

Corporate Educational Agency

Diocese of Palai

Misc.08/2013

Pala
16-08-2013.

Notice

1. The Teachers Mega Meet – 2013 will be held at St. Thomas Cathedral Auditorium, pala on 16 October 2013 (09.30 a.m. to 03.30 p.m.) Sri. G. Karthikeyan, the honourable Speaker of Kerala Legislative Assembly, Sri. K.M. Mani, the honourable Minister for Finance and Law, Mar. Joseph Kallarangattu Bishop of Palai, Mar. Jacob Murickan Auxiliary Bishop of Palai, Msgr. Philip Njaralakkattu and Dr. Kurias Kumblakuzhi will be the chief guests in the meet.
2. One school each, from among the primary (LP & UP together), HS & HSS will be selected for the **Best School Award**.
3. One person each, from among the primary/HS & HSS will be selected for the **Best Teacher Award**.
4. One of the Non-Teachers from the entire Non-Teaching Staff will be selected for the **Best Non Teacher Award**.
5. In addition to the above, one of the heads of Primary/HS/HSS will be felicitated by giving them **Meritorious Awards**. They need not submit any application for awards. In other cases apply in the prescribed form. (Specimen forms enclosed). The duly filled in applications should reach the undersigned on or before 23-09-2013.
6. Persons having more than 10 years of service need apply.
7. The applications for the **Best Teacher/Non-Teacher Award** should be submitted with the remarks of the heads of the institutions and the Local Managers concerned.
8. The award will be distributed in the Mega Meet Function.

Note:- The heads of schools are hereby directed to download this Notice, circulate it among the staff and obtain their dated signature in token of having seen the Notice.

Fr. Mathew Chandrankunnel
Corporate Manager
(By Power of attorney)

Corporate Educational Agency
Diocese of Palai
APPLICATION FOR THE BEST SCHOOL AWARD - 2013

1	Name of School	
	Name of Head of the Institution	
2	What is the percentage of pass in the last SSLC / +2 / TTC / VHSS examination?	
3	Give the number of A+ secured in the SSLC / +2 / TTC / VHSS examination?	
4	How is discipline maintained in your school? Does the co-relation between HS & HSS go smoothly?	
5	How often the staff meetings are held?	
6	What are the religious / moral activities in the school?	
7	Give the names of organisations functioning in the school? (KCSL, Adart, Scope, Leap, Nature Club, Premier, Goal, Oratory Club) How do they work?	
8	What are the extra - curricular activities in your school?	
9	How is your school office functioning?	
10	What about the relationship between your school and the Corporate Educational Agency?	
11	How much importance has been given for the cleanliness of the school and its premises?	
12	What is the contribution of your school in the field of sports and games? (Mention achievements in Sub. District/ District and State level)	
13	Mention the awards secured in the Art and Culture fields.	

Place :

Date :

(School seal)

Signature of Head of the Institution

Remarks and Signature of the Local Manager :

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APPLICATION FOR THE "BEST TEACHER" - "NON-TEACHER" AWARD - 2013

1	Name and designation of the applicant	
2	Name of School	
2	Date of birth	
3	Educational qualifications	
4	Total service in completed years	
5	Language/subject taught	
6	Percentage of pass for the language / subject you taught for the last 2 years (For public examinations only)	
7	How many school going children have you ?	
7(A)	The name of the institutions in which they are studying	
8	Give a brief summary of your contribution in the field of sports and games, cultural activities etc.	
9	Mention your knowledge in computer and IT field	
10	Number of extra classes taken by you (approximately) in the last academic year	
11	Mention your religious activities	
12	Are you friendly with your co-workers & students ?	
13	Do you assist the head of the institution in case of urgency in the school ?	
14	Have you ever been honoured with any meritorious award ?	
15	Mention other factors, if any	

Place :

Date :

Signature of Applicant

Remarks and signature of the Parish priest of the applicant :

Remarks and Signature of the Local Manager :

Remarks and signature of the Head of the Institution.

Note:- No columns should be left unfilled. If the questions asked for are not applicable, mark 'NA' in the respective columns.