

ഹയർ സെക്കന്ററി ഡയറക്ടറുടെ  
കാര്യാലയം ഹൗസിംഗ് ബോർഡ്  
ബിൽഡിംഗ്, ശാന്തിനഗർ,  
തിരുവനന്തപുരം

നമ്പർ.എസിഡി.ബി8/39514/2011/എച്ച്.എസ്.ഇ

തീയതി : 28/12/2011

### സർക്കുലർ

വിഷയം:- ദേശീയ അദ്ധ്യാപക അവാർഡ് - 2011 - അപേക്ഷ  
ക്ഷണിക്കുന്നു.

ദേശീയ അദ്ധ്യാപക അവാർഡിന് പരിഗണിക്കുന്നതിനായി  
സംസ്ഥാന അവാർഡ് ജേതാക്കളായ ഹയർസെക്കന്ററി അദ്ധ്യാപകരിൽ  
നിന്നും നിർദ്ദിഷ്ട ഫോമിൽ അപേക്ഷ ക്ഷണിക്കുന്നു. അപേക്ഷ 2011  
ഡിസംബർ 30 വെള്ളിയാഴ്ച ഉച്ചയ്ക്ക് രണ്ട് മണിയ്ക്കകം ഹയർസെക്കന്ററി  
ഡയറക്ടർക്ക് ലഭിക്കേണ്ടതാണ്. അവസാന തീയതിയ്ക്കു ശേഷം ലഭിക്കുന്ന  
അപേക്ഷകൾ യാതൊരു കാരണവശാലും പരിഗണിക്കുന്നതല്ല.

അപേക്ഷയുടെ മാതൃക ചുവടെ ചേർത്തിരിക്കുന്നു.

(ഒപ്പ്)  
ഡയറക്ടർ

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Please Note:- Two passport size photograph  
DUEY 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.

Space for  
affixing  
Passport  
size  
Photographs

## **PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD**

Parts A, B and C are to be filled by the Principal/Head of the School in case of a teacher and by the Chairman, Managing Committee of the School in case of Principal from sources such as Teacher's Diary, records of inspection, records kept by the Principal, Examination results of the school, Confidential reports and service book etc. of the teacher.

### **PART-A** **Particulars of the teacher/Principal**

1. Name (in Block letters) : \_\_\_\_\_
2. Designation & complete school address \_\_\_\_\_  
with Pin code number, Telephone number:
3. State: \_\_\_\_\_
4. Date of birth: \_\_\_\_\_
5. Present age: \_\_\_\_\_
6. Date of superannuation: \_\_\_\_\_
7. If superannuated, please clarify  
whether extension has been given  
by the Competent Authorities with  
supporting documents \_\_\_\_\_
8. Sex: \_\_\_\_\_
9. Marital Status: \_\_\_\_\_
10. Residential address with Pin code  
number, Telephone Number: \_\_\_\_\_

11. Permanent address with Pin code No \_\_\_\_\_

12. Whether the school is Primary/ \_\_\_\_\_  
Secondary/Sr Secondary: \_\_\_\_\_

13. Academic Qualification:

Examination Passed	University Board/ Department	Year	% of marks obtained	Subjects

14. Total Service with date  
of joining as teacher

Total Service  
\_\_\_\_\_ years \_\_\_\_\_ months  
Date of joining as teacher \_\_\_\_\_

#### SERVICE RECORD

Name of the Institution(s)	Level. Primary/ Secondary/Sr. Sec Etc.	Total enrolment	Period of service with designation (Exact dates to be indicated)	Subject(s) taught	Classes taught	Results at Public or Annual Examination(s)	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

<p>16. What has been the teacher's class results in Board/School Examination? Give the percentage of pass and grade-wise positions A, A, B, B, in the class/subject of the teacher for the last five years. (Give the results of the last five years). Use additional sheets if required.</p> <p>17. Has the teacher mobilized any quantifiable community resources for the physical development of the School? If so, give details.</p> <p>18. Has the teacher undertaken specific activities for promoting National Integration? Give details.</p> <p>19. The following information may specifically be given:</p> <ul style="list-style-type: none"> <li>- does he/she indulge in tuitions?</li> <li>- Is he/she in the habit of submitting complaints and indulging in litigation?</li> <li>- Does he/she indulge in political/trade union activities?</li> <li>- Is he/she punctual?</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2">Year</th> <th rowspan="2">Classes taught</th> <th rowspan="2">Subject Taught</th> <th colspan="2">Pass % of</th> </tr> <tr> <th>School Exam.</th> <th>Board Exam</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	Year	Classes taught	Subject Taught	Pass % of		School Exam.	Board Exam																														
Year	Classes taught				Subject Taught	Pass % of																																
		School Exam.	Board Exam																																			

### II

<p>20. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.</p> <p>Give a brief resume of any experimentation in the following areas:</p> <ul style="list-style-type: none"> <li>(a) Class-room instructions</li> <li>(b) Laboratory/Library work</li> <li>(c) Assessment &amp; Evaluation</li> <li>(d) Administrative work</li> </ul> <p>21. Which teaching learning practices have been adopted and what are the</p>	
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types of teaching aids, including mass media, used by the teacher to make class-room instruction more interesting?

22. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
23. Has the teacher participated in in-service training programmes, workshops etc. or acted as Resource Person? If so, give details of the last five years.
24. Has the teacher carried out any functional research in pedagogy and obtained visible improvement in performance of the students? (Attach abstracts).
25. Does the teacher take active interest in organizing co-curricular or extra curricular activities in the school? Give details (NCC, Scouts & Guides etc.)
26. Has the teacher written articles, text books etc.? If so, give details.
27. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
28. Any other significant achievement not mentioned above.
29. Self assessment/appraisal of the Teacher/Principal to be attached.  
  
Additional Information to be given in case of Principal only (points 30 to 36)
30. Has the Principal introduced any innovative ideas for raising the quality of education in the school? (attach abstracts).
31. Does the Principal invite the parents

for their co-operation for academic development? If yes, the details thereof

32. Does the Principal take interest in maintenance of school building and beautification of campus? If so, please give details.
33. Are the activities like Annual Day, Sports Day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.
34. Is guidance provided to the teachers in professional development? Does he/she encourage the teachers as well as students for experimentation/innovations?
35. What goals/targets are set in academic/sports and games/other activities and what are the achievements?
36. Has any project been undertaken during the last three years at school level? Please give a brief account in this regard. (attach abstracts.)

### PART-C

*Remarks about the Teacher/Principal based on his assessment:*

37. Does the teacher command respect among the students?
38. Is he/she able to maintain discipline among the students?
39. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
40. Is he/she held in high esteem by the community, particularly the parents?
41. What is the extent of participation of

the teacher in activities of parent-teacher Association etc , if any?

42. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school.

1. Principal of the School  
(in case of a teacher)
2. Chairman/Manager  
Managing Committee of the School  
(in case of Principal)

Tele.No. O:

R:

Fax No. :

E-Mail :

Recommendation of the Regional Committee:

Signature  
Regional Head nominated  
By the Head of Organisation/  
Chairman of the Regional Committee

Recommendations of the Central Award Committee:

Signature  
Chairman