

**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** \_\_\_\_\_

**13. ACADEMIC QUALIFICATIONS**

Examination Passed	University/Board/ Deptt.	Year	% of marks obtained	Subject

14. Total service with  
Date of joining as teacher

: Total Service : ..... years ..... months

Date of Joining:.....

**SERVICE RECORD**

Name of the School	Level: Primary/ Secondary/ Senior Secondary	Total enrolment	Period of Service with designation (Exact dates to be indicated)	Subject(s) Taught	Classes Taught	Results at Public or Annual Examination	Any other Responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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.



23. Does the teacher take active interest in organizing co-curricular or extra curricular activities in the school? Give details (NCC, Scouts & Guides etc).
24. Has the teacher written articles, text books etc? If so, give details.
25. Has the teacher received any Recognition, Award or Prize from School, Community or Government during the last 10 years? If so, give particulars.

Name of Award	The Institution which Awarded	Year of Award	Field of recognition



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**

Signed by the Chairman /Manager  
Managing Committee of the school

Signature with  
Name and Office Seal

Tel. No. (O)  
(R)

Fax No. :

E-mail

**In the case of a teacher**

Signed by the Principal of the School

Signature with  
Name and Office Seal

Tel. No. (O)  
(R)

Fax No. :

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.

Signature  
Chairman

**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 I 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: