

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar,
Thiruvananthapuram.
Dated: 7.11.2012

No.Acd.B1/39514/11

C I R C U L A R

Sub: - Higher Secondary Education – National Award for Higher Secondary
School Teachers-reg.

Ref: - G.O (MS) No.110/12/G.Edn dated 4/4/12.

As per the Government order cited Government have accorded sanction for allotting 3 National Awards to Higher Secondary School Teachers from the academic year 2012-13 onwards. Government have also accorded sanction for constituting Regional and State Selection committees in this regard.

The proforma and the detailed process of selection of Higher Secondary School Teachers for the National Award is shown below. The teachers should submit their applications to the Principals and recommended through the local bodies such as Corporations/Municipalities/Panchayats. The Regional Selection Committee should impartially identified the eligible teachers from the recommendation of primary selectors before 17/11/12, scrutinise the same and recommend 3 names from each region to the State Selection Committee before 26/11/12. Since the meeting of State Selection Committee will be held on 28/11/12, the Regional Deputy Directors concerned should make necessary arrangements to submit the same in time.

Yours faithfully,


DIRECTOR


To,

1. The RDD, Thiruvananthapuram/Ernakulam/Kozhikkode.
2. All the teachers in Government/Aided HSS.
3. The Principal's of all Government/Aided HSS.
4. The Heads of Local Bodies.

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NATIONAL AWARD TO HIGHER SECONDARY SCHOOL TEACHERS

THE SELECTION PROCESS

Total awards earmarked for Higher Secondary sector is only three (3 only).

I. CONDITIONS OF ELIGIBILITY OF TEACHERS FOR CONSIDERATION FOR THE AWARDS

1. Higher Secondary School Teachers with at least 15 years regular teaching experience in the Govt. or Aided Schools shall only be considered for granting national award.
2. Retired teachers who have served a part of the calendar year (at least 3 months i.e. up to 31st March in the year to which the National Award relates) may be considered if they are otherwise eligible for being enlisted.
3. Teachers whose names were recommended in the previous years can be considered afresh if they fulfill all other parameters prescribed for the purpose.
4. Only those teachers possessing the requisite years of teaching experience, as mentioned at Sl. No.1 above, on 31st December of the preceding year of the award, will be eligible to be considered for the award.

II. MAIN YARDSTICKS FOR IDENTIFYING OUTSTANDING TEACHERS TO BE RECOMMENDED FOR NATIONAL AWARD

1. His/her reputation in the society
2. His/her academic efficiency and desire for its improvement.
3. His/her quality and effectiveness of class room transaction.
4. His/her acceptability as a teacher among children of the school.
5. Percentage of result in the subject taught by him/her.
6. His/her genuine interest in the subject taught and love for children.
7. His/her involvement in the social life of the community and
8. His/her ability to motivate children to fulfill their aims and ambitions.

III. PROCEDURE FOR SELECTION

1. No teacher shall be asked or permitted to apply for the award. The eligible teachers shall be impartially identified and recommended by the Regional Selection Committee to the State Selection Committee.

2. Initial selection shall be made at the Regional level by a Regional Selection Committee from amongst the names recommended by the Principals/local authorities such as Corporation/ Municipality/ Panchayat etc. The names shall be recommended to the Regional Committee by the primary selectors on the basis of the Teachers' record of work and the yardsticks as listed at the serial No. II above
3. The Regional Selection Committee will scrutinize the recommendation of the primary selectors and recommend 3 names from each Region (as of now the total number of regions of Higher Secondary is 3) to the state selection committee. Thus a total of 9 names, i.e., 3 each from 3 regions, will come for the consideration of the State Selection Committee.
4. The State Selection Committee shall scrutinize and sift the recommendation of the 3 Regional Selection Committees and recommend to the State Government two names for each award allotted to the Higher Secondary Sector. The names of teachers selected by the State Committee shall be arranged in order of merit before they are recommended to the State Government. The State Government shall forward the list of teachers to the Union Government along with character certificate of faultless antecedents and absolute integrity duly signed by the Education Secretary. The recommendation of the State Selection Committee shall not be modified by the State Government to substitute names or to disturb the order of merit recommended by the State Selection Committee. However, if the State Government is of the view that any of the selected teacher is otherwise unfit for the award, it may recommend omission of such names to Union Government furnishing details/reasons for the same.
5. The final selection will be made by the Union Government.

IV. REGIONAL SELECTION COMMITTEE

1	Regional Deputy Director of Higher Secondary Education of the concerned region	Chairman
2	Director, SIEMAT	Member
3	Principal of a Higher Secondary School in the region nominated by Government	Member

V. STATE SELECTION COMMITTEE

1	Director of Higher Secondary Education	Chairman
2	Director, SCERT	Member
3	Nominee of the Union Government	Member

One passport size photograph duly 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.



PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Part A, B, C are filled by 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 teachers. Part D & E are to be filled in by the Chairman of Regional Committee and the State Committee respectively.

PART- A

Particulars of the teacher

1. Name (in Block letters) :
2. Sex with marital status :
3. Designation & complete school address
with Pin code number, Telephone number :
4. Complete Residential address with
Pin code number, Telephone number :
5. Complete Permanent address with
Pin code number :
6. District :
7. State :
8. Date of Birth :
9. Present age :
10. Date of Retirement/Superannuation :

11. Academic Qualifications

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

12. Total Service with date of joining as teacher : Date of joining as a teacher.....Years Months

13. Service Record

Name of the Higher Secondary School	Management/ Government	Total Enrolment	Duration of Service with Date, Months and Year	Subject taught	Classes taught	Result at Public and Annual Examination (s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

14. Total Experience

Responsibilities undertaken	Period	
	From	To
Teaching		
Administrative		
Others		
Total		

Note : Teaching experience of recognized schools only has to be given. The Head of the institution should certify where the teacher has served. (Attach photocopy of the service book in support of the service records.)

PART B

15. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisions in the class/subject of the teacher for the last five years.

Year	Classes taught	Subject taught	Pass % of School Exam	Board Exam
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16. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.

17. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.

18. Has the teacher undertaken any specific activities for promoting National Integration? Give details.

19. The following information may specifically be given.

- Does he/she indulge in tuitions?
- Does he/she in the habit of submitting complaints and indulging in litigation?
- Is he/she punctual?

20. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.

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Give a brief resume of any experimentation in the following areas.

- a) Class room instructions
- b) Laboratory/Library work
- c) Assessment evaluation
- d) Administrative work

21. Which teaching learning practices have been adopted and what are the types of teaching aids, including mass media, ICT used by the teacher to make classroom instruction more effective and 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 any in-service training programmes/ workshops/ worked as Resource Person in the training programme etc.?

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 schools? Give details. (NCC, Scouts and Guides etc.)

26. Has the teacher written any

article, 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.

PART - C

Remarks about the Teacher based on the assessment of his/her superiors.

30. Does the teacher command respect among the students? Is he/she able to maintain discipline among the students?

31. Does the teacher maintain cordial relations with his/her fellow-teachers and others?

32. If he/she held in high esteem by the community, particularly the parents?

33. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?

34. General assessment by the Head of the Institution.

35. General assessment by the District Inspector of Schools/Education Officer/ Regional Deputy Director

PART - D

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

Tele. No. O :

R :

Fax No :

E-Mail :

PART - E

Recommendation of the Regional Committee

Name and Signature

Regional Head nominated

By the Head of Organisation

Chairman of the Regional Committee

Recommendations of the State Committee

Name and Signature of the Chairman