

Most Urgent
Teachers' Day Matter

No. EDN-H(4)(SE)1/2025-Awards
Directorate of School Education
Himachal Pradesh, Shimla

Dated the Shimla-1 the

July, 2025

To

All the Deputy Directors of Higher/Elementary Education,
Himachal Pradesh.

Subject:- Regarding procedure for application and selection for the State Teacher Award-Constitution of District level committee-thereof.

Sir,

On the subject cited above, it is intimated that as per past precedence District Level Committee will be constituted for selection of teachers for State Teachers' Award.

In this context, you are hereby directed to constitute committee as per para 5.1 and further proceed as per para 4 of "Himachal Pradesh State Award for School Teachers Scheme, 2024" which is already sent to you by this office vide office order/letter no. EDN-H(4)(Ele.)1/2025-Awards, dated 08.08.2024. The same is also enclosed for kind perusal and further necessary action, please.

Encls: As above.

sd/-
Addl. Director (Admn.)
Directorate of School Education,
Himachal Pradesh, Shimla-1.

Endst. No. **even** **dated** **the**
Copy forwarded for information and necessary action to:

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
2. All the Deputy Directors of Quality Education, Himachal Pradesh.
3. The In-Charge IT Cell (Internal), DSE H.P. with request to upload the same on the official website of Department.
4. Guard File.

Directorate of School Education
July, 2025
08 JUL 2025
Himachal Pradesh, Shimla-171001

[Signature]
Addl. Director (Admn.)
Directorate of School Education,
Himachal Pradesh, Shimla-1.

No. EDN-H(Ele)(4)-2024(Teacher Award)
Directorate of Elementary Education
Himachal Pradesh, Shimla-171001
Dated-Shimla-171001, the,

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

08 AUG 2024
August, 2024.

शिमला-1

OFFICE ORDER

In pursuance of para 4.2 & para 7 of the Himachal Pradesh State Award for School Teachers Scheme 2024, it is hereby ordered that the District Level Committee consisting of following members shall act as the **Special Evaluation Team** for the concerned District:

1. Deputy Director Higher Education .(Convener)
2. Deputy Director Elementary Education. (Member Secretary)
3. One National/ State Awardee Teacher from the District (Retired or Inservice Teacher) to be co-opted by Deputy Director Elementary Education from the Primary Teacher or Elementary Teachers. (Member)
4. One National/ State Awardee Teacher from the District (Retired or Inservice Teacher) to be co-opted by Deputy Director Higher Education from the Secondary or Senior Secondary Teachers. (Member)
5. Principal DIET. (Member)

The Committee shall ensure the Spot Evaluation of the Eligible applicants/nominees as per the prescribed Guidelines(copy enclosed) within the stipulated time period as mentioned in the Scheme. The Committee may form Sub-Committees and may engage subject experts/ NGO for assistance. However, the entire responsibility for fair evaluation shall lie upon the Committee members.


प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)


08 AUG 2024

शिमला-1

Copy to:

1. Secretary Education for information please.
2. All the Committee members for compliance.
3. Nodal Officer State Teacher Award Scheme for compliance.
4. Guard file.


DIRECTOR
Elementary Education
Himachal Pradesh.


DIRECTOR
Elementary Education
Himachal Pradesh.

No. EDN-H(Ele)(4)-2024(Teacher Award).

Directorate of Elementary Education

Himachal Pradesh, Shimla-171001

Dated-Shimla-171001, the,

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)

08 AUG 2024

शिमला-1

To

1. All the Deputy Directors Higher Education
2. All the Deputy Directors Elementary Education
3. All the Principals DIET's
Himachal Pradesh.

Subject: -

Guidelines for Spot Evaluation of the applicants/nominees for State Teacher Awards.

Sir,

As you are aware that as per para 4.2 of the Himachal Pradesh State Award for School Teachers Scheme 2024, there is a provision for Spot Evaluation of the learning levels of the students of the concerned applicant/nominee. In order to streamline the process of spot evaluation the following Guidelines are hereby issued in pursuance of para 7 of the Scheme:

1. General Guidelines applicable to all categories of nominees/applicants:

1.1) The spot evaluation team shall ensure fairness during the evaluation process. The Spot Evaluation shall consist of two components: A) Assessment of the learning levels of the students. B) Innovation and use of ICT in teaching.

1.2) There shall be parity across the districts in the level of difficulty of the questions to be asked. To ensure this, the model questionnaire shall be made available by the Directorate. The Model Questionnaires to be supplied from the Directorate shall be indicative and the same questions are not to be asked. **The team will change the content of the questions. However, the concept should be same as involved in the questions of Model Questionnaires.**

1.3) No question shall be asked, which is beyond the content of first three chapters of each subject of the class being evaluated. However, questions may be asked based on the previous class learning targets.

1.4) **The entire proceeding is to be video graphed.**

1.5) The record of video-graphy is to be kept in duplicate at District Level as well as State Level.

1.6) In case of large number of applicants in a district, the Special teams can form Sub teams and visit separate schools so that the evaluation process can be completed within stipulated time period.

1.7) The teams shall not repeat the questions that have been asked in a particular school and will change the content in the other school. However, the concept shall remain the same as provided in the model questionnaire.

1.8) The Special team shall maintain secrecy of questionnaires. Any advance leakage of questions shall attract departmental proceedings against the defaulting team member.

1.9) The applicant Principal/ Teacher shall not be present in the class during evaluation.

1.10) The questions are to be answered in writing by the students. The oral answers should not be allowed.

1.11) Under innovation and use of ICT in teaching component, the credit will be given for actual application of innovative and creative teaching methods (including TLM) and use of ICT tools (including smart class rooms and various online portals). Merely availability of these facilities in the class room without regular use shall not be given any credit.

2. Specific provisions related to spot evaluation in respect of Principals and Headmasters

2.1) The learning levels of the students of Classes VII, IX & XI only, are to be assessed.

2.2) All subjects are to be covered. However, only one question from each subject is to be asked.

2.3) The observation and result is to be compiled on Annexure-A.

3. Specific provisions related to spot evaluation in respect of JBT/HT/CHT/TGT/C&V/DPE/PET/PGT(School Lecturer):

3.1) In the case of a JBT/HT/CHT, the senior most class being taught by the teacher is to be evaluated. Two questions from each subject are to be asked. The evaluation report is to be compiled on Annexure-B.


3.2) In case of a TGT/C&V posted in Middle School, Class VII shall be evaluated. In case of a TGT/C&V teacher posted in High School, class VII or class IX (which ever be the higher class being taught by the applicant) shall be evaluated. Two questions from one subject (as opted by the applicant) are to be asked. The Report is to be compiled on Annexure-C.

3.3) In case of a PGT/ Lecturer (School) Class XI shall be evaluated. Two questions from the subject being taught by the applicant are to be asked. The report is to be prepared on Annexure-C

3.4) In case of DPE/PET, Morning Assembly Performance, General Hygiene of the students, PT performance, School Cleanliness, Punctuality of the students and efforts made w.r.t late comers are to be observed keenly and report to be prepared on Annexure "D"

4. Specific provisions related to spot evaluation in respect of applicants/nominees for Special Awards: The Spot Evaluation Committee will assist the applicant's/nominee's extraordinary contribution towards innovation and implementation of the flagship programs: (1) Pre-Primary Education/Early Childhood Care and Education (ECCE)(2) Foundation Literacy and Numeracy (FLN)/Quality of Education/improvement in learning outcome (3) Inclusive Education for Differently-abled (IED) (4) Information and Communication Technology (ICT) (5) Vocational Education (6) Implementation of Guidelines for "Cluster Schools" and "Convergence of Resources" (7) Implementation of Apna Vidyalaya (especially School Adoption) Programme (8) Curriculum Development/ Text Book development (9) Training and Capacity Building (10) Any other area where a teacher has done exceptional work. The committee will write a detailed note regarding the observation made during spot evaluation. The note must contain detailed justifications on the basis of which the committee concluded to award score to the nominee. The report is to be prepared on Annexure-E

Enclosed: Annexure A/B/C/D/E


Director
Elementary Education

**SPOT EVALUATION PERFORMA FOR STATE TEACHER AWARD
(HEADMASTER/PRINCIPAL)**

1. Date of evaluation:

2. Applicant detail

Name of applicant:..... Name of School.....

du. Block.....Distt.....

A) ASSESSMENT OF THE LEARNING LEVELS OF THE STUDENTS
(Read para 2 of the Guidelines for Spot Evaluation Carefully)

Class	No. of students present	Subject	No. of students who answered the QUESTION CORRECTLY (iv)	% age of students present who answered the QUESTION CORRECTLY $= (iv)/(ii) * 100$
(i)	(ii)	(iii)		
VII		A		
		B		
		Average of the %age score of the class		
IX		A		
		B		
		Average of the %age score of the class		
XI		A		
		B		
		Average of the %age score of the class		
Overall score of the applicant/nominee in terms of average of the %age score for above classes				

B) INNOVATION AND USE OF ICT IN TEACHING

(Read para 1.11 of the Guidelines for Spot Evaluation carefully)

Parameter	Maximum Marks	Marks Awarded	Remarks
1 Innovative and creative teaching methods (including TLM)	01		
2 Use of ICT tools(including smart class rooms and various online portals)	01		

Name, Designation & Signature of the Special Evaluation Team Members:

SPOT EVALUATION PERFORMA FOR STATE TEACHER AWARD (JBT/HT/CHT)

1. Date of evaluation:

2. Applicant detail

Name of applicant:..... Name of School.....
Edu. Block.....Distt.....

A) ASSESSMENT OF THE LEARNING LEVELS OF THE STUDENTS

(Only the highest class being taught by the teacher is to be evaluated. Read para 3.1 of the Guidelines for spot evaluation carefully)

Class	No. of students present	Subject	No. of students who answered the 1 ST QUESTION CORRECTLY	No. of students who answered the 2 ND QUESTION CORRECTLY	Average of column No. (iv) & (v) in round figures	% age of students present who answered the two QUESTIONS CORRECTLY $= (v)/(ii) * 100$
(I)	(II)	(III)	(iv)	(v)	(vi)	
		A				
		B				
		C				
		D				
Overall score of the applicant in terms of average of the %age score of the class in each subject						

B) INNOVATION AND USE OF ICT IN TEACHING

(Read para 1.11 of the Guidelines for Spot Evaluation carefully)

Parameter	Maximum Marks	Marks Awarded	Remarks
1 Innovative and creative teaching methods (including TLM)	01		
2 Use of ICT tools (including smart class rooms and various online portals)	01		

Name, Designation & Signature of the Special Evaluation Team Members:

SPOT EVALUATION PERFORMA FOR STATE TEACHER AWARD (PGT/TGT/C&V)

I.

1. Date of evaluation:

2. Applicant detail

Name of applicant:..... Name of School.....
 Edu. Block..... Distt.....

A) ASSESSMENT OF THE LEARNING LEVELS OF THE STUDENTS

(Read para 3.2 & 3.3 of the Guidelines for Spot Evaluation carefully)

Class	No. of students present	Subject	No. of students who answered the 1 ST QUESTION CORRECTLY (iv)	No. of students who answered the 2 ND QUESTION CORRECTLY (v)	Average of column No. (iv) & (v) in round figures (vi)	% age of students present who answered the two QUESTIONS CORRECTLY = (vi)/(ii)*100
(i)	(ii)	(iii)	(iv)	(v)	(vi)	
		A				
		B				
		C				
		D				
Overall score of the applicant in terms of average of the %age score of the class in each subject						

B) INNOVATION AND USE OF ICT IN TEACHING

(Read para 1.11 of the Guidelines for Spot Evaluation carefully)

Parameter	Maximum Marks	Marks Awarded	Remarks
1 Innovative and creative teaching methods (including TLM)	01		
2 Use of ICT tools(including smart class rooms and various online portals)	01		

Name, Designation & Signature of the Special Evaluation Team Members:

SPOT EVALUATION PERFORMA FOR STATE TEACHER AWARD (DPE/PET)

1. Date of evaluation:

2. Applicant detail

Name of applicant:.....

Name of School.....

Edu. Block.....

Distt.....

A) ASSESSMENT OF THE STUDENTS

(Please read para 3.5 of the Guidelines for Spot Evaluation carefully)

Sr.No	Parameter	Maximum weightage	Marks Awarded by the Committee
1	Morning Assembly Performance	5 Marks	
2	PT Performance & Yoga	5 Marks	
3	School Cleanliness	2 Marks	
4	General Hygiene of the students (Nails, Hair cut, Uniform etc)	3 Marks	
	Total	15 Marks	

B) INNOVATION AND USE OF ICT IN TEACHING

(Read para 1.11 of the Guidelines for Spot Evaluation carefully)

Parameter	Maximum Marks	Marks Awarded	Remarks
1 Innovative and creative teaching methods (including TLM)	01		
2 Use of ICT tools(including smart class rooms and various online portals)	01		

Name, Designation & Signature of the Special Evaluation Team Members:

SPOT EVALUATION PERFORMA FOR STATE TEACHER AWARD (SPECIAL AWARD CATEGORY)

1. Date of evaluation:

2. Applicant/Nominee detail

Name of applicant:.....

Name of School/Institution.....

Edu. Block.....

Distt.....

ASSESSMENT OF THE CONTRIBUTION OF THE APPLICANT/NOMINEE
(Read para 4 of the Guidelines for Spot Evaluation carefully)

Maximum Marks: 50

Marks awarded by the Committee:

Detailed Note Regarding Justification for the Marks Awarded On the Basis of Spot Observations Made by the Committee

Name, Designation & Signature of the Special Evaluation Team Members: