Instruction Manual for Online Self-nomination NATIONAL TEACHERS' AWARDS 2024

Department of School Education & Literacy

Ministry of Education

Govt. of India

Steps to Access the Information

A Web Portal has been developed as Online Application for Self- Nomination by Teachers as a first step, followed by short-listing and final selection.

Website address https://nationalawardstoteachers.education.gov.in

Click on New Registration

↓

Fill the Basic Information

↓

Click Submit

↓

Confirm Mobile Number by OTP

↓

Login with Mobile Number as User Name & Create your Password

↓

Enter your details in each Section and keep saving Individual Section

↓

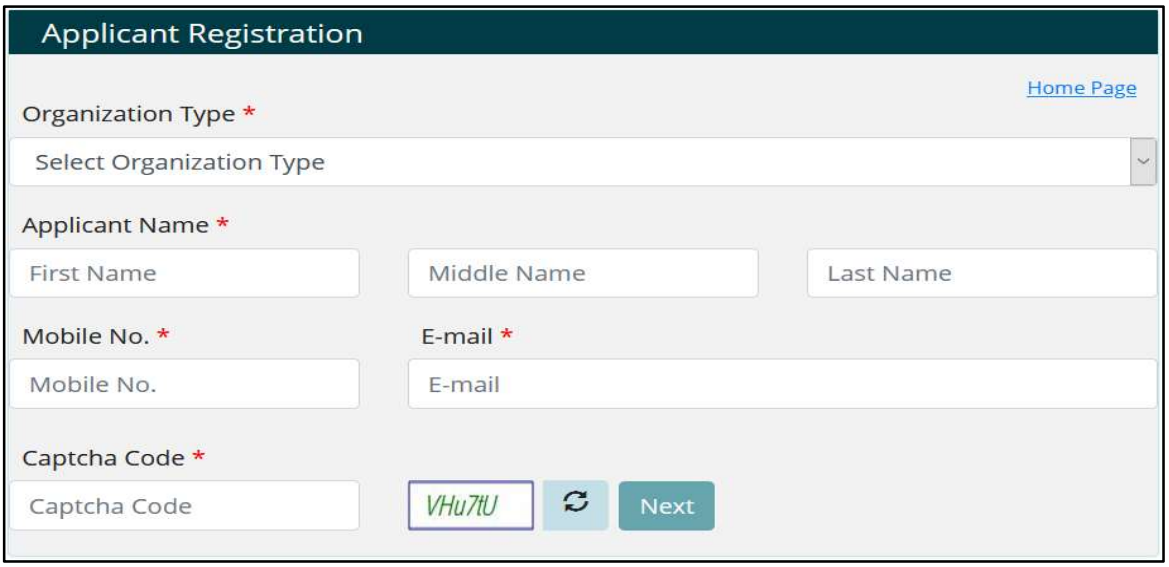
Final Submission

Note: For any technical issues, drop an email at:
helpdesk-nat@gov.in

Registration Form

Depending up on school in which the Teacher is working, the Teacher has to Select, either of the following organization from the dropdown:

- Govt, Govt-Aided and Private Schools under State/UTs
- Kendriya Vidyalaya Sangathan
- Navodaya Vidyalaya Samiti



After Filling all the details on registration page, Click on next button.

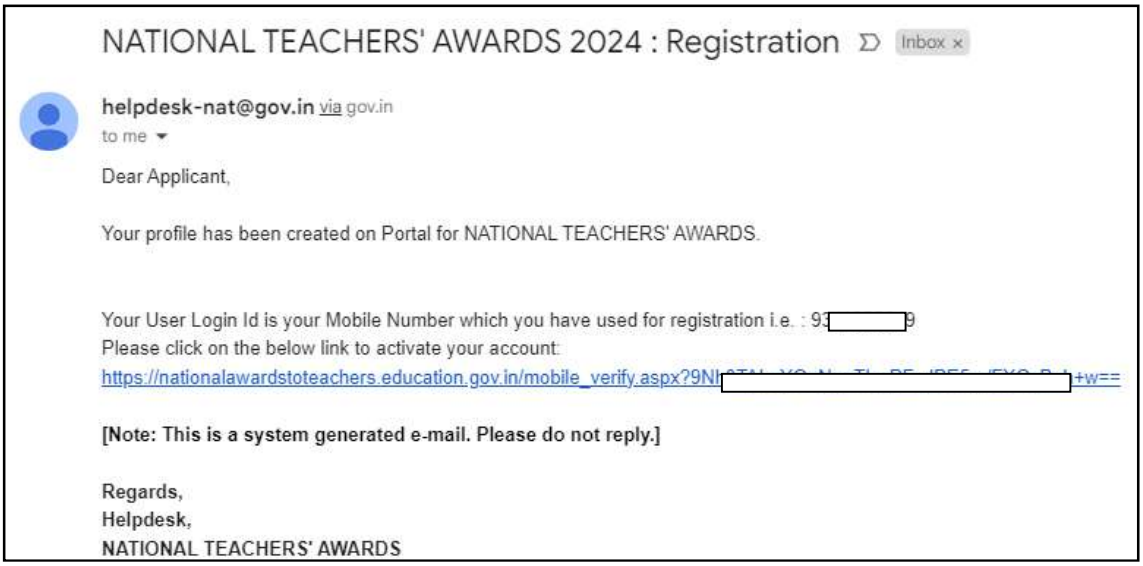
- Kindly ensure that information filled by applicant is correct. Select check box and
- Click on **Send Activation Link on email** button.

- Following screen will be displayed and an email will be sent to the registered email id.

Nominee will receive an email on the email-id mentioned during registration process.

Verification of E-mail:

1. Check email received from helpdesk-nat@gov.in [Inbox or Spam Folder]
2. The user will get an activation link in the mail as mention in following screen.


NATIONAL TEACHERS' AWARDS 2024 : Registration Inbox ×

helpdesk-nat@gov.in via gov.in
to me

Dear Applicant,

Your profile has been created on Portal for NATIONAL TEACHERS' AWARDS.

Your User Login Id is your Mobile Number which you have used for registration i.e. : 9[redacted]9
Please click on the below link to activate your account:
https://nationalawardstoteachers.education.gov.in/mobile_verify.aspx?9N[redacted]+w==

[Note: This is a system generated e-mail. Please do not reply.]

Regards,
Helpdesk,
NATIONAL TEACHERS' AWARDS

3. On clicking this link, the user will be redirected to Mobile Number verification screen.

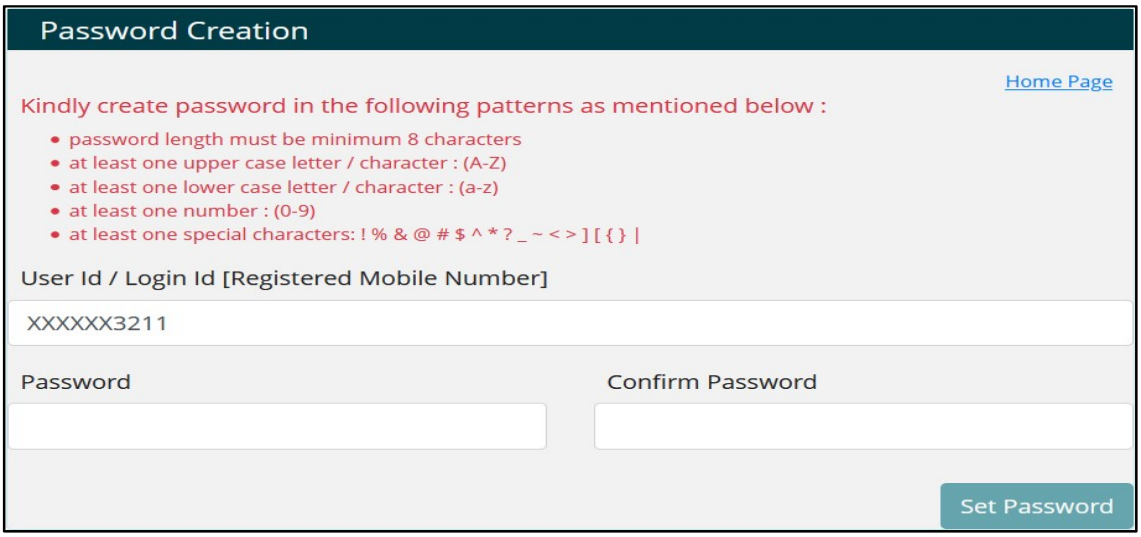
Verification of Mobile No.:

1. Account activation link will be sent to registered e-mail id.
2. When Applicant click on link sent on registered mobile following screen will appear for Mobile number verification.

3. Complete Mobile Number verification with OTP received on registered Mobile Number.

Password Creation

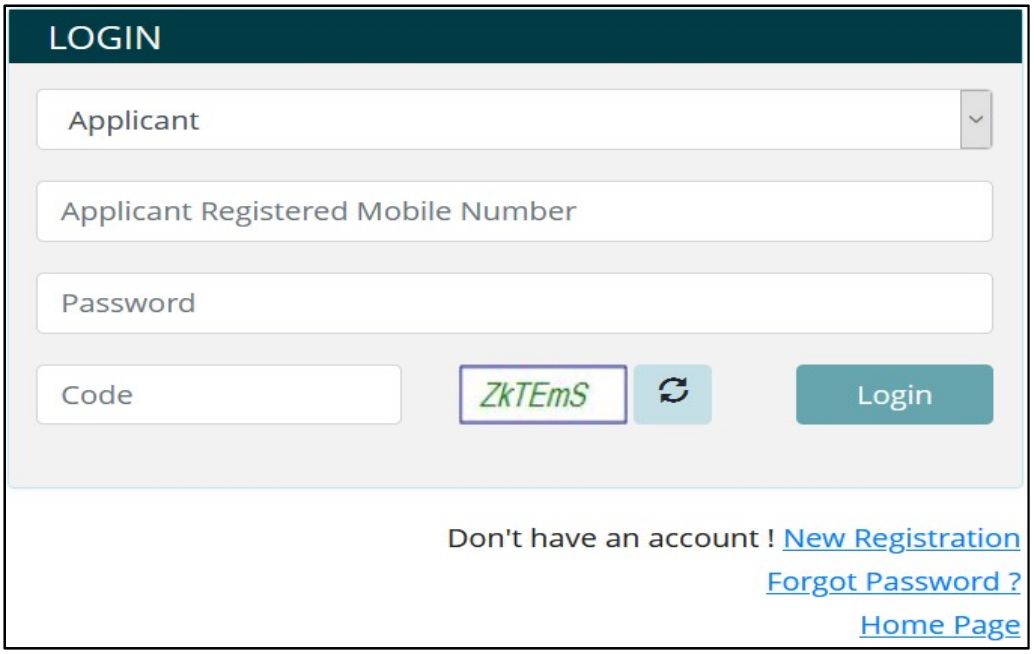
- After E-mail and Mobile Number verification, applicants will have to set new Password for Login into NTA Portal.



- After setting new Password, applicant registration process gets completed.
- Applicant may log-in to the portal with Login Id (Registered Mobile Number) and Password.

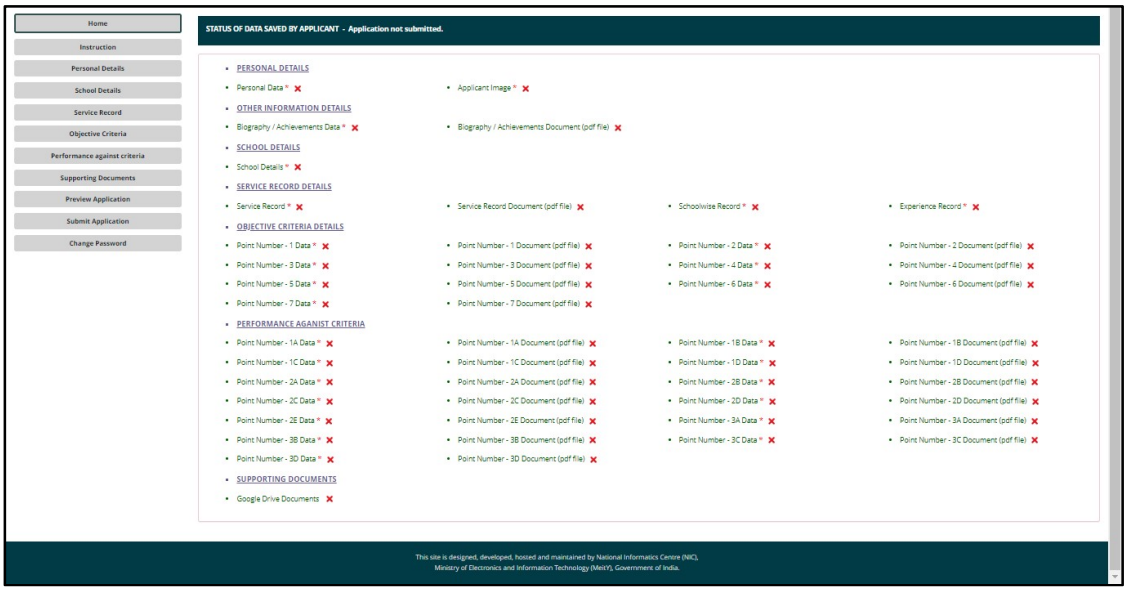
1. Login as an Applicant

- Login as an applicant, with Registered Mobile Number as User Name and Registered Password & Captcha.



- Teachers can register themselves with “New Registration” link.
- If the user has forgotten Password, the same can be reset through “Forgot Password” link.

2. Home- List of forms to be filled

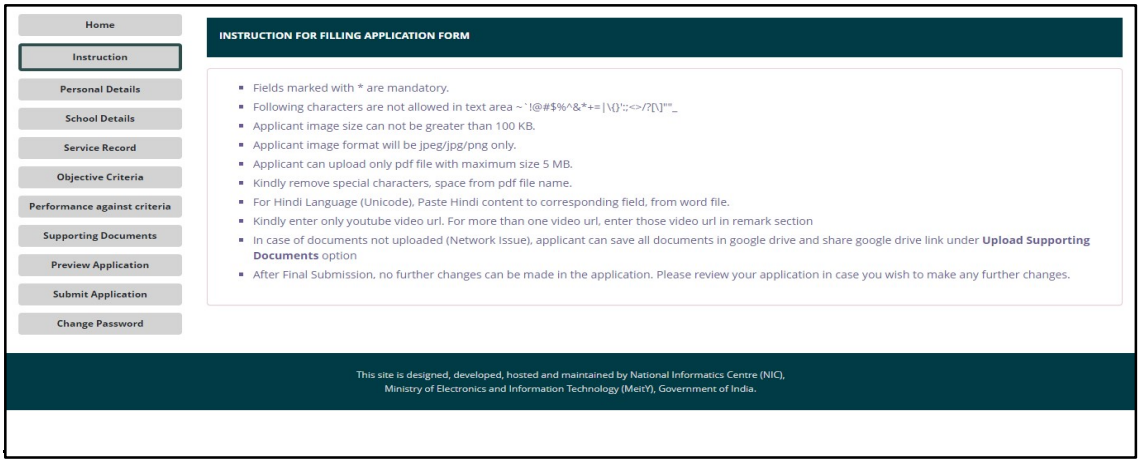


List of Forms to be filled, Press “View” to go to the Particular page

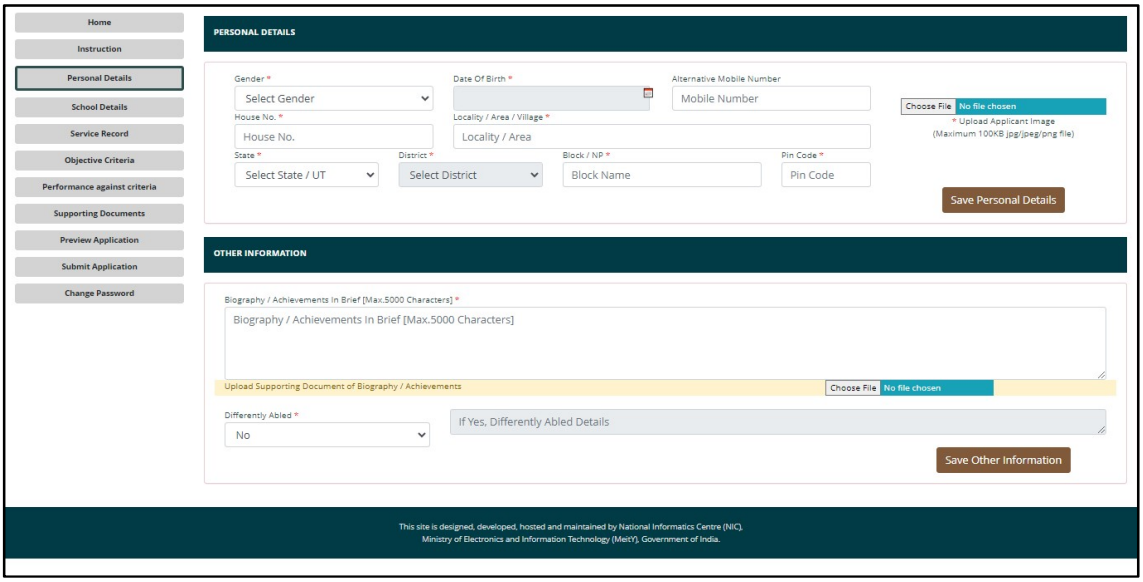
- √ - Denotes ‘Page Saved’
- X- Denotes ‘Page Not yet Saved’

3. Instructions

Kindly read all the instructions carefully before filling application form.

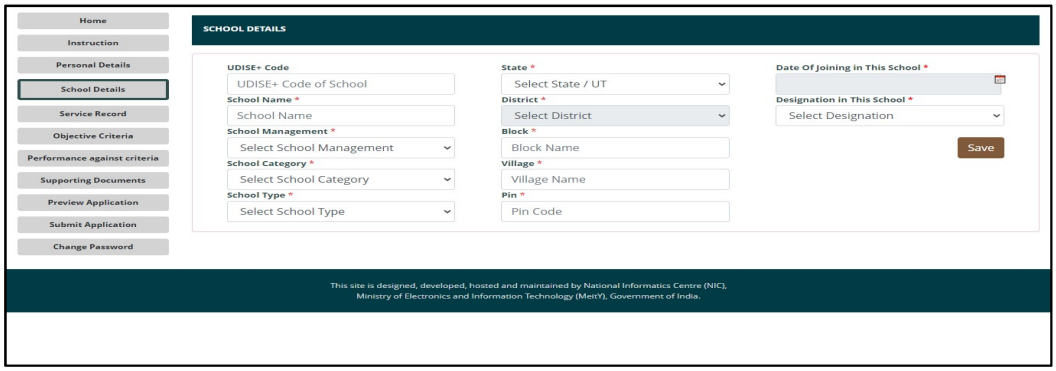


4. Personal Details Entry Form



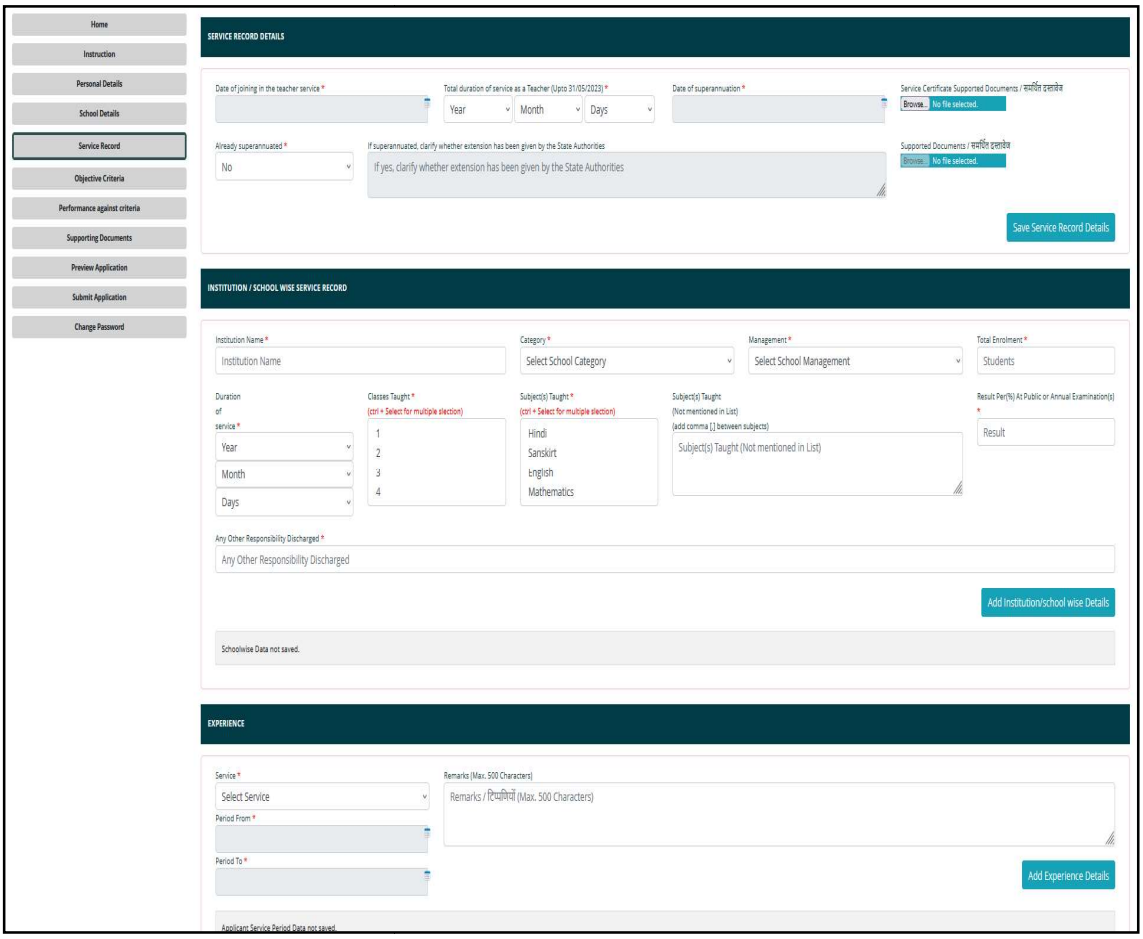
Enter Personal Detail like – Gender, Date of Birth, Alternate Mobile Number, House Number, Locality, State, District, Block, Pin code, Photo, Other Information,Press 'Save Personal Details' & 'Save Other Information' to Save the Personal Details in Draft mode.

5. School Detail Entry Form



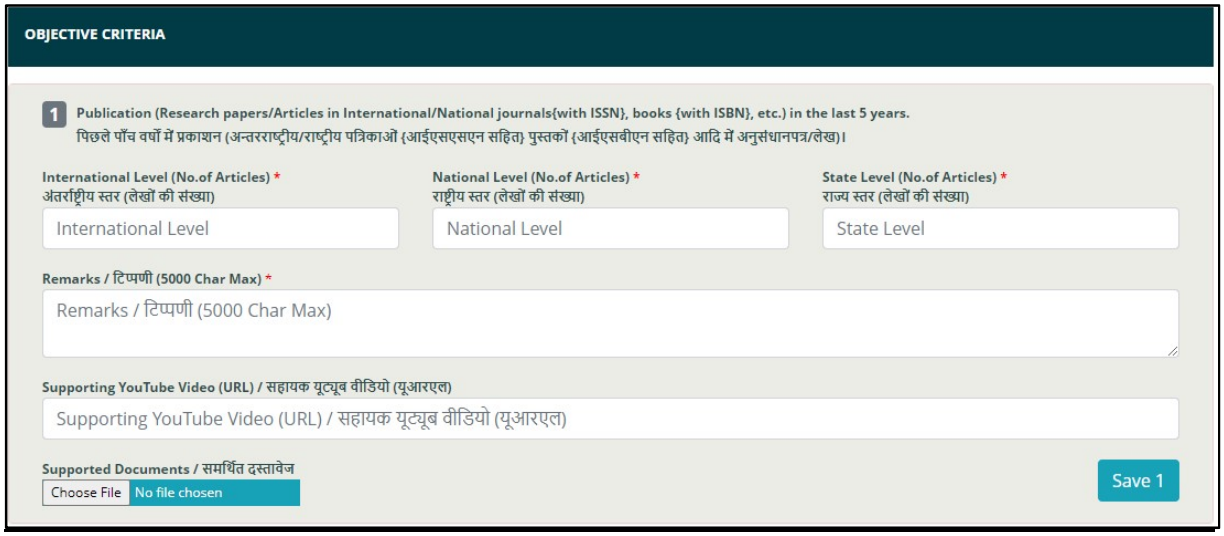
- Enter School Detail as required
- Press 'Save' to Save the School Details in Draft mode

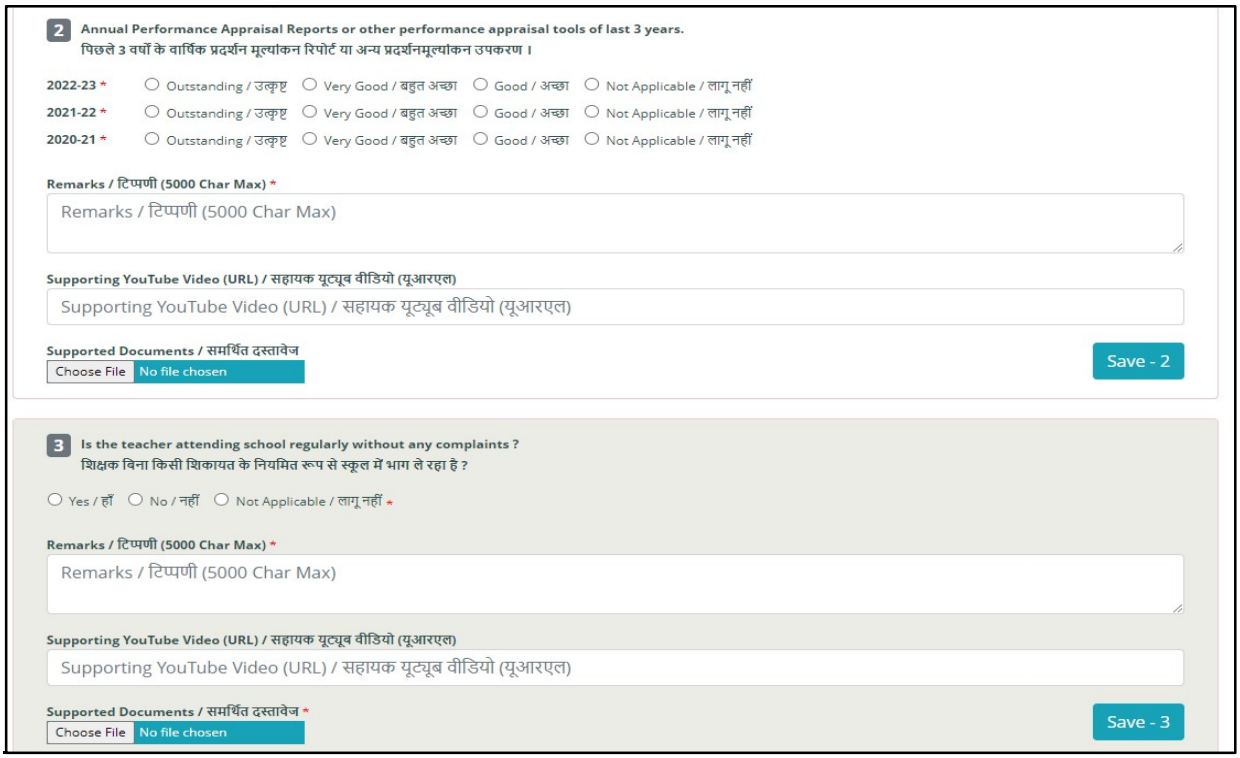
6. Service Record Entry Form



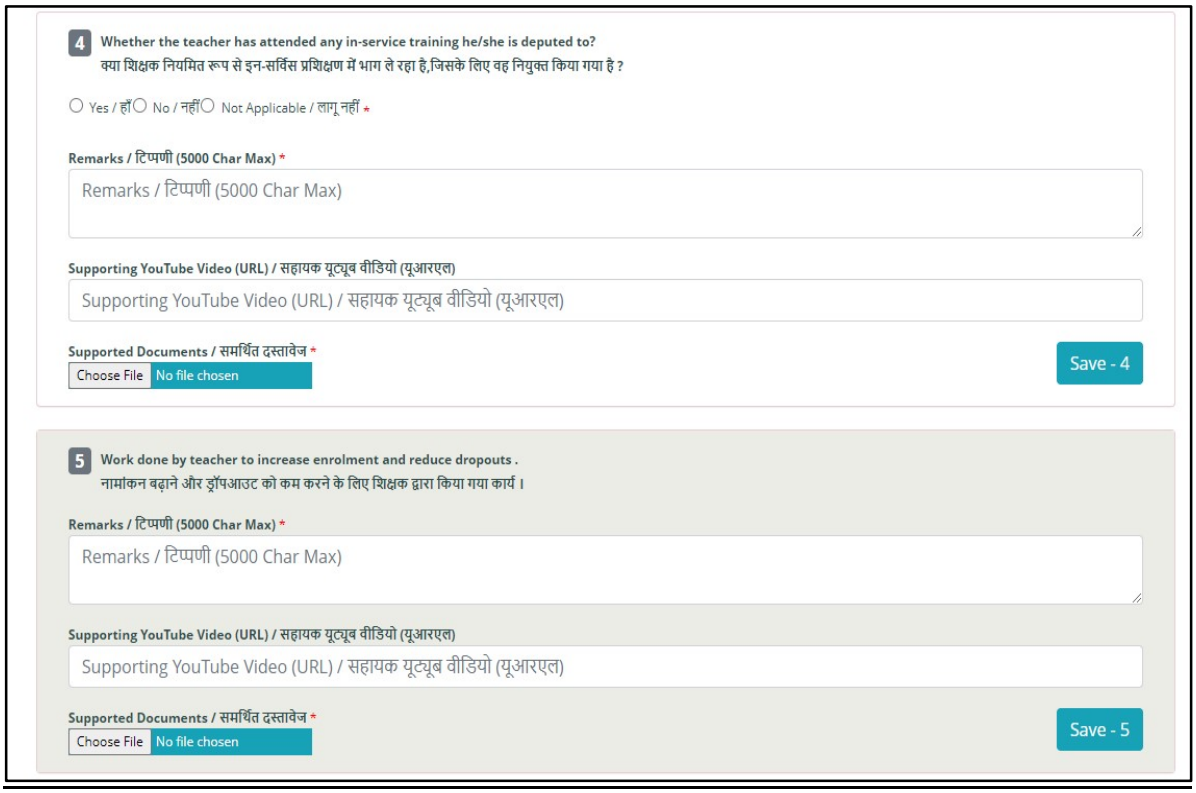
- Service Record Detail, School wise Service Record, Experience detail may be entered
- Service Record Details may be saved by clicking on “Save Service Record Details”
- School wise Records may be added by clicking on “Add Institution/School wise Details”
- Details of each institution/school in which you have worked needs to be added in a separate row.
- Service wise experience may be added by clicking on “Add Experience Details”
- Details of each service (teaching, administrative, others) needs to be added in a separate row.

7. Objective Criteria Details Entry Form

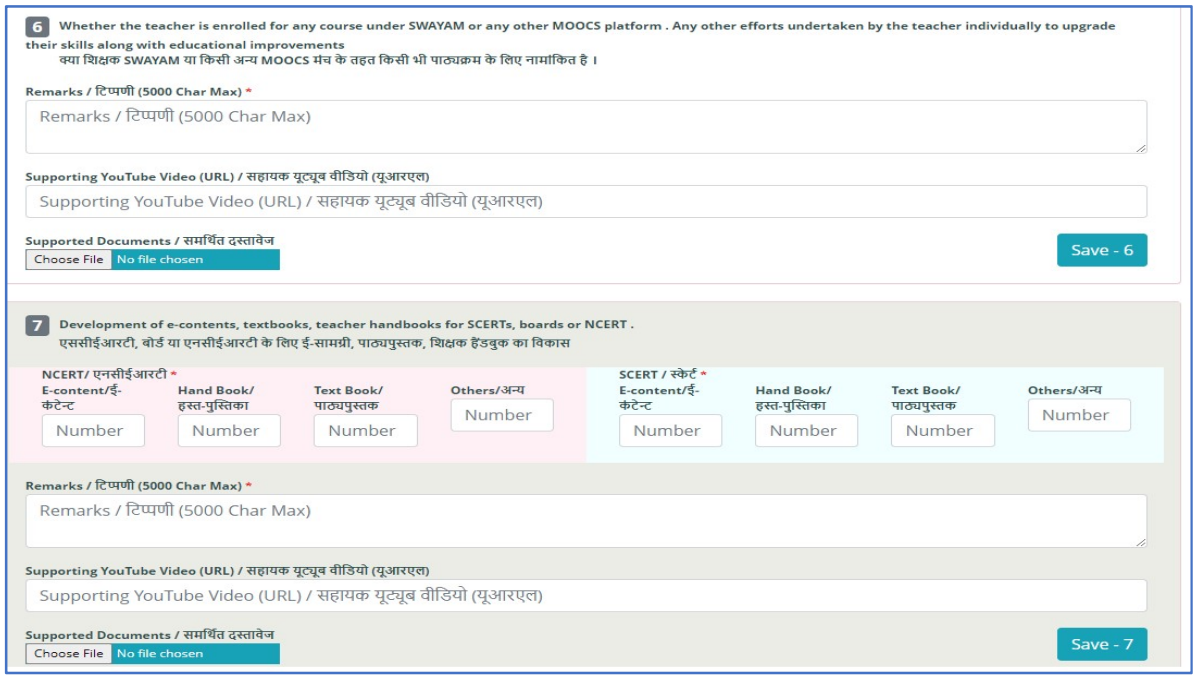




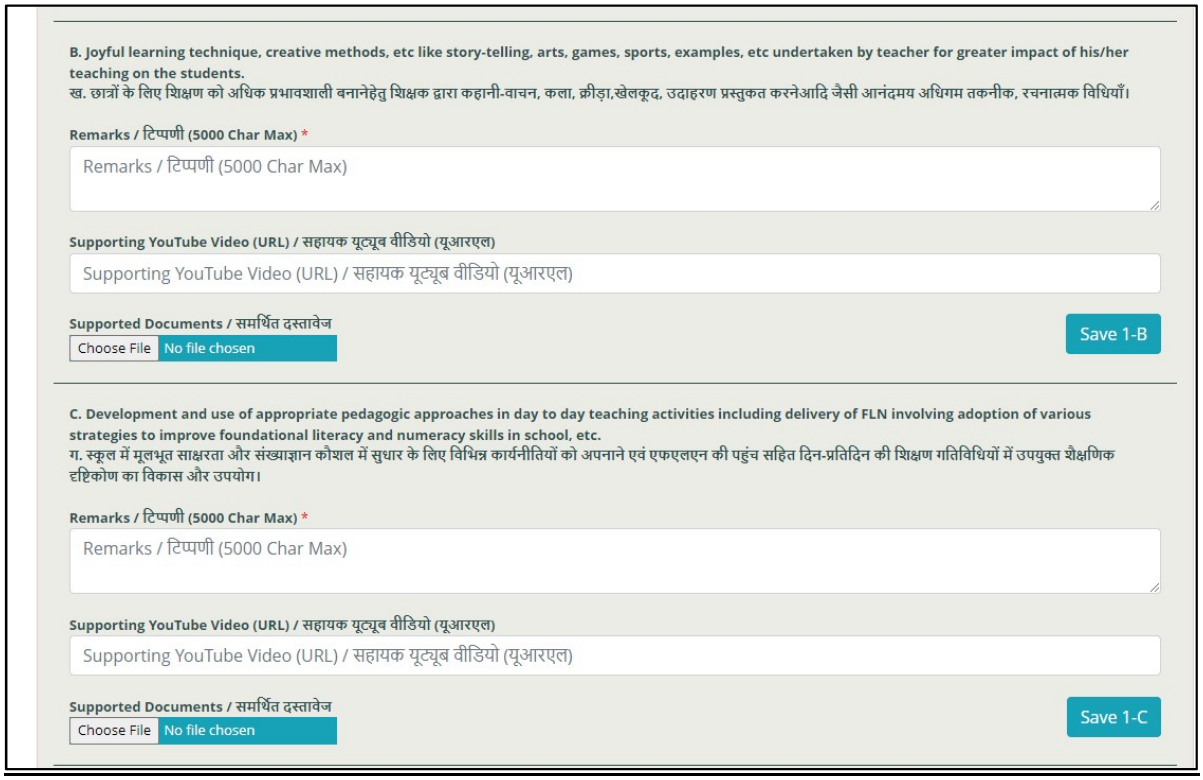
- Enter corresponding details in Objective Criteria viz. remarks, Number of Publications, etc. URL / link of the video (if any) may be entered; Document (if any) may be uploaded.



➢ Enter details corresponding to each criteria and click on save button.



8. Criteria Based on Performance



D. Active involvement in the process of improving teaching practices in classroom to create an environment conducive to learning, using enrichment activities for students, relating the topic to real life situation, encouraging open discussions, etc.
घ. अधिगम अनुकूल वातावरण बनाने के लिए कक्षा में शिक्षण पद्धति में सुधार की प्रक्रिया में सक्रिय भागीदारी, छात्रों के लिए समृद्ध गतिविधियों का उपयोग करना, विषय को वास्तविक जीवन की परिस्थितियों से जोड़ना, खुली चर्चाओं को प्रोत्साहित करना आदि।

Remarks / टिप्पणी (5000 Char Max) *

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

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Save 1-D

2

Learning material and mentorship
शिक्षण सामग्री और परामर्श

A. Development and use of Teaching Learning Material, Low cost teaching aids etc. (Based on number, scale and impact of innovations/experiments).
क. शिक्षण अधिगम सामग्री, कम लागत वाली सहायक शिक्षण सामग्री आदि का विकास और उपयोग (नवाचारों/प्रयोगों की संख्या, पैमाने और प्रभाव के आधार पर)

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Save 2-A

B. Successful teacher disseminates and shares, participating in collaborative effort.
ख. सफल शिक्षक सहयोगात्मक प्रयास में भाग लेते हुएप्रसार करता है औरसाझा करता है।

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Save 2-B

C. Capacity building and acting as mentor for other teachers.
ग. क्षमता निर्माण और अन्य शिक्षकों के लिए परामर्शदाता के रूप में कार्य करना।

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Supported Documents / समर्थित दस्तावेज

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Save 2-C

D. Undertaking mentorship and nurturance beyond classroom walls for holistic development of students.
घ. छात्रों के समग्र विकास के लिए कक्षा-कक्ष से परे मेंटरशिप एवं पोषण संबंधी कार्य करना।

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Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

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Save 2-D

E. Organization of extra and co-curricular activities (Based on number, scale and impact of experiments/activities).
ङ. अतिरिक्त और पाठ्येतर गतिविधियों का आयोजन (प्रयोगों/गतिविधियों की संख्या, पैमाने और प्रभाव के आधार पर)

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

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Save 2-E

3

Governance ,and engagement of community
शासन और समुदाय की सहभागिता

A. Strengthening school administration by adopting innovative measures to increasing enrollment, improving attendance, school management systems, programme monitoring, etc.
क. नामांकन बढ़ाने, उपस्थिति में सुधार, स्कूल प्रबंधन प्रणाली, कार्यक्रम की निगरानी आदि हेतु अभिनव उपाय अपनाकर स्कूल प्रशासन को सुदृढ़बनाना।

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Supported Documents / समर्थित दस्तावेज

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Save 3-A

B. Mobilizing stakeholders in the community and engage them meaningfully in various school development activities like school management committee, social audit andmobilizing resources through parents, alumni to contribute to school in anyway i.e., physical infrastructure, computers, PM POSHAN, books, Scholarship, etc.
ख. समुदाय में हितधारकों को संगठित करना और विभिन्न स्कूल विकास गतिविधियों जैसे स्कूल प्रबंधन समिति, सामाजिक लेखा परीक्षा तथा अभिभावकों और पूर्व छात्रों के माध्यम से संसाधन जुटाने में उन्हें सार्थक ढंग से नियोजित करना ताकि वास्तविक अवसंरचना, कंप्यूटर, पीएम पोषण, किताबों, छात्रवृत्ति, आदिजैसे विभिन्न तरीकों से स्कूल में योगदान किया जा सके।

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

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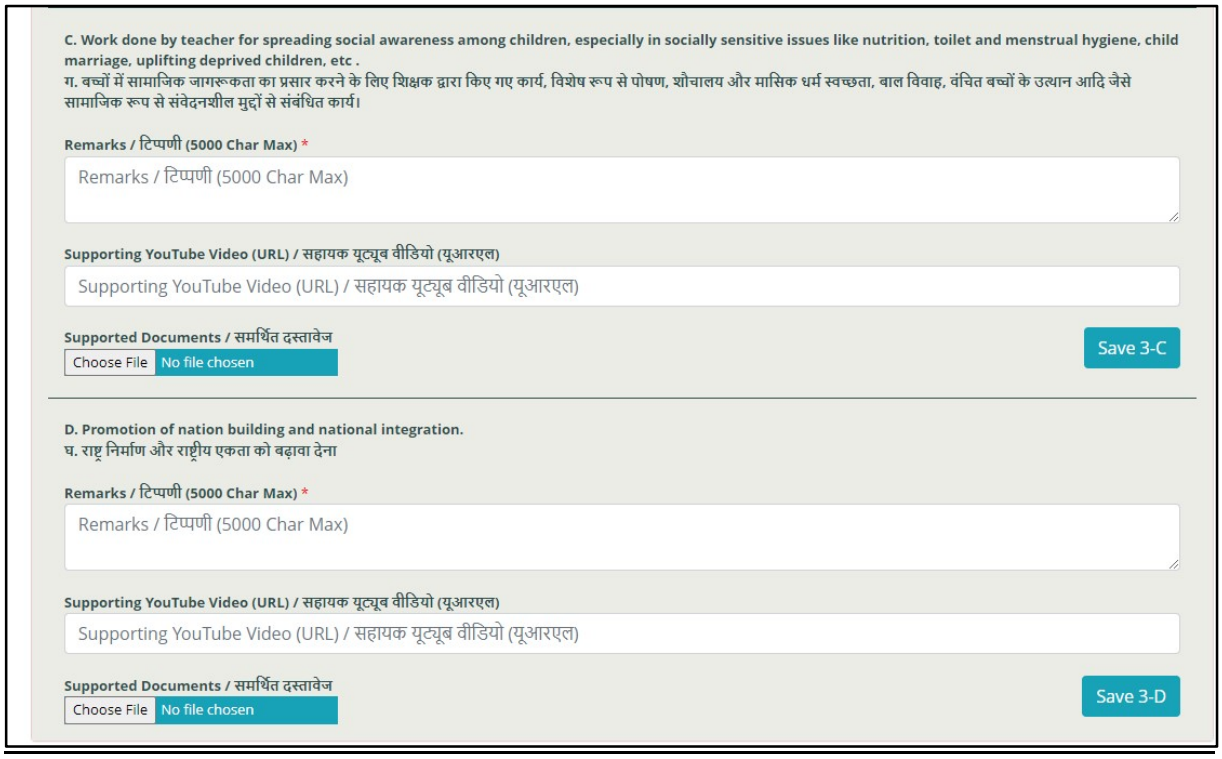
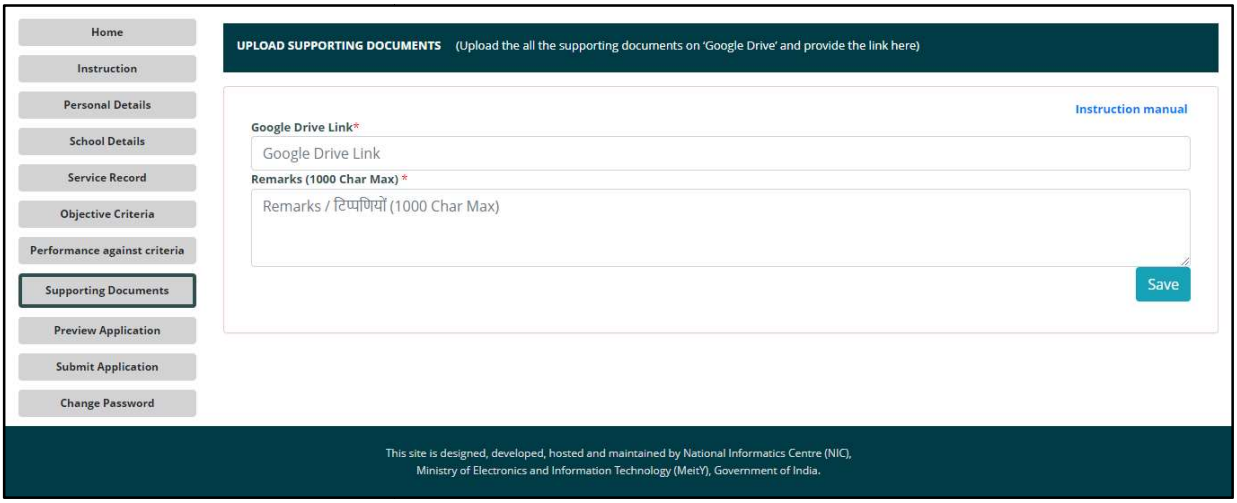


- Enter details corresponding to each criteria and click on save button.

9. Upload Supporting Documents

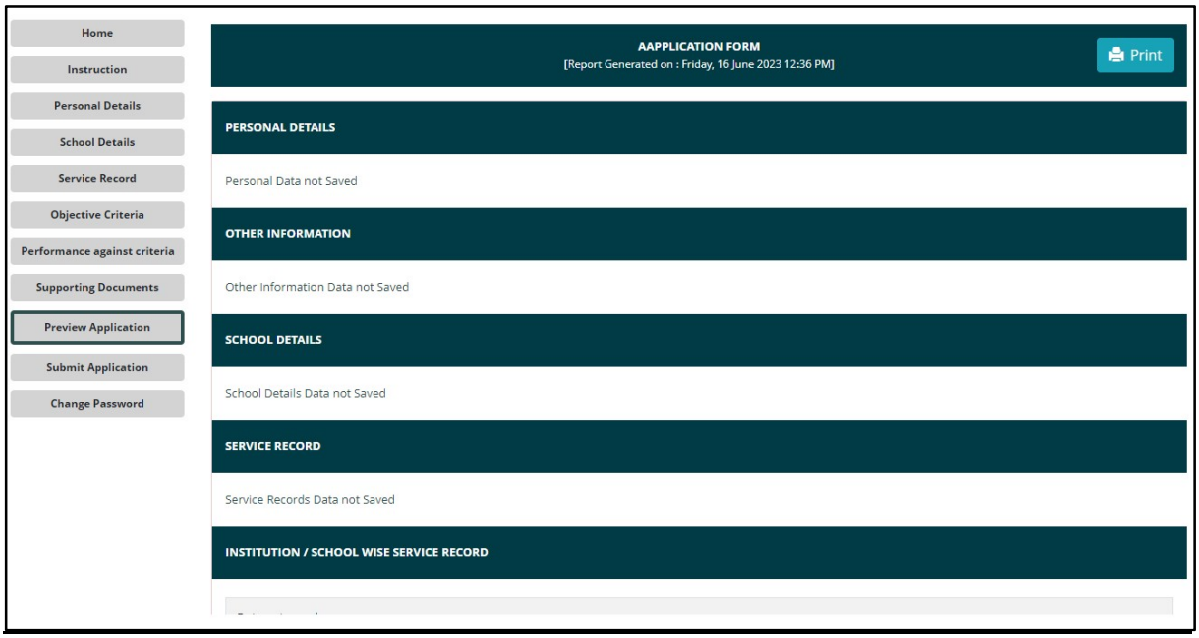


In case, applicant faces any issue while uploading pdf file on form, applicant can also save all documents in google drive. After that applicant can share google drive link here.

Link to download instructions for documents uploading on Google-drive is also available on the web-page.

10. Preview the application and taking printout for further reference

After saving details in all sections, applicant can click on “Preview Application” tohave a final look at the application.
Click on “Print” to take the printout of the application for further reference.



EXPERIENCE

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OBJECTIVE CRITERIA

1 **Publication (Research papers/Articles in International/National journals{with ISSN}, books {with ISBN}, etc.) in the last 5 years.**
पिछले पाँच वर्षों में प्रकाशन (अन्तरराष्ट्रीय/राष्ट्रीय पत्रिकाओं {आईएसएसएन सहित} पुस्तकों {आईएसबीएन सहित} आदि में अनुसंधानपत्र/लेख)।

Point Number - 1, Data not Saved

2 **Annual Performance Appraisal Reports Or Other Performance Appraisal Tools Of Last 3 Years.**
पिछले 3 वर्षों के वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट या अन्य प्रदर्शनमूल्यांकन उपकरण ।

Point Number - 2, Data not Saved

3 **Is The Teacher Attending School Regularly Without Any Complaints ?**
शिक्षक विना किसी शिकायत के नियमित रूप से स्कूल में भाग ले रहा है ?

Point Number - 3, Data not Saved

4 **Whether The Teacher Is Regularly Attending The In-Service Training He/She Is Deputed To ?**
क्या शिक्षक नियमित रूप से इन-सर्विस प्रशिक्षण में भाग ले रहा है,जिसके लिए वह नियुक्त किया गया है ?

Point Number - 4, Data not Saved

5 **Work Done By Teacher To Increase Enrolment And Reduce Dropouts .**
नामांकन बढ़ाने और ड्रॉपआउट को कम करने के लिए शिक्षक द्वारा कियागया कार्य ।

Point Number - 5, Data not Saved

6 **Whether The Teacher Is Enrolled For Any Course Under SWAYAM Or Any Other MOOCS Platform .**
क्या शिक्षक SWAYAM या किसी अन्य MOOCS मंच के तहत किसी भीपाठ्यक्रम के लिए नामांकित है ।

Point Number - 6, Data not Saved

7 **Development Of E-Contents, Textbooks, Teacher Handbooks For SCERTs, Boards Or NCERT .**
एससीईआरटी, बोर्ड या एनसीईआरटी के लिए ई-सामग्री, पाठ्यपुस्तक,शिक्षकहस्तपुस्तिका का विकास ।

Point Number - 7, Data not Saved

PERFORMANCE AGANIST CRITERIA

1
Use of technology, innovative pedagogy and joyful learning
प्रौद्योगिकी का उपयोग, अभिनव शिक्षाशास्त्र और आनंदमय शिक्षा

1A **Use of ICTInnovating and channeling cost-effective technological resources for enriching classroom learning, creating content using ICT as envisioned under NEP, etc**
एनईपी के तहत की गई परिकल्पना के अनुसार,आईसीटी का उपयोग करके कक्षा शिक्षण को समृद्ध बनाने,सामग्री तैयार करने के लिएआईसीटी नवाचार और चैनलिंगकिफायती तकनीकी संसाधनोंका उपयोग,आदि

Point Number - 1A Data not Saved

1B **Joyful learning technique, creative methods, etc like story-telling, arts, games, sports, examples, etc undertaken by teacher for greater impact of his/her teaching on the students.**
छात्रों के लिए शिक्षण को अधिक प्रभावशाली बनानेहेतु शिक्षक द्वारा कहानी-वाचन, कला, क्रीड़ा,खेलकूद, उदाहरण प्रस्तुकत करनेआदि जैसी आनंदमय अधिगम तकनीक, रचनात्मक विधियाँ।

Point Number - 1B Data not Saved

1C **Development and use of appropriate pedagogic approaches in day to day teaching activities including delivery of FLN involving adoption of various strategies to improve foundational literacy and numeracy skills in school, etc.**
स्कूल में मूलभूत साक्षरता और संख्याज्ञान कौशल में सुधार के लिए विभिन्न कार्यनीतियों को अपनाने एवं एफएलएन की पहुंच सहित दिन-प्रतिदिन की शिक्षण गतिविधियों में उपयुक्त शैक्षणिक दृष्टिकोण का विकास और उपयोग।

Point Number - 1C Data not Saved

1D **Active involvement in the process of improving teaching practices in classroom to create an environment conducive to learning, using enrichment activities for students, relating the topic to real life situation, encouraging open discussions, etc.**
अधिगम अनुकूल वातावरण बनाने के लिए कक्षा में शिक्षण पद्धति में सुधार की प्रक्रिया में सक्रिय भागीदारी, छात्रों के लिए समृद्ध गतिविधियों का उपयोग करना, विषय को वास्तविक जीवन की परिस्थितियों से जोड़ना, खुली चर्चाओं को प्रोत्साहित करना आदि।

Point Number - 1D Data not Saved

2
Learning material and mentorship
शिक्षण सामग्री और परामर्श

2A **Development and use of Teaching Learning Material, Low cost teaching aids etc. (Based on number, scale and impact of innovations/experiments).**
शिक्षण अधिगम सामग्री, कम लागत वाली सहायक शिक्षण सामग्री आदि का विकास और उपयोग (नवाचारों/प्रयोगों की संख्या, पैमाने और प्रभाव के आधार पर)

Point Number - 2A Data not Saved

2B **Successful teacher disseminates and shares, participating in collaborative effort.**
सफल शिक्षक सहयोगात्मक प्रयास में भाग लेते हुएप्रसार करता है औरसाझा करता है।

Point Number - 2B Data not Saved

2C **Capacity building and acting as mentor for other teachers.**
क्षमता निर्माण और अन्य शिक्षकों के लिए परामर्शदाता के रूप में कार्य करना।

Point Number - 2C Data not Saved

2D **Undertaking mentorship and nurturance beyond classroom walls for holistic development of students.**
छात्रों के समग्र विकास के लिए कक्षा-कक्ष से परे मेंटरशिप एवं पोषण संबंधी कार्य करना।

Point Number - 2D Data not Saved

2E **Organization of extra and co-curricular activities (Based on number, scale and impact of experiments/activities).**
अतिरिक्त और पाठ्येतर गतिविधियों का आयोजन (प्रयोगों/गतिविधियों की संख्या, पैमाने और प्रभाव के आधार पर)

Point Number - 2E Data not Saved

3
Governance ,and engagement of community
शासन और समुदाय की सहभागिता

3A **Strengthening school administration by adopting innovative measures to increasing enrollment, improving attendance, school management systems, programme monitoring, etc.**
नामांकन बढ़ाने, उपस्थिति में सुधार, स्कूल प्रबंधन प्रणाली, कार्यक्रम की निगरानी आदि हेतु अभिनव उपाय अपनाकर स्कूल प्रशासन को सुदृढ़बनाना।

Point Number - 3A Data not Saved

3B **Mobilizing stakeholders in the community and engage them meaningfully in various school development activities like school management committee, social audit andmobilizing resources through parents, alumni to contribute to school in anyway i.e., physical infrastructure, computers, PM POSHAN, books, Scholarship, etc.**
समुदाय में हितधारकों को संगठित करना और विभिन्न स्कूल विकास गतिविधियों जैसे स्कूल प्रबंधन समिति, सामाजिक लेखा परीक्षा तथा अभिभावकों और पूर्व छात्रों के माध्यम से संसाधन जुटाने में उन्हें सार्थक ढंग से नियोजित करना ताकि वास्तविक अवसंरचना, कंप्यूटर, पीएम पोषण, किताबों, छात्रवृत्ति, आदिजैसे विभिन्न तरीकों से स्कूल में योगदान किया जा सके।

Point Number - 3B Data not Saved

3C **Work done by teacher for spreading social awareness among children, especially in socially sensitive issues like nutrition, toilet and menstrual hygiene, child marriage, uplifting deprived children, etc .**
बच्चों में सामाजिक जागरूकता का प्रसार करने के लिए शिक्षक द्वारा किए गए कार्य, विशेष रूप से पोषण, शौचालय और मासिक धर्म स्वच्छता, बाल विवाह, वंचित बच्चों के उत्थान आदि जैसे सामाजिक रूप से संवेदनशील मुद्दों से संबंधित कार्य।

Point Number - 3C Data not Saved

3D **Promotion of nation building and national integration.**
राष्ट्र निर्माण और राष्ट्रीय एकता को बढ़ावा देना

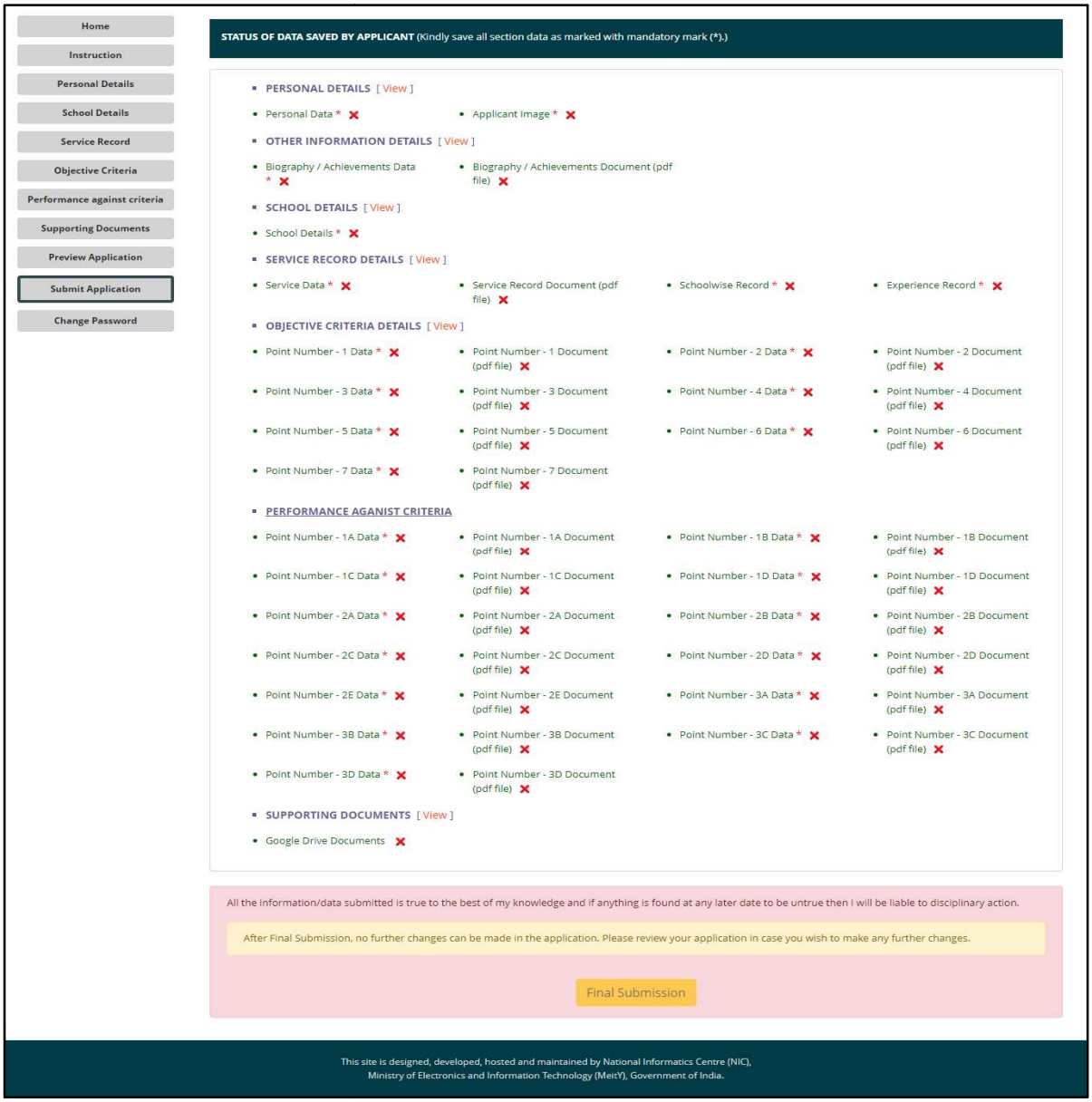
Point Number - 3D Data not Saved

SUPPORTING DOCUMENTS

Google drive Details Data not Saved

This site is designed, developed, hosted and maintained by National Informatics Centre (NIC),
Ministry of Electronics and Information Technology (MeitY), Government of India.

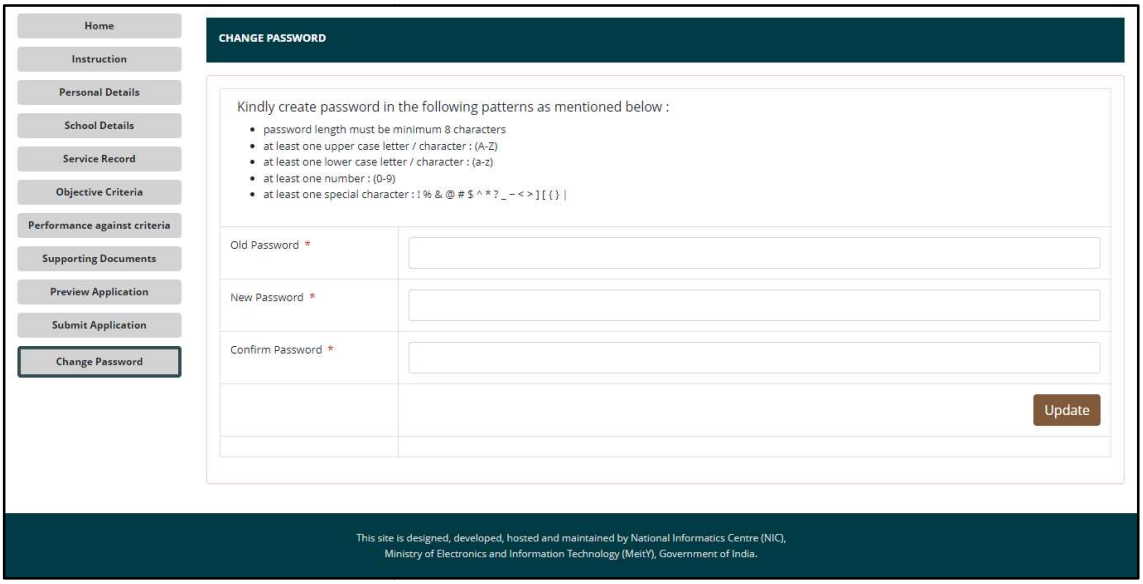
11. Final Submission of Application



- After previewing the application applicant may download a copy for printout purpose and the application may be submittedby accepting the declaration and clicking on “Final Submission”.
- In case of any change to be made in the application, make the required changes before clicking on “Final Submission”.

NO FURTHER CHANGES ARE PERMITTED ONCE FINAL SUBMISSION IS DONE

12.Change Password



Click Change Password -> Enter Old Password -> Enter New Password ->Confirm Password

New Password should follow the mentioned password policy.

Note: Teachers who are shortlisted by States/UTs/Organizations to present before the Independent National jury are advised to be prepared / ready with the following documents (Application letter and details of a maximum of five students)

i) Application letter (document fields should be given to upload the application letter)

ii) The names of five students with whom the teacher's interaction has resulted in a positive outcome like retention in school despite adverse circumstances OR a student who is pursuing higher studies OR a student who has been recognised / awarded in the field / subject that the teacher is giving instruction in OR whose aspirations for higher achievements have been moulded by the candidate, etc.

S.No	Student Name	Subject Taught	Describe your role in the positive outcome like as explained above	Remarks
1				
2				
3				
4				
5				

The shortlisted teachers can Login into the NTA Portal using their existing User Credentials and fill the above details.

Thank You

Best of Luck

Forany technicalissues,

Drop an email at: ***helpdesk-nat@gov.in***