No. EDN-HE(14)-1/2015-16-ICT
Directorate of Higher Education
Himachal Pradesh

Dated   the   Shimla 171001   09th   March, 2015

To

All the Principals,
Govt. Sr. Sec. Schools,
Himachal Pradesh.

Subject:-   Regarding National Awards for teachers for use ICT in Education
                 - nomination thereof.

Memo,

    This is with reference to the letter received from the Addl. Chief Secretary(Edu.) to the Govt. of Himachal Pradesh on the above cited subject.

    In this regard all the Principals are directed to submit the nominations of teachers using ICT in Education for National Awards as per the ICT scheme. The nominations should reach in this Directorate on or before 31st March, 2015 positively, on the prescribed proforma (copy enclosed), so that the same could be forwarded to the GOI for finalization.

    For other details you may visit to CIET-NCERT website: www.ciet.nic.in, www.ncert.nic.in.

Director of Higher Education
Himachal Pradesh

National Awards for Teachers–2015
for
"Using ICT for Innovations in Education"

1. Guidelines for States/UTs/Autonomous Bodies under MHRD

Eligibility

School teachers of primary, upper primary, secondary and higher secondary schools working in any recognized school in the Indian Union under the following categories:

(i)   Schools run by State Govt./ UTs Administration, schools run by local bodies, private schools affiliated to state boards and aided by State Govt. and UT Administration.

(ii)   Central Govt. Schools i.e. Kendriya Vidyalayas (KVs), Jawahar Navodaya Vidyalayas (JNVs), Central Schools for Tibetans (CTSA), Sainik Schools and Schools run by Ministry of Defence (MOD), Schools run by Atomic Energy Education Society (AEES).

(iii)   Schools affiliated to Central Board of Secondary Education (CBSE) (other than those at (i) and (ii) above)

(iv)   Schools affiliated to Council for Indian Schools Certificate Examination (CISCE) (Other than those at (i), (ii) and (iii) above)

Note: State Governments/ UTs administration may not nominate teachers from any of the other categories**.**

Allocation of Awards

(i)	Three awards for each large State (Defined as States having teacher strength of 1 lakh or more)	13x3= 39
(ii)	Two awards for each small State (Defined as States whose teachers strength is less than1 lakh)	15x2=30
(iii)	One award for each UT	7x1= 7
(iv)	Two awards each for KVS &NVS	2x2= 4
(v)	Three awards for CBSE	3
(vi)	One awards for CISCE	1
(vii)	One award for CTSA	1
(viii)	One award for Sainik School and Schools under MOD	1
(ix)	One award for schools under AEES	1
	Total	**87**

Award

Each winning teacher will be awarded with an ICT Kit, a laptop and a commendation certificate. The winners would be encouraged to function as mentors (resource persons) for their area to motivate and train other teachers in use of ICT (including training of mentors) in teaching. All the winners will form a community of resource persons through networking. The prize winning initiatives would be shared as best practices across the country.

Selection Procedure

(i) For States & UT schools

Schools will send detailed entries in the prescribed format along with supporting documents to the Directorate of Education of the State/UT through the District Education Officer. The Directorate of Education, with the help of a State-level Committee headed by Secretary (Secondary Education) will scrutinize all the entries and shortlist the candidates, which will be twice the number of awards to be presented, and forward the same to Central Institute of Educational Technology (CIET), NCERT, New Delhi.

(ii) For others i.e. Autonomous organizations/ institutions under MHRD

Schools will forward detailed entries in prescribed format along with supporting documents to the headquarters of the concerned organization i.e. Kvs, NVs, CBSE, CISCE, CTSA, MOD, AEES. A Committee under the Head of the organization of autonomous body will scrutinize all the entries and shortlist the candidates, which will be twice the number of awards to be presented, and send the same to CIET, NCERT New Delhi for further action.

(iii) At CIET the short listed candidates would be required to make presentations before a Committee. The composition of the Committee will be as follows:

I.	Director, NCERT	- Chairman
II	DDG, NIC	- Member
III.	Representative from Secondary Education Bureau, Deptt. of SE&L, Ministry of HRD	- Member
IV.	Representative from Dept of IT	- Member
V.	Joint Director, CIET	- Member Secretary

(iv) The Committee would recommend the requisite number of awardees to the Ministry with justification. At the Ministry level the proposal would be scrutinized for approval of the Minister.

(v) Important dates related to ICT Award

S.No	Item	Date
1.	Advertisement for nomination including announcement on website of Ministry and NCERT website.	31st December
2.	Last date for submission of detailed entries by schools to State Directorate of Education/Organization/ Autonomous bodies under MHRD	31st March
3.	Scrutiny and forwarding of short listed candidates by State Govt./UT/Organizations with Minutes to CIET, NCERT, New Delhi	30th June
4.	Scrutiny of short listed candidates by CIET and forwarding Final list for consideration to Ministry of HRD, Govt. of India.	30th September
5.	Award Function	11th November

2. Guidelines for submission of nomination/ entry for the ICT Award-2015

➢ A teacher Portfolio should be submitted along with the Entry Form.

➢ The portfolio should include a record of ICT implementations for teaching-learning, research, development of digital resources, exploration of ICT tools and support to the community using ICTs. **[Note: The portfolio is a record of work done by the teacher over the years and not a report of a project activity].**

➢ The teacher should have involved students in problem solving and investigations that culminate in realistic products. (for example – a virtual laboratory experiment which helped in solving local village problem, a website, or documentation of the issue, etc.)

National awards for School Teachers–2015
for
"Using ICT for Innovations in Education"

Entry Form

Name of the School:	
Name of the Principal:	
Postal Address of the School: Phone Number (with STD Code): Fax: Email address: Mobile No:	
Please give details of Computer Lab Facilities and Hardware available in each lab in your school. Hardware: Software Applications: e-content packages: Accessories (printer, scanner, camera, etc.): Attach necessary proof.	
How many classrooms in your school are equipped with Computers? Please give details of the number, configuration of the computers in classrooms	
Does the school have internet facility If Yes, give details of the type of access:	Dial Up Broad Band, ISDN, Leased Line, VSAT link
Describe the overall ICT programme in your school (in not more than 200 words) (Give details of curriculum, timetable, content and activities) Are there any specific activities designed around the ICT facilities? (Give details)	

Categories of Awards applied for (Pl. put tick Mark on appropriate Category)

  (i)   Schools from States (Government and Government aided Schools)
  (ii)   Schools from UTs (Government and Government aided Schools)
  (iii)   Schools run by Kendriya Vidyalaya Sangthan (KVS)
  (iv)   Navodaya Vidyalaya Samiti (NVS)
  (v)   Schools affiliated to CBSE
  (vi)   Schools affiliated to CISCE
  (vii)   Schools under Central Tibetan Schools Administration (CTSA)
  (viii) Schools under Ministry of Defence (MOD) i.e. Sainik Schools etc.
  (ix)   Schools under Atomic Energy Education Society (AEES)

Name of the State/UT/Autonomous body under MHRD, Govt. of India	
Category of the school (pl put a tick mark)	Primary Upper Primary Secondary Higher Secondary

Information about the Teacher and the Innovation

Section I: General Information and Profile of the Teacher:	
All Information in this section is essential to consider the application	
Registration No: (for Office use only)	
Name of the Teacher	
Postal Address of the School Phone Number Fax Email Address of the teacher Mobile No.	
Residential Address and Phone no.	
Date of Birth	
Gender	
Educational and Professional Qualifications	
Teaching Experience (in years):	
Subjects Taught and Class	
Have you participated in any contest for integration of ICT in innovative teaching (in or outside classroom)? If yes, pl give details.	
Have you won any award in the above-mentioned contest? If yes, please give details of the same.	
What has been the overall impact of using ICT in the Teaching – Learning Process?	
What has been your contribution to the school with respect to ICT integration?	
What are your future plans about ICT integration and enhancing quality of education?	

Section II: About the Teacher's efforts towards Integration of ICTs in Education

Provide supporting documents wherever necessary.

1.	Describe (in about 500 words) your strategy for use of ICT in teaching-learning. The write up should highlight the educational issues, integration of ICT applications, resources and students involvement.
2.	How has ICT helped you in your own professional growth? Describe how you use ICT on a day-to-day basis and how it has helped you improve as a teacher.
3.	Analyze your usage of any one (or a set of) ICT tools, software or resources, showing cleaning how it helps address educational issues.
4.	Please give details of ICT activities/work implemented by you in the last two academic years 2013-14 and 2014-15, where you have successfully integrated ICT.

Sr. No.	Class	Topic/ Title/ Activity/Work
a)		
b)		

5.	How have you helped students to use ICT for self-learning, investigation and experiments.	
6.	How have you been using ICTs to support the development of higher order thinking skills?	
7.	How have you engaged your students in cooperative/ collaborative learning using ICT?	
8.	What are the various assessment strategies adopted by you in the regular class room teaching which indicate the impact of ICT use? Attach samples.	

Section III: Details of ICT work done during past two academic years. **Provide supporting documents Certificates, Photographs, Poster's, banner, URL of websites blogs, groups, video clips wherever necessary.**	
Details of work done on ICT during last two academic year	
1. Aims /Goals of the work	
2. Rationale/need/justification for choosing the project [The work should aim at solving an educational problem. It should showcase the ICT skills and understanding you have acquired over the years. Presentations/slide shows (for instance power point presentations) will not quality as work].	
3. Target group and subject (if relevant):	
4. List the Learning Outcomes of the work.	
5. Brief Summary of the work:	
6. Elaborate the steps in implementing the work in your school/institution/community.	
7. List the Real Life Problems addressed through the implementation of this work. Provide supporting documents related to your claim.	
8. How did the work promote interdisciplinary learning? (integration of subject areas)	
9. How did you and/or the students use ICT while executing on the work? Provide supporting documents.	
10. Did the work help in creating awareness in the school/nearby surroundings? If Yes, how? Provide	

supporting documents.	
11. What were the challenges you faced in implementing the ICT aided work? How did you overcome them?	
12. Which assessment methods did you use to determine the achievement of the work (Such as Rubric, portfolio, Oral Assessment, Seminar. Presentations etc). Attach samples.	

Please attach the following supporting documents (soft copy and hard copy)

- ❖ Brief Profile of Self: (Max. 200 words in A-4 size sheet)
- ❖ Implementation Strategies/Plans of ICT integration project.
- ❖ Details of ICT Project Implemented (Hard and Soft Copy)
    - ➢ Supporting Documents that helped in the implementation of the ICT Project. (e.g. Photographs, Field visit report, Posters, Banners, URL of website, group, blogs etc)
    - ➢ Student Assignments related to ICT work (at least two samples)
    - ➢ Assessment Tools

Signature of the teacher: Date:

Name: Place:

(To be Counter signed by the Principal of the School with Seal)