



National Awards to Teachers 2020

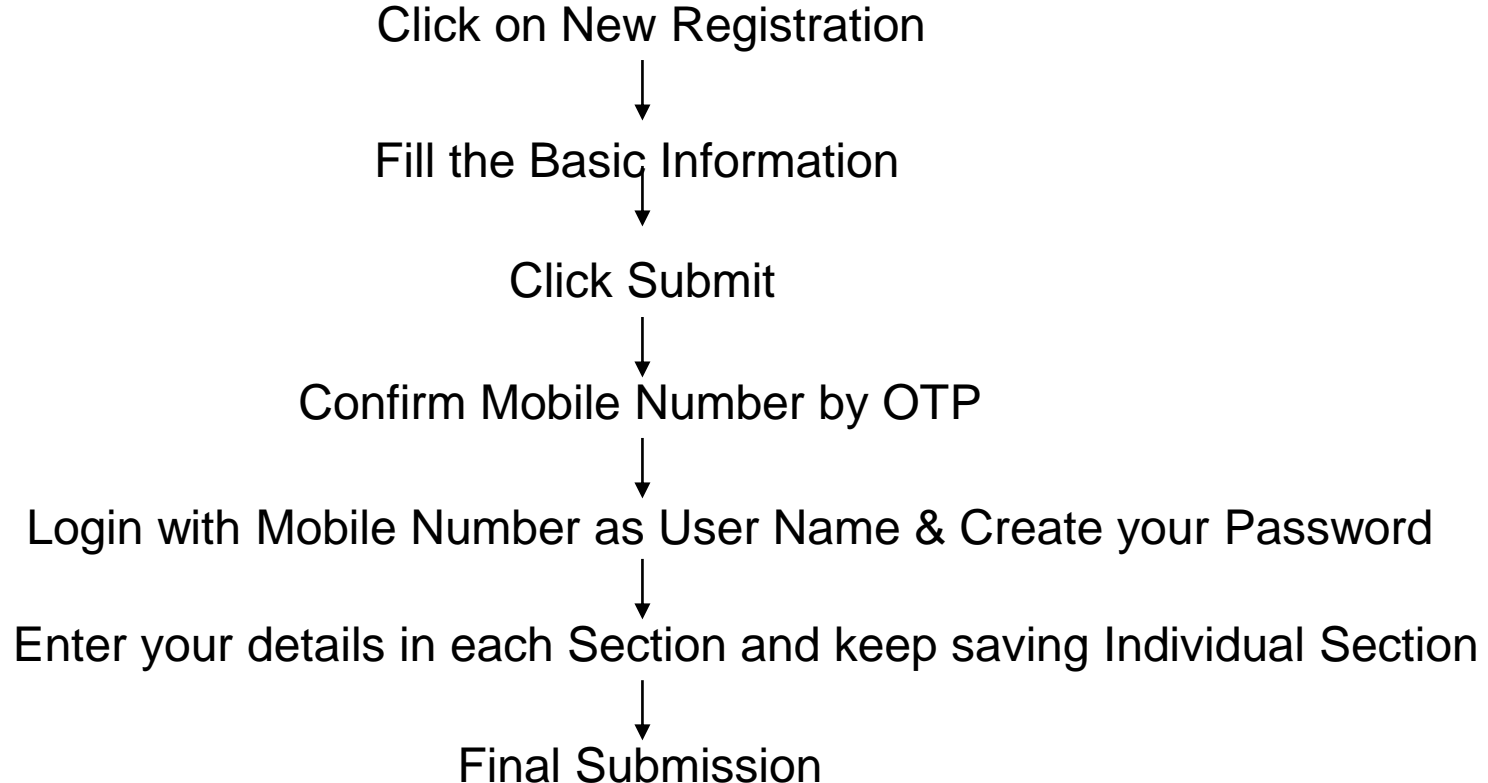
Instruction Manual for Online self-nomination

Department of School Education & Literacy
Ministry of Human Resource Development
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 shortlisting and final selection.

Website Address <http://nationalawardstoteachers.mhrd.gov.in>



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

1. Registration Form



MHRD

Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

Applicant Registration [Home Page](#)

Organization Type *

Select Organization Type



Applicant Name *

First Name Middle Name Last Name

Mobile No. * E-mail *

Mobile No. E-mail

Captcha Code *

Captcha Code   [Continue for mobile verification](#)

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

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

- Govt. and Aided Schools Under State/UTs
- Kendriya Vidyalaya Sangathan
- Navodaya Vidyalaya Samiti

2. Verification of Mobile No.

After Filling all details on registration page, Click on **Continue for mobile verification** button.



MHRD

Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

Mobile Number Verification		Home Page	
Mobile No.	Captcha Code		
<input type="text" value="+91XXXXXX7890"/>	<input type="text" value="Code"/>		<input type="button" value="Send OTP"/>

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



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

3. Password Creation

After E-mail and Mobile Number verification, Applicant has to create Password for Login into NAT Portal



MHRD

Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

[Password Creation](#) [Home Page](#)

Password length must be minimum 8 characters, at least one upper case letters : (A-Z), at least one lower case letters : (a-z), at least one number : (0-9) and at least one special characters: ! % & @ # \$ ^ * ? _ ~ < >] [{ } |

User Id / Login Id [Registered Mobile Number]

XXXXXX7890

Password

Confirm Password

[Set Password](#)

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



After create Password, Applicant Registration Process has been completed. Now Applicant Login into portal with Login Id (Registered Mobile No.) and Password.

1. Login as Applicant



MHRD

Ministry of Human Resource Development
Government of India

NATIONAL AWARDS TO TEACHERS 2020

LOGIN Home Page

Applicant

Applicant Registered Mobile Number

Password

Code 8GgOgW

Login

Not Registered! [New Registration](#)
[Forgot Password](#)

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

NIC एन आई सी
National
Informatics
Centre

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

Teachers can Register themselves with “New Registration”

If Password is Forgotten, Reset Password through “Forgot Password”

2. Home- List of forms to be filled

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

- Home
- Personal Details
- School Details
- Service Record
- Objective Criteria
- Criteria Based On Performance
- Preview Application
- Submit Application
- Change Password

STATUS OF DATA SAVED BY APPLICANT

Application not submitted.

- **PERSONAL DETAILS** [View]
 - Personal Data * X
 - Applicant Image * X
- **OTHER INFORMATION DETAILS** [View]
 - Biography / Achievements Data * X
 - Biography / Achievements Document (pdf file) X
- **SCHOOL DETAILS** [View]
 - School Details * X
- **SERVICE RECORD DETAILS** [View]
 - Service Data * X
 - Experience Record * X
 - Schoolwise Record * X
- **OBJECTIVE CRITERIA DETAILS** [View]
 - Point Number - 1 Data * X
 - Point Number - 2 Data * ✓
 - Point Number - 3 Data * X
 - Point Number - 4 Data * X
 - Point Number - 5 Data * X
 - Point Number - 6 Data * X
 - Point Number - 7 Data * X
 - Point Number - 8 Data * X
 - Point Number - 1 Document (pdf file) X
 - Point Number - 2 Document (pdf file) X
 - Point Number - 3 Document (pdf file) X
 - Point Number - 4 Document (pdf file) X
 - Point Number - 5 Document (pdf file) X
 - Point Number - 6 Document (pdf file) X
 - Point Number - 7 Document (pdf file) X
 - Point Number - 8 Document (pdf file) X
- **CRITERIA BASED ON PERFORMANCE DETAILS** [View]
 - Point Number - 1 Data * X
 - Point Number - 2 Data * X
 - Point Number - 3(A) Data * X
 - Point Number - 3(B) Data * X
 - Point Number - 1 Document (pdf file) X
 - Point Number - 2 Document (pdf file) X
 - Point Number - 3(A) Document (pdf file) X
 - Point Number - 3(B) Document (pdf file) X

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

✓ - Denotes ‘Page Saved’

X- Denotes ‘Page Not yet Saved’

3. Personal Details Entry Form

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

PERSONAL DETAILS [All fields are Mandatory]

Gender * Date Of Birth * Alternative Mobile Number No file chosen

House No. * Locality / Area / Village * * Upload Applicant Image (Maximum 100KB jpg/jpeg/png file)

State * District * Block / NP * Pin Code *

OTHER INFORMATION [All fields are Mandatory]

Biography / Achievements In Brief [Max.5000 Words] *

Uploading Supporting Document of Biography / Achievements (Only one pdf file with maximum size 5MB) No file chosen

Differently Able * If Yes, Differently Able Details

Enter Personal Detail like – Gender, Date of Birth, Alternate Mobile Number, House Number, Locality, State, District, Block, Pincode, Photo, Other Information,

Press ‘Save Personal Details’ & ‘Save Other Information’ to Save the Personal Details in Draft mode

4. School Detail Entry Form

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

Home

Personal Details

School Details

Service Record

Objective Criteria

Criteria Based On Performance

Preview Application

Submit Application

Change Password

SCHOOL DETAILS [All fields are Mandatory]

UDISE+ Code * <input type="text" value="UDISE+ Code of School"/>	State * <input type="text" value="Select State / UT"/>	Date Of Joining in This School * <input type="text" value=""/>
School Name * <input type="text" value="School Name"/>	District * <input type="text" value="Select District"/>	Designation in This School * <input type="text" value="Select Designation"/>
School Management * <input type="text" value="Select School Management"/>	Block * <input type="text" value="Block Name"/>	<input type="button" value="Save"/>
School Category * <input type="text" value="Select School Category"/>	Village * <input type="text" value="Village Name"/>	
School Type * <input type="text" value="Select School Type"/>	Pin * <input type="text" value="Pin Code"/>	

Enter School Detail as required

Press 'Save' to Save the School Details in Draft mode

5. Service Record Entry Form

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

SERVICE RECORD DETAILS (All fields are Mandatory)

Date of joining in the teacher service * Total duration of service (Up to 30th May 2020) * Year Month Days Date of superannuation *

Already superannuated * If superannuated, clarify whether extension has been given by the State Authorities

Supported Documents / साक्ष्य दस्तावेज (Only 1 pdf file Max Size 5MB) No file chosen

[Save Service Record Details](#)

INSTITUTION / SCHOOL WISE SERVICE RECORD

Institution Name * Category * Management * Total Enrolment *

Duration of service * Year Month Days Classes Taught * (ctrl + Select for multiple selection) 1 2 3 4

Subjects Taught * (ctrl + Select for multiple selection) Hindi Sanskrit English Mathematics

Subjects Taught (Not mentioned in List) (add comma [,] between subjects)

Result Per(%) At Public or Annual Examination(s) *

Any Other Responsibility Discharged *

[Add Institution/School wise Details](#)

Applicant Service Period Data not saved.

EXPERIENCE

Service * Remark (Max. 500 Characters)

Period From *

Period To *

[Add Experience Details](#)

- 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.

6. Objective Criteria Details

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

- Home
- Personal Details
- School Details
- Service Record
- Objective Criteria
- Criteria Based On Performance
- Preview Application
- Submit Application
- Change Password

OBJECTIVE CRITERIA DETAILS (All fields are Mandatory)

1 Work done by teacher to encourage community, parents, alumni etc. to contribute to the school in any way e.g. physical infrastructure, computers, midday meal, funds, books etc.
किसी भी तरह से स्कूल में योगदान करने के लिए समुदाय, माता-पिता, पूर्व छात्रों आदि को प्रोत्साहित करने के लिए शिक्षक द्वारा किया गया कार्य | उदाहरण के लिए: भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन, धन, किताबें इत्यादि।

Supporting Video (URL) / सहायक वीडियो (यूआरएल) Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 1 Details

2 Publication (research papers/articles in international/national journals(with ISSN), books (with ISBN), etc.) in the last 5 years.
पिछले पाँच वर्षों में प्रकाशन (अंतरराष्ट्रीय/राष्ट्रीय पत्रिकाओं (आईएसएन सहित) पुस्तकों (आईएसबीएन सहित) आदि में अनुसंधानपत्र/लेख)।

International Level (No.of Articles) * National Level (No.of Articles) * State Level (No.of Articles) *

अंतरराष्ट्रीय स्तर (लेखों की संख्या) राष्ट्रीय स्तर (लेखों की संख्या) राज्य स्तर (लेखों की संख्या)

Supporting Video (URL) / सहायक वीडियो (यूआरएल) Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियाँ (5000 Char Max) *

Update Point No. - 2 Details

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.
Details corresponding to criteria 1 and 2 wise may be saved in Draft mode by pressing Save Point...

7. Objective Criteria Details (Cont..)

3

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।

2018-19 *

- Outstanding / उत्कृष्ट
- Very Good / बहुत अच्छा
- Good / अच्छा
- Not Applicable / लागू नहीं

2017-18 *

- Outstanding / उत्कृष्ट
- Very Good / बहुत अच्छा
- Good / अच्छा
- Not Applicable / लागू नहीं

2016-17 *

- Outstanding / उत्कृष्ट
- Very Good / बहुत अच्छा
- Good / अच्छा
- Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियाँ (5000 Char Max) *

Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 3 Details

4

Is the teacher attending school regularly without any complaints ?
शिक्षक बिना किसी शिकायत के नियमित रूप से स्कूल में भाग ले रहा है ?

*

- Yes / हाँ
- No / नहीं
- Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियाँ (5000 Char Max) *

Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 4 Details

Enter details corresponding to each criteria i.e. Year wise Annual Performance Appraisal for 3 Years, etc.

8. Objective Criteria Detail (Cont..)

5

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 ?

- Yes / हाँ
- No / नहीं
- Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियाँ (5000 Char Max) *

Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 5 Details

6

Work done by teacher to increase enrolment and reduce dropouts .
नामांकन बढ़ाने और ड्रॉपआउट को कम करने के लिए शिक्षक द्वारा किया गया कार्य ।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 Document Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियाँ (5000 Char Max) *

Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 6 Details

Enter details corresponding to each criteria and keeping on Saving the details

9. Objective Criteria Detail (Cont..)

7 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 भी पाठ्यक्रम के लिए नामांकित है।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Remarks / टिप्पणियाँ (5000 Char Max) *

[Save Point No. - 7 Details](#)

8 Development of e-contents, textbooks, teacher handbooks for SCERTs, boards or NCERT .
एससीईआरटी, बोर्ड या एनसीईआरटी के लिए ई-सामग्री, पाठ्यपुस्तक, शिक्षक हैंडबुक का विकास

NCERT / एनसीईआरटी *
E-content/ई-कंटेंट

Text Book/पाठ्यपुस्तक

SCERT / स्कर्ट *
E-content/ई-कंटेंट

Text Book/पाठ्यपुस्तक

Hand Book/हस्त-पुस्तिका

Others/अन्य

Hand Book/हस्त-पुस्तिका

Others/अन्य

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Remarks / टिप्पणियाँ (5000 Char Max) *

[Save Point No. - 8 Details](#)

Enter details corresponding to each criteria

10. CRITERIA BASED ON PERFORMANCE

- Home
- Personal Details
- School Details
- Service Record
- Objective Criteria
- Criteria Based On Performance
- Preview Application
- Submit Application
- Change Password

CRITERIA BASED ON PERFORMANCE [All fields are Mandatory]

1 Innovative experiments (like use of ict, joyful learning technique) undertaken by teacher for greater impact of his/her teaching on the students. development and use of appropriate pedagogic approaches in day to day teaching activities including teaching learning material, low cost teaching aids etc. (based on number, scale and impact of innovations/experiments). छात्रों पर अपने शिक्षण के बेहतर प्रभाव के लिए शिक्षक द्वारा किए गए अभिनव प्रयोग (जैसे आईसीटी, आनंददायक सीखने की तकनीक का उपयोग)। शिक्षण अधिगम सामग्री, कम लागत वाले शिक्षण साधन आदि सहित दिन-प्रतिदिन शिक्षण गतिविधियों में उचित शैक्षणिक उपकरणों का विकास और उपयोग। (संख्या, पैमाने और नवाचारों / प्रयोगों के प्रभाव के आधार पर)।

Number of Innovations/ Experiments नवाचारों/ प्रयोगों की संख्या *

List of Innovations/ experiments नवाचारों/ प्रयोगों की सूची *

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Remarks / टिप्पणियों (5000 Char Max) *

Save Point No. - 1 Details

2 Organization of extra and co-curricular activities (based on number, scale and impact of experiments). पाठ्येतर और पाठ्य सहायकी गतिविधियों का संगठन (परिणाम, संख्या और प्रयोगों के प्रभाव पर आधारित)।

Number of Activities गतिविधियों की संख्या *

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Remarks / टिप्पणियों (5000 Char Max) *

Save Point No. - 2 Details

Details pertaining to Innovative, Extra Curricular Activities to be entered along with link of supporting Video (if any), Documents (if any)

11. CRITERIA BASED ON PERFORMANCE (Cont...)

Mobilization of society for school infrastructure and for spreading social awareness among children .
स्कूल के बुनियादी ढांचे और बच्चों के लिए सामाजिक जागरूकता फैलाने के लिए सामाजिक गतिशीलता ।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 3 (A) Details

Promotion of nation building and national integration.
राष्ट्र निर्माण और राष्ट्रीय एकीकरण का प्रचार ।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)

Choose File No file chosen

Remarks / टिप्पणियों (5000 Char Max) *

Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 3 (B) Details

12. Preview the application and taking printout for further reference.

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

Home
Personal Details
School Details
Service Record
Objective Criteria
Criteria Based On Performance
Preview Application
Submit Application
Change Password

Print

PERSONAL DETAILS
Personal Data not Saved by Applicant

OTHER INFORMATION
Other Information Data not Saved by Applicant

SCHOOL DETAILS
School Details Data not Saved by Applicant

SERVICE RECORD
Service Records Data not Saved by Applicant

INSTITUTION / SCHOOL WISE SERVICE RECORD
Service Records Schoolwise Data not Saved by Applicant

EXPERIENCE
Service Records Experience Data not Saved by Applicant

OBJECTIVE CRITERIA DETAILS

1 Work Done By Teacher To Encourage Community, Parents, Alumni Etc. To Contribute To The School In Any Way E.G. Physical Infrastructure, Computers, Midday Meal, Funds, Books Etc. किसी भी तरह से स्कूल में योगदान करने के लिए समुदाय, माता-पिता, पूर्व छात्रों आदि को प्रोत्साहित करने के लिए शिक्षक द्वारा किया गया कार्य उदा। भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन भोजन, धन, किताबें इत्यादि।

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

13. Final Submission of Application

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

The screenshot displays the 'STATUS OF DATA SAVED BY APPLICANT' section. The sidebar on the left contains the following navigation buttons: Home, Personal Details, School Details, Service Record, Objective Criteria, Criteria Based On Performance, Preview Application, Submit Application, and Change Password. The main content area lists the following sections and their completion status:

- PERSONAL DETAILS [View]
 - Personal Data * ❌
- OTHER INFORMATION DETAILS [View]
 - Biography / Achievements Data * ❌
- SCHOOL DETAILS [View]
 - School Details * ❌
- SERVICE RECORD DETAILS [View]
 - Service Data * ❌
 - Experience Record * ❌
- OBJECTIVE CRITERIA DETAILS [View]
 - Point Number - 1 Data * ❌
 - Point Number - 2 Data *
 - Point Number - 3 Data * ❌
 - Point Number - 4 Data * ❌
 - Point Number - 5 Data * ❌
 - Point Number - 6 Data * ❌
 - Point Number - 7 Data * ❌
 - Point Number - 8 Data * ❌
- CRITERIA BASED ON PERFORMANCE DETAILS [View]
 - Point Number - 1 Data * ❌
 - Point Number - 2 Data * ❌
 - Point Number - 3(A) Data * ❌
 - Point Number - 3(B) Data * ❌

On the right side, there is a declaration box with the text: "All the information/data submitted is true to the best of my knowledge and if anything is found at any later date to be untrue then I will be liable to disciplinary action." Below this text is a yellow button labeled "Final Submission".

After Previewing the application, taking printout, the application may be submitted finally by 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

14. How to Change Password

APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020

The screenshot shows a web interface for changing a password. On the left is a vertical sidebar with blue buttons: Home, Personal Details, School Details, Service Record, Objective Criteria, Criteria Based On Performance, Preview Application, Submit Application, and Change Password. The main content area has an orange header 'Change Password'. Below the header, there is a text box with password policy instructions: 'Password length must be minimum 8 characters, at least one upper case letters : (A-Z), at least one lower case letters : (a-z), at least one number : (0-9) and at least one special characters: ! % & @ # \$ ^ * ? _ ~ < >] [{ } |'. Below this is a note: 'Fields marked with * are mandatory'. The form contains three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. At the bottom right of the form is a green 'Update' button.

Password length must be minimum 8 characters, at least one upper case letters : (A-Z), at least one lower case letters : (a-z), at least one number : (0-9) and at least one special characters: ! % & @ # \$ ^ * ? _ ~ < >] [{ }	
Fields marked with * are mandatory	
Old Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
	<input type="button" value="Update"/>

Click Change Password -> Enter Old Password -> Enter New Password -> Confirm Password
New Password has to follow the given password policy

Thank You
Best of Luck

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