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SCHOOL & MASS EDUCATION DEPARTMENT

RESOLUTION

The 14th March, 2018

Sub: Guidelines for State Award to Teachers.

The Government of Odisha with a clearly defined vision to recognize the contribution, sacrifice and years of hard work of school teachers made provision for **State Award** for them since long. Initially this award was known as "Governor's Award" and subsequently the name was changed to State Award. Over the years this award has witnessed a number of reviews and revisions in terms of provisions, principles, guidelines and incentives to raise its standards. With passage of time and changes in the spread of School & Mass Education Department it was a felt need to review afresh all the principles and guidelines issued so far. The Government after careful consideration revises the award with the following guidelines and principles.

1. NAME OF THE AWARD: STATE AWARD

2. NO. OF AWARDS:

- 1) **30 Awards:** For the Elementary Teachers (one from each revenue district).
- 2) **30 Awards:** For the Secondary Teachers including PETs/ Hindi/ Sanskrit/ TI/ TM Teaches (one from each revenue District).
- 3) **1 Award:** For the teachers from Sanskrit Tols across the state (both Prathama & Madhyama included).
- 4) **1 Award:** For the teachers from Madrasas across the State
- 5) **1 Award:** For the teachers in OAVs
- 6) **1 Award:** For the TE/STE from DIET/BITE/STS across the State
- 7) **1 Award:** For the teachers in Arts Stream of +2 Colleges/Higher Secondary Schools across the State

- 8) **1 Award:** For the teachers in Science Stream of +2 Colleges/Higher Secondary Schools across the State.
- 9) **1 Awards:** For the teachers in Commerce Stream of +2 Colleges/Higher Secondary Schools across the State.
- 10) **1 Awards:** For the teachers in Commerce Stream of +2 Colleges/Higher Secondary Schools across the State.
- 11) **1 Awards:** For the teachers in Vocational Stream of +2 Vocational Colleges/Higher Secondary Schools across the State

3. ELIGIBILITY CRITERIA :

- i) To be eligible for State Award a teacher must be working in an institution which is either Government or Government Aided on the date of application for the award. A teacher in order to be eligible for State Award must be holding a regular post on the date of application / nomination with minimum 15 (Fifteen) years of teaching experience in a Government managed/ aided institution as on 1st April of the award. Experience of contractual period will be counted, if selection to contractual engagement has been done through a Government approved selection process. The post of Headmaster/ Principal/ Vice Principal of an institution will be treated as a teaching post for this purpose.
- ii) Inspecting Officers like ABEO/ BEO/ ADEO/ DEO shall not be eligible for the award. The Teachers / Principals / Vice Principals of Odisha Adarsha Vidyalaya(OAV) in regular employment having 15 years of experience in regular employment in OAV including their past service period in a teaching post in Government (State or Central) institutions taken together shall be eligible.
- iii) A person who has retired after 31st March of that calendar year shall not be eligible for selection.
- iv) A teacher who is selected for State Award in a particular calendar year shall not be nominated for National award in the same calendar year.

4. APPLICATION/NOMINATION:

- i) An indicative advertisement will be given centrally in two leading newspapers (Dailies) by the Director, Secondary Education, Odisha in the 1st week of March every year inviting nominations for the previous calendar year in prescribed form as at **Annexure-I** for **State Award**. The detailed advertisement shall be made available in the website of

School & Mass Education Department/ OSEPA. All the DEOs shall also be intimated about the advertisement.

- ii) The nominations in the prescribed form in respect of Elementary teachers shall be made by the concerned HMs to BEOs and the BEOs shall submit such nominations to the DEOs if they are so satisfied on eligibility and find the proposal suitable for recommendation. The BEOs can make nominations in the prescribed form directly to the DEO in respect of HMs of elementary schools.
- iii) The nominations in the prescribed form in respect of Secondary Teachers shall be made by the HMs to the DEOs. The DEOs can make nominations in respect of HMs of Secondary Schools.
- iv) The nominations in the prescribed form in respect of teachers in Sanskrit Tols across the State shall be submitted to the State Level Selection Committee by the Superintendent of Sanskrit Studies, Puri through the Director of Secondary Education. Not more than 3 proposals shall be submitted by the Superintendent.
- v) The nominations in respect of teachers in Madrasas across the State shall be submitted to the State Level Selection Committee by the Secretary, Odisha State Board of Madrasa Education through the Director of Secondary Education. Not more than 3 proposals shall be submitted.
- vi) The nominations in respect of OAV teachers and Vice Principals shall be done by concerned Principals to the SPD, OAVS. The SPD, OAVS can make nominations in respect of suitable Principals. After an in house evaluation as per Assessment Tool the proposals limited to three in number shall be submitted by the SPD, OAVS to the State Level Selection Committee.
- vii) The nominations in respect of Teacher Educators/ Sr. Teacher Educators/ Vice Principals of TTIs shall be submitted by the Principals to the Director TE & SCERT. The Director shall make nominations in respect of Principals of TTIs. After an in house evaluation as per Assessment Tool the proposals limited to three in number shall be submitted by the Director TE & SCERT to the State Level Selection Committee.
- viii) The nominations in respect of teachers and Vice Principals of Higher Secondary institutions can be made by the concerned Principals. Such

proposals shall be sent to the Director of Higher Secondary Education. The DHSE can make nominations in respect of heads of Higher Secondary institutions. After receipt of all such proposals an in house evaluation as per Assessment Tool shall be made and not more than 3 proposals per category (Arts/Science/Commerce/Vocational Education) shall be submitted by the DHSE to the State Level Selection Committee.

In order to prepare proposals for nomination at the bottom level applications may be invited by the nominating authorities. But it is desirable that right kind of dedicated and suitable teachers should be identified by the nominating authorities themselves and proposal built up with evidence of supporting papers as per Assessment Tool. Unnecessary documents may not be attached to the proposal only to increase the volume.

Following calendar of event shall strictly be adhered to for completing the process of selection in time by the Director, Secondary Education:

Sl. No.	Activities/ Programme	Date
1.	Indicative Advertisement in the Newspaper	1 st week of March
2.	Last date of submission of application for State Award and District Award by the Teacher to the District Education Officer.	30 th April
3.	Meeting of District Level Selection Committee (DLSC) for short listing of nomination of the Award.	20 th May
4.	Recommendation of the application by the District Level Selection Committee to the Director, Secondary Education.	By 30 th May.
5.	Submission of proposals by DSE, Odisha to Government	By 30 th June
6.	Meeting of the State Level Selection Committee	By 30 th July
7.	Distribution of Award to Teachers (In a State Level Function)	5 th September

5. SELECTION PROCEDURE:

i) There shall be a District Level Selection Committee (DLSC) at DEO level with following members:

- | | | |
|---|---|-----------------|
| 1) Collector & District Magistrate | : | Chairperson |
| 2) District Education Officer | : | Member Convenor |
| 3) Principal of the DIET of the District | : | Member |
| 4) Headquarters Block Education Officer | : | Member |
| 5) One educationist to be nominated by the
Collector | : | Member |

The District Level Selection Committee shall evaluate all proposals in accordance with the **Assessment Tool** as at **Annexure-II** and recommend proposals at the ratio of 1:3 each from elementary category and Secondary category to the Director, Secondary Education along with Evaluation Sheet of all proposals in the format as at **Annexure-III** and copy of resolution of DLSC in original within the stipulated date as in the calendar of event. The DLSC should have its meeting by the end of 3rd week of May every year. Even if there is no central advertisement by the Director of Secondary Education in the 1st week of March, the District Selection Committee can go ahead on its own and finalize its list of recommendations by the end of May every year and transmit proposals in respect of elementary and secondary teachers and HMs to the Director of Secondary Education. Similarly the Superintendent of Sanskrit Studies, Puri, Secretary, Odisha State Board of Madrasa Education, SPD, OAVS, Director of Higher Secondary Education and Director, TE & SCERT shall also complete their short listing of proposals as per given quota by 3rd week of May and recommend the same to the State Level Selection Committee by the end of June every year. By end of July every year the State Level Selection Committee (SLSC) shall meet to finalise the list of awardees for conferring the award to the selected teachers on "Teachers' Day" every year.

While recommending names utmost care should be taken to see that howsoever genuine a proposal is, teachers who have rendered themselves controversial with criminal background or because of moral turpitude are not recommended to State Level. The names of teachers/HMs from High Schools giving Nil result in last HSC Examinations shall not be recommended. Similarly teachers known to public for private tuitions/coaching centre shall not be recommended. As far as possible local enquiry may be made and names of

teachers with doubtful integrity held up at lower level. A certificate to this effect must be given with the proposal.

ii) There shall be a State Level Selection Committee (SLSC) with following composition:

- | | | |
|---|---|------------------|
| 1)Secretary to Government, S & ME Dept | : | Chairperson |
| 2)Director of Secondary Education | : | Member |
| 3)Director of Elementary Education | : | Member |
| 4)Director of TE & SCERT | : | Member |
| 5)Director of Higher Secondary Education | : | Member |
| 6)SPD, OAVS | : | Member |
| 7)Additional Secretary/Joint Secretary/
Dy. Secretary dealing with the subject | : | Member Secretary |

Apart from above 7 *ex officio* members 3 (three) non-official members are to be nominated to SLSC from among persons in public with high standing in the field of education by the Hon'ble Minister of School & Mass Education Department.

The preservation period of all State Award papers shall be 5 years after which the same may be destroyed.

This supersedes all the previous guidelines, circulars and executive instructions issued earlier in the matter.

ORDER

Ordered that this Resolution be published in an Extraordinary issue of the *Odisha Gazette* for general information. Also ordered that the copies of the Resolution be forwarded to the Secretary to His Excellency the Governor of Odisha / all Ministers / all Departments of Government / all Heads of Departments / all Revenue Divisional Commissioners / all Collectors.

By Order of the Governor

P.K. MOHAPATRA

Principal Secretary to Government

NOMINATION/APPLICATION OF NAMES FOR STATE AWARD TO TEACHERS

1. Year of Award :
2. Inclusion category (Elementary/ Secondary/OAV/
DIET-BITE/Tol/Madrassa/ HS-Arts/HS-Sc/HS- Com etc) :
3. Name of the Teacher :
4. Date of Birth :
5. Father's Name :
6. Qualification :
7. Post held in the school :
8. Date of entry into service as a teacher :
9. Present School Address with PS name :
10. Permanent Address of Nativity with PS name :
11. Contact Email address of the teacher :
12. Contact Mobile No. :

Photo Affix one and staple another

13. Write 2/3 sentences as to why the name should be considered :

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14. Name of previous schools if anywhere worked earlier in last 10 years:

Sl. No.	Name of the School & Block	From	To
1.			
2.			
3.			

**Full Signature of the authority who
nominates with seal or Applicant**

CHECK LIST FOR TEACHER EFFECTIVENESS FOR STATE AWARD TO TEACHERS DRAFT ASSESSMENT TOOL						
1	ACADEMIC AND PROFESSIONAL CREDENTIALS					
1.1	ACADEMIC QUALIFICATION(Basis of Service Book verification)					
	Qualification	Score	training	score	Total	06
Elementary	+2 +3/BA/B.Sc./ MA/ M.Sc.			03 05 06		06
Secondary	+3/BA/B.Sc./ MA/ M.Sc.			05 06		06
2	AWARDS AND RECOGNITION FOR RESOURCEFUL TEACHERS					20
	Awards/ Certifications and recognition at the National Level					04
	Awards/ Certifications and recognition at the State Level					04
	Publication in Magazines/ Journals for Teachers and students published at the State Level					03
	Written Text Books/ Resource Books developed by Board of Secondary Education/ OPEPA/ SCERT/ NCERT.					03
	Trainer or Resource Person at the State Level/ District Level					03
	Participation in Seminars/ Conferences at National Level conducted by National Level Bodies, Government of India or its Undertaking Organisations					03
3	TEACHER EFFECTIVENESS					28
	Regular attendance above 85% for the year and in the past year.					04
	Effective discharge of duties – academic, administrative					03
	Consistency in results for classes/ subject taught for past three years					04
	Scholarship/Achievements(at National) obtained by the students of the teacher as Class Teacher consistently					04
	Special achievements by students of the Class Teacher consistently for 03 years at District/ State Level					03
	Effective time and task management between academic and other administrative tasks during school hours					03
	Any special contribution to the school/ facilitating contributions through school support scheme from institutions, individuals and other Departments.					03
	Mobilising community for universalisation of Elementary Education and universalisation of Secondary Education					04

4	PLANNING & PREPAREDNESS	09
	Lesson Planning Daily & Monthly	03
	Question Bank prepared for the subjects she/ he is teaching	03
	Activity Bank prepared for the subjects she/ he is teaching	03
5	ATTRIBUTES	12
	Inclusive and positive behaviour	03
	Personal involvement with children not an assertive behaviour	03
	Engaging with parents and community for improved educational outcomes	03
	Positive feedback about the teacher from supervisors, colleagues and parents	03
6	CLASSROOM TRANSACTION	12
	Interactive classroom transaction with activities and seat work	03
	Regular Classroom based informal assessments	03
	Ensuring participation of children and self in different school based activities like Sports, School Cabinet, School Clubs, Co-curricular activities, Projects, literary activities	03
	Provides additional support and enrichment to slow learning students in additional time/ summers	03
7	COMPLIANCE TO RTE PROVISIONS	09
	No incidence of violations of Child Rights like sexual abuse, corporal punishment, discrimination etc. reported against the teacher	03
	No incidents of irregularity in children's entitlements like Uniform, free Text Books, MDM reported against the teacher	03
	No Government proceedings/ disciplinary action against the teacher	03
8	ANY INNOVATION OR SPECIAL INTERVENTIONS UNDERTAKEN	04
	Any innovation relating to academic/ Community mobilisation learning outcomes etc. which have brought significant improvement for the students	04
Total Marks		100

EVALUATION SHEET FOR STATE AWARD TO PRIMARY / SECONDARY TEACHERS

Name of the Teacher.....						Overall Assessment by DLSC/SLSC
Name of the School.....						
Name of the District.....						
1	ACADEMIC AND PROFESSIONAL CREDENTIALS					
1.1	ACADEMIC QUALIFICATION(Basis of Service Book verification)					
	Qualification	Score	Training	Score	Total	Marks
	Elementary	+2 +3/BA/B.Sc./ MA/ M.Sc.	+2 CT B.Ed./M.Ed. M.Phil/ Ph.D.			06
	Secondary	+3/BA/B.Sc./ MA/ M.Sc.	B.Ed./M.Ed. M.Phil/ Ph.D.			06
2	AWARDS AND RECOGNITION FOR RESOURCEFUL TEACHERS					20
	Awards/ Certifications and recognition at the National Level					04
	Awards/ Certifications and recognition at the State Level					04
	Publication in Magazines/ Journals for Teachers and students published at the State Level					03
	Written Text Books/ Resource Books developed by Board of Secondary Education/ OPEPA/ SCERT/ NCERT.					03
	Trainer or Resource Person at the State Level/ District Level					03
	Participation in Seminars/ Conferences at National Level conducted by National Level Bodies, Government of India or its Undertaking Organisations					03
3	TEACHER EFFECTIVENESS					28
	Regular attendance above 85% for the year and in the past year.					04
	Effective discharge of duties – academic, administrative					03
	Consistency in results for classes/ subject taught for past three years					04

	Scholarship/Achievements(at National) obtained by the students of the teacher as Class Teacher consistently	04	
	Special achievements by students of the Class Teacher consistently for 03 years at District/ State Level	03	
	Effective time and task management between academic and other administrative tasks during school hours	03	
	Any special contribution to the school/ facilitating contributions through school support scheme from institutions, individuals and other Departments.	03	
	Mobilising community for universalisation of Elementary Education and universalisation of Secondary Education	04	
4	PLANNING & PREPAREDNESS	09	
	Lesson Planning Daily & Monthly	03	
	Question Bank prepared for the subjects she/ he is teaching	03	
	Activity Bank prepared for the subjects she/ he is teaching	03	
5	ATTRIBUTES	12	
	Inclusive and positive behaviour	03	
	Personal involvement with children not an assertive behaviour	03	
	Engaging with parents and community for improved educational outcomes	03	
	Positive feedback about the teacher from supervisors, colleagues and parents	03	
6	CLASSROOM TRANSACTION	12	
	Interactive classroom transaction with activities and seat work	03	
	Regular Classroom based informal assessments	03	
	Ensuring participation of children and self in different school based activities like Sports, School Cabinet, School Clubs, Co-curricular activities, Projects, literary activities	03	
	Provides additional support and enrichment to slow learning students in additional time/ summers	03	

7	COMPLIANCE TO RTE PROVISIONS	09	
	No incidence of violations of Child Rights like sexual abuse, corporal punishment, discrimination etc. reported against the teacher	03	
	No incidents of irregularity in children's entitlements like Uniform, free Text Books, MDM reported against the teacher	03	
	No Government proceedings/ disciplinary action against the teacher	03	
8	ANY INNOVATION OR SPECIAL INTERVENTIONS UNDERTAKEN	04	
	Any innovation relating to academic/ Community mobilisation learning outcomes etc. which have brought significant improvement for the students	04	
Total Marks		100	

DECLARATION

I Shri/ Smt..... at present working as.....
in.....School,under.....Block and.....District do
hereby declare as follows:

- 1) That I myself am the applicant herein above and I stand by all the entries made in the application form as well as authenticity of copies of records submitted by me in shape of a booklet/bound volume in support of my candidature. I shall be held responsible if anything wrong is established in future. I further declare that no criminal proceeding or departmental proceeding is pending against me.
- 2) That I have seen the nomination above made by my senior authority and I am willing for consideration of my name for State Award. I further declare that the entries made in the nomination above are true and correct. The copies of records in the accompanying booklet/bound volume in support of my candidature are authentic and there is no criminal proceeding or departmental proceeding pending against me.

Place:

Date:

**Signature of the Applicant
or
person being nominated**

- *Please strike off the paragraph not applicable*