

Acad B6/7442/12/HSE

Dated: 03/05/2012

**CIRCULAR**

- Sub : HSE – National Award for teachers for use of ICT in Education – nominations called for – Reg.
- Ref : 1. Letter No.3-114/11-12/CIET(ICT) dated 01.02.2012 from the Joint Director, Central Institute of Educational Technology – National Council of Educational Research & Training (CIET – NCERT), New Delhi
2. Government of Kerala Letter No.12171/D3/12/G.Edn Dated 08.03.2012.

As per reference cited above, it is intimated that the centrally sponsored scheme of Information and Communication Technology (ICT) in schools have been revised and a new component on national award for teachers for use of ICT in education has been introduced.

The total number of awards allocated by Government of India for different states / union territories and Autonomous bodies / organisations under MHRD is 87. The award proposes to felicitate those teachers who have enhanced student learning by effectively and Innovatively Integrating Technology supported learning into the school curriculum and subject teaching, and there by promoted enquiry based co-operative-collaborative learning using ICT among their students. Teachers of primary, upper primary, Secondary, higher secondary schools pertaining to the following organizations are eligible to be nominated under the scheme.

- (i) State Government Schools/Schools run by local bodies and Government Aided Schools (including the schools affiliated to state boards of education)

- (ii) Central Government Schools, ie, Kendriya Vidyalaya (KVS), Jawahar Navodaya Vidyalayas (JNVS), Central Tibetan Schools (CTSA) Schools run by Ministry of Defence (MOD) ie, Sainik Schools etc and schools run by Atomic Energy Education Society (AEES).
- (iii) Schools affiliated to central Board of Secondary Education (CBSE) other than those at (i) and (ii) above
- (iv) Schools affiliated to council for Indian Schools Certificate Examinations (CISCE).

As per the guidelines of the Scheme, the selection process for Identifying the awardee teachers Involves the following steps.

- (1) Schools will send detailed entries in the prescribed format along with supporting documents to the Directorate of Education of their States / UTS / Organisation through proper channel. (Principal / DEO / Regional Offices etc)
- (2) A committee under the chairmanship of Secretary / Commissioner (Education) of the concerned State / UT / Autonomous organisations (KVS, NVS, CBSE, CISCE, CTSA, AECS etc) will scrutinize all the entries and shortlist the candidates and forward the same to the chairman of the Awards Committee along with minutes of the meeting. The State/UT/Organisation shall recommend only twice the number of teachers as their award Quota in order of merit. The number of Awards allocated for Kerala State is '3' (Three).
- (3) Short listed candidates would be required to make presentations before the Awards Committee. Invitation in this regard will be sent to teachers directly by CIET – NCERT with intimation to their Directorate. The composition of the committee will be as follows.
 

(i) Director, NCERT, New Delhi	Chairman
(ii) DDG, NIC, New Delhi	Member
(iii) Representative from Secondary Education Bureau, Department of SE&L, Ministry of HRD, GOI	Member
(iv) Representative from Department of IT, New Delhi	Member
(v) Joint Director, CIET, New Delhi	Member Secretary
- (4) The Awards Committee would recommend the requisite number of awardees to the Ministry with Justification. The ministry will process the recommendation for the awards.

Each awardee teacher will be awarded with a laptop and a commendation certificate. All winners will form a community of resource persons through networking.

Each Entry from the State / UT must Include individual applications (as per the proforma attached) of teacher nominated along with necessary documents and evidence. The last date for forwarding of short listed candidates by State Govt. / UTs/ Autonomous organisations to CIET-NCERT, New Delhi – is 31<sup>st</sup> July, 2012. It may be noted that the teachers/schools related to Higher Secondary Sector should submit their nominations to Directorate of Higher Secondary Education on or before 15<sup>th</sup> May, 2012. Nominations/Entries in any case should not be sent to NCERT directly by the teachers/schools.

The Guidelines and proforma for applying the Award and state wise allocation list is attached herewith.

A handwritten signature in black ink, consisting of a large, stylized 'S' shape followed by a smaller, more complex mark.

Director

**National Awards for Teachers  
for  
"Using ICT for Innovations in Education"**

**1. Guidelines for States/UTs/Autonomous Bodies under MHRD**

**Eligibility**

School teachers of primary, upper primary, secondary and higher secondary schools working in any recognized school in the Indian Union under the following categories:

- (i) Schools run by State Govt./ UTs Administration, schools run by local bodies, private schools affiliated to state boards and aided by State Govt. and UT Administration.
- (ii) Central Govt. Schools i.e. Kendriya Vidyalayas (KVs), Jawahar Navodaya Vidyalayas (JNVs), Central Schools for Tibetans (CTSA), Sainik Schools and Schools run by Ministry of Defence (MOD), Schools run by Atomic Energy Education Society (AEES).
- (iii) Schools affiliated to Central Board of Secondary Education (CBSE) (other than those at (i) and (ii) above)
- (iv) Schools affiliated to Council for Indian Schools Certificate Examination (CISCE) (Other than those at (i), (ii) and (iii) above)

**Note:** State Governments/ UTs administration may not nominate teachers from any of the other categories.

**Allocation of Awards**

(i)	Three awards for each large State (Defined as States having teacher strength of 1 lakh or more)	13x3= 39
(ii)	Two awards for each small State (Defined as States whose teachers strength is less than 1 lakh)	15x2=30
(iii)	One award for each UT	7x1= 7
(iv)	Two awards each for KVS & NVS	2x2= 4
(v)	Three awards for CBSE	3
(vi)	One awards for CISCE	1
(vii)	One award for CTSA	1
(viii)	One award for Sainik School and Schools under MOD	1
(ix)	One award for schools under AEES	1

**Total**

**87**

**Award**

Each winning teacher will be awarded with an ICT Kit, a laptop and a commendation certificate. The winners would be encouraged to function as mentors (resource persons) for their area to motivate and train other teachers in use of ICT kit + project (incl. training & mentor) in teaching. All the winners will form a community of resource persons through networking. The prize winning initiatives would be shared as best practices across the country.

## Selection Procedure

### (i) For States & UT schools

Schools will send detailed entries in the prescribed format along with supporting documents to the Directorate of Education of the State/UT through the District Education Officer. The Directorate of Education, with the help of a State-level Committee headed by Secretary (Secondary Education) will scrutinize all the entries and shortlist the candidates, which will be twice the number of awards to be presented, and forward the same to Central Institute of Educational Technology (CIET), NCERT, New Delhi.

### (ii) For others i.e. Autonomous organizations/ institutions under MHRD

Schools will forward detailed entries in prescribed format along with supporting documents to the headquarters of the concerned organization i.e. Kvs, NVs, CBSE, CISCE, CTSA, MOD, AEES. A Committee under the Head of the organization of autonomous body will scrutinize all the entries and shortlist the candidates, which will be twice the number of awards to be presented, and send the same to CIET, NCERT New Delhi for further action.

(iii) At CIET the short listed candidates would be required to make presentations before a Committee. The composition of the Committee will be as follows:

- |   |                    |
|---|--------------------|
| I. Director, NCERT  | - Chairman         |
| II DDG, NIC   | - Member           |
| III. Representative from Secondary Education<br>Bureau, Deptt. of SE&L, Ministry of HRD | - Member           |
| IV. Representative from Dept of IT  | - Member           |
| V. Joint Director, CIET   | - Member Secretary |

(iv) The Committee would recommend the requisite number of awardees to the Ministry with justification. At the Ministry level the proposal would be scrutinized for approval of the Minister.

(v) Important dates related to ICT Award

S.No	Item	Date
1.	Advertisement for nomination including announcement on website of Ministry and NCERT website.	31 December
2.	Last date for submission of detailed entries by schools to State Directorate of Education/Organization/ Autonomous bodies under MHRD	31 <sup>st</sup> March
3.	Scrutiny and forwarding of short listed candidates by State Govt./UT/Organizations with Minutes to CIET, NCERT, New Delhi	31 <sup>st</sup> July
4.	Scrutiny of short listed candidates by CIET and forwarding Final list for consideration to Ministry of HRD, Govt. of India.	30 <sup>th</sup> September
5.	Award Function	11 <sup>th</sup> November

## 2. Guidelines for submission of nomination/ entry for the ICT Award-2012

- A teacher Portfolio should be submitted along with the Entry Form.
- The portfolio should include the teachers exploration of ICT and the Project implemented. [Note: Project should have been implemented before its submission.]
- The teacher should have involved students in problem solving and investigations that culminate in realistic products. (for example - a virtual laboratory experiment which helped in solving local village problem, a website, or documentation of the issue, etc.)
- The submission should be accompanied by relevant supporting documents, tools, reports of activities, field visits, etc., photographs or videos.

**National awards for School Teachers  
for  
"Using ICT for Innovations in Education"**

**Entry Form**

Name of the School:	
Name of the Principal:	
Postal Address of the School: Phone Number (with STD Code): Fax: Email address: Mobile No:	
Please give details of Computer Lab Facilities and Hardware available in each lab in your school. Hardware: Software Applications: e-content packages: Accessories (printer, scanner, camera, etc.): Attach necessary proof.	
How many classrooms in your school are equipped with Computers? Please give details of the number, configuration of the computers in classrooms	
Does the school have internet facility  If Yes, give details of the type of access:	Dial Up Broad Band, Leased Line,  ISDN, VSAT link
Describe the overall ICT programme in your school (in not more than 200 words) (Give details of curriculum, timetable, content and activities) Are there any specific activities designed around the ICT facilities? (Give details)	
<b>Categories of Awards applied for (Pl. put tick Mark on appropriate Category)</b>	
(i) Schools from States (Government and Government aided Schools) (ii) Schools from UTs (Government and Government aided Schools) (iii) Schools run by Kendriya Vidyalaya Sangathan (KVS) (iv) Navodaya Vidyalaya Samiti (NVS) (v) Schools affiliated to CBSE (vi) Schools affiliated to CISCE (vii) Schools under Central Tibetan Schools Administration (CTSA) (viii) Schools under Ministry of Defence (MOD) i.e. Sainik Schools etc. (ix) Schools under Atomic Energy Education Society (AEES)	
Name of the State/UT/Autonomous body under MHRD, Govt. of India	
Category of the school (pl put a tick mark)	Primary Upper Primary Secondary Higher Secondary

### Information about the Teacher and the Innovation

<b>Section I: General Information and Profile of the Teacher:</b> All Information in this section is essential to consider the application	
Registration No: (for Office use only)	
Name of the Teacher	
Postal Address of the School Phone Number Fax Email Address of the teacher Mobile No.	
Residential Address and Phone no.	
Date of Birth	
Gender	
Educational and Professional Qualifications	
Teaching Experience (in years):	
Subjects Taught and Class	
Have you participated in any contest for integration of ICT in innovative teaching (in or outside classroom)? If yes, pl give details.	
Have you won any award in the above-mentioned contest? If yes, please give details of the same.	
What has been the overall impact of using ICT in the Teaching - Learning Process?	
What has been your contribution to the school with respect to ICT integration?	
What are your future plans about ICT integration and enhancing quality of education?	



**Section II: About the Teacher's efforts towards Integration of ICTs in Education**

**Information provided in this section will have 50% weightage**

**Provide supporting documents wherever necessary.**

1. Describe (in about 500 words) your strategy for use of ICT in teaching-learning. The write up should highlight the educational issues, integration of ICT applications, resources and students involvement.
2. How has ICT helped you in your own professional growth? Describe how you use ICT on a day-to-day basis and how it has helped you improve as a teacher.
3. Analyze your usage of any one (or a set of) ICT tools, software or resources, showing clearly how it helps address educational issues.
4. Please give details of activities/ projects implemented by you in the last two academic years 2010-11 and 2011-12, where you have successfully integrated ICT.

Sr. No.	Class	Topic/ Title of Activity
a)		
b)		
5. How have you helped students to use ICT for self-learning, investigation and experiments.		
6. How have you been using ICTs to support the development of higher order thinking skills?		
7. How have you engaged your students in cooperative/ collaborative learning using ICT?		
8. What are the various assessment strategies adopted by you in the regular class room teaching which indicate the impact of ICT use? Attach samples.		

**Section III: Project Details: (conducted during the past two academic years.)**

**Information provided in this will have 30% weightage**

**Provide supporting documents wherever necessary.**

<b>Title of the Project submitted for consideration for ICT Award-2012</b>	
1. Aims /Goals of the Project	
2. Rationale/need/justification for choosing the project [The project should aim at solving an educational problem. It should showcase the ICT skills and understanding you have acquired over the years. Presentations/slide shows (for instance power point presentations) will not qualify as projects].	
3. Target group and subject (if relevant):	
4. List the Learning Outcomes of the project.	
5. Brief Summary of the Project:	
6. Elaborate the steps in implementing the project in your school/institution/community.	
7. List the Real Life Problems addressed through the implementation of this Project. Provide supporting documents related to your claim.	
8. How did the Project promote interdisciplinary learning? (integration of subject areas)	
9. How did you and/or the students use ICT while working on the project? Provide supporting documents.	

10. Did the project help in creating awareness in the school/nearby surroundings? If Yes, how? Provide supporting documents.	
11. What were the challenges you faced in implementing the ICT aided project? How did you overcome them?	
12. Which assessment methods did you use to determine the achievement of the project (Such as Rubric, portfolio, Oral Assessment, Seminar, Presentations etc). Attach samples.	
<p>Please attach the following supporting documents (soft copy and hard copy)</p> <ul style="list-style-type: none"> <li>❖ Brief Profile of Self: (Max. 200 words in A-4 size sheet)</li> <li>❖ Implementation Strategies/Plans of ICT integration project.</li> <li>❖ Details of ICT Project Implemented (Hard and Soft Copy)             <ul style="list-style-type: none"> <li>➤ Supporting Documents that helped in the implementation of the ICT Project. (e.g. Photographs, Field visit report, Posters, Banners, URL of website, group, blogs etc)</li> <li>➤ Student Assignments related to ICT project (at least two samples)</li> <li>➤ Assessment Tools</li> </ul> </li> </ul>	

Signature:

Date:

Name:

Place:

**State/UT/Organisation-wise Allocation of Awards for Teachers  
under the "ICT in Schools" Scheme.**

S.No.	STATES	No. of Awards Allocated
1.	Andhra Pradesh	3
2.	Arunachal Pradesh	2
3.	Assam	2
4.	Bihar	3
5.	Chandigarh	2
6.	Goa	2
7.	Gujarat	3
8.	Haryana	2
9.	Himachal Pradesh	2
10.	Jammu & Kashmir	2
11.	Jharkhand	2
12.	Karnataka	3
13.	Kerala	3
14.	Madhya Pradesh	3
15.	Maharashtra	3
16.	Manipur	2
17.	Meghalaya	2
18.	Mizoram	2
19.	Nagaland	3
20.	Orissa	3
21.	Punjab	3
22.	Rajasthan	3
23.	Sikkim	2
24.	Tamil Nadu	3
25.	Tripura	2
26.	Uttar Pradesh	3
27.	Uttarakhand	2
28.	West Bengal	3
	<b>UNION TERRITORIES</b>	
29.	Andaman & Nicobar Island	1
30.	Chandigarh Adm.	1
31.	Dadra & Nagar Haveli	1
32.	Daman & Diu	1
33.	Delhi	1
34.	Lakshdweep	1
35.	Pondicherry	1
	<b>ORGANISATION</b>	
36.	Atomic Energy Education Society	1
37.	C.I.S.C.E	1
38.	CBSE	3
39.	CTSA	1
40.	KVS	2
41.	NVS	2
42.	Sanik Schools under Ministry of Defence	1
<b>TOTAL</b>		<b>87</b>