



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18 संस्थानिक क्षेत्र
18 Institutional Area,
शहीद जीत सिंह मार्ग
Shaheed Jeet Singh Marg
नई दिल्ली - 110018
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F. No. F. 11060/3/2013-KVSHQ (Estt.-III)

Dated:- 06/11/2013

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices and ZIETs and
Principal, KV, Kathmandu/Moscow/Tehran.

Subject: National Award to Teachers/Principals for the year 2013.

Madam/ Sir,

The proposal for recommending the names of teachers/HM/VP/Principals is invited for giving public recognition to their meritorious services by conferring on them National Award for the year 2013 under the Scheme of National Award to Teachers introduced by the Govt. of India, Ministry of Human Resource Development (Department of Secondary and Higher Education). Kendriya Vidyalaya Sangathan is to nominate and recommend the names of its 16 (Sixteen) teachers to the Govt. of India. The awards will be presented by the President of India on the next Teachers' Day, 2014.

Under the scheme, the following categories of teachers of KVS are eligible for the National Award:-

1.	Primary Teachers who have put in at least 15 years of service as teacher and Headmaster/Headmistress with 20 years of service	06
2.	Secondary/Senior Secondary Teachers teaching Secondary/Sr. Secondary classes if they have at least 15 years of teaching experience to their credit. This award is also open to such Principals who have put in 20 years of service	06
3.	Special Category awards for Physically Handicapped Secondary Teachers (including Principals)	02
4.	Special category awards for Physically Handicapped Primary Teachers. For Sl. No. 3 & 4 eligibility of class room teaching experience is 10 years and for Principals/HMs 15 years of service. Other eligibility conditions and the selection procedure will be the same as for categories at Sl. No.1 & 2	02
Total		16

The teachers recommended for consideration of the awards must fulfill the conditions of Eligibility as contained in **Annexure-II**.

While making recommendations, a suitable representation to women teachers may be given. Main considerations that should guide the selection of teachers at the regional level are:-

1. Teachers' reputation in the Vidyalaya and local community.
2. Teachers' academic efficiency and desire for its improvement.
3. Teachers' genuine interest in and love for children.
4. Teachers' involvement in the social life of the community.

Teachers/Principals whose names were recommended earlier but not conferred with National Award may be considered again if they are still otherwise found eligible and are duly recommended by the Regional Committee by inviting fresh applications from them.

Normally retired teachers are not eligible for the award but those teachers who have served up to 30th April 2013 may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.

Procedure for Selection

An initial identification would be done for the teachers who are eligible for the award and only after this identification the necessary prescribed forms **Annexure-I** would be given to the said teachers for filling up and final submission. **No documents would be required to be attached with the form by the teachers and in no case the said form shall be thicker than the number of pages printed therein.** The procedure for identification and selection is given as under:-

A) Identification at the Vidyalaya level:

A committee consisting of one Assistant Commissioner of the Regional Office and one Principal from a cluster of Kendriya Vidyalayas shall be formed for each cluster. This committee shall identify the teachers from the schools falling in that cluster who could apply for the award.

For Principals, a committee at the Regional level consisting of the Deputy Commissioner and two Assistant Commissioners would be formed. This committee will identify the Principals who may apply for the award.

Once the identification of teachers and Principals has been done, the proforma of application shall be given only to such identified teachers and principals. The proforma shall contain one blank page also to record whatever achievement he/she would like to present for the purpose of consideration. Beyond this, no document or photocopy shall be attached with the proforma. Concerning Principals, the Deputy Commissioner shall certify the correctness of whatever has been stated by the applicant in the proforma by verification of supporting documents, in case it is felt necessary.

The recommendations of the Chairman, VMC, must invariably be obtained on these applications before they are submitted for consideration by the Regional Selection Committee

B) Selection at the Regional Level:

1.	Deputy Commissioner	Chairman
2.	One Principal of a KV of the region who is a National or Incentive Awardee	Member
3.	An Educationist who is a Member of the Regional Advisory Committee	Member
4.	An Assistant Commissioner	Member-Secretary

The Regional Selection Committee after following the guidelines for recommending names for National Awards as per **Annexure-IV** and shall select two names from each category of the award for submission to the KVS(Hqrs) for final selection. The recommendations of the Regional Selection Committee shall be accompanied by the following documents:-

- a) Minutes of the meeting wherein Selection was made.
- b) Two copies of the proforma along with 2 passport size photographs of the applicant.
- c) Photocopies of the complete ACRs of the previous 5 years.
- d) Citation from Principal/Chairman, VMC/DC whichever is applicable in brief.
- e) Vigilance clearance in separate sheet.
- f) The medical certificate indicating percentage of disabilities issued by the appropriate authority in case of Special Categories nomination.
- g) Copies of **Annexure-V** duly filled and signed separately for each category of Awards. The copies of **Annexure-V** in Excel Sheet must be sent in soft copy through Email (kvs.jcadmn@gmail.com)

The service record and antecedents of the teachers recommended must be carefully verified. A certificate to this effect (**Annexure-III**) duly completed must be signed by the concerned authority.

The recommended teachers from the region must reach the KVS(HQ) by 30th November 2013 positively in a sealed cover with Inscription "RECOMMENDATIONS FOR NATIONAL AWARD" by Registered/Speed post and also through email (kvs.jcadmn@gmail.com)

Yours faithfully,

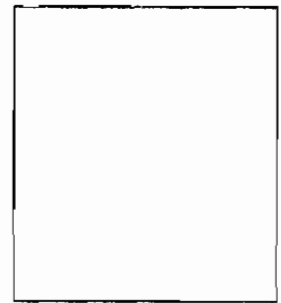
Encl: As above

(S. VIJAYA KUMAR)
JOINT. COMMISSIONER (ADMIN.)

Copy to :

DC(EDP) with the request to upload the circular on KVS Website.

Please Note: One passport size photograph
Duly attested on back side by any Gazetted
Officer should be attached in separate envelope.
The Photograph should not be defaced in any way.



PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Parts A, B, and C are to be filled by the Vidyalaya from sources such as Teacher Diary records of Inspection records kept by the Principal, Examination results of the school, Confidential reports and Service Book, etc. of the teachers, Parts D and E are to be filled in respectively by the Chairman of the Regional 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 No., Telephone No. _____

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 _____

7. District & State : _____

8. Whether belongs to : _____
Special Category i.e. PH

9. Date of birth : _____

10. Age as on 31.3.2013 : _____

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 _____

SERVICE RECORD

Name of the Institution (s)/KVs	Level: Primary/ Secondary etc.	Management Govt. aided or unaided (Please mention KVS)	Total Enrolment	Duration of service with Date, Month and year as on 31.03.2013		Subject(s) Taught	Classes Taught	(i)% of A Grades (For PRTs), (ii) % of 8.0 & above CGPA(For TGTs) (iii) PI (in case of PGTs) (iv) % of 8.0 and above CGPA/ PI of Vidyalaya (for Pr. & VP)	Any other responsibility discharged.
				From	To				

14. Total Experience

	Period	
	From	To
Teaching :		
Administrative :		
Other:		
Total		

PART - B

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 Region to show the progress made in achieving universalisation of elementary education.	
16.	In case of Secondary School Teachers, what has been the dropout rate in the school at Secondary Level in the last five years? What steps has the teacher taken to avoid dropouts?	
17	What has been the teacher's class results in Board Examination? 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 litigations? - Is he/she punctual?	

NB- 75% weight age may be given to the above information while finalizing recommendations.

22	Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give brief note.	
23	What are the types of teaching aids, including mass media, used by the teacher to make class room instruction more interesting?	
24	Does the teacher given 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 schools? Give details.	
27	Has the teacher written any articles, Text - books 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 nor mentioned above.	

PART- C

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

30	Does the teacher command respect among the students?	
31	Is he/she able to maintain discipline among the students?	
32	Does the teacher maintain cordial relations with his/her fellow-teachers and other?	
33	Is he/she held in high esteem by the Community, particularly the parents?	
34	What is the extent of 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 Assistant Commissioner.	

Assistant Commissioner with rubber stamp

PART - D

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE

Chairman of the Regional Committee
i.e. Deputy Commissioner

PART - E

RECOMMENDATIONS BY THE STATE COMMITTEE

Chairman of the State Committee

Kendriya Vidyalaya Sangathan
National Award

CHECK LIST _____

Category _____

ACR/APAR points for last five years.

2009	2010	2011	2012	2013

Name of the Teacher:

Post Held:

Date of Birth :

Name of KV :

Total service in KVS:

1. Result of last 5 years

Year	Classes taught	PASS%	(i) % of 8.0 & above CGPA(For TGTs) (ii) PI (in case of PGTs) (iii) % of 8.0 and above CGPA/ PI of Vidyalaya (for Pr. & VP)

For Primary Classes

Year	Classes taught	No. of students with 'A'Grade	% of students getting A Grades (For

2. **Innovation/Projects/Experimentation**

3. **Awards/Merit Certificates, if any, received in the field**

4. **Publication, if any (Books, articles with name of magazine etc.)**

5. **Participation in other co-curricular activities, Scout & Games, NSS, Sports & Games.**

CONDITIONS OF ELIGIBILITY OF TEACHERS FOR CONSIDERATION FOR NATIONAL AWARD

1. Classroom teachers with at least 15 years regular teaching experience and headmaster with 20 years of regular teaching experience and who are actually working as teachers/ headmasters in recognized primary/middle/high/higher secondary schools only shall be considered. Teachers who are teaching up to class VIII should be considered in the category of Primary School Teachers and those teaching Classes IX - XII are in the category of Secondary School Teacher.
2. Normally retired teachers are not eligible for this award but those teachers who have served a part of the calendar year (at least for four months i.e. up to 30th April in the year to which National Award relates) may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.
3. Teachers whose names were recommended last year or before can be considered again if they are still otherwise eligible and are recommended by the State Govt./Union Territories.
4. Educational Administrators, Inspectors of Education, etc and the staff of training colleges are not eligible for these awards.
5. Only those teachers having 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.

ANNEXURE - III

Certificate to be furnished by the Principal in case of Teachers and by the Chairman, VMC/Deputy Commissioner in case of Principal.

It is certified that Dr/Smt/Shri _____
(Name of the teacher/Principal with Designation)

of Kendriya Vidyalaya _____ has an absolutely
clean record of service and faultless antecedents and that no Vigilance/
Disciplinary enquiries are pending/contemplated against her/him.

Signature with seal i) Principal of the School
in case of Teacher

ii) Chairman, VMC
In case of Principal

Counter Signature
Deputy Commissioner of the Region
(with seal)

GUIDELINES FOR RECOMMENDING NAMES FOR NATIONAL AWARD

- 1. The main considerations for selection of the Teachers/ Principals are**
 - (i) His/ Her reputation in the Vidyalaya and local community.
 - (ii) His/ Her academic efficiency and desire for its improvement.
 - (iii) His/ Her genuine interest in holistic development of Children.
 - (iv) His/ Her involvement and contribution in the social life of the community.
- 2. This is analysed with the help of the following parameters**
 - a. ACR/ APAR of five years 25 Marks
 - b. Contribution 35 Marks
 - c. Recognition 20 Marks – this includes
 - i. National Level 20 Marks
(National Govt, of India or International NGO Awards)
 - ii. State Level 15 Marks
 - iii. Regional Incentive Award 15 Marks
 - iv. District Level 05 Marks (on the basis of Citation)
 - d. Committee 20 Marks

A. RESULTS FOR LAST FIVE YEARS - QUANTITATIVE

FOR PRINCIPAL / VICE-PRINCIPAL / PGT / TGT	Marks to be allotted	Total maximum marks to be awarded
i. If 95%-100% result of Vidyalaya /Subject concerned in all five years	05	05
ii. If 95%-100% result of Vidyalaya /Subject for 04 years and above 90% in one year	04	
iii. If 95%-100% result of Vidyalaya /Subject for 03 years and above 90% in two years	03	
iv. If 95%-100% result of Vidyalaya /Subject for 02 years and above 90% in three years	02	
v. If 95%-100% result of Vidyalaya /Subject for 01 years and above 90% in four years	01	
vi. If result of Vidyalaya /Subject below 90% in all years.	00	
B. RESULTS FOR LAST FIVE YEARS – QUALITATIVE		
FOR PGTS /VP/Principal		
i. PI 60 and above last five years.	05	05
ii. PI 60 and above in four out of last five years.	04	
iii. PI 60 and above in three out of last five years.	03	
iv. PI 60 and above in two out of last five years.	02	
v. PI 60 and above in one out of last five years.	01	
vi. If PI less than 60 all five years	00	
TGTs		
i. 25% students getting 90% & above/ A1 in three of five years.	05	05
ii. 20% students getting 90% & above/ A1 in three of five years.	04	
iii. 15% students getting 90% & above/ A1 in three of five years.	03	
iv. 10% students getting 90% & above/ A1 in three of five years.	02	
v. 05% students getting 90% & above/ A1 in three of five years.	01	
C. Frequency of Participation in training programmes/ contribution to various training/in-service courses as a resource person	05	05
D. Innovative experiments/Projects taken in the curricular / co-curricular areas	05	05

E. Development and use of teaching and technology aids/ use of computers for teaching/Special attention to gifted/weak/ children with special needs	05	05
F. Contribution in administrative work & achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities	05	05
G. Publication (Research papers/Articles in international/national journals, Books, Vidyalaya Patrika etc.) in the last 5 years		05
i) National Level	05	
ii) State Level	03	
iii) Vidyalaya level	02	
H. RECOGNITION		
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	20	
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS	15	20
(iii) Regional Incentive Award	15	
(iv) District Level	05	
I. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para -I	20	20
J. ACRs/ APAR of last five Years	25	25
TOTAL (A TO J)		100

<u>FOR PRIMARY TEACHERS: -</u>	Marks to be allotted	Total maximum marks to be awarded
a. Concrete steps taken to improve the quality of teaching at Primary level	05	05
b. Results for last five years		
i. If 70% and above students get A grade in all five years	05	
ii. If 70% and above students get A grade for four years	04	
iii. If 70% and above students get A grade for three years	03	
iv. If 70% and above students get A grade for two years	02	05
v. If 70% and above students get A grade for one year	01	
vi. If students getting A grade is less than 70 %	00	
c. Frequency of Participation in training programmes/contribution to various training/in-service courses as a resource person	05	05
d. Innovative experiments/Projects taken in the curricular / co-curricular areas	05	05
e. Development and use of teaching and technology aids/ use of computers for teaching	05	05
f. Contribution in administrative work & achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities	05	05
g. Publication (Research papers/Articles in international/national journals, Books, Vidyalaya Patrika etc.) in the last 5 years		05
i) National level	05	
ii) State level	03	
iii) Vidyalaya level	02	
h. RECOGNITION		20

(i) National level (National Govt. of India or any International NGO Award including Innovation & Experimentation award & ICT award by NCERT)	20	
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS)	15	
(iii) Regional Incentive Award	15	
(iv) District Level	05	
i. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para – I	20	20
j. ACRs/ APAR of last five Years	25	25
TOTAL (A TO J)		100

<u>FOR MISCELLANEOUS CATEGORY TEACHERS: -</u>	Marks to be allotted	Total maximum marks to be awarded
a. Frequency of Participation in Training Programmes/Contribution to various Training Service Courses as a resource person	05	05
b. Innovative experiments/Projects taken in the Curricular / Co-Curricular Areas	05	05
c. Development and use of teaching and Technology Aids/ use of Computers for teaching	05	05
d. Contribution and achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities	15	15
e. Publication (Research papers/Articles in international/national journals, Books etc./ Editor of Vidyalaya Patrika.		05
i) National level	05	
ii) State level	03	
iii) Vidyalaya level	02	
f. Recognition		
(i) National level (National Govt. of India or any International NGO Awards)	20	
(ii) State Level	15	20
(iii) Regional Incentive Award	15	
(iv) Vidyalaya Level	05	
g. Committee: The Committee constituted for recommending names for award will allot marks on the basis of overall Performance and Reputation of Teacher considering four parameters mentioned at Para – I	20	20
h. ACRs/ APAR of last five Years.	25	25
TOTAL (A TO H)		100

Note: - The screening committee constituted at cluster/ regional level for recommending the names of Principals/ Vice-Principal/ Teachers for the award should ensure that above guidelines are strictly followed while selection.

