

Individual's  
Photo

**PROFORMA FOR RECOMMENDING THE TEACHER FOR  
AWARD**

**Parts A, B and C are to be filled by the District Education Authority from sources such as Teachers' Diary, Records of Inspection, Records kept by the Headmaster, Examination Results of the school, Confidential Reports, Service Book, etc., of the teachers. Parts 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 of the Teacher :  
(in Block letters)
2. Sex & Martial status :
3. Name of the Father
4. Designation & Complete school address  
with pin code and Telephone No.
5. Complete residential address with pin :  
code and Telephone No.
6. Complete Permanent address with pin :  
code and Telephone No.
7. Whether the school is Primary/ :  
Secondary/Higher Secondary
8. District :
9. State :
10. Date of Birth :
11. Present Age :
12. Date of Superannuation :
13. If superannuated, clarify whether :  
extension is given by the State Authorities  
with supporting documents

14. Total service with date of joining as a teacher : Total service : Years : Months:

Date of joining as teacher:  
SERVICE RECORD

Name of the Institution	Level Primary/Sec/ Hr.Sec	Management: Govt.aided/ Unaided	Total Enrolment	Duration of Service with date,month&year	
(1)	(2)	(3)	(4)	(5)	(5)
				From	To
Subject(s) taught	Classes taught	Result at Public/ Annual examination(s)	Any other Responsibility Discharge		
(6)	(7)	(8)	(9)		

15. Total Experience : Period

	From	To
Teaching :		
Administrative:		
Other :		
<b>Total :</b>		

**PART-B**  
**Section-I**

16. In the case of Primary School Teacher what concrete steps have he 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 the District to show the progress made in achieving Universalisation of Elementary Education.
17. In the case of Secondary School Teachers, what has been the drop-outs rate in the school at secondary level in the last five years? what steps has the teacher taken to avoid drop-outs?
18. What have been the teacher's class results in the Board Examination? Give the percentage of pass and First divisioners in the class/subject of the teacher for the last five years.
19. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so give details.
20. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.

21. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
22. 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?

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

### Section – II

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

### PART-C

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

31. Does the teacher command respect among the students :
32. Is he/she able to maintain discipline among the students :
33. Does the teacher maintain cordial relations with his fellow teachers  
And others :
34. Is he/she held in high esteem by the Community, particularly the parents:
35. What is the extent of participation of the teacher in activities of  
Parent-Teacher Association, etc.,If any :
36. General Assessment by the Head of the Institution :

SIGNATURE OF THE HEAD OF THE INSTITUTION

37. General Assessment by the District  
Inspector of Schools/Educational Officer

District Inspector of Schools/  
Educational Officer with Rubber stamp

PART -D

REMARKS/RECOMMENDATIONS OF THE DISTRICT COMMITTEE

Chairman of the District Committee

PART -E

RECOMMENDATIONS OF THE STATE COMMITTEE

Chairman of the State Committee