# Directorate of School Education
## Government of West Bengal
Bikash Bhawan, 7th Floor, Salt Lake City, Kolkata – 91

## *Online application for Shiksharatna award 2022: Guidelines for teachers*

A. Opening & closing of Web Portal for application for Shiksharatna Award, 2022: 20.06.2022 & 04.07.2022

B. Mode of application : Online only (through web portal or mobile app as mentioned below)

C. Web Portal for applying online: www.wbdse.com; link to ww.banglarshiksha.gov.in.
However, an Android Mobile App (shiksharatnaaward) may also be downloaded from Google Play Store for applying online.

D. Help Desk : No. 6289352676 / e-mail ID – shiksharatna.helpdesk@gmail.com

E. **Following documents are to be kept ready by the teacher (having minimum 20 yrs. teaching experience as on 31.03.2022) before filling up the online application format for Shiksharatna Award – 2022.** There are many sections/ fields under Part – A, B, C, D & E. The teacher may have more than one supporting documents (hard copies) for a particular section or field. In that case, all such documents have to be scanned and single PDF file (max. 1 Mb) has to be prepared for uploading. In the same way, separate PDF files for each of the sections/ fields have to be uploaded.

F. Hardcopies of all documents have to be submitted to the o/o DI/S latest by 05.07.2022, along with a forwarding letter mentioning application ID.

G. No provision for Self-assessment; District Level Screening Committee will assess & award marks [Full marks – 100]

### Part – A : Teacher's Profile (Personal Information, other information & bank details)   (Total marks : 05)

i) Name in Bengali script (max. 50 Kb JPEG/ JPG)
ii) Caste Certificate (max. 500 Kb PDF)
iii) Physically Challenged certificate (max. 500 Kb PDF)
iv) Date of Birth certificate (max.500 Kb PDF) — For uploading.
v) Highest academic qualification certificate (max.500 Kb PDF)
vi) Teacher's Training Degree/Diploma certificate (max.500 Kb PDF)
vii) Achievement & Special Interest (max. 500 words) - Typed matter is to be scanned & uploaded.
viii) Bank account details (A/C No., Branch, IFSC, MICR etc.) - To be filled in.
ix) Photo (100 kb in JPEG/JPG) - To be uploaded.
x) Signature (max. 50 Kb in JPEG/JPG) - To be scanned & uploaded.
xi) Identity Document (100Kb in JPEG/JPG) - To be scanned & uploaded.

### Part – B : School Details, Service Records                    (Total marks : 10)

i) Name of the present school in Bengali script (max. 50 Kb JPEG/ JPG)
ii) Authenticated certificate from HOI related to performance of the students in last MP/HS examination in the subject taught by the teacher (in case of HOI, authenticated certificate from MC). For H.S. school, H.S. Exam result only. [Only 1 PDF file & max. 1 Mb] — For uploading.
iii) Date of joining as AM/AT/AHM/TIC/HM/HT etc. (approval orders / confirmation orders / joining reports etc. by the higher authority or relevant pages of Service Book) - Only 1 PDF file & max. 1 Mb

### Part – C : Objective Based Criteria                    (Total marks : 30)

i) a) Initiative taken by the teacher for motivating students/parents/community to contribute for development of the school/society - Supporting documents are to be uploaded in a single PDF file of max. 1 Mb and video URL is to be mentioned, if any.
   b) Brief description of initiatives (max.250 words) - Typed matter is to be scanned & uploaded.
ii) a) Publications - Books with ISBN/ Text books with TB No./ Research papers in National/ International Journals with ISSN etc. - Supporting documents are to be uploaded in a single PDF file & max. 1 Mb
   b) Brief description on publications (max. 250 words) - Typed matter is to be scanned & uploaded.
iii) a) In service training/ workshops etc. certificates in a single PDF file & max. 1Mb - Supporting documents are to be uploaded
   b) Brief description of the trainings (max. 250 words) - Typed matter is to be scanned & uploaded
iv) a) Online course completion certificates - Supporting documents are to be uploaded. in a single PDF file & max. 1Mb
   b) Brief description about the courses (max. 250 words) - Typed matter is to be scanned & uploaded

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| v) | a) | Development of online /offline teaching contents for SCERT/WBBSE etc. (Recognition letter, relevant cover page of the content/ Book etc.) | - | Supporting documents are to be uploaded in a single PDF file & max. 1 Mb |
| | b) | Brief description of the contents, target students etc. (max. 250 words) | - | Typed matter is to be scanned & uploaded |

**Publications** : For books/ text books – Relevant pages containing Title, Name of Author, ISBN No./ T.B. No., Year of Publications etc. are to be uploaded in a single PDF file (1 Mb). For research articles – Relevant pages containing Title, Name of Author, Name of Journal, ISSN No., Year of Publications, Abstracts etc. are to be uploaded. All the aforesaid supporting documents (for Publications under Part - C) are required to be scanned & uploaded in a single PDF file of max. 1 Mb.

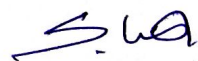## P art – D :  Achievement Based Criteria                                    (Total marks : 40)

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| i) | a) | Development & use of innovative experiments/ tools in teaching - learning activities | - | Supporting documents are to be scanned & uploaded in a single PDF file & max. 1 Mb. |
| | b) | List of experiments/ tools used | - | To be filled in. |
| | c) | Brief description (effectiveness, target students etc.) max. 250 words | - | Typed matter is to be scanned &uploaded. |
| ii) | a) | Organising/ Participating in various Extra-curricular/ Co-curricular activities (National Days, NCC, Scout & Guide, Science fair, Quiz, Art exhibitions, Competitions in Music/Drama/Recitation/Sports etc.) | - | Supporting documents are to be scanned & uploaded in a single PDF file & max. 1 Mb. |
| | b) | List of activities organized/ participated | - | To be typed in online system. |
| | c) | Brief description (max. 250 words) | - | Typed matter is to be scanned &uploaded. |
| iii) | a) | Works done/ Initiatives taken for social awareness (Nirmal Vidyalaya Abhijan/WASH/Hand Washing Day/ Awareness camps on health & hygiene, Bratachari, School Safety Programme etc.) | - | Supporting documents are to be scanned & uploaded in a single PDF file & max.1 Mb. |
| | b) | List of initiatives taken | - | To be filled in. |
| | c) | Brief description (max. 250 words) | - | Typed matter is to be scanned & uploaded. |
| iv) | a) | Representing his/her institution in different district/ state/national or international events (like, as Guide Teacher in INSPIRE science fair, Science Congress, Kala Utsav, etc.; Selector/ Coach/ Manager of district/ state/national teams (sports etc.); Master Trainer or Trainer (BRP/DRP/SRP)/ CCRT participation etc.) | - | List of activities is to be filled in the system. Supporting documents are to be scanned & uploaded in a single PDF file & max. 1 Mb. |
| | b) | Brief description of the events (max. 250 words) | - | Typed matter is to be scanned & uploaded. |

## P art – E :  Appraisal Based Criteria                                    (Total marks : 15)

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| i) | a) | Appraisal report from HOI (Teaching, Co-curricular & activities, Addl. responsibilities, Personality etc.). In case of HOI, report from MC. | - | Supporting documents are to be scanned uploaded in a single PDF file & max.1 Mb and video URL to be mentioned, if any. |
| ii) | a) | Efforts made by the teacher to increase & enrolment & reduce dropouts | - | Supporting documents are to be scanned uploaded in a single PDF file & max.1 Mb and video URL to be mentioned, if any. |
| | b) | Brief description on the efforts made (max. 250 words) | - | Typed matter is to be scanned & uploaded |

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