



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



CBSE/ADMIN/2020/25753

Date: June 15, 2020

### All Heads of Schools affiliated to CBSE

### Subject: CBSE Teachers and Principals Awards 2019

The Central Board of Secondary Education instituted the '**Teacher Awards**' under the aegis of MHRD in the year 2000 to give public recognition to the meritorious services of outstanding teachers of schools affiliated to it. Since then, these awards are given every year on Teachers' Day i.e 5<sup>th</sup> September. Each award consists of a merit certificate and a cash prize of ₹50,000/-.

### Category of Awards

In order to honour both outstanding teachers and principals, awards in various categories have been introduced. The number of awards in each category is given in **Annexure 'A'**.

### Eligibility

1. Only a working teacher with at least 10 years of regular teaching experience in CBSE affiliated school(s) and working principals with 10 years of regular teaching experience and 5 years as a principal in CBSE affiliated school(s) may apply for the CBSE Teachers and Principals Award.
2. A retired teacher or principal is not eligible for the award but those teachers or principals who have served a part of the calendar year (at least for four months i.e. upto 30<sup>th</sup> April in the year to which National Award/CBSE Award relates) may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.
3. Teachers or Principals who applied for the CBSE Teachers and Principals Award in the year 2019 or before but not awarded the National/CBSE Award will be considered again if they are still otherwise eligible and are duly recommended by the Head of the school.
4. Teachers or Principals who have already been awarded CBSE Teachers Award can apply for National Award for Teachers if they still otherwise are eligible and duly recommended by the Head of the school.
5. Principals cannot apply in the category of teachers.
6. An applicant can apply for only one category of award.



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Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

## Selection Criteria

The applicants will be evaluated on the basis of **general and specific criteria** as given in **Annexure 'B'**.

### Procedure for Application and Selection:

1. Applications for the award would be accepted **only through an online web portal**. The **link for registration** is available at:

<http://www.cbse.nic.in/> , <http://cbseacademic.nic.in/>

The last date of submission of application is **10<sup>th</sup> July, 2020**. No other mode of submission of application is allowed.

2. All applicants shall apply directly by filling the application form online on or before the prescribed last date.
3. Each applicant shall give an undertaking that all the information/data submitted is true to the best of his/her knowledge. If anything is found to be false at any stage of selection, then he/she will be liable to disciplinary action. Even if award is conferred, the same will be withdrawn.
4. Top scorers **04 times the number of awards in each category** will be shortlisted based on general criteria. For deciding inter se merit following criteria will be used:
  - a. Experience in related field
  - b. Age
  - c. Higher Qualification
  - d. Percentage in Educational Qualification

In case after applying the above criteria for deciding inter se merit there is a tie, then Chairman CBSE may decide any other additional criteria to finalize the merit.

5. The shortlisted applicants will be intimated through mail and telephonically to upload their supporting documents on the online portal. Two days' time will be given for uploading the documents.

**All the applicants are advised to keep their supporting documents ready beforehand.**

*Please note that all the supporting documents must be verified by the Head of the school in case of a teacher and by the Chairman of the School Managing Committee in case of a Principal.*

6. Checking of credentials/supporting documents of the shortlisted applicants will be done by a **National Level Scrutiny Committee**. The Committee will prepare category wise merit list of the shortlisted applicants based on the scores obtained by them in the general and specific criteria.
7. The shortlisted applicants will be invited for an online interactive session with the **National Level Screening Committee**.

8. Selection of final awardees by the Committee and announcement of awards will be displayed on the CBSE portal.
9. The names of the top 6 scorers will be forwarded to Ministry of HRD, Govt. of India for ***National Teachers Award***.
10. The shortlisted candidates will be either eligible for National Awards, or for CBSE Awards as per rules.

All school heads are requested to widely publicize the information to all the concerned teachers.

It is reiterated that the complete information as desired may be uploaded on the portal on or before the last date. For any query or clarification, please mail at [cbseteachersawards@gmail.com](mailto:cbseteachersawards@gmail.com).

*Anurag Tripathi*

**(ANURAG TRIPATHI)**  
**SECRETARY**

**Encl:**

- Annexure A
- Annexure B

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309
3. The Secretary School Education, Special Project Director-SSA /Directorate of Education/Director (SCERT) – Govt. of NCT of Delhi.
4. The Secretary School Education, Special Project Director-SSA /Directorate of Education /Director SCERT – UT Chandigarh.
5. The Secretary School Education, Special Project Director-SSA / Director of Education/Director (SCERT), Govt. of Sikkim, Gangtok.
6. The Secretary School Education, Special Project Director-SSA / Director of Education/Director (SCERT), Govt. of Arunachal Pradesh, Itanagar.
7. The Secretary School Education, Special Project Director-SSA / Director of Education/Director (SCERT), Govt. of A&N Islands, Port Blair.
8. Director Schools, IAF Educational Cultural Society Air Headquarters (RKP) West Block-VI, R. K. Puram New Delhi – 110066
9. The Principal Director, Director of Naval Education (Navy Education Society) H.Q. MOD (NAVY) West Block-V, II Floor, R.K. Puram New Delhi – 110066
10. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
12. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini

13. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
14. All Heads/ In-Charges, COEs of the Board with request to disseminate the information
15. All Joint Secretary/Deputy Secretary/Assistant Secretary, CBSE
16. In charge IT Unit with the request to put this circular on the CBSE Academic website
17. The Head Public Relations Unit, CBSE
18. EO to Chairman, CBSE
19. SPS to Secretary, Director (IT), Director (Academics), Controller of Examinations, Director (SE&T) and Director (PE), CBSE.

*Anurag Tripathi*

**SECRETARY**

### CATEGORY WISE NUMBER OF AWARDS

Sr. No	Level/Area	Category	No. of awards
1	Primary	Primary Teacher	5
2	Middle	Middle Teacher	5
3	Secondary	Language Teacher	2
4	Secondary	Science Teacher	2
5	Secondary	Social Science Teacher	2
6	Secondary	Mathematics Teacher	2
7	Secondary	Physical Education Teacher	1
8	Secondary	IT Teacher	1
9	Secondary	Vocational Subject Teacher	1
10	Sr. Secondary	Language Teacher	2
11	Sr. Secondary	Science Teacher (Physics, Chemistry, Biology)	1+1+1=3
12	Sr. Secondary	Mathematics Teacher	1
13	Sr. Secondary	Commerce Teacher (Business Studies, Accountancy, Economics)	1+1+1=3
14	Sr. Secondary	Humanities Teacher ( <i>Sociology /Political Science/Geography/History/Psychology/Legal Studies</i> )	3
15	Sr. Secondary	Physical Education Teacher	1
16	Sr. Secondary	IT Teacher	1
17	Sr. Secondary	Vocational Subject Teacher	1
18	Special Awards	Performing Arts (Music/Dance) Teacher	1
19		Fine Arts Teacher	1
20		Special Educator (from all categories)	2
21		School Counsellor	1
22		School Librarian	1
23		Best Resource Person for CBSE CBPs	2
24	Middle Leaders	Vice Principal/Coordinator	2
25	Principal	School Principal	15
<b>Total Number of Awards</b>			<b>61</b>

## SELECTION CRITERIA

In order to bring more objectivity and transparency in the selection process, the following criteria along with weightage of marks will be followed. The applicants will be evaluated on both **general and specific criteria**.

### I. GENERAL CRITERIA

S. No.	Area	Description and weightage		Evidences/ Supporting documents to be uploaded
1	Qualifications			
	<i>a. Academic Qualifications</i>			Scanned attested copy of mark sheets, qualifying degrees
	i. Class XI / XII	55%-60% marks	2 marks	
		61%- 65% marks	3 marks	
		66%- 70% marks	4 marks	
		71% and above	5 marks	
	ii. Graduation / Post-Graduation <b>Note:</b> Give information as per the guidelines laid down by the Board in its Affiliation Bye Laws/NCTE.			
	b. Professional Qualifications (as per the requirement of the post eg. ETE/B.El.Ed./B.Ed./ others)	55%- 60% marks	2 marks	
		61%- 65% marks	3 marks	
		66%- 70% marks	4 marks	
71% and above		5 marks		
2	Scholarly Contributions			
	a) Educational articles / contributions in educational magazines, newspapers, journals (with ISSN) etc. (print/online) published	1 contribution	2 marks	<ul style="list-style-type: none"> <li>• List of articles along with a copy of the articles written in the last ten years</li> <li>• Copy of the</li> </ul>
		2-3 contributions	3 marks	
		4-5 contributions	4 marks	

<p>at local /regional / national / international level in the last ten years</p> <p><i>Note: Articles/ contributions in school/college magazines will not be considered.</i></p>	<p>Above 5 contributions</p>	<p>5 marks</p>	<p>page(s) of the publication depicting your contribution</p>
<p>b) Editing/ Reviewing/ Contribution in books (with ISBN) / textbooks relevant to school education at state / national / international level (NCERT, SCERT, or any other Govt. organization) in the last ten years</p>	<p>1 book/textbook</p>	<p>2 marks</p>	<ul style="list-style-type: none"> <li>• List of the book(s) / textbook(s)</li> <li>• Scanned copy of cover page and acknowledgement page of the book(s)/ textbook(s)</li> <li>• Letter(s) of appreciation, if received</li> <li>• Any other supporting document</li> </ul>
	<p>2-5 books/textbooks</p>	<p>3 marks</p>	
	<p>More than 5 books/textbooks</p>	<p>5 marks</p>	
<p>c) Functional Research/Action Research conducted (other than M.Phil / Ph.D) in the last ten years</p> <p><i>Note: Research study may be on such topics/areas which are of relevance to school education / help in effective teaching learning in the classroom / effective assessment procedures. The study must have resulted in visible improvement in the performance of students.</i></p>	<p>1 - 2 research studies</p>	<p>2 marks</p>	<ul style="list-style-type: none"> <li>• List of Studies conducted along with their abstract paper, procedure, findings and its impact on the performance of the students duly attested by the Head of the school</li> </ul>
	<p>3 - 4 research studies</p>	<p>3 marks</p>	
	<p>More than 4 research studies</p>	<p>5 marks</p>	
<p>d) Curriculum Development</p> <p><i>Note: The work done for CBSE/NCERT/SCERT/ Directorates of Education/</i></p>	<p>Work done for 1 - 2 years</p>	<p>3 marks</p>	<ul style="list-style-type: none"> <li>• Brief description of work done in the last ten years</li> <li>• Acknowledgement /Appreciation</li> </ul>
	<p>Work done for 3 - 4 years</p>	<p>4 marks</p>	
	<p>Work done for 4</p>	<p>5 marks</p>	

	<i>State School Boards by the applicant in the last ten years will be considered</i>	years or more		Letter(s) received from the respective organization(s)
3	Mentoring Colleagues / Fellow Teachers a) Expert Panelist/ Resource Person in seminars, symposiums, conferences, workshops organized by Sahodaya School Complex(es) / NCERT/ SCERT/ KVS/ State Directorates of Education /NVS/CBSE /CBSE Centres of Excellence during the last ten years	1-5 activities/programmes	3 marks	<ul style="list-style-type: none"> <li>List of activities along with their brief description</li> <li>Scanned copies of Certificates / Appreciation Letters received from the organizing body/bodies</li> </ul>
		6-10 activities/programmes	4 marks	
		More than 10 activities/programmes	5 marks	
4	Continuous participation in Personal Professional Development Activities in the last ten years Note: The applicant must have attended the <i>Capacity Building Programmes / Workshop / Refresher Courses / Short academic courses, etc. from reputed or State / Centre Govt. recognized Agencies/Organizations, or through MOOCS (inclusive of SWAYAM), or through State/Centre Govt. agencies.</i>	1-3 Prof. Dev. Activities	2 marks	<ul style="list-style-type: none"> <li>List of activities along with their brief description</li> <li>Scanned copies of participation Certificates</li> </ul>
		4-6 Prof. Dev. Activities	3 marks	
		7-10 Prof. Dev. Activities	4 marks	
		More than 10 Prof. Dev. Activities	5 marks	
5	Contributions to Community / Community Development Activities through school or individually during the last ten years ( <i>Activities/ projects/ programmes like preserving environment, preserving culture and</i>	1- 2 activities	1 mark	<ul style="list-style-type: none"> <li>Brief write up along with the list of activities undertaken</li> <li>Photographs</li> <li>Certificates/ Appreciation Letters received, if any</li> </ul>
		3 - 4 activities	2 marks	
		5-6 activities	3 marks	
		7-8 activities	4 marks	
		More than 8 activities	5 marks	



	<i>heritage, saving girl child, cleanliness drives, adult education programmes, or any other programme taken up for the community development or to address social issues at local/state/national/ international level)</i>			
6	Active Membership / Leadership Position in Educational Professional Bodies / Organizations at local / regional / national / international level <i>Note: This may be inclusive of membership of electronic discussion forums related to teaching/education.</i>	Membership of 01 body/organization	2 marks	<ul style="list-style-type: none"> <li>• Copy of membership letter or card</li> </ul>
		Membership of 2-3 bodies/organizations	3 marks	
		Membership of 4-5 bodies/organizations	4 marks	
		Membership of more than 5 bodies/organizations	5 marks	
7	Awards and honours received during the last ten years from District/State/National Govt. body or any Govt. recognized body/bodies/International Body(bodies) <i>(International Level Body can be any UN Body/Reputed University/ Department owned by the Govt. of any other country)</i> <i>Note: Score will be awarded as per the highest level of the award.</i>	Award(s) received from Local level organization	2 marks	<ul style="list-style-type: none"> <li>• List of Awards</li> <li>• Scanned copies of Certificates or other relevant documents</li> </ul>
		Award(s) received from State level organization	3 marks	
		Award(s) received from National level organization	4 marks	
		Award(s) received from International level organization	5 marks	
8	Student Development / Welfare Activities inclusive of activities for special children taken up during the last ten years	1-2 activities	2 marks	<ul style="list-style-type: none"> <li>• Brief write up of activities along with supporting photographs and other relevant documents</li> </ul>
		3-5 activities	3 marks	
		More than 5 activities	5 marks	

9	NSS/ NCC / Scouts & Guides activity/any other activity equivalent to NSS/NCC/Scouts & Guides recognized by the local govt. taken up by the students under the guidance of the teacher	Any one activity	5 marks	<ul style="list-style-type: none"> <li>Scanned copies of the activities undertaken along with photographs</li> </ul>
10	Annual Performance Appraisal Reports/other Performance Appraisal Report of last 5 years	Maximum marks 10		<ul style="list-style-type: none"> <li>Annual Performance Appraisal Reports of last 5 years</li> </ul>
		<ul style="list-style-type: none"> <li>2 marks for outstanding per year</li> <li>1 mark for very good per year</li> </ul>		

## II. SPECIFIC CRITERIA

S. No.	Area	Description and weightage (Maximum 5 marks for each area)	Evidences to be enclosed
<b>Specific Criteria in case of all applicants except Counsellors, Special Educators, School Librarians and Principals</b>			
1	<b>Effectiveness as a Teacher</b> The teachers will be evaluated on the following parameters under this area: a. Innovative experiments undertaken for improving the performance of the students b. Teaching Learning Practices/Strategies adopted c. Teaching aids prepared and used to make teaching learning more interesting d. Use of mass media e. Assessment mechanisms adopted f. Integration of values education, life skills	Good Performance (Performance is sound and reliable in at least half of the parameters defined)	3 marks
		Excellent Performance (Performance is sound and reliable in most of the parameters defined)	4 marks
		Extraordinary Performance (Performance is sound and reliable in almost all the parameters defined)	5 marks
			<ul style="list-style-type: none"> <li>The PGT applicants have to upload a YouTube link of two videos of 30 minutes each of two different topics of their actual classroom teaching along with the lesson plan as evidence.</li> <li>The TGT applicants have to upload a YouTube link of two videos of 30 minutes each of two different subjects being taught by them of their actual classroom teaching along with the lesson</li> </ul>

	<p><i>education, environmental education and ICT in daily teaching</i></p> <p><i>g. Special attention and assistance given to gifted and weaker students</i></p>		<p>plans as evidence.</p> <ul style="list-style-type: none"> <li>• The PRT applicants have to upload a YouTube link of two videos of 30 minutes each of actual classroom teaching on different topics along with the lesson plans as evidence.</li> <li>• List of assessment techniques used, teaching methods adopted and teaching aids used</li> <li>• Scanned copies of two question papers of two different subjects taught by the teacher along with the testing objectives and marking scheme.</li> <li>• Scanned copies of result in Board/School Examination of last five years.</li> <li>• Inventory of the teaching/instructional material/aid(s) prepared and used giving: <ul style="list-style-type: none"> <li>• A brief description of the instructional material/aid</li> <li>• Subject and topic for</li> </ul> </li> </ul>
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				<p>which the instructional material/aid is used</p> <ul style="list-style-type: none"> <li>• Material used for the preparation of the aid</li> <li>• Cost involved</li> <li>• Certificate of authenticity of the instructional material/aid prepared and used</li> </ul>
2	Children identified for whom remedial measures needed and action taken and maintenance of longitudinal record of their development	One or more	5 marks	<ul style="list-style-type: none"> <li>• Duly certified list of students identified by the teacher for whom remedial measures were taken along with the details of action taken and copy of longitudinal record of their development maintained by the teacher</li> </ul>
<b>Specific criteria in case of Primary Teacher</b>				
1	Efforts to create interest of students in different subjects being taught.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to create interest and curiosity of students in the subjects.	Max. Marks 5	<ul style="list-style-type: none"> <li>• List of Activities conducted giving a brief account of each activity, topic and subject, students for whom the activity was conducted and its impact</li> </ul> <p>Photographs of the activities conducted, if any</p>

2	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>• Result of last three years in School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of Language Teacher (Middle, Secondary and Senior Secondary Level)</b>				
1	Efforts to create interest of students in the language being taught.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to create interest in the language being taught.	Max. Marks 5	<ul style="list-style-type: none"> <li>• List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact</li> <li>• Photographs of the activities conducted, if any</li> </ul>
2	Activities conducted for the promotion of the language in the school.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to promote the language being taught in the school.	Max. Marks 5	<ul style="list-style-type: none"> <li>• List of Activities conducted giving a brief account of each activity conducted and its impact</li> <li>• Photographs of the activities conducted, if any</li> </ul>
3	Achievement of students in the field of language at State/National/International Level under the guidance of the teacher.	Achievement by 1-2 students	3 marks	<ul style="list-style-type: none"> <li>• Relevant Evidences of students' representation at different levels/ participation certificate(s) duly attested by the Head of the school</li> <li>• Brief description of teacher's role in their achievement</li> </ul>
		Achievement by 3 - 5 students	4 marks	
		Achievement by more than 5 students	5 marks	

4	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>Result of last three years in Board/School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of Science (Middle, Sec. &amp; Sr. Sec. Level), Mathematics (Middle, Sec. &amp; Sr. Sec. Level), Social Science (Middle and Secondary Level), Commerce and Humanities Teacher</b>				
1	Efforts to create interest and curiosity of students in Science/ Mathematics/ Social Science/ Commerce subject being taught / Humanities subject being taught.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to create interest and curiosity of students in the subject.	Max. Marks 5	<ul style="list-style-type: none"> <li>List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact</li> <li>Photographs of the activities conducted, if any</li> </ul>
2	Any achievement of student(s) in the field of Science/ Mathematics/ Social Science/ Commerce subject/ Humanities subject being taught at State/ National / International level under the guidance of the teacher.	Achievement by 1-2 students	3 marks	<ul style="list-style-type: none"> <li>Evidences of achievements (<i>certificate/appreciation letter/brief write up/ photographs</i>) of students and brief description of teacher's role in their achievement.</li> </ul>
		Achievement by 3-5 students	4 marks	
		Achievement by more than 5 students	5 marks	
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>Result of last three years in Board / School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific Criteria in case of IT Teacher (Secondary and Senior Secondary Level)</b>				
1	Efforts to enhance student learning by integrating technology into school curriculum especially teaching of subjects.	Marks will be awarded on the basis of number, scale, impact of efforts taken or activities undertaken to integrate technology in	Max. Marks 5	<ul style="list-style-type: none"> <li>Brief description of efforts taken along with their impact</li> <li>Lesson plans of any two subjects (one per subject) depicting the use</li> </ul>

		school curriculum esp. teaching of subjects. Use of latest technology by the teacher will also be considered.		of technology
2	Any significant achievement by student(s) in the field of IT under the guidance of the teacher	Achievement by 1-2 students	3 marks	<ul style="list-style-type: none"> <li>Evidences of achievements (certificate/appreciation letter/brief write up/ photographs) of students and brief description of teacher's role in their achievement.</li> </ul>
		Achievement by 3-5 students	4 marks	
		Achievement by more than 5 students	5 marks	
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>Result of last three years in Board/School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific Criteria in case of Physical Education Teacher (Secondary and Senior Secondary Level)</b>				
1	Number of students trained for representing school at District/State/National level games/sports competitions/activities by the teacher	1-2 students	3 marks	<ul style="list-style-type: none"> <li>Relevant Evidences of students' representation at different levels/ participation certificate(s) duly attested by the Head of the school</li> </ul>
		3-5 students	4 marks	
		More than 5 students	5 marks	
2	Special sports/games/physical activities organized for differently abled students	Any number	5 marks	<ul style="list-style-type: none"> <li>Brief write up of special sports/games/physical activities organized for differently abled students duly attested by the Head of the school</li> <li>Photographs, if any</li> </ul>

3	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>• Result of last three years in Board/School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of Music and Dance Teacher</b>				
1	Workshops /demonstrations/ lectures promoting dance/music among students and other stakeholders	1-3 activities	3 marks	<ul style="list-style-type: none"> <li>• List of lectures/ workshops duly attested by the head of the school</li> <li>• Scanned copy of appreciation letter and photographs of the event(s)</li> </ul>
		4 - 6 activities	4 marks	
		More than 6 activities	5 marks	
2	Awards or recognition won by students in music/dance competitions at local/state/ national/international level under the guidance of the teacher	1-2 awards	3 marks	<ul style="list-style-type: none"> <li>• List of awards won by students along with a brief write up</li> <li>• Scanned copy/copies of participation certificate(s)</li> </ul>
		3-5 awards	4 marks	
		More than 5 awards	5 marks	
3	Any other specific or relevant contribution in the field of Music/Dance	1 contribution	3 marks	<ul style="list-style-type: none"> <li>• Relevant Evidence</li> </ul>
		2 contributions	4 Marks	
		More than 3 contributions	5 Marks	
4	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>• Result of last three years in Board/School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of Fine Arts Teacher</b>				
1	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students and other stakeholders	1-3 activities	3 marks	<ul style="list-style-type: none"> <li>• List of lectures/ workshops duly attested by the head of the school</li> <li>• Scanned photographs of the event(s)</li> </ul>
		4-6 activities	4 marks	
		More than 6 activities	5 marks	



2	Artistic Productions/Publications	1-2 Productions/ Publications	3 Marks	<ul style="list-style-type: none"> <li>Scanned photographs of the production/cover page of the publication along with a brief write up</li> </ul>
		3-4 Productions/ Publications	4 Marks	
		More than 4 Productions/ Publications	5 Marks	
3	Exhibition(s) of own art work or the work of the students at local, state, national or international level	1- 2 exhibitions	4 Marks	<ul style="list-style-type: none"> <li>Appreciation Letter(s)</li> <li>Report(s) of the exhibition</li> </ul>
		More than 2 exhibitions	5 Marks	
4	Awards won by the students representing school in different art competitions at local/state/national /international level under the guidance of the teacher	1-2 awards	3 marks	<ul style="list-style-type: none"> <li>List of awards won by students along with a brief write up</li> <li>Scanned copy/copies of participation certificate(s)</li> </ul>
		3-5 awards	4 marks	
		More than 5 awards	5 marks	
5	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>Result of last three years in Board/School Examination</li> </ul>
		79% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b><i>Specific criteria in case of Special Educator</i></b>				
1	Number of students with disabilities taught and included in the mainstream in the past two years with details of special efforts taken to establish mutual acceptance of special children with normal children	Any number	5 Marks	<ul style="list-style-type: none"> <li>Scanned copies of work done with the students</li> <li>Appreciation letter(s) received, if any</li> <li>Brief write up of the efforts taken</li> </ul>
2	Number of teachers/parents and other stakeholders sensitized on the needs of the students with disabilities in the past two years	5-10 teachers/parents	1 Mark	<ul style="list-style-type: none"> <li>Report(s) of Sensitization Sessions conducted along with photographs</li> <li>Scanned copy/copies of appreciation letter(s)/certificates</li> </ul>
		11-15 teachers/parents	2 Marks	
		16-20 teachers/parents	3 Marks	
		21-25 teachers/parents	4 Marks	
		More than 25	5 Marks	

		teachers/parents		
3	Innovative approaches/practices adopted for teaching students with special needs	1 practice	3 Marks	<ul style="list-style-type: none"> <li>List of innovative practices / approaches with relevant documents supporting the claim</li> <li>You tube link of 30 minutes video of teaching special students</li> </ul>
		2 practices	4 Marks	
		More than 2 practices	5 Marks	
4	Pass Percentage of the students who have been taught by the Special Educator in the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>Result of last three years in Board/School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of School Counsellor</b>				
1	Counselling Sessions conducted			
	a. Number of students counselled during the last two years along with follow up sessions with the students/parents/teachers (curricular and co-curricular teachers)/peer group	50 Students	2 Marks	<ul style="list-style-type: none"> <li>List of number of students counselled along with the details of their problem, sessions conducted along with follow up and interaction with other stakeholders.</li> <li>List of Group Counselling Sessions conducted</li> <li>30 mins to 1 hour Video of individual or group counseling session</li> </ul>
		51-70 Students	3 Marks	
		71 – 90 Students	4 Marks	
		More than 90 Students	5 Marks	
	b. Number of Group Counselling Sessions (apart from classroom periods) conducted in the last two years	1-5 Sessions	1 Mark	
		6-10 Sessions	2 Marks	
		11-15 Sessions	3 Marks	
		16-20 Sessions	4 Marks	
More than 20 Sessions		5 Marks		
2	Adolescent Education Programmes conducted by self or sensitization programmes conducted by self for adolescents in the last two years ( <i>with special focus on Growing up issues, Prevention of</i>	1-2 Programmes	3 Marks	<ul style="list-style-type: none"> <li>Report(s) of the Programme(s)</li> <li>Scanned photographs</li> </ul>
		3-4 Programmes	4 Marks	
		More than 4 Programmes	5 Marks	

	<i>substance abuse, HIV and AIDS Awareness, Life Skills, Gender Sensitivity)</i>			
3	Number of Career Counselling Sessions/ Career Fairs conducted in the last two years	1-2 Programmes	3 Marks	<ul style="list-style-type: none"> <li>• Report(s) of the Career Counselling Sessions or Career fairs conducted</li> <li>• Scanned photographs of Career Fairs</li> </ul>
		3-4 Programmes	4 Marks	
		More than 4 Programmes	5 Marks	
4	Number of students with special needs counselled in the last two years	Any number	5 Marks	<ul style="list-style-type: none"> <li>• List of students with special needs counselled along with a report of Counselling Session(s)</li> </ul>
5	Pass Percentage of the students who have been counselled by the School Counselor in the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>• Result of last three years in Board/School Examination</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of Vocational Education Teacher (Secondary and Senior Secondary Level)</b>				
1	Industrial exposures/short term training programmes conducted/organised by the teacher for students in the last five years	One or more	5 marks	<ul style="list-style-type: none"> <li>• Report of the field visit or training programme(s) conducted along with scanned photographs</li> </ul>
2	Establishment of linkages with industry by the teacher for the benefit of the students	Any number	5 marks	<ul style="list-style-type: none"> <li>• Scanned copy of communication with the industry or any other relevant evidence</li> </ul>
3	Number of students working in the industry after having vocational education under the guidance of the teacher	Any number	5 marks	<ul style="list-style-type: none"> <li>• Evidence reflecting the placement of students in the industry duly verified by the Head of the school</li> </ul>

4	Pass Percentage of the class of teacher for the last three years	Average of last three years:		• Result of last three years in Board/School Examination
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of a School Librarian</b>				
1	The performance of a School Librarian will be assessed on the following parameters: a. Promotion of effective usage of library resources by students and teachers b. Fostering good reading habits/lifelong reading habits among students c. Effective integration of library services with the curricula d. Exemplary usage of technology tools in the library e. Role played in establishing effective teaching learning environment in the school f. Steps taken for the improvement of the school library g. Making school library accessible to parents and community	Good Performance <i>(Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)</i>	3 marks	• Relevant documents and evidences or share such examples which clearly reflect the performance of the librarian on the defined parameters duly verified by the Head of the School.
		Excellent Performance <i>(Performance is sound and reliable in most of the areas of responsibility and parameters defined)</i>	4 marks	
		Extraordinary Performance <i>(Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)</i>	5 marks	
<b>Specific criteria in case of a Resource Person for CBSE Capacity Building Programmes</b>				
1	Resource Person for CBSE Capacity Building Programmes <i>Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback.</i>	Positive Feedback by 75% Participants in all the CBPs taken	3 marks	• Consolidated feedback report about the performance of the RP by the concerned COE
		Positive Feedback by 80% Participants in all	4 marks	

	<i>This will be validated by the <b>Concerned COE.</b></i>	the CBPs taken		
		Positive Feedback by almost all the participants in all the CBPs taken	5 marks	
2	Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (eg. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any innovative training solution or programme; follow up programmes initiated; etc.) This will be validated along with appropriate evidences by the concerned COE.	Any appropriate and relevant contribution	5 marks	<ul style="list-style-type: none"> <li>Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs by the concerned COE</li> </ul>
<b>Specific criteria in case of Vice Principal or Coordinator</b>				
1	The performance of the Middle Leaders (Vice Principal or Coordinator) will be assessed on the following professional skills and actions:  a. Mentoring of Colleagues/ fellow teachers b. Interpersonal skills and abilities c. Effective Management of allocated resources d. Professional Knowledge and Understanding	Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)	3 marks	<ul style="list-style-type: none"> <li>Relevant documents and evidences or share such examples which clearly reflect the professional skills and actions duly verified by the Head of the School.</li> </ul>
		Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters)	4 marks	

	e. Strategic Vision	<i>defined)</i>		
		Extraordinary Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)	5 marks	
2	Pass Percentage of the class of teacher for the last three years	Average of last three years:		• Result of last three years in Board/School Examination
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
<b>Specific criteria in case of Principal</b>				
1	Administrative and Leadership Skills Note: These skills will be scored on the following parameters: a. Introduction of innovative ideas for raising the quality of education in the school b. Cooperation sought from parents, students, teachers, alumni, non-teaching staff and community for academic development and overall development of the school c. Organization of activities for inculcating values and enhancing	• Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)	3 marks	• Relevant documents and evidences or share such examples which clearly reflect the administrative and leadership skills duly verified by the Management of the School (eg. minutes of meetings, result of students in the examination, awareness programmes, capacity building programmes organized for teachers and
		Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined)	4 marks	

	<p>life skills of the students</p> <p>d. Opportunities provided to teachers for their professional development in the last two years</p> <p>e. Encouragement to teachers and students for experimentation and innovations</p> <p>f. Goals/targets set in academics/sports and games/other activities and their achievement</p> <p>g. Encouragement to teachers to work collaboratively</p> <p>h. Provision of equal access and support to all the students</p> <p>i. Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders</p> <p>j. Work done for the achievement of vision and mission of school</p> <p>k. Project(s) undertaken at school level in the last ten years for the development of the school</p> <p>l. Measures taken by the principal to ensure safety of children in school</p> <p>m. Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities</p>	<p>Outstanding Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)</p>	<p>5 marks</p>	<p><i>students, orientation programmes for parents, reports of activities/projects undertaken, school safety policy, school policy for CWSN, copies of appreciation letters given to stakeholders, photographs, details of safety measures adopted, report and pictures of provision of barrier free environment for students with disabilities and other relevant documents supporting all the parameters.)</i></p>
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2	Preparation of Annual Curriculum Plan (ACP) for the whole school by the Principal	<p>The following parameters will be considered while assessing the annual curriculum plan:</p> <ul style="list-style-type: none"> <li>• Aims and objectives to be achieved</li> <li>• Observable/measurable learning outcomes indicating the mastery of course content within the curriculum by the students</li> <li>• Content framework – description of major topics/sub topics to be taught in different subjects matching the learning outcomes</li> <li>• Strategies for curriculum transaction (Use of pedagogy)</li> <li>• Assessment strategies</li> <li>• Strategy for monitoring the effectiveness of the plan</li> <li>• Strategy for the review of the</li> </ul>	Max. Marks 5	<ul style="list-style-type: none"> <li>• Copy of Annual Curriculum Plan for the whole school</li> <li>• SOP for the monitoring / reviewing of ACP</li> </ul>
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		plan in the light of the needs of the students		
3	School as venue for CBSE Examinations (X, XII, other competitive exams) and Academic Activities (like Science Exhibition, CBPs, Heritage India Quiz, etc.) under the leadership of applicant principal (details of last ten years)	1-2 activities	2 marks	<ul style="list-style-type: none"> <li>Scanned copies of Letters or communication received from CBSE or any other relevant document</li> </ul>
		3-5 activities	3 marks	
		6-8 activities	4 marks	
		More than 8 activities	5 marks	
4	School as venue for CBSE Sports Meet under the leadership of the applicant principal (details of last ten years may be given)	<ul style="list-style-type: none"> <li>Hosting of CBSE Sports Meet at Cluster Level once</li> </ul>	4 marks	<ul style="list-style-type: none"> <li>Scanned copies of Letters or communication received from CBSE or any other relevant document</li> </ul>
		Hosting of CBSE Sports Meet at cluster level more than once / Hosting of CBSE Sports Meet at Regional or National Level	5 marks	
5	Contribution towards Sahodaya Activities	Any relevant contribution	5 marks	<ul style="list-style-type: none"> <li>Brief write up about the contribution(s) duly attested by the President of the concerned Sahodaya School Complex</li> </ul>
6	Pass Percentage of students in Board/School Examinations in the last three years	Average of last three years:		<ul style="list-style-type: none"> <li>Result of last three years in Board/School Examinations</li> </ul>
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	

**Specific Criteria for all categories except teachers/principals/middle leaders working in CBSE schools in foreign countries, Primary Teachers, School Counsellors, Special Educators and School Librarians**

1	Experience related to Board Examinations conducted by CBSE (as City Coordinator, Centre Supdt., CNS, Head Examiner, Evaluator/Coordinator) <i>Note: The experience of invigilators shall not be considered. The experience related with Board Examinations conducted by CBSE will only be considered.</i>	Upto 5 times	2 marks	<ul style="list-style-type: none"> <li>Scanned copies of Letters or written communication received from CBSE</li> </ul>
		6-10 times	3 marks	
		More than 10 times	5 marks	

**Specific Criteria in case of all applicants**

1	Promotion of nation building and national integration	Marks will be awarded on the basis of number, scale and impact of activities conducted to promote nation building and national integration	Max. marks 5	<ul style="list-style-type: none"> <li>List/report of Activities conducted highlighting the occasion, students for whom the activity was conducted and its impact</li> <li>Photographs of the activities conducted</li> </ul>
2	Enhancing Social Awareness (i.e. social emotional skills and other key life skills like empathy, compassion, interpersonal skills, etc.) of students	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to enhance social awareness of students.	Max. marks 5	<ul style="list-style-type: none"> <li>List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact</li> <li>Photographs of the activities conducted</li> </ul>

3	Organization of extra and co-curricular activities	Marks will be awarded on the basis of number, scale and impact of activities.	Max. marks 5	<ul style="list-style-type: none"> <li>List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact</li> <li>Photographs of the activities conducted</li> </ul>
4	Any other <b>significant achievement</b> in the field of school education not mentioned above	1 achievement	3 marks	<ul style="list-style-type: none"> <li>Relevant evidence</li> </ul>
		2 achievements	4 marks	
		More than 2 achievements	5 marks	

In addition to above, the following should also be submitted by the applicant:

- **Self-Assessment** / appraisal by the applicant (not more than 250 words) addressing the applicant's teaching achievements or contributions in the field of his/her own subject.
- Applicant's **Statement of Teaching Philosophy** (not more than 300 words)
  - The applicant may write about his/her own **Teaching Philosophy Statement** reflecting his/her teaching beliefs (eg. what is more important to him/her about teaching and learning in his/her subject/field), specific example(s) of the pedagogical approaches being employed with a rationale for each approach in the subject along with a reflection on the effectiveness of the approaches or strategies being adopted by him/her; integration of environmental issues, local context, values education, life skills education and ICT in day to day teaching.
- **Recommendation Letter by the School Head/Principal** in case of teacher applicant and Chairman/Manager of SMC in case of Principal with a special focus on the applicant's teaching approaches; special strengths; teaching innovations and impact on student learning and development; and major contribution to curriculum development; type of relationship maintained with students and fellow teachers.
- **Letters of Recommendation / Reference** attesting the applicant's teaching excellence and contributions by fellow teachers, students, parents. (*Maximum 3 letters of recommendation, atleast one each from student, parent and fellow teacher*)  
*Applicant will have to provide contact information of each recommender from whom the credentials of the applicant may be verified through any means of communication.*

- Certificate regarding clean record of service and faultless antecedents and that no legal proceedings or vigilance or any other type of enquiry is pending against the applicant.
- Self-attested copy of Birth Certificate
- **Undertaking** stating “*all the information/data submitted is true to the best of my knowledge*”.
- **Video component**
  - The PGT applicant has to provide a YouTube link of two video graphed lessons of 30 minutes each on different topics of them teaching along with a lesson plan.
  - The TGT applicant has to provide a YouTube link of two video graphed lessons of them teaching of 30 minutes each on two different subjects being taught along with lesson plans.
  - The PRT applicant has to provide a YouTube link of two video graphed lessons of them teaching of 30 minutes each on different topics along with the lesson plans.
  - Special Educators have to provide a YouTube link of 30 minutes video of teaching special student(s).
  - School counselors have to provide a YouTube link of 30 minutes to 1 hour video of individual or group counseling session.

*All the supporting documents must be verified by the Head of the school in case of a teacher and by the Chairman of the School Managing Committee in case of a Principal.*

**Technical specifications for uploading the evidences/supporting documents on the portal:**

1. *All documents to be uploaded should only be in PDF format with size not exceeding 1MB.*
2. *Photograph to be uploaded should be in JPG format with size not exceeding 50 KB*
3. *Video lectures should be uploaded on YouTube and link should be provided.*