

Name of the Applicant : _____

(b) Academic qualification acquired after joining AEES (With permission from AEES): In Chronological Order (attach Proof)

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

7. (a) REGULAR SERVICE IN AEES

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)		

Name of the Applicant : _____

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

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)		

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 only final examination of the class & subject taught by the teacher. Consolidated result of the school class wise / subject wise certified by the Exam I/C, HM/VP and Principal to be attached.(SA-2 result for class I to IX, Annual exam for class XI and Board exam for X & XII)

Year	Class / Subjects Taught	No. of students appeared	Result (without compartment/EI OP) Pass % age	Excellence Index	Quality Index	Remark

9. Mention special attention and assistance to the following groups (Attach proper proof with details of students / Time Table duly endorsed by Principal)

S.No	Particulars	Brief description of the work (with proofs)	Remark
1.	Bright Students (any special programme)		
2.	For the students who needs improvement		
3.	Students with special needs		

10. Any Innovative Practice / experimentation undertaken for the greater impact in the field of education (attach proof) with all details

S.No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Workshops seminar participated at state/national level in last 5 years		
2.	Workshops or seminars acted as resource person at National/State level		
3.	Workshops or seminars participated as resource person for Career Guidance related activities		
4.	Any innovative methodology adopted/used in his / her subject attach proof		

Name of the Applicant : _____

5.	Career guidance and counseling undertaken at any level (Please specify the details with valid proof)		
6.	Developed software/technology for the maintenance of school records.		
7.	Any innovative teaching aids Developed (Attach proof and details .The same must be presented before the cluster committee during presentation)		
8.	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes . (attach proof and also to be presented to the cluster committee)		
9.	Special contribution to policy making/Academic/ Management/In-charge/Member of AEES committees etc.		
10.	Role of enhancing the image of the school in the community by participating in various welfare/public awareness programmes		
11.	Contribution towards the community service/ member in any committee involved in community service		

11. Record of In-service training programmes, workshops etc. attended as Participant/Resource Person/ Coordinator in the last 5 years.

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

Name of the Applicant : _____

12. Mention your specific contribution in the following activities supported by documentary proof and duly endorsed by Principal / Vice-principal I/C.

S.No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Contribution to AEEs/LMC management in academic/ administration		
2.	Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature		
3.	Any other innovative work which attributes to the welfare of students or Educational Management		
4.	Organized guidance and counseling for any competitive examinations		
5.	Leave availed during award year (6 th Sep. 2016 to 5 th Sep. 2017)	EL with No. of Occasions	
		HPL / Commuted Leave with No. of Occasions	
		EOL with No. of Occasions	
		CCL with No of Occasions	
6.	Organized any activity/classes inculcating moral values and national integration among students (attach proof and details)		
7.	Additional responsibilities of taking students to various inter AEEs competitions held at out stations (attach proof and give details)		

13. Recognition / Award / Prize received in the last five years at the National / State / AEEs / CBSE / District level (in last five years) from Government bodies / recognized Educational Institutions.

a) for self

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

Name of the Applicant : _____

(b) Awards received by any students under the guidance of the teacher during last five years (mention your contribution with proof)

Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Name of the awardees with class and section	Remark

14. Has any article in the field of education published in any newspaper / magazine / journal or any text-book written and published? if yes, give details.(Attach proof with permission obtained from AEES)

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

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

Important note: i) Attested copies of relevant documents to be attached

ii) Application and enclosed annexure should be in A-4 size, spiral binded file may be submitted by the applicant.

Signature of Applicant

Date :

Name

Place :

Designation :

Name of the Applicant : _____

PART – C (General Attributes)

Remarks about the PGT / TGT / PRT /Prep.Tr and the Assessment by the Principal

S.No	Particulars	Observation by Principal		Total Positive/Negative
		Positive	Negative	
1.	<u>Leadership Quality</u>	Positive	Negative	Positive= Negative=
	▪ Managing conflicts			
	▪ Sharing information and Important messages			
	▪ Forthcoming for any team work			
	▪ Collaborative with others			
2.	<u>Organizing Capabilities</u>	Positive	Negative	Positive= Negative=
	▪ Role of teacher in organizing and managing school function			
	▪ Promotion of club activities (nature club, science, reader and conducts exhibition, melas and any other academic programmes to promote his/her subject.			
	▪ Adhering to the time schedule and meeting targets.			
	▪ Planning of lessons and completion of syllabus in time			
3.	<u>Infrastructure Maintenance</u>	Positive	Negative	Positive= Negative=
	▪ The teacher take interest in maintenance of the infrastructure such as furniture, fittings and also alerts any threats noticed etc			
	▪ The teacher show interest in beautification of the campus and cleanliness, sanitation, hygiene and			
	▪ Laboratory materials/Teaching Aids are procured in time and maintained properly by the teacher			
	▪ The teacher takes effort to maintain sufficient books/resource material for his/her subject for additional preparation for the students.			
4.	<u>Working Relationship</u>	Positive	Negative	
	▪ Relationship with students and parents			

Name of the Applicant : _____

	<ul style="list-style-type: none"> ▪ Relationship with school management / AEES 			Positive= Negative=
	<ul style="list-style-type: none"> ▪ Commitment to the students and approachable 			
	<ul style="list-style-type: none"> ▪ Resourceful in the field of education 			
	<ul style="list-style-type: none"> ▪ Readiness to promote and accept new ideas and ventures to promote equal teaching proficiency with other colleagues and him/herself. 			
5.	<u>Quality Education</u>	Positive	Negative	Positive= Negative=
	<ul style="list-style-type: none"> ▪ Pedagogic approaches for better learning 			
	<ul style="list-style-type: none"> ▪ Any innovative ideas implemented in the school to enhance the result of subjects taught by him/her. 			
	<ul style="list-style-type: none"> ▪ Support for students and providing mentorship/ academic adoption 			
	<ul style="list-style-type: none"> ▪ Teaching Proficiency (inspiring) 			
	<ul style="list-style-type: none"> ▪ Ready to spend extra time for any school assignment / students need 			

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

RECOMMENDATION OF THE PRINCIPAL WITH PROPER REMARKS

Date :
Place :

SIGNATURE OF THE PRINCIPAL
Name :
Designation :
Seal :

Name of the Applicant : _____

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 **Teachers (PGT/TGT/PRT)**

(30 Marks)

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Result (Consolidated result of all classes)	If the result is above 95% in all 3 years	03	___ out of 3
		If the result is above 95% in 2 years out of last 3 years	02	
		If the result is above 95% in 1 year out of last 3 years	01	
		If the result is below 95% 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	03	___ out of 3
		If the EI is above 75% in 2 yrs out of last 3 years	02	
		If the EI is above 75% in 1 yr out of last 3 years	01	
		If the EI is less than 75% 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 in last 3 years	03	___ out of 3
		If the QI is above 7 in 2 yrs out of last 3 years	02	
		If the QI is above 7 in 1 yr out of last 3 years	01	
		If the QI is less than 7 in all 3 years	00	
4.	Innovative Methods adopted in Teaching	Special attention/projects developed and implemented for bright students, weak students students with special needs	03	___ out of 6
		Workshops/seminars organized as participated as resource person at National/State level minimum 2 times in last 8 years	04	
		Any innovative methodology adopted/in teaching a. Effective use of ICT b. Practical/Demo oriented teaching with usage of the subject in different field c. Specific case studies done on any needy	03	

Name of the Applicant : _____

		students to address their academic difficulties (Produce evidence)		
		Any innovative teaching aids developed	02	
5.	Personal Contribution	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	02	Total /2 ___ 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 which attributes to the welfare of students / filed of education	02	
		Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature or competitive examination	02	
6.	Special efforts for academic excellence	a. Prepare the students for competitive examinations and takes classes b. Volunteers for attending programme for improving proficiency in teaching / skills c. Undertakes various activities to promote the brand value of AEES.	03	___ out of 3
7.	Career guidance and counseling	Organized career guidance and counseling for the students to develop interest in their studies and also help them to choose their careers. (Provide evidence and details)	03	___ out of 3
8.	Personal Traits	Managing discipline in the class room Takes interest in maintaining good discipline from the school. He/she is very punctual and regular in attending duty / assigned work .	02	___ out of 2
**9.	Additional Contribution	Additional contribution and belongingness shown by the teacher to the school management by not resorting to the leave entitlement	03	___ out of 3
Total				___ out of 30

****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 PGT/TGT/PRT should be based on the Secondary/Higher secondary/Primary result 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 th standard	For schools up to 12 th 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

DESCRIPTIVE RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

Name of the Member	Signature
1	
2	
3	
4	
5	

SIGNATURE OF THE CHAIRMAN
SCHOOL/CENTRE LEVEL COMMITTEE

Date :
Place :

Name :
Designation :
Seal :

Name of the Applicant : _____

PART-E (EVALUATION BY CLUSTER COMMITTEE)

Contribution by Teachers (PGT/TGT/PRT)

(30 Marks)

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National level (Govt. of India award including innovation and Experimentation award & ICT award by NCERT) etc.	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 / (Not Private Organizations)	01	
2.	Use of Technology/Aid	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets and overall use of ICT etc.	03	__ out of 4
		Use of SIT lab in school	01	
3.	Training Programme (During last 5years)	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 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 once, it may include one such program at centre level/District/Zone level	01	
		Not participated in any training programme	00	
4.	Moral values and National Integration	a. Inculcating good moral values among the students b. promoting National integration among students c. practicing good professional ethics	03	__ out of 3
5.	Publication (During last immediate 5 years)	Books/text books published related to curriculum or any other books of social importance	05	__ out of 6
		Research papers /Articles published in reputed news papers pertaining to curriculum/ educational policy	04	
		Recognition received on account of Educational contribution in various media(s)	03	

Name of the Applicant : _____

6.	Presentation / Interaction	a. Content and Presentation b. Communication skills / language c. Interaction on given situation d. Belongingness / accountability e. Body language f. Present ability g. Not getting provoked h. Calm and composed i. Knowledgeable / Inquisitiveness etc j. Overall Presentation	10	__ out of 10
			Total	__ out of 30

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

Name of the Member	Signature
1	
2	
3	
4	
5	

SIGNATURE OF THE CHAIRMAN
CLUSTER LEVEL COMMITTEE

Date :
Place :

Name :
Designation :
Seal :

Name of the Applicant : _____

PART – F

(FORM TO BE FILLED IN BY THE CENTRAL COMMITTEE)

Parameters for evaluation at Central level for Teachers (PGT/TGT/PRT) (40 Marks)

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
*1.	Leadership Quality of the Teacher	<ul style="list-style-type: none"> ▪ Managing conflicts and sharing of information ▪ Forth coming for Team work ▪ Collaboration with others ▪ Communication and rapport ▪ Open and transparent dealing 	03	___ out of 3
*2.	Organising Capabilities	<ul style="list-style-type: none"> ▪ Role of teacher in organizing the Annual day, Sports day and Celebration of important days ▪ Promotion of club activities (nature, science, reader and exhibition and mela ▪ Adhering to the schedules and targets ▪ Planning of lessons and completion of syllabus in time 	03	___ out of 3
*3.	Infrastructure Maintenance	<ul style="list-style-type: none"> ▪ The teacher take interest in maintenance of the infrastructure such as furniture, fittings etc. ▪ The teacher show interest in beautification of the campus and cleanliness ▪ Laboratory materials/teaching aids are procured in time and maintained properly by the teacher ▪ Does the teacher take effort to maintain sufficient books for his/her subject for the additional preparation to the students. ▪ Takes initiative in preparing the teaching aids. 	03	___ out of 3
*4.	Working Relationship	<ul style="list-style-type: none"> ▪ Relationship with students and parents ▪ Relationship with school management and colleagues ▪ Commitment to the students and approachable ▪ Passionate about teaching and learning ▪ Readiness to promote and accept new ideas and shows interest in improving proficiency. 	03	___ out of 3
*5.	Quality Education	<ul style="list-style-type: none"> ▪ Pedagogic approaches for better learning ▪ Knowledge and skill of the teacher ▪ Any innovative ideas implemented for developing the quality of the result of the 	03	___ out of 3

Name of the Applicant : _____

		<p>subject concerned as well as school.</p> <ul style="list-style-type: none"> ▪ Support for students, evaluation, feedback and providing mentorship/ academic adoption. ▪ Inspiring teaching proficiency. ▪ Ready to spent extra time for school assignment and the students need. 																				
6.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		___ out of 4																		
		<table border="1"> <thead> <tr> <th>Category</th> <th>Degree</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="2">PGT</td> <td>Ph.D/M.Phil</td> <td>02</td> </tr> <tr> <td>M.Ed/M.S or MBA or equivalent in Edn. Management</td> <td>02</td> </tr> <tr> <td rowspan="2">TGT</td> <td>Ph.D/M.Phil/ PG in same subject</td> <td>02</td> </tr> <tr> <td>M.Ed/M.S or MBA or equivalent in Edn. Management</td> <td>02</td> </tr> <tr> <td rowspan="2">PRT</td> <td>Graduation (Degree or equivalent)</td> <td>02</td> </tr> <tr> <td>B.Ed/M.Ed/M.S or MBA or equivalent in Edn. Management</td> <td>02</td> </tr> </tbody> </table>	Category		Degree	Marks	PGT	Ph.D/M.Phil	02	M.Ed/M.S or MBA or equivalent in Edn. Management	02	TGT	Ph.D/M.Phil/ PG in same subject	02	M.Ed/M.S or MBA or equivalent in Edn. Management	02	PRT	Graduation (Degree or equivalent)	02	B.Ed/M.Ed/M.S or MBA or equivalent in Edn. Management	02	
Category	Degree	Marks																				
PGT	Ph.D/M.Phil	02																				
	M.Ed/M.S or MBA or equivalent in Edn. Management	02																				
TGT	Ph.D/M.Phil/ PG in same subject	02																				
	M.Ed/M.S or MBA or equivalent in Edn. Management	02																				
PRT	Graduation (Degree or equivalent)	02																				
	B.Ed/M.Ed/M.S or MBA or equivalent in Edn. Management	02																				
7.	Special Contribution	Special contribution to policy making/Academic/ educational administration/In-charge/Member of AEES committees etc.	03	___ out of 3																		
8.	Enhancing the image of AEC School/AEES	Role of enhancing the image of the school in the community by participating in various welfare/public awareness programmes and activities under taken to promote the brand value of AECS/AEES.	03	___ out of 3																		
9.	Social contribution	Contribution towards the social commitment for community service/ Performance of teachers as in-charge/member of committees in the school/college / member in any committee involved in community service	03	___ out of 3																		
			Total	___ out of 28																		

Note:

* For the assessment of Point No 1 to 5 input can be taken from Part-C by following the table given below with proper cross checking.

Name of the Applicant : _____

For the assessment of Point No. 6 to 9 inputs to be taken from Part-A, Part-B

Table

	Observations	Marks
a	Four positive observations to be considered as Outstanding	3
b	Three positive observations to be considered as Very Good	2
c	Two positive observations to be considered as Good	1
d	One and below positive observations to be considered as Satisfactory	0

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): _____

TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 40)

EVALUATION (Out of 28)	APAR (Out of 12)	CENTRAL LEVEL (Out of 40)

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

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

Name of the Applicant : _____

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

Name of the Member	Signature
1	
2	
3	
4	
5	

Date :
Place :

SIGNATURE
CHAIRMAN. CENTRAL COMMITTEE
Name :
Designation :
Seal :