

Office of the Director of
Higher Secondary Education
Housing Board Buildings
Santhi Nagar
Thiruvananthapuram.

No.AcdC1/11100/HSE/2016

Dated: 8/04/2016

CIRCULAR

Sub:- HSE- National Award for teachers for use of ICT in Education-
Nominations called for-Regarding.

Ref:- 1. Government Letter No.5120/R2/16/G.Edn Dated
27/02/2016

The Government of India, Ministry of Human Resource Development(Department of School Education&Literacy) implements a scheme 'Information and Communication Technology in School/ICT in Schools. As per the provisions of scheme the teachers for innovative use of ICT in Education are selected for National ICT Award.

The total number of awards allocated by Government of India for different states/union territories and autonomous bodies/ organizations 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. The HSST/HSST (Jr) of Government /Aided Higher Secondary School are eligible to be nominated under the scheme.

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 Officers etc)

- (2) A committee under the chairmanship of Secretary/Commissioner (Education) of the concerned State/UT/Autonomous organizations 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.
- (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.
- (5) The detailed guidelines on ICT @ school scheme including the guidelines on National Award for innovative use of ICT in Education are at www.ciet.nic.in or www.ncert.nic.in.

The last date for forwarding of short listed candidates by State Government to CIET-NCERT, New Delhi-is 31st August 2016. It may be noted that the HSST/HSST (Jr)s of Higher Secondary Sector should submit their nominations to Directorate of Higher Secondary Education on or before 31st July 2016. Nominations/Entries in any case should not be sent to NCERT directly by the teachers/schools.

The Guidelines and proforma for applying the Award is attached herewith.



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National Awards for Teachers-2016
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, 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 teacher's 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 award 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 awardee teacher will get an ICT Kit, a laptop and a commendation certificate. The awardees would be encouraged to function as mentors (resource persons) for their area to motivate and train other teachers. All the awardees will form a community of resource persons through networking. Selected 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)/ SPD - RMSA will scrutinize all the entries and shortlist the candidates and forward the same to the Joint Director, Central Institute of Educational Technology (CIET), NCERT, New Delhi - 110016 for further action. The number of candidates to be nominated will be twice the number of awards allotted.

(ii) For others i.e. Autonomous organizations/ institutions under Govt of India

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, Sainik Schools under Ministry of Defence (MoD), AEES. A Committee under the Head of the organization of the autonomous body will scrutinize all the entries and shortlist the candidates and send the same to The Joint Director, CIET, NCERT New Delhi - 110016 for further action. The number of candidates to be nominated will be twice the number of awards allotted.

(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:

- | | |
|---|--------------------|
| a) Director, NCERT | - Chairman |
| b) DDG, NIC | - Member |
| c) Representative from Secondary Education
Bureau, Dept of SE&L, Ministry of HRD | - Member |
| d) Representative from Dept of IT | - Member |
| e) 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 before the approval of the Minister.

(v) Important dates related to the ICT Award process:

S.No	Item	Date
1.	Advertisement for nomination including announcement on website of Ministry and NCERT website.	31 st December
2.	Last date for submission of detailed entries by schools to State Directorate of Education/Organization/ Autonomous bodies under MIIRD (CBSE, CISCE, KVS, NVS, CTSA, AEES, Sainik Schools under Ministry of Defence)	31 st July
3.	Scrutiny and forwarding of short listed candidates by State Govt./UT/Organizations with Minutes to The Joint Director, CIET-NCERT, New Delhi- 110016	31 st August
4.	Scrutiny of short listed candidates by CIET-NCERT and forwarding Final list for consideration to Ministry of HRD, Govt. of India.	27-30 December
5.	National ICT Award for School Teachers- Award Function	5 th September

2. Guidelines for submission of nomination/ entry for the National ICT Award for School Teachers-2016

- A teacher Portfolio should be submitted along with the Entry Form.
- The portfolio should include evidence of the teacher's awareness and use of ICT in his/ her own professional development, in improving his/ her teaching- learning, and in enhancing overall quality of education in schools and community.
- The portfolio should document sustained systematic work using ICT over the years.
- The portfolio should include relevant supporting documents, tools, reports of activities, field visits, photographs, audios or videos.
- E-contents listed in the portfolio (Audios, Videos, Multimedia, Charts, Maps, Models lesson plans and images) should be uploaded/ shared online.

National Awards for School Teachers–2016
for
“Using ICT for Innovations in Education”
Entry Form

Section- A:

S.No	ICT Environment in the School
1.	<p>Name of the School:</p> <p>UDISE Code:</p>
2.	<p>Postal Address of the School:</p> <p>Phone Number (with STD Code):</p> <p>Fax:</p> <p>Email address:</p> <p>Mobile No:</p>
3.	<p>Category of Award applied for (pl. put tick mark on appropriate category):</p> <p>(i) Schools from States (Government and Government aided Schools) <input type="checkbox"/></p> <p>(ii) Schools from UTs (Government and Government aided Schools) <input type="checkbox"/></p> <p>(iii) Schools run by Kendriya Vidyalaya Sangathan (KVS) <input type="checkbox"/></p> <p>(iv) Schools run by Navodaya Vidyalaya Samiti (NVS) <input type="checkbox"/></p> <p>(v) Schools affiliated to CBSE <input type="checkbox"/></p> <p>(vi) Schools affiliated to CISCE <input type="checkbox"/></p> <p>(vii) Schools under Central Tibetan Schools Administration (CTSA) <input type="checkbox"/></p> <p>(viii) Schools under Ministry of Defence (MOD) i.e. Sainik Schools etc. <input type="checkbox"/></p> <p>(ix) Schools under Atomic Energy Education Society (AEES) <input type="checkbox"/></p>
4.	Name of the State/UT/Autonomous body under MHRD, Govt. of India:
5.	<p>Category of the school (please put a tick mark):</p> <p>a) Primary <input type="checkbox"/></p> <p>b) Upper Primary <input type="checkbox"/></p> <p>c) Secondary <input type="checkbox"/></p> <p>d) Higher Secondary <input type="checkbox"/></p>
6.	<p>Describe the ICT environment in your school (attach separate sheet/ pages if required):</p> <p>Hardware (list all equipment and their quantity):</p>

8.	What do you use ICT for?
9.	Describe an ICT activity you have done, which showcases your best use of ICT for Education (attach supporting evidence, if any):

Information about the Teacher and the Innovation in ICT Integration

Section B:

S.No.	General Information and Profile of the Teacher (Please provide all the information):	
1.	Name of the Teacher (in capital letters):	
2.	Email Address of the teacher: Mobile No:	
3.	Residential Address and Phone no.:	
4.	Date of Birth:	
5.	Gender:	
6.	Educational and Professional Qualifications:	
7.	Teaching Experience (in years):	
8.	Subjects and Class Taught:	
9.	Have you participated in any contest for integration of ICT in innovative teaching (in or outside classroom)? If yes, please give details.	
10.	Have you won any award in the above-mentioned contest? If yes, please give details of the same.	
11.	What has been the overall impact of your use of ICT in Teaching – Learning Process?	
12.	What has been your contribution to the school with respect to ICT integration?	
13.	What are your future plans about ICT integration and enhancing quality of education?	

Section C:

S.No.	About the Teacher's efforts towards Integration of ICTs in Education. Please provide supporting documents, wherever necessary:
1.	Describe (in about 500 words) your strategy implemented for use of ICT in teaching-learning. The write up should highlight the educational issues, integration of ICT tools, e-resources and students involvement in ICT integration.
2.	How has ICT helped you in your own professional growth? Describe how it has helped you improve as a teacher.
3.	Analyze your usage of any one (or a set of) ICT tools, software or e-resources, showing clearly how it helps you address educational issues.

4.	Please give details of activities/ innovations implemented by you in the last two academic years 2014-15 and 2015-16, where you have successfully integrated ICT in teaching-learning. Attach supporting documents/ evidence.	
Sr. No.	Class	Topic/ Title of Activity
I.		
II.		
III.		
A.	How have you helped students to use ICTs for self-learning, investigation and experiments?	
B.	How have you engaged your students in cooperative/ collaborative learning using ICT?	
C.	How have you been using ICTs to support the development of higher order thinking skills among students? Attach copies of student assignment/ work showing ICT use.	
D.	What are the various assessment strategies adopted by you in the regular class room teaching which indicate the impact of ICT use? Attach samples of your work related to ICT integration	

Check List of documents to be attached:

A. Teacher Portfolio

B. Entry Form

C. Supporting documents/ evidence [attach following supporting documents (soft copy and hard copy)]

- Supporting documents related to implementation of the ICT enabled teaching learning with students. (e.g. photographs, field visit report, posters, banners, URL of website, group, blogs etc.)
- Students assignments related to ICT integration work (at least two samples)
- Assessment tools used

Signature of the Teacher:

**Signature of the Principal
of the School: (with seal):**

Name (in capital letters):

Name:

Place:

Date:

Place:

Date

(To be counter signed by the Principal of the School with Seal)

Note:

- Nominations/ Entry of teachers should be sent to their parent organization through proper channel.
- Nomination/ Entry should not be sent directly to CIET-NCERT