

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDYALAYA, TIMARPUR: DELHI**

No.F.DE.23 (35)/State Award/Wel. /2015/43-55

Dated: 07/05/15

STATE TEACHERS' AWARD – 2015
GUIDELINES

A great teacher & philosopher Dr. Radha Krishnan's (former President of India) birthday is celebrated as Teachers' Day every year on 5th September. It would be a proud privilege to salute & honour the teachers for their dedication and remarkable work who break down the barriers to reach into the souls of the students with love, devotion and care.

The teachers working in Govt. / Govt. Aided / Recognized Unaided Private /MCD/NDMC/Delhi Cantonment Board (DCB) Schools are eligible to apply. The selected teachers are **rewarded with a cash award of Rs. 25000/- A Citation, A Silver Medal and A Shawl. There are 59 awards for teachers and 01 award for librarian.**

• **ELIGIBILITY CRITERIA :-**

- All Teachers of Primary, Middle, Secondary & Senior Secondary Schools of GNCT of Delhi/Govt. Aided/Recognized Unaided Private/MCD/NDMC/DCB schools who have completed at least 15 years of continuous & regular service as teacher by 31st March, 2015 including 5 years and more service in the Educational Institution in NCT of Delhi can apply.
- The teachers who have got Indira Award can apply for State Teachers Award only after a gap of five (05) years.
- The HOS (Principal/Vice Principal), who have got Indira Award for Teacher Category 'B' &/or best school at zonal, district, or state level can apply for State Teacher Award after a gap of five years.
- Teachers whose names were recommended last year or before, but did not get the award can apply again.

- Educational Administrators are not eligible for this award. However, Principals/Vice Principals are eligible.
- Contract Teachers / Guest Teachers are not eligible.
- Re-employed teachers/Re-employed Vice Principals or Principals are not eligible.
- The teachers, Vice Principals or Principals who have retired on or after 31st March 2015 (full academic session i.e. 2014-15) are eligible.

For Vice-Principal :-

- The Vice-Principal must have held independent charge of school for at least three years out of last five years. If not he/she can apply under the category of teachers.

✚ **The result should not be less than 90 %.**

- **SELECTION PROCEDURE**

Main considerations that should guide the selection of teachers at various levels: -

1. Academic efficiency and efforts for adoption of technical and innovative methodology in bringing the scholastic improvement.
2. Contribution and enthusiastic participation in school activities and improvement in school programmes.
3. Imparting Value Education.
4. Promoting general awareness regarding health and environment.
5. Enhancing motivation for the improvement of social life of the community.

The applicant will be evaluated in the category where he/she has worked for three & more years during last five years.

The Director of Education has the right to shift any award in other category if the applications received are inadequate in number in a particular category.

- **RECOMMENDATION PROCEDURE :-**

The application must be **on prescribed proforma only**, mentioning page numbers for each and every point in the index including all documents/annexure clearly.

The application in r/o **Teachers and librarians** will be recommended by the Head of the Schools. The HOS should ensure that all the columns in the proforma are duly filled-in. The information filled-in should be verified from teachers diary, inspection report, annual result of the school and the service book of the applicant etc.

The DEO/EO must ensure that every page of proforma alongwith certificates and proofs are certified by HOS. The DEO/EO will C/S all application after verification of all documents and annexures.

The application in r/o Principals/Vice-Principals will be recommended by the DEO/EO. The DEO/EO should ensure that all columns of the proforma are duly filled-in. The information filled-in should be checked & verified from inspection register, copy of order book, other records maintained by the Principal/Vice Principal for smooth functioning of the school, annual result and service book of the applicant etc.

The DDE must ensure that every page of proforma alongwith certificates and proofs are certified by DEO/EO/Equivalent Officer of MCD/NDMC/DCB. The District DDEs will check and verify all documents.

An awardee teacher is not entitled to extension of service under Rule 110 of D.S.E.A.R 1973.

Performa '**A**' for HOS , '**B**' for Teachers, '**C**' for Music Teachers, '**D**' for Drawing Teachers and '**E**' for Librarian is applicable.

- **DISTRICT LEVEL COMMITTEE** :- Each DDE will constitute a committee to evaluate and scrutinize the applications according to the marking scheme (will be provided later on).

The constitution of the District Level Committee is as under:-

D.D.E. of the District	Chairperson
E.O. of the District concerned	Member
E.O. of the District concerned	Member
D.D.E. or Equivalent officer of concern MCD zone	Member
D.D.E. or Equivalent officer of concern NDMC zone	Member
D.D.E or Equivalent officer of concern DCB	Member

(The District DDE will include the member of NDMC, MCD and DCB whosoever falls in their District area).

The Director of Education of M.C.D, N.D.M.C & C.E.O. of Delhi Cantonment Board will send their files, duly recommended, directly to the concerned office of the Deputy Director of Education, Govt. of NCT of Delhi along with a nomination of one committee member for evaluation of applications on or before the last date of submission.

- **THE FILE MUST NOT CONTAIN MORE THAN 50 PAGES (A4 size)** including annexure (except copy of result gazette). The copy of Annual result /Gazette must be enclosed with proforma. **The file containing more than 50 pages (A4 size) are not to be considered at District DDE level and are not to be accepted by District Level Committee.**

- **The bench mark is 60%**, District DDEs will send only those files through RDE concerned where the teacher got 60% and above marks. / 75% & above marks for RPVV.

For files, **received from RPVV**, the DEO/EO will send the files to DDE,

- (RPVV) for evaluation. **The bench mark for RPVVs is 75%**. DDE RPVV will send only those files through Addl DE RPVV where the teacher got 75% & above marks.

The application along with evaluation sheet, recommended by District level Committee and Recommended by the Regional Director concern/Addl DE RPVV to be sent to Welfare Branch by District DDEs & DDE RPVV **on or before the last date of submission.** If the application is not recommended at any level, it will be deemed rejected at the level of District Level Committee.

The **State Level Committee** constituted by the Director of Education at the Head Quarter Level shall recommend the names for the final selection.

- **VIGILANCE CLEARANCE CERTIFICATE :-**

- ❖ Vigilance Clearance Certificate should be attached at District level in all eligible cases. The District Level Committee will be required to forward only those cases which are cleared from vigilance angle.
- ❖ In case of Principal and Vice Principal, the District DDEs must furnish the Vigilance Clearance report of GOC (H.Q.) and DOV along with District Vigilance Report, issued only for the purpose of State Teachers Award – 2015.
- ❖ In case of teachers/Principals/Vice Principals of Govt. Aided /Recognized Un-aided schools, the vigilance clearance certificate is to be furnished by the chairman/manager of the school, duly c/s by the DEO/EO, along with a certificate of continuous & regular service of fifteen years in a recognized Govt. Aided/Un-aided school furnished by chairman/manager of the school & duly c/s by DEO/EO of the concerned District.

- **GUIDELINES FOR ACADEMIC PERFORMANCE :-**


- ✚ The no. of students appeared in Examination in a year should not be less than 35 for TGT, 20 for PGT.

- ✚ For assistance teacher the number of students in class KG/Nursery and Ist should not be less than 25. For classes IInd to Vth the number of students should not be less than 30.
- ✚ The no. of students appeared in Examination in a year should not be less than 35 in the highest class of the school for HOS.
- ✚ Only pre-compartment result will be considered. The application will be rejected in case of mentioning the post-compartment result.
- ✚ Copy of Gazette/Annual result duly verified by Examination Incharge, certified by HOS and C/S by DEO/EO/Equivalent Officer of NDMC/MCD/DCB for teachers and DDE/Equivalent Officer of NDMC/MCD/DCB for Principal/Vice Principal on each page is required.
- ✚ Result of Summative Assessment (SA) only is to be furnished up to Sec. level in all points related to result.
- ✚ **For HOS :-** Overall result of the highest class of the school is to be furnished (upto secondary level, the Result of Summative Assessment (SA) only to be furnished).
- ✚ **For TEACHERS:- Consolidated result of all sections of the highest class taught by the teacher is to be furnished.** If the result is upto secondary level, the Result of Summative Assessment (SA) only to be furnished.
- **CO-CURRICULAR ACTIVITIES :-** In case of participation of students/teachers is in more than one activity, the certificate of highest level achievement, for each year, only is to be furnished.

The applicant must certified all information furnished by him/her in the prescribed proforma.

• **SUBMISSION PROCEDURE :-**

- ❖ Last date of submission of applications in the office of E.O. of DOE/Equivalent officer of DCB/MCD/NDMC concerned is **08/07/2015 upto 3.00 pm.**
- ❖ Last date of submission of applications in the office of District DDEs/DDE RPVV concerned is **13/07/2015.**
- ❖ Last date of sending applications in the office of RDEs concerned for recommendation is **22/07/2015.**
- ❖ Last date of sending applications by District DDE to Welfare Branch is **28/07/2015 upto 3.00 pm.**


(DR. SUNITA SHUKLA KAUSHIK)
ADDL. DE (SCH/WELFARE)


Encl: (Performa for HOS, Teachers, Music Tr., Drawing Tr. & Librarian)

No.F.DE.23 (35)/State Award/Wel. /2015/43-55

Dated: 07/05/15

Copy to: -

1. All RDEs/DDEs/EOs through MIS.
2. All H.O.S. of Govt., Govt. Aided, Recognized Unaided Schools through MIS.
3. Director Education, South M.C.D, Civic Centre, Minto Road, N.Delhi.
4. Director Education, North M.C.D, Civic Centre, Minto Road, N.Delhi.
5. Director Education, East M.C.D, 419, Patpar Ganj Ind. Area D-92.
6. Director Education, N.D.M.C, Palika Kendra, New Delhi.
7. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt; Delhi.
8. P.S. to Pr. Secretary Education for information.
9. P.S. to Director Education for information.
10. P.A. to Addl. D.E. (Schools) for information.
11. O.S. (I.T) to kindly paste on the website of the Department of the above said letter alongwith Proformas.


(KAMLESH BAINS)
DDE (WELFARE)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDAYALYA, TIMARPUR DELHI – 110054**

STATE TEACHERS AWARD – 2015

PRINCIPAL/VICE-PRINCIPAL (HOS) (PROFORMA - A)

READ GUIDELINES BEFORE FILLING UP THE PROFORMA.

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH
DULY SELF ATTESTED ON THE BACK SIDE
IN A SEPARATE ENVELOPE. THIS
PHOTOGRAPH SHOULD NOT BE DEFACED.

Paste one
self
attested
photograph

Name of HOS (in Block Letters):

Employee Code:

Designation :

Last five years service details of HOS :

Holding Independent charge						Working under HOS					
From			To			From			To		
Date	Month	Year	Date	Month	Year	Date	Month	Year	Date	Month	Year
Total Period =						Total Period =					

Gender:

Date of Birth:

Address of the School with ID:

Telephone No. of School :

Date of Initial Appointment:

1. Particulars of Experience in chronological order :-

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

2. Date of Superannuation:

3. Educational Qualification:

- a. At the time of joining:
- b. At Present:

4. Total No. of Students and Drop outs in last three years, Page No. _____

YEAR	Enrolment as on 31 ST August (a)	Enrolment as on 31 ST March (b)	No. of Drop out ©	% of Drop out (d)
2011-12				
2012-13				
2013-14				

5. Streams at Sr. Sec. Level for the year 2014-15: Page No. _____

NAME OF STREAM	NO. OF STUDENTS

6. Overall result of the highest class of the school (Before Compartment) :-
In case of Vice-Principal result of the highest class taught is to be furnished for the year/years worked under HOS.
(Upto class X Summative Assessment only)(Attach proof). Page No. _____

Year	Class	Total Students Appeared	No. of Students Passed	PASS %
2010-11				
2011-12				
2012-13				
2013-14				
2014-15				

7. For Schools upto secondary level :-

- (A) Particulars of students who secured 10 CGPA (without star) in the highest class in 2014-15 (excluding additional subject) (highlighted with **blue** colour) Page No. _____

Sl. No.	Class	Name of Student	Date of Birth	Roll No.	Subject

- (B) Total No. of students who secured A1+ A2 grade in the highest class up to Sec. level in the year 2014-15 (excluding additional Subject) (highlighted with **green** colour). Page No. _____

Class	Total Appeared	No. of student Getting (A1 + A2)

OR

For Sr. Sec Schools :-

(A) No. of students who secured 90% & above marks in aggregate in the highest class in the year 2014-15 (excluding additional subject) (highlighted with **blue** colour).

Page No. _____

Sl. No.	Class	Total No. of Students appeared	Total No. of Students got 90% and above marks	% of Students got 90% and above marks

(B) Details of Students awarded Certificate of Merit/ Scholarship of Rs. 1 lacs by CBSE in the year 2014-15 (attach Certificate/proof) **Page No.** _____

8. Continuous Improvement of Result of the highest class during last 3 years.

Year	Class	Upto Sec. level (Result of S.A. only.)	For Sr. Sec. result (Before compartment)
2012-13			
2013-14			
2014-15			

9. Participation in Curricular/Co-curricular activities for the year 2013-14 & 2014-15. (Cultural / Sports /Yoga//Mental Maths/Science/ population education etc.) (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization) (Attach a copy of certificate of the highest level achievement for each year).

YEAR	NAME OF ACTIVITY	ZONAL LEVEL	DISTT. LEVEL	STATE/ NATIONAL LEVEL	Page No. of certificate attached
2013-14					
2014-15					

10. Activities undertaken for **Community Services** in last two years (**one** activity for each year) :- Scouts, Guides, NSS, NCC, Cubs & Bulbuls etc.) (Attach copy of certificate/proof).

Page No. _____

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

11. (A) Efforts to save Environment through Eco Club activities, Disaster Management, Fire Safety etc, in last two years (attach copy of order /certificate/ proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

(B) Efforts to save Health by promoting IEDSS, CWSN, CNSY, any other Health Scheme of the Department etc. in last two years (attach copy of order /certificate/ proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

12. School Building and Basic Amenities: (Duly certified by the DEO/E.O. after inspection of school and C/S by D.D.E. for each point) (attach copy inspection report)

- a. Availability of Drinking Water, facility of Water Cooler and Water purifier :(If functional) **Page No.** _____
- b. Electricity and Sufficient lighting arrangement in Class Rooms, Corridors, Toilets etc. **Page No.** _____
- c. Proper and sufficient seating arrangement for students. **Page No.** _____
- d. Toilets – Maintenance and Cleanliness and Provision of Ramps and Toilets for Differently abled: **Page No.** _____
- e. Boundary Wall : **Page No.** _____
- f. Rain Water Harvesting (functional) **Page No.** _____

13. Use of Infrastructure Facilities and their Maintenance. (Duly certified by the DEO/E.O. after inspection of school and C/S by D.D.E. for each point)

- a. Library: (Online entries of books) **Page No.** _____
- b. Laboratories **Page No.** _____
- c. Play Ground and Sports Material **Page No.** _____
- d. Audio-Visual Aid/Public Address System **Page No.** _____
- e. CCTV **Page No.** _____
- f. Condemnation of Old Stock during 2014-15 **Page No.** _____

14. Participation of the school as Venue Incharge in the following activities during last two years.

Youth Parliament/ Mental Math/ Science activities/ Population Education/ Sports and Cultural activities/ Zonal, District and State level competitions Organised by DOE/MCD /NDMC/DCB/any other govt. organization in last two year. (Attach certificate/copy of order/proof).

Page No. _____

15. Particulars of Professional Growth during last two years:

Particulars of Conferences/Work Shops (CBSE , NCERT, Dte. of Edn., MCD,SSA - Support material, Value based questions, Problem Solving Assessment (PSA) Worksheet, Sample Paper, Blue Print & Analysis of Question Paper, Bifurcation of Syllabus.

Resource Person in seminars conducted by SCERT,NCERT, MCD,SSA . (Attach Certificate/copy of order.)

Page No. _____

16. Name & Designation of Teachers of the school who got State Teachers Award/ Indira Award /Nigam Award/NDMC Award during last two year (Attach certificates)

Page No. _____

17. Particular of student/students of the school who got Award for academic excellence by DOE /CBSE/MCD/NDMC/DCB/ during last two years (Attach certificates).

Page No. _____

18. Particulars of the students of the school who got admission in Medical science / Engineering and other Professional Courses/ got employment after vocational courses/got admission in RPVV & Navodaya Vidyalayas (for schools upto Sec. level) during last two year (attach proof) **Page No.** _____

Sl. No.	Roll No.	Name of the student	Name of the Course/Designation	Name of the College/school/Institution/Department

It is certified that all the above information furnished by me is correct.

(Signature of the applicant)

Recommendation of the DEO/EO/Equivalent Officer of MCD/NDMC/DCB with rubber-stamp.

(Signature of DEO/E.O. /equivalent officer)

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for the State Teachers Award – 2015. It is certified that the Principal/V-Principal recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

**Deputy Director of Education (District)
With Rubber Stamp**

Recommendation of the Regional Director of Education.

**Regional Director of Education (Region)
With Rubber Stamp**

Note :-

- **Application should be complete in all respect. Incomplete application will not be considered.**
- **All pages should be self attested by the applicant and C/S by the DEO/EO/Equivalent Officer DOE /MCD/NDMC/DCB with rubber-stamp.**
- **Result also be verified by the Examination In-charge of the school.**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDYALAYA, TIMARPUR, DELHI**

STATE TEACHERS AWARD - 2015

TEACHERS (PERFORMA - B)

READ GUIDELINES BEFORE FILLING UP THE PROFORMA

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH
DULY ATTESTED ON THE BACK SIDE BY
THE HOS IN A SEPARATE ENVELOPE. THIS
PHOTOGRAPH SHOULD NOT BE DEFACED.

Paste one
self attested
photograph

Name of Teacher/ Vice Principal (in Block Letters):

Employee Code:

Designation:

Gender:

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

1. Particulars of Experience in chronological order :-

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

2. Date of superannuation:-

3. Educational Qualification:-

- a. At the time of joining:
- b. At Present:

4. OVERALL RESULT of the highest class taught (Before Compartment) (Upto class X Summative Assessment only) (Attach copy of gazette/result). (Page No. ____)

Weight-age of Marks in the subject:-

Theory :- _____. **Practical:-** _____.

Year	Class	Total Students Appeared	No. of Students Passed	PASS %
2010-11				
2011-12				
2012-13				
2013-14				
2014-15				

Note: - Attach copy of Result/Gazette, highlighted with Blue Colour for 10 CGPA/100 marks. For A1 & A2 Grade/75% & above marks highlighted with Yellow Colour

5. Continuous positive improvement of result (Before compartment) during the last 3 years. (attach proof) (Page No. ____)

Year	Class	Upto Class X (S.A. result only)	Overall result of the Highest Class taught at Sr. Sec. level.
2011-12			
2012-13			
2013-14			
2014-15			

6. For Sr. Sec Level: (Result of the highest class taught is to be filled)

- No. of students who secured 90 & above marks in his/her subject during last 5 years

For up to Sec. Level (S.A. Result Only) : Result of highest class taught is to be filled.

- No. of students who secured A1 grade in his/her subject during last five years
(Page No. _____)

Year	Class	Subject	Total appeared students	No. of Students secured 90 & above marks / A1 Grade
2010-11				
2011-12				
2012-13				
2013-14				
2014-15				

**7. For Sr. Sec. level : (Overall result of highest class taught is to be filled)
(Page No. _____)**

Year	Class	Subject	Result %	Total no. of students appeared	No. of students who secured 80 % and above marks	% of students who secured 80 % and above marks
2010-11						
2011-12						
2012-13						
2013-14						
2014-15						

For upto Sec. Level :- : (Overall result of highest class taught is to be filled) (Page No.____)

- Particulars of 100% result of the teacher in annual examination with no. of students secured (A1 + A2) **(SA only)** in his/her subject during last five years. (Attach proof).

Year	Class	Subject	Total no. of students		Total no. of students who secured A1 + A2 Grades in SA	% of students secured (A1+A2) grades
			Appear ed	Pass % in SA - Board/Annual Exam		
2010-11						
2011-12						
2012-13						
2013-14						
2014-15						

8. Overall result of highest class taught in 2014-15 is to be filled :

Result for Sr. Sec. level

(Page No.____)

Class	Subject	No. of Students Appeared	No. of students who secured 95% & above marks

For result upto secondary level (For SA only)

(Page No.____)

Class	Subject	No. of Students Appeared	No. of students who secured A1 Grade	% of Students who Secured A1 Grade

- 9. Participation of Students** in Co-curricular activities for the year 2014-15. (Cultural / Sports /Yoga//Mental Maths/Science, population education etc.) Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization.

YEAR	NAME OF ACTIVITY	ZONAL LEVEL	DISTT. LEVEL	STATE/ NATIONAL LEVEL	Page No. of certificate attached
2014-15					

(In case of participation of student/students is in more than one activity, Attach a copy of Certificate/copy of order of the highest level activity only.)

- 10. Participation of the teacher** in co-curricular activities during the academic session 2014-15. (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization).

YEAR	NAME OF ACTIVITY	ZONAL LEVEL	DISTT. LEVEL	STATE/ NATIONAL LEVEL	Page No. of certificate /Proof attached
2014-15					

(In case of participation of teacher is in more than one activity, Attach a copy of Certificate of the highest level activity only.)

- 11. Activities** undertaken for **Community Services** in last two years (**one** activity for each year) :- Scouts, Guides, NSS, NCC, Cubs & Bulbuls etc.) (Attach copy of certificate/proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

- 12. (A) Efforts to save Environment** through Eco Club activities, Disaster Management, Fire Safety etc, in last two years (attach copy of order /certificate/proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

(B) Efforts to save Health by promoting IEDSS, CWSN, CNSY, any other Health Scheme of the Department etc. in last two years (attach copy of order /certificate/proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

13. Innovative teaching aids/methods used in enhancing quality of teaching, Published works in a Journal of repute during the last two years) (Attach proof.) **(Page No.____)**

14. Particulars of Professional growth. **(One activity for one year** during last three years) Attach proof. **(Page No.____)**

Particulars of Conferences / Work Shops (CBSE, NCERT, Dte. of Edn. – Support material, Value based questions, Problem solving assessment (PSA), Worksheet, Sample Paper, Blue Print & Analysis of Question Paper, Bifurcation of Syllabus), resource person in seminars conducted by SCERT/NCERT . (Attach proof).

15. The charges held in last three years : Mid Day Meal, Examination, Admission, Welfare Scheme, VKS, RTI etc. (Attach certificates/copy of orders) **(Page No.____)**

It is certified that all the above information furnished by me is correct.

(Signature of the applicant)

Recommendation of the Head of School with rubber-stamp in case of **Teacher** duly C/S by DEO/E.O. /**equivalent officer of concerned MCD Zone/NDMC /DCB.**

(Signature of HOS)

(C/S by DEO/E.O. /equivalent officer)

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for The State Teachers Award – 2015. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

**Deputy Director of Education (District)
With Rubber Stamp**

Recommendation of the Regional Director of Education.

**Regional Director of Education (Region)
With Rubber Stamp**

Note: -

- **Application should be complete in all respect. Incomplete application will not be considered.**
- **All pages should be self attested by the applicant and C/S by the DEO/EO/Equivalent Officer DOE /MCD/NDMC/DCB with rubber-stamp.**
- **Result also be verified by the Examination In-charge of the school.**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDYALAYA, TIMARPUR, DELHI**

STATE TEACHERS AWARD – 2015

MUSIC TEACHER (PERFORMA- C)

READ GUIDELINES BEFORE FILING UP THE PROFORMA

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH DULY ATTESTED ON THE BACK SIDE BY THE HOS IN A SEPARATE ENVELOPE. THIS PHOTOGRAPH SHOULD NOT BE DEFACED.

Paste one self attested photograph

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Gender:

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

Particulars of Experience in chronological order :-

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

Part – A Result :-

1. OVERALL RESULT (BEFORE COMPARTMENT) OF THE HIGHEST CLASS TAUGHT (Upto class X SA Only) : Page No. _____

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2010-11					
2011-12					
2012-13					
2013-14					
2014-15					

2. Highest class taught upto Sec. level :- Number of students secured Grades A1 in a subject in Annual Exam. 2014-15. **Page No. _____**

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of Students securing A1 Grade	% of Students securing A1 Grade

Highest class upto Sr. Secondary level - Number of students secured 95 & above marks in a subject in Annual Exam. 2014-15 taught by the teacher .

Page No. _____

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of Students securing 95 & above marks	% of Students securing 95 & above marks

PartB : Student Activities :-

3. Achievements of students in co-curricular activities/competitions in last two years in his/her subject (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization).

(In case of participation of student/students is in more than one activity, attach copy of Certificate of highest level achievement only for each year.)

(a) Position at Zonal level: - Page no. of Certificate attached: - _____

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(b) Position at District level :- Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(c) Participation/Position at State level:- Page no. of Certificate attached :- _____

S.No	Year	Activity/ Event	Organized by	Name of the Participant/ Participants	class	Participation /Position

4. Any programme presented by Student/Students on Television / Radio at least once in the last two years (Attach proof & certified by HOS). **Page no.** _____

5. Any act performed by Student/Students to bring positive social reforms /changes. At least once in the last two years. (Attach proof & certified by HOS). **Page no.** _____

Part C : Teacher Activities :-

6. Participation and achievement of Teacher in co-curricular activities/competitions in last three years. (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization) **Page no.** _____

(In case of participation of student/students is in more than one activity, attach copy of Certificate of highest level achievement only for each year.)

7. Lyrics or Songs composed by the teacher in the form of cassette or CD along with hard copy during last two years. (attach proof certified by HOS). **Page no.** _____

8. Preparation of Item with the teacher's own composed Ideas and performed by students during last two years. (Attach brief write-up with proof) (certified by HOS). **Page no.** _____

9. Mention any choir group of students formed by the teacher during last two years. Give particular of students i.e. name, ID, Class & section (Duly certified by the HOS and C/S by EO/DEO after inspection of school) **Page no.** _____

i. District

ii. State

10. Name the languages other than Hindi, the teacher can sing. **Page no.** _____
(Duly certified by the HOS and C/S by EO/DEO after inspection of school)

11. Name the Instruments the teacher is able to play. **Page no.** _____
(Duly certified by the HOS and C/S by EO/DEO after inspection of school)

12. Name the forms of the dance the teacher has prepared the students to perform during last two years. (Certified by HOS). (Attach proof). **Page no.** _____

13. **Activities** undertaken for **Community Services** in last two years (**one** activity for each year) :- Scouts, Guides, NSS, NCC, Cubs & Bulbuls etc.) (Attach copy of certificate/proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

Page no. _____

14. **(A) Efforts to save Environment** through Eco Club activities, Disaster Management, Fire Safety etc, in last two years (attach copy of order /certificate/ Proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

(B) Efforts to save Health by promoting IEDSS, CWSN, CNSY, any other Health Scheme of the Department etc. in last two years (attach copy of order /certificate/Proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

- 15.** Innovative teaching aid/method used in enhancing quality of teaching, Published work in a Journal of repute during last two years. (Attach proof).
Page no. _____
- 16.** Other charges : Mid Day Meal, Examination, welfare scheme, VKS, RTI etc held during last two years.
Page no. _____

It is certified that all the above information furnished by me is correct.

(Signature of the applicant)

Recommendation of the Head of School with rubber-stamp in case of **Teacher** duly C/S by DEO/E.O. /**equivalent officer of concerned MCD Zone/NDMC /DCB.**

(Signature of HOS)

(C/S by DEO/E.O. /equivalent officer)

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for State Teachers Award – 2015. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

**Deputy Director of Education (District)
With Rubber Stamp**

Recommendation of the Regional Director of Education (Concerned).

**Regional Director of Education
With Rubber Stamp**

Note: -

- **Application should be complete in all respect. Incomplete application will not be considered.**
- **All pages should be self attested by the applicant and C/S by the DEO/EO/Equivalent Officer DOE /MCD/NDMC/DCB with rubber-stamp.**
- **Result also be verified by the Examination In-charge of the school.**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDYALAYA, TIMARPUR, DELHI**

STATE TEACHERS AWARD – 2015

DRAWING TEACHER (PERFORMA – D)

READ GUIDELINES BEFORE FILLING UP THE PROFORMA

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH DULY ATTESTED ON THE BACK SIDE BY THE HOS IN A SEPARATE ENVELOPE. THIS PHOTOGRAPH SHOULD NOT BE DEFACED.

Paste one self attested photograph

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Gender:

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

Particulars of Experience in chronological order (At least fifteen years continuous and regular teaching experience).

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

Part – A Result :-

1. **Overall result (before compartment) of Highest class taught (Upto class X, Result of SA Only) :-** **Page no. _____**

Year	Class	Subject	Total Students Appeared	No. of Students Passed	PASS %
2010-11					
2011-12					
2012-13					
2013-14					
2014-15					

2. **Highest class taught upto Sec. level :-** Number of students secured Grades A1 in a subject in Annual Exam. 2014-15. **Page no. _____**

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of Students securing A1 Grade	% of Students securing A1 Grade

OR

- Highest class upto Sr. Secondary level -** Number of students secured 95 & above marks in a subject in Annual Exam. 2014-15 taught by the teacher.

Page no. _____

Class	Subject	No. of Students Appeared	No. of Students Passed	No. of Students securing 95 & above marks	% of Students securing 95 & above marks

Part B : Student Activities :-

3. Achievements of students in co-curricular activities/competitions in last two years in his/her subject (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization).

(In case of participation of student/students is in more than one activity, Attach copy of Certificate of highest level achievement only for each year.

(a) At Zonal level :- Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(b) At District level :- Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Position

(c) At State level :- Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Name of the Participant/ Participants	class	Participation/ Position

4. Published work of student/students in reputed National News papers/Magazines by efforts of the teacher during last two years. (Attach proof with students name, ID, Class & section). **Page no. _____**

5. Particulars of student/students who after 10+2 got admitted in visual discipline like :- Mass- communication, B.F.A, Designing courses, Animation courses, Diploma in NIIT, NIFT and NID, etc in last two years. (Attach proof with students name, ID, Class & section). **Page no. _____**

6. Work done to inspire and infuse the use of waste material : Craft work with paper/waste material during last two years. (Certified by HOS & C/S by EO/DEO after inspection of school) **Page no. _____**

7. Solo / Group Activities :- Exhibition of Art work, Posters, display on awareness and useful activity with Waste material during last two years. (Attach proof with students' name, ID, Class & section). **Page no.** _____

Part C. Teacher Activities :-

8. Participation and achievement of Teacher in co-curricular activities /competitions in last three years (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization). **(Attach proof of the highest level achievement only for each year).**

(a) At District level Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Achievement

(b) At State level Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Achievement

9. Any exhibition conducted (Only in reputed & recognized galleries/venues) during last two years. **Solo /Group exhibition** (Attach proof).

(a). Solo exhibition Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Duration	Venue

(b). Group exhibition Page no. of Certificate attached :- _____

S.No.	Year	Activity/Event	Organized by	Duration	Venue

10. Participation in major Artists camp at National/State level during last two years (Attach proof). **Page no. of Certificate attached :-** _____

S.No.	Year	Activity/Event	Organized by	Duration	Venue

11. Article written by teacher on visual art and aesthetics, published in national newspaper/magazines etc. during last two years. (Attach proof) **Page no.** _____
12. Innovative teaching aid/method used in enhancing quality of teaching during last two years. (Certified by HOS & C/S by EO/DEO after inspection of school)
Page no. _____
13. Photograph of two best Art works by the teacher (5"x7" Prints) during last two years. (Certified by HOS). **Page no.** _____
14. **Activities** undertaken for **Community Services** in last two years (**one** activity for each year) :- Scouts, Guides, NSS, NCC, Cubs & Bulbuls etc.) (Attach copy of certificate/proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

- 15 (A) **Efforts to save Environment** through Eco Club activities, Disaster Management, Fire Safety etc, in last two years (attach copy of order /certificate/Proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

- (B) **Efforts to save Health** by promoting IEDSS, CWSN, CNSY, any other Health Scheme of the Department etc. in last two years (attach copy of order /certificate/ Proof).

Year	Activity	Page no. of proof attached
2013-14		
2014-15		

16. Other charges : Mid Day Meal, Examination, welfare scheme, VKS, RTI etc during last two years. **Page no.** _____

It is certified that all the above information furnished by me is correct.

(Signature of the applicant)

Recommendation of the Head of School with rubber-stamp in case of **Teacher** duly C/S by DEO/E.O. /**equivalent officer of concerned MCD Zone/NDMC /DCB.**

(Signature of HOS)

(C/S by DEO/E.O. /equivalent officer)

Recommendation of the DDE with specific remarks.

I recommend the name of Sh./Smt./Km. _____ for State Teachers Award – 2015. It is certified that the teacher recommended has an absolute clean record of service and faultless antecedents and no complaints, enquiries or legal/criminal/vigilance proceedings of any kind, departmental or otherwise are pending against him/her.

**Deputy Director of Education (District)
With Rubber Stamp**

Recommendation of the Regional Director of Education (Concerned).

**Regional Director of Education
With Rubber Stamp**

Note: -

- **Application should be complete in all respect. Incomplete application will not be considered.**
- **All pages should be self attested by the applicant and C/S by the DEO/EO/Equivalent Officer DOE /MCD/NDMC/DCB with rubber-stamp.**
- **Result also be verified by the Examination In-charge of the school.**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDYALAYA, TIMARPUR, DELHI**

STATE TEACHERS AWARD - 2015

LIBRARIAN (PERFORMA -E)

READ GUIDELINES BEFORE FILLING UP THE PROFORMA.

Note: ENCLOSE A PASSPORT SIZE PHOTOGRAPH DULY ATTESTED ON THE BACK SIDE BY THE HOS IN A SEPARATE ENVELOPE. THIS PHOTOGRAPH SHOULD NOT BE DEFACED.

Paste one self attested photograph

Name of Teacher (in Block Letters):

Employee Code:

Designation:

Qualification:

Gender :

Date of Birth:

Address of the School with ID:

Telephone No.

Date of Initial Appointment:

Particulars of Experience in chronological order (At least fifteen years continuous and regular teaching experience).

Name of the School	From			to			Designation	Period
	Date	Month	Year	Date	Month	Year		
Total length of Service without Break =								

- 1. Enrolment** in the School in 2014-15 as on 31st march 2015 :
- 2.** Library timings after school hours for the students & teachers who want to avail the facility of books. (Certified by HOS & C/S by EO/DEO after inspection of school).
- 3.** No. of books issued during last five years through issue register and library module with proof.

Year	Total Enrolment as on 31st March	No. of Books issued During the year
2010-11		
2011-12		
2012-13		
2013-14		
2014-15		

- 4. Participation of the Librarian in co-curricular activities** during the academic session 2014-15. (Organized by Delhi Admin /MCD/NDMC/DCB/ Any other Govt. Organization).

YEAR	NAME OF ACTIVITY	ZONAL LEVEL	DISTT. LEVEL	STATE/ NATIONAL LEVEL	Page No. of Certificate/Proof attached
2014-15					

In case of participation of librarian is in more than one activity. Attach copy of Certificate/Proof of highest level achievement only, Certified by HOS.

- 5.** Particulars of condemnation of books and library furniture during last five years: (Attach proof certified by HOS).

Year	Date of condemnation	Amount of Condemnation
2010-11		
2011-12		
2012-13		
2013-14		
2014-15		

- 6.** Mode of classification and cataloging of books. Attach proof. (Certified by HOS & C/S by EO/DEO after inspection of school).
- 7.** Steps taken to inculcate sense of social responsibilities and good behavior amongst the students during last two years. Attach proof. (Certified by HOS & C/S by EO/DEO after inspection of school).
- 8.** Contribution to develop sense of belongingness among students towards school upkeep and maintenance during last two years. (Certified by HOS).
- 9.** Use of Audio Visual Aid for the betterment of learning process during last two years. (Attach proof certified by HOS).
- 10.** Name of the magazines/Journals for the reference of students & Display of books/News papers/Magazines/Journals and new arrivals. (Certified by HOS & C/S by EO/DEO after inspection of school).
- 11.** Arrangement of free/subsidized Newspapers for Students in 2014-15. (Certificate of Newspaper agency required)
- 12.** Maintenance of bulletin boards in the school in different modes (outside the Library) to display important information, notices & news etc. (Certified by HOS & C/S by EO/DEO after inspection of school).
- 13.** Activities undertaken for inculcating interest in reading habit amongst students and Formation of Reader's club of the students for last two years. (Any five activities with proof & Certified by HOS).
- 14.** Visit to a Book Fair (Give Details) during 2013-14 & 2014-15. (Certified by HOS).
 - i. Date of visit :-
 - ii. No. of stall visited :-
 - iii. No. of students accompanied:-
 - iv. No. of books purchased for school library (attach copy of receipt) :-

15. Organization of Book Week/ Fair in the school for the last two years and the activities under taken during the book week, give details. (Attach proof certified by HOS).
16. Contribution to school activities e.g. quiz, science fair, cultural program, yuva club activities or celebration of important days etc during last two years (attach proof certified by HOS).
17. Other charges held in last two years i.e. Mid Day Meal, Examination, Admission, Welfare Scheme, VKS, RTI etc. (Attach certificate/copy of order)
18. Particulars of professional growth (in the field of library): Articles Published in News papers /journals /Magazines of repute in last two years (Copy of article certified by HOS).

It is certified that all the above information furnished by me is correct.

(Signature of the applicant)

Recommendation of the Head of School with rubber-stamp in case of **Teacher** duly C/S by DEO/E.O. /**equivalent officer of concerned MCD Zone/NDMC /DCB.**

(Signature of HOS)

(C/S by DEO/E.O. /equivalent officer)

Recommendation of the DDE with specific remarks.

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