



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18 संस्थानिक क्षेत्र
18 Institutional Area,
शाहीद जीत सिंह मार्ग
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Dated : 27/01-2014

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices.

Subject: Awards to teachers for Innovations and Experimentation in Kendriya Vidyalaya Sangathan (2013-14)

Madam/Sir,

Kendriya Vidyalaya Sangathan invites projects/papers from the teachers of Kendriya Vidyalayas under the scheme of "Innovation & Experimentation in Education". Under this scheme, Kendriya Vidyalaya Sangathan gives awards to 10 teachers from Secondary/Sr. Secondary and 10 teachers from Primary level.

It is said that an organization without any innovation & experimentation by its functionaries becomes a static organization and its growth and development is retarded in the long run.

Kendriya Vidyalaya Sangathan is considered as a pace setting institution in the field of school education and hence to improve the system and to add to the value in terms of branding and excellence, teachers must focus on implementing creative ideas in the school and class room situation.

To improve upon the participation of teachers in this scheme, you are requested to give wide publicity among all the Kendriya Vidyalayas/teachers to take up innovative projects to solve the various problems pertaining to teaching-learning process and other areas in the class room situation. The Principals should also be instructed to identify some innovative action research projects based on recommendations made in the subject committee meetings held in the Kendriya Vidyalayas. The Innovation and experimentation scheme is also to be made one of the integral components in in-service courses organized at cluster and regional level.

It is reiterated that the desired interest has been found lacking so far as Innovations and experimentations in Kendriya Vidyalayas are concerned.

It has, therefore, been decided to reinforce innovations in Kendriya Vidyalayas through innovation awards.

The salient features of the scheme are as under:

- 1 All serving teachers of Kendriya Vidyalayas are eligible for participation.
- 2 The teachers who are willing to undertake the innovative practices in their Vidyalaya should seek the permission of their respective Principal in advance for implementation.
- 3 **Suggested format of the paper**

The author is free to evolve his/her own format for the presentation of the innovation or experimentation in the form of paper. However, the following should be suitably incorporated in the paper

Genesis

In this section, the author may briefly describe the background of the project, specially his/her motivation of undertaking the project. How did the idea occur to the author and how did he/she go about to concretize the idea in the form of an implementable project.

Preparatory work

The author may describe the preparatory activities undertaken by him/her for the execution of the project. Obviously, the preparatory work shall include mobilization of required resources human as well as non-human.

Execution of the Project

The author should narrate how the project was implemented describing the activities undertaken during different phases. Limitations and problems or difficulties, may also be brought out.

Results

The author should clearly bring out the results achieved through the execution of the project and highlight if there is enough evidence indicative of improvement in some aspect of teacher's work like teaching, pupil-learning, classroom management, inter-personal relationship, etc.

Conclusion

In this section, the author may summarize the results and bring out implications for systemic improvements, provide guidelines for the replication of the innovation in other similar contexts.

4. Terms and Conditions

- 1 A participant should indicate the level of school e.g. up to class V, VIII, X or XII at which he/she is working at the time of submission of the paper.
- 2 The paper should be based on the original and independent work of one person or a team of 2-3 persons. In the case of a team, bio-data of each author should be given separately. The cash prize will be divided equally among team members.

- 3 Only one paper can be submitted by an individual or a team in a year or the competition.
- 4 The paper should not be based on the participant's dissertation or thesis submitted or MA/M.Ed, M.Phil/Ph.D degree or any other university degree for any other award or joining institutional programme. A copy of the certificate to this effect (Annexure I & II) duly attested by Principal should be enclosed with the paper.
- 5 The paper may be of 2500 to 3500 words excluding appendices. The references may be given at the end of the paper.
- 6 The paper and its summary in about 500 words should be submitted in duplicate.
- 7 The paper may be written in either in Hindi or in English. Names and addresses of the participants should not be written on the paper.
- 8 Each copy of the paper should have a cover page giving title of the paper in Hindi and English.
- 9 The project report should be written in a systematic manner. Innovative papers should reflect the following:
 - a. Author's imagination, creative and original thinking in selecting the problem.
 - b. Clearly and specifically state title of the project in Hindi and English.
 - c. Rationale for designing innovative work or practice and its objectives.
 - d. Effective and meaningful presentation and organization of content.
 - e. Results/findings/inferences and conclusions in clear words.
 - f. References/bibliography.
 - g. Any supporting data/documents/tests, etc. used.
 - h. Educational implications of the practice or experiment, especially utility for teachers, teacher-educators, students, student-teachers, parents and society.
 - i. Applicability of results in the field.
 - j. Cost effectiveness in the implementation of the practice.
- 10 The participant should submit a certificate in the prescribed proforma (Annexure III) from the Principal/Head of the Institution.
- 11 A participant receiving the award in a particular year will not be eligible for the cash prize in the next two subsequent years. However, certificate for the paper, if selected, shall be awarded.
- 12 The KVS reserves the right to use the selected papers in any manner it deems fit.
- 13 In all matters pertaining to the competition, the decision of the KVS shall be final and binding on the participants.
- 14 The papers shall not be returned to the authors.

- 15 Its extension in the teaching-learning situation in other Kendriya Vidyalayas should also be kept in mind at the regional level.
- 16 The evaluation scheme would be a two tier scheme, first, at the regional level and second, at the Kendriya Vidyalaya Sangathan (HQ) level involving the experts.
- 17 The composition of committee at the regional level consists of 3 members: Deputy Commissioner of the region as Chairman, an Assistant Commissioner and an expert from other bodies. Committee will evolve its own criterion for evaluation.
- 18 The selected proposal at Regional Office will be sent to the Kendriya Vidyalaya Sangathan (Hqrs) to be 1st scrutinized by a screening committee of 05 members under the Chairmanship of DC(Acad.), KVS(HQ) including other officers of the rank of AEO and above of KVS(HQ) being a subject expert for awarding the points as per following criteria of evaluation. Thereafter finally scrutinized by a team of 5 academicians consisting of Addl. Commissioner (Acad.), Joint Commissioner(Acad), JC(Trg) and two experts from NCERT/SCERT/CBSE/reputed colleges etc. The evaluation of the papers will be broadly based on following criteria:

S NO.	Quality check list	Broad Weight age in marks
1.	Author's Imagination, creativity and original thinking in selecting the problem.	10
2.	Rationale for designing innovative work for practice	10
3.	Presentation & organization of content	10
4.	Survey of Primary/Secondary sources and their use in explaining the problem	10
5.	Quality of analysis of the problem using supporting data/documents/tests	15
6.	Educational implications of the practice or experiment	20
7.	Applicability of results in the field	20
8.	Degree of cost effectiveness in the implementation of the practice	05
	Total	100

19. Awards

Category of Awards	No. of awards	Amount
Primary	10	Rs.5000/-each
Secondary & Sr. Secondary	10	Rs.5000/-each

20. The selected papers, if found eligible, may be forwarded for All India Competition on Innovation Practices and Experiments in Education for School Teachers and Teachers Educators to the NCERT.

21. Cover page and the first page of the paper should have the following:

a) Title of the paper in English and Hindi besides the language of the paper

b) Year

c) State Code (Annexure IV)

d) Level Code (Annexure IV)

First page summary should have the following:

a) Title of the paper in Hindi or English _____

b) Name of the participant _____

c) Complete Postal Address _____

d) Year

The selected papers at the regional level may be sent to KVS (Hqrs) by 15.03.2014. Each Region will send at least two papers one each of Primary teacher and Secondary/Sr. Secondary teacher alongwith 02 recent passport size coloured photograph with name and post on backside of photograph. Needless to say that paper should be of high standard. The papers already awarded by any other agency viz. NCERT/SCERT/ and other educational body may also be forwarded for special consideration. In case no recommendation is being made a NIL report be sent by the last date.

The forwarding/recommendation in respect of ZIETs Gwalior, Mumbai, Mysore, Bhubneswar, Chandigarh and abroad KVs will be done at RO, Bhopal, Mumbai, Bangalore, Bhubneswar, Chandigarh and Delhi respectively.

Yours faithfully,

(S. VIJAYA KUMAR)
Joint Commissioner (Admn)

Copy to:

- 1 Principal, KV, Moscow, Kathmandu and Tehran to forward the papers in respect of his/her KV, teachers to Dy. Commissioner, KVS, Regional Office, Delhi.
- 2 The Director, All ZIETs to forward the papers in respect of his/her ZIETs teachers to Dy. Commissioner, KVS, Regional Office as mentioned in last para of above letter.
- 3 AC(EDP) with the request to upload the circular on KVS Website.

प्रतिभागी और उसके/उसकी कागज पृष्ठभूमि के बारे में जानकारी

1. क) प्रतिभागी का नाम हिन्दी और अंग्रजी में (बड़े अक्षरों में)
Dr./Smt./Shri/Ms. (अंग्रजी में) _____
डॉ./श्रीमती/श्री./सुश्री (हिन्दी में).....
- ख) डाक पता
..... फोन न.
- ग) योग्यता
- 2 लेख का शीर्षक हिन्दी और अंग्रजी में
(हिन्दी में)
(अंग्रजी में)
- 3 भाषा जिसमें लेख लिखित है
- 4 भेजी गई प्रतियों की संख्या
क) लेख
ख) सारांश
ग) परिशिष्ट-I
घ) परिशिष्ट-II
ड) परिशिष्ट-III
- 5 लेख में पृष्ठों की संख्या
- 6 शिक्षण अनुभव वर्षों में
- 7 क) संस्था का नाम
- ख) संस्था का डाक पता, राज्य और पिन कोड

ग) तार पता.....

घ) टेलीफोन नम्बर, यदि कोई हो

8 वर्तमान में यदि कार्य कर रहे हैं तो उस संबंध में () सही का निशान लगाएं
स्कूल के शिक्षकों के लिए

i) प्राथमिक विद्यालय

ii) माध्यमिक/वरिष्ठ माध्यमिक (कक्षा IX to XII)

9 क्या आपने वर्तमान योजना के तहत पहले एन.सी.ई.आर.टी. से पुरस्कार प्राप्त किया है?

i) यदि हाँ, तो उल्लेख करें कि किस वर्ष में आपने पुरस्कार प्राप्त किया

.....

- नकद पुरस्कार एवं प्रमाण-पत्र

- केवल प्रमाण-पत्र

ii) लेख के शीर्षक का उल्लेख करें

प्रतिभागी का नाम

हस्ताक्षर

पदनाम विषय सहित

दिनांक :

परिशिष्ट - II

प्रतिभागी द्वारा प्रमाण पत्र

वर्ष

राज्य कोड

स्तर कोड

मैं प्रमाणित करता हूँ कि मेरा यह लेख एम.ए./एम.एड.
/एम.फिल/पीएच.डी. डिग्री या यू. जी. सी. या किसी भी अन्य द्वारा प्रायोजित या
संयुक्त संस्थागत कार्यक्रम या एन.सी.आर.टी. द्वारा पहले या किसी अन्य संस्थान द्वारा
पहले से किसी लेख पर प्रदत्त पुरस्कार पर आधारित नहीं है।

दिनांक

हस्ताक्षर

प्रतिभागी का नाम पद सहित
(बड़े अक्षरों में)

प्राचार्य/विभाग के प्रमुख के हस्ताक्षर

संस्था का प्रमुख

संस्थान का नाम एवं पूरा पता

राज्य

पिन कोड

कार्यालय की मुहर

परिशिष्ट - III

संस्थान/केन्द्रीय विद्यालय प्रमुख द्वारा प्रमाण पत्र

वर्ष

राज्य कोड

स्तर कोड

प्रमाणित किया जाता है कि डॉ./श्रीमती/श्री./सुश्री.

..... (नाम और स्कूल/अध्यापक के शिक्षा संस्था का डाक पता) में
काम कर रही है।

वे इस संस्थान में मुख्य रूप से कक्षाओं को पढ़ा
रहे/रही हैं। इन्होंने मेरी संस्था में लेख में रिपोर्ट किए गए नवप्रवर्तन का आयोजन
किया है और इस योजना को नियमों के अनुसार विद्यालय शिक्षकों के लिए नवप्रवर्तन
अभ्यासों एवं प्रयोगों में प्रतियोगिता के लिए पात्र हैं।

दिनांक

स्थान

हस्ताक्षर (तिथि सहित)

संस्थान के प्रमुख/प्राचार्य का नाम
(बड़े अक्षरों में)

पदनाम

कार्यालय की मुहर

परिशिष्ट - IV

क राज्यों और संघ राज्य क्षेत्रों के कोड संख्या

राज्य और संघ राज्य क्षेत्र	कोड सं.	राज्य और संघ राज्य क्षेत्र	कोड सं.
आंध्र प्रदेश	01	नागालैंड	19
अरुणाचल प्रदेश	02	उड़ीसा	20
असम	03	पंजाब	21
बिहार	04	राजस्थान	22
छत्तीसगढ़	05	सिक्किम	23
गोवा	06	तमिलनाडु	24
गुजरात	07	त्रिपुरा	25
हरियाणा	08	उत्तराखंड	26
हिमाचल प्रदेश	09	उत्तर प्रदेश	27
जम्मू और कश्मीर	10	पश्चिम बंगाल	28
झारखंड	11	अंडमान और निकोबार द्वीपसमूह	29
कर्नाटक	12	चंडीगढ़	30
केरल	13	दादर और नागर हवेली	31
मध्य प्रदेश	14	दमन और दीव	32
महाराष्ट्र	15	दिल्ली	33
मणिपुर	16	लक्षद्वीप	34
मेघालय	17	पुडुचेरी	35
मिजोरम	18		

ख शिक्षा के स्तर हेतु कोड

विद्यालय शिक्षा

पूर्व प्राथमिक और प्रारंभिक विद्यालय शिक्षा

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माध्यमिक विद्यालय शिक्षा

एस	एस	ई
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ANNEXURE - I

Background information About the Participant and His/Her Paper

1. a) Name of the Participant in Hindi and English (block letters)

Dr./Smt./Shri/Ms.

डा० / श्रीमती / श्री / सुश्री

- b) Postal address

..... Phone No.

- c) Qualifications

2. Title of the Paper in Hindi and English

(In Hindi)

.....

(In English)

.....

3. Language in which the paper is written

4. Numbers of copies sent

a) Paper

b) Summary

c) Annexure - I

d) Annexure - II

e) Annexure -III

5. Number of pages in the paper

6. Teaching experience Years:.....

7. a) Name of the institution

b) Mailing address of the institution with state and PIN Code

.....
c) Telegraphic address

d) Telephone No., if any

8. Presently working (Tick (✓) whatever is applicable to you)

For School Teachers

i) Primary School

ii) Secondary/ senior secondary (IX to XII)

9. Have you received award under the present scheme from the NCERT previously:

i) If yes, mention the year in which you received the award ...

.....

- Cash prize and certificate

- Only certificate

ii) Mention title of the paper

Signature

Name of Participant:.....

Post with subject:.....

Date

ANNEXURE – II

CERTIFICATE BY THE PARTICIPANT

Year

State Code

Level Code

I, certify that my paper is not based on my research work for M.A./M.Ed./M.Phil/Ph.D. degree or U.G.C. or any other sponsored or joint institutional programme or on any paper previously awarded by the NCERT or any other institution.

Date

Signature

**Signature of the Principal/
Head of the Department**

**Name of Participant with post
(in block letters)**

Head of the Institution

**Name and complete address
of the Institution**

State

PIN Code

Office Stamp

**CERTIFICATE BY THE HEAD OF THE
INSTITUTION/KENDRIYA VIDYALAYA**

Year

State Code

Level Code

It is certified that Dr./Shri/Shrimati/Kumari is
working in

(Name and Postal Address of the School/Teacher education institution)

He/She is teaching mainly Classes in this
Institution. He/She has
conducted the innovation reported in the paper in my institution and is eligible
to participate in the competition on Innovative Practices and Experiments for
School Teachers as per rules of the scheme.

Date

Place

Signature with date

**Head of the Institution/Principal
(Name in block letters)**

Designation

Office Stamp

ANNEXURE - IV

A CODE NUMBERS OF STATES AND UNION TERRITORIES

State/Union Territories	Code No.
Andhra Pradesh	01
Arunachal Pradesh	02
Assam	03
Bihar	04
Chhatisgarh	05
Goa	06
Gujarat	07
Haryana	08
Himachal Pradesh	09
Jammu & Kashmir	10
Jharkhand	11
Karnataka	12
Kerala	13
Madhya Pradesh	14
Maharashtra	15
Manipur	16
Meghalaya	17
Mizoram	18
Nagaland	19
Orissa	20
Punjab	21
Rajasthan	22
Sikkim	23
Tamil Nadu	24
Tripura	25
Uttaranchal	26
Uttar Pradesh	27
West Bengal	28
Andman and Nicobar Islands	29
Chandigarh	30
Dadra and Nagar Haveli	31
Daman and Diu	32
Delhi	33
Lakshadweep	34
Pondicherry	35

B CODE FOR LEVELS OF EDUCATION

School Education

Pre-Primary and Elementary School Education

E	S	E
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Secondary School Education

S	S	E
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