

## Fifth Annual Excellence Award 2018-'19 GUIDELINES FOR THE APPLICANT

### (A) Process for filling Applicants' form:

- 1) Carefully read the Announcement published in The Open page newspaper/news paper/Educator's Award booklet 2016-17 **Madhyamik Shiksan Parikshan** book of Gujarat Board/The Open Page online portal and others.
- 2) The applicant can apply in only one category. It is applicable as per your teaching experience and appointment by the institute.
- 3) Please ensure to apply in the appropriate category as per your eligibility.
- 4) Check the last date of submission. Late entries will not be accepted.
- 5) Check the list of documents required to be attached along with the forms.

### (B) Criteria:-

It is compulsory for the applicant to submit Form 2(Nomination Form) filled by the proposer.  
Minimum 3 years of teaching/ working experience required for all categories.

(Read Frequently Asked Questions) FAQs page

The Educator's Award Application process, the applicant requires to fill following two forms.

<b>Form: 1</b>	<b>Self appraisal (Applicant's Form)</b>	<b>Can make photo copies</b>
<b>Form: 2</b>	<b>Nomination Form (To be filled by the person who is proposing your name for the award category)</b>	

### Note:

1. Self appraisal form is common for all the categories except Parents category.
2. Nomination forms are separately given for all the categories,
3. Nomination forms for the school teacher Educator's Award is common for (Elementary, Secondary, Diploma/Higher Secondary).
4. Nomination forms for the Principal of the year Educator's Award is common for (Elementary / Secondary & H.Sec. Educator Award).
5. Please note that both the forms can be photo copied and filled by any number of educators.
6. 10 & 11 categories has been introduced in the 3rd Educator award.

### Check List

#### Form No.1: Self Appraisal Form/ Applicant Form (To be filled by applicant)

1. While filling the form tickmark and mention your appropriate category first.
2. Along with the Applicant form,ensure to attach all your testimonials, other certificates, and achievements etc. (Given below)
3. Documents given below to be attached compulsorily with the form.

<b>(Academic Certificates)</b>	H.S.C/ Graduation/ Post Graduation/ Specialization in other degrees etc
<b>Other Certificates/ Testimonials</b>	At school and college level achievement's certificate
	of teaching tenure from the school gain achievement certificates
<b>C.D</b> (Label it with name school & category)	Live Classroom teaching of any two subjects 45 minutes each.
<b>Other Achievements &amp; Awards</b>	NCC, any other competitions certificates,
	Workshop/Seminars/ conferences/camps
	Editorial work/ Published Articles
	Photographs
	Newspaper cutting, appreciation letters,(individual and school team) /Recommendation letters

## **Form No.2: Nomination Form (To be filled by the proposer)**

1. The person who is proposing the applicant's name, is required to fill the nomination form (Form No-2) in detail.
2. Form No. 2 to be filled by Principal/ HOD/ trustee (any 1) for the applicant. This form should be duly signed by the authority. The proposer should check the applicant's eligibility for the mentioned parameters in the form.
3. Along with this form the applicant should request his/ her institution to procure the recommendation letter from Proposer and education fraternity (parent/ student/ educationists/supervisor). Minimum 3 nominations (Proposers) filled forms are required.
4. It is mandatory by the person to mention in the recommendation letter, the name, signature, designation and the department of the person.

## **(C) Registration Process:-**

1. Send hard copy of your profile by courier/by post/in person/ if you are sending by mail then scan all the documents and **email at [educatorsaward@gmail.com](mailto:educatorsaward@gmail.com)**
2. Once, "The Open Page" (TOP) office receives your complete profile, after verifying (checking) the applicant shall get the registration number within a week's time.
3. The TOP office shall do the future correspondence with this allotted Registration Number only.
4. Please note that while verifying we will need your personal email ID and your personal mobile number also.
5. Kindly note that the profiles or portfolio, which are properly sketched with index shall be given more weightage. Your portfolio should be in following order.

Sr. No	Index
1	
2	
3	
4	
5	
6	
7	
8	
9	

### **NOTE:- OLD APPLICANTS**

Who have applied between the year 2014-15, they have to send only add on achievements, certificates, news papers cutting, photos etc. with your registration number. If applied, then mention the Year and registration number on add on documents and send us earliest.

### **NEW APPLICANTS**

Have to send proper profile along with the self appraisal form (Form No-1 & 2) & necessary documents and send us on mail or Hard Copy to us. Minimum 3 nominations (Proposers) filled forms are required.