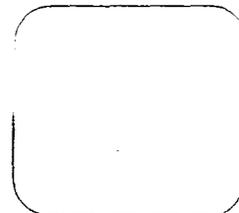


Please Note:- One passport size photograph duly attested on back side by any Gazetted Officer of your Town, Tehsil or District be attached in separate envelope. The Photograph should not be defaced in anyway.



PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Parts A, B and C 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. Part D and E are to be filled in respectively by the Chairman of the district Committee and the State Committee appointed for the purpose.

PART-A
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:

SERVICE RECORD

Name of the Institution	Level: Primary/ Secondary Etc.	Management Govt.aided Or Unaided	Total enrolment	Duration Of service With date, Months And year	Subject(s) taught	Classes taught	Result at Public or Annual Examination(s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

14. Total Experience	Period:	
	From	To
Teaching:		
Administrative:		
Others:		
Total		

3

PART-B

I

15. 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.
16. 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?
17. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
18. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
19. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
21. The following information may specifically be given:
 - does he/she indulge in tuitions?
 - does he/she in the habit of submitting complaints and indulging in litigation?
 - is he/she punctual?

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

II

22. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
25. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
26. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.

27. Has the teacher written any article, text books etc.? If so, give details.
28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
29. Any other significant achievement not mentioned above.

PART-C

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

30. Does the teacher command respect among the students?
31. Is he/she able to maintain discipline among the students?
32. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
33. If he/she held in high esteem by the community, particularly the parents?
34. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?
35. General assessment by the Head of the Institution.
36. General assessment by the District Inspector of Schools/Education Officer.

District Inspector of Schools/
Education Officer with rubber stamp.

PART-D

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE:

Chairman of the District Committee

PART-E

RECOMMENDATION BY THE STATE COMMITTEE

Chairman of the State Committee