

- A -

Please Note: One Passport size photograph duly attested on back side by a Gazetted Officer should be attached in separate envelope with its negative. The photograph should not be defaced in any way



**PROFORMA FOR RECOMMENDING A TEACHER FOR STATE AWARD**

Parts A,B and C are to be filled by the Principal/Head of the School from sources such as Teachers Diary, records of inspection, records kept by the Principal/Head of the School, examination results of the school Confidential Reports and Service Books etc. of the teacher. Part D and E are to be filled up by the Chairman of the District Committee and State Committee constituted for the selection of teachers.

**PARTICULARS OF THE TEACHER**

**PART-A**

- 1) Name (in BLOCK letters)
- 2) Date of birth
- 3) Present age
- 4) Date of superannuation
- 5) If superannuated please state whether extension is given by the competent authority with supporting documents
- 6) Sex
- 7) Marital status
- 8) Designation & School address with Pin Code number
- 9) District
- 10) Residential address with Pin Code number & phone number
- 11) Permanent address with Pin Code number
- 12) Whether the school is Primary/ Secondary/Higher Secondary/ Vocational Higher Secondary

13) Academic Qualifications (Matriculation, Degree, Post Graduation, Diploma, Training Certificate etc.)

Examination Passed	University/Board/Deptt	Year	% of Marks obtained	Subjects

14) Total Service with date of joining: Total Service:  Years:  Months:

14) Details of In service Training/Workshop attended:

Name of Programme	Duration	Venue	Name of Training/Workshop

15) Service Record:

Name of Institutions	Level Primary/Secondary/ Higher Secondary/ Vocational Higher Secondary	Whether Govt/ Aided/ Unaided	Subjects taught	Classes taught	Result in Public or Annual Examinations	Any other responsi- bility dis- charged

16) Total Experience:

(Mention teacher experience of Recognised Schools only)

Teaching  
Administrative  
Other

Total

Period

From	To

Teaching experience in recognised schools alone should be given and should be certified by the Head of the Institution where the teacher has served. (Please attach photocopy of Service Book(s) in support of service record.

PART-B

17) What has been the teachers class result in School Examination ?

Give the percentage of pass and grade-wise position in the class/subject of the teacher for the last five years. Use additional sheet if required.

Year	Class taught	Subject taught	Pass % of School Exam

18) Has the teacher mobilised any quantifiable community resources for the physical development of the school? If so, give details.

19) Has the teacher undertaken any specific activities for promoting National Integration? Give details.

20) The following information may specifically be given:

- does he/she indulge in tuition?
- is he/she in the habit of submitting complaints and indulging in litigation?
- does he/she indulge in political activities?
- is he/she punctual?

21) In the case of Primary School teachers, what concrete steps has the teacher taken to increase enrolment of pupil and to avoid drop out of pupils

22) Has the teacher given leadership in School Club activities, meals and other curriculum activities? (Give details)

23) Has the teacher undertaken any innovative experiments for effective impact of his/her teaching students? Give details

Give brief resume of any experimentation on the following areas:

- a) Class room instructions
- b) Laboratory/Library work
- c) Assessment & Evaluation
- d) School administration
- e) Interaction with parents

24) Which teaching/learning practices are adopted and what are the types of teacher aids including interactive media used by the teacher to make classroom instruction more interesting

25) Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details

- 26) Has the teacher carried out any functional research in pedagogy and obtained visible improvement in performance of the students?  
(Attach abstracts)
- 27) Does the teacher take active interest in organising co-curriculum activities in the school? Give details  
(NCC, Scouts & Guides etc)
- 28) Has the teacher written any articles, text books etc? If so, give details
- 29) Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years?  
If so, give particulars
- 30) Any other significant achievement not mentioned above
- 31) Self assessment appraisal of the teacher to be attached

Following additional information to be given in case of Principal/Headmaster (Points 32 to 40)

- 32) Does the Principal/HM conduct school assembly and subject staff council meeting regularly
- 33) Has the Principal/HM conducted any innovative areas for raising the quality of education in the school?  
(attach abstracts)
- 34) Does he/she ensure the co-operation for academic development? If yes, the details thereof
- 35) Does the Principal/HM take interest in maintenance of school building and beautification of campus? If so, please give details
- 36) Are the activities like Annual Day, Sports Day, Clubs (Environment, Science, Literacy), value based education etc.) being organised?  
If so, give details

- 37) Is guidance provided to the teachers in professional development and does she encourage the teachers as well as students for experimentation/innovation
- 38) What goals/targets are set in academic sports and games other activities and what are the achievements ?
- 39) Has any project been undertaken during the last three years at school level ? Please give a brief account in this regard (attach abstract)
- 40) Does the Principal/HM maintained good Relation with the local self-govt: institutions And obtain their support for the improvement Of the schools functioning ? Give details of Fund mobilization etc.

**PART-C**

Remarks about the Teacher/Principal/HM based on the assessment of his/her superiors

- 41) Does the teacher command respect among the students ?
- 42) Is he able to maintain discipline among the students ?
- 43) Is he held in high esteem by the community, particularly the parents ?
- 44) What is the extent of participation of the teacher in activities of Parent-Teacher Association etc. if any ?
- 45) General assessment by the Head of the Institution

Date:

~~Asst./District~~ Assistant Educational Officer

Note: Signature and designation seal to be attached

PART-D

Remarks/Recommendation of the District Committee

Date:

Chairman of District Committee

PART-E

Recommendation by the State Committee

Date:

Chairman of the State Committee

C E R T I F I C A T E

Certified that Sri/Smt.

has an absolutely clean records of service and faultless antecedents that no enquiries of legal proceedings of any kind departmental or otherwise are pending against him/her

Place:

Date:

DEPUTY DIRECTOR OF EDUCATION