



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/ACAD/2021

Date: June 7, 2021

Circular No. ACAD-42/2021

All Heads of Schools affiliated to CBSE

Subject: CBSE Honour for Excellence in Teaching and School Leadership 2020-21

Background

The Central Board of Secondary Education honours outstanding teachers and Principals of its affiliated schools annually on Teachers' Day i.e. 5th September to recognise their exemplary contribution to enhance the quality of teaching and learning. This is done to motivate the teaching fraternity of CBSE affiliated schools.

Honour

Each honour consists of a merit certificate and a cash prize of ₹50,000/-.

Category of Honours

Honours in various categories have been introduced. The number of honours in each category is given in Annexure 'A'.

Eligibility

1. All teachers presently working with the private schools affiliated to CBSE who have completed at least 10 years of regular service as a teacher in either CBSE or any other recognized Board of School Education affiliated school(s) by 31st March 2021 can apply.
2. All Principals of the private schools affiliated to CBSE who have completed 10 years of regular service as a teacher and 5 years as a Principal in CBSE affiliated school(s) by 31st March 2021 can apply.
3. Teachers or Principals retired on 31st March 2021 or after may also apply if they fulfill all other conditions.
4. Teachers or Principals who have already received CBSE Honour can apply for the National Award by Ministry of Education, if they are still otherwise eligible.
5. Principals cannot apply in the category of teachers.
6. An applicant can apply under only one category.



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Selection Criteria

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

Submission of Application

1. Only **ONLINE** Applications will be accepted. The *link for registration* and filling the application is available at a tab along with a tab for this circular at:

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

The last date of submission of application is **28th June 2021**. No other mode of submission of application is allowed.

2. All applicants shall apply directly by filling the application form online on or before **28th June 2021** and submit the following along with the application:

- Undertaking** to the effect that all the particulars submitted are correct and copies of documents uploaded are genuine. If anything is found incorrect or forged at any stage, candidature will be liable for rejection and honour may be summarily withdrawn, if conferred. This can even lead to punishment as per the rule;
- Birth certificate;
- Vigilance Clearance Certificate furnished by the Chairman/Manager of the School;
- Certificate of Continuous and Regular Service furnished by the Chairman/Manager of school after verifying that there is no break in the service of the applicant during the last 10 years (in case of teachers) and 15 years (in case of Principals);
- Certificates/degrees and mark statements of Class 10/11/12/Equivalent; Graduation; Post Graduation and NTT/ETE/B.El.Ed./B.Ed./Others;
- Class Result in Board/School; and
- Recommendation Letters.

Selection Procedure

- A number of top scorers equal to **04 times the number of honours in each category** from the final merit list will be shortlisted based on general criteria. For deciding the inter se merit, the following criteria will be used:
 - Experience in related field
 - Age
 - Higher Qualification
 - Percentage in Educational Qualification

In case of a tie after applying the above criteria, CBSE reserves the right to decide alternative criteria to finalize the merit.

- Two days' time will be given to shortlisted applicants for uploading their verified documents. **All the applicants are advised to keep their documents ready in uploadable**

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form. All documents must be signed by the applicant and countersigned/verified by the Head of the school in case of a teacher and by the Chairman/Manager of the School in case of a Principal.

3. Checking of 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.
4. The shortlisted applicants will be invited for an online interactive session with the **National Level Screening Committee**.
5. Selection of final recipients by the Committee and announcement of honours will be made online on the CBSE portal.
6. The names of the top 6 scorers will be forwarded to Ministry of Education, Govt. of India for **National Teachers Award**.

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 cbseteachershonours@gmail.com.

DR. JOSEPH EMMANUEL
DIRECTOR (ACADEMICS)

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 Principal Director, Director of Naval Education (Navy Education Society) H.Q. MOD (NAVY) West Block-V, II Floor, R.K. Puram New Delhi – 110066
2. The Additional Director General of Army Education, A – Wing, SenaBhawan, DHQ, PO, New Delhi-110001
3. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
4. 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

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5. All Heads/ In-Charges, COEs of the Board with request to disseminate the information
6. All Joint Secretary/Deputy Secretary/Assistant Secretary, CBSE
7. In charge IT Unit with the request to put this circular on the CBSE Academic website
8. The Head Public Relations Unit, CBSE
9. EO to Chairman, CBSE
10. SPS to Secretary, Director (IT), Director (Academics), Controller of Examinations, Director (SE&T) and Director (PE), CBSE

Director (Academics)



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Annexure A

CATEGORY WISE NUMBER OF HONOURS

| S. No | Level/Area | Category | No. of Honours |
|--------------------------------|----------------|---|----------------|
| 1 | Primary | Primary Teacher | 1 |
| 2 | Middle | Middle Teacher | 1 |
| 3 | Secondary | Language Teacher | 1 |
| 4 | Secondary | Science Teacher | 1 |
| 5 | Secondary | Social Science Teacher | 1 |
| 6 | Secondary | Mathematics Teacher | 1 |
| 7 | Sr. Secondary | Language Teacher | 1 |
| 8 | Sr. Secondary | Science Teacher (Physics, Chemistry, Biology) | 1+1+1=3 |
| 9 | Sr. Secondary | Mathematics Teacher | 1 |
| 10 | Sr. Secondary | Business Studies Teacher | 1 |
| 11 | Sr. Secondary | Accountancy Teacher | 1 |
| 12 | Sr. Secondary | Economics Teacher | 1 |
| 13 | Sr. Secondary | Humanities Teacher (<i>Sociology /Political Science/Geography/History/Psychology/Legal Studies</i>) | 3 |
| 14 | Other Honours | Physical Education Teacher | 1 |
| 15 | | IT Teacher | 1 |
| 16 | | Vocational Subject Teacher | 1 |
| 17 | | Performing Arts (Music/Dance) Teacher | 1 |
| 18 | | Fine Arts Teacher | 1 |
| 19 | | Special Educator (from all categories) | 1 |
| 20 | | School Counsellor | 1 |
| 21 | | School Librarian | 1 |
| 22 | | Best Resource Person for CBSE CBPs | 1 |
| 23 | Middle Leaders | Vice Principal/Coordinator | 1 |
| 24 | Principal | School Principal | 5 |
| Total Number of Honours | | | 32 |

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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 | | | |
| | a. Academic Qualification Class XI/XII/ Graduation/ Post Graduation <i>Note: Give information as per the guidelines laid down by the Board in its Affiliation Bye Laws/NCTE.</i> | 55%-60% marks | 2 marks | Scanned attested copy of mark sheets, qualifying degrees |
| | | 61%- 65% marks | 3 marks | |
| | | 66%- 70% marks | 4 marks | |
| | | 71% and above | 5 marks | |
| | 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 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 | |
| | | | | |

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| 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 effective teaching learning in the classroom / effective assessment procedures. The study must have resulted in visible improvement in the performance of students.</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 school |
| | 3 - 4 research studies | 3 marks | |
| | More than 4 research studies | 5 marks | |
| 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 yearsAcknowledgement/ 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, | 1-5 activities/programmes | 3 marks | <ul style="list-style-type: none">List of activities along with their |

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| | 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 | 6-10 activities/ programmes More than 10 activities/ programmes | 4 marks 5 marks | brief description • Scanned copies of Certificates / Appreciation Letters received from the organizing body/ bodies |
| 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 4-6 Prof. Dev. Activities 7-10 Prof. Dev. Activities More than 10 Prof. Dev. Activities | 2 marks 3 marks 4 marks 5 marks | • List of activities along with their brief description • Scanned copies of participation Certificates |
| 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 3 - 4 activities 5-6 activities 7-8 activities More than 8 activities | 1 mark 2 marks 3 marks 4 marks 5 marks | • Brief write up along with the list of activities undertaken • Photographs • Certificates/ Appreciation Letters received, if any |
| 6 | Active Membership / Leadership Position in | Membership of 01 body/organization | 2 marks | • Copy of membership letter or card |

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| | 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 2-3 bodies/ organizations | 3 marks | |
| | | Membership of 4-5 bodies/ organizations | 4 marks | |
| | | Membership of more than 5 bodies/ organizations | 5 marks | |
| 7 | 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 calculated as per the highest level of the honour.</i> | Honour(s) received from Local level organization | 2 marks | • List of Honours • Scanned copies of Certificates or other relevant documents |
| | | Honour(s) received from State level organization | 3 marks | |
| | | Honour(s) received from National level organization | 4 marks | |
| | | Honour(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 | 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 |

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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, School Librarians and Principals | | | | |
| 1 | Effectiveness as a Teacher 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 | Good Performance <i>(Performance is sound and reliable in at least half of the parameters defined)</i> | 3 marks | <ul style="list-style-type: none">• 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.• The TGT applicants |
| | Excellent Performance <i>(Performance is sound and reliable in most of the parameters defined)</i> | 4 marks | | |

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| <p>c. Teaching aids prepared and used to make teaching learning more interesting</p> <p>d. Use of mass media</p> <p>e. Assessment mechanisms adopted</p> <p>f. Integration of values education, life skills education, environmental education and ICT in daily teaching</p> <p>g. Special attention and assistance given to gifted and weaker students</p> | <p>Extraordinary Performance (Performance is sound and reliable in almost all the parameters defined)</p> | <p>5 marks</p> | <p>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.</p> <ul style="list-style-type: none">• 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 assessment objectives and marking scheme.• Scanned copies of result in Board/School Examination of last five years. |
|---|---|----------------|--|

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| | | | | <ul style="list-style-type: none">• 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 development | One or more | 5 marks | <ul style="list-style-type: none">• 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 |

Specific criteria in case of Primary Teacher

Specific criteria in case of Primary Teacher



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|---|--|--|-----------------|--|
| 1 | Efforts to create interest of students in different subjects being taught. | Marks will be calculated 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 impactPhotographs of the activities conducted, if any |
| 2 | Pass Percentage of the class of teacher for the last three years | Average of last three years: | | <ul style="list-style-type: none">Result of last three years in School Examination |
| | | 70% - 79% | 3 marks | |
| | | 80% - 89% | 4 marks | |
| | | 90% - 100% | 5 marks | |
| 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 calculated 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 impactPhotographs of the activities conducted, if any |
| 2 | Activities conducted for the promotion of the language in the school. | Marks will be calculated 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">List of Activities conducted giving a brief account of each activity conducted and its impactPhotographs of the activities conducted, if any |

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| | | | | |
|--|--|---|--------------|---|
| 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 | |
| 4 | Pass Percentage of the class of teacher for the last three years | Average of last three years: | | <ul style="list-style-type: none">• Result of last three years in Board/School Examination |
| | | 70% - 79% | 3 marks | |
| | | 80% - 89% | 4 marks | |
| | | 90% - 100% | 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), Accountancy, Economics, Business Studies and Humanities Teacher | | | | |
| 1 | Efforts to create interest and curiosity of students in Science/ Mathematics/ Social Science/ Accountancy / Economics/ Business Studies/ Humanities subject being taught. | Marks will be calculated 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 Science/ Mathematics/ Social Science/ Accountancy/Economics/ Business Studies/ 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">• Evidences of achievements (certificate/appreciation letter/brief write up/ photographs) 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 | |

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| 3 | 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 | |

Specific Criteria in case of IT Teacher

| | | | | |
|---|---|---|-----------------|---|
| 1 | Efforts to enhance student learning by integrating technology into school curriculum especially teaching of subjects. | Marks will be calculated 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 impactLesson 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 (certificate/appreciation letter/brief write up/ photographs) 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 | |
| 3 | 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 | |

Specific Criteria in case of Physical Education Teacher

| | | | | |
|---|---|--------------|---------|-----------------------------------|
| 1 | Number of students trained for representing school at | 1-2 students | 3 marks | • Relevant Evidences of students' |
| | | 3-5 students | 4 marks | |

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| | District/State/National level games/sports competitions/activities by the teacher | More than 5 students | 5 marks | 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 |
| 3 | Pass Percentage of the class of teacher for the last three years | Average of last three years: | | <ul style="list-style-type: none">Result of last three years in Board/School Examination |
| | | 70% - 79% | 3 marks | |
| | | 80% - 89% | 4 marks | |
| | | 90% - 100% | 5 marks | |
| 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 | Honours or recognition received by students in music/dance competitions at local/state/national/international level under the guidance of the teacher | 1-2 honours | 3 marks | <ul style="list-style-type: none">List of honours received by students along with a brief write upScanned copy/copies of participation certificate(s) |
| | | 3-5 honours | 4 marks | |
| | | More than 5 honours | 5 marks | |
| 3 | Any other specific or relevant contribution in the field of | 1 contribution | 3 marks | <ul style="list-style-type: none">Relevant Evidence |
| | | 2 contributions | 4 Marks | |

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| | Music/Dance | More than 3 contributions | 5 Marks | |
| 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 | |
| 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(s) • Report(s) of the exhibition |
| | | More than 2 exhibitions | 5 Marks | |
| 4 | Honours received by the students representing school in different art competitions at local/state/ national /international level under the guidance of the teacher | 1-2 honours | 3 marks | • List of honours received by students along with a brief write up • Scanned copy/copies of participation certificate(s) |
| | | 3-5 honours | 4 marks | |
| | | More than 5 honours | 5 marks | |
| 5 | 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 |
| | | 79% - 79% | 3 marks | |
| | | 80% - 89% | 4 marks | |
| | | 90% - 100% | 5 marks | |
| Specific criteria in case of Special Educator | | | | |

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| 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">Scanned copies of work done with the studentsAppreciation letter(s) received, if anyBrief 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 | <ul style="list-style-type: none">Report(s) of Sensitization Sessions conducted along with photographsScanned 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 | <ul style="list-style-type: none">List of innovative practices / approaches with relevant documents supporting the claimYou tube link of 30 minutes video of teaching special students |
| | | 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">Result of last three years in Board/School Examination |
| | | 70% - 79% | 3 marks | |
| | | 80% - 89% | 4 marks | |
| | | 90% - 100% | 5 marks | |

Specific criteria in case of School Counsellor

| | | | | |
|---|--|-----------------------|---------|---|
| 1 | Counselling Sessions conducted | | | <ul style="list-style-type: none">List of students counselled along with the details of their problem, sessions conducted along with follow up and interaction with other stakeholders. |
| | 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 | |
| | | 51-70 Students | 3 Marks | |
| | | 71 – 90 Students | 4 Marks | |
| | | More than 90 Students | 5 Marks | |

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| | b. Number of Group Counselling Sessions (apart from classroom periods) conducted in the last two years | 1-5 Sessions | 1 Mark | <ul style="list-style-type: none">List of Group Counselling Sessions conducted30 mins to 1 hour Video of individual or group counseling session |
| | | 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 substance abuse, HIV and AIDS Awareness, Life Skills, Gender Sensitivity</i>) | 1-2 Programmes | 3 Marks | <ul style="list-style-type: none">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/organized in the last two years | 1-2 Programmes | 3 Marks | <ul style="list-style-type: none">Report(s) of the Career Counselling Sessions or Career fairs conducted/organizedScanned 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 | <ul style="list-style-type: none">List of students with special needs counselled along with a report of Counselling Session(s) |
| 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">Result of last three years in Board/School Examination |
| | | 70% - 79% | 3 marks | |
| | | 80% - 89% | 4 marks | |
| | | 90% - 100% | 5 marks | |

Specific criteria in case of Vocational Education Teacher

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|---|--|------------------------------|---------|---|
| 1 | Industrial exposures/short term training programmes conducted/organised by the teacher for students in the last five years | One or more | 5 marks | • Report of the field visit or training programme(s) conducted/organised 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 |
| 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 | |

Specific criteria in case of a School Librarian

| | | | | |
|---|--|--|---------|---|
| 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 | 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 | |

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| | 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 | Extraordinary Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined) | 5 marks | |
| 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 Resource Person 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, 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 | • 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: a. Mentoring of Colleagues/ fellow teachers b. Interpersonal skills and abilities c. Effective Management of allocated resources d. Professional Knowledge and Understanding e. Strategic Vision | 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 professional skills and actions 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 | |
| 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 | |

Specific criteria in case of Principal



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| 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 life skills of the students | • 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 students, orientation programmes for |
| | | Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined) | 4 marks | |



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| <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>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.)</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">• Aims and objectives to be achieved• Observable/measurable learning outcomes indicating the mastery of course content within the curriculum by the students• Content framework – description of major topics/sub topics to be taught in different subjects matching the learning outcomes• Strategies for curriculum transaction (Use of pedagogy)• Assessment strategies• Strategy for monitoring the effectiveness of the plan• Strategy for the review of the | Max. Marks 5 | <ul style="list-style-type: none">• Copy of Annual Curriculum Plan for the whole school• SOP for the monitoring / reviewing of ACP |
|---|---|--|-----------------|---|



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केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

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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 | • Scanned copies of Letters or communication received from CBSE or any other relevant document |
| | | 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) | • 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 |
| 6 | Pass Percentage of students in Board/School Examinations in the last three years | Average of last three years: | | • Result of last three years in Board/School Examinations |
| | | 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, Middle level Teachers, School Counsellors, Special Educators and School Librarians | | | | |
| 1 | Experience related to Board | Upto 5 times | 2 marks | • Scanned copies of |

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फोन/Telephone: 011-23212603 वेबसाइट/Website : <http://www.cbseacademic.nic.in> ई-मेल/e-mail: <mailto:directoracad.cbse@nic.in>





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| 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> | 6-10 times | 3 marks | Letters or written communication received from CBSE |
| | More than 10 times | 5 marks | |

Specific Criteria in case of all applicants

| | | | | |
|---|--|---|--------------|---|
| 1 | Promotion of nation building and national integration | Marks will be calculated 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 impactPhotographs 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 calculated 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 impactPhotographs of the activities conducted |



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|--------------------------|---|--|--------------|---|
| 3 | Organization of extra and co-curricular activities | Marks will be calculated 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 impactPhotographs of the activities conducted |
| 4 | Any other significant achievement in the field of school education not mentioned above | 1 achievement | 3 marks | <ul style="list-style-type: none">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.

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- 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/Manager 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.*



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