

Department of School Education, Punjab

To,

All District Education Officers (S.E/E.E)
Punjab.

Memo No.: 15/1-20 S.E (2) / 2020201755
Date : 26-08-2020

Subject: - Policy Guidelines for State Teacher Award, Young Teacher Award and Administrator Award.

The State of Punjab, Department of School Education places great emphasis on quality teaching, cultivating excellent teachers, administrator and highlighting the tasks of teaching and educating. To honour and thank teachers for their excellent teaching performance and their significant contribution to enhancing the quality of learning and teaching in the schools of Punjab the following guidelines are set out to select teachers and administrator for State Teacher Award, Young Teacher Award and Administrator Award to be awarded on Teachers Day on 5th September of every year.

1. Eligibility:

(a) State Teacher Award: Any teacher/ school head working in the Department of School Education having regular service of at least 10-years as on the last cut-off date of the nomination will be eligible to participate in the selection procedure of State Teacher Award.

(b) Young Teacher Award: Any teacher/ school head working in the Department of School Education having regular service of less than 10 years and who has cleared probation or spent more than 3-years as on the last cut-off date of the nomination will be eligible to participate in the selection procedure of Young Teacher Award.

Teachers working in the Societies viz. SAMAGRA and PICTES can also be nominated for State Teacher Award and Young Teacher Award provided they fulfill the eligibility conditions.

(c) Administrator Award: Any administrator working in the Department of School Education must have served for at least one year up to the last cut off date of the nomination in the district as District Education Officer, Deputy District Education Officer, Block Primary Education Officer and DIET Principal.

The employees who are on extension are not eligible for nomination for the Awards.

2. Nomination for the Awards: No teacher/ school head/ administrator would apply for the award himself/herself. Any person / teacher/school head/ District Education Officer/ Deputy District Education Officer/ DIET Principal/ Assistant Director/ Deputy Director/ Director, Director General School Education/ Secretary working in the Department of

School Education can nominate any school teacher/ school head/ administrator for the State Teacher Award, Young Teacher Award and Administrator Award.

The nominator will write recommendation in at least 250 words about the nominee in his/ her own handwriting keeping in mind the parameters of evaluation for the State Teacher Award, Young Teacher Award and Administrator Award as specified in at para no. 7.0.

The nominations will be uploaded on the web portal made for the State Teacher Award, Young Teacher Award and Administrator Award on the Department's website *ssapunjab.org* as per the prescribed procedure.

3. Processing of the nominations: All the nominations received through the web portal by the cut-off date would be scrutinized by the MIS Wing at the Head Quarter. The district-wise nominations (except those for Administrator Award) would be forwarded to the District Education Officers of the concerned districts who would further scrutinize the nominations and they would be allowed to nominate 10 percent (of the shortlisted nominee) more teachers/ school heads at their own level which they think are deserving but have not been nominated earlier. The concerned District Education officers would write the citation in at least 250 words in their own handwriting only (not typed). They would ensure to upload the prescribed information of the candidates which they would recommend on the web portal. The nominations for Administrator Award will be scrutinized at the head office by the State level Committee.

4. Screening Criterion: After receiving the nominations for State Teacher Awards and Young Teacher Awards, District Education Officers in the concerned districts would screen out the nominees. However, in case of Administrator Award, the State level Committee will do the screening of the nominees. A nominee who has been charge sheeted under rule 8 of CSR, or who has been transferred on administrative ground, or if a case of sexual exploitation or sexual harassment is pending against him/her would not be eligible for the State Teacher Award, Young Teacher Award and Administrator Award.

5. Number of Awards:

(a) State Teacher Award: Total number of awards in the state is fixed to be 50. The number of awards for teachers/schools heads working at primary level and at higher level have been fixed keeping in mind the proportion of eligible teacher/ school heads (who have completed their regular service of 10-years) at these two levels. Thus the total number of awards for the teachers/school heads working in primary schools is fixed to be 21 (i.e. 41%) and that for teachers/school heads working in schools other than primary schools is 29 (i.e. 59%).

(b) Young Teacher Award: Total number of awards in the state is fixed to be 10. The number of awards for teachers/schools heads working at primary level and at higher level

have experience of less than 10 years and has cleared probation or completed their service more than 3-years) at these two levels. Thus the total number of awards for the teachers/school heads working in primary schools is fixed to be 4 (i.e. 40%) and that for teachers/school heads working in schools other than primary schools is 6 (i.e. 60%).

(c) Administrator Award: Total number of Administrator Awards in the State is fixed to be 10. One for District Education Officer (SE), One District Education Officer (EE), One for Deputy DEO (EE), One for Deputy DEO (SE), Five awards for BPEOs and One for the DIET Principal will be awarded as Administrator Award on the basis of their performance.

The awardees will be selected for State Teacher Award, Young Teacher Award and Administrator Award purely on merit based on the parameters (listed at para no. 7.0).

Note: One award will be ensured to one teacher per district and the remaining awards may be given strictly on the merits irrespective of the districts.

However, Hon'ble Minister of School Education may nominate the names of five outstanding teachers / School Heads/ administrators for the state awards.

6. Award Money: No financial benefit in cash or kind and no benefit of extension in service will be given to the awardees so that only deserving and genuine teachers /school heads / administrators aspire for the State Teacher Award, Young Teacher Award and Administrator Award. However, a medal, shawl and certificate will be conferred to the awardees as a token of honour.

7. Parameters of Evaluation for selection of Teachers/ schools Heads/ administrator for State Teacher Award, Young Teacher Award and Administrator Award:

S.no.	Parameter	Weightage
1	Contribution in enhancing the learning outcomes of students at Schools/ Block / District Level.	30
2	Professional Development, in-service trainings and updation of knowledge	10
3	Work done by teachers/ School heads/ administrator to encourage community, parents, alumni etc to contribute to the schools in building infrastructure/BALA/ Smart Class/ Smart School	15
4	Publication and Research and contribution in developing teaching learning material, training modules and content	5
5	Organization of extra-curricular activities	5
6	Innovative experiments (like use of ICT, joyful learning techniques, activity based methods, delivering audio-video	10

	lecturers on YouTube/TV/Radio channels.	
7	Mobilization of society for spreading awareness regarding social evils, health, national integration, etc	5
8	Strengthening of School Libraries/ Book bank/ reading cell	5
9	Appreciation for special contributions	5
10	Any other prominent contribution not covered above e.g. Working in school for comparatively more number of days during the academic year, organizing summer camp, remedial classes, increasing enrollment, efficient and effective implementation of Departmental Schemes.	10
	Total	100

8. General Conditions for Awards: The State gives awards to honour teachers/school heads/ administrators to enhance their dignity and prestige in the society and depict them as exemplary and model teachers/school heads/ administrators to be paragon of virtue for other teachers for motivation. However, when the instance of some malpractice or bad activities by an awardee comes to notice, it brings disgrace not only to the Department but also to the whole teacher community. Hence, in this backdrop following general conditions are laid down for awardees:

- i. If any awardee who is bestowed with a Award tries to degrade the prestige of award, gives any statement to return the award in any sort of resentment, his/her award will be taken back and he/she will be permanently debarred from applying for award in the future.
- ii. In case the results of the awardees are less than the average results of the state (PSEB/SCERT results or results of any other test e.g NAS or any other test to be specified by the Department) for the next three consecutive years, his/her Award should be taken back after giving an opportunity to explain.
- iii. It is further stated that if any awardee is found to be involved in any immoral activity or using derogatory remarks or language against their colleagues/head/senior officers, his/her award should be taken back apart from initiating appropriate departmental action against him/her.

9. Formation of Jury for Selection: The shortlisted and recommended applicants for the awards would be required to make a presentation before the following committee of officers/ prominent educationist which is constituted to make recommendations on the awards:-

- i) Secretary School Education
- ii) Director General School Education
- iii) Director of Public Instructions (Secondary Education)
- iv) Director of Public Instructions (Elementary Education)

- v) Director , State Council of Education Research and Training
- vi) One District Education Officer (SE) to be nominated by the Govt. annually for the awards.
- vii) One District Education Officer (EE) to be nominated by the Govt. annually for the awards.
- viii) Ms Kiran Devendra, Former Professor and Head, Dept of Elementary Education, NCERT, New Delhi presently Professor and Head, History Dept (AMITY School of Liberal Arts), AMITY University, Haryana.
- ix) Dr. Manjula Sharma O/o Samgra Shiksha, Himachal Pradesh.
- x) Ms Amarjeet Kaur Dalam, Deputy Secretary Academic Council, Punjab School Education Board.

The honorarium for the non departmental Committee members would be paid as approved by the Department of School Education. TA/DA would be reimbursed as per the Punjab Govt. rules.

Note: The previous guidelines issued for the State Teachers Award has been superseded.


Secretary School Education, Punjab