places and periods):-

- i. Within the State :
- ii. Outside the State :

e). Participation in the community service (Furnish details); -

- i. Social work :
- ii. Clean and Green :
- iii. Health campaigns :

12. Contribution of the teacher for physical development of the school (Give details):

- a) Accommodation :
- b) Furniture :
- c) Other Aids :

13. Contribution of the Teacher for development of Students' Educational Standards:-

- a). Innovating Methods of Teaching :
- b). Activity packs :
- c). Teaching Learning Material :
- d). Evaluation tools developing :

14. Contribution of Teachers for promoting literacy in general.

- a). Participation in Akshar Sankranti (to be certified by Collector) :
- b). Back to School Programme :

15. Interest in helping the gifted/handicapped:
/mentally retarded and backward students.

16. Educational Innovative Writings useful :
to the Students (Give details): -

a). If text book author, details of the
book (s):

i). Class :

ii). Subject :

iii). Year :

b). Publication of Articles In : Name of the Year of
(Give details during last 3 years): - Journal Publication

i. State Level :

ii. National Journal :

17. Awards received previously, if any :
(Give details)

18. Relationship with (PTA meetings): -

i). Students :

ii). Teachers :

iii). Parents :

19. Any other achievements not mentioned :
above.

20. Brief note on criminal or other cases :
against the teacher and character of
teacher.

21. Specific Remarks of the Inspecting Officer:
justifying award for the teacher
(one para).

PLACE:

DATE:

SIGNATURE OF THE
INSPECTING OFFICER
WITH OFFICIAL SEAL

22. Remarks/Recommendation of the :
DISTRICT EDUCATIONAL OFFICER
(Specific remarks justifying the
recommendation)

PLACE:

DATE:

SIGNATURE OF THE
DISTRICT EDUCATIONAL OFFICER
WITH OFFICIAL SEAL

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CERTIFICATE OF ANTECEDENTS AND CHARACTER

This is to certify that _____ recommended for State Award, 2011 by District Selection Committee has an absolutely clean record of service and faultless antecedents and that no enquires or legal proceeding of any kind, departmental or otherwise, are pending against him/her.

PLACE:

DATE:

SIGNATURE OF THE
DISTRICT EDUCATIONAL OFFICER
WITH OFFICIAL SEAL

| Sl. No. | Name | Designation | Department | Remarks |
|---------|------|-------------|------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PROFORMA FOR RECOMMENDING THE TEACHER EDUCATORS OF DIETs/IAEs/CTEs AND PHYSICAL EDUCATION FOR STATE AWARDS

The details for assessment of work of the Teacher Educator for selection by the Supervising Officer are given below:

- 1. Name of the Teacher Educator. :
- 2. Father/Husband Name. :
- 3. Date of Birth. :
- 4. Qualifications: -
 - a) Academic. :
 - b) Professional. :
- 5. Service Particulars: -
 - a) Date of joining into service. :
 - b) Length of continuous service as on 5th September. :
 - c) Present designation. :
 - d) Name of the School in which he/she is working with postal address and PIN CODE.

6. Details of service rendered:

| Name of the Institute | Management | Period of service details from appointment date to date | Service rendered in Agency/Slum area, if any | Subjects taught |
|-----------------------|------------|---|--|-----------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

7. a) Seminars, Conferences, Symposia, Workshop:
etc., attended as Resource person.

- i) National Level Seminar/Workshop/
Conference. :
- ii) State Level Seminar/Workshop/
Conference. :
- iii) Regional Level Seminar/Workshop/
Conference. :

b) Percentage of passes in the subject taught:

- i) More than 90% < 100%. :
- ii) More than 75% < 90%. :
- iii) :
- iv) 75% and below. :

8. a) Activities undertaken for strengthening :
National integration (Give details): -

- i) NCC/NSS/Scouts and Guides. :
- ii) Hostel Deputy Warden. :

b). Details of Innovations/Contribution:
to teaching (only National & State
Level).

- i) Designing TLM/Training Modules/
Lab Manual. :
- ii) Preparation of Resource Material, :
Reading Material. :
- iii) Student Counselling. : :

9. Inculcating interest in Co-curricular :
and Extra-curricular activities among the
students

a) Culture programmes Participated
and training given to students to
participate in competitions at.

- i) Institution Level. :
- ii) District Level. :
- iii) University Level. :
- iv) State Level. :
- v) National Level. :

- b) Debates/Elocution/Quiz Competitions :
sports in which the students were
made to participate (Give details): -
- a) Inter-School Level :
 - b) District Level. :
 - c) University Level. :
 - d) State Level. :
 - e) National Level. :
- c). Excursion/Tours to the Important
places conducted (Mention the places
and periods):-
- a) Within the District. :
 - b) With in the State. :
 - c) Outside the State :
- d). Participation in the community
service :
- a) Social work :
 - b) Clean and Green :
 - c) Health campaigns. :
 - d) Janma Bhoomi. :
 - e) Campus Development. :
- f) Participation in the preparation of
Habitation Plan & Micro-Planning:
- e) Participation in Subject related activities:
like exhibitions, Museum, Clubs etc.
- i) Institution Level. :
 - ii) District Level. :
 - iii) State Level. :
 - iv) National Level. :
10. Contribution of the teacher for physical
development of the school (Give details):-
- a) Accommodation :
 - b) Furniture & Equipment. :
 - c) Other Aids/Library. :

- 11. Contribution of the Teacher Educator for: Development of Students' Educational Standards. :
- 12. Contribution of Teacher Educator for promoting literacy in general. :
 - a) Contribution LC/PLC. :
 - b) DPEP Activities. :
 - c) Other Literacy efforts (Chaduvulapanduga) :
- 13. Interest in helping the gifted/handicapped/mentally retarded and backward/Juvenile delinquent students. :
- 14. Educational Innovative Writings useful to the Students. :
 - a). Author of Text Books and other material to teacher educators. :
 - b) Research Publication. :
 - c) Action Research. :
 - d) Publication of Articles in Journals.
 - i). District Level. :
 - ii). State Level. :
 - iii). National Level. :
 - e) Publication of Innovative practices/ Seminar papers. :
- 15. Awards received previously, :
 - i) District Level. :
 - ii) State Level. :
- 16. Relation with.
 - i). Trainees. :
 - ii). Teachers & Field Officers. :
 - iii). Parents :
- 17. General behavior of Teacher Educator, like: punctuality, Co-operation, discipline etc., based on the Principal remarks. :

- 18. Any other achievements not mentioned :
above in enhancing the functioning of
DIET/IASE/CTE.
- 19. Brief note on Criminal or other cases :
against the teacher and character of
teacher.
- 20. Specific remarks of the principal :
justifying award for the teacher
(One para)

CERTIFICATE OF ANTECEDENTS AND CHARACTER

This is to certify that _____
recommended for State Award, 2011 by District Selection Committee has an absolutely
clean record of service and faultless antecedents and that no enquires or legal proceeding
of any kind, departmental or otherwise, are pending against him/her.

PLACE:
DATE:

SIGNATURE OF THE PRINCIPAL
WITH OFFICIAL SEAL

**CRITERIA TO BE FOLLOWED FOR SELECTING THE CANDIDATES FOR STATE
TEACHER AWARDS**

The selecting the teachers for State Awards, the following procedure should be followed by the SELECTION COMMITTEES without any deviation.

| Sl. No | Sl. No. in the Prof rom - a | Criteria to be taken into account | Marks to be awarded |
|--------|-----------------------------|---|---------------------|
| 1 | 2 | 3 | 4 |
| 1. | (4) | Qualifications. -Ph.D/M.Phil..... 1Mark -Post Graduation... 1 Mark | 2 Marks |
| 2. | (6) | Length of Service -25 to 30 years of Service - 2Marks -20 to 24 years of Service - 2 Marks Service rendered in Agency / Slum area - 1Mark | 5 Marks |
| 3. | (7) | Percentage of passes in the subjects taught: If the teacher has taught more than one Subject /section Marks shall be Awarded for each Subject/section by taking into account the average marks of Such subjects Section | 10 Marks |

EXAMPLE:

| Class | Subject | Percentage of Passes | Marks to be given |
|---------|------------------|----------------------|-------------------|
| VI (A) | Maths | 95% | 10 Marks. |
| VIII(A) | Maths | 85% | 9 Marks |
| VIII(B) | Physical Science | 70% | 7 Marks |
| | | Total | 26 Marks |

Average: $26/3 = 8.6 = 9$ Marks to be given

| 1 | 2 | 3 | 4 |
|--|---|--------------------------------|------------|
| AVERAGE MARKS IN THE SUBJECT: | | 10 Marks | |
| Average marks in the subject, If the teacher has taught more than one subject/section, marks shall be awarded for each subject/section and average shall be taken in account | | Average Marks in the Subject:- | |
| | | 90% and above | - 10 Marks |
| | | Between 80% & 89% | - 9 Marks |
| | | Between 70% & 79% | - 8 Marks |
| | | Between 60% & 69% | - 7 Marks |
| | | Between 50% & 59% | - 6 Marks |
| | | Between 40% & 49% | - 5 Marks |
| | | Between 35% & 39% | - 4 Marks |

| Class | Subject | Percentage of Passes | Marks to be given |
|---------|------------------|----------------------|-------------------|
| VI (A) | Maths | 95% | 10 Marks. |
| VIII(A) | Maths | 75% | 8 Marks |
| VIII(B) | Physical Science | 59% | 6 Marks |
| Total | | | 24 Marks |

Average: $24/3 = 8$ Marks to be given.

4. (8) Participation of the teacher in the activities of Parent - Teacher Association 2Marks
5. (9) Special work done for raising the standard of Education 5 Marks
 - (9) (a) - Steps taken by the Teacher to increase enrolment in the school and mobilization of out of School Children and to avoid drop-outs 3 Marks
 - (9) (b) - Enrolment/retention of students achieved by the Teachers. 2 Marks
6. (10) Activities undertaken for strengthening national integration. 6 Marks
 - (10) (a) - NCC 2 Marks
 - Scouts and Guides 2 Marks
 - Jamboree 1 Mark
 - Camps 1 Mark
7. (11) Inculcating Interest in Co-curricular and Extra-Curricular activities among students: 20Marks
 - (11) (a) Cultural programmes participated and training given to students to participate in competitions at:-
 - i) School Level 1Mark
 - ii) Mandal Level 1Mark
 - iii) District Level 2Marks
 - iv) State Level 2 Marks
 - (11) (b) Debates/Elocution/Quiz Competitions/Sports In which the students are made to participate:
 - i) Inter-School Level 1Mark
 - ii) Inter-District Level 1 Mark
 - iii) State Level 2 Marks
 - iv) National Level 2 Marks
 - (11) (c) Excursions/ Tours to the important places Conducted (Mention the places and period (s) :
 - i) Within the state 1 Mark
 - ii) Outside of the state 1 Mark
 - (11) (d) Participation in the community service (furnish details)
 - i) Social Work 2 Marks
 - ii) Clean and Green 2 Marks
 - iii) Health Camps 2 Marks

- 8. (12) Contribution of the Teacher for Physical development of the school:- 6 Marks
 - a) Accommodation 2 Marks
 - b) Furniture 2 Marks
 - c) Other aids 2 Marks
- 9. (13) Contribution of the teacher for development of students Educational standards:- 2 Marks
- 10. (14) Contribution of the teacher for promoting Literacy in general:- 5 Marks
- 11. (15) Interest in helping the gifted/handicapped/ Mentally rearded and backwad students 5 Marks
- 12. (16) Educational innovative writing useful to the students. 11Marks
 - (16) (a) If author of Text Books 5 Marks
 - (b) Publication of Artiles at:-
 - i) District Level 2 Marks
 - ii) State Level 2 Marks
 - iii) National Level 2 Marks
- 13. (17) Awards received previously 2 Marks
- 14. (18) Relation with:- 6 Marks
 - a) Students 2 Marks
 - b) Teachers 2 Marks
 - c) Parents 2 Marks
- 15. (19) Any other achievements not mentioned above 3 Marks.

