

PROFORMA FOR RECOMMENDING A TEACHER FOR STATE AWARD

(5th. September, 2012)

(Form to be filled up in Block Letters neat and cleanly)



Parts A, B and C are to be filled by the District Education Authority from sources such as Teacher's Diary, records of Inspection, records kept by the Headmasters, examination results of school, Confidential reports and Service Book, etc. of the teachers; Part D and E are to be filled in respectively by the Chairman of the District Committee and the State Committee appointed for the purpose.

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. Whether the school is primary/Secondary/Hr. Secondary/ Madrasaha /Sanskrit Tole : _____
 7. District : _____
 8. State : _____
 9. Date of birth : _____
 10. Present age : _____
 11. Date of superannuation : _____
 12. If superannuated, please clarify whether extension has been given by the State Authorities with supporting documents : _____
 13. Total Service with date of joining as teacher : Total Service _____ years _____ Months
Date of joining as teacher : _____
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SERVICE RECORD

Name of the Institution	Level : Primary/ Secondary	Management Govt. aided or Unaided,	Total enroll- ment	Duration of service with date, month and year	Subject (S) taught	Classes taught	Result at public or annual examination (S)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

14. Total Experience	Period
	From To

Teaching :

Administrative :

Other :

Total

PART- B & PART-C WILL BE SUBMITTED IN SEPARATE SHEET

PART - B

I

15. In the case of Primary School Teachers, what concrete steps has the teacher taken to increase enrolment in the school and to avoid dropouts? Give enrolment / retention percentage figures for the last three years of school and District to show the progress made in achieving universalisation of elementary education.
16. In the case of Secondary School teachers, what has been the dropout rate in the school at the secondary level in last five years? What steps has the teacher taken to avoid dropouts?
17. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
18. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
19. Indicate the number of cases of Indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
21. The following information may specifically be given :
 - does he/she indulge in tuitions?
 - Does he/she indulge in political/trade union activities?
 - is he/she in the habit of submitting complaints and indulging in litigation?
 - in he/she punctual?

NB. 75% weightage may be given to the above information while finalizing the recommendations.

II

22. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
 23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
 24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
 25. Has the teacher participated in any in-service training programmes, workshops, etc? If so, give details of the last five years.
 26. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the school? Give details.
 27. Has the teacher written any article, text book etc.? If so, give details.
 28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
 29. Any other significant achievement not mentioned above.
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PART -- C

Remark about the Teacher based on the assessment of his/her superiors :

30. Does the teacher command respect among the students?
31. Is he/her able to maintain discipline among the students?
32. Does the teacher maintain cordial relations with his/her fellow-teachers and others?
33. Is he/her held in high esteem by the community, particularly the parents?
34. What is the extent of the participation of the teacher in activities of Parent-Teacher Association, etc. if any?
35. General assessment by the Head of the Institution.
36. General assessment by the District Inspector of Schools/Education Officer.

District Inspector of Schools (SE)/(PE),
with rubber stamp.

PART - D

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE

Chairman of the District Committee

PART - E

RECOMMENDATION BY THE STATE COMMITTEE

Chairman of the State Committee

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