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**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

**Notice**

Department of School Education awards the teachers for their best performance every year. For this purpose Directorate of School Education Jammu invites files from eligible Candidates (Teachers/Masters/Lecturers/Principals) for the state level Award 2018.

The Application format and guidelines/eligibility criteria can be down loaded from the website of Directorate of School Education Jammu (Schedujammu.nic.in).

Hard Copy of application along with all supporting documents authenticate by the DDO concern must reach in the office of respective CEO's office by or before. 16<sup>th</sup> of August 2018.

**Rakesh Kumar Srangal (KAS)**  
Director School Education  
Jammu

No:- DSES/cul/40362-72

Dated:- 09.08.2018

Copy to:-

1. Director Information Department with the request to publish the above said notice in two leading English Dailies.
2. All CEO's of Jammu Division for the information and necessary action.

# Best Teacher Award

## PROFORMA FOR RECOMMENDING BEST TEACHER FOR AWARD

### State / District / Zonal Level

(Tick the Relevant Option)

7

Space for Affixing  
Passport Size  
Photograph

### Particulars of the teacher

1. Name (in Block letters) : \_\_\_\_\_
2. Sex / Marital Status : \_\_\_\_\_
3. Designation : \_\_\_\_\_
4. School Address : \_\_\_\_\_  
\_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
District \_\_\_\_\_ Pin Code: \_\_\_\_\_  
Telephone No. \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
District \_\_\_\_\_ Pin Code: \_\_\_\_\_  
Telephone No. \_\_\_\_\_
6. School Level : Primary / Middle / Secondary / Hr. Secondary
7. District : \_\_\_\_\_
8. State : \_\_\_\_\_
9. Date of Birth : \_\_\_\_\_
10. Present Age : \_\_\_\_\_
11. Date of Superannuation : \_\_\_\_\_
13. (a) Date of Joining : Teacher / Lecturer \_\_\_\_\_
- (b) Date of Promotion : Master / Lecturer \_\_\_\_\_
- (c) Date of Promotion : Head Master / Principal \_\_\_\_\_
14. Total Service : \_\_\_\_\_ Years \_\_\_\_\_ Months

## Best Teacher Award

15. Academic Qualification :

Examination Passed	University / Board	Year	% of Marks Obtained	Subjects

16. SERVICE RECORD :

Name of the Institution(s)	Level: (Primary / Middle / High / Hr. Sec.)	Total enrolment	Duration of service with Designation (with Date, Month and Year to be indicated)	Subject(s) taught	Classes taught	Results at Public or Annual Examination(s)	Any other responsibility discharged
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				
			From: ___/___/___ To: ___/___/___				

17. Total Experience :

	From	To
Teaching *		
Administrative		
Others		
<b>Total</b>		

\* 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).

## Best Teacher Award

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18. 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 District to show the progress made in achieving universalisation of elementary education.
19. In the case of Secondary School teachers, what has been the dropout rate in the school at the secondary level in last five years? What steps has the teacher taken to avoid dropouts?
20. What has been the teacher's class result in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
21. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.

## Best Teacher Award

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22. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
23. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
24. The following information may specifically be given:  
- does he/she indulge in tuitions? **YES / NO**  
- does he/she in the habit of submitting complaints and indulging in litigation? **YES/NO**  
- is he/she punctual? **YES / NO**
25. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
26. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?

## Best Teacher Award

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27. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
28. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
30. Does the teacher carried out any functional research in pedagogy and obtained visible improvement in performance of the students (Attach abstracts).
31. Has the teacher written any article, text books etc.? If so, give details.

## Best Teacher Award

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32. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
33. Has any project been undertaken during the last three years at school level? Please give brief account in this regard.
34. Any other significant achievement not mentioned above.
35. Does the teacher command respect among the students?
36. Is he/she able to maintain discipline among the students?

## Best Teacher Award

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37. Does the teacher maintain cordial relations with his/her fellow-teachers and others?  
844499798\*\*\*\*\*

38. If he/she 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 assessment by the *Head of the Institution / Zonal Education Officer* with Seal & Signature.

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41. General assessment by the *Chief Education Officer*.

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*Seal & Signature of  
Chief Education Officer*