

**PLEASE SUBMIT TWO EXTRA PASSPORT SIZE PHOTOGRAPHS IN SEPARATE ENVELOPE
AFFIXING YOUR NAME AT THE BACK AND ATTESTED BY THE PRINCIPAL**

ANNEXURE-I



**PROFORMA FOR RECOMMENDING A TEACHER / VICE PRINCIPAL / PRINCIPAL FOR
REGIONAL INCENTIVE AWARD-2017**

PARTS A, B TO BE FILLED IN BY THE INDIVIDUAL AND PART C IS TO BE FILLED IN BY THE PRINCIPAL (IN CASE OF TEACHERS & VICE PRINCIPAL) AND BY THE CHAIRMAN VMC/ DEPUTY COMMISSIONER (IN CASE OF PRINCIPALS)

PART-A

PARTICULARS OF THE TEACHER/ PRINCIPAL

1. Name (in block letters) :
2. Designation :
- School Address with PIN Code :
3. Region :
4. Date of Birth :
- Age (as on 31.03.2017) :
5. Sex :
6. Whether belongs to special Category i.e. PH : -
7. Date of Joining in KVS with cadre :(Date/Month/Year)
8. Total Service in KVS (As on 31.03.2017) :(Years/Months/Days)

Name & Signature of Principal

PART-B

12. What has been the teacher's result for the past 5 Years in the highest class taught by the teacher at the Vidyalaya level (in case of PRTs & TGTs) and Board level examination (in case of PGTs, Vice-Principals and Principals):-

A . For Principal / Vice Principal

Year	Class	No. of students appeared	No. of students Passed	Pass %	PI in Class XII	% of 8 & above CGPA in class X/ Performance Index of the Vidyalaya in Class XII	Remarks
2016-17	X						
	XII						
2015-16	X						
	XII						
2014-15	X						
	XII						
2013-14	X						
	XII						
2012-13	X						
	XII						

B. For PRTs/TGTs/PGTs

Year	Class & Subject Taught	Number of Students appeared	No. of Students passed	No. of Students getting A1 (in case of TGTs)	No. of Students getting 90% and above (in case of PGTs)	No. of Students getting A Grade (in case of PRTs)	Performance Index of the highest class taught	For PRT (% of A grades) For TGTs/PGTs teaching X (% of students scoring 8 & above CGPA) For PGTs - PI of highest class taught

In case of PRTs, result of highest class of teacher to be verified by Principal and copy of Result register to be attached for reference.

13. Any innovative practice/experimentation undertaken for greater impact of : (attach proof)

- a. Teaching learning process with special emphasis on value based education
- b. Computer Aided Teaching
- c. Self prepared models/ teaching aids
- d. improving the reading habits of students
- e. Administrative work (for Principal)
- f. Any other work

14. Mention special attention & assistance given to reduce the no. of detainees & enhance the performance of

a. Gifted Students

b. Weak Students

c. Students with special needs

15. Record of in-service training programs / workshops etc. attended as Director/ Associate Director/ Resource Person. Give details of the last 10 years only.

Sl. No.	Year	Name of the course	Duration	In the capacity of participant/ Resource person/ Associate Director / Director	Remarks
01.					
02.					
03.					
04.					
05.					

16. Mention your Specific Contribution in at least three activities supported by documents verified by Principal/Deputy Commissioner towards:

- a. CCA
- b. School management
- c. Discipline
- d. Innovative practices
- e. Games & Sports / Adventure activities
- f. Club Activities /Exhibitions
- g. Guidance and Counseling
- h. Scout & Guide
- i. NCC / NSS / Life Skills
- j. Social Service/ Community Service
- k. JMO/JSO/Olympiads
- l. Any Other

17. Has any article related to the field of education been written and published in any newspaper / magazine/journal/or has any text book been written and published? If yes, give details in the last 05 years: -

Sl. No	Name of the Article/ Text Book	Name of the Newspaper/Magazine/ Journal / Publisher	Year of publication	Remarks
1.				

18. Recognition /Award/Prize received at the National / State/ Regional / District level by the teacher: (During 05 Preceeding Years)

(a) for self

(b) for the students under the guidance of the teacher.

Name of the Award	The Institution which awarded	Year of award	Field of recognition	Award received by Self / Student

19. Any other significant achievement/contribution not mentioned above

Signature of the Applicant

**INFORMATION TO BE GIVEN IN CASE OF PRINCIPAL BY THE CHAIRMAN
VMC/DEPUTY COMMISSIONER OF THE REGION**

(POINTS 18 TO 25) PLEASE GIVE ONLY BRIEF ACCOUNT

20	Has the Principal/Teacher introduced any innovative ideas for raising the quality of education in the school?	
21	Does the Principal/Teachers invite the parents to contribute in Academics/Sports/Cultural fields etc.	
22	Does the Principal/Teacher take interest in maintenance of the infrastructure, beautification of the campus and cleanliness, if so, give details.	
23	Are the activities like Annual day, sports day, celebration of important days, clubs (nature, science, reader), value based education etc. being organized? If so, give details	
24	Is guidance provided to the teachers/students professional development and whether he/she encourages the teachers as well as students for experiments/innovations?	
25	What goals/targets are set in academic/sports and games/other activities and what are the achievements?	
26	Has any project been undertaken during the last three years at School Level? If yes, give details	
27	Have any concrete steps been taken to implement CMP and CCE? If yes, give details	

PART-C

Remarks about the teachers/Principal/Vice-Principal/based on the assessment by her/his superiors on three points scale viz. outstanding /Very good/Good

28. Does the teacher/Principal command respect among the students?
29. Does the Teacher/Principal maintain cordial relations with his fellow- teachers and others stake holders?
30. The following information may specifically be given:-
- The role of teacher/Principal in maintaining discipline.
 - Punctually in duty and assignments.
 - Efforts for inculcating moral values, national integration and respect for cultural heritage.
- 31- Is She / He held in high esteem by the community, particularly the parents?
- 32- What is the extent of participation of the Teacher / Principal in enhancing the image of the Vidyalaya in the community?
33. Comments : -
- Does she/he indulge in tuitions?
 - Is She/he in the habit of submitting complaints and indulging in litigation?

34. It is certified that all the information Provided from Sl.No. 01-31 has been checked and found correct.

**Signature of the Principal
(In case of a Teacher)**

&

**Signature of the Chairman, VMC
(In case of Principals)**

**Counter Signature
Recommendation of
The chairman, VMC**

**Counter Signature of
Deputy Commissioner of the Region
(With Seal)**

PART-D

Remarks/Recommendation of the Cluster level Committee:

Signature
Chairman, KVS Cluster Committee

PART-E

Remarks/Recommendation of the Regional level Committee:

Signature
Chairman, KVS Regional Committee

**KENDRIYA VIDYALAYA SANGATHAN
KVS NATIONAL INCENTIVE AWARD/KVS REGIONAL INCENTIVE AWARD
(TO BE FILLED IN BY CULSTER LEVEL COMMITTEE)**

CHECK LIST..... CATEGORY (PH).....

Name of the Teacher/Vice Principal/Principal.....

Post Held:

Date of Birth:.....

Name of KV:

Total service in KVS:.....Y.....M

ACRs/APAR points of last five years

Year Points	2012	2013	2014	2015	2016

1(a) RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE/QUALITATIVE):-

Year	Classes taught	Pass %	(i) % of A Grades (for PRTs) (ii) % of 8.0 & above CGPA (For TGTs) (iii) PI (in case of PGTs) (iv) % of 8.0 and above CGPA / PI of Vidyalaya (for Pr. & VP)

1(b) Result of the last 5 years for Primary Classes;-

Year	Classes taught	No. of Students with 'A' Grade	% of students getting 'A' Grade

**** copies of last page of APAR of last 5 years to be attached by teacher/Principal/Vice-Principal.**

2.

A. Concerted steps taken to improve the quality of teaching by the teacher.

B. Experience as resource person in In-Service courses. (no. of times)

C. Use of teaching aid/computes for teaching (used /not used)

D. Whether undertaken innovative practices/Project/Experimentation

E. Publication and involvement in the community

F. Community service

G. Contribution in co-curricular activities

(scout & guide, NCC, NSS, Sports & Games etc.)

Recognition:-

1. Award/Certificate

Attached /Not Attached

2. Any other Award (National/State/Regional/District/International Level) with details:

**Prepared by..... (Signature)
(Chairman Cluster level committee)**

**Checked by: (Signature)
(Member secretary, cluster level committee)**

CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF TEACHERS/VICE-PRINCIPALS & BY THE CHAIRMAN VMC OR DEPUTY COMMISSIONER IN CASE OF PRINCIPAL:

It is certified that Ms./Mr./Mrs.(Name of the teacher/Vice-Principal/Principal with designation).....of Kendriya Vidyalaya.....
.....has an absolutely clean record of service and Faultless antecedents and that no vigilance/disciplinary enquiries are pending/contemplated against her/him.

**Signature of Principal /Chairman/VMC/
Dy. Commissioner With Seal**

I have checked all the details and will be personally responsible for any misrepresentation of facts.

**COUNTER SIGNATURE OF
DEPUTY COMMISSIONER OF THE REGION
(WITH SEAL)**