



Name of the Applicant : \_\_\_\_\_


(b) Academic qualification acquired after joining AEES with prior permission of AEES (In chronological order):

S.No.	Examination/ Degree	University/Board/Dept.	Month & Year of passing	Subject(s)

7. (a) SERVICE RECORD (Regular service in AEES)

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

Name of the Applicant : \_\_\_\_\_

(b) Service Record prior to joining AEES (In recognized school/ Organisation which is verified and counted by AEES at the time of recruitment.

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

(c) Total Service

Experience in	Teaching	Administrative	Others (Out side Expr.)	Total Experience
No. of years & months	Years: _____ Months: _____	Years: _____ Months: _____	Years: _____ Months: _____	Years: _____ Months: _____

Name of the Applicant : \_\_\_\_\_

**PART - B**

8. What has been the result for the past 3 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	Pass % (without compartment/ EIOP)	Excellence Index	Quality Index	Remark
X / V (V in case of HM)	2016-17					
	2015-16					
	2014-15					
XII	2016-17					
	2015-16					
	2014-15					
Result of class taught by Principal/VP /HM	2016-17					
	2015-16					
	2014-15					

Note : Copies of consolidated result of the school certified by Exam I/c / HM / VP / Principal should be attached and this should match with the results sent to Head Academic Unit, AEES.

9. Mention special attention and assistance given to the following groups.

S.No	Particulars	Brief description of the work (attach proof with Time Table, attendance, list of students duly certified by Chairman, LMC)	Remark
1.	Programme for bright students		
2.	Programme for students who needs improvement		
3.	Programme for Students with special needs		

10. Any innovative Practice / experimentation undertaken for the greater impact in Education field in the last 3 years, please attach proof for every contributions given below and provide full details (list of students/dates/topic/etc) on each contribution duly endorsed by Chairman, LMC

S.No	Particulars	Brief description of the work (attach proof certified by Chairman, LMC)	Remark
1.	Workshops seminar organized or participated at state/national level		

Name of the Applicant : \_\_\_\_\_

2.	Workshops seminar organized in AEES level / local level		
3.	Career guidance and counseling undertaken / case study done on any special cases.		
4.	Any innovative teaching aids developed (models with proof and discipline). Also can be presented before Central Committee.		
5.	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes etc. Also can be presented before Central Committee.		
6.	Lectures given through ASTER/ through public address media like radio / TV etc. with the permission of AEES		

11. Record of In-service training programmes, workshops etc. attended as Participant/Resource Person/ Coordinator/Organizer (Please provide proof)).

Sl.No.	Year	Name of the Programme	Duration (Days)	Organized by	In the Capacity of participant/ Resource Person etc.	Topics

Name of the Applicant : \_\_\_\_\_

12. Mention your specific contribution in the following activities duly verified and endorsed by Chairman, LMC. With proofs and details attached.

S.No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Contribution towards community in the form of various social services / DAE Sports / Community service		
2.	Contribution to AEES administration/Academic unit (attach proof and details)		
3.	Contribution to Schools/LMC in academic/ administration (attach proof and details)		
4.	Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature (attach proof and full details)		
5.	Any other innovative work which attributes for the welfare of students or Educational Management (attach proof and full details)		
6.	Special contribution to policy making/Academic/ Management/In-charge of AEES committees etc		
7.	Is he/she taking regular classes in his/her subject/ for the students as per AEES norms. (Details of Class/Sec / Subject/ No. of period per week)		

13. a) Recognition / Award / Prize received by Principal/VP/HM at the National / State / AEES / District level from Recognized Educational Bodies / Govt. Bodies (Awards given by any private organization/ voluntary organization should not be mentioned).

Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Remark

Name of the Applicant : \_\_\_\_\_

b) Any outstanding achievement by students of your school (National / State level) in competitions organized by Government or recognized educational bodies and the contribution made by the school to achieve the same. (Certificates/awards given by any private bodies should not be mentioned).

Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Name of the Student	Remark

14. Has any article related to the field of Education Management been written and published in any newspaper / magazine / journal or has any text-book been written and published? if yes, give details and proof (attach copy of permission received from AEES)

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

15. Details of the AEES trophies received by the school for the last three years in which the applicant worked including the award year.

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

Name of the Applicant : \_\_\_\_\_

16. Leave availed during the award year (6<sup>th</sup> Sep. 2016 to 5<sup>th</sup> Sep. 2017)

	No of days	No of Occasions
EL		
HPL/Commuted Leave		
CCL		
EOL		

17. Any other significant achievement / contribution not mentioned above. (Attach proof with all details)

Important Note:

- (i) Attested copies of relevant documents to be attached.
- (ii) Application and the enclosed annexure should be in A-4 size, spiral binded file may be submitted by the applicant.

Date:  
Place :

Signature of Applicant  
Name:  
Designation :



Name of the Applicant : \_\_\_\_\_

**PART – C (Professional Attributes)**

**Remarks about the Principal/Vice Principal/HM based on the Information provided by the applicant by the reporting officer(LMC, Chairman for Principals' and Principal for VPs and HMs**

S.No	Evaluation Parameters (attach valid proof if required)	Observation by the Chairman, LMC for Principal / by Principal for VP/HM. (Put tick mark against selected parameter)		Total No. of Positive/Negative
		Positive	Negative	
1.	<u>Leadership Qualities (Principal/VP/HMs)</u>			Positive=    Negative=
	• Democratic Leadership			
	• Open and transparent administration			
	• Inspiring leadership			
	• Administration without posing Threats and Fears in the minds of subordinates			
	• Administration without the influence of Region, Religion, Caste and Creed			
	• Administration with approachable attitude (No Dictatorship)			
2.	<u>Organising Capabilities (The programmes organized in the School such as Annual Day/CCA Day / celebration of National Festivals / Sports Day / Orientations, Seminars, Workshops conducted by following discipline / care)</u>			Positive=    Negative=
	• Compliance of Protocol needs			
	• Programme conducted are towards Enhancing the "Brand value of AEES"			
	• Students and Staff Discipline during the programmes			
	• Message in the Cultural Programme & Zeal in the programme			
	• Time Management			
	• Overall Coordination of the Programme			
3.	<u>Infrastructure Maintenance (Principal/VP/HMs takes initiative)</u>			Positive=   Negative=
	• In proper maintenance of the school plant including cleanliness			
	• In proper orientation of classrooms in the school			
	• In the development and maintenance of Science/ Maths laboratories with all			

Name of the Applicant : \_\_\_\_\_

	<p>safety requirements</p> <ul style="list-style-type: none"> <li>In the development and maintenance of the Playground and Play equipments.</li> <li>In the development and maintenance of the Library, SIT Room/ First aid Room/Study Room</li> <li>In providing safe drinking water and proper sanitation facilities in the school</li> </ul>			
4.	<p><u>Working Relationship</u> How is the level of working relationship of Principal/VP/HM with his fellow staff, students, parents and other stake holders:</p> <ul style="list-style-type: none"> <li>Prompt in Implementing the rules and regulations with proper communication to stakeholders.</li> <li>Promotes good Interpersonal relations</li> <li>Encouraging and promoting good Teams for the different targets.</li> <li>Adopting acceptable method of communication</li> <li>Behavior/Attitude towards the stakeholders</li> <li>Discriminations in the form of Gender, Caste, Creed, Colour, Region and Religion etc.</li> </ul>	Positive	Negative	<p>Positive=</p> <p>Negative=</p>
5.	<p><u>Quality Education</u> (Principal/VP/HMs takes initiative)</p> <ul style="list-style-type: none"> <li>In introducing any innovative ideas for raising the Quality of education in the school</li> <li>Pedagogic approaches for better learning.</li> <li>Initiative taken to improve the proficiency of teachers.</li> <li>Additional Steps taken to improve the results.</li> <li>Contribution for the all round development of the students.</li> <li>Initiative taken to address the issues related to the paradigm shift in education.</li> </ul>	Positive	Negative	<p>Positive=</p> <p>Negative=</p>

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

Name of the Applicant : \_\_\_\_\_

RECOMMENDATION OF THE CHAIRMAN, LMC / PRINCIPAL:

Date :  
Place :

Signature of the Chairman, LMC /Principal  
Name :  
Designation :  
Seal :

Name of the Applicant : \_\_\_\_\_

**PART-D**

Supporting documents for Part-D, wherever applicable, should be verified from Part A to C and marks will be awarded by the School/Centre level Committee

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

**(50 Marks)**

S.No	Parameter	Particulars of Parameters		Marks to be allotted	Total Maximum marks to be awarded
		For schools up to 10 <sup>th</sup> standard only (Result of 10 <sup>th</sup> alone) excluding EIOP / compartment cases	For schools/college up to 12 <sup>th</sup> std. (Result of 10 <sup>th</sup> & 12 <sup>th</sup> combined) Excluding EIOP / Compartment cases		
1.	Result (X/XII in case of Principal and VP, class V in case of HM)	If the result is above 95% in last 3 years	If the result is above 90% in last 3 years	06	____ out of 6
		If the result is above 95% in 2 yrs. out of last 3 years	If the result is above 90% in 2 yrs. out of last 3 years	04	
		If the result is above 95% in 1 yrs. out of last 3 years	If the result is above 90% in 1 yr. out of last 3 years	02	
		If the result is below 95% in all 3 years	If the result is below 90% in all 3 years	00	
2.	Excellence Index (EI) EI is the percentage of students scored first class (60% and above) in the final examination	If the EI is above 75% in last 3 years	If the EI is above 60% in last 3 years	06	____ out of 6
		If the EI is above 75% in 2 yrs out of last 3 years	If the EI is above 60% in 2 yrs out of last 3 years	04	
		If the EI is above 75% in 1 yr. out of last 3 years	If the EI is above 60% in 1 yr out of last 3 years	02	
		If the EI is less than 75% in all 3 years	If the EI is less than 60% in all 3 years	00	
3.	Quality Index (QI) QI is the weighted average of the students appeared in the final examination based on ranges.	If the QI is above 7.5 in last 3 years	If the QI is above 6.0 in last 3 years	06	____ out of 6
		If the QI is above 7.5 in 2 out of last 3 years	If the QI is above 6.0 in 2 out of last 3 years	04	
		If the QI is above 7.5 in 1 out of last 3 years	If the QI is above 6.0 in 1 out of last 3 years	02	
		If the QI is less than 7.5 in all 3 years	If the QI is less than 6.0 in all 3 years	00	

Name of the Applicant : \_\_\_\_\_

4.	Innovative Methods adopted in Teaching	Special attention/projects developed for bright /weak children with special needs	03	___ out of 6	
		Workshops or seminars organized/participated at National/State level	03		
5.	Use of Technology/Aid	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.	02	___ out of 4	
		Lecture given through ASTER / ICT / Mass Media	02		
6.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		___ out of 4	
		<b>Category</b>	<b>Degree</b>		<b>Marks</b>
		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	Participation in training programmes or worked as resource person at National/State/AEES Level <b>thrice</b> or more in last 5 years of qualifying service for award.	03	___ out of 3	
		Participation in training programmes or worked as resource person at National/State/AEES Level <b>twice</b> in last 5 years 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 <b>once</b> in last 5 years it may include one such program at centre level/District/Zone level	01		
		Not participated in any training programme	00		
8.	Personal Contribution	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	02	___ out of 4	
		Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)	02		
		Contribution to school management in academic/ administration	02		

Name of the Applicant : \_\_\_\_\_

		Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature	01	
		Any other innovative work which attributes to the welfare of students or Educational Management	01	
9.	Previous recognition	National level (Govt. of India award including innovation and Experimentation award & ICT award by NCERT)	04	___ out of 4
		State level (including innovation and Experimentation award & ICT award by SCERT or equivalent)	03	
		Region/Centre level/District level/ Local bodies / NGOs	01	
10.	Academic Contribution to the field of Education	Books/text books published related curriculum or any other books of social importance	04	___ out of 4
		Research papers /Articles published in reputed news papers pertaining to curriculum	03	
		Recognition received on account of Educational contribution in media	01	
**1 1	Additional Contribution: {Leave availed during the award year(6 <sup>th</sup> Sep. 2016 to 5 <sup>th</sup> Sep 2017)}	EL	03	___ out of 3
		HPL / Commuted Leave EOL		
		CCL		
<b>Total marks</b>				<b>___ out of 50</b>

**\*\*Additional contribution can be quantified as per the following method**

1	Leaves availed except CL up to 10 days	3 marks
2	Leaves availed except CL 11 to 20 days	2 marks
3	Leaves availed except CL 21 to 30 days	1 mark

Note: (@) The percentage of the result/Excellence Index / Quality Index of the preceding three years, produced by the Principal/Vice Principal should be based on the secondary/Higher secondary result and in case of Headmaster result of primary is to be considered. The cut-off for the result, EI and QI for Remote Centres are give below

Name of the Applicant : \_\_\_\_\_

Parameter	For schools up to 10 <sup>th</sup> standard	For schools up to 12 <sup>th</sup> standard
Result (@)	90% in place of 95%	80% in place of 90%
Excellence Index (EI) (@)	65% in place of 75%	55% in place of 60%
Quality Index (QI) (@)	6.5 in place of 7.5	5.5 in place of 6.0

**AEES may notify the schools which comes under remote centers to avail the above concession**

RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

Name of Member	Signature
1	
2	
3	
4	
5	

SIGNATURE  
CHAIRMAN. SCHOOL/CENTRE LEVEL COMMITTEE  
Signature  
Name :  
Designation :  
Seal :

Date :  
Place :

Name of the Applicant : \_\_\_\_\_

**PART – E**

**(FORM TO BE ASSESSED BY THE CENTRAL COMMITTEE by taking input from Part A to E)  
Evaluation at central level for Principal/Vice Principal/HM (50 Marks)**

<b>S.No</b>	<b>Particulars of the parameter</b>	<b>Marks to be allotted</b>	<b>Total Maximum marks to be awarded</b>
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 1 marks)	<b>2</b>	<b>___ out of 2</b>
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 1 marks)	<b>2</b>	<b>___ out of 2</b>
3.	Special contribution to policy making/Academic/ Management/In-charge of AEES committees special coaching for elite/weaker students	<b>1</b>	<b>___ out of 1</b>
4.	Is he/she taking regular classes in his/her subject/ for the students (TT / Results)	<b>1</b>	<b>___ out of 1</b>
*5.	Leadership Quality (Quality of Leadership provided to the staff (Inspirational, approachable, motivational and guidance provided to the teachers in professional development and he/she encourages the teachers and students for experiments / innovations)	<b>4</b>	<b>___ out of 4</b>
*6.	Organisational Capability (Organizing ability including compliance of protocol, time management, Importing messages through Annual day, Sports day, Celebration of important days, Clubs (nature, science, reader), value based education etc. Promotion of club activities and exhibition (Reports to be obtained from each	<b>4</b>	<b>___ out of 4</b>



Name of the Applicant : \_\_\_\_\_

	school))		
*7.	Infrastructure Maintenance (Does the Principal/VP/HM take interest in maintenance and development of the infrastructure, beautification of the campus including cleanliness and proper sanitation, drinking water facility etc. (Records to be verified))	<b>4</b>	<b>___ out of 4</b>
*8.	Working Relationship (The level of working relationship of Principal/VP/HM with his fellow – Staff and other stake holders, behavior and attitude, team building and good communication systems including no discrimination in any form.)	<b>4</b>	<b>___ out of 4</b>
*9.	Quality Education (Principal/VP/HM introduced any innovative ideas for raising the quality of education in the school. Including programmes for improving the proficiency of teachers. Steps taken for improving the results. To address the issue of paradigm shift in the field of education.)	<b>4</b>	<b>___ out of 4</b>
10.	Presentation: (Communication skill and use of proper language Interaction on a given situation Current affairs (Academics) Administrative Proficiency Patience in handling things (not getting provoked) Belongingness Body language/Dressing Innovative ideas Team buildings New projects undertaken Overall presentation Etc.)	<b>12</b>	<b>___ out of 12</b>
		<b>Total</b>	<b>___ out of 38</b>

Name of the Applicant : \_\_\_\_\_

Point No 5 to 9 to be assessed by taking the input from Part-C by following the table given below.

**Table**

	Observations	Marks
a	Four positive observations to be considered as Outstanding	4
b	Three positive observations to be considered as Very Good	3
c	Two positive observations to be considered as Good	2
d	One positive observations to be considered as Satisfactory	1
e	No positive observation to be considered as Poor	0

**PART – F**

**(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): \_\_\_\_\_**

**TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 50)**

EVALUATION Part- E (Out of 38)	APAR Part-F (Out of 12)	CENTRAL LEVEL (Out of 50)

Name of the Applicant : \_\_\_\_\_

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

CENTER LEVEL (Out of 50) Part ( B + D)	CENTRAL LEVEL (Out of 50) Part ( E+F)	TOTAL (Out of 100)

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

Name of Member	Signature
1	_____
2	_____
3	_____
4	_____
5	_____

SIGNATURE  
CHAIRMAN CENTRAL COMMITTEE

Date :  
Place :

Name :  
Designation :  
Seal :