



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



CBSE/DIR(ACAD)/2023

Date: 04 July, 2023 Circular No. Acad-77/2023

All Heads and Teachers of Schools affiliated to CBSE

Subject: Self Nominations for the National Awards to Teachers 2022-23.

The Ministry of Education, Government of India bestows National Awards to Teachers to celebrate the unique contribution of outstanding teachers in the country. The Ministry has sought six nominations from private independent schools affiliated to CBSE. CBSE, thus, invites selfnominations from the interested and eligible teachers and principals from its private independent schools. The list of six shortlisted candidates will be forwarded to the Ministry for consideration.

Eligibility

- Teachers having completed at least 10 years of regular service as a teacher in school(s) affiliated to recognized Board of school education by 31st March 2023.
- Principals having completed 10 years of regular service as a teacher and 5 years as a Principal in CBSE affiliated school(s) by 31st March 2023.
- Teachers or Principals retired on or after 31st March 2023 may also apply.
- Principals cannot apply in the category of teachers.
- An applicant can apply under only one category.

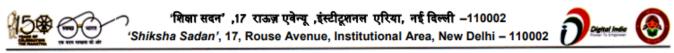
General and Specific criteria for selecting nominations is attached as Annexure 'A'.

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:

https://cbseit.in/cbse/2023/tchawrd/Instruction.aspx

- 2. All applicants shall apply directly on or before *12th July 2023* and submit the following along with the application:
 - a. An undertaking stating that all the particulars submitted are correct and copies of documents uploaded are genuine.
 - b. Recommendation Letters including continuous and regular Service and vigilance clearance furnished by the Manager of school after the 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).
 - c. Certificates/degrees and mark statements of Class 10/11/12/Equivalent (indicating date of Birth); Graduation; Post Graduation and NTT/ETE/B. El. Ed./B.Ed./Others.
 - d. Class Result in Board/School;







-2-

Selection Procedure

From the final merit list, 24 top scorers will be shortlisted based on experience, age, higher qualification, and percentages in qualifying exams etc. If there is 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. *It's important for applicants to have their documents ready in a format that's easy to upload.* All documents must be signed by the applicant and verified by the Head of the school in case of a teacher and by the Manager of the School in case of a principal.

National Level Scrutiny Committee after further shortlisting will invite applicants for an interactive session to decide final six nominations.

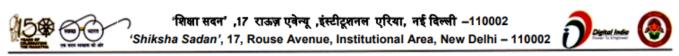
All school heads are requested to widely publicize the information to all the concerned teachers. It is reiterated that the complete information as desired may be uploaded on the portal on or before the last date and there will be no extension of last date as the Ministry needs nominations at the earliest.

Dr. Joseph Emmanuel Director (Academics)

Encl: Annexure A

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

- 1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
- 2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
- 3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
- 4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001
- 5. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odhisha-751005
- 6. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
- 7. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
- 8. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
- 9. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar -791 111
- 10. The Director of Education, Govt. of A&N Islands, Port Blair 744101





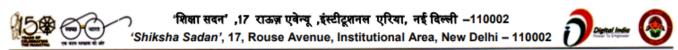
(शिक्षा मंत्रालय. भारत सरकार के अधीन एक स्वायत्त संगठन)



CENTRAL BOARD OF SECONDARY EDUCATION (An Autonomous Organisation Under the Ministry of Education, Govt. of India)

- 11. The Director of School Education, Ladakh, Room No.101-102, Ground Floor, Council Secretariat, Kurbathang, Kargil Ladakh
- 12. The Director of School Education, Andhra Pradesh, 3rd Floor, B block, Anjaneya Towers, VTPS Rd, Bhimaraju Gutta, Ibrahimpatnam, Andhra Pradesh 521 456
- 13. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector -3, Rohini, Delhi
- 14. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
- 15. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
- 16. DS to Chairperson, CBSE
- 17. Secretary/ Controller of Examinations/ All Directors, CBSE
- 18. 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
- 19. All Joint Secretary/ Deputy Secretary/ Under Secretary/ Assistant Secretary, CBSE
- 20. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
- 21. In charge IT Unit with the request to put this Circular on the CBSE Academic Website
- 22. In-Charge, Library
- 23. Record File

Director (Academics)







(शिक्षा मंत्रालय. भारत सरकार के अधीन एक स्वायत संगठन)





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

Annexure A

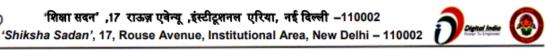
SELECTION CRITERIA

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.

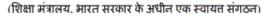
I. GENERAL CRITERIA

S. No.	Area	Description and weig	htage	Evidences/ Supporting documents to be uploaded	
1	Qualifications	Mark s			
	a. Academic Qualification Class XI / XII/ Graduation/ Post Graduation	55%-60% marks	2	Scanned attested copy of mark sheets, qualifying	
	<i>Note:</i> Give information as per the guidelines laid down by the Board in its Affiliation Bye	61%- 65% marks 66%- 70% marks 71% and above	3 4 5	degrees	
	Laws/NCTE.b. Professional Qualifications (as per the requirement of the post eg. ETE/B.El.Ed./B.Ed./ others)	55% - 60% marks 61% - 65% marks 66% - 70% marks 71% and above	2 3 4 5		
2	Scholarly Contributions a) Educational articles / contributions in	1 contribution	2	List of articles along with	
	journals (with ISSN) etc. (print/online) published at national / international level	2-3 contributions	3	a copy of the articles written in the last ten	
Note	in the last ten years Note: Articles/ contributions in school/college magazines, newspapers/newsmagazines will	4-5 contributions	4	 years Copy of the page(s) of the publication depicting 	
	not be considered.	Above 5 contributions	5	your contribution	
	b) Editing/ Reviewing/ Contribution in books (with ISBN) / textbooks relevant to	1 book/textbook	2	• List of the book(s) / textbook(s)	
	school education at state / national / international level (NCERT, SCERT, or	2-5 books/ textbooks	3	• Scanned copy of cover page and	
	any other Govt. organization) in the last ten years	More than 5 books/textbooks	5	acknowledgement page of the book(s)/ textbook(s)	
				 Letter(s) of appreciation, if received Any, other supporting 	
				• Any other supporting document	
	c) Functional Research/Action Research conducted (other than M. Phil / Ph. D) in the last ten years	1 - 2 research studies	2	• List of Studies conducted along with their abstract paper, procedure,	
	Note: Research study may be on such	3 - 4 research studies	3	findings and its impact on	
	topics/areas which are of relevance to school	More than 4 research	5	the performance of the	



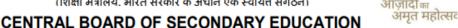






(An Autonomous Organisation Under the Ministry of Education, Govt. of India)







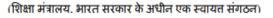
studies *education / help in effective teaching learning* students duly attested by in the classroom / effective assessment the Head of the school procedures. The study must have resulted in visible improvement in the performance of students. d) Curriculum Development Work done for 1 -2 3 Brief description of work Note: The work done for years done in the last ten years CBSE/NCERT/SCERT/ Work done for 3 -4 **Directorates** 4 of Acknowledgement/Appre Education/ State School Boards by the years ciation Letter(s) received applicant in the last ten years will be Work done for 4 years 5 from the respective considered or more organization(s) 3 Mentoring Colleagues / Fellow Teachers Expert Panelist/ Resource Person in seminars, 3 1-5 • List of activities along symposiums, conferences, workshops activities/programmes with their brief description organized by Sahodaya School Complex(es) / 6-10 4 activities/ • Scanned copies NCERT/ SCERT/ KVS/ State Directorates of programmes Certificates / Appreciation Education /NVS/CBSE /CBSE Centres of More than 10 activities/ 5 Letters received from the Excellence during the last ten years programmes organizing body/ bodies 4 Continuous participation in Personal 1-3 Prof. Dev. 2 • List of activities along Professional Development Activities in the Activities with their brief description 3 last ten years 4-6 Prof. Dev. • Scanned copies of Note: The applicant must have attended the Activities participation Certificates Capacity Building Programmes / Workshop / 7-10 Prof. Dev. 4 Refresher Courses / Short academic courses, Activities etc. from reputed or State / Centre Govt. More than 10 Prof. Dev. 5 recognized Agencies/Organizations, orActivities through MOOCS (inclusive of SWAYAM), or through State/Centre Govt. agencies. Contributions to Community / Community 2 activities 5 1 1-• Brief write up along with Development Activities through school or 3 - 4 activities 2 list activities the of individually during the last ten years 5-6 activities 3 undertaken (Activities/ projects/ programmes like Photographs 7-8 activities 4 preserving environment, preserving culture • Certificates/ Appreciation More than 8 activities 5 and heritage, saving girl child, cleanliness Letters received, if any 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)* 01 6 Active Membership / Leadership Position in Membership of 2 • Copy of membership letter Educational Professional **Bodies** body/organization or card Organizations at local / regional / national / Membership of 2-3 3 international level bodies/ organizations Note: This may be inclusive of membership of Membership of 4-5 4 electronic discussion forums related to bodies/ organizations teaching/education. Membership of more 5 5 bodies/ than organizations



'शिक्षा सदन' ,17 राऊज़ एवेन्यू ,इंस्टीटूशनल एरिया, नई दिल्ली –110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002









CENTRAL BOARD OF SECONDARY EDUCATION (An Autonomous Organisation Under the Ministry of Education, Govt. of India)

7	Honours received during the last ten years	Honour(s) received	2	• List of Honours
	from District/State/National Govt. body or	from Local level		• Scanned copies of
	any Govt. recognized	organization		Certificates or other
	body/bodies/International Body(bodies)	Honour(s) received	3	relevant documents
	(International Level Body can be any UN	from State level		
	Body/Reputed University/ Department owned	organization		
	by the Govt. of any other country)	Honour(s) received	4	
	Note: Score will be awarded as per the	from National level		
	highest level of the honour.	organization		
		Honour(s) received	5	
		from international level		
		organization		
8	Student Development / Welfare Activities	1-2 activities	2	• Brief write up of activities
	inclusive of activities for special children			along with supporting
	taken up during the last ten years	3-5 activities	3	photographs and other
		More than 5 activities	5	relevant documents
			-	
9	NSS/ NCC / Scouts & Guides activity/any	Any one activity	5	• Scanned copies of the
	other activity equivalent to NSS/NCC/Scouts			activities undertaken along
	& Guides recognized by the local govt. taken			with photographs
	up by the students under the guidance of the			
	teacher			
10	Annual Performance Appraisal Reports/other	Maximum marks 10		Annual Performance
	Performance Appraisal Report of last 5 years	• 2 marks for outstand	ling per	Appraisal Reports of last 5
		year	P P P	years
		• 1 mark for very good per year		

II. SPECIFIC CRITERIA

S. No.	Area	Description and wei	ghtage	Evidences to be enclosed
Specific	Criteria in case of applicants in all co			ucators and School Librarians
	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 o Experiential, inquiry/discovery- based teaching learning practices	Good Performance (Performance is sound and reliable in at least half of the parameters defined) Excellent Performance (Performance is sound and reliable in most of the parameters defined) Extraordinary Performance (Performance is sound and reliable in almost all the parameters defined)		 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 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 digleases are each of two differents have to upload a YouTube link of two the lesson plans as evidence.



) 'शिक्षा सदन',17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली –110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





(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)



	 Arts/sports/story telling integrated teaching learning practices Peer tutoring Teaching aids prepared and used to make teaching learning more interesting Use of mass media Assessment mechanisms adopted Integration of values education, life skills education, environmental education in daily teaching Special attention and assistance given to gifted and weaker students 			 videos of 30 minutes each of actual classroom teaching on different topics along with the lesson plans as evidence. List and samples 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 objectives and marking scheme. Scanned copies of result in Board/School Examination of last five years. Inventory of the teaching/instructional material/aid(s) prepared and used giving: 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
2	Children identified for whom	One or more	5 marks	prepared and usedDuly certified list of students
	remedial measures needed and action taken and maintenance of longitudinal record of their development			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
Specif	fic criteria in case of Primary Teache			
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	 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



) 'शिक्षा सदन' ,17 राऊज़ एवेन्यू ,इंस्टीट्रशनल एरिया, नई दिल्ली –110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





(शिक्षा मंत्रालय. भारत सरकार के अधीन एक स्वायत संगठन)



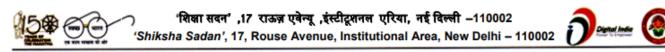
CENTRAL BOARD OF SECONDARY EDUCATION

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

2	Efforts for making the young learners competent in doing meaningful reading and writing and developing basic understanding and competencies related to numeracy and its related concepts	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized	Max. Marks 5	 List of Activities conducted giving a brief account of each activity, along with its impact Photographs of the activities conducted, if any
3 Speci	Pass Percentage of the class of teacher for the last three years	Average of last three years: 70% - 79% 80% - 89% 90% - 100% her (Middle, Secondary and	marks 3 4 5 Senior Seco	Result of last three years in School Examination
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	 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 in the school.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to promote the language being taught in the school.	Max. Marks 5	 List of Activities conducted giving 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 Achievement by 3 - 5 students Achievement by more than 5 students	3 marks 4 marks 5 marks	 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
4	Pass Percentage of the class of teacher for the last three years	Average of last three years: 70% - 79% 80% -89% 90% - 100%	3 marks 4 marks 5 marks	Result of last three years in Board/School Examination ddle, Sec. & Sr. Sec. Level), Social

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	Marks will be awarded	Max.	• List of Activities conducted
	curiosity of students in Science/	on the basis of number,	Marks 5	giving a brief account of each
	Mathematics/ Social Science/	scale and impact of		activity, students for whom the
	Commerce subject being taught /	activities conducted or		





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

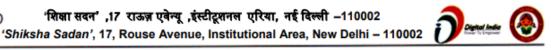


(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



	Humanities subject being taught.	organized to create interest and curiosity of students in the subject.		 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/	Achievement by 1-2 students	3 marks	• Evidences of achievements (certificate/appreciation
	Social Science/ Commerce subject/ Humanities subject being taught at	Achievement by 3-5 students	4	<i>letter/brief write up/</i> <i>photographs</i>) of students and brief description of teacher's
	State/ National / International level under the guidance of the teacher.	Achievement by more than 5 students	5	role in their achievement.
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:	marks	• Result of last three years in Board / School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	-
Specifi	ic Criteria in case of IT Teacher (Secon	idary and Senior Secondary	v Level)	
1	Efforts to enhance student learning by integrating technology into school curriculum especially	Marks will be awarded on the basis of number, scale, impact of efforts	Max. Marks 5	 Brief description of efforts taken along with their impact Lesson plans of any two
	teaching of subjects.	taken or activities undertaken to integrate technology in school curriculum esp. teaching		subjects (one per subject) depicting the use of technology
		of subjects. Use of latest technology by the teacher will also be considered.		
2	Any significant achievement by	Achievement by 1-2	3	• Evidences of achievements
	student(s) in the field of IT under	students		(certificate/appreciation letter/brief write up/
	the guidance of the teacher	Achievement by 3-5 students	4	<i>photographs</i>) of students and brief description of teacher's
		Achievement by more than 5 students	5	role in their achievement.
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:	marks	• Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
Specifi	ic Criteria in case of Physical Educatio	n Teacher (Secondary and	Senior Seco	ndary Level)
1	Number of student trained for	1-2 students	3	• Relevant Evidences of
	representing school at District/State/National level	3-5 students	4	 students' representation at different levels/ participation certificate(s) duly attested by the Head of the school
	games/sports competitions/activities by teacher	More than 5 students	5	
2	Specialsports/games/physical activities organized fordifferently abled students	Any number	5 marks	• Brief write up of special sports/ games/physical activities organized for differently abled







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

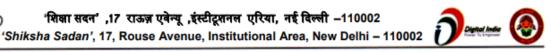


(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



				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:	marks	Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	-
		90% - 100%	5	_
Spe	cific criteria in case of Music and Dan	ce Teacher		
1	Workshops/demonstrations/lecturespromotingdance/music	1-3 activities	3	• List of lectures/ workshops duly attested by the head of the
	among students and other stakeholders	4 - 6 activities	4	schoolScanned copy of appreciation
		More than 6 activities	5	letter and photographs of the event(s)
2	Honours or recognition won by students in music/dance	1-2 honours	3	• List of honours won by students along with a brief
	competitions at local/state/	3-5 honours	4	write up
	national/international level under the guidance of the teacher	More than 5 honours	5	• Scanned copy/copies of participation certificate(s)
3	Any other specific or relevant	1 contribution	3	Relevant Evidence
	contribution in the field of Music/Dance	2 contributions	4	
		More than 3 contributions	5	
4	Pass Percentage of the class of	Average of last 3 years:	marks	• Result of last three years in
	teacher for the last three years	70% - 79%	3	Board/School Examination
		80% - 89%	4	
		90% - 100%	5	
Spe	cific criteria in case of Fine Arts Teach	er		·
1	Lectures or workshops conducted	1-3 activities	3	• List of lectures/ workshops duly
	or organized by the teacher for			attested by the head of the
	promoting fine arts among students	4-6 activities	4	school
	and other stakeholders	More than 6 activities	5	• Scanned photographs of the event(s)
2	Artistic Productions/Publications	1-2 Productions/ Publications	3	• Scanned photographs of the production/cover page of the
		3-4 Productions/ Publications	4	publication along with a brief write up
		More than 4 Productions/ Publications	5	
3	Exhibition(s) of own art work or the work of the students at local,	1-2 exhibitions	4	 Appreciation Letter(s) Report(s) of the exhibition
	state, national or international level	More than 2 exhibitions	5	







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

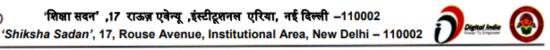
CENTRAL BOARD OF SECONDARY EDUCATION

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



4	Honours won by the students representing school in different art	1-2 honours	3	• List of honours won by students along with a brief write up
	competitions at local/state/ national	3-5 honours	4	• Scanned copy/copies of participation certificate(s)
	/international level under the guidance of the teacher	More than 5 honours	5	
5	Pass Percentage of the class of teacher for the last three years	Average of last three years:	mark	Result of last three years in Board/School Examination
		79% - 79%	3	-
		80% - 89%	4	-
		90% - 100%	5	-
Spec	ific criteria in case of Special Educato	r		
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	 Scanned copies of work done with the students Appreciation letter(s) received, if any Brief write up of the efforts taken
2	Number of teachers/ parents and	5-10 teachers/parents	1	• Report(s) of Sensitization
	other stakeholders sensitized on the needs of the students with	11-15 teachers/parents	2	 Sessions conducted along with photographs Second conducted along with
	disabilities in the past two years	16-20 teachers/ parents	3	Scanned copy/copies of appreciation letter(s)/ certificates
		21-25 teachers/parents	4	-
		More than 25 teachers/parents	5	_
3	Innovative approaches/practices adopted for teaching students with	1 practice	3	List of innovative practices / approaches with relevant
	special needs	2 practices	4	 documents supporting the claim You tube link of 30 minutes
		More than 2 practices	5	video of teaching special students
4	Pass Percentage of the students who have been taught by the	Average of last three years:	marks	Result of last three years in Board/School Examination
	Special Educator in the last three	70% - 79%	3	
	years	80% - 89%	4	
		90% - 100%	5	-
Spec	ific criteria in case of School Counsel	lor	•	
	Counselling Sessions conducted		Marks	
	a. Number of students counselled	50 Students	2	• List of number of students
	during the last two years along with follow up sessions with the	51-70 Students	3	 counselled along with the details of their problem, sessions conducted along with follow up
	students/parents/teachers	71 – 90 Students	4	and interaction with other
	(curricular and co-curricular teachers)/peer group	More than 90 Students	5	stakeholders.







(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)

	b. Number of Group Counselling	1-5 Sessions	1	• List of Group Counselling
	Sessions (apart from classroom	6-10 Sessions	2	Sessions conducted
	periods) conducted in the last two	11-15 Sessions	3	• 30 mins to 1 hour Video of individual or group counseling session
	years			
		16-20 Sessions	4	
		More than 20 Sessions	5	
2	Adolescent Education Programmes	1-2 Programmes	3	• Report(s) of the Programme(s)
	conducted by self or sensitization	3-4 Programmes	4	• Scanned photographs
	programmes conducted by self for adolescents in the last two years			
	(with special focus on Growing up	More than 4 Programmes	5	
	issues, Prevention of substance			
	abuse, HIV and AIDS Awareness,			
	Life Skills, Gender Sensitivity)			
3	Number of Career Counselling	1-2 Programmes	3	• Report(s) of the Career
	Sessions/ Career Fairs conducted in	2.4.5		Counselling Sessions or Career fairs conducted
	the last two years	3-4 Programmes	4	• Scanned photographs of Career
		More than 4 Programmes	5	Fairs
4				
4	Number of students with special needs counselled in the last two	Any number	5	• List of students with special needs counselled along with a
	years			report of Counselling Session(s)
5	Pass Percentage of the students	Average of last three		• Result of last three years in
	who have been counselled by the	years:		Board/School Examination
	School Counselor in the last three	70% - 79%	3	
	years	80% - 89%	4	-
		90% - 100%	5	-
Specif	ic criteria in case of Vocational Educ	ation Teacher (Secondary a	und Senior Se	condary Level)
1	Industrial exposures/short term	One or more	5 marks	• Report of the field visit or
	trainingprogrammes conducted/			training programme(s)
	organised by the teacher for			conducted along with scanned
	students in the last five years			photographs
2	Establishment of linkages with	Any number	5 marks	• Scanned copy of
	industry by the teacher for the benefit of the students			communication with the industry or any other relevant
	benefit of the students			evidence
3	Number of students working in the	Any number	5 marks	• Evidence reflecting the
	industry after having vocational			placement of students in the industry duly verified by the
	education under the guidance of the teacher			industry duly verified by the Head of the school
4	Pass Percentage of the class of	Average of last three		• Result of last three years in
т 	teacher for the last three years	years:		Board/School Examination
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	
		2070 - 10070	Jinarks	



) 'शिक्षा सदन',17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली –110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





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)

Specific criteria in case of a School Librarian

1	The performance of a School	Good Performance	3 marks	Relevant documents and
	Librarian will be assessed on the	(Performance is sound		evidences or share such
	following parameters:	and reliable in at least		examples which clearly reflect
	a. Promotion of effective usage	half of the areas of		the performance of the librarian
	of library resources by	responsibility and		on the defined parameters duly
	students and teachers	parameters defined)		verified by the Head of the School.
	b. Fostering good reading	Excellent Performance	4 marks	
	habits/lifelong reading habits		+ marks	
	among students	(Performance is sound		
	c. Effective integration of	and reliable in most of		
	library services with the	the areas of		
	curricula	responsibility and		
	d. Exemplary usage of	parameters defined)		
	technology tools in the	Extraordinary	5 marks	
	library	Performance		
	e. Role played in establishing	(Performance is		
	effective teaching learning environment in the school	remarkably noticeable,		
	f. Steps taken for the	superior in almost all the		
	improvement of the school	•		
	library	areas of responsibility		
	g. Making school library	and parameters defined)		
	accessible to parents and			
	community			
Specif	ic criteria in case of a Resource Perso	on for CBSE Capacity Build	ling Program	mmes
1				
1	Resource Person for CBSE	Positive Feedback by	3 marks	Consolidated feedback report
1	Resource Person for CBSE Capacity Building Programmes	Positive Feedback by 75% Participants in all	3 marks	-
1	Capacity Building Programmes	•	3 marks	about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource	75% Participants in all the CBPs taken		-
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis	75% Participants in all the CBPs taken Positive Feedback by		about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This	75%Participants in all the CBPs takenPositiveFeedbackby80%Participants in all		about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken	4 marks	about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by		about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned	 75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants 	4 marks	about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by	4 marks	about the performance of the
1	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE.	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks	about the performance of the RP by the concerned COE
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE.	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE.	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE.	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues;	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment,	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any innovative training solution or	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	about the performance of the RP by the concerned COE • Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any innovative training solution or programme; follow up	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any innovative training solution or	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	 about the performance of the RP by the concerned COE Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any innovative training solution or programme; follow up	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	about the performance of the RP by the concerned COE • Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. 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	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	about the performance of the RP by the concerned COE • Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs
	Capacity Building Programmes Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the Concerned COE. Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. 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.)	75% Participants in all the CBPs taken Positive Feedback by 80% Participants in all the CBPs taken Positive Feedback by almost all the participants in all the CBPs taken Any appropriate and	4 marks 5 marks	Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs



) 'शिक्षा सदन' ,17 राऊज़ एवेन्यू ,इंस्टीटूशनल एरिया, नई दिल्ली –110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002









CENTRAL BOARD OF SECONDARY EDUCATION (An Autonomous Organisation Under the Ministry of Education, Govt. of India)

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 (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined) Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined) Extraordinary Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)	3 marks 4 marks 5 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.
2	Pass Percentage of the class of teacher for the last three years	Average of last three years: 70% - 79% 80% - 89% 90% - 100%	3 marks 4 marks 5 marks	• Result of last three years in Board/School Examination
Specifi	c criteria in case of Principal			
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) Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined) 	4 marks 7 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 parents, reports of activities/projects undertaken, school safety policy, school policy for CWSN, copies of



) 'शिक्षा सदन',17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली –110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





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

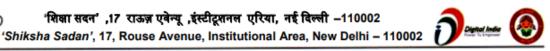
CENTRAL BOARD OF SECONDARY EDUCATION



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

	 d. Opportunities provided to teachers to get upskilled in latest pedagogy 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. Efforts for promotion of skill education among students j. Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders k. Work done for the achievement of vision and mission of school l. Project(s) undertaken at school level in the last ten years for the achievement of the school m. Measures taken by the principal to ensure safety of children in school n. Initiatives to provide barrier free access in terms of physical environment, curriculum, 	Outstanding Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)	10 marks	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.)
	teaching and assessment to students with disabilities			
2	Preparation of Annual Curriculum Plan (ACP) for the whole school by the principal	 The following parameters will be considered while assessing the annual curriculum plan: Aims and objectives to be achieved Observable/measurab le learning outcomes indicating the mastery of course content within the curriculum by the students 	Max. Marks 5	 Copy of Annual Curriculum Plan for the whole school SOP for the monitoring / reviewing of ACP







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

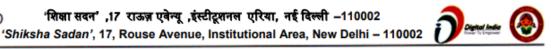


(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



			1	
		 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 plan in the light of the needs		
		of the students		
3	School as venue for CBSE	1-2 activities	2 marks	• Scanned copies of Letters or
	Examinations (X, XII, other			communication received from
	<i>competitive exams)</i> and Academic Activities (<i>like Science Exhibition</i> ,	3-5 activities	3 marks	CBSE or any other relevant document
	<i>CBPs, Heritage India Quiz, etc.)</i> under the leadership of applicant	6-8 activities	4 marks	
	principal (details of last ten years)	More than 8 activities	5 marks	1
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	Average of last three		• Result of last three years in
	Board/School Examinations in the	years:		Board/School Examinations
	last three years	70% - 79%	3 marks	
		80% - 89%	4 marks	
1		90% - 100%	5 marks	







(शिक्षा मंत्रालय. भारत सरकार के अधीन एक स्वायत संगठन)



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



- •	ic Criteria for all categories except ies, Primary Teachers, School Couns			
1	Experience related to Board Examinations conducted by CBSE (as City Coordinator, Centre Supdt., CNS, Head Examiner, Evaluator/Coordinator) Note: The experience of invigilators shall not be considered. The experience related with Board Examinations conducted by CBSE will only be considered.	Upto 5 times 6-10 times More than 10 times	2 marks 3 marks 5 marks	• Scanned copies of Letters or written communication received from CBSE
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	 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	 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	 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 <i>significant achievement</i> in the field of school education not mentioned above	1 achievement2 achievementsMorethan2 achievements	3 marks 4 marks 5 marks	Relevant evidence

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.*

