

**PROFORMA FOR RECOMMENDING A TEACHER/PRINCIPAL
FOR
NATIONAL AWARD**

Particulars of the Teacher/Principal

1.	Name (in Block Letters)	_____
2.	Designation	_____
3.	School Name and Address	_____ _____ _____
	Pin Code	_____
4.	School Type	_____
5.	School Category	_____
6.	Mobile No.	_____
7.	Alternate Mobile No.	_____
8.	Email id	_____
9.	Date of Birth and Present Age	_____
10.	Aadhar Number	_____
11.	Gender	_____
12.	Marital Status	_____
13.	Complete Residential Address	_____ _____ _____
	Pin Code	_____

14. Academic Qualifications:

Examination Passed	University/Board/Deptt.	Year	Subject

15. Total Teaching Experience _____

16. Work done by teacher to encourage community, parents, alumni etc. to contribute to the School in any way e.g. Physical Infrastructure, Computers, Mid-Day Meal, Funds, Books etc.

Remarks

Attach supporting documents

17. Publication (Research Papers/Articles in National/International Journals {with ISSN} books {with ISBN} etc.) in the last 5 years

International Level

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National Level

--

State Level

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Remarks

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Attach supporting documents, if any

18. Annual Performance Appraisal Reports or other Performance Appraisal tools for the last 3 years on three points scale for each year

Year

- Outstanding
- Very Good
- Good

Year

- Outstanding
- Very Good
- Good

Year

- Outstanding
- Very Good
- Good

Remarks

Attach supporting documents, if any

19. Is the teacher attending school regularly without any complaints?

- Yes
- No

Remarks

20. Whether the teacher is regularly attending the In-Service Training he/she is deputed to?

- Yes
- No
- Not Applicable

Attach supporting documents, if any

Remarks

21. Work done by teacher to increase enrolment and reduce dropouts

Remarks

Attach supporting documents, if any

22. Innovative experiments (like use of ICT, joyful learning technique) undertaken by teacher for greater impact of his/her teaching on the students. Development and use of appropriate pedagogic approaches in day to day teaching activities including teaching learning material, low cost teaching aid etc. (based on number, scale and impact of Innovations/Experiments)

Number of Innovations/Experiments

Attach list of Innovations/Experiments

Impact of Innovation/Experiments list of Innovations/Experiments

Attach supporting documents, if any

23. Organization of Extra and Co-Curricular Activities (based on number, scale and impact of experiments)

Number of Activities

Remarks

Attach supporting documents, if any

24. Mobilization of Society for School Infrastructure and for spreading Social Awareness among children

Remarks

Attach supporting documents, if any

25. Promotion of Nation Building and National Integration

Remarks

Attach supporting documents, if any

In case of a Principal
Signed by the Chairman / Manager
Managing Committee of the School

In the case of a Teacher
Signed by the Principal of the School

Signature with
Name and Office Seal

Signature with
Name and Office Seal

Annexure – I

**Certificate to be furnished by the Principal in case of Teachers/Chairman
Management Committee or Governing Body in case of Principal.**

**It is certified that Dr/Smt/Shri.....
(Name of the Teacher/Principal with designation)**

of.....

**has an absolutely clean record of service and faultless antecedents and that no
vigilance/disciplinary enquiries are pending/contemplated against her/him.**

Signature with seal

**Counter signature on behalf of the
Council for the Indian School
Certificate Examinations**