

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

**No. Acd.C1/1619/HSE/2015**

**Dated: 14/01/2015**

**CIRCULAR**

Sub: HSE- National Award for Higher Secondary School Teachers  
2014-15 reg-

Ref : 1. GO (MS) No.110/12/G.Edn dated 04/04/12  
2. Govt.letter No.242/R2/15/G.Edn dated 13/01/2015  
3. Letter dated 18/12/2014 of the Director, Department of  
School Education and Literacy, Ministry of Human  
Resource Development, Govt. of India.

As per reference 1<sup>st</sup> cited Government have accorded sanction for allotting National Awards to 3 Higher Secondary School Teachers, from the academic year 2012-13 onwards. Government have also accorded sanction for constituting Regional and State Selection committee for recommending nominations in this regard.

The proforma for nominating Higher Secondary School Teachers for the National award 2014-15 and the details of selection procedure are enclosed herewith. The Principals of the schools concerned shall submit 3 copies of duly filled in proforma nominating the eligible Higher Secondary School teachers for consideration of awarding the national award. The nominations shall be recommended by the Head of local body (Corporations/Municipalities/Panchayats) concerned and shall be submitted to the Regional Selection Committee before 28/01/2015 in the following manner.

| <b>Region</b> | <b>Districts</b>                                      | <b>Chair person of Regional Selection Committee to whom nominations are to be submitted</b> |
|---------------|---|---|
| Region - I    | Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha | The Regional Deputy Director, Thiruvananthapuram  |
| Region - II   | Ernakulam, Kottayam, Palakkad, Thrissur, Idukki       | The Regional Deputy Director, Ernakulam   |
| Region - III  | Kozhikode, Malappuram, Wayanad, Kannur, Kasargod      | The Regional Deputy Director, Kozhikode   |

A character and conduct certificate vouching the faultless antecedents and absolute integrity of the applicant from the Principal of the school concerned shall be attached along with the filled in nomination form.

While recommending the teachers, the Principals are compulsorily & categorically state (in a separate sheet) the SPECIAL OR UNIQUE attribute of the teachers on the basis of which their names have been recommended (in the case of Principals, the statements shall be issued by the RDD concerned). Lack of such statement shall render the nomination of teacher (s) ineligible for consideration.

The Regional Selection Committee shall impartially identify the eligible teachers from among the nominations received and recommend only THREE names from each region to the State Selection Committee before 09/02/2015

The Regional Deputy Directors, Thiruvananthapuram, Ernakulam and Kozhikode should make necessary arrangements to submit the same in time.

**Sd/-**  
**K.N.SATHEESH I.A.S**  
**DIRECTOR**

Approved for issue

  
**Superintendent**

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**TIME BOUND / IMMEDIATE**

**No.F.1-4/2014-NAT  
Government of India  
Ministry of Human Resource Development  
Department of School Education and Literacy  
\*\*\*\*\***

**Shastri Bhavan, New Delhi  
Dated 18<sup>th</sup> December, 2014**

To

**Principal Secretaries / Secretaries (Education) of all the States / UTs  
and Heads of Organizations**

**Subject: National Award to Teachers, 2014 – Allocation of Awards to States /  
Union Territories / Organisations – Request for recommendation.**

Sir / Madam,

The Government of India, Ministry of Human Resource Development, Department of School Education & Literacy implements a Scheme of 'National Award to Teachers' as per which teachers from all over the country are selected for National Awards. The following categories of teachers are eligible for award under this Scheme:

- (i) Recognized Primary and Secondary School Teachers of States/UTs/Organisation ;
- (ii) Sanskrit Teachers of Sanskrit Pathshalas and Tolls run on traditional lines;
- (iii) Arabic/Persian Teachers of Madrasas run on traditional lines;
- (iv) Teachers of CBSE affiliated schools;\*
- (v) Teachers of CISCE affiliated schools;
- (vi) Teachers of CTSA affiliated Schools; and
- (vii) Teachers who promote the education of children with disability in regular schools by States/UTs/Organisations and other school system.

\*The teachers recommended by CBSE should be other than those who have already been covered under the allocated quota for States/UTs/Organisations

2. The States/ UTs/Organisations wise quota for National Awards is given at **Annexure-I..**

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3. The 15 awards are reserved for Sanskrit Teachers of Sanskrit Pathshalas and Tolls and 5 awards for Arabic/Persian Teachers of Madrasas which cannot be allocated State-wise due to their limited number. Selection of teachers for these awards will, therefore, be made out of all the names that would be recommended by various States/Union Territories. At least two names may be recommended for these categories of teachers. From past experience, it is noticed that recommendations for these awards are not adequate. You are, therefore, requested to make special efforts to locate suitable SANSKRIT AND ARABIC/PERSIAN TEACHERS OF INSTITUTIONS RUN ON TRADITIONAL LINES SO THAT THE AWARDS DO NOT LAPSE. There are a large number of traditional Pathshalas/Tolls/Madrasas functioning in different parts of the country. However, since they may be functioning in an informal way or do not come to the notice of the Education authorities, special efforts need to be made to identify them and recommend their teachers for the National Awards, if they fulfill the necessary conditions.

4. It has been noticed that Sanskrit/Arabic/Persian teachers working in regular schools are generally not considered for National Award by the States due to a misunderstanding that such teachers would be eligible for awards from out of the 15 and 5 awards set apart for Sanskrit and Arabic/Persian Teachers of traditional Pathshalas and Madrasas. It is requested that Sanskrit and Arabic/Persian teachers working in regular Primary/Secondary schools should also be considered for National Award under the categories of Primary and Secondary school teachers.

5. You are also requested to give suitable representation to lady teachers while making your recommendations as it has been noticed that sufficient number of lady teachers are not recommended by the States. It may be noted that for class room teachers only 15 years of regular teaching experience is required, while for Principals/Headmasters 20 years of regular teaching service is required. However, for the Special award category, in case of teachers, 10 years of regular teaching experience and for Principals/Headmasters, 15 years of regular teaching experience is required.

6. While recommending the teachers, the State Committee/Central Award Committee are to compulsorily and categorically state the SPECIAL OR UNIQUE attribute of each teacher on the basis of which their names have been recommended. Lack of such information may render the teacher(s) ineligible for the award.

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7. A brief citation is required to be attached for teachers being recommended under the categories for special awards. If no suitable candidate is recommended, the allocated special awards shall not be transferred to general category. The other eligibility conditions as also the selection procedure will remain unchanged. Deserving teachers should, therefore, be encouraged in the interest of education by recommending sufficient number of such teachers who may themselves have disabilities and also those who have done commendable work for education of children with disabilities.

(i) A copy of the minutes of the meeting of the State/UTs/Organisation Selection Committee finalising the recommendations may also invariably be sent, in original duly signed by all committees members. This is important and may please be noted for compliance.

(ii) It may be reiterated that complete information as per the proforma is to be sent. There must be no deviation from the prescribed proforma. In case incomplete information is received, the recommendations will not be processed.

8. Kindly acknowledge receipt of this letter and ensure that your recommendations must reach this Ministry as early as possible and in any case not later than 31<sup>st</sup> January, 2015 positively. I shall be grateful if the soft copy of the recommendation of the State Selection Committee along with enclosures may be sent through email at gaya.prasad@nic.in and jalam.edu@nic.in.

9. It has been observed in the past that some States/UTs/Organisations send recommendations much after the last date for receipt causing unnecessary delay in the finalization of awards. It is, therefore, reiterated that nominations in the prescribed proforma only must be sent in time so as to ensure that the awards are finalized and necessary action is taken for their distribution on 5<sup>th</sup> September, 2015.

Yours faithfully,



(Gaya Prasad)

Director

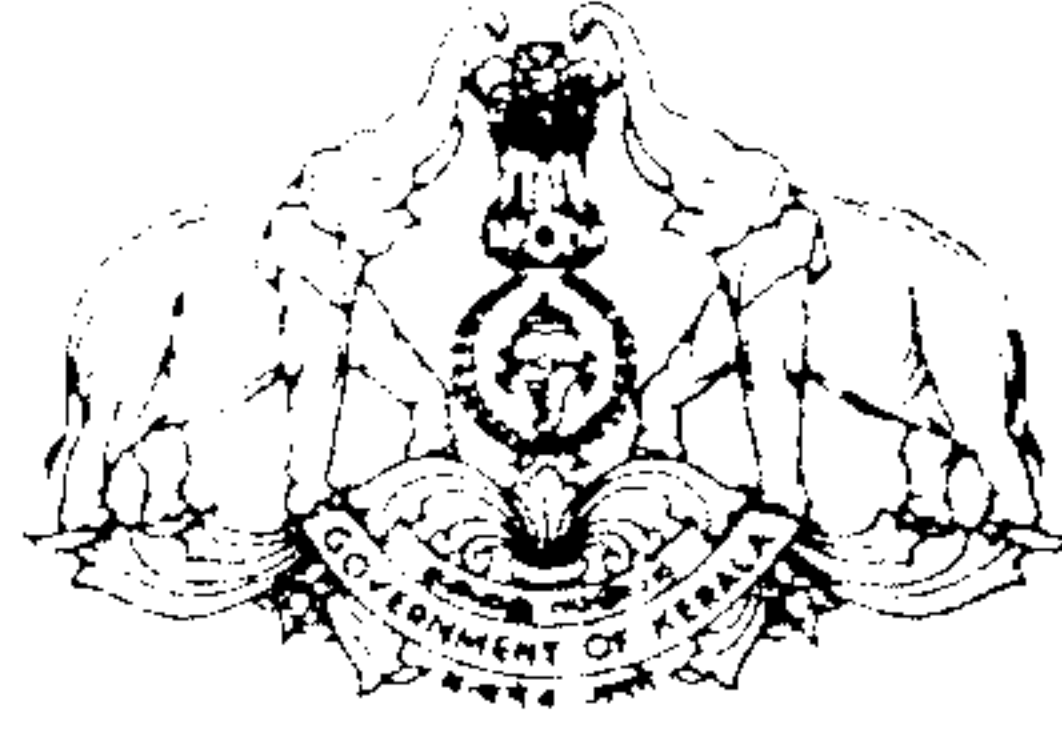
Tele. 2338 4253

Fax: 011-23382394

Email: gaya.prasad@nic.in

Encl:- As stated above.





GOVERNMENT OF KERALA

Abstract

13556

General Education – Higher Secondary Education – National award for Higher Secondary School teachers – Regional Selection Committee and State Level Selection committee - constituted - Orders Issued.

**GENERAL EDUCATION (T) DEPARTMENT**

G.O.(Ms) No. 110/2012/G.Edn. Dated, Thiruvananthapuram, 04.04.2012

- Read:-
- 1 Letter No.29-12/2011-School.-5(NAT) dated 06.09.2011 of the Ministry of Human Resource Development, Government of India
  - 2 Representation dated 11.10.2011 from the General Secretary, Aided Higher Secondary Teacher Association
  - 3 Letter No. Acd B6/39514/11/HSE dated 31.12.2011 from the Director of Higher Secondary Education, Thiruvananthapuram.

**ORDER**

The Ministry of Human Resources and Development under the Government of India has formulated scheme for National award to teachers from 1958-59 onwards. The objective of the scheme is to raise the prestige of teachers and giving public recognition to the meritorious service of outstanding teachers. As per scheme of national award to teachers, teachers who are teaching upto class VIII should be considered in the category of Primary teachers and those teaching classes IX to XII in the category of Secondary school teachers.

2. As per the state wise allocation of National Awards, the total awards allotted to Kerala is 16 (sixteen) which are apportioned as given below:

|      |                            |    |
|------|----------------------------|----|
| i)   | Primary category           | 7  |
| ii)  | Primary Special Category   | 1  |
| iii) | Secondary Category         | 7  |
| iv)  | Secondary Special Category | 1  |
|      | Total                      | 16 |

3. As far as the State of Kerala is concerned, the National Awards are given to teachers who are teaching upto class X only. Since this is a discrimination. Teachers organisations in the Higher Secondary School Sector are persistently clamouring for the inclusion of Higher Secondary School Teachers also in the scheme of National Awards.

4. Government have examined the matter in detail and are pleased to accord sanction for allotting three National Awards, out of the seven awards earmarked for standards 9 to 12, to Higher Secondary School Teachers from the academic year 2012-13 onwards. The detailed process of selection of Higher Secondary School Teachers for the National Awards is attached herewith.

5. Sanction is also accorded for constituting Regional Selection Committee and State Selection Committee as given below:

**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 ✓   |

State Selection Committee

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

**By Order of the Governor**

**M. SIVASANKAR**  
Secretary to Government

To

The Director, Government of India, Ministry of Human Resource  
Development (Department of School Education and Literacy),  
Shastri Bhavan, New Delhi - 110 115. (with C/L)

The Director of Higher Secondary Education, Thiruvananthapuram

The Director of Public Instructions, Thiruvananthapuram

The Director, SCERT, Thiruvananthapuram

The Director, SIEMAT, Thiruvananthapuram

The Secretary, Legislative Secretariat (with C/L)

The Principal Accountant General (Audit)/(A&E), Kerala, Thiruvananthapuram.

The Director, I & P R Department

GenEdn (R) Department vide UO No.4308/R2/12/GEdn dated : 24.01.12

Stock file/Office copy

Copy to :

PS to Minister(Education)

CA to Secretary, Gen Edn Dept

Forwarded / By Order

Section Officer



# 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 31<sup>st</sup> 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 31<sup>st</sup> 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 faults, 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   |

Please Note:- Two 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.

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:

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\*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> |      |                |                |              |             |
|  | Year | Classes taught | Subject Taught | Pass % of    |             |
|  |      |                |                | School Exam. | Board Exam. |
|  |      |                |                |              |             |
|  |      |                |                |              |             |
|  |      |                |                |              |             |
|  |      |                |                |              |             |
|  |      |                |                |              |             |

**II**

|   |  |
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| <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> |  |
|---|--|

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



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

**PART-C**

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

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

|   |  |
|---|--|
| <p>the teacher in activities of parent-teacher Association etc., if any?</p> <p>42. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school.</p> |  |
|---|--|

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