

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)**

No. 1/3/93-ED (Pt) Vol.No.II

Imphal, the 8th June, 2017.

To

1. All the Zonal Education Officer
-
2. The Deputy Inspector of Schools
Saikul/Moirang/Moreh/Saitu/Lilong/Tamei.

Sub :- State Award to Teachers' – 2017.

Sir,

As done in previous years, State Award to Teachers for the year, 2017 will be awarded to Teachers on the occasion of Teachers Day, 2017. In this connection, you are requested to submit 5 to 10 names of teachers recommended for State Awards alongwith the proceedings of District Level Selection Committee, Bio-data, ACRs for 5 years and citation of teachers in 5 copies for the Award so as to reach the undersigned on before 5th July, 2017.

2. It may be pointed out that the State Teachers' Award and its recommendations should be given gravity in view of the recent developments like extensions of services etc. In any case, undeserving teachers should not be recommended for the award.
3. It is reiterated that District Level Selection Committee should be constituted is strict compliance of the guide lines issued by the MHRD.
4. ZEO's concerned shall personally explain about the performance of the recommended teachers
5. This may kindly be treated as **CONFIDENTIAL**. Incomplete recommendations received after the Scheduled date will not be entertained.


Encl :- As stated above.

*Please upload in
the official website
14/6/17*

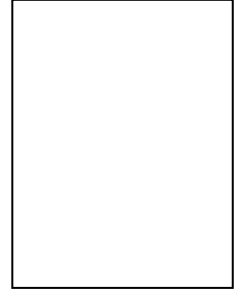
Copy to :-

1. Principal Secretary Education, Govt. of Manipur.
2. Additional Director of Education(S-Hills/Valley/Plg.).
3. Administrative Officer, Dte. of Edn.(S)
4. Guard file.

Yours faithfully,


(Th. Kirankumar) 8/6/2017
Director of Education (S), Manipur.

PLEASE NOTE: One passport size photograph duly attested on back side by the Gazetted Officer of your Town, Tehsil or District by attested in separate envelope. The photograph should not be defaced in anyway.



**PROFORMA FOR RECOMMENDING A TEACHER FOR
STATE TEACHERS' AWARD: 2017**

Parts A, B and C are to be filled by the Zonal Education Authority from sources such as Teachers' Daily records of Inspection, records kept by the Headmaster, Examination result of the school, confidential reports and Service Books, etc. of teachers. Part D and E are to be filled in respectively by the Chairman of the Zonal Committee and the State Committee appointed for the purpose.

PART – A

Particulars of the Teacher/ Head of School

1. Name (in block letters) :
2. Sex with marital status :
3. Designation & complete school address :
with pin code :
4. Complete residential address with pin code no. :
5. District :
6. Date of birth :
7. Date of superannuation :
8. Total Service with date of joining as teacher : Total Service years.
Date of joining as teacher

SERVICE RECORD

Name of the Institution	Level: Primary/ Secondary etc.	Management Govt. Aided or Unaided	Total enrolment	Duration of service with date, months and year	Subject(s) taught	Classes taught	Result at public or annual examination(s)	Any other responsibility discharged
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

14. Total Experience	From	To
Teaching:		
Administrative:		
Others:		
Total		

PART-B

I

15. 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.
16. 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?
17. What has been the teacher's class results in Board Examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
18. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
19. Indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
21. The following information may specifically be given:
 - does he/she indulge in tuitions?
 - does he/she in the habit of submitting complaints and indulging in litigation?
 - is he/she punctual?

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

II

22. Has the teacher undertaken any innovative experiment for greater impact of his/her teaching on the students? Give a brief note.
23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
25. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
26. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.
27. Has the teacher written any article, text books etc.? If so, give details.
28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
29. Any other significant achievement not mentioned above.

PART-C

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

30. Does the teacher command respect among the students?

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

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

33. If he/she held in high esteem by the community, particularly the parents?

34. What is the extent of participation of the teacher in activities of Parent-teacher Association, etc. if any?

35. General assessment by the Head of the Institution.

36. General assessment by the Zonal Education Officer with rubber stamp.

PART-D

REMARKS/ RECOMMENDATIONS OF THE ZONAL COMMITTEE:

Chairman of the Zonal Committee

PART-E

RECOMMENDATION BY THE STATE COMMITTEE

Chairman of the State Committee