| Please note :- Two passport size photographs duly attested on back side by Principal/Chairman Governing Body/Management Committee be enclosed in a separate envelope. The photographs should not be defaced in any way. |
|---|---|
| Passport size Photograph to be pasted duly attested by Principal/Chairman Governing Body/Management Committee |

**PROFORMA FOR RECOMMENDING A TEACHER/PRINCIPAL FOR NATIONAL AWARD**

Parts A, B and C are to be filled in by the Principal (in case of teachers) and by the Chairman Governing Body/Management Committee (in case of Principals) from sources such as Teacher’s Diary, records of inspection, records kept by the Principal, examination results of the school, confidential reports and service books etc. of the teachers.

**Particulars of the Teacher/Principal**

**PART-A**

1. Name (in Block Letters) 
   
2. Designation 
   
3. School Address 

   
   
   
   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

   

     1
4. Date of Birth

5. Present Age

6. Date of superannuation

7. If superannuated, please clarify whether extension has been given by the competent Authority with supporting documents.

8. Sex

9. Marital Status

10. Complete Residential address

11. Complete Permanent address

12. Whether the school is Primary / Secondary/ Sr. Secondary
### Academic Qualifications

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>University/Board/Dept.</th>
<th>Year</th>
<th>% of marks obtained</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
14. Total service with
   Date of joining as teacher
   
   : Total Service: ...... years ...... months
   Date of Joining:..............................

<table>
<thead>
<tr>
<th>SERVICE RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the School</td>
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<tr>
<td>(1)</td>
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</table>
15. Total Experience
(Mention teaching experience of recognized schools only)

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
<td>From</td>
<td>To</td>
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</table>

Teaching :

Administrative :

Other :

Total :

*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

I

16. Has the teacher mobilised any quantifiable community resources for the physical development of the School? If so, give details.

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

18. The following information may specifically be given:

- does he/she indulge in tuitions?
- is he/she in the habit of submitting complaints and indulging in litigations?
- does he/she indulge in political/trade union activities?
- is he/she punctual
19. Has the teacher undertaken any innovative practice/experimentation for greater impact of his/her teaching on the students?
   If so, give a brief note in the following areas:

   (a) Classroom instructions

   (b) Laboratory/Library work

   (c) Assessment & Evaluation

   (d) Administrative work

20. Which teaching learning practices have been adopted and what are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?

21. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
Has the teacher participated in any in-service training programmes, workshops, etc. or acted as Resource Person? If so, give details of the last five years.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Year</th>
<th>Name of the course</th>
<th>Duration</th>
<th>Capacity as participant / Resource Person</th>
<th>Remarks</th>
</tr>
</thead>
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</table>
23. Does the teacher take active interest in organizing co-curricular or extra curricular activities in the school? Give details (NCC, Scouts & Guides etc).

24. Has the teacher written articles, text books etc? If so, give details.

25. Has the teacher received any Recognition, Award or Prize from School, Community or Government during the last 10 years? If so, give particulars.

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>The Institution which Awarded</th>
<th>Year of Award</th>
<th>Field of recognition</th>
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8
26. Any other significant achievement
/contribution not mentioned above

27. Self assessment/appraisal of the
   Teacher/Principal to be attached.

Additional Information to be given in case of Principal (Points 28 to 34)

28. Has the Principal introduced any
    innovative ideas for raising the quality
    of education in the school? (attach
    abstracts).

29. Does the Principal invite the parents for
    their co-operation for academic
    development? If yes, the details thereof.

30. Does the Principal take interest in
    maintenance of school building and
    beautification of campus? If so, please
    give details.

31. Are activities like Annual Day,
    Sports Day, Clubs (nature, science,
    reader), value based education etc. being
    organized? If so, give details.

32. Is guidance provided to the teachers
    in professional development?
    Does he/she encourage the teachers as
    well as students for experimentation /
    innovations?
33. What goal/targets are set in academics/sports and games/other activities and what are the achievements?

34. Has any project been undertaken during the last three years at school level? If yes give details.

PART-C

Remarks about the Teacher/Principal based on the assessment of her/his superiors on three point scale viz. Outstanding/Very Good/Good

35. Does the teacher command respect among the students?

36. Is she/he able to maintain discipline among the students?

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

38. Is she/he held in high esteem by the community, particularly the parents?

39. What is the extent of participation of the teacher in activities of parent-teacher association etc., if any?

40. General overall assessment by the Head of the Institution/Chairman of the Managing Committee of the school.
In the case of a Principal
Signed by the Chairman /Manager
Managing Committee of the school
Signature with
Name and Office Seal
Tel. No. (O)
(R)
Fax No. :
E-mail

In the case of a teacher
Signed by the Principal of the School
Signature with
Name and Office Seal
Tel. No. (O)
(R)
Fax No. :
E-mail

Recommendation of the Regional Committee (with a copy of the minutes of the meeting)

Signature
Regional Head nominated
By the Head of Organization/

Recommendation of the Central Award Committee.

Signature
Chairman
Annexure - I

Certificate to be furnished by the Principal in case of Teachers/Chairman Management Committee or Governing Body in case of Principal.

It is certified that Dr/Smt/Shri.................................................................
(Name of the Teacher/Principal with designation)

of.................................................................

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

Counter signature on behalf of the
Council for the Indian School
Certificate Examinations
(Enclosures to be submitted along with the application in duplicate)

1. 2 copies of the prescribed proforma duly filled in and complete in all respect.

2. Certificate regarding clean record of service and faultless antecedents and that no vigilance/disciplinary proceedings departmental or otherwise are pending against the teacher in the last 15 years for teachers and 10 years for Principals. (Annexure 1 specimen attached)

3. Two passport size photographs in a separate envelope duly attested on the backside by the Principal/Chairman. The photographs should not be defaced.

Date: