



F.16-3/2015-NVS (Acad)

Dated : 15 July, 2016.

**URGENT/ TIME BOUND**

To

The Deputy Commissioners  
Navodaya Vidyalaya Samiti  
All Regional Offices

**Sub: NVS Incentive Award – 2015 - 16 for the Principals, Vice-Principals, Teachers and students (National Toppers) at National level – Regarding.**

Sir/ Madam,

The Scheme of Navodaya Vidyalaya Samiti Incentive Award to the Principals, Vice Principals, PGTs, TGTs and Miscellaneous category of teachers at National level is in practice. These awards are given to the faculty of teaching staff including Principals and Vice Principals for excellence in academic and all round meritorious performance in different areas. Details of number of awards are given below:

**Number of awards earmarked at National Level**

Sl.No.	Category	Number of Awards earmarked
1	Principal	5
2	Vice-Principal	5
3	PGTs	One for each subject
4	TGTs	One for each subject
5	Creative Teachers – TGTs (i.e. Art, Music, PET, SUPW & Librarian)	One for each subject
6	Students Toppers (Class X-3 Nos. & Class XII-4 Nos.)	7

**II) Eligibility criteria for NVS National level Award -2015-16:**

1. Principals, Vice Principals and Teachers, who apply for this award must have rendered **Six years of regular service** in Jawahar Navodaya Vidyalayas as on **31<sup>st</sup> March 2016**.

2. 95% of passes in CBSE Board Examination of Class X & XII in the immediate past 3 years (for 95% of passes in their Principals/Vice Principals and subject in immediate past 3 years (for Teachers)
3. Level of achievement in Vidyalaya activities like House management, Mess Management, CCA, NCC, Scouts and Guides, Sports and Games, Computer Education/ ICT, Pace Setting, etc.
5. Good conduct and behaviour and contribution towards healthy conducive atmosphere.

### **III) Details of Awards**

- i) Cash Award - Each awardee Principal/Vice Principal/Teacher selected for National Award will be honoured with Cash Award of Rs.10,000/-.
- ii) A shawl costing Rs.1, 600/- per piece
- iii) A commendation certificate

### **IV) Guidelines for recommending names for NVS National Award 2015-16 to Principals, Vice Principals and Teachers.**

1. Quantitative and Qualitative performance in Academics for the last 3 years.
2. Contribution and achievement in co-scholastic activities like Sports, NCC, Scouts and Guides, Pace Setting Activities, Performing Arts, Literature etc.
3. Use of ICT in class transaction.
4. Innovative projects undertaken; Research activities involved, new academic initiatives.
5. Frequency of participation in training programme, In-service courses as resource person etc.
6. Working as House Master/ Associate House Master.
7. Grading of ACRs for the last three years.
8. Recognition at District/ Regional/ State/ National Level.

The constituted committee at Headquarter Level will scrutinize the credentials of recommended Awardees and select the best Principals, Vice Principals, Teachers for National Award-2015-16 as per existing earmarked Awards and the guidelines mentioned above.

**V) NVS National Award to the students**

**a) Eligibility criteria:**

- i) Three Toppers of class X across the JNVs in terms of percentile score obtained in CBSE Board Exam (AISSE 2016).
- ii) Four Toppers of class XII (One each in four streams) across the JNVs in CBSE Board Examination (AISSCE – 2016).

**b) Details of Award:**

- i) Gold Medal (50 gms Silver medal of 75% purity with rhodium gold polish and Navodaya Logo one side and details of Exam. on the other side)
- ii) A Commendation Certificate.

The requisite proforma for recommending NVS National Incentive Award-2015-16 for Principals, Vice Principals, Teachers and Students are placed at **Annexure- I & II**.

**VI) Documents to be submitted**

- Particulars of Teachers/ Vice Principals/ Principals duly filled in part A, part B and part C as mentioned in guidelines and recommended by Principal/Chairman and Regional Committee.
- Two pass port size good quality recent photographs duly attested on backside and to kept in a separate envelope
- A brief resume of Teacher focusing achievements, awards, contribution to Vidyalaya Community etc. and the contribution to society at large with copies of proof.
- Vigilance Clearance Certificate stating that no Vigilance case is either pending or contemplated against him/ her as per records available.
- Any other relevant information.
- A small abstract of candidate in 10 sentences.

**VII) Procedure for Selection**

After receipt of applications from the teachers, Vice-Principals and Principals the correctness of whatever has been stated by the applicant in the proforma, is to be verified by Principal in case of teachers and by Deputy Commissioner in case of Principals/vice Principals.

**A) SELECTION COMMITTEE AT THE REGIONAL LEVEL**

1. Deputy Commissioner Chairman
2. Assistant Commissioner(Acad) Member
3. Assistant Commissioner  
Concerned Cluster I/C Member

The service record and antecedents of the eligible candidates must be carefully verified. A certificate to this effect duly completed must be signed by the concerned authority.

Principal of the JNV concerned will submit the details after entering the marks as per the details in **Annexure-III** in the format enclosed (**Annexure-IV & V**) and forward the same to Regional Office. RO may scrutinize the same data and modify as per the observation.

The Regional Selection Committee after following the guidelines for recommending names for Incentive Award shall select names for each category of the award for submission to the NVS(Hqr. ) for final selection alongwith duly filled consolidated sheet signed by Regional Committee .

It is reiterated that complete information as per the proforma is to be sent. There must be no deviation from the prescribed proforma, failing which the recommendation will not be processed.

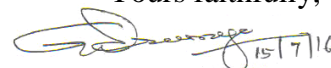
In the previous year, it was observed by the Committee that the no. of applications were very less, it is requested to encourage the schools to recommend deserving candidates with complete documentation. While sending recommendation, proper attention may please be given to appropriate presentation also.

The recommendations may kindly be submitted to this office **latest by 15<sup>th</sup> August, 2016** for further action.

This issues with the approval of Competent Authority.

Encls: As above

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'G. Arumugam', with the date '15/7/16' written below it.

(G. Arumugam)  
Deputy Commissioner (Acad.)

PASSPORT SIZE  
PHOTOGRAPH  
TO BE PASTED

**PROFORMA FOR RECOMMENDING PRINCIPALS/VICE  
PRINCIPALS AND TEACHERS FOR  
NVS NATIONAL AWARD – 2015-2016**

Parts A, B and C are to be filled in by the Principal (in case of teachers) and by the Deputy Commissioner (in case of Principals/Vice Principals)

**PART – A**

**Particulars of the Principal/Vice Principal/Teacher**

- 1.(a) Name(in block letters) \_\_\_\_\_
- (b) Name (in Hindi) \_\_\_\_\_
- 2.(a) Designation & School address in Eng. \_\_\_\_\_  
with Pin code number \_\_\_\_\_
- (b) Designation & School address in Hindi \_\_\_\_\_  
with Pin code number \_\_\_\_\_
3. Region \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Present age \_\_\_\_\_
6. Sex \_\_\_\_\_
7. **Date of Joining NVS :**  
On deputation basis as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
On regular basis as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_



**9. SERVICE RECORD**

Name of the Vidyalaya	Designation	Duration of service			Subject(s) taught	Any other responsibility carried out.
1.	2.	3.			4.	5.
		From	To	Total		

**9. (a) Total Experience**  
**(Mention teaching experience of**  
**Recognized schools only including**  
**+2 stage)**

**Teaching** \_\_\_\_\_  
**Administrative** \_\_\_\_\_  
**Others** \_\_\_\_\_  
**Total** \_\_\_\_\_

**9 (b) Total Experience in NVS only**  
**(as on 31.03.2016)**

**Teaching** \_\_\_\_\_  
**Administrative** \_\_\_\_\_  
**Others** \_\_\_\_\_  
**Total** \_\_\_\_\_

10. What concrete steps has the teacher taken to avoid dropouts in the Vidyalaya?

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**PART – B**

11. What has been the teacher's result for the past 3 years at Board/Vidyalaya level Examination?

In case of Principal, Board's result.

Year	Classes	Subject taught	No.of Students		Pass %	Results for Quality Analysis of Board/Non Board class		
			Appeared	Passed		% of students getting 75% to 89%	% of students getting 90% to 94.99%	% of students getting 95% and above



12. Has the teacher undertaken any specific activities for promoting National Integration during teaching career? Give details.
13. The following information may specifically be given with reference to
  - Punctuality
  - Discipline
  - Value based education
  - His/her behaviour with migrated students
14. Has the teacher undertaken any Innovative Practice/experimentation for greater impact of his/her Teaching on the students?

If so, give a brief note in the following areas:

- a) Classroom instructions
  - b) Laboratory/Library works
  - c) Assessment & evaluation
  - d) Administrative work
  - e) Computer Aided Teaching
  - f) Any other work
15. Which teaching – learning practices are adopted and what are the types of teaching aids, including mass media/Computer/research in pedagogy used by the teacher to make classroom instruction more interesting?
16. Does the teacher give any special attention and assistance to the gifted and weaker students? If, so give details.

17. Has the teacher participated in any in-service training programmes, Workshops, etc. or acted as Resource person/Director? If so, give details of the last ten years.

Sl. No.	Year	Name of the course	Duration	Capacity as participant/Resource Person/Director	Remarks

18. Does the teacher take active interest in organizing co-curricular activities including scouting & guiding, trekking, NCC, NSS etc. in the Vidyalaya? If yes, give details:

Year	Event/Activity	Achievement

19. Does the teacher take active interest in promoting sports & games? Give details.

Year	Event/Activity	Achievement

20. Has the teacher worked as House Master/ Associate House Master for the last 03 years (give details)

Year	Event/Activity	Achievement

21. Has the teacher received any recognition, Award or prize at the District/Regional/State/National level? If so, give particulars.

Name of the award	Year of award	The Institution which awarded	Field of recognition	Remarks

22. Any other significant achievement/Contribution not mentioned above.

Year	Field/Areas	Details of Achievement / contribution

**Information to be given in case of Principal (Points 23 to 29)**  
**Please give only brief account.**

23. Has the Principal introduced any Innovative ideas for raising the Quality of education in the school?
24. Does the Principal invite the parents for their co-operation for academic development? If yes, the details thereof.
25. Does the Principal take interests in maintenance of the school building and beautification of the campus? If so, give details.
26. Are the activities like Annual day, sports day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.
27. Is guidance provided to the teachers in professional development and whether he encourages the teachers as well as students for experiments/innovations?
28. What goals/targets are set in academic/sports and games/other activities and what are the achievements?
- 29.(a) Has any project been undertaken during the last three years at school level? If yes, give details.
- (b) Any special achievement of the Vidyalaya during his tenure as Principal/Vice-Principal of the Vidyalaya in the field of Acad./Computer-aided Education/games and Sports / co-curricular activities / any other activity

Year	JNV	Detail of Special achievement

**PART – C**

**Remarks about the Teacher/Principal based on the Assessment of her/his superiors on three point scale viz. Outstanding/Very Good/Good.**

- 30 Does the teacher command Respect among the students?
- 31. Is she/he able to maintain discipline among the students?
- 32. Does the teacher maintain cordial relations with his fellow-teachers and others?
- 33. Is she/he held in high esteem by the community, particularly the parents?
- 34. What is the extent of participation of the teacher in activities of parent-teacher association etc?
- 35. Is it certified that all the information provided from Sl.No.01 to 34 has been checked and found correct.

**Signature of the Principal in case of a teacher**

**Recommendation of the  
Assistant Commissioner-cum-cluster I/c**

**Signature**

**Counter Signature of  
Deputy Commissioner of the Region**

**(With seal)**

**PART – D**

**Remarks/Recommendations of the NVS Regional Level Selection Committee**

- |    |    |    |    |
|----|----|----|----|
| 1. | 2. | 3. | 4. |
|----|----|----|----|

**[To be filled by NVS (HQrs.), Noida]**

**PART – E**

**Recommendations of the  
NVS Level Committee**

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|----|----|----|----|
| 1. | 2. | 3. | 4. |
|----|----|----|----|

**Signature  
Commissioner/Chairman,  
NVS Level Committee**

**Certificate to be furnished by the Principal in case of Teachers and by the Deputy  
Commissioner in case of the Principal**

It is certified that Dr./Smt./Shri \_\_\_\_\_

(Name of the teacher/Principal with Designation)

of Navodaya Vidyalaya \_\_\_\_\_ has an  
absolutely clean record of service and faultless antecedents and that no Vigilance/Disciplinary  
enquiries are pending/contemplated against her/him.

**Signature with seal**

### CRITERIA FOR PRINCIPAL & VICE – PRINCIPAL

(2015-16)

S.No	Areas	Total Marks	Criteria	Marks allotted
1.	Academic Performance	10	A. <u>Quantitative result</u> 02 marks per year for 100% marks in highest class of school result (last three years). B. <u>Qualitative result</u> More than 10% in 90% & above category i) 2013-14 (01 Mark) ii) 2014-15 (01 mark) iii) 2015-16 (02 marks)	06   04
2.	Awards	10	<ul style="list-style-type: none"> <li>President Award</li> <li>NVS merit Certificates/Award</li> <li>State Level recognition Certificates/Awards</li> </ul>	10 01 for each 01 for each
3.	Has the Principal introduced any innovative ideas for raising the quality of education in the school?	05	02 marks of each innovative ideas subject to maximum 05 marks	05
4.	Does the Principal invite the parents for their cooperation for academic development? If yes, the detail thereof	10	01 mark for each area of cooperation from parents	10
5.	Does the Principal take interests in maintenance of the school building and beautification of the campus?. If so, give details.	05	i) Maintenance of school building ii) Beautification of the campus	2.5 2.5
6.	Are the activities like annual day, sports day, clubs, value-based education etc. being organized? If so, give details	10	Annual Day/Sports Day Club Activities Value based education	03 04 03
7.	Is guidance provided to the teachers in professional development and whether he encourages the teachers as well as students for experiments/	10	Based on the Write up	10
8.	What goals/targets are set in academic/sports and games/other activities and what are the achievements?	10	Targets/Achievements in i) Academics ii) Games & Sports iii) Other activity	04 03 03



9.	a) Has any project been undertaken during the last three years at school level? If yes, give details b) Any special achievement of the Vidyalaya during his tenure as Principal/Vice Principal of the Vidyalaya in the field of Acad./Computer-aided education/games and sports/co-curricular activities/any other activity	10	05 marks for each project subject to maximum 10	10
10.	Does the PPL/VP command respect among the students?	02	i) Outstanding	02
11.	Is She/he able to maintain discipline among the students?	02	ii) Very Good /Good i) Outstanding	01 02
12.	Does the PPL/VP maintain cordial relations with his fellow-teachers and others	02	ii) Very Good/Good i) Outstanding	01 02
13.	Is she/he held in high esteem by the community, particularly the parents?	02	ii) Very Good/Good i) Outstanding ii) Very Good/Good	01 02 01
14.	What is the extent of participation of the PPL/VP in activities of parent-teacher association etc?	02	i) Outstanding	02
	Total	100	ii) Very Good/Good	01

**CRITERIA FOR PGTs/TGTs/CREATIVE TEACHERS**  
**(2015-16)**

S.No.	Areas	Total Marks	Criteria	Marks allotted
1.	Academic Performance	10	A. <u>Quantitative result</u> 02 marks per year for 100% marks in highest class of school result (last three years). B. <u>Qualitative result</u> More than 10% in 90% & above category ii) 2013-14 (01 Mark) iii) 2014-15 (01 mark) iv) 2015-16 (02 marks)	06   04
2.	Awards	10	i) President Award ii) NVS merit Certificates/Award iii) State Level recognition Certificates/Awards	10 01 for each 01 for each
3.	Specific activities for promoting National Integration.	05	Based on write up	05
4.	Punctuality/Discipline/Value based education/behaviour with migrated students.	05	Based on write up	05
5.	Academic Projects/Innovations undertaken a) Classroom instructions b) Laboratory/Library work c) Assessment & evaluation d) Administrative work e) Computer Aide-used f) Any other work	10	a) Classroom instructions b) Laboratory/Library work c) Assessment & evaluation d) Administrative work- e) Computer Aide- used f) Any other work -	02 02 02 01 02 01
6.	Implementation of Computer aided teaching learning.	05	Based on write up	05
7.	Any special assistance to gifted/weaker students	05	i) Assistance to gifted students 2.5 marks ii) Assistance to low performers 2.5marks	05
8.	Participation in training programme/work shops or acted as Resource person for the last 10 years.	10	As resource person As participation (subject to maximum 10 marks)	02 per training 01 per training



9.	Interest in Co-Curricular activities including NCC, Scouts & Guides, NSS, trekking etc.	10	i) As In-charge	05
10.	Interest in promoting Sports and Games	05	ii) Achievements Based on write up	05
11.	As House Master	10	i) As house master: 02 marks per year	Max. - 06
			ii) As Associate House Master: 01 mark per year	Max. - 03
12.	Any other significant achievement/Contribution	05	iii) 04 marks in achievements 02 marks for each significant achievement Subject to maximum 05 marks	04 05
13.	Does the teacher command respect among the students?	02	iii) Outstanding	02
14.	Is She/he able to maintain discipline among the students?	02	iv) Very Good /Good	01
			iii) Outstanding	02
15.	Does the teacher maintain cordial relations with his fellow-teachers and others	02	iv) Very Good/Good	01
			iii) Outstanding	02
16.	Is she/he held in high esteem by the community, particularly the parents?	02	iv) Very Good/Good	01
			iii) Outstanding	02
17.	What is the extent of participation of the teacher in activities of parent-teacher association etc?	02	iii) Outstanding	01
			iv) Very Good/Good	02
	Total	100		01

Note:-In respect of creative teachers, 10 Marks of Academic Performance have been distributed i.e. 05 Marks each in CCA and Achievement in respective subject.

## ANNEXURE-IV

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