

**GOVERNMENT OF MEGHALAYA  
EDUCATION DEPARTMENT**

No.EDN. 80/2000/Pt/96,

Dated Shillong the 11<sup>th</sup> August, 2011

**OFFICE MEMORANDUM**

With a view to motivate and accord recognition to the meritorious service of outstanding Teachers working in Primary, Upper Primary, Secondary and Higher Secondary Schools, the Government of Meghalaya in Education Department has decided to implement a Scheme for selection of deserving teachers, for awards at the State and the District level. The Awards will be presented on Teachers Day annually. For implementation of the above scheme, the following guidelines have been framed as follows :-

**Guidelines for selection of deserving teacher for State Awards.**

**1(i) Criteria for selection:-** Since the awards are primarily meant to recognize the exemplary service of school teachers, it must be mandatorily certified that the teachers so recommended are teaching in Primary / Upper Primary / Secondary / Higher Secondary Schools / Classes at the time of their nomination by the School concerned who will then forward the list to the DSEO / Joint Director of School Education of the District concerned. The DSEO / Joint Director of School Education & Literacy will then convene a Meeting of the District Committee as and forward the selected teachers to the Directorate of School Education & Literacy.

**1(ii) Nomination of the Teacher:** Nomination of the Teacher (s) should be proposed by the Principals / Headmasters / Headmistress concerned in respect of the Government Schools and by the School Management Committee in case of Non-Government, Government Aided and Private Schools. The nomination should be submitted as per the prescribed format attached with these Guidelines (Annexure.I).

**2. Selection Committees :-** There shall be 2 selection committees, the District Committee and the State level Committee.

**i) District Committee:**

(i) The District level Committee shall consist of the following members.

- |   |               |
|---|---------------|
| 1) Additional Director /Joint Director/DSEO concerned | -Chairman     |
| 2) Principal DIET concerned                           | -Member Secy. |
| 3) SDSEO of School concerned                          | -Member       |
| 4) One Principal of - Secondary School                | -Member       |
| 5) One Headmaster of Upper Primary School             | -Member       |
| 6) One Head Teacher of Lower Primary School           | -Member       |

Two – thirds of the above members shall form a quorum.

Contd.....2/-

**(ii) State level Committee:**

The State level Committee shall consist of the following members :-

- |  |               |
|--|---------------|
| 1) Director, School Education & Literacy       | -Chairman     |
| 2) Joint Director, School Education & Literacy | -Member Secy. |
| 3) DSEO of Schools concerned                   | -Member       |
| 4) SDSEO of School Education & Literacy        | -Member       |

The function of the above committee shall be to screen and recommend names of teachers for both the District and State Award to the Director of School Education & Literacy & Education Department respectively.

**3. Category of Schools / Teachers eligible for receiving of Awards:-** The following category shall be eligible for receiving of Awards.

- Teachers working in Recognized Primary/ Upper Primary / Secondary / Higher Secondary Schools affiliated to State Boards and Council of the ICSE.
- Teachers who promote the education of children with Special Needs (CWSN) in regular Schools under the State.

**4. Conditions of eligibility of Teachers for consideration of State Awards.**

i) Teachers should have have a minimum of 15(fifteen) years of continuous service and teaching experience for classroom teachers and the same number of years of continuous teaching service for those holding the posts of Principal, Headmaster and Vice Principals.

ii) For Special Award Category, a teacher should have a minimum of 10 (ten) years of teaching experience for classroom teachers and the same number of years for those holding the post of Principal, Headmaster and Vice Principals.

**5. Other eligibility requirements for the award.**

i) While recommending the teacher for State award, the Committee shall indicate / state the Special or Unique attribute of each teacher or the basis of which their names have been recommended. While selecting and recommendation a deserving teacher for the Award, the District level Committee may take into account the performance of the concerned teacher in respect of – School attendance, punctuality, students performance, results, his / her ability to maintain discipline in the classroom. In addition the Committee may also look into the teacher's involvement in Co-curricular activities, NCC, NSS, BSG, Red Cross and any other outstanding performance relating to children's Education.

Contd.....3/-

- ii) The performance of the school and the performance of the students in the Board Exam in the subject taught by such teacher has to be taken into consideration. Teachers who are teaching in Schools which performs poorly in the Board Exams may not be considered. Preference is to be given to the teachers of those students, who top the list in the Board Exam or the subject teachers from a school who secure high pass percentage in the Board Exam.
- iii) Any outstanding contribution of the teachers in the field of education such as his / her research-work/Books/Journals/ Articles and other publications which the teacher has published also should be given more weightage while recommending for the award.
- iv) In case of special category awards a brief citation is required to be attached for the teacher being recommended under such category. Deserving teachers should be encourage by recommending teachers who themselves may have the disabilities and also those who have done commendable work for education of children with special need and care.
- v) Retired teachers will not be eligible to the Award. However, a teacher who has served for a part of the calendar year for at least 4(four) months i.e. upto 30<sup>th</sup> April may be considered if he / she fulfills all other conditions of eligibility.
- vi) Educational Administrators viz. DSEO, SDSEO and Principals and Teachers of Teacher Training Institute shall not be eligible for the Award.

## **6. Procedure for selection.**

- i) Preliminary selection shall be made at the District level by the respective District Committee who shall then make recommendation to the State Level Committee for final selection.

For this, at the beginning of the academic session preferably by March, the DSEO or SDSEO shall write to all Managing Committees to forward names of eligible teachers. The Secretary of a Managing Committee shall then recommend to the DSEO or SDSEO such eligible teachers within 15<sup>th</sup> June of each year. Copy of the minutes of the Sub-Committee shall also be attached along with recommendations. All recommendations from the Districts should reach the State level committee not later than 31<sup>st</sup> July of each year.

Contd.....4/-

ii) The State Level Committee shall also recommend the best 6(six) teachers, 3 (three) each from the following category of schools for selection and nomination of National Award to the Committee constituted by the Ministry of Human Resources Development, Department of School Education and Literacy.

- a) Three teachers from Primary / Upper Primary School.
- b) Three teachers from the Secondary School.

**7. Cash Award for the District and State Awardees.**

i) All the teachers selected for receiving the District award shall each be entitled to a cash of Rs.10,000/- (Ten thousand).

ii) Teacher selected for the State award shall each be entitled to received a cash award of Rs. 25,000/- (Twenty five thousand) only.

**8. Source of fund** :- The expenditure shall be met from the provision under the State Budget and also by way of subscription for which separate guidelines will be issued subsequently.

Sd/-

( P. S. Thangkhiew, IAS )

Principal Secretary to the Govt. of Meghalaya,  
Education Department.

**Memo.No.EDN.80/2000/Pt/89-A**

**Dated Shillong, the 11<sup>th</sup> August, 2011**

Copy to :-

1. The Private Secretary to the Chief Minister for information of the Chief Minister.
2. The Private Secretary to the Minister incharge Education for information of the Minister.
3. The Private Secretary to the Chief Secretary for information of the Chief Secretary.
4. The Principal Secretary, Education Department.
5. The Director of Higher & Technical Education, Meghalaya, Shillong.
6. The Director of School Education & Literacy, Meghalaya, Shillong.
7. The Director of Educational Research & Training, Meghalaya, Shillong.
8. All District School Education Officers.
9. All Sub-Divisional School Education Officers.
10. Web administrator, Office of the Director of Higher & Technical Education.

By Order etc.,

Sd/-

Joint Secretary to the Govt. of Meghalaya,  
Education Department.

**Annexure –I**

<p><b><u>Please Note:-</u></b> Two passport size photographs duly attested on back side by any Gazetted Officer of your Town or district be attached in separate envelope. The Photograph should not be defaced in anyway.</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Space for Affixing Passport size Photograph</p> </div>	<p>4. Date of Birth :-----</p> <p>5. Present age :-----</p> <p>6. Date of superannuation :- -----</p> <p>7. If superannuated , :----- please clarify whether extension has been given by the Competent Authorities with Supporting documents.</p> <p>8. Sex :-----</p> <p>9. Marital Status :-----</p> <p>10. Residential address :----- with Pin code number, Telephone Number.</p> <p>11. Permanent address :----- with Pin code number.</p> <p>12 . Whether the school :----- is Primary/Secondary/ Sr. Secondary.</p>
<p><b>PROFORMA FOR RECOMMENDING A TEACHER FOR DISTRICT / STATE AWARD.</b></p>		
<p>Parts A, B and C are to be filled by the Principal/ Head of the School in case of a Govt. School teacher and by the Chairman / Secretary Managing committee of the School in case of Non Govt. School from sources such as Teacher’s Diary, records of inspection, records kept by the Principal, Examination results of the school, confidential reports and service book etc. of the teachers.</p>		
<p><b>Particulars of the Teacher / Principal <u>PART-A</u></b></p>		
<p>1. Name (in Block Letters) :-----</p>		
<p>2. Designation &amp; complete: ----- school address with Pin code number, telephone number.</p>		
<p>3. (a) State :-----</p>		
<p>(b) District :-----</p>		

42. General overall assessment  
by the Head of the Institution/  
Chairman of the Managing  
Committee of the school.

Recommendation of the District level Committee :-

Signature  
Chairman of the District level Committee

Recommendation of the State level Sub-Committee :-

Signature  
Chairman  
State level Sub-Committee

15. Total experience  
(mention teaching  
experience of recognized  
schools only)

Period	
From	To

Teaching :

Administrative :

Other :

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Total

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\* Teaching experience of recognized schools only has to be given. The Head of the Institution/ Management should certify where the teacher has served. (Please attach photocopy of service book (s) in support of service record).

**PART-B**

Year	Classes Taught	Subject Taught	Pass % of	
			School Exam.	Board Exam.

16. What has been the teacher's class results in board/School Examination ?. Give the percentage of pass and grade-wise positions A1,A2,B1,B2, in the class/subject of the teacher for the last five years.) Use additional sheets if required.

17. Has the teacher mobilizes any quantifiable community resources for the physical development of the School?. If so, give details.

18. Has the teacher undertaken specific activities for promoting National Integration ? Give details.