



CBSE/ADMIN/2019

Date: 1st May, 2019

Circular No.:7473/2019

All Heads of Schools affiliated to CBSE

Subject: CBSE Teachers and Principals Awards 2018

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 5th September. Each award consists of a merit certificate, a shawl 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 Teacher 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 30th 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 Award last year 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.





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 **31st May 2019**. 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 Chairperson CBSE may decide any other additional criteria to finalize the merit.

5. The shortlisted applicants will be intimated through mail and telephonically to send the **hard copy of their supporting documents** in the prescribed format as given in **Annexure 'C'** to the Office of the Director (Academics) at the following address:

The Director (Academics)
Central Board of Secondary Education
Shiksha Sadan
17, Rouse Avenue, New Delhi 110002

The applicants may even check their status by logging into the portal after the closure of registration window.



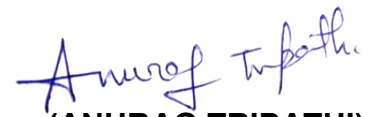


All the applicants are advised to keep their supporting documents ready beforehand. Please note that all the supporting documents must be verified by the Head of the school in case of a teacher and by the Chairman of the School Managing Committee in case of a Principal.

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 at CBSE Headquarter Delhi for face to face interactive session with the **National Level Screening Committee**. The Committee will also check/verify the original supporting documents of the applicants. **No TA/DA will be paid by the Board to the applicants at this stage of selection process.**
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 cbseteachersawards2018@gmail.com.


(ANURAG TRIPATHI)
SECRETARY

Encl:

- Annexure A
- Annexure B
- Annexure C





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 Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair – 744101
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Island
9. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
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 Under Secretary (EE-1), MHRD, Govt. of India, Department of SE&L, Shastri Bhawan, New Delhi-01
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 Joint Secretaries/ Deputy Secretaries/ Assistant Secretaries/ Analysts (Academic, Training and Vocational Unit), CBSE
15. In charge IT Unit with the request to put this circular on the CBSE Academic website
16. The Senior Public Relations Officer, CBSE
17. PPS to Chairperson, CBSE
18. SPS to Secretary, CBSE
19. SPS to Director (EDUSAT, Research and Development), CBSE
20. SPS to Director (Information Technology), CBSE
21. SPS to Controller of Examinations, CBSE
22. PS to Director (Academics), CBSE
23. SPS to Director (SE & T), CBSE
24. SPS to Director (Professional Exams), CBSE

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Annexure A

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</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		Best Resource Person for CBSE CBPs	2
23	Middle Leaders	Vice Principal/Coordinator	2
24	Principal	School Principal	15
Total Number of Awards			60





Annexure 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			Scanned attested copy of mark sheets, qualifying degrees
	a. <i>Academic Qualifications</i>			
	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 Note: Give information as per the guidelines laid down by the Board in its Affiliation Bye Laws/NCTE.	55%- 60% marks	2 marks	
		61%- 65% marks	3 marks	
		66%- 70% marks	4 marks	
		71% and above	5 marks	
	b. <i>Professional Qualifications</i> (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		
c. Additional Educational Qualification beyond NCTE laid norms	1 mark for each additional Educational Qualification	Maximum Marks - 5		
2	Scholarly Contributions			





a) Educational articles / contributions in educational magazines, newspapers, journals (with ISSN) etc. (print/online) published at local /regional / national / international level in the last ten years <i>Note: Articles/ contributions in school/college magazines will not be considered.</i>	1 contribution	2 marks	<ul style="list-style-type: none">List of articles along with a copy of the articles written in the last ten yearsCopy of the page(s) of the publication depicting your contribution
	2-3 contributions	3 marks	
	4-5 contributions	4 marks	
	Above 5 contributions	5 marks	
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	1 book/textbook	2 marks	<ul style="list-style-type: none">List of the book(s) / textbook(s)Scanned copy of cover page and acknowledgement page of the book(s)/ textbook(s)Letter(s) of appreciation, if receivedAny other supporting document
	2-5 books/textbooks	3 marks	
	More than 5 books/textbooks	5 marks	
c) Functional Research/Action Research conducted (other than M.Phil / Ph.D) in the last ten years <i>Note: Research study may be on such topics/areas which are of relevance to school education / help in</i>	1 - 2 research studies	2 marks	<ul style="list-style-type: none">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
	3 - 4 research studies	3 marks	
	More than 4 research studies	5 marks	





	<i>effective teaching learning in the classroom / effective assessment procedures. The study must have resulted in visible improvement in the performance of students.</i>			school
	d) Curriculum Development <i>Note: The work done for CBSE/NCERT/SCERT/ Directorates of Education/ State School Boards by the applicant in the last ten years will be considered</i>	Work done for 1 - 2 years	3 marks	<ul style="list-style-type: none">• Brief description of work done in the last ten years• Acknowledgement /Appreciation Letter(s) received from the respective organization(s)
		Work done for 3 - 4 years	4 marks	
		Work done for 4 years or more	5 marks	
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">• List of activities along with their brief description• Scanned copies of Certificates / Appreciation Letters received from the organizing body/bodies
		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 <i>Note: The applicant must have attended the Capacity Building Programmes / Workshop /</i>	1-3 Prof. Dev. Activities	2 marks	<ul style="list-style-type: none">• List of activities along with their brief description• Scanned copies of participation Certificates
		4-6 Prof. Dev. Activities	3 marks	
		7-10 Prof. Dev. Activities	4 marks	
		More than 10 Prof. Dev.	5 marks	





	<i>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>	Activities		
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 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>)	1- 2 activities	1 mark	<ul style="list-style-type: none">• Brief write up along with the list of activities undertaken• Photographs• Certificates/ Appreciation Letters received, if any
		3 - 4 activities	2 marks	
		5-6 activities	3 marks	
		7-8 activities	4 marks	
		More than 8 activities	5 marks	
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">• Copy of membership letter or card
		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	• List of Awards • Scanned copies of Certificates or other relevant documents
		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	• Brief write up of activities along with supporting photographs and other relevant documents
		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	• Scanned copies of the activities undertaken along with photographs
10	Pass Percentage (<i>in case of teachers, Vice Principals or Coordinators</i>) of the class of teacher for the last three years Pass Percentage (<i>in case of Counsellor</i>) of the	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	





	students who have been counseled by the Counsellor in the last three years Pass Percentage (<i>in case of Special Educator</i>) of the students who have been taught by the Special Educator in the last three years Pass Percentage (<i>in case of Principals</i>) of students in Board / School Examinations in the last three years.			
11	Annual Performance Appraisal Reports/other Performance Appraisal Report of last 5 years	Maximum marks 10 • 2 marks for outstanding per year • 1 mark for very good per year		• Annual Performance Appraisal Reports of last 5 years

II. SPECIFIC CRITERIA

S. No.	Area	Description and weightage (Maximum 5 marks for each area)		Evidences to be enclosed
Specific Criteria in case of all applicants except Counsellors, Special Educators and Principals				
1	Effectiveness as a Teacher The teachers will be evaluated on the following parameters under this area: • <i>Innovative experiments undertaken for improving the performance of the</i>	Good Performance	3 marks	• 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
		Excellent Performance	4 marks	
		Extraordinary Performance	5 marks	





	<p><i>students</i></p> <ul style="list-style-type: none">• <i>Teaching Learning Practices/Strategies adopted</i>• <i>Teaching aids prepared and used to make teaching learning more interesting</i>• <i>Use of mass media</i>• <i>Assessment mechanisms adopted</i>• <i>Integration of values education, life skills education, environmental education and ICT in daily teaching</i>• <i>Special attention and assistance given to gifted and weaker students</i>			<p>plan as evidence.</p> <ul style="list-style-type: none">• 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 plans as evidence.• 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.• List of assessment techniques used, teaching methods adopted and teaching aids used• Scanned copies of two question papers of two different subjects taught by the teacher along with the testing
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				<p>objectives and marking scheme.</p> <ul style="list-style-type: none">• Scanned copies of result in Board/School Examination of last five years.• Inventory of the teaching/instructional material/aid(s) prepared and used giving:<ul style="list-style-type: none">• A brief description of the instructional material/aid• Subject and topic for which the instructional material/aid is used• Material used for the preparation of the aid• Cost involved• Certificate of authenticity of the instructional material/aid prepared and used
2	Children identified for whom remedial measures needed and action taken and maintenance of longitudinal record of their	One or more	5 marks	<ul style="list-style-type: none">• Duly certified list of students identified by the teacher for whom remedial





	development			measures were taken along with the details of action taken and copy of longitudinal record of their development maintained by the teacher
Specific criteria in case of Primary Teacher				
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">List of Activities conducted giving a brief account of each activity, topic and subject, students for whom the activity was conducted and its impact Photographs of the activities conducted, if any
Specific criteria in case of Language Teacher (Middle, Secondary and Senior Secondary Level)				
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">List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact Photographs of the activities conducted, if any
2	Activities conducted for the promotion of the language	Marks will be awarded on the	Max. Marks 5	<ul style="list-style-type: none">List of Activities conducted giving





	in the school.	basis of number, scale and impact of activities conducted or organized to promote the language being taught in the school.		a brief account of each activity conducted and its impact Photographs of the activities conducted, if any
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">• Relevant Evidences of students' representation at different levels/ participation certificate(s) duly attested by the Head of the school• Brief description of teacher's role in their achievement
		Achievement by 3 - 5 students	4 marks	
		Achievement by more than 5 students	5 marks	
Specific criteria in case of Science (Middle, Sec. & Sr. Sec. Level), Mathematics (Middle, Sec. & Sr. Sec. Level), Social Science (Middle and Secondary Level), Commerce and Humanities Teacher				
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">• List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact Photographs of the activities conducted, if any
2	Any achievement of student(s) in the field of	Achievement by 1-2 students	3 marks	Evidences of achievements





	Science/ Mathematics/ Social Science/ Commerce subject/ Humanities subject being taught at State/ National / International level under the guidance of the teacher.	Achievement by 3-5 students	4 marks	<i>(certificate/appreciation letter/brief write up/ photographs)</i> of students and brief description of teacher's role in their achievement.
		Achievement by more than 5 students	5 marks	

Specific Criteria in case of IT Teacher (Secondary and Senior Secondary Level)

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 school curriculum esp. teaching of subjects. Use of latest technology by the teacher will also be considered.	Max. Marks 5	<ul style="list-style-type: none"> Brief description of efforts taken along with their impact Lesson plans of any two subjects (one per subject) depicting the use 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	Evidences of achievements <i>(certificate/appreciation letter/brief write up/ photographs)</i> of students and brief description of teacher's role in their achievement.
		Achievement by 3-5 students	4 marks	
		Achievement by more than 5 students	5 marks	

Specific Criteria in case of Physical Education Teacher (Secondary and Senior Secondary Level)

1	Number of students trained for representing school at	1-2 students	3 marks	<ul style="list-style-type: none"> Relevant Evidences of
		3-5 students	4 marks	





	District/State/National level games/sports competitions/activities by the teacher	More than 5 students	5 marks	students' representation at different levels/ participation certificate(s) duly attested by the Head of the school
2	Special sports/games/physical activities organized for differently abled students	Any number	5 marks	<ul style="list-style-type: none">Brief write up of special sports/games/physical activities organized for differently abled students duly attested by the Head of the schoolPhotographs, if any
Specific criteria in case of Music and Dance Teacher				
1	Workshops /demonstrations/ lectures promoting dance/music among students and other stakeholders	1-3 activities	3 marks	<ul style="list-style-type: none">List of lectures/workshops duly attested by the head of the schoolScanned copy of appreciation letter and photographs of the event(s)
		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">List of awards won by students along with a brief write upScanned copy/copies of participation certificate(s)
		3-5 awards	4 marks	
		More than 5 awards	5 marks	
3	Any other specific or	1 contribution	3 marks	Relevant Evidence





	relevant contribution in the field of Music/Dance	2 contributions	4 Marks	
		More than 3 contributions	5 Marks	
Specific criteria in case of Fine Arts Teacher				
1	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students and other stakeholders	1-3 activities	3 marks	• List of lectures/workshops duly attested by the head of the school • Scanned photographs of the event(s)
		4-6 activities	4 marks	
		More than 6 activities	5 marks	
2	Artistic Productions/Publications	1-2 Productions/Publications	3 Marks	Scanned photographs of the production/cover page of the publication along with a brief write up
		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	Appreciation Letter, Report of the exhibition
		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	List of awards won by students along with a brief write up Scanned copy/copies of participation certificate(s)
		3-5 awards	4 marks	
		More than 5 awards	5 marks	
Specific criteria in case of Special Educator				
1	Number of students with disabilities taught and included in the mainstream in the past two years with	Any number	5 Marks	Scanned copies of work done with the students Appreciation





	details of special efforts taken to establish mutual acceptance of special children with normal children			letter(s) received, if any Brief write up of the efforts taken
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	Report(s) of Sensitization Sessions conducted along with photographs Scanned copy/copies of appreciation letter(s)/certificates
		11-15 teachers/parents	2 Marks	
		16-20 teachers/parents	3 Marks	
		21-25 teachers/parents	4 Marks	
		More than 25 teachers/parents	5 Marks	
3	Innovative approaches/practices adopted for teaching students with special needs	1 practice	3 Marks	List of innovative practices / approaches with relevant documents supporting the claim You tube link of 30 minutes video of teaching special students
		2 practices	4 Marks	
		More than 2 practices	5 Marks	
Specific criteria in case of School Counsellor				
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	List of number of students counselled along with the details of their problem, sessions conducted along with follow up and interaction with other stakeholders.
		51-70 Students	3 Marks	
		71 – 90 Students	4 Marks	
		More than 90 Students	5 Marks	
b. Number of Group Counselling Sessions	1-5 Sessions	1 Mark		
	6-10 Sessions	2 Marks		





	(apart from classroom periods) conducted in the last two years	11-15 Sessions	3 Marks	List of Group Counselling Sessions conducted 30 mins to 1 hour Video of individual or group counseling session
		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 substance abuse, HIV and AIDS Awareness, Life Skills, Gender Sensitivity</i>)	1-2 Programmes	3 Marks	Report(s) of the Programme(s) Scanned photographs
		3-4 Programmes	4 Marks	
		More than 4 Programmes	5 Marks	
3	Number of Career Counselling Sessions/ Career Fairs conducted in the last two years	1-2 Programmes	3 Marks	Report(s) of the Career Counselling Sessions or Career fairs conducted Scanned photographs of Career Fairs
		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	List of students with special needs counselled along with a report of Counselling Session(s)
Specific criteria in case of Vocational Education Teacher (Secondary and Senior Secondary Level)				
1	Industrial exposures/short term training programmes	One or more	5 marks	Report of the field visit or training





	conducted/organised by the teacher for students in the last five years			programme(s) conducted along with scanned photographs
2	Establishment of linkages with industry by the teacher for the benefit of the students	Any number	5 marks	Scanned copy of communication with the industry or any other relevant evidence
3	Number of students working in the industry after having vocational education under the guidance of the teacher	Any number	5 marks	Evidence reflecting the placement of students in the industry duly verified by the Head of the school
Specific criteria in case of a Resource Person for CBSE Capacity Building Programmes				
1	Resource Person for CBSE Capacity Building Programmes <i>Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE.</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 the CBPs taken	4 marks	
		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, 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">Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs by the concerned COE
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Specific criteria in case of Vice Principal or Coordinator

1	The performance of the Middle Leaders (Vice Principal or Coordinator) will be assessed on the following professional skills and actions: <ul style="list-style-type: none">Mentoring of Colleagues/ fellow teachersInterpersonal skills and abilitiesEffective Management of allocated resourcesProfessional Knowledge and UnderstandingStrategic Vision	Good Performance	3 marks	<ul style="list-style-type: none">Relevant documents and evidences or share such examples which clearly reflect the professional skills and actions duly verified by the Head of the School.
		Excellent Performance	4 marks	
		Extraordinary Performance	5 marks	



Specific criteria in case of Principal				
1	<p>Administrative and Leadership Skills Note: These skills will be scored on the following parameters:</p> <ul style="list-style-type: none"> • Introduction of innovative ideas for raising the quality of education in the school • Cooperation sought from parents, students, teachers, alumni, non-teaching staff and community for academic development and overall development of the school • Organization of activities for inculcating values and enhancing life skills of the students • Opportunities provided to teachers for their professional development in the last two years • Encouragement to teachers and students for experimentation and innovations • Goals/targets set in academics/sports and games/other activities and their achievement • Encouragement to teachers to work collaboratively • Provision of equal access 	<ul style="list-style-type: none"> • Good Performance (<i>Performance is sound and reliable in at least half of the areas of responsibility and parameters defined</i>) 	3 marks	<ul style="list-style-type: none"> • 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. <i>minutes of meetings, result of students in the examination, awareness programmes, capacity building programmes organized for teachers and 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</i>)
		<ul style="list-style-type: none"> • Excellent Performance (<i>Performance is sound and reliable in most of the areas of responsibility and parameters defined</i>) 	4 marks	
		<ul style="list-style-type: none"> • Outstanding Performance (<i>Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined</i>) 	5 marks	





	<p>and support to all the students</p> <ul style="list-style-type: none">• Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders• Work done for the achievement of vision and mission of school• Project(s) undertaken at school level in the last ten years for the development of the school• Measures taken by the principal to ensure safety of children in school• Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities			<p><i>and pictures of provision of barrier free environment for students with disabilities and other relevant documents supporting all the parameters.)</i></p>
2	<p>Preparation of Annual Curriculum Plan for the whole school by the Principal</p>	<p>The following parameters will be considered while assessing the annual curriculum plan:</p> <ul style="list-style-type: none">• Aims and objectives to be achieved• Observable/measurable	<p>Max. Marks 5</p>	<ul style="list-style-type: none">• Copy of Annual Curriculum Plan for the whole school





		<p>learning outcomes indicating the mastery of course content within the curriculum by the students</p> <ul style="list-style-type: none">• Content framework – description of major topics/sub topics to be taught in different subjects matching the learning outcomes• Assessment strategies• Strategies for curriculum transaction (Use of pedagogy)• Strategy for the review of the plan in the light of the needs of the students		
3	School as venue for CBSE Examinations (X, XII, other competitive exams) and	1-2 activities	2 marks	• Scanned copies of Letters or communication
		3-5 activities	3 marks	





	Academic Activities (<i>like Science Exhibition, CBPs, Heritage India Quiz, etc.</i>) under the leadership of applicant principal (details of last ten years)	6-8 activities	4 marks	received from CBSE or any other relevant document
		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)	• Hosting of CBSE Sports Meet at Cluster Level once	4 marks	• Scanned copies of Letters or communication received from CBSE or any other relevant document
		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	Brief write up about the contribution(s) duly attested by the President of the concerned Sahodaya School Complex
Specific Criteria for all categories except teachers/principals/middle leaders working in CBSE schools in foreign countries, Primary Teachers, School Counsellors and Special Educators				
1	Experience related to Board Examinations conducted by CBSE (as City Coordinator, Centre Supdt., CNS, Head Examiner,	Upto 5 times	2 marks	• Scanned copies of Letters or written communication received from CBSE
		6-10 times	3 marks	
		More than 10 times	5 marks	





	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>			
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">• List/report of Activities conducted highlighting the occasion, students for whom the activity was conducted and its impact• Photographs of the activities conducted
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">• List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact• Photographs of the activities conducted
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">• List of Activities conducted giving a brief account of each activity, students for whom the activity





				was conducted and its impact
				• Photographs of the activities conducted
4	Any other significant achievement in the field of school education not mentioned above	1 achievement	3 marks	Relevant evidence
		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 actual classroom teaching along with a lesson plan.
 - The TGT applicant has to provide a YouTube link of two video graphed lessons of actual classroom teaching of 30 minutes each along with lesson plans on two different subjects being taught.
 - The PRT applicant has to provide a YouTube link of two video graphed lessons of actual classroom 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.*





Annexure C

Format for sending the Hard Copies of the Supporting Documents

Please send the evidences in support of both General and Specific Criteria. The evidences/documents should be duly verified by the Head of the school in case of teacher applicant and by the Chairman / Head of the School Managing Committee in case of a Principal.

I. Cover Page of the File/Folder for sending the documents

CBSE Teachers & Principals Award 2018

Supporting Documents

Affix Passport
size
Photograph

- Name (in Block Letters) of the Applicant: _____
- Registration Number: _____
(Generated online after submission of online application form)
- Category of Award applied for: _____
- School Name and Address: _____



II. General Information

1	Name (in Block Letters) in English	
2	Name in Hindi	
3	Designation & complete school address with pin code number and Tele./Fax/E-Mail.	
4	State	
5	Date of Birth	
6	Present age	
7	Date of superannuation	
8	Sex	
9	Marital Status	
10	Residential address with pin code number and telephone No./Mobile No.	
11	Permanent address with pin code number and Telephone No./Mobile No.	
12	Whether the school is Middle/Secondary/Sr. Secondary.	
13	Already CBSE Teacher Awardee, if yes, please mention the year of receipt of Award	

III. Copy of Filled Online Application Form





IV. Evidences/Documents in support of General Criteria

S. No	Criteria	Supporting Evidence/Document	Annexure No.
1	Qualifications		
	a. <i>Academic Qualifications</i>		
	i. Class XI / XII		
	ii. Graduation / Post-Graduation		
	b. <i>Professional Qualifications</i>		
	c. Additional Educational Qualification beyond NCTE laid norms		
2	Scholarly Contributions		
	a. Educational articles / contributions in educational magazines, newspapers, journals (with ISSN) etc. (print/online) published at local / regional / national / international level in the last ten years		
	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		
	c. Functional Research/Action Research conducted (other than M.Phil / Ph.D) in the last ten years		





	d. Curriculum Development		
3	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		
4	Continuous participation in Personal Professional Development Activities in the last ten years		
5	Contributions to Community / Community Development Activities through school or individually during the last ten years		
6	Active Membership / Leadership Position in Educational Professional Bodies / Organizations at local / regional / national / international level		
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)		
8	Student Development / Welfare Activities inclusive of activities for special children taken up during the last ten years		
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		
10	Pass Percentage (<i>in case of teachers, Vice Principals and Coordinators</i>) of the class of teacher for the last three years Pass Percentage (<i>in case of Counsellor</i>) of the students who have been counseled by the Counsellor in the last three years Pass Percentage (<i>in case of Special Educator</i>) of the students who have been taught by the Special Educator in the last three years Pass Percentage (<i>in case of Principals</i>) of students in Board / School Examinations in the last three years.		
11	Annual Performance Appraisal Reports/other Performance Appraisal Report of last 5 years		

V. Evidences/Documents in support of Specific Criteria

S. No	Criteria	Supporting Evidence/Document	Annexure No.
Specific Criteria in case of all applicants except Counsellors, Special Educators and Principals			
1	Effectiveness as a Teacher		
	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 education, environmental education and ICT in daily teaching		
	g. Special attention and assistance given to gifted and weaker students		
2	Children identified for whom remedial measures needed and action taken and maintenance of longitudinal record of their development		
Specific criteria in case of Primary Teacher			
1	Efforts to create interest of students in different subjects being taught.		
Specific criteria in case of Language Teacher (Middle level, Secondary and Senior Secondary Level)			
1	Efforts to create interest of students in the language being taught.		
2	Activities conducted for the promotion of the language in the school.		
3	Achievement of students in the		





	field of language at State/National/International Level under the guidance of the teacher.		
Specific criteria in case of Science (Middle, Sec. & Sr. Sec. Level), Mathematics (Middle, Sec. & Sr. Sec. Level), Social Science (Middle and Secondary Level), Commerce and Humanities Teacher			
1	Efforts to create interest and curiosity of students in Science/ Mathematics/ Social Science/ Commerce subject being taught / Humanities Subject being taught.		
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.		
Specific Criteria in case of IT Teacher (At Secondary and Senior Secondary level)			
1	Efforts to enhance student learning by integrating technology into school curriculum especially teaching of subjects.		
2	Any significant achievement by student(s) in the field of IT under the guidance of the teacher		
Specific Criteria in case of Physical Education Teacher (At Secondary and Senior Secondary level)			
1	Number of students trained for representing school at District/State/National level games/sports		





	competitions/activities		
2	Special sports/games/physical activities organized for differently abled students		
Specific criteria in case of Music and Dance Teacher			
1	Workshops /demonstrations/ lectures promoting dance/music among students and other stakeholders		
2	Awards or recognition won by students in music/dance competitions at local/state/national/international level under the guidance of the teacher		
3	Any other specific or relevant contribution in the field of Music/Dance		
Specific criteria in case of Fine Arts Teacher			
1	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students and other stakeholders		
2	Artistic Productions/Publications		
3	Exhibition(s) of own art work or the work of the students at local, state, national or international level		
4	Awards won by the students representing school in different art competitions at local/state/ national /international level under the guidance of the teacher		
Specific criteria in case of Special Educator			
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		
2	Number of teachers/ parents and other stakeholders sensitized on the needs of the students with disabilities in the past two years		
3	Innovative approaches/practices adopted for teaching students with special needs		
Specific criteria in case of School Counsellor			
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		
	b. Number of Group Counselling Sessions (apart from classroom periods) conducted in the last two years		
2	Adolescent Education Programmes conducted by self or sensitization programmes conducted by self for adolescents in the last two years		
3	Number of Career Counselling Sessions/ Career Fairs conducted in the last two years		
	Number of students with special needs counselled in the last two years		
Specific criteria in case of Vocational Education Teacher (Secondary and Senior			





Secondary level)			
1	Industrial exposures/short term training programmes conducted/organised by the teacher for students in the last five years		
2	Establishment of linkages with industry by the teacher for the benefit of the students		
3	Number of students working in the industry after having vocational education under the guidance of the teacher		
Specific criteria in case of a Resource Person for CBSE Capacity Building Programmes			
1	Resource Person for CBSE Capacity Building Programmes		
2	Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person		
Specific criteria in case of Vice Principal or Coordinator			
1	Professional skills and actions:		
	a. Mentoring of Colleagues/teachers		
	b. Interpersonal skills and abilities		
	c. Effective Management of allocated resources		
	d. Professional Knowledge and Understanding		
	e. Strategic Vision		
Specific criteria in case of Principal			





1	Administrative and Leadership Skills		
	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 life skills of the students		
	d. Opportunities provided to teachers for their professional development in the last two years		
	e. Encouragement to teachers and students for experimentation and innovations		
	f. Goals/targets set in academics/sports and games/other activities and their achievement		
	g. Encouragement to teachers to work collaboratively		
	h. Provision of equal access and support to all the students		
	i. Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders		
	j. Work done for the achievement of vision and mission of school		
	k. Project(s) undertaken at school level in the last ten years for the		





	development of the school		
	i. Measures taken by the principal to ensure safety of children in school		
	m. Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities		
2	Preparation of Annual Curriculum Plan for the Whole School		
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		
4	School as venue for CBSE Sports Meet under the leadership of the applicant principal		
5	Contribution towards Sahodaya Activities		
Specific Criteria for all categories except teachers/principals/vice principals/coordinators working in CBSE schools in foreign countries, Primary Teachers, School Counsellors and Special Educators			
1	Experience related to Board Examinations conducted by CBSE (as City Coordinator, Centre Supdt., CNS, Head Examiner, Examiner, Evaluator/Coordinator)		
Specific Criteria in case of all applicants			
1	Promotion of nation building and national integration		
2	Enhancing Social Awareness of		





	students		
3	Organization of extra and co-curricular activities		
4	Any other significant achievement in the field of school education not mentioned above		
For all Applicants			
S. No.	Criteria	Annexure No.	
1	Self-Assessment / Appraisal		
2	Statement of Teaching Philosophy		
3	Recommendation Letter by the School Head/Principal		
4	Letter of Recommendation / Reference by Student		
5	Letter of Recommendation / Reference by Fellow Teacher		
6	Letter of Recommendation / Reference by Parent		
7	Certificate of clean record of service and faultless antecedents		
8	Birth Certificate		
9	Undertaking stating that all the information/data submitted is true to the best of my knowledge		
10	YouTube link(s)		

