National Awards to Teachers 2021

सत्यमेव जयते

Instruction Manual for

Online Self-nomination

Department of School Education & Literacy
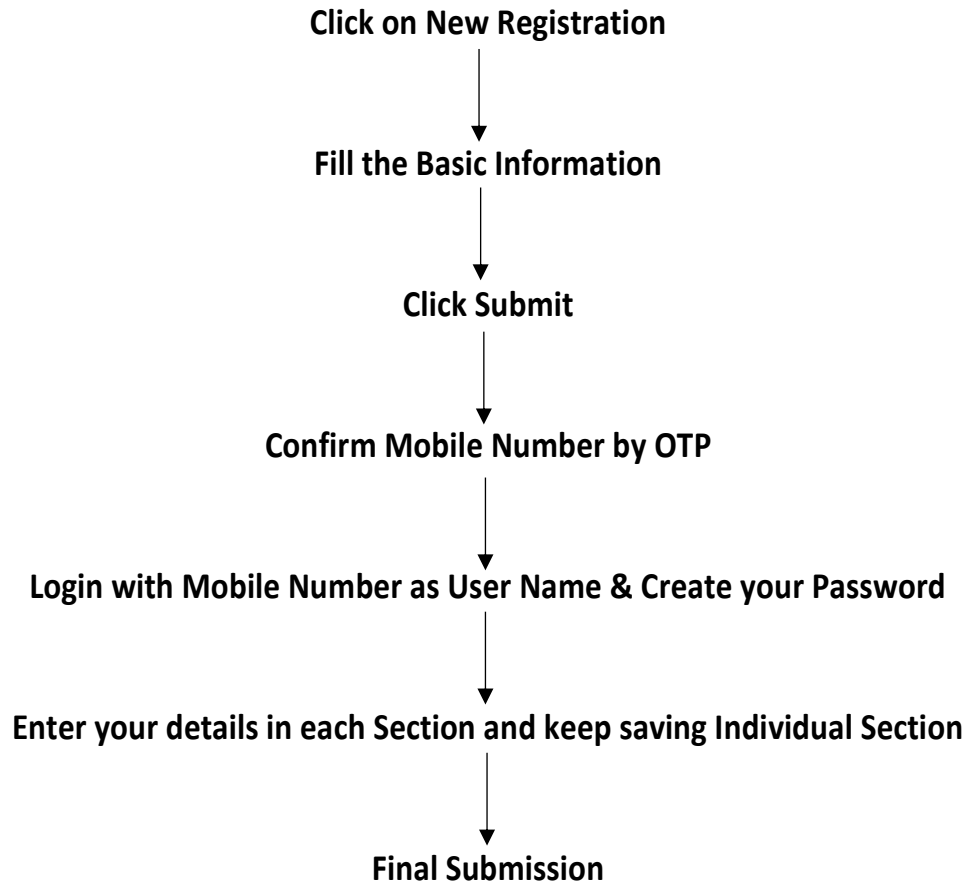
Ministry of Education

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

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   VHu7tU   ⟳   Next

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

NATIONAL AWARDS TO TEACHERS 2021

Applicant Registration Details

Organization Name :   Govt.and Aided Schools Under States/UTs
Applicant Full Name :   Test
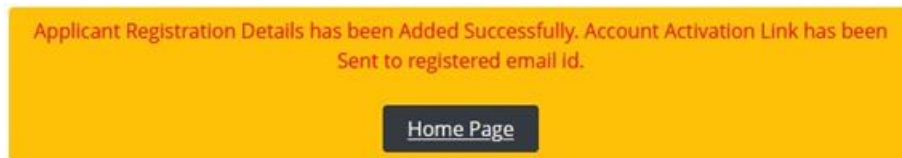Mobile Number :   9876543211
E-mail Id :   Test123@gmail.com

Note : Kindly ensure that Organization Name, Applicant Name, Mobile Number and E-mail id are correct.
Applicant can not modify Organization Name, Applicant Name, Mobile Number and E-mail Id after registration

☐ This is to certify that all above informations are correct.

Send Activation Link on Above E-mail

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

Following screen displayed after an email send to registered email id.
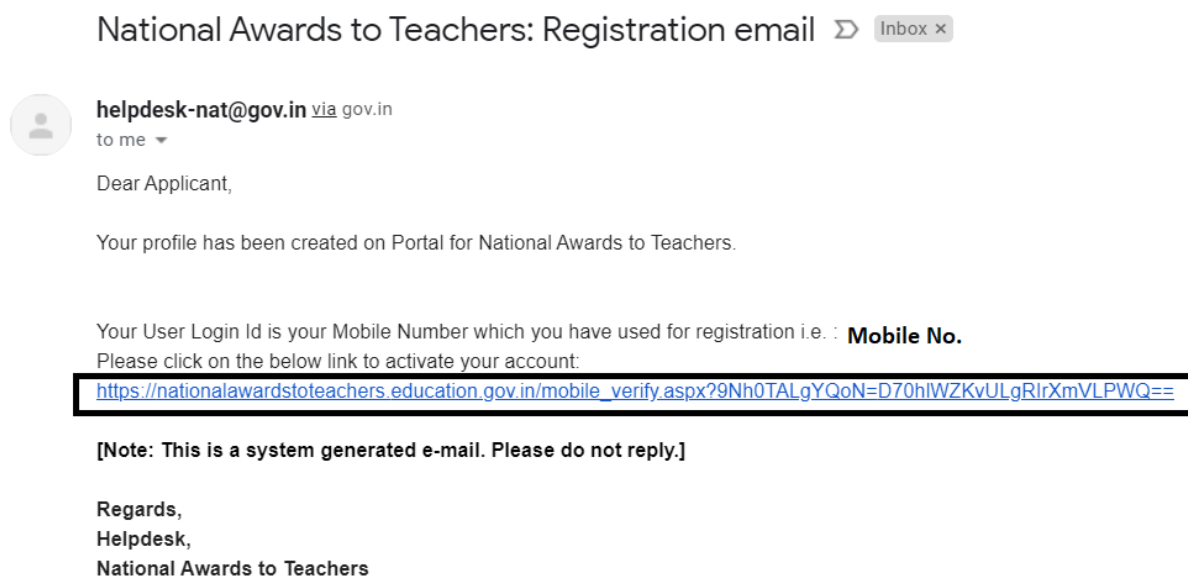

Applicant Registration Details has been Added Successfully. Account Activation Link has been Sent to registered email id.

Home Page

Now login your email account, which is mention in registration process.

Verification of E-mail

Check email received from helpdesk-nat@gov.in
Open this mail, there is Activation link url in mail as mention in following screen.

National Awards to Teachers: Registration email ⅀ Inbox ×

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

Dear Applicant,

Your profile has been created on Portal for National Awards to Teachers.

Your User Login Id is your Mobile Number which you have used for registration i.e. : **Mobile No.**
Please click on the below link to activate your account:
https://nationalawardstoteachers.education.gov.in/mobile_verify.aspx?9Nh0TALgYQoN=D70hlWZKvULgRlrXmVLPWQ==

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

Regards,
Helpdesk,
National Awards to Teachers

Click on url and link redirected to verification Mobile Number verification screen.

Verification of Mobile No.

Account activation link will be sent to registered e-mail id.

When Applicant click on link sent on registered mobile following screen will appear for Mobile number verification.

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

Password Creation

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

After create Password, Applicant Registration Process has been completed.

Now Applicant Login into portal with Login Id (Registered Mobile Number) and Password.

1. Login as Applicant

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

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 instruction carefully before filing 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 DETAILS

Date of joining in the teacher service *

Total duration of service (Upto 30/05/2021) *
Year | Month | Days

Date of superannuation *

Service Record Supported Documents / समर्थित दस्तावेज
Browse... | No file selected.

Already superannuated *
No

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

Supported Documents / समर्थित दस्तावेज
Browse... | No file selected.

Save Service Record Details

INSTITUTION / SCHOOL WISE SERVICE RECORD

Institution Name *
Institution Name

Category *
Select School Category

Management *
Select School Management

Total Enrolment *
Students

Duration of service *
Year
Month
Days

Classes Taught *
(ctrl + Select for multiple slection)
1
2
3
4

Subject(s) Taught *
(ctrl + Select for multiple slection)
Hindi
Sanskirt
English
Mathematics

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

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

Any Other Responsibility Discharged *
Any Other Responsibility Discharged

Add Institution/school wise Details

Schoolwise Data not saved.

EXPERIENCE

Service *
Select Service

Period From *

Period To *

Remarks (Max. 500 Characters)
Remarks / टिप्पणियों (Max. 500 Characters)

Add Experience Details

Applicant Service Period Data not saved.

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**

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 | उदाहरण के लिए : भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन, धन, किताबें इत्यादि।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

[Supporting Video (URL) / सहायक वीडियो (यूआरएल)]

Supported Documents / समर्थित दस्तावेज
[Browse...] No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

[Remarks / टिप्पणियों (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 (अन्तरराष्ट्रीय/राष्ट्रीय पत्रिकाओं (आईएसएसएन सहित) पुस्तकों (आईएसबीएन सहित) आदि में अनुसंधानपत्र/लेख)।

International Level (No.of Articles) *
अंतरराष्ट्रीय स्तर (लेखों की संख्या)

National Level (No.of Articles) *
राष्ट्रीय स्तर (लेखों की संख्या)

State Level (No.of Articles) *
राज्य स्तर (लेखों की संख्या)

[International Level] [National Level] [State Level]

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

[Supporting Video (URL) / सहायक वीडियो (यूआरएल)]

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
[Browse...] No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

[Remarks / टिप्पणियों (5000 Char Max)]

[Save 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.

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)
[Browse...] No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

[Remarks / टिप्पणियों (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)
[Browse...] No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

[Remarks / टिप्पणियों (5000 Char Max)]

[Save Point No. - 4 Details]

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

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)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

> Remarks / टिप्पणियों (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)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

> Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 6 Details

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)

> Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

> Remarks / टिप्पणियों (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-कंटेन्ट

> Number

Hand Book/हस्त-पुस्तिका

> Number

Text Book/पाठ्यपुस्तक

> Number

Others/अन्य

> Number

SCERT / स्केर्ट *
E-content/ई-कंटेन्ट

> Number

Hand Book/हस्त-पुस्तिका

> Number

Text Book/पाठ्यपुस्तक

> Number

Others/अन्य

> Number

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

> Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *

> Remarks / टिप्पणियों (5000 Char Max)

Save Point No. - 8 Details

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

8. Criteria Based on Performance

CRITERIA BASED ON PERFORMANCE

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 *

[Number of Innovations/ Experiments नव]
[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)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *
[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).
पाठ्येत्तर और पाठ्य सहगामी गतिविधियों का संगठन (परिणाम, संख्या और प्रयोगों के प्रभाव पर आधारित) ।

Number of Activities गतिविधियों की संख्या *
[Number of Activities गतिविधियों की संख्या]

Supporting Video (URL) / सहायक वीडियो (यूआरएल)
[Supporting Video (URL) / सहायक वीडियो (यूआरएल)]

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *
[Remarks / टिप्पणियों (5000 Char Max)]

Save Point No. - 2 Details

3 (A) 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)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *
[Remarks / टिप्पणियों (5000 Char Max)]

Save Point No. - 3 (A) Details

3 (B) 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)
Browse... No file selected.

Remarks / टिप्पणियों (5000 Char Max) *
[Remarks / टिप्पणियों (5000 Char Max)]

Save Point No. - 3 (B) Details

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

9. Upload Supporting Documents

If applicant facing any issue while uploading pdf file on form, then applicant can save all documents in google drive. After that applicant can share google drive link here. User manual for documents uploading on google drive available on form.

10. Preview the application and taking printout for further reference

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

11. Final Submission of Application

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

12. Change Password

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*