

Name of the Applicant: _____

8. SERVICE RECORD (REGULAR SERVICE IN AEES ONLY)

Name & Address of the School	Designation	Service Duration			Subjects Taught	Any other responsibilities discharged
		From dd-mm-yy	To dd-mm-yy	Total (yy,mm)		

Experience in	Teaching	Administrative	Others	Total Experience
No. of years & months	Years: _____ Months: _____	Years: _____ Months: _____	Years: _____ Months: _____	Years: _____ Months: _____

PART - B

9. What has been the result for the past 5 years in the Board/final examination (Vice Principals, Principals/HM)

For Principal and Vice Principal, the board results of X and XII and for HM the result of V standard

Class	Year	No. of students appeared	Result (without compartment)	Excellence Index	Quality Index	Remark
X / V (V in case of HM)						
XII						

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10. Mention special attention and assistance given to reduce the no. of detainees and enhance the performance of

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Gifted Students		
2.	Weak students		
3.	Students with special needs		

11. Any innovative Practice / experimentation undertaken for greater impact of (attach proof)

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Workshops seminar organized or participated at state/national level		
2.	Workshops seminar organized in AEES level or participated for CCE related activities		
3.	Innovative methodology used for implementing CCE skills		
4.	Use of software/technology for CCE activities		
5.	Career guidance and counseling undertaken		
6.	Development of innovation of teaching aids / Self-prepared models		
7.	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.		
8.	Lecture given through ASTER		

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12. Record of In-service training programmes, workshops etc. attended as Participant/Resource Person/ Coordinator/Organizer.

S. No.	Year	Name of the Course	Duration (Days)	Organized by	In the Capacity of participant/ Resource Person etc.	Remarks

13. Mention your specific contribution in the following activities supported by documents and verified by LMC chairman/Principal towards:

S. No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service		
2.	Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)		
3.	Contribution to AEES/LMC management in academic/ administration		
4.	Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature		
5.	Any other innovative work which attributes to the welfare of students or Educational Management		
6.	Special contribution to policy making/Academic/ Management/In-charge of AEES committees etc./ special coaching for elite/weaker students		
7.	Is he/she taking regular classes in his/her subject/ for the students as per AEES norms.		

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14. Recognition / Award / Prize received at the National / State / AEES / District / Centre level by the teacher:

a) for self

b) for the students under the guidance of the Principal/VP/HM

Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Award received by self/student	Remark

15. Has any article related to the field of education been written and published in any newspaper / magazine / journal or has any text-book been written and published? if yes, give details.

S. No.	Name of the Article/Textbook	Name of the Newspaper/ Magazine/ Journal/ Publisher	Year of Publication	Remarks

16. Details of the trophies received by the school for the previous year and given in the award year.

S. No.	Name of the Trophy	Trophy for School/College	Name of the School/College for which trophy was received	Remarks

17. Any other significant achievement / contribution not mentioned above. (Attach extra sheet if necessary)

Date:

Signature of Applicant

Place:

Name of the Applicant: _____

PART – C (General Attributes)

Remarks about the Principal/Vice Principal/HM based on the Assessment by her / his superiors on five point scale viz. Outstanding / Very Good / Good /Satisfactory/Poor

S. No	Particulars	Brief assessment by the Chairman, LMC for Principal / by Principal for VP/HM (attach extra sheet, if required)	Graded as
1.	<u>Leadership Quality</u> Quality of Leadership provided to the staff (Inspiration, motivation) Guidance provided to the teachers in professional development and whether he/she encourages the teachers as well as students for experiments / innovation?		
2.	<u>Organising Capabilities</u> Organizing ability including Annual day, Sports day, Celebration of important days, Clubs (nature, science, reader), value based education etc. Promotion of club activities and exhibition		
3.	<u>Infrastructure Maintenance</u> Does the Principal/VP/HM take interest in maintenance of the infrastructure, beautification of the campus and cleanliness?		
4.	<u>Working Relationship</u> The level of working relationship of Principal/VP/HM with his fellow – Staff, Students, Parents and other stake holders?		
5.	<u>Quality Education</u> Has the Principal/VP/HM introduced any innovative ideas for raising the Quality of education in the school through CCE or any other method		

IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED IN PART-A TO PART-C HAVE BEEN CHECKED AND FOUND CORRECT.

RECOMMENDATION OF THE CHAIRMAN, LMC:

SIGNATURE OF THE CHAIRMAN, LMC

PART-D

Supporting documents for Part-D, wherever applicable, should be submitted by the individual and the marks will be awarded by the School/Centre level Committee

Contribution by **Principal/Vice-Principal/HM)****(40 Marks)**

S. No.	Parameter	Particulars of Parameters		Marks to be allotted	Marks awarded
		For schools up to 10 th standard (Result of 10 th alone)	For schools/college up to 12 th std. (Result of 10 th & 12 th combined)		
1.	Result (@) (X/XII in case of Principal and VP, class V in case of HM) [Part-B S. No.(9)] <i>(For Remote centres: 90% in place of 95% and 80% in place of 90%)</i>	If the result is above 95% in last five years	If the result is above 90% in all five years	05	____ out of 5
		If the result is above 95% in 4 yrs. out of last 5 years	If the result is above 90% in 4 yrs. out of last 5 years	04	
		If the result is above 95% in 3 yrs. out of last 5 years	If the result is above 90% in 3 yrs. out of last 5 years	03	
		If the result is above 95% in 2 yrs. out of last 5 years	If the result is above 90% in 2 yrs. out of last 5 years	02	
		If the result is above 95% in 1 yr. out of last 5 years	If the result is above 90% in 1 yr. out of last 5 years	01	
		If the result is below 95% in all five years	If the result is below 90% in all five years	00	
2.	Excellence Index (EI) (@) EI is the percentage of students scored first class (60% and above) in the final examination [Part-B S. No.(9)] <i>(For Remote centres: 65% in place of 75% and 55% in place of 60%)</i>	If the EI is above 75% in last five years	If the EI is above 60% in last five years	05	____ out of 5
		If the EI is above 75% in four out of last five years	If the EI is above 60% in four out of last five years	04	
		If the EI is above 75% in three out of last five years	If the EI is above 60% in three out of last five years	03	
		If the EI is above 75% in two out of last five years	If the EI is above 60% in two out of last five years	02	
		If the EI is above 75% in one out of last five years	If the EI is above 60% in one out of last five years	01	
		If the EI is less than 75% in all five years	If the EI is less than 60% in all five years	00	
3.	Quality Index (QI) (@) QI is the weighted average of the students appeared in the final examination based on ranges. [Part-B S. No.(9)] <i>(For Remote centres: 6.5 in place of 7.5 and 5.5 in place of 6.0)</i>	If the QI is above 7.5 in last five years	If the QI is above 6.0 in last five years	05	____ out of 5
		If the QI is above 7.5 in four out of last five years	If the QI is above 6.0 in four out of last five years	04	
		If the QI is above 7.5 in three out of last five years	If the QI is above 6.0 in three out of last five years	03	
		If the QI is above 7.5 in two out of last five years	If the QI is above 6.0 in two out of last five years	02	
		If the QI is above 7.5 in one out of last five years	If the QI is above 6.0 in one out of last five years	01	
		If the QI is less than 7.5 in all five years	If the QI is less than 6.0 in all five years	00	
4.	Innovative Methods adopted in Teaching [Part-B S. No.(10) & (11)]	Special attention/projects developed for gifted/weak children with special needs		04	Total: ____/20
		Workshops or seminars organized/participated at National/State level		03	
		Workshops or seminars organized / participated for CCE related activities		03	____ out of 10
		Any innovative methodology adopted/used for implementing CCE skills		03	
		Career guidance and counseling undertaken at school/college level		02	
		Use of software/technology for the implementation of CCE activities		03	
					Calculation: (Total/2)

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		Development and innovation of teaching aids	02		
5.	Use of Technology/Aid [Part-B S. No.(10.7) & 10.8)]	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.	02	____ out of 4	
		Lecture given through ASTER	02		
6.	Professional Advancement [Part-A S. No.(7)]	Higher education acquired to benefit the professional/ teaching competence		____ out of 4	
		Category	Degree		Marks
		Principal/ Vice- principal	Ph.D/M.Phil		02
			M.Ed/M.S or MBA or equivalent in Edn. Management		02
		HM	Ph.D/M.Phil/ PG in same subject		02
M.Ed/M.S or MBA or equivalent in Edn. Management	02				
7.	Training Programme (During service period in AEES) [Part-B S. No.(12)]	Participation in training programmes or worked as resource person at National/State/AEES Level thrice or more	03	____ out of 3	
		Participation in training programmes or worked as resource person at National/State/AEES Level twice times it may include one such program at centre level/District/Zone level	02		
		Participation in training programmes or worked as resource person at National/State/AEES Level for once it may include one such program at centre level/District/Zone level	01		
		Not participated in any training programme	00		
8.	Personal Contribution (#) [Part-B S. No.(13) (1-5)]	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	04	Total: ____/16	
		Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)	04		____ out of 4
		Contribution to school management in academic/ administration	03		
		Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature	03	Calculation: (Total/4)	
		Any other innovative work which attributes to the welfare of students or Educational Management	02		
TOTAL MARKS (out of 40)					

RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

Name of the Applicant: _____

PART-E (EVALUATION BY CLUSTER COMMITTEE)

Contribution by **Principal/Vice-Principal/HM**

(30 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Marks awarded
1.	Previous recognition [Part-B S. No.(14)]	National level (Govt. of India or any international NGO award including innovation and Experimentation award & ICT award by NCERT)	05	____ out of 5
		State level (including innovation and Experimentation award & ICT award by SCERT or equivalent)	03	
		Region/Centre level/District level/ Local bodies / NGOs	02	
2.	Publication (During the service period in AEES) [Part-B S. No.(15)]	Books/text books published related curriculum or any other books of social importance	05	Total: ____/15 ____ out of 5 Calculation: (Total/3)
		Research papers /Articles published in reputed news papers pertaining to curriculum	04	
		Recognition received on account of Educational contribution in media	03	
		Course material/worksheets / Question papers prepared for AEES	03	
The following attributes are to be evaluated based on Part-C of the application				
3.	Leadership Quality	Quality of Leadership provided to the staff (Inspiration, motivation) Guidance provided to the teachers in professional development and whether he/she encourages the teachers as well as students for experiments / innovation?	04	____ out of 4
4.	Organizing Capabilities	Organizing ability including Annual day, Sports day, Celebration of important days, Clubs (nature, science, reader), value based education etc. Promotion of club activities and exhibition	04	____ out of 4
5.	Infrastructure Maintenance	Does the Principal/VP/HM take interest in maintenance of the infrastructure, beautification of the campus and cleanliness?	04	____ out of 4
6.	Working Relationship	The level of working relationship of Principal/VP/HM with his fellow – Staff, Students, Parents and other stake holders?	04	____ out of 4
7.	Quality Education	Has the Principal/VP/HM introduced any innovative ideas for raising the Quality of education in the school through CCE or any other method	04	____ out of 4
TOTAL MARKS (out of 30)				

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CLUSTER LEVEL COMMITTEE

Name of the Applicant: _____

PART – F
(FORM TO BE FILLED IN BY THE CENTRAL COMMITTEE)
Evaluation at central level for Principal/Vice Principal/HM (30 Marks)

S. No.	Particulars of the parameter	Max. Marks	Marks awarded
1.	Academic and overall achievements under your supervision (Dr. Homi Bhabha Trophy for the best overall performance and Dr. Vikram Sarabhai Trophy for the best Scholastic performance) during the award year (Each trophy carries the weightage of 1½ marks and subject to the maximum of 4 ½ marks)	4 ½	
2.	Achievement in sports /games / other co-scholastic activities in AEES/State/National Level (Dr. Raja Ramanna Trophy for the best Co-Scholastic performance and Dr. Homi Sethna Trophy for the best performance in Sports or equivalent) during the award year (Each trophy carries the weightage of 1½ marks and subject to the maximum of 4 ½ marks)	4 ½	
The following attributes are to be evaluated based on S. No.(13.6) and (13.7) of Part-A			
3.	Special contribution to policy making/Academic/ Management/In-charge of AEES committees etc./ special coaching for elite/weaker students	4	
4.	Is he/she taking regular classes in his/her subject/ for the students	5	
Total marks obtained (out of 18)			

PART – G
(To be filled in by Central Committee)

APAR/ACR Grading obtained by the candidate in last 3 years

Year	Grade obtained	Grade Point
Total Grade Points		

APAR Grading	Outstanding	Very Good	Good	Satisfactory	Poor
Grade Point	4	3	2	1	0

TOTAL MARKS SCORED IN APAR/ACR GRADING (OUT OF 12): _____

Name of the Applicant: _____

TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 30)

EVALUATION (Out of 18)	APAR (Out of 12)	CENTRAL LEVEL (Out of 30)

**TOTAL MARKS OBTAINED BY THE CANDIDATE IN ALL LEVELS AFTER BEING REVIEWED
BY THE CENTRAL COMMITTEE**

SCHOOL LEVEL (Out of 40)	CLUSTER LEVEL (Out of 30)	CENTRAL LEVEL (Out of 30)	TOTAL (Out of 100)

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CENTRAL COMMITTEE