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THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
SCHOOL EDUCATION
DEPARTMENT

दूरभाष /tele: : 01982-259305
लेह/Leh, dated: 18/09/2024

File No: A-43011/5/2024-IT SEC/1836-1844

Subject: Ladakh Teacher Award Policy.

ORDER NO: 188 -LA(SED) of 2024

Dated: 18 .09.2024

Sanction is hereby accorded to the adoption of Ladakh Teacher Award Policy in the School Education Department of Union Territory of Ladakh. The guidelines of the policy are appended to this order for its implementation with immediate effect. The application form, undertaking and certificate to be issued by the Head of Institutions is annexed to this order.

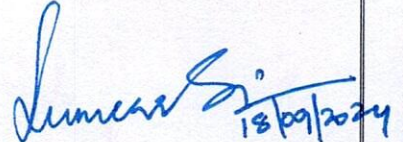
All teaching faculties (Lecturers/Masters/Teachers) of School Education Department of UT Ladakh, shall be entitled to avail the benefit of best teacher award under the Teacher Award Policy of UT Ladakh.

Issued with the approval of the Hon'ble Lieutenant Governor.

Sd/-
(Sanjeev Khirwar) IAS,
Principal Secretary to the,
Administration of UT Ladakh.

Copy to the:

1. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
2. Director School Education UT Ladakh.
3. Technical Director NIC, UT Ladakh for uploading on website.
4. Chief Education Officer Leh/Kargil.
5. Principal, DIET Leh/Kargil.
6. Superintendent, Achieves, Archeology & Museum, UT Ladakh.
7. OSD with HLG for kind information of the Hon'ble Lieutenant Governor.
8. PA to Chief Executive Councilor, LAHDC, Leh/Kargil for kind information of the HCEC.
9. Record file.


Sumera Shafi (JKAS)
Under Secretary,
School Education Department.



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
School Education Department UT of Ladakh

Teacher Award Policy UT of Ladakh
Guideline Document-2024

Directorate of School Education Ladakh

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1. Introduction:

Recognizing the vital contributions of Teachers is crucial for acknowledging their dedication, hard work, and profound impact on students and society. Teacher appreciation and encouragement have a direct positive impact on student learning, fostering innovative teaching methods, and motivating teachers to continually improve and excel. However, the fair selection of teachers for awards has been a longstanding challenge, highlighting the need for a transparent and robust mechanism. To address this, the School Education Department UT Ladakh has established a comprehensive teacher award policy, ensuring a fair and merit-based selection process. Moreover, the policy aims to motivate teachers, celebrate excellence in education, and inspire a continuous pursuit of quality and lifelong learning. The selection process will be multi-layered, involving self-nominations, school-level evaluations, and a rigorous review by a committee at District and UT Level.

2. Objectives:

- 1) To identify and celebrate outstanding teachers in UT Ladakh who significantly contribute to promoting quality education and lifelong learning among students.
- 2) To foster a culture of excellence within the teaching community by motivating teachers to continuously strive for quality education and professional development.
- 3) To establish a fair and transparent multi-level selection process that ensures the recognition of genuinely dedicated and high-performing teachers.

3. Conditions of Eligibility of Teachers:

- 1) Only regular teachers working in government schools in UT Ladakh will be eligible.
- 2) Teachers should have at least 5 years of service in UT Ladakh.
- 3) Teacher should not have indulged in tuitions.
- 4) The teaching faculty should belong to one of the following categories;
 - Teacher
 - Master
 - Lecturer
- 5) The teacher should have a good service record, with no disciplinary actions or adverse remarks.
- 6) Teachers who have previously received either a National or State Teacher Award will not be eligible for consideration.
- 7) The Teachers, Masters, and Lecturers are eligible to receive this award only once in the same cadre.

4. Award Categories:

The teaching faculties in UT Ladakh as per the existing set up in UT Ladakh, the teaching faculty is primarily can be categorized into three levels:

1. All grades of teacher who teach at primary, middle level and secondary level.
2. Masters, who teach at middle/secondary levels.
3. Lecturers, who teach at the higher secondary level.

Based on the number of faculty members in each category, the maximum number of nominations or awards per year is determined as outlined in the following table.

Table:1. Table Showing the Maximum award in a Year under different categories at UT Level.

S. No	Category	Awardees
1	Teacher	10 (05 from each districts)
2	Master	6 (03 from each districts)
	Lecturers	4 (02 from each districts)
5	Total	20

5. Performance Assessment Criteria:

Six key performance indicators, each with specific subcategories, have been identified for the selection process. These indicators will be used to evaluate and mark the teachers performance during the nomination assessment, as detailed in the below table.

Table.3. Table Showing the details of performance areas for selection process and allotted maximum points.

Performance Areas	Explanation	Points
A. Academic Excellence	The Result of the last three years will be evaluated with a total of 60 marks distributed equally among the three years i.e. 20 marks for each year.	20 each (last 3 years)
	Total	60
B. Teaching and communication Skills and Subject Knowledge.	Evaluation based on the quality and effectiveness of lesson plans and teaching materials developed and used while teaching. Points are also awarded for conducting extra classes to support student learning and for demonstrating strong subject knowledge.	Lesson Plans and Teaching Materials: 2
		Extra Classes: 6
		Subject Knowledge: 2
Total	10	
C. Students Satisfaction	The head of the institution shall take feedback from the students through Google Forms (online) and submit the responses indicating the level of satisfaction with the teacher.	
	Total	10
D. Parents/ Community Satisfaction	During regular parent-teacher meetings, the school can include a structured feedback session where parents/SMC can share their views on the teacher's performance. This can be done using feedback forms or maintaining a register. Or a certificate of appreciation	

	from the same.	
	Total	5
E. Innovative Practices	Innovative practices done at the school level by the teacher for student learning enhancement during the current academic session.	
	Total	5
F. Remarks by Head of Institution/DDO	Remarks/certificates by the head of the institution mentioning fair conduct, dedication, and performance of the teacher during the current academic session.	
	Total	10
Grand Total		100

6. Assessment Process:

Nominations will be invited from schools and teachers, with the option for teachers, masters, and lecturers to self-nominate. Each self-nomination must be authenticated by the Head of the Institution (HOI) or Drawing and Disbursing Officer (DDO) and submitted to the Chief Education Officer through the appropriate channels. Based on the basic eligibility criteria, a shortlist will be created at the district level, selecting applicants at a ratio of 1:2 under each category against the fixed maximum no of awards. These shortlisted candidates will be forwarded to the UT level for further evaluation. Alternatively, the HOI may submit nominations for teachers from their respective schools. The district-level authorities will review these nominations, ensuring they meet the criteria, and will then forward the shortlisted candidates, along with a vigilance clearance certificate for each nominee, to the UT level selection committee. At the UT level, a selection committee comprised of educational experts, administrators, and representatives from other relevant stakeholders will evaluate the nominations. Each year, the top 10 teachers, 4 masters, and 3 lecturers will be selected and awarded.

7. Award Pattern

Table.4. Table Showing award Pattern under each category and no of awardees.

Position	Teacher awardees	Award	Proposed Exposure Tour
1st Position	Teachers- Top Rank 1st and 2nd from each district	Cash Prize of Rs 20 thousand along with certificate and medal.	Exposure Tour within India
	Masters- Top Rank 1st from each district		
	Lecturer -Top Rank 1st from		

	each district		
2nd Position	Teachers- Rank 3rd from each district	Cash Prize of Rs 15 thousand along with certificate and medal.	Exposure Tour within India
	Masters- Rank 2nd from each district		
	Lecturer- Rank 2nd from each district		
3rd Position	Teachers- Rank 4th and 5th from each district	Cash Prize of Rs 10 thousand along with certificate and medal.	Exposure Tour within India
	Masters- Rank 3rd from each district.		

8. Frequency of Award:

The award will be presented annually on Teachers Day (September 5th) or in any annual educational conclave. Exposure tour shall be Conducted during winter Vacation.

9. Selection Committee at District and UT Level:

- 1) **District Level Committee:** This committee will comprise of the Chief Education Officer (CEO), Principal DIET, a representative from civil society, a representative nominated by UT administration not below the rank of Assistant Director, one academician, and one representative nominated by LAHDC not below the rank of ZEO/HM. Chief education Officer will be Chairman of the committee.
- 2) **State Level Committee:** This committee will include Administrative Secretary, Director of School Education, CEO Leh and Kargil, Principal DIET Leh and Kargil, One Educationist and one representative nominated by General Administration. Director School Education will be Chairperson of the committee.

10. Scoring Criteria:

The scoring criteria under different domains with statement and evidence to be shown are mentioned in details in below matrix.

A. Academic Excellence (Total: 60 Points)

Sub Areas	Criteria	Points	Evidence
Results of the most recent Year	Achieved 100% result during session	20	Official academic results for the most recent year.
	Achieved 90% result during session	18	
	Achieved 80% result during session	16	
	Achieved 70% result during session	14	
	Achieved 60% result during session	12	
	Achieved 50% result during session	10	
	Achieved 40% result during session	8	
	Maximum Points	20	
Results of	Achieved 100% result during session	20	Official academic

the previous Year	Achieved 90% result during session	18	results of the year.
	Achieved 80% result during session	16	
	Achieved 70% result during session	14	
	Achieved 60% result during session	12	
	Achieved 50% result during session	10	
	Achieved 40% result during session	8	
	Maximum Points	20	
Results of the Year before Last	Achieved 100% result during session	20	Official academic results of the year.
	Achieved 90% result during session	18	
	Achieved 80% result during session	16	
	Achieved 70% result during session	14	
	Achieved 60% result during session	12	
	Achieved 50% result during session	10	
	Achieved 40% result during session	8	
	Maximum Points	20	
Total		60	

A. Teaching Skills/ Subject Knowledge/Extra classes(Total:10 Points)

Sub Area	Criteria	Points	Evidence
Extra Classes	Conducted up to 33 hours of extra classes in the recent academic year.	2	Self-declaration certified by HOI.
	Conducted up to 66 hours of extra classes in the recent academic year.	4	
	Conducted up to 100 hours of extra classes in the recent academic year.	6	
	Maximum Points	6	
Lesson plans & Teaching Learning materials developed and used in classroom.	Prepared lesson plans regularly.	1	Photos, registers, or videos of lesson plans from the current year.
	Prepared lesson plans and developed teaching materials used in the classroom.	2	Photos, registers, or videos showing the use of teaching materials.
	Maximum Points	2	
Subject Knowledge	Demonstrated updated subject knowledge.	1	5-minute video demonstration.
	Demonstrated both subject and pedagogical knowledge.	2	5-minute video demonstration. certificates of relevant trainings.
	Maximum Points	2	
Total		10	

B. Student Feedback(Total:10Points)

Sub Area	Criteria	Points	Evidence
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Lesson plans and teaching materials	Teacher comes prepared to class with a proper lesson plan.	2	Feedback from students for classes 4-12 shall be collected via Google Form, submitted as evidence by the Head of Institution. However, feedback of students for classes KG-3 shall be obtained by HoI manually
	In addition to the above, the teacher uses teaching materials while conducting the class.	4	
	Maximum Points	4	
Subject Knowledge	Teacher shares up-to-date knowledge and integrates local context along with textbook information.	2	Same as above
	In addition to the above, the teacher conducts activities, practical work, or projects to simplify complex concepts.	3	Same as above
	Maximum Points	3	
Communication skills	Teacher uses nonviolent communication and fosters an environment conducive to equal student participation.	2	Same as above
	In addition to the above, students actively participate in class discussions, ask questions, and engage with the teacher.	3	Same as above
	Maximum Points	3	
Total		10	

C. Remarks by DDO (Total:10 Points)

Sub Area	Criteria	Points	Evidence
Publication	Published research papers or articles in certified international/national journals with ISSN within the last 5 years.	1	Copy of the publication
	Maximum Points	1	
Regularity	Regular attendance at school.	1	Declaration Certificate.
	In addition, the teacher handles more than one task or portfolio in the school.	2	Declaration Certificate
	Maximum Points	2	
Posting	Posting in remote areas for 3 years and above	1	Declaration Certificate
	Posting in remote areas for 5 years and above	2	
	Maximum Points	2	

Winter Coaching	Participation in winter coaching classes.	1	Declaration Certificate
	Maximum Points	1	
Enrollment	Actively worked to increase enrollment and reduce dropouts.	1	Declaration Certificate
	Maximum Points	1	
CPD courses	Regular attendance in training sessions whenever conducted.	1	Declaration Certificate
	Additionally, completed an online course through SWAYAM or MOOCS/DIKSHA platforms.	2	Declaration Certificate
	Maximum Points	2	
Development of E-Content	Developed e-content for students and utilized digital platforms for teaching.	1	Declaration Certificate.
Total		10	

D. Community Involvement (Total:5Points)

Sub Area	Criteria	Points	Evidence
Community Engagement	Maintained regular communication with the community, attended meetings, and fostered a positive relationship for the progress of the school and students.	2	Declaration by SMC/SMDC and parents.
	Maximum Points	2	
Voluntarism and social work	Conducted awareness programs to involve parents and the community in the school and supported children's education in the village/city.	2	Declaration by SMC/SMDC and parents
	Additionally, assisted the community in addressing issues and challenges related to children's education.	3	Declaration/remarks by SMC/SMDC and parents
	Maximum Points	3	
Total		5	

E. Innovative Practice, if any (Total:5Points)

Sub Area	Criteria	Points	Evidence
Innovative Practices.	Implemented one innovative practice in the current year to enhance student learning.	2	Detailed synopsis and a 5-minute video of the innovative practice conducted in the school.

	Implemented multiple innovative practices and supported other teachers in adopting these practices.	3	Detailed synopsis and a 5-minute video of each innovative practice conducted in the school.
	Maximum Points	5	
Total		5	

11. Summary of Scores:

Performance Area	Maximum Points	Points Awarded
Academic Excellence	60	
Teaching Skills /Communication/ Subject Knowledge	10	
Student satisfaction	10	
Remarks of Head of Institution (HOI)	10	
Community Satisfaction	5	
Innovative Practice	5	
Total	100	

APPLICATION FOR BEST TEACHER AWARD for the year.....

Name in Block letter:

Designation:

Date of Birth:

Educational Qualification:



Details of employment in chronological order, (enclose a separate sheet duly authenticated by self-signature and signature of HoI).

Period		Post held	Pay scale & Grade	Institution	Remarks
From	To				

Academic result of last five years:

Year	School Name	Subject taught	Class	Result percentage	Certificate Seal & sig of the HoI

Contribution to Teaching Material Development in last five years:

Sl.No	Name of the TLM/project	Whether sole author/co-author	Month & Year of completion	Short description about the project / TLM

Research article/ papers published in journals/periodicals, if any:

Sl.No	Name of the article/paper	Author/co-author	Name of the journal published	Month/year	ISBN/ISSN No	Remarks

Initiative taken for own personal professional development/upskill apart from training and workshop organized by DIET/NCERT.

.....

Contribution/ for community mobilization:

Sl. No	Initiative/activity /intervention	Name of locality/school	Brief description additional information, if any	Relevant documents/ proof

Contribution towards the development of Pre-service of your institution through participation in academic/co-curricular activities/training/Trainees Development in the last five academic sessions. (Maximum 100 words)

.....

List your 2 most significant achievements or contribution in the last five academic sessions. (Maximum 100 words)

.....

Briefly explain why you deserve to be awarded the State Teacher Educators' Award 2024. (Max. 100 words)

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Contribution or involvement in Community/society work, besides professional commitments and engagements. (Max. 100 words)

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Note:

- 1) All the supporting documents/evidence for each question are to be attached with the application.
- 2) Marks will be deducted in case of exceeding the word limit.

UNDERTAKING

I....., Designation,.....
Place of posting, hereby solemnly affirm and declare
as follows:

1. I am the applicant, applying for the best teacher award for the year
.....
2. I, hereby certify that, I have never been awarded or received any
National, State, or District-level **Best Teacher Award**, at my current
designation.
3. I, declare that, the information provided in this undertaking is true,
accurate, and complete to the best of my knowledge and belief.
4. I, understand that, providing false information or misrepresentation of
facts may result in the rejection of my application and may subject me to
legal action as deemed appropriate by the concerned authorities.

I submit this undertaking in good faith and with the full understanding of the
implications thereof.

Place:

Signature of the Applicant.

Date:

Name:

Designation:

Place of Posting:

CERTIFICATE BY HEAD OF THE INSTITUTION

This is to certify that, Sh/Smt
Designation,, a dedicated and hardworking member of teaching staff of Government, has consistently demonstrated a strong commitment to the educational and personal development of students. The feedback received from students, parents, and the community, are accurate and well-founded. Sh/Smt..... has also contributed significantly to the academic success of students, as evidenced by the excellent annual results produced under his/her supervision. These results along with Google form data for student and community satisfaction have been carefully verified by the undersigned and are accurate in all respect.

The undersigned certifies that this certificate is issued in recognition of his/her outstanding contributions to the institution and the success of the students.

Seal & Signature of Head of Institution.

Name:

Contact No: