

PROCEEDINGS OF THE SECRETARY, A.P.R.E.I.SOCIETY (REGD), HYD
Present: Sri G.GOPAL REDDY, M.A. M.Ed,

Rc.No.5273/A2-2/2011

Dated: 13-6-2012

Sub:- Estt-APREI. Society (R) – Hyderabad – State Awards to the Principals and Teaching Staff working in ApR Schools for the year 2012 – Reg.

Ref:- D.O.Letter No.310/MC-2/2012, dated 30-5-2012 of the Commissioner & Director of School Education, Saifabad, Hyderabad.

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A copy of the reference cited is herewith communicated to all the Principals, Regional Dy.Secretaries/Dy.Secretaries of APR Schools in the state for necessary action duly communicating *to* the staff under their jurisdiction.

Receipt of these proceedings should be acknowledged.

This has got approval of the Secretary.

Sd/-B.Hanumantha Rao
for Secretary

To
The Principals of APR Schools in the state.

Copy to the Regional Dy.Secretaries/Dy.Secretaries of APR Schools in the state.

// t.c.f.b.o.//


SUPERINTENDENT
13/6/12

N. Sivasankar, I.A.S.



Commissioner & Director of
School Education
Beside Telephone Bhavan,
Saifabad, Hyderabad - 500 004.

D.O. Lr.No.310/MC-2/2012. Dated: 30-05-2012



Dear

Sub: School Education- Minority Cell - State Awards to the Teachers for the year 2012 - Submission of Proposals by the District Selection Committee - Called for - Regarding.

- Read: 1. G.O.Rt. No. 434 Education (Ser. IV) Department, Dt: 23.08.2000
2. Govt. Memo. No. 10174/Ser. IV-2/2002-1, Edn (Ser.IV) Dept, Dt: 05.08.2002.
3. G.O.Rt.No. 500 Education (Trg. I) Department, Dt: 02.09.2002.

-oOo-

I am to inform that the STATE AWARDS, to the Best Teachers of Andhra Pradesh are being given every year on the Teachers' day i.e., 5th September. I am to further inform that, Awards are proposed to be given to the deserving teachers & Teacher educators working under the categories at a State function to be held at Hyderabad on 5th September, 2012.

Sl. No.	Name of the category of the teachers.
1.	The Headmasters of High Schools working under the State Government, Zilla Parishad, Municipal, I.T.D.A. and Aided.
2.	Headmasters working under A.P.R.E.I.S.
3.	Headmasters working under A.P.S.W.R.E.I.S.
4.	Headmasters working under A.P.T.W.R.E.I.S.
5.	School Assistants/Headmasters of Upper Primary Schools working under State Government, Zilla Parishad, Mandal Parishad, Municipal, I.T.D.A. and Aided.
6.	School Assistants of A.P.R.E.I.S. (T.G.T. & P.G.Ts.).
7.	School Assistants of A.P.S.W.R.E.I.S. (T.G.T. & P.G.Ts.).
8.	School Assistants of A.P.T.W.R.E.I.S. (T.G.T. & P.G.Ts.).
9.	Secondary Grade Teachers working in High Schools under State Government, Zilla Parishad, Municipal, I.T.D.A. and Aided Managements.
10.	Secondary Grade Teachers working in Primary, Upper Primary Schools under State Government, Mandal Parishad, Municipal, I.T.D.A. and Aided Managements.
11.	Telugu Pandits Grade - I.
12.	Telugu Pandits Grade - II.
13.	Sanskrit Pandits Grade - I & Grade - II (Working in all managements excluding Societies).
14.	Hindi Pandits Grade - I.
15.	Hindi Pandits Grade - II.
16.	Urdu Pandits Grade - I.
17.	Urdu Pandits Grade - II.
18.	Physical Education Teachers.
19.	Craft/Music Teachers.
20.	Drawing Teachers.
21.	All Senior Lecturers in D.I.E.Ts., I.A.S.Es., C.T.Es. under State Government and Aided.
22.	Lecturers in Colleges of Physical Education.

Off : 040-23232343 Fax : 23236354

email: dseap.gov.in@gmail.com; dse_ap@yahoo.co.in

The Government through the references read above have given certain guidelines for selection of the teachers along with selection criteria and procedure duly evolving a proforma for recommending the teachers & teacher educators for State Awards by the Inspecting Officers and Selection Committees at each District, Mandal, Divisional and State level.

Teachers with at least 20 years of Teaching Experience and Teacher Educators working in DIETs/IASEs/CTEs and Physical Education Colleges.

SELECTION CRITERIA FOR TEACHERS:

(a) COMMITTEE AT MANDAL LEVEL:

- | | | |
|--|---|-----------|
| 1. Mandal Educational Officer. | : | Chairman. |
| 2. Headmaster of Local Government/M.P. School. Upper Primary | : | Member. |
| 3. One member from out side the Mandal (DIET, Lecturer/Headmaster of Govt. /Z.P. H.S). | : | Member. |

The quorum of the Committee shall be 2 members. The Mandal Educational Officer shall enlist the eminent Teachers of Primary/Upper Primary Schools in his jurisdiction and place their particulars before the Selection Committee and send the selected list with recommendations containing not more than one teacher for each of the above categories, in the prescribed proforma along with the certificate of antecedents and character, Marks awarded by the Committee duly signed by all the members of the Committee and citation which shall not exceed 10 lines on each of the selected teacher, to the District Educational Officer concerned.

(b) COMMITTEE AT DIVISIONAL LEVEL:

- | | | |
|---|---|----------|
| 1. Deputy Educational Officer | - | Chairman |
| 2. Senior Lecturer in DIET/Lecturer in College of Teachers Education / Institute of Advanced studies in Education | - | Member |
| 3. Eminent Educationist. | - | Member |

The quorum of the Committee shall be 2 members. The Deputy Educational Officer shall enlist the eminent teachers of High Schools in his jurisdiction and place, their particulars before the Selection Committee and send the selected list with recommendations, not more than one teacher for each of the above categories, in the prescribed proforma along with the Certificate of antecedents and character, Marks awarded by the Committee duly signed by all the members of the Committee and Citation

Which shall not exceed 10 lines on each of the selected Teachers, to the District Educational Officer concerned.

(c) COMMITTEE AT DISTRICT LEVEL:

1. District Collector.	:	CHAIRMAN
2. District Educational Officer.	:	CONVENOR
3. Principal of DIET.	:	MEMBER
4. Eminent Educationist.	:	MEMBER
5. Any other District Level Officer (Nominated by District Collector).	:	MEMBER
Representative of Good Voluntary Organization interested in Education.	:	MEMBER

The quorum of the Committee shall be 4 members. The District Educational Officer shall place the proposals with recommendations against the Teachers received from Mandal Educational officers and Deputy Educational Officers and Principals of DIETs/IASEs/CTEs/College of Physical Educators before the District Selection Committee for selection of the Best Teachers.

The recommendations regarding the selected teachers, which should not be more than one teacher from each category, shall be sent in the prescribed proforma along with the Certificate of antecedents and character, Marks awarded by the Committee duly signed by all the members of the Committee together with Citation which shall not exceed 10 lines on each of the selected teacher at District Level, to the Director of School Education, Andhra Pradesh, Hyderabad, in a sealed cover.

The Principals of DIETs/IASEs/CTEs/Colleges of Physical Education shall enlist the eminent Teacher Educators under his/her control and place their particulars before the District Level Selection Committee through District Educational Officer, which will select not more than one Teacher Educator for each of the categories i.e., Senior Lecturers in DIETs/IASEs/CTEs and Lecturers in College of Physical Education.

The District Level Selection Committee shall submit the particulars of the Selected Candidates in the prescribed proforma along with the antecedents and Character, Marks awarded by the Committee duly signed by all the members of the Committee, which shall not exceed 10 lines on each of the selected teacher Educator to the Director of School Education, Andhra Pradesh, Hyderabad, in a sealed cover in **both Telugu and English Languages.**

The final selection will be made by the State Selection Committee from out of the names recommended by the District Committee.

The Teachers and Teacher Educators selected by the State Selection Committee will be honored with Cash Award of Rs. 3,000/-, Gold Plated Silver Medal, a Shawl and a Merit Certificate. The T.A. will be paid and 2nd Class Railway Fare or Bus Fare and D.A. shall be paid as per A.P.T.A. rules.

It is a time-bound programme and as such, the proposals together with the Antecedent and Character Certificates and Citations, duly signed by the District Educational Officer should be sent to this office on or before 21-06-2012. The proposals received without the Antecedent and Character Certificate, Citation etc. shall be summarily rejected and those proposals received after the last date prescribed will not be entertained and considered.

Incomplete and defective proposals, such as: -

- I. Leaving the columns of proforma blank.
- II. Recommendations along with marks awarded by the Committee, which are not signed by the District Selection Committee, proposals which are not having a gist of each item in proforma and the proposals without the passport size Photographs duly attested at the back side of the photo will not be considered for Awards.

If any Committee sends particulars of more than one candidate in each category in deviation of the above instructions, the same will be viewed seriously and the member-Convener will be liable for disciplinary action.

I request you to give wide publicity of the programme through News Papers or any other local mass media. The proforma of the recommendations shall be communicated by the District Educational Officer to the Inspecting Officers under their jurisdiction.

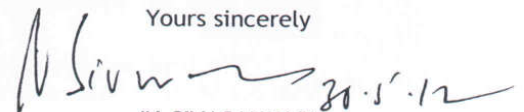
The last date for submission of proposals by the Inspecting Officer (Mandal Educational Officer/Deputy Educational Officers) to the District Educational Officer is 15-6-2012.

I request you to scrutinize the proposals received from the Inspecting Officer as per the guidelines issued already and submit the same with their specific recommendations so as to reach the undersigned on-or-before 21-6-2012.

No proposal received after the due date will be accepted and action would be initiated against the processing officer for the delay.

Please acknowledge this D.O. Letter.

Yours sincerely


(N.SIVASANKAR)

- Encl: 1. Proforma for recommendation the teachers for state Awards.
2. Criteria to be followed for selecting the candidates to State Teacher Awards.

To
Sri / Smt
District Educational Officer,

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PROFORMA FOR RECOMMENDING THE TEACHERS FOR STATE AWARDS, 2011

The details for assessment of work of the Teachers for selection by the Inspecting Officer are given below:

1. Name of the Teacher. :
2. Father/Husband Name. :
3. Date of Birth. :
4. Qualifications:-
 - a) Academic. :
 - b) Professional. :
5. Service Particulars:-
 - a) Date of joining into service. :
 - b) Length of continuous service as on 5th September. :
 - c) Present designation. :
 - d) Name of the School in which he/she is working with postal address and PIN CODE. :
 - e) Permanent Postal Address (Residential and Telegraphic Address with PIN CODE).
f) Newst Bank address
6. Details of service rendered:

Name of the School	Whether belongs to Primary School or Secondary	Management	Period of service details from appointment date-to-date	Service rendered in Agency /Slum area, if any	Subjects taught
1	2	3	4	5	6

7. Academic achievements:

Year	Subjects taught	S.S.C	VII Class	Other Classes
Number appeared:				
Number Passed:				
Pass Percentage:				
Average Marks in the subject:				

Note: The above particulars should be furnished for the last five years.

- 8. Participation of the Teachers in the activities of Parent-Teacher Association. :
- 9. Special work done for raising the standards of Education (Work done by the teacher should be noted in this proforma against each item briefly, but not objective type i.e., Yes or No).
 - a) Steps taken by the Teachers to increase enrolment in the school and mobilization of out of School Children and to avoid drop-outs. :
 - b). Give enrolment/retention percentage figures for the last 3 years of the School. : **Year Enrolment Percentage Retention Percentage**
- 10. Activities undertaken for strengthening National integration (Give details): -
 - a). N.C.C. :
 - b). Scouts and Guides :
 - c). Jumboree :
 - d). Camps :
 - e). National Green Crops. :
 - f). Other activities, if any :
- 11. Inculcating interest in Co-curricular and Extra-curricular activities among the students (Work done by the teacher should be noted against each item briefly but not objective type i.e., Yes or No).
 - a) Annual day function participation : **held/Not held:**
 - b) Culture programmes Participated and training given to students to participate in competitions (furnish details):
 - i. School Level :
 - ii. Mandal Level :
 - iii. District Level :
 - iv. State Level :

- c). Debates/Elocution/Quiz Competitions sports in which the students were made to participate (Give details): -
 - i. Inter-School Level :
 - ii. Inter-District Level :
 - iii. State Level :
 - iv. National Level :
 - d). Excursion/Tours to the important places conducted (Mention the places and periods):-
 - i. Within the State :
 - ii. Outside the State :
 - e). Participation in the community service (furnish details); -
 - i. Social work :
 - ii. Clean and Green :
 - iii. Health campaigns :
12. Contribution of the teacher for physical development of the school (Give details):
- a) Accommodation :
 - b) Furniture :
 - c) Other Aids :
13. Contribution of the Teacher for development of Students' Educational Standards:-
- a). Innovating Methods of Teaching :
 - b). Activity packs :
 - c). Teaching Learning Material :
 - d). Evaluation tools developing :
14. Contribution of Teachers for promoting literacy in general.
- a). Participation in Akshar Sankranti (to be certified by Collector) :
 - b). Back to School Programme :

15. Interest in helping the gifted/handicapped:
/mentally retarded and backward students.

16. Educational Innovative Writings useful :
to the Students (Give details): -

a). If text book author, details of the
book (s):

- i). Class :
- ii). Subject :
- iii). Year :

b). Publication of Articles in
(Give details during last 3 years): -

Name of the Journal	Year of Publication

- i. State Level :
- ii. National Journal :

17. Awards received previously, if any :
(Give details)

18. Relationship with (PTA meetings): -

- i). Students :
- ii). Teachers :
- iii). Parents :

19. Any other achievements not mentioned :
above.

20. Brief note on criminal or other cases :
against the teacher and character of
teacher.

21. Specific Remarks of the Inspecting Officer:
justifying award for the teacher
(one para).

PLACE:

DATE:

SIGNATURE OF THE
INSPECTING OFFICER
WITH OFFICIAL SEAL

22. Remarks/Recommendation of the
DISTRICT EDUCATIONAL OFFICER :
(Specific remarks justifying the
recommendation)

PLACE:

DATE:

SIGNATURE OF THE
DISTRICT EDUCATIONAL OFFICER
WITH OFFICIAL SEAL

CERTIFICATE OF ANTECEDENTS AND CHARACTER

This is to certify that _____ recommended for State Award, 2011 by District Selection Committee has an absolutely clean record of service and faultless antecedents and that no enquiries or legal proceeding of any kind, departmental or otherwise, are pending against him/her.

PLACE:

SIGNATURE OF THE
DISTRICT EDUCATIONAL OFFICER
WITH OFFICIAL SEAL

DATE:

PROFORMA FOR RECOMMENDING THE TEACHER EDUCATORS OF DIETs/TASEs/CTEs
AND PHYSICAL EDUCATION FOR STATE AWARDS

The details for assessment of work of the Teacher Educator for selection by the Supervising Officer are given below:

1. Name of the Teacher Educator. :
2. Father/Husband Name. :
3. Date of Birth. :
4. Qualifications: -
 - a) Academic. :
 - b) Professional. :
5. Service Particulars: -
 - a) Date of joining into service. :
 - b) Length of continuous service as on 5th September. :
 - c) Present designation. :
 - d) Name of the School in which he/she is working with postal address and PIN CODE. :
6. Details of service rendered:

Name of the Institute	Management	Period of service details from appointment date-to-date	Service rendered in Agency /Slum area, if any	Subjects taught
1	2	3	4	5

7 a) Seminars, Conferences, Symposia, Workshop:
etc., attended as Resource person.

- i) National Level Seminar/Workshop/
Conference. :
- ii) State Level Seminar/Workshop/
Conference. :
- iii) Regional Level Seminar/Workshop/
Conference. :

b) Percentage of passes in the subject taught:

- i) More than 90% < 100%. :
- ii) More than 75% < 90%. :
- iii) :
- iv) 75% and below. :

8. a) Activities undertaken for strengthening :
National integration (Give details): -

- i) NCC/NSS/Scouts and Guides. :
- ii) Hostel Deputy Warden. :
- b). Details of Innovations/Contribution:
to teaching (only National & State
Level).
 - i) Designing TLM/Training Modules/
Lab Manual. :
 - ii) Preparation of Resource Material, :
Reading Material. :
 - iii) Student Counseling. :

9. Inculcating interest if Co-curricular :
and Extra-curricular activities among the
students

a) Culture programmes Participated
and training given to students to
participate in competitions at.

- i) Institution Level. :
- ii) District Level. :
- iii) University Level. :
- iv) State Level. :
- v) National Level. :

- b) Debates/Elocution/Quiz Competitions :
sports in which the students were
made to participate (Give details) :-
 - a) Inter-School Level :
 - b) District Level. :
 - c) University Level. :
 - d) State Level. :
 - e) National Level. :
 - c). Excursion/Tours to the important
places conducted (Mention the places
and periods):-
 - a) Within the District. :
 - b) With in the State. :
 - c) Outside the State :
 - d). Participation in the community
service
 - a) Social work :
 - b) Clean and Green :
 - c) Health campaigns. :
 - d) Janma Bhoomi. :
 - e) Campus Development. :
 - f) Participation in the preparation of
Habitation Plan & Micro-Planning. :
 - e) Participation in Subject related activities:
like exhibitions, Museum, Clubs etc.
 - i) Institution Level. :
 - ii) District Level. :
 - iii) State Level. :
 - iv) National Level. :
10. Contribution of the teacher for physical
development of the school (Give details):-
- a) Accommodation :
 - b) Furniture & Equipment. :
 - c) Other Aids/Library. :

11. Contribution of the Teacher Educator for :
Development of Students' Educational
Standards.
12. Contribution of Teacher Educator for :
promoting literacy in general.
 - a) Contribution LC/PLC. :
 - b) DPEP Activities. :
 - c) Other Literacy efforts :
(Chaduvulapanduga)
13. Interest in helping the gifted/handicapped :
/mentally retarded and backward/Juvenile
delinquent students.
14. Educational Innovative Writings useful :
to the Students.
 - a). Author of Text Books and other
material :
to teacher educators.
 - b) Research Publication.
 - c) Action Research. :
 - d) Publication of Articles in Journals.
 - i). District Level. :
 - ii). State Level. :
 - iii). National Level.
 - e) Publication of Innovative practices/ :
Seminar papers.
15. Awards received previously, :
 - i) District Level. :
 - ii) State Level. :
16. Relation with.
 - i). Trainees. :
 - ii). Teachers & Field Officers. :
 - iii). Parents :
17. General behavior of Teacher Educator, like :
punctuality, Co-operation, discipline etc.,
based on the Principal remarks.

- 14 -

- 18. Any other achievements not mentioned :
above in enhancing the functioning of
DIET/IASE/CTE.
- 19. Brief note on Criminal or other cases :
against the teacher and character of
teacher.
- 20. Specific remarks of the principal :
justifying award for the teacher
(One para)

CERTIFICATE OF ANTECEDENTS AND CHARACTER

This is to certify that _____
recommended for State Award, 2011 by District Selection Committee has an absolutely
clean record of service and faultless antecedents and that no enquires or legal proceeding
of any kind, departmental or otherwise, are pending against him/her.

PLACE:
DATE:

SIGNATURE OF THE PRINCIPAL
WITH OFFICIAL SEAL