

**No.12962/DSE/EE/SA/2024/30**  
**Government of Puducherry**  
**Directorate of School Education**  
&&&

Puducherry, dt. 19/07/2024

**CIRCULAR**

Sub: DSE - EE - Selection of teachers for the conferment of Dr. S. Radhakrishnan Awards / Hon'ble Chief Minister's Special Awards / Hon'ble Education Minister's Regional Awards on the occasion of Teachers' Day, 2024 (for the year 2023) - Reg.

The Inspecting Officers / Heads of Schools are aware of the Scheme of Awards presented by the Directorate of School Education to the meritorious Teachers working in the Government / Govt. Aided and recognized Private Schools of this Union Territory of Puducherry with the aim of raising the prestige of the Teachers.

2. The details of various Awards are given below:

Sl. No.	Name of the Award	Category of Teachers	No. of Awards
1.	Dr. S. Radhakrishnan Awards	(a) Primary School Teachers (Teaching upto VIII Std.)	2
		(b) Secondary School Teachers (Teaching IX to XII Std.)	2
2.	Hon'ble Chief Minister's Special Awards	(a) Language Teachers	1
		(b) Women Teachers	5
		(c) Technical Teachers (Physical Education, Drawing, Craft, Music & Sewing Teachers)	1
3.	Hon'ble Education Minister's Regional Awards	(a) Puducherry	6
		(b) Karaikal	2
		(c) Mahe	1
		(d) Yanam	1
		(Common to all category of teachers working in all the four regions)	
<b>Total No. of Awards =</b>			<b>21</b>

3. **The following are the criteria of eligibility**

- a) Class room teachers with 15 years of teaching experience as on 31<sup>st</sup> December, 2023
- b) Headmasters / Principals with 20 years of teaching service as on 31<sup>st</sup> December, 2023
- c) Normally retired teachers are not eligible for the award but those teachers who have served a part of the calendar year (atleast for four months i.e. upto 30<sup>th</sup> April in the year to which the awards relate) may be considered if they fulfill all other conditions. The services rendered on reemployment after attaining the age of superannuation will not count as eligible service.

4. The main considerations that should guide the selection of Teachers to the Awards:

- a) Teacher's reputation in the local community.
- b) His / Her academic efficiency and desire for its improvement.
- c) His / Her involvement in the social life of the community.

5. The Heads of Schools should identify suitable teachers and recommend them to the inspecting officers concerned in the prescribed proforma duly filled in. **Further column 36 in part C should be signed by the Head of Schools. NO TEACHER SHALL BE ASKED OR PERMITTED TO APPLY DIRECTLY FOR THE AWARD.**

6. The necessity of very careful scrutiny and verification of service records and antecedents of the teachers should be borne in mind by the Inspecting Officers. The Inspecting Officers should certify to the effect that the Teachers recommended by them have absolutely clean record of service and faultless antecedents and that no enquiries or legal proceedings of any kind either Departmental or otherwise are pending against them. This certificate should invariably be a part of the proposal.

7. Each proposal should include the following:

- i) Duly filled in proforma in DUPLICATE.
- ii) Supporting materials.
- iii) **Confidential Reports of the teacher concerned for the preceding five years.**
- iv) Certificate from the Inspecting Officer concerned as required in para 6/ante.

8. The Teacher should submit his presentation at the time of interaction with State Level Selection Committee. There will be considerable weightage to the presentation submitted by the Teacher and the Committee will focus on the following points during presentation and interaction:

- National Curriculum Frame Work-2005 and its reflection in the class room experiences
- The Right of Children to Free and Compulsory Education Act, 2009
- Academic performance of school in last 5 years.
- Curriculum transaction methodology followed.
- Development of Teaching learning materials
- Innovative practice adopted in class room/school
- Continuous Comprehensive Evaluation
- Articles/papers published.
- In-service programmes attended
- Any other contribution for the improvement of quality education.

9. Time schedule for submission of proposals and their scrutiny at various levels is as follows:

a)	Last date for the submission of proposals by the Heads of Schools to the Inspecting Officers	02.08.2024
b)	Last date for submission of proposals by the Inspecting Officers to the District Committee	12.08.2024
c)	Last date for submission of proposals by District Committee to the State Selection Committee	20.08.2024

10. Receipt of the Circular may please be acknowledged.

//BY ORDER//



(M. MUNUSAMY)

DEPUTY DIRECTOR (ELEMENTARY EDUCATION)

To

1. The Joint Director (SE), DSE, Puducherry
  2. The Chief Educational Officer, Puducherry / Karaikal / Mahe
  3. The Deputy Director of Education (Women), Puducherry
  4. The Deputy Director (Secondary Education), Karaikal
  5. The Delegate to Director of School Education, Yanam
  6. The Deputy Inspector of Schools, Zone. I / II / III / IV / V, Puducherry / Karaikal.
  7. The EDP Section, DSE, Puducherry.
- With a request to circulate the circular to all the schools under their jurisdiction.
- With a request to upload in the Official Website and e-Mail it to the Inspecting Officers.

Copy to: P.S. to Director of School Education, DSE, Puducherry.

Individual's  
Photo

**PROFORMA FOR RECOMMENDING THE TEACHER FOR  
AWARD - 2024**

**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)	
				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		
	Teaching :		From	To	
	Administrative:				
	Other :				
	Total :				

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

- 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.
- 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?
- 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.
- Has the teacher mobilized quantifiable community resources for the physical development of the school? If so give details.
- 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