

## **SCHEME OF NATIONAL AWARD**

**TO**

**TEACHERS**

The Government of India has also allotted one "special" award for teachers promoting Integrated Inclusive Education in schools.

Each award comes with a Certificate of Merit, a cash payment of Rs.25000 and a silver medal.

Teachers/Principals of schools affiliated to the Council for the Indian School Certificate Examinations and members of the Association of Heads of Anglo-Indian Schools, the Association of Schools for the ISC Examinations and the Indian Public Schools Conference are eligible for this award. Normally retired Teachers/Principals are not eligible for this Award but those teachers who have served for at least four months in the year in which the National Award relates, may be considered if they fulfil all other conditions. For the purpose of these Awards the age of retirement shall be deemed to be sixty years.

Teachers with at least fifteen years regular teaching experience and Headmasters/Principals with twenty years of regular teaching experience who are also involved in active teaching shall be considered for these awards.

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE  
EXAMINATIONS  
NEW DELHI**

Every year the Government of India gives public recognition to meritorious services of outstanding teachers through the scheme of National Awards. From the year 2000 the Department of Education, Ministry of Human Resource Development, Government of India has allotted **five** such awards to teachers of schools affiliated to Council for the Indian School Certificate Examinations, New Delhi.

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Teachers with at least **fifteen** years regular teaching experience and Headmasters/Principals with **twenty** years of regular teaching experience who are also involved in active teaching shall be considered for these awards.

### Criteria for Nomination/Selection

- ❖ General reputation of the teacher.
- ❖ Commitment to his/her vocation beyond the call of duty.
- ❖ Academic acumen and upgrading through participation in orientation programmes/refresher courses/workshops, etc.
- ❖ Active participation in life and activities of the society at large.
- ❖ High degree of social awareness with special reference to the needs of children.
- ❖ Creativity and innovation in teaching practices.
- ❖ Teachers with at least **fifteen** years regular teaching experience.
- ❖ Headmasters/Principals with at least **twenty** years of regular teaching experience.
- ❖ Teachers with disabilities working in regular schools or special teachers or trained general teachers who have done outstanding work for Integrated Inclusive Education in schools may be considered for the "Special" award.

Please note :- Two passport size photographs duly attested on back side by Principal to be submitted along with this form.

### Procedure for Selection

Passport size Photograph to be

- ❖ No teacher/Principal may apply for this Award. The name of the Teacher shall be recommended by the Principal through the Chairman of the Managing Committee, while that of the Principal shall be recommended by the Chairman through a resolution of the Managing Committee on the prescribed proforma.
- ❖ At the initial stage these recommendations shall be made to the Regional Committees through the Council for the Indian School Certificate Examinations.
- ❖ The Regional level Committees shall scrutinize these names and make suitable recommendations to the Central Award Committee.
- ❖ The Chief Executive and Secretary of Council for the Indian School Certificate Examinations shall place these recommendations before the Central Award Committee which shall make suitable recommendations to the Ministry of Human Resource Development, Government of India.

PART-A

1. Name (in Block Letters) \_\_\_\_\_

2. Designation \_\_\_\_\_

3. School Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Please note:- Two passport size photographs duly attested on back side by Principal/Chairman Governing Body/Management Committee be enclosed in a separate envelope. The photographs should not be defaced in any way.

Passport size Photograph to be pasted duly attested by Principal/ Chairman Governing Body/ Management Committee

**PROFORMA FOR RECOMMENDING A TEACHER/PRINCIPAL  
FOR  
NATIONAL AWARD**

Parts A, B and C are to be filled in by the Principal (in case of teachers) and by the Chairman Governing Body/Management Committee (in case of Principals) from sources such as Teacher's Diary, records of inspection, records kept by the Principal, examination results of the school, confidential reports and service books etc. of the teachers.

**Particulars of the Teacher/Principal**

**PART-A**

1. Name (in Block Letters) \_\_\_\_\_
2. Designation \_\_\_\_\_
3. School Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Pin Code \_\_\_\_\_
- Telephone Number(s) \_\_\_\_\_

- 4. Date of Birth \_\_\_\_\_
- 5. Present Age \_\_\_\_\_
- 6. Date of superannuation \_\_\_\_\_
- 7. If superannuated, please clarify whether extension has been given by the competent Authority with supporting documents. \_\_\_\_\_
- 8. Sex \_\_\_\_\_
- 9. Marital Status \_\_\_\_\_
- 10. Complete Residential address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_
- 11. Complete Permanent address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_
- 12. Whether the school is Primary / Secondary/ Sr. Secondary \_\_\_\_\_





15. Total Experience  
(Mention teaching experience of recognized schools only)

Period	
From	To

Teaching :

Administrative :

Other :

Total :

\*Teaching experience of recognized schools only has to be given. The Head of the Institution should certify where the teacher has served. (Please attach photocopy of service book(s) in support of service record).

## **PART-B**

### **I**

16. Has the teacher mobilised any quantifiable community resources for the physical development of the School? If so, give details.
17. Has the teacher undertaken specific activities for promoting National Integration? Give details.
18. The following information may specifically be given:
- does he/she indulge in tuitions?
  - is he/she in the habit of submitting complaints and indulging in litigations?
  - does he/she indulge in political/trade union activities?
  - is he/she punctual

## II

19. Has the teacher undertaken any innovative practice/ experimentation for greater impact of his/her teaching on the students?

If so, give a brief note in the following areas:

- (a) Classroom instructions
- (b) Laboratory/Library work
- (c) Assessment & Evaluation
- (d) Administrative work

20. Which teaching learning practices have been adopted and what are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?

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





26. Any other significant achievement /contribution not mentioned above
27. Self assessment/appraisal of the Teacher/Principal to be attached.

Additional Information to be given in case of Principal (Points 28 to 34)

28. Has the Principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts).
29. Does the Principal invite the parents for their co-operation for academic development? If yes, the details thereof.
30. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details.
31. Are activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.
32. Is guidance provided to the teachers in professional development? Does he/she encourage the teachers as well as students for experimentation / innovations?

33. What goal/targets are set in academics/ sports and games/other activities and what are the achievements?
34. Has any project been undertaken during the last three years at school level? If yes give details.

### **PART-C**

Remarks about the Teacher/Principal based on the assessment of her/his superiors on three point scale viz. Outstanding/Very Good/Good

35. Does the teacher command respect among the students?
36. Is she/he able to maintain discipline among the students?
37. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
38. Is she/he held in high esteem by the community, particularly the parents?
39. What is the extent of participation of the teacher in activities of parent-teacher association etc., if any?
40. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school.

In the case of a Principal	In the case of a teacher
Signed by the Chairman / Manager Managing Committee of the school	Signed by the Principal of the School
Signature with Name and Office Seal	Signature with Name and Office Seal
Tel. No. (O) (R)	Tel. No. (O) (R)
Fax No.:	Fax No.:
E-mail	E-mail

Recommendation of the Regional Committee (with a copy of the minutes of the meeting)

Signature  
Regional Head nominated  
By the Head of Organization/

Recommendation of the Central Award Committee.

Chairman

Signature

**Annexure – I**

Certificate to be furnished by the Principal in case of Teachers/Chairman Management Committee or Governing Body in case of Principal.

It is certified that Dr/Smt/Shri.....  
(Name of the Teacher/Principal with designation)

of.....

has an absolutely clean record of service and faultless antecedents and that no vigilance/disciplinary enquiries are pending/contemplated against her/him.

Signature with seal

Counter signature on behalf of the  
Council for the Indian School  
Certificate Examinations

**(Enclosures to be submitted along with the application in duplicate)**

1. 2 copies of the prescribed proforma duly filled in and complete in all respect.
2. Certificate regarding clean record of service and faultless antecedents and that no vigilance/disciplinary proceedings departmental or otherwise are pending against the teacher in the last 15 years for teachers and 10 years for Principals. (Annexure 1 specimen attached)
3. Two passport size photographs in a separate envelope duly attested on the backside by the Principal/Chairman. The photographs should not be defaced.

Date: