National ICT Awards for School Teachers 2018-2019

NIC-SSC-UM-0.1

State /UT/Organization Selection Committee User Manual

For

Central Institute Of Educational Technology (CIET)
National Council of Educational Research and Training (NCERT),
Department of School Education & Literacy,
Ministry of Education,
Government of India

Prepared by

School Education Division
National Informatics Centre
Ministry of Electronics & Information Technology
Government of India
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1 Introduction

In order to motivate teachers and teacher educators to use ICT in schools and teacher education in a big way, National Awards for the Teachers using ICT would be given away to 90 teachers every year. A selection process will be followed for short-listing and recommendation of required number of awardees to MHRD, Government of India. In all 90 ICT awards are instituted by Government of India for different States/UTS and seven autonomous bodies/organizations under MHRD. The award proposes to felicitate those teachers who have enhanced student learning by effectively and innovatively integrating technology supported learning into the school curriculum and subject teaching using ICT amongst students. Teachers of Primary, Upper Primary, Secondary, and Higher Secondary Schools from different educational organizations are eligible for nomination under the scheme.

1.1 National ICT Awards for School Teachers 2018-2019

Up to year 2017 the National ICT Award for School Teachers was processed offline. Schools will send detailed entries in the prescribed format along with supporting documents to the Directorate of Education of the States/UTs through the District Education Officer. The Directorate of Education with the help of a State level Committee headed by Secretary Education will scrutinize all the entries and shortlist the candidates and forward to CIET, NCERT, New Delhi for further action.

Now for the year 2018 and 2019, the selection process is fully automated and online applications filled by the teachers with supporting documents will be scrutinized by the State/UT Selection Committee and marks will be given for Objective Criteria and Criteria replies based on the teacher's performance. Then final merit list with total marks obtained by the teachers will be automatically generated and SSC will select the meritorious teachers, based up on the online merit list for the National ICT Awards for their State/ UT for either year 2018 or2019.

1.2 Scope of Document

This document is a user manual for State/UT/Organization Selection Committee giving a step by step online elevation and selection process.

1.3 Contact

For any technical issues:

Land line : +91 11 2696 2580

Fax: +91 11 2686 4141

Toll Free : 1800111265, 1800112199 (Toll Free)

email: **ict-award@ncert.nic.in**

2 Steps to follow in State/UT/Organisation Selection procedure

1. Open the National ICT Awards for School Teachers website
2. Login to the SSC application with your State/UT/Organization login credentials, as ICT Authority
3. Change login Password
4. Selection Process Dashboard will open and SSC may follow the top menu for step by step activities.
5. Add /Update Committee Members Profile
6. Listing Final Submitted Applications (Listing /Downloading /Printing)
7. View/ Download online application, Download enclosed Documents
8. Evaluate Application
9. Approve Application for either for year 2018 or 2019
10. Generation of recommendation and Vigilance Clearance & Integrity Certificate
11. Upload Committee recommendation certificate.

3 Getting Started

3.1 Site URL

Open the National ICT Awards for School Teachers Website https://ictaward.ncert.gov.in

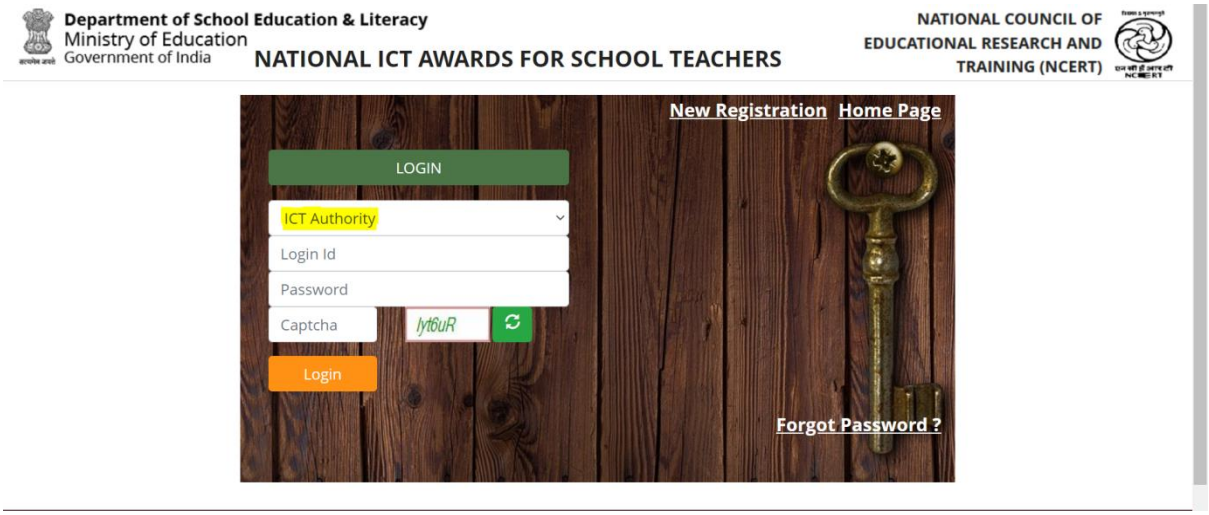
3.2 Login to the website/portal

3.2.1 Step 1

Click on Login/ Registration section

3.2.2 Step 2

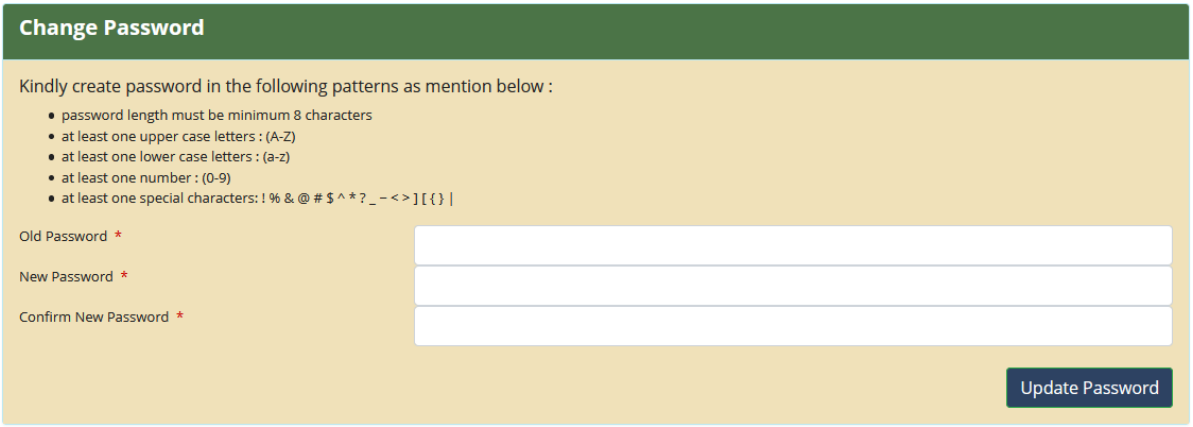
Select "**ICT Authority**" option from drop down on Login page



Enter Login id, Password and Captcha code. Click on Login button.

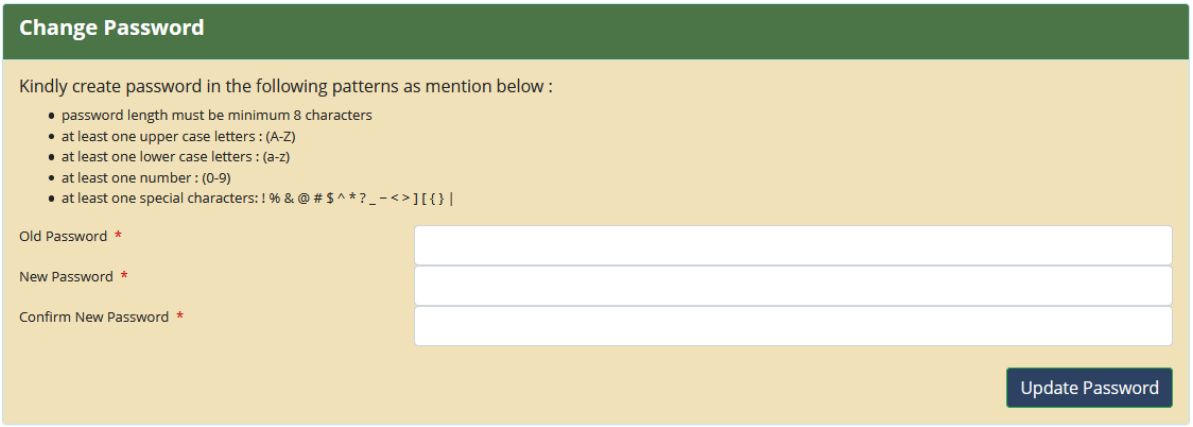
3.2.3 Step 3

If user First time login into portal, then there is a **Change Password** screen for change password.



3.2.4 Step 4

Committee can change password anytime from 'Change password' option in the Menu



4 Dashboard

After authentication, a dashboard will be displayed, informing:

a) Total Number of Applicant Registered from the State

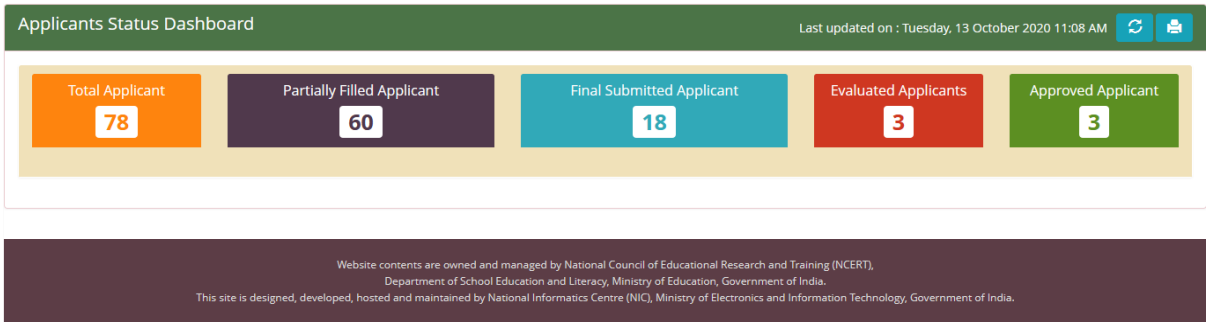
b) Number of Partially filled Applications

c) Number of applications Finally Submitted

d) Number of final submitted applicants

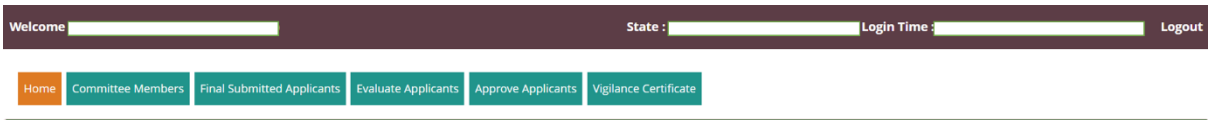
e) Number of applications evaluated by the State/UT/Organisation Selection Committee

f) Total number of applications approved by the committee for both the years of selection (ie. 2018 & 2019)



5 Top Menu

On top the dashboard, The top menu options are visible.



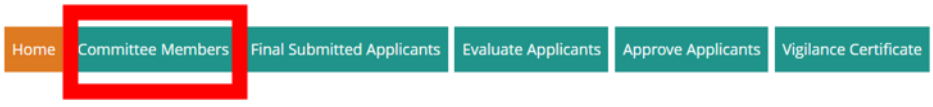
State/UT/Organisation Committee may follow the top menu for step by step activities.

6 Step-by-Step Selection Process

6.1 Add/ Update Committee Members Profile

6.1.1 Step 1

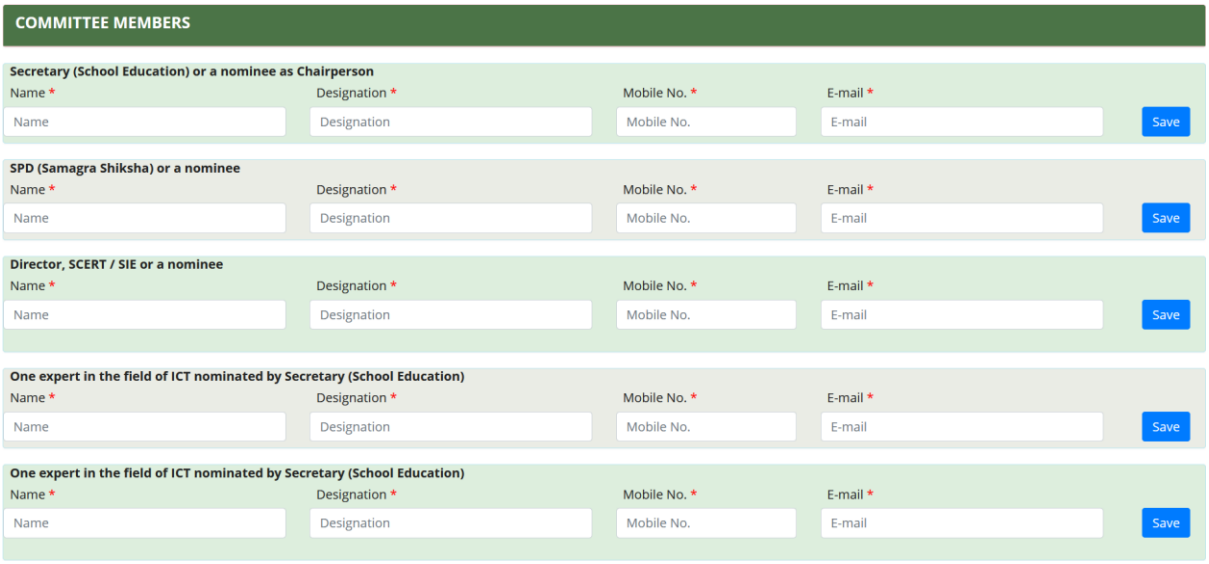
Click on “Committee Members” in the top Menu



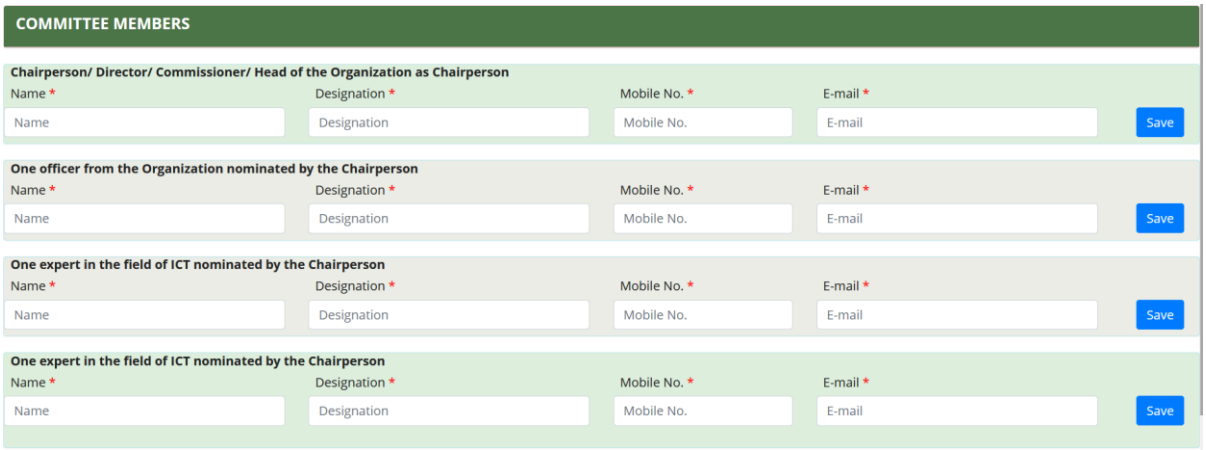
6.1.2 Step 2

Add committee members profile in following screen.

6.1.2.1 *a. State /UT Committee Members Add/Update Screen:*



6.1.2.2 *b. Organization Committee Members Add/Update Screen:*



6.2 Listing Final Submitted Applications

Listing of teachers submitted final filled application informing Name, Photo, Personal Detail, School Detail with links to View full online application, Download online application, Download documents uploaded by the teachers. Also provision for downloading and printing the list of teachers applied.

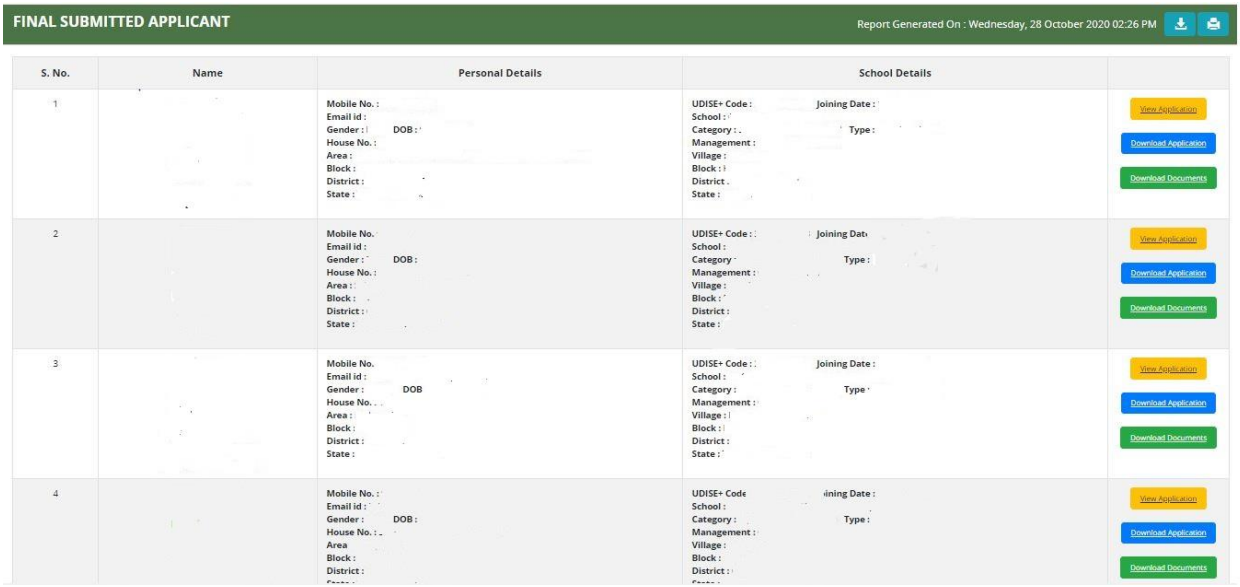
6.2.1 Step 1

Click on "**Final Submitted Applicants**" from menu

This report shows the applicant list who has submitted application.

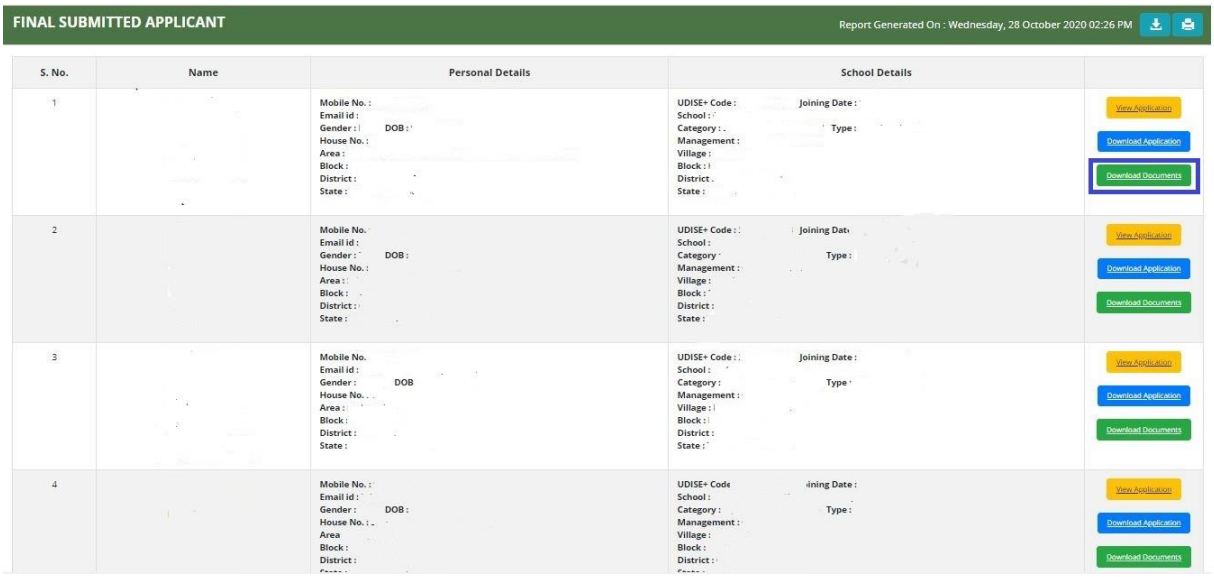
6.2.2 Step 2

List of submitted applications



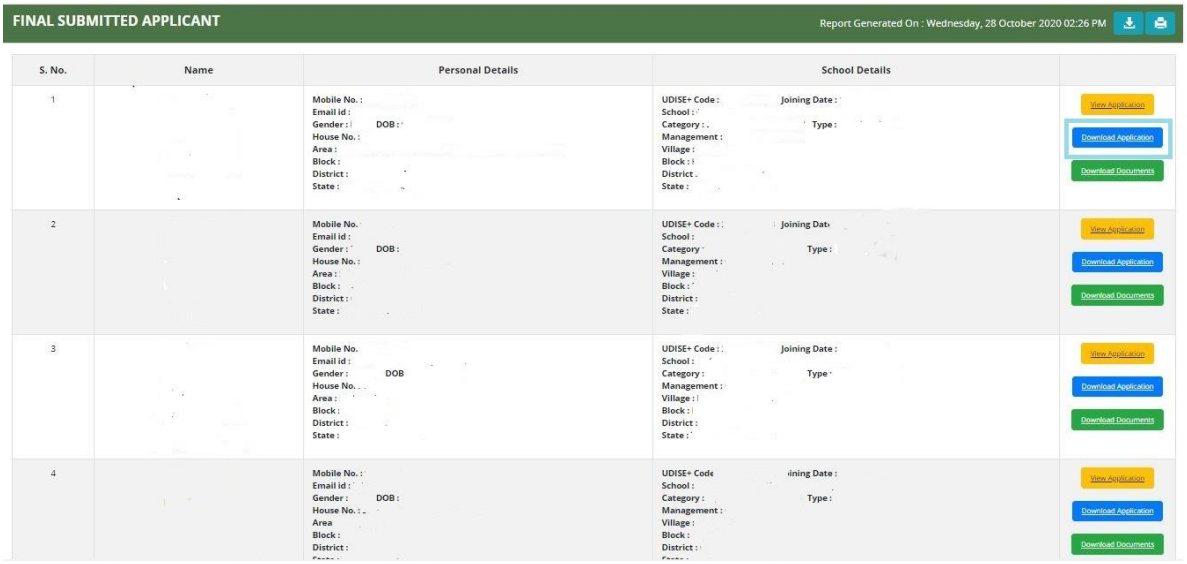
6.2.3 Step 3

Committee can download all documents uploaded by the applicant (in a single go) on clicking **Download Documents**.



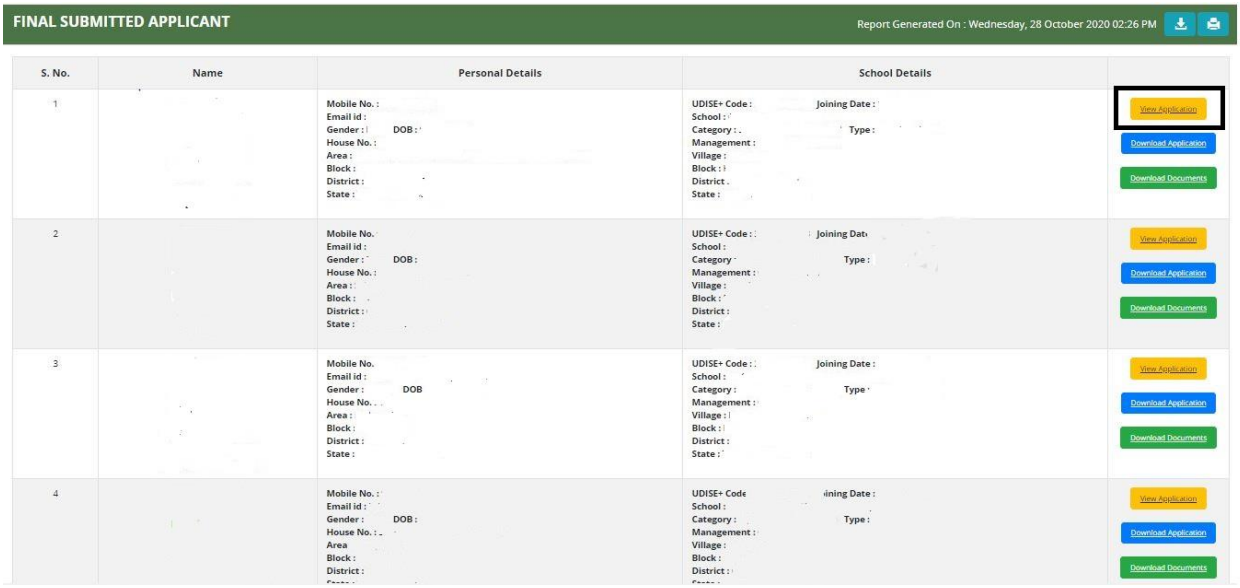
6.2.4 Step 4

Committee can download the online application submitted by the applicant on clicking **View Documents**.



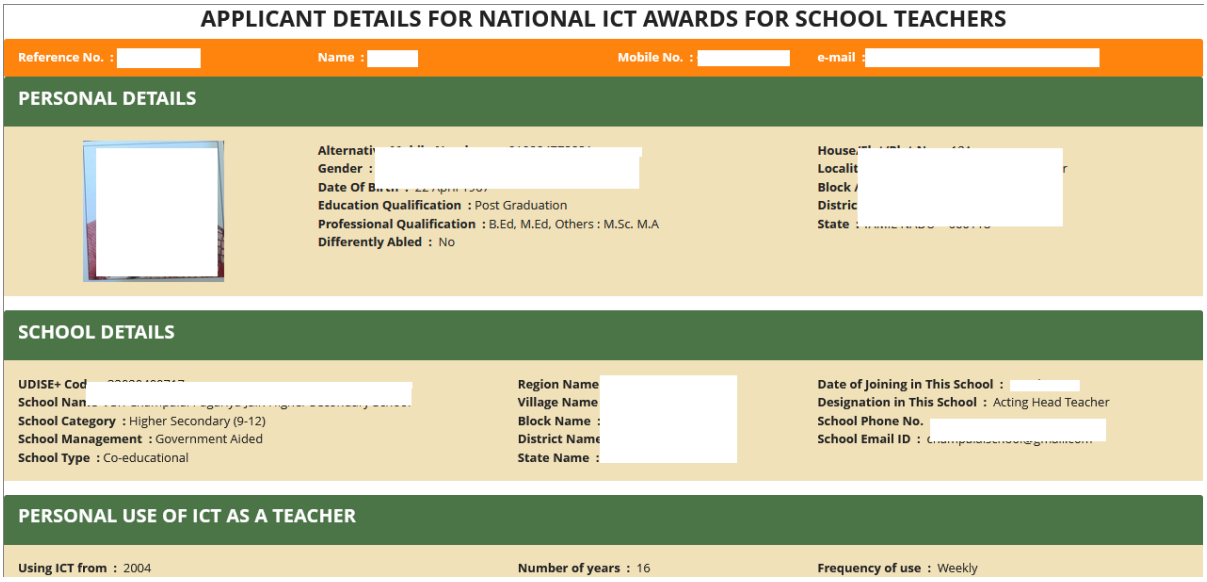
6.2.5 Step 5

Committee can view the online application on clicking View **Application**



6.2.6 Step 6

Click on **View Application** for view applicant complete data.



7 Evaluate Applicants

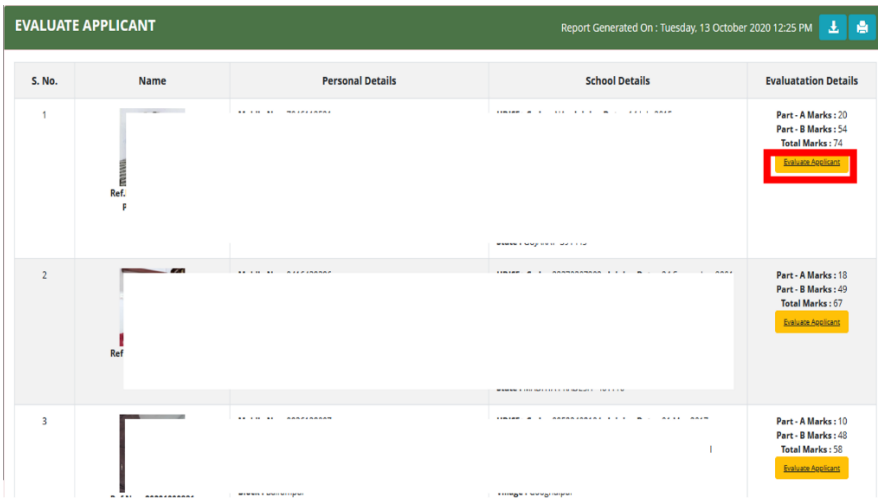
The Selection Committee to award marks for each reply of applicants for “Objective Criteria Detail” and “Criteria Based on Performance” questions.

7.1 Step 1

Click on “**Evaluate Applicants**” from top menu

7.2 Step 2

Click on “Evaluate Applicant” link on the opened screen.



7.3 Step 3

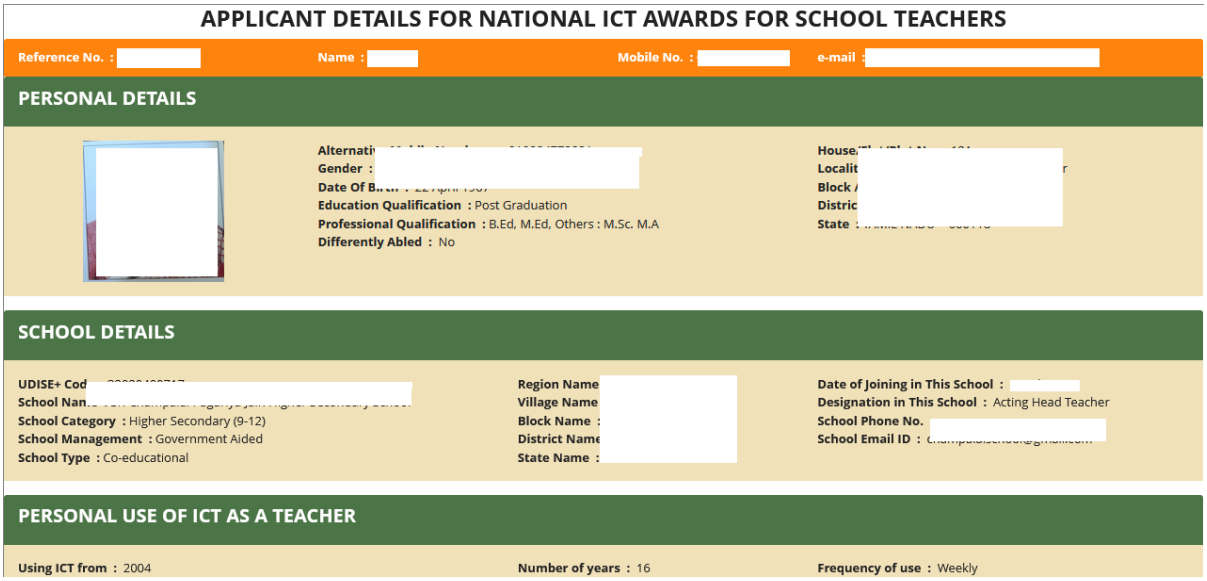
Committee can preview the application submitted by the applicant as below. Committee can scroll this form to view complete application.

Personal Detail of the applicant

School Detail of the applicant

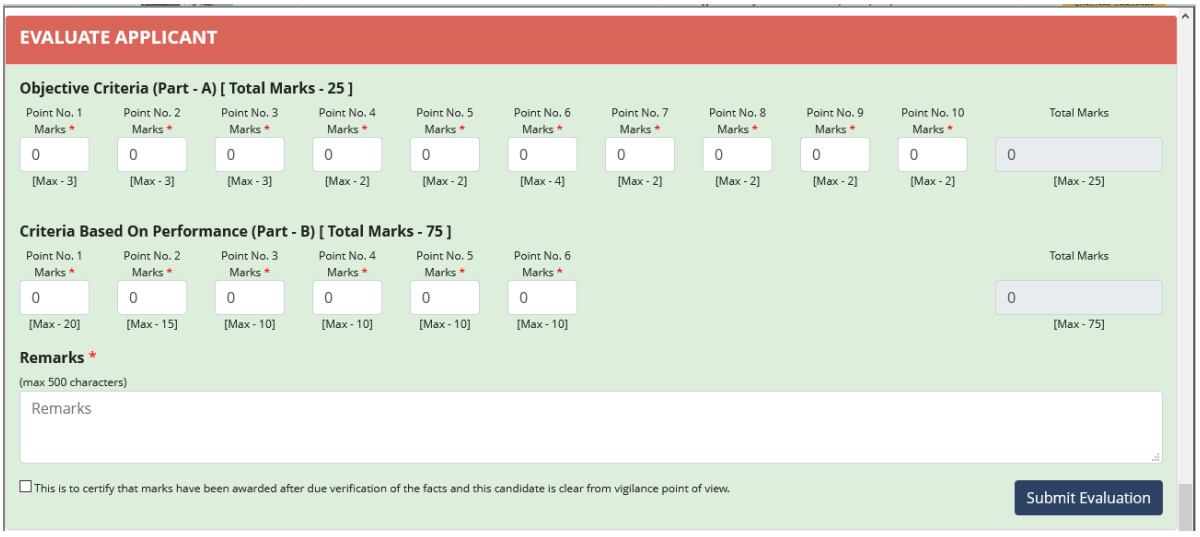
Personal Use of ICT as a Teacher

ICT Environment at School
Service Record
Institution/School Wise Service Record
Experience
Reply to Object Criteria Detail Questions
Reply to Criteria Based on Performance Questions
Data saved in Google Drive



7.4 Step 4

In last of this preview, there is an option for evaluate the applicant. As mention below:



Enter marks in Part A and Part B with remarks and click on “Submit Evaluation” button.

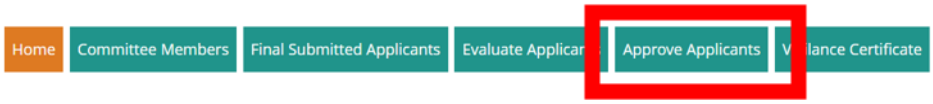
8 Approve Applicants

The auto generated merit list with option to view the application, approve for year 2018 or 2019.

After approval cancel approval open will be open.

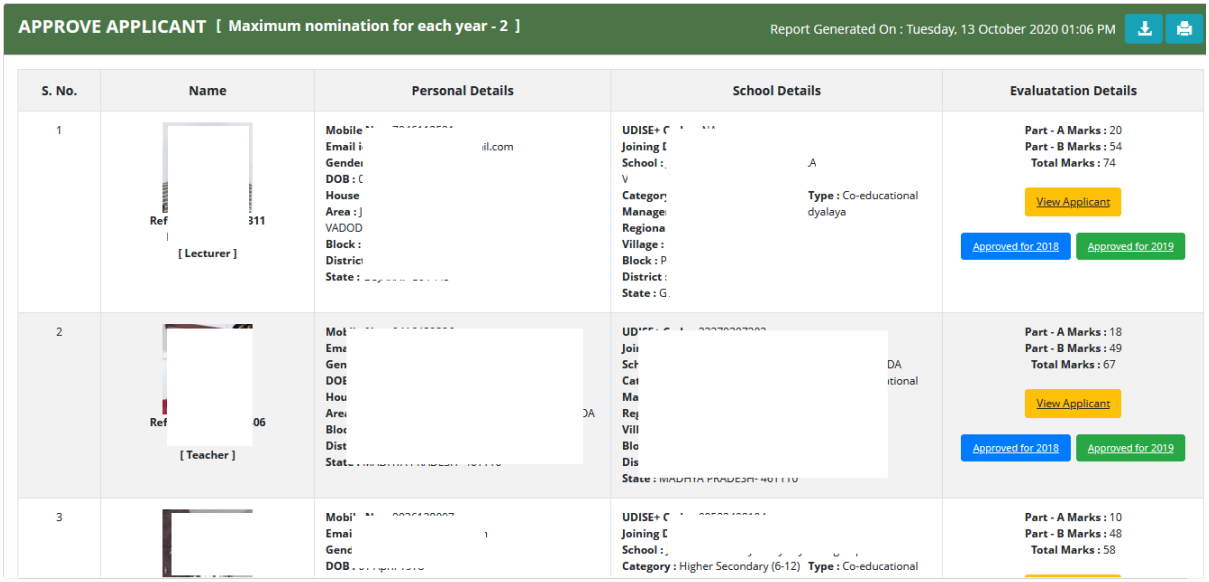
8.1 Step 1

Click on "**Approve Applicants**" from top menu



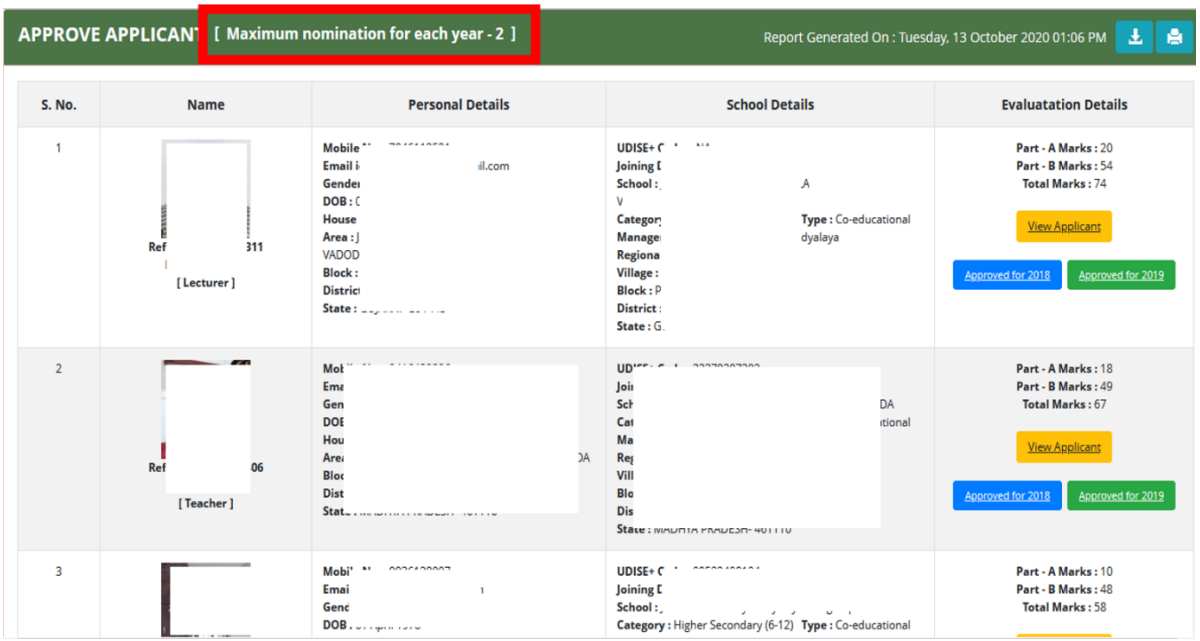
8.2 Step 2

Following report shows the top scoring applicants



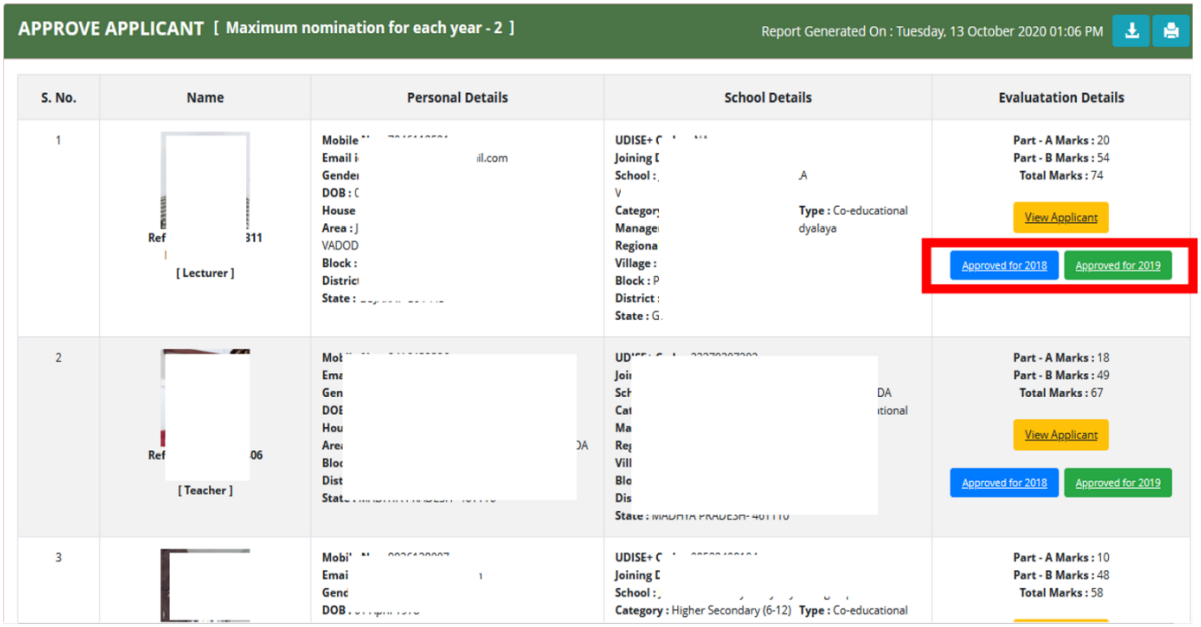
8.3 Step 3

Maximum number of applicants for each year will be displayed on title



8.4 Step 4

Click on Approved 2018 or 2019 button for corresponding to each applicant for approval.

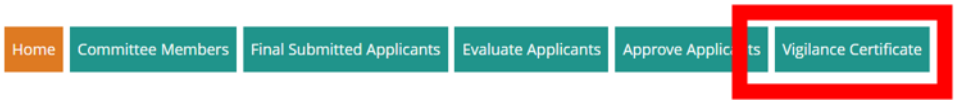


9 Vigilance Certificate

To generate the State/UT Selection Committee Recommendation and Vigilance Clearance & Integrity Certificate

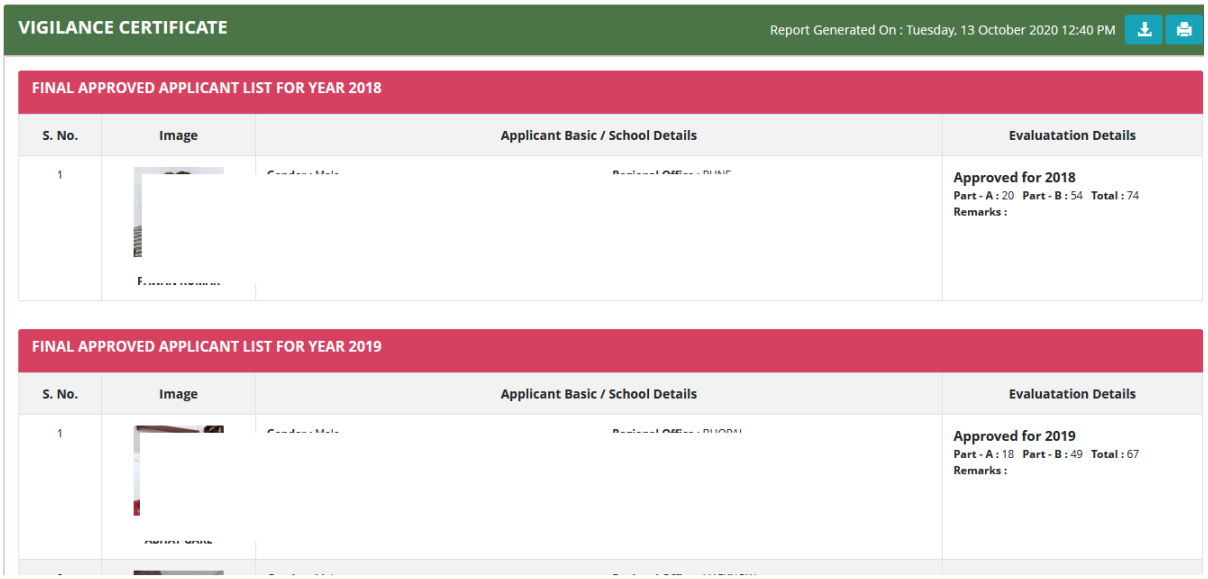
9.1 Step 1

Click on "**Vigilance Certificate**" from menu



9.2 Step 2

This report shows year wise final approved applicants

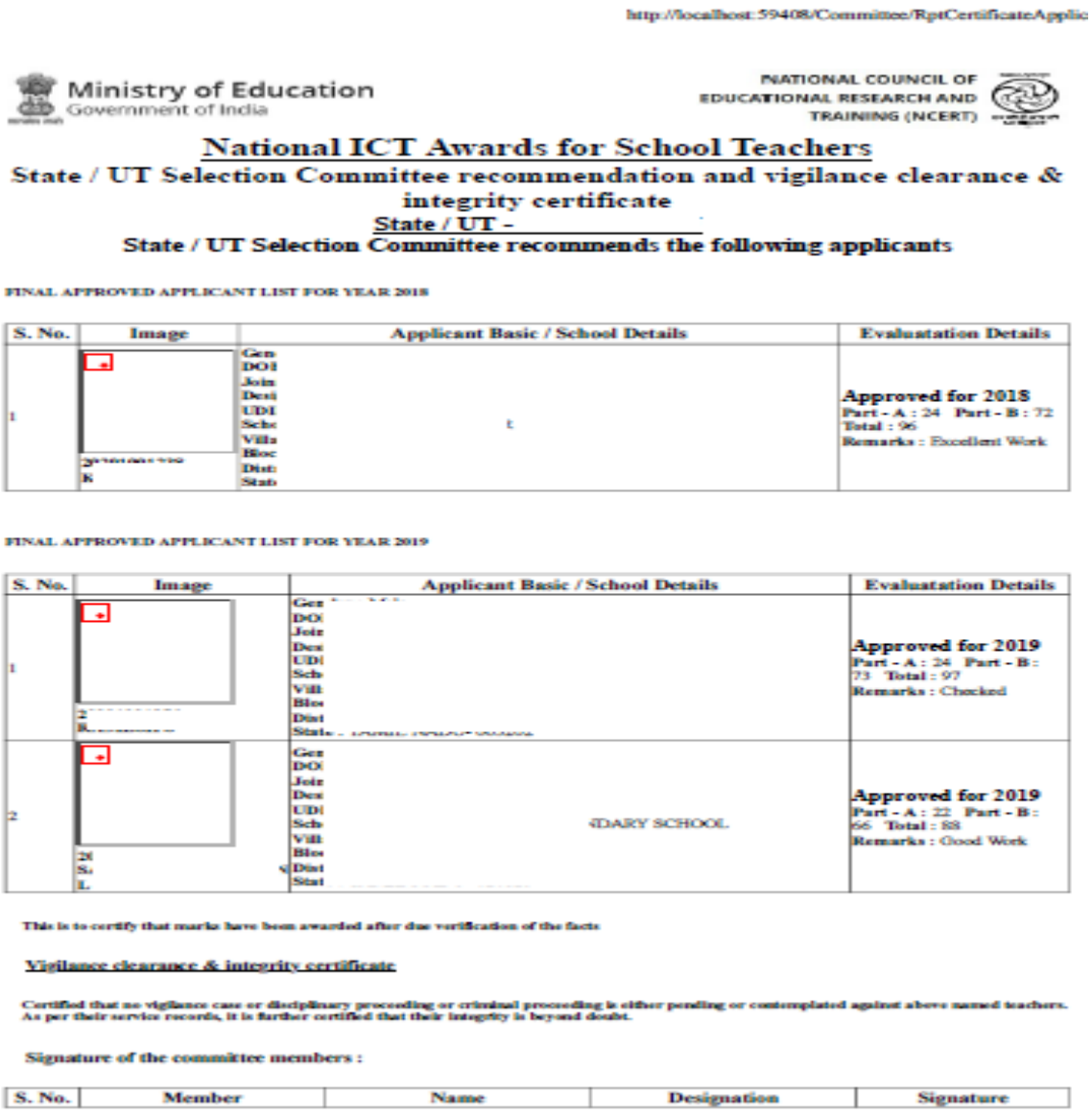


9.3 Step 3

To Generate Vigilance Clearance Certificate and Integrity Certificate

Click on above button, a certificate is generated. Print that certificate and get it signed by all members of SSC/OSC and upload the certificate (details mentioned in next step).

Format of certificate is shown below:



http://localhost:59408/Committee/RptCertificateApplic

Ministry of Education
Government of India

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (NCERT)

National ICT Awards for School Teachers

State / UT Selection Committee recommendation and vigilance clearance & integrity certificate

State / UT -

State / UT Selection Committee recommends the following applicants

FINAL APPROVED APPLICANT LIST FOR YEAR 2018

S. No.	Image	Applicant Basic / School Details	Evaluatation Details
1		Gen DOI Join Desi UDI Schc Villa Bloc Dist: Stat	Approved for 2018 Part - A : 24 Part - B : 72 Total : 96 Remarks : Excellent Work

FINAL APPROVED APPLICANT LIST FOR YEAR 2019

S. No.	Image	Applicant Basic / School Details	Evaluatation Details
1		Gen DO Join Desi UDI Sch Vill Bloc Dist State	Approved for 2019 Part - A : 24 Part - B : 73 Total : 97 Remarks : Checked
2		Gen DO Join Desi UDI Sch Vill Bloc Dist Stat 4DAIRY SCHOOL	Approved for 2019 Part - A : 22 Part - B : 66 Total : 88 Remarks : Good Work

This is to certify that marks have been awarded after due verification of the facts

Vigilance clearance & integrity certificate

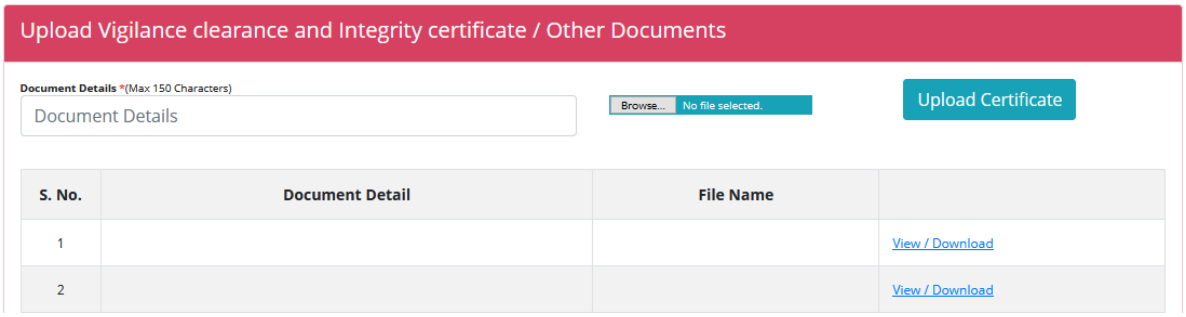
Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against above named teachers. As per their service records, it is further certified that their integrity is beyond doubt.

Signature of the committee members :

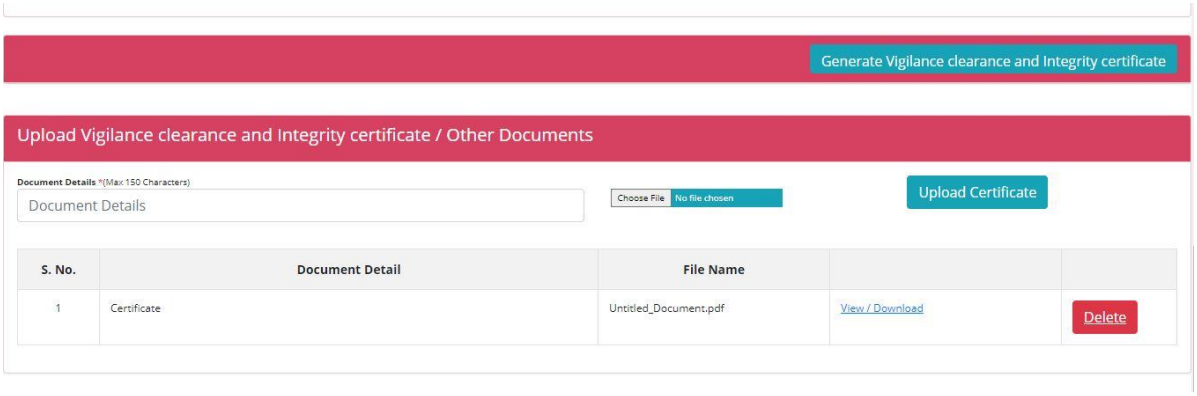
S. No.	Member	Name	Designation	Signature

9.4 Step 4

After getting the signature of committee members on the certificate, upload it on server by clicking “Upload Certificate”.



In case of wrong documents uploaded by committee than there is a delete button for deleting that documents.



Best Wishes for a Happy & Easy Candidate Selection Process for the State/UT/Organisation Selection Committee Members.

10 Emergency Contact Detail

In Case of Emergency may Please Contact

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11 Evaluation Matrix

Category A: Objective Criteria

S.No	Criteria	Maximum Marks
1.	Whether the teacher used ICT for continuous professional development of self and other stakeholders? This can include completion of an online course from SWAYAM or any other MOOCS platform.	3
2.	Whether the teacher contributed in mobilization of resources (crowd-funding, encouraging community, parents, alumni etc. to contribute) for creation of ICT infrastructure (Software, Hardware and Systems) in the school?	3
3.	Whether the teacher developed and published/disseminated E-contents through DIKSHA, NROER, YouTube, any other LMS, web portal or mobile App?	3
4.	Whether the teacher contributed in development of any web portal, mobile app, LMS etc. for teaching-learning–assessment?	2
5.	Whether the teacher contributed in development of any innovative software or hardware useful for teaching-learning–assessment?.	2
6.	Design and implementation of innovation ICT enabled teaching – learning – assessment methods, strategies. i) How the teacher/educator has helped students in use of ICT for self learning, investigation, experimentation? ii) How the teacher/educator has helped in achieving 21st Century skills – cooperation, collaboration, communication, creativity, critical thinking, integration? iii) How the teacher/educator has helped students in assessment and evaluation using ICT (Rubrics, portfolio etc.) and achieving higher order thinking skills? iv) How the teacher/educator has helped enhancing learning outcomes among students through integration of content, pedagogy and technology?	4
7.	Whether the teacher made any contribution towards use of ICT for community development at large and for bridging the digital divide?	2
8.	Whether the teacher made any contribution in promoting health and well being through ICT (Guidance and Counseling, Yoga services)?	2

9.	Whether the teacher made any contribution in liberating technology for CWSN and using assistive technologies for helping DIVYANG	2
10.	Annual Performance Appraisal Reports or other performance appraisal tools of last 2 years	2
	Subtotal	25

Category B: Criteria based on performance

S.No	Criteria	Maximum Marks
1.	Describe an ICT activity you have done, which showcases your best use of ICT for Education (attach supporting evidence, if any). The write up should highlight the educational issues, integration of ICT tools, e-resources and students involvement in ICT integration.	20
2.	How have you helped students to use ICTs for self-learning, cooperative/ collaborative learning, investigation, experimentation, development of higher order thinking skills?	15
3.	How has ICT helped you in your own professional growth? Describe how it has helped you improve as a teacher.	10
4.	What are the various assessment strategies adopted by you in the regular class room teaching which indicate the impact of ICT use? Attach samples of your work related to ICT integration	10
5.	What has been the overall impact of your use of ICT in Teaching – Learning Process? What has been your contribution to the school with respect to ICT integration?	10
6.	What are your future plans about ICT integration and enhancing quality of education?	10
	Subtotal	**75**
	Grand total	**100**