National Awards to Teachers 2020
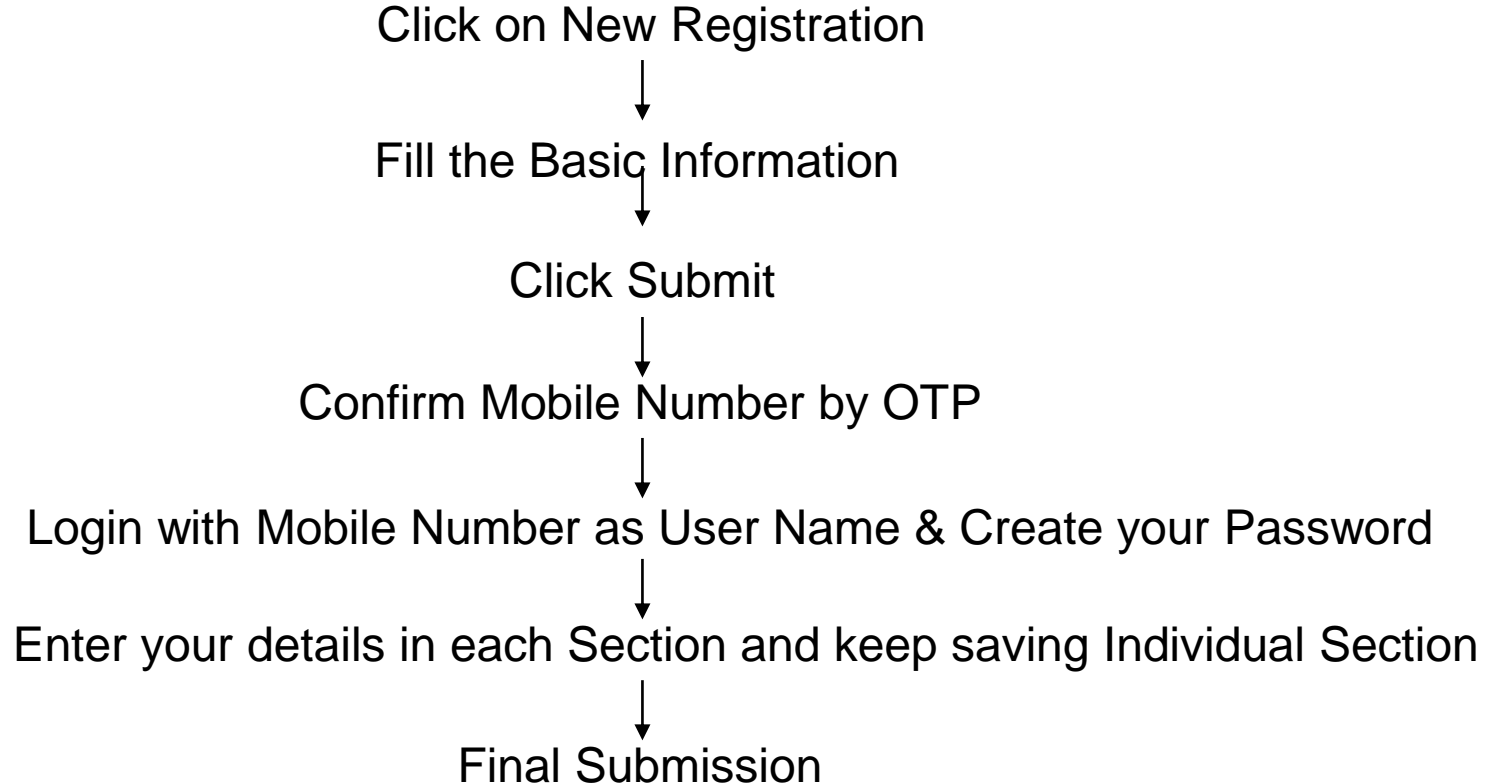
Instruction Manual
for
Online self-nomination

Department of School Education & Literacy

Ministry of Human Resource Development

Govt. of India

Steps to Access the Information

A Web Portal has been developed as Online Application for Self-Nomination by Teachers as a first step followed by shortlisting and final selection.

Website Address http://nationalawardstoteachers.mhrd.gov.in

Click on New Registration

↓

Fill the Basic Information

↓

Click Submit

↓

Confirm Mobile Number by OTP

↓

Login with Mobile Number as User Name & Create your Password

↓

Enter your details in each Section and keep saving Individual Section

↓

Final Submission

Note: For any technical issues, drop an email at: *helpdesk-nat@gov.in*

1. Registration Form

MHRD | Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

Applicant Registration	Home Page

Organization Type

Govt.and Aided Schools Under States/UTs ⌄

Applicant Name

First Name	Middle Name	Last Name

Mobile No.   **E-mail**

Mobile No.	E-mail

Captcha Code

Captcha Code	7btPBE	↻	Send Activation Link on Above E-mail

Depending up on school in which the Teacher is Working, the Teacher has to Select, either of the following from the dropdown:

- Govt. and Aided Schools Under State/UTs
- Kendriya Vidyalaya Sangathan
- Navodaya Vidyalaya Samiti

After Filling all details on registration page, Click on **Send Activation Link on email** button.
Following screen displayed after an email send to registered email id.

MHRD | Ministry of Human Resource Development Government of India

NATIONAL AWARDS TO TEACHERS 2020

Applicant Registration Details has been Added Successfully. Account Activation Link has been Sent to registered email id.
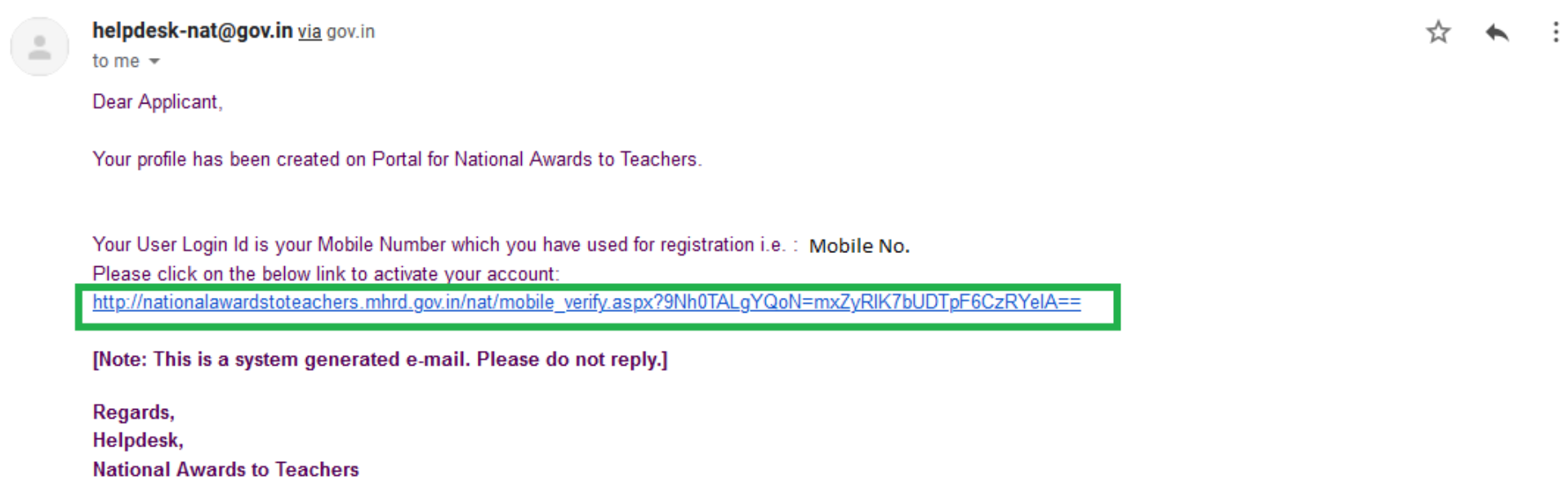
Home Page

This site is designed, developed, hosted and maintained by National Informatics Centre (NIC), Ministry of Electronics and Information Technology, Government of India.

Now login your email account, which is mention in registration process.

2. Verification of E-mail

Check email received from **helpdesk-nat@gov.in**
Open this mail, there is Activation link url in mail as mention in following screen.

helpdesk-nat@gov.in via gov.in

to me ⌄

Dear Applicant,

Your profile has been created on Portal for National Awards to Teachers.

Your User Login Id is your Mobile Number which you have used for registration i.e. : Mobile No.
Please click on the below link to activate your account:
http://nationalawardstoteachers.mhrd.gov.in/nat/mobile_verify.aspx?9Nh0TALgYQoN=mxZyRIK7bUDTpF6CzRYeIA==

[Note: This is a system generated e-mail. Please do not reply.]

Regards,
Helpdesk,
National Awards to Teachers

Click on url and link redirected to verification Mobile Number verification screen.

3. Verification of Mobile No.

Account activation link will be sent to registered e-mail id.
When Applicant click on link sent on registered mobile following screen
will appear for Mobile number verification.

MHRD | Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

| Mobile Number Verification | Home Page |

Mobile No.

+91XXXXXX7890

Captcha Code

Code

htp6cC ⟳ Send OTP

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Ministry of Electronics & Information Technology (MeitY), Government of India.
Contents provided by Ministry of Human Resource Development, Government of India.

NIC एनआईसी
National
Informatics
Centre

Complete Mobile Number verification with OTP received on registered
Mobile Number.

4. Password Creation

After E-mail and Mobile Number verification, Applicant has to create Password for Login into NAT Portal

MHRD | Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

Password Creation	Home Page

Password length must be minimum 8 characters, at least one upper case letters : (A-Z), at least one lower case letters : (a-z), at least one number : (0-9) and at least one special characters: ! % & @ # $ ^ * ? _ ~ < >] [{ } |

User Id / Login Id [Registered Mobile Number]

XXXXXX7890

Password

Confirm Password

Set Password

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Contents provided by Ministry of Human Resource Development, Government of India.

NIC एनआईसी National Informatics Centre

After create Password, Applicant Registration Process has been completed. Now Applicant Login into portal with Login Id (Registered Mobile No.) and Password.

1. Login as Applicant

Login as an applicant, with Registered Mobile Number as User Name and Registered Password & Captcha
Teachers can Register themselves with "New Registration"
If Password is Forgotten, Reset Password through "Forgot Password"

2. Home- List of forms to be filled

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

Home	
Personal Details	
School Details	
Service Record	
Objective Criteria	
Criteria Based On Performance	
Preview Application	
Submit Application	
Change Password	

STATUS OF DATA SAVED BY APPLICANT

Application not submitted.

- **PERSONAL DETAILS** [View]
  - Personal Data * ✗
    - Applicant Image * ✗
- **OTHER INFORMATION DETAILS** [View]
  - Biography / Achievements Data * ✗
    - Biography / Achievements Document (pdf file) ✗
- **SCHOOL DETAILS** [View]
  - School Details * ✗
- **SERVICE RECORD DETAILS** [View]
  - Service Data * ✗
    - Schoolwise Record * ✗
  - Experience Record * ✗
- **OBJECTIVE CRITERIA DETAILS** [View]
  - Point Number - 1 Data * ✗
    - Point Number - 1 Document (pdf file) ✗
  - Point Number - 2 Data * ✓
    - Point Number - 2 Document (pdf file) ✗
  - Point Number - 3 Data * ✗
    - Point Number - 3 Document (pdf file) ✗
  - Point Number - 4 Data * ✗
    - Point Number - 4 Document (pdf file) ✗
  - Point Number - 5 Data * ✗
    - Point Number - 5 Document (pdf file) ✗
  - Point Number - 6 Data * ✗
    - Point Number - 6 Document (pdf file) ✗
  - Point Number - 7 Data * ✗
    - Point Number - 7 Document (pdf file) ✗
  - Point Number - 8 Data * ✗
    - Point Number - 8 Document (pdf file) ✗
- **CRITERIA BASED ON PERFORMANCE DETAILS** [View]
  - Point Number - 1 Data * ✗
    - Point Number - 1 Document (pdf file) ✗
  - Point Number - 2 Data * ✗
    - Point Number - 2 Document (pdf file) ✗
  - Point Number - 3(A) Data * ✗
    - Point Number - 3(A) Document (pdf file) ✗
  - Point Number - 3(B) Data * ✗
    - Point Number - 3(B) Document (pdf file) ✗

List of Forms to be filled ,Press "View" to go to the Particular page
√ - Denotes 'Page Saved'
X- Denotes 'Page Not yet Saved'

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3. Personal Details Entry Form

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

PERSONAL DETAILS [All fields are Mandatory]

Gender *	Date Of Birth *	Alternative Mobile Number
Select Gender		Mobile Number
House No. *	Locality / Area / Village *	Choose File No file chosen
House No.	Locality / Area	* Upload Applicant Image (Maximum 100KB jpg/jpeg/png file)
State *	District *	Block / NP *	Pin Code *
Select State / UT	Select District	Block Name	Pin Code

Save Personal Details

OTHER INFORMATION [All fields are Mandatory]

Biography / Achievements In Brief [Max.5000 Words] *

Biography / Achievements In Brief [Max.5000 Words]

Uploading Supporting Document of Biography / Achievements (Only one pdf file with maximum size 5MB)

Choose File No file chosen

Differently Abled *

No   If Yes, Differently Abled Details

Save Other Information

Navigation menu: Home | Personal Details | School Details | Service Record | Objective Criteria | Criteria Based On Performance | Preview Application | Submit Application | Change Password

Enter Personal Detail like – Gender, Date of Birth, Alternate Mobile Number, House Number, Locality, State, District, Block, Pincode, Photo, Other Information,

Press 'Save Personal Details' & 'Save Other Information' to Save the Personal Details in Draft mode

4. School Detail Entry Form

Enter School Detail as required

Press 'Save' to Save the School Details in Draft mode

5. Service Record Entry Form

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

- Service Record Detail, School wise Service Record, Experience detail may be entered
  - Service Record Details may be saved by clicking on "Save Service Record Details"
  - School wise Records may be added by clicking on "Add Institution/School wise Details"
    - Details of each institution/school in which you have worked needs to be added in a separate row.
  - Service wise experience may be added by clicking on "Add Experience Details"
    - Details of each service (teaching, administrative, others) needs to be added in a separate row.

6. Objective Criteria Details

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

| Home |
| Personal Details |
| School Details |
| Service Record |
| Objective Criteria |
| Criteria Based On Performance |
| Preview Application |
| Submit Application |
| Change Password |

OBJECTIVE CRITERIA DETAILS [All fields are Mandatory]

1 Work done by teacher to encourage community, parents, alumni etc. to contribute to the school in any way e.g. physical infrastructure, computers, midday meal, funds, books etc.
किसी भी तरह से स्कूल में योगदान करने के लिए समुदाय, माता-पिता, पूर्व छात्रों आदि को प्रोत्साहित करने के लिए शिक्षक द्वारा किया गया कार्य | उदाहरण के लिए : भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन, धन, किताबें इत्यादि।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Choose File No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 1 Details

2 Publication (research papers/articles in international/national journals{with ISSN}, books {with ISBN}, etc.) in the last 5 years.
पिछले पाँच वर्षों में प्रकाशन (अन्तरराष्ट्रीय/राष्ट्रीय पत्रिकाओं {आईएसएसएन सहित} पुस्तकों {आईएसबीएन सहित} आदि में अनुसंधानपत्र/लेख)।

International Level (No.of Articles) * अंतरराष्ट्रीय स्तर (लेखों की संख्या)	National Level (No.of Articles) * राष्ट्रीय स्तर (लेखों की संख्या)	State Level (No.of Articles) * राज्य स्तर (लेखों की संख्या)
0	2	4

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Choose File No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

sdsa

Update Point No. - 2 Details

Enter corresponding details in Objective Criteria viz. remarks, Number of Publications, etc.
URL / link of the video (if any) may be entered, Document (if any) may be uploaded.
Details corresponding to criteria 1 and 2 wise may be saved in Draft mode by pressing Save Point...

7. Objective Criteria Details (Cont..)

3 Annual performance appraisal reports or other performance appraisal tools of last 3 years
पिछले 3 वर्षों के वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट या अन्य प्रदर्शनमूल्यांकन उपकरण ।

2018-19 *	2017-18 *	2016-17 *
○ Outstanding / उत्कृष्ट	○ Outstanding / उत्कृष्ट	○ Outstanding / उत्कृष्ट
○ Very Good / बहुत अच्छा	○ Very Good / बहुत अच्छा	○ Very Good / बहुत अच्छा
○ Good / अच्छा	○ Good / अच्छा	○ Good / अच्छा
○ Not Applicable / लागू नहीं	○ Not Applicable / लागू नहीं	○ Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Choose File   No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 3 Details

---

4 Is the teacher attending school regularly without any complaints ?
शिक्षक बिना किसी शिकायत के नियमित रूप से स्कूल में भाग ले रहा है ?

*
○ Yes / हाँ
○ No / नहीं
○ Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Choose File   No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 4 Details

Enter details corresponding to each criteria i.e. Year wise Annual Performance Appraisal for 3 Years, etc.

14

8. Objective Criteria Detail (Cont..)

5 Whether the teacher is regularly attending the in-service training he/she is deputed to ?
क्या शिक्षक नियमित रूप से इन-सर्विस प्रशिक्षण में भाग ले रहा है,जिसके लिए वह नियुक्त किया गया है ?

*
○ Yes / हाँ
○ No / नहीं
○ Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Choose File   No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 5 Details

6 Work done by teacher to increase enrolment and reduce dropouts .
नामांकन बढ़ाने और ड्रॉपआउट को कम करने के लिए शिक्षक द्वारा किया गया कार्य ।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 Document Max Size 5MB)
Choose File   No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 6 Details

Enter details corresponding to each criteria and keeping on Saving the details

9. Objective Criteria Detail (Cont..)

7

Whether the teacher is enrolled for any course under SWAYAM or any other MOOCS platform .
क्या शिक्षक SWAYAM या किसी अन्य MOOCS मंच के तहत किसी भी पाठ्यक्रम के लिए नामांकित है ।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

> Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File   No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

> Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 7 Details

8

Development of e-contents, textbooks, teacher handbooks for SCERTs, boards or NCERT .
एससीईआरटी, बोर्ड या एनसीईआरटी के लिए ई-सामग्री, पाठ्यपुस्तक, शिक्षक हैंडबुक का विकास

NCERT/ एनसीईआरटी *
E-content/ई-कंटेंट

> Number

Hand Book/हस्त-पुस्तिका

> Number

Text Book/पाठ्यपुस्तक

> Number

Others/अन्य

> Number

SCERT / स्केर्ट *
E-content/ई-कंटेंट

> Number

Hand Book/हस्त-पुस्तिका

> Number

Text Book/पाठ्यपुस्तक

> Number

Others/अन्य

> Number

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

> Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File   No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

> Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 8 Details

Enter details corresponding to each criteria

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10. CRITERIA BASED ON PERFORMANCE

Details pertaining to Innovative, Extra Curricular Activities to be entered along with link of supporting Video (if any), Documents (if any)

11. CRITERIA BASED ON PERFORMANCE (Cont…)

Mobilization of society for school infrastructure and for spreading social awareness among children .
स्कूल के बुनियादी ढांचे और बच्चों के लिए सामाजिक जागरूकता फैलाने के लिए सामाजिक गतिशीलता ।

3 (A)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 3 (A) Details

Promotion of nation building and national integration.
राष्ट्र निर्माण और राष्ट्रीय एकीकरण का प्रचार ।

3 (B)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 3 (B) Details

Mobilization of Society, Promotion National Building and National Integration

12. Preview the application and taking printout for further reference.

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

| Home |
| Personal Details |
| School Details |
| Service Record |
| Objective Criteria |
| Criteria Based On Performance |
| Preview Application |
| Submit Application |
| Change Password |

🖨 Print

PERSONAL DETAILS

Personal Data not Saved by Applicant

OTHER INFORMATION

Other Information Data not Saved by Applicant

SCHOOL DETAILS

School Details Data not Saved by Applicant

SERVICE RECORD

Service Records Data not Saved by Applicant

INSTITUTION / SCHOOL WISE SERVICE RECORD

Service Records Schoolwise Data not Saved by Applicant

EXPERIENCE

Service Records Experince Data not Saved by Applicant

OBJECTIVE CRITERIA DETAILS

Work Done By Teacher To Encourage Community, Parents, Alumni Etc. To Contribute To The School In Any Way E.G. Physical Infrastructure, Computers, Midday Meal, Funds, Books Etc.
किसी भी तरह से स्कूल में योगदान करने के लिए समुदाय, माता-पिता, पूर्व छात्रों आदि को प्रोत्साहित करने के लिए शिक्षक द्वारा किया गया कार्य उदा। भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन भोजन, धन, किताबें इत्यादि ।

1

After saving details in all sections, you can click on "Preview Application" to have a final look at the application. Click on "Print" to take the printout of the application for further reference.

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13.Final Submission of Application

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

After Previewing the application, taking printout, the application may be submitted finally by accepting the declaration and clicking on "Final Submission".
In case of any change to be made in the application, make the required changes before clicking on "Final Submission".
NO FURTHER CHANGES ARE PERMITTED ONCE FINAL SUBMISSION IS DONE

14. How to Change Password

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

Home	**Change Password**
Personal Details	Password length must be minimum 8 characters, at least one upper case letters : (A-Z), at least one lower case letters : (a-z), at least one number : (0-9) and at least one special characters: ! % & @ # $ ^ * ? _ ~ < >] [{ } |
School Details	Fields marked with * are mandatory
Service Record	Old Password *
Objective Criteria	
Criteria Based On Performance	New Password *
Preview Application	Confirm Password *
Submit Application	
Change Password	Update

Click Change Password -> Enter Old Password -> Enter New Password ->Confirm Password
New Password has to follow the given password policy

Thank You
Best of Luck

For any technical issues,
drop an email at: ***helpdesk-nat@gov.in***