

ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Dept. of Atomic Energy, Govt. of India)

RECOMMENDATIONS FOR AEES AWARDS

2018



AEES

**Central Office, Western Sector, Anushaktinagar,
Mumbai-94**

AWARDS RECOMMENDED FOR AEES STAFF

S.No	Content	Page number
1.	Preface	3
2.	Revise Recommendations for AEES Awards	4
3.	Objectives of AEES Awards	6
4.	Organization of clusters	7
5.	Details of Awards	9
6.	Guidelines for selection of awardees	11
A .	Composition of the committee to select at school/centre level	13
B.	Composition of the committee to select at cluster level	14
C.	Composition of the committee to select at central level	15
7.	Calendar for Time frame	16
8.	Award parameters for School Administrators (Principal/VP/HM)	17
9.	Award parameters for Scholastic Teachers (PGT/TGT/PRT/Pre-primary)	18
10.	Award parameters for Co-Scholastic Teachers (TGT/PRT)	20
11.	Award parameters for Non Teaching Staff (Lab. Assistants/Lab Attendant)	22
12.	Award parameters for Clerical Staff working in Schools/JCs)	24
13.	Award parameters for Work Assistants	26
14.	Award parameters for Officers/Office staff working at Central Office, AEES	29
15.	Award parameters for Staff working in Academic Unit	31

1. Preface

Meritocracy in AEES

The Atomic Energy Education Society (AEES) has 31 Schools/Junior Colleges at 16 different centers with 28000 students and 1380 teaching and 282 non-teaching staff. Over the years, AEES has achieved significant results in its pursuit of excellence in academics as well as non-academic fields.

This has largely been possible due to the unstinting support of DAE and its constituent units, and the able leadership of stalwarts of the DAE and the management of the AEES. This has also been possible due to the selfless, dedicated and committed service of the teaching and non-teaching staff over decades, which has created edifices which are centers of excellence.

It is therefore proposed to appreciate the services of the teaching and non-teaching staff, and to award their exceptional services by instituting suitable awards for all categories of teachers across all subjects and streams, and for all non-teaching personnel across all cadres and posts every year.

The details of the proposal are enclosed herewith.

Competent authority in AEES is requested to scrutinize the proposal and pass necessary orders.

2. Revised Recommendations for AEES Awards

To

The Chairman
Atomic Energy Education Society,
Anushaktinagar,
Mumbai-94

Sir,

With reference to the minutes dated 21st July, 2017, the Award Committee for revising the recommendations for AEES awards was constituted with the undersigned members and frequent meetings were conducted with lot of brainstorming sessions and a report deliberated is submitted in detailed manner.

The Chairperson of the Awards Committee, Shri T.Kalathinathan, Principal, AECS-4, Mumbai, briefed salient features and criteria to be adopted for framing the selection guidelines at various levels. The details included not only the selection steps but also the need of dividing the schools/Jc into three levels for selection of awardees viz. School Level, Cluster Level and Central Level. The committee was unanimous in supporting the Chairperson's meticulous planning and strategic analysis on formulation of number of recommended awardees in categories viz. School Administrators Principal, Vice Principal, HMs (**Form-1**) with two tier assessment), teaching staff Scholastic (**Form-2**) & Co-scholastic (**Form-3**), Lab Assistants & Lab Attendant (**Form-4**), Clerical staff working in schools (**Form-5**) , Work Assistants(**Form-6**), Administrative staff of central office (**Form-7**) & Academic staff of Central office (**Form-8**) at each level and also on the parameters to be scrutinized while selecting the applicants for AEES awards in respective categories. The Award committee comprehensively laid the criteria for nomination, devised selection procedure and framed the composition of sub-committees at each level for selection of the applicants.

The said minutes were presented to the members of the Governing Council in the meeting held in the month of September, 2017.

The committee suggested that the total numbers of recommendations must not exceed 102 from 10/11 schools in case of the cluster and the Central committee may get maximum of

127 nominations from all 3 clusters which would be forwarded with assessment against 60 marks; central committee will assess the short listed applications and will award weightage against the remaining 40 marks to select the top 38, '*the awardees*'; the committee finalized the norms of eligibility criteria of the applicants and framed Annexure/s.

Note: In case of the Principals/VPs/HM the applications will be assessed against 50 marks by the Center level committee and will be forwarded to the central committee; then all the applications will be assessed centrally and will be awarded weightage against the remaining 50 marks.

Again the particulars of parameters for each category of awards were discussed in detail with the competent authorities of AEES and the suggestions were incorporated in the final draft.

3. Objectives of AEES Awards

AEES is instituting a total of 38 awards per year in various categories for its staff to acknowledge the meritorious services rendered to the society by them with respect to the following intents and purposes:-

- ❖ To encourage/motivate competitive spirit in professional competency for the better teaching learning process in AEES
- ❖ To raise the professional image and social status of teachers among DAE units and in the society at large. Also to focus the attention towards quality education being imparted in AEES, thereby retaining students against the prevailing trend.
- ❖ To honour the dedicated staff of AEES to keep their enthusiasm alive. At present the recognition of meritorious teachers/staff in the form of National Awards is only for 2 teachers per year.
- ❖ To recognize and promote the excellence in teaching performance
- ❖ To promote innovative teaching techniques and methodologies in AEES
- ❖ To encourage best teaching / co-scholastic practices in the schools
- ❖ The best teachers/staff awarded in AEES will serve as role models for others .
- ❖ Non Teaching staff is an integral part of the AEES system, hence the services of the meritorious staff of administration, accounts, laboratory assistants, Group 'C' and Work Assistants needs to be recognized in the form of awards to enhance the quality of the service as well as to increase the productivity.

4. Organization of cluster

AEES presently runs 31 schools spread all over India. For the purpose of AEES awards, these Schools/JCs have been divided into three clusters, each consisting of 10/11 Schools/JCs in order to equate the staff strength. The existing method of Zonal division of schools/JCs may not be feasible for bestowing the awards equitably as the number of schools and staff strength in each zone is not uniform. The list of schools and the tentative staff strength in each cluster is given below

ATOMIC ENERGY EDUCATION SOCIETY CONSOLIDATED STAFF STRENGTH AT A GLANCE AS ON DATE

Cluster	S.No	Centre	School/ College	PGTs	TGTs	PRTs & Prep	Total Staff in Each cluster				
							NTS (\$)	PGTs	TGTs	PRTs & Preps	TOTAL
Cluster 1	1	ANUPURAM	AECS	0	16	17	6	48	152	167	367
	2	KALPAKKAM	AECS-1	0	18	15	8				
	3	KALPAKKAM	AECS-2	19	17	14	8				
	4	HYDERABAD	AECS-1	8	18	18	12				
	5	HYDERABAD	AECS-2	0	22	23	13				
	6	KAIGA	AECS	8	21	24	11				
	7	KUDANKULAM	AECS	6	10	23	5				
	8	MYSORE	AECS	4	10	8	6				
	9	MANUGURU	AECS	0	11	17	14				
	10	OSCOM	AECS	3	8	6	2				
	11	PAZHAKAYAL	AECS	0	1	2	0				
Cluster 2	12	JADGUDA	AECS-1	16	26	15	6	65	163	125	353
	13	JADGUDA	AECS-2	4	7	6	2				
	14	NARWAPA HAR	AECS	0	16	12	4				
	15	TURAMDIH	AECS	0	13	13	2				
	16	KAKRAPAR	AECS	8	17	12	8				
	17	NARORA	AECS	10	20	16	16				
	18	RAWATBHATA	AECS-2	0	16	14	8				
	19	RAWATBHATA	AECS-3	5	13	10	11				
	20	RAWATBHATA	AECS-4	11	21	18	12				
	21	INDORE	AECS	11	14	12	7				

Cluster 3	22	MUMBAI	AECS-1	0	19	16	5	51	163	164	378
	23	MUMBAI	AECS-2	0	19	21	7				
	24	MUMBAI	AECS-3	0	17	15	5				
	25	MUMBAI	AECS-4	7	16	24	8				
	26	MUMBAI	AECS-5	0	23	21	8				
	27	MUMBAI	AECS-6	0	17	16	5				
	28	MUMBAI	JC	25	4	0	14				
	29	TARAPUR	AECS-1	13	14	17	7				
	30	TARAPUR	AECS-2	0	15	19	5				
	31	TARAPUR	AECS-3	5	15	14	5				
	32	MUMBAI	ACADEMIC UNIT	1	4	1					
	33	MUMBAI	CENTRAL OFFICE				52 (!)				50
	34	All Non Teaching Staff						282			
TOTAL STRENGTH				164	478	456	1380	164	478	456	1380

Note: (\$) Non-Teaching Staff (NTS) includes lab assistants/Attendants, office staff and Work Assistants

(!) Administrative and all other staff

Details of strength (Approx.) and award in each category

S.No	Category	Strength	No. of awards		
			Cluster Level	Central Level	Total
1	Principal	31	02	01	03
2	Vice Principal	29	02	01	03
3	HM	26	02	01	03
4	PGT	164	02	01+01*	04
5	TGT	478	05	01+01*	07
6	PRT & Prep. Trs.	456	05	01+01*	07
7	Lab Assistants	240 (approx)	02	01	03
8	Office Staff of Schools (ASAC, Asst, Sr.cl., UDC, LDC)		02	01	03
9	Non-Teaching staff Group C non teaching staff of schools/JC and Work Assistants, Driver, Store att. of Central Office)		02	01	03
10	AEES Administrative staff and Academic Unit Staff (Excluding Group C staff)	60 (approx)		01+01*	02
* Young Teachers Award is open for all categories of teachers . The eligibility in age: less than 35 years , should have minimum 5 years teaching experience out of which minimum 2 years in AEES .					
Total			24	14	38

5. Details of the Awards

The committee recommends to felicitate the AEES awardees with **cash prize of Rs.10,000/-** **at Central Level** and Rs.5000/- at **Cluster Level**, a medal and citation on the **'Republic Day function'** (26th of January 2019) at Mumbai.

S.No	Award Category / Cadre	Maximum number that can be received/ recommended by each			Total recommendations to be received by Central Committee from 3 clusters (Central level)	No. of Awards to be finalized by the Central Committee (Central level)			
		From each school to the In-charge Cluster (School level)	Number of recommendations received by each cluster (Cluster level)	No of recommendations to be forwarded from each Cluster to Central Committee		Cluster	Central		
1	Principals	1			30	2	1		
2	Vice-Principal	1			30	2	1		
3	Headmistress/ Headmaster	1			30	2	1		
#4	Post Graduate Teachers	1+1*	I	6	6*	1+1*	3+3*	2	1+1*
			II	7	7*				
			III	5	5*				
5	Trained Graduate Teachers (TGT)	2+1*	20+10*		2+1*	6+3*	5	1+1*	
	TGT Spl. Category (Art/WET/PET /Library/ Special Educator/ Comp. Trs.)								
6	Primary Teachers (PRT/ Prep. Trs)	2+1*	20+10*		2+1*	6+3*	5	1+1*	
	PRT Scale Category- (Music/ WET /PET/ Jr.Lib)								
7	Non Teaching Staff - Lab Assistants	1	10	1	3	2	1		
8	Office Staff of Schools (ASAC, Asst, Sr.cl., UDC, LDC)	1	10	1	3	2	1		
9	Non-Teaching staff (Group C non teaching staff of schools/JC and Work Assistants, Driver, Store att. of Central Office)	1	10	1	3	2	1		

10	AEES Administrative (excluding Group-C staff) and Academic Unit staff	---	---	4	4	-	2
TOTAL			102X3=306	---	118+9*	24	11+3*

* for young teachers

Note: Each cluster may get the maximum of 102 nominations from 10/11 schools of the concerned cluster and the Central committee may get maximum of 127 nominations from all 3 clusters.

Note:

Cluster 1 has 6 senior secondary schools so PGTs are only from these schools.

Cluster 2 has 7 PGTs and similarly Cluster 3 has 5 PGTs.

6. Guidelines for selection of awardees

The committee recommends the following procedure to be followed while recommending/nominating the names of the staff for AEES award.

- ❖ The award year for counting the experience and other eligibility criteria begins from 6th September of previous year to 5th September of the current year. For example 6th Sept. 2017 to 5th Sept.2018 is award year for the selected applicants as awardees to be felicitated on the 26th of January 2019.
- ❖ In case any retired teacher wants to apply for AEES awards he/she, must have worked in any AEC School/AEES upto 31st March of that award year. (For example: The award year of 2016-17 must have worked in the system till 31st March, 2018).
- ❖ The applicants, Principal/VP/HM/Teachers/Admn. staff/NTS, recommended for the award must have rendered not less than 8 years of regular service in AEES and 12 years of total service.
- ❖ The applicant must have an attendance of 80% during the award year i.e. Minimum period of his/her attendance in the office = Total number of working days/100 x 80% for which he/she has applied for AEES Award.
- ❖ In case of promotees in any cadre, he/she should possess a minimum experience of 5 years in the present cadre under which recommendation is applied for. However if he/she does not complete 5 years in the present cadre, his/her merit can be considered for the previous cadre provided he/she satisfies the other conditions.
- ❖ An incumbent selected for national award will not be considered for AEES award in the same award year. Such incumbent may be invited for the felicitation in the award ceremony. However, he/she may be considered for selection in subsequent years.
- ❖ The current practice is to invite applications for consideration of awards under various categories. It is strongly recommended that in addition to inviting applications, AEES may also consider nominations by the Heads of the schools/academicians/LMC Chairmen/AEES authorities, provided such nominations are accompanied by filled in applications in the prescribed format.
- ❖ For Principal's/VP's/HM's award there will be no cluster level assessment. 50% assessment will be done by the centre level committee (majority points are quantitative) and remaining 50% including weight age for APAR will be done by the Central Level Committee.
- ❖ For rest of the categories of awards the assessment weightage will be as given below :
 - 30% centre level assessment,
 - 30% cluster level assessment,
 - 40% central level assessment

- ❖ An applicant must apply in the prescribed format exclusively meant for the particular cadre of the award.
- ❖ The Principal/In-charge of the School/College should forward the eligible forms, not exceeding the number given in the table for each cadre, to the Cluster In-charge
- ❖ The cluster committee in the concerned cluster will scrutinize all the applications received from the schools/college of the concerned cluster and forward the recommendations in each category of award as per the number specified in the table.
- ❖ The Teachers/Staff of AEES who fulfill the minimum eligibility criteria prescribed by AEES are eligible to apply for the award in the particular category in the proper format after the notification from the central office.
- ❖ In case of Work Assistants working in the central office they should be taken into Mumbai cluster.
- ❖ Vigilance clearance.(to be made at central office)
- ❖ There should be no court case pending against the applicant.
- ❖ This year onwards i.e. 2018, AEES has decided to distribute the award in different levels. Out of 38 awards 24 will be cluster level, 14 at central level (which includes 3 young teachers award one each for PGT, TGT and PRT/Prep. The criteria for young teacher award are as follows.
 - Young Teacher award is open to all categories of teachers PGT/TGT/PRT/PREP. Each school can recommend one teacher in each category for young teacher award. Eligibility for young teacher award : Age < 35 years, teaching experience as on 5th September of the current year i.e. 2 years completion in AEES and total of 5 years in teaching.
 - Teacher applying for young teacher award must attach age proof.
 - In a particular school if no teacher is found eligible for young teacher awards as per the criteria then nominations may not be sent from that school or cluster.
- ❖ **The guidelines for awards will be reviewed after 3 years from the date of implementation.**

A. Composition of the committee to select at Centre/School level

A committee should be constituted, after obtaining proper approval from AEES, with the following members at centre/school level to recommend the names of the eligible applicants for the award in the concerned category but not more than the number allotted for each of the schools as given in the table. The members of the committee may include the following constituents:-

Sr. No	Committee Member	Position
1.	Co-ordinating Principal/ Principal/Chairman, LMC*	Chairperson
2	Principal of neighboring CBSE school	Member
3	An Educationist from the state government	Member
4	A Senior teacher from any other CBSE school/state affiliated school.	Member

*Applicable only when the Principal of the school/centre is an applicant. In such cases the Coordinating Principal/Principal will coordinate the proceedings of the meeting.(He/She shall not be a part of the selection committee).

The recommendations of the committee should be submitted with the following documents

- ❖ Minutes of the meeting of the centre/school level committee
- ❖ Filled in application form in the prescribed format along with 1 passport size attested photographs of the applicant.
- ❖ The detailed report showing the result, quality and excellence index of the concerned teacher as per the details given in the parameters
- ❖ Supporting documents for all the parameters that are applicable to the concerned applicant/application, duly attested & certified by the competent authority, enclosed with the application form
- ❖ All the recommended applications must be submitted to the concerned coordinating principal of the cluster.
- ❖ The concerned Principal must verify the service record and antecedents of the applicant before certifying the given format.
- ❖ In case of Coordinating Principal as an applicant, the Chairman, LMC will nominate a committee member suitably.

B. Composition of the committee to select at Cluster level

The coordinating principal of each cluster shall collect applications from the schools in the concerned cluster with all the documents. The cluster committee is expected to assess the parameters of contribution given in the table carefully and recommend the number of awardees in different categories i.e. Principal/VP/HM/Teachers/Admn. staff/NTS as per the number allotted for each category of teachers/staff from the concerned cluster. The committee at the cluster level should be constituted after obtaining proper approval from AEES with following members

Sr. No	Committee Member	Position
1.	Chairman, LMC	Chairperson
2	Coordinating Principal/Principal from any other AEES Cluster	Member Sec.
3 *	Principal of neighboring CBSE/State affiliated school OR higher cadre from SCERT/State education board	Member
4	Principal/Professor from the neighboring reputed college/university	Member
5	Nominee of Chairman, AEES	Member

*The Coordinating Principal of that school/centre will coordinate the proceedings of the meeting.
(He/She shall not be a part of the selection committee).

Note:

1. The Chairman, LMCs of different centres of the cluster may be designated as convener of the committee on rotation basis.
2. One of the Coordinating principals of different centres in each cluster may be designated as member secretary of the committee on rotation basis.
3. In case of Coordinating Principal as an applicant, the Chairman, LMC will nominate a committee member suitably.

The recommendations of the committee should be submitted with the following documents

- ❖ Minutes of the meeting of the cluster level committee
- ❖ Statement showing the consolidated marks of all the recommendations received at the cluster

- ❖ Separate list of recommended teacher/staff in each category of the award at the cluster level
- ❖ Supporting documents for all the parameters that are applicable to the concerned applicants, attested/certified by the competent authority, enclosed with application form
- ❖ All the recommended applications as per the allotted quota given in the table must be submitted to the concerned designated principal (Nominated by AEES for this purpose only on rotation) to co-ordinate the central level committee..

C. Composition of the committee to select at Central level

The designated coordinating principal (AEES Award only) of the central level shall collect all the recommended applications from all the three clusters and put up before the central committee for scrutinizing. The central committee will be constituted by AEES consisting of the following members

The credentials of the list of applicants finalized for the award should be checked thoroughly by the central office before publishing the names of the awardees.

Sr. No	Committee Member	Position
1.	Very Senior Educationist	Chairperson
2	Coordinating Principal (Nominated by AEES) /any Senior Principal nominated by the competent authority in AEES.	Member Sec.
3	Principal or above cadre from NCERT/CBSE/Educationist .	Member
4	A Principal/Dean in the University/Commissioner/Asst. Commissioner of Kendriya Vidyalaya or Equivalent.	Member
5	A member from HBCSE/any other	Member

7. CALENDAR FOR TIME FRAME (for compliance without any deviations)

In order to complete the selection process of the award at various stages, it is suggested to follow the following calendar of various events. For example, the award year 6th Sep. 2016 to 5th Sep . 2018, the award process starts from October 2018 and the award will be presented on 26th January 2019.

S.No	Particulars	Tentative Date
1.	Issue of circular from central office to all the schools	30 th Oct. 2018
2.	Last date for submission of application by the teachers to the Principal	25 th Nov. 2018
3.	Last date for conducting meeting of School/Centre level committee to recommend the names as allotted	28 th Nov. 2018
4.	Last date for submission of nominations from school/centre level committee to the coordinating principal of the cluster	1 st Dec. 2018
5.	Cluster committee meeting for finalizing the recommendations in all cadres as per the allotted number	10 th Dec 2018
6.	Submission the cluster committee report to the Central office in the sealed cover	17 th Dec 2018
7.	Scrutinizing all the nominations received from all clusters and meeting by central committee to finalize the awardees	20 th Dec 2018
8.	Declaration of Awards to the teachers	21 st Dec 2018
9.	Giving away the awards to all the awardees at Mumbai	26 th Jan 2019

- Principals/VPs/HMs Nominations will not go to the cluster level, it will be sent by the Centre Committee to Central Committee at AEEs.

8. Award parameters for School Administrators (Principal/VP/HM)(Please fill the form No.1 only)

The main considerations for the selection of the Principals / VP / HMs are:-

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	School/Centre Level	Result of 3 Yrs	06	50
		Excellence Index (EI) of 3 Yrs	06	
		Quality Index (QI) of 3 Yrs	06	
		Innovative methods adopted in teaching	06	
		Use of Technology/Aid	04	
		Professional advancement	04	
		Training programme	03	
		Personal contribution	04	
		Previous recognition	04	
		Publication(Academic contribution)	04	
		Additional contribution	03	
2.	Central Committee	Performance appraisal at the central committee level	26	50
		APAR/ACR of previous three years	12	
		Presentation / Interaction in AEES / Central Committee	12	
Total Marks			100	100

9. Award parameters for Scholastic Teachers (PGT/TGT/PRT/Pre-Primary)(Please fill the form No.2 only)

The main considerations for the selection of the PGT / TGT / PRTs are:-

(Three Tier Assessment)

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	School/Centre Level	Result	03	30
		Excellence Index (EI)	03	
		Quality Index (QI)	03	
		Innovative methods adopted in teaching	06	
		Personal Contribution	04	
		Special efforts for academic excellence	03	
		Career guidance and counseling	03	
		Personal Traits	02	
		Additional Contribution	03	
2.	Cluster Level	Previous recognition	04	30
		Use of Technology/Aid (#)	04	
		Training Programme (During last 5 years)	03	
		Moral values and National Integration	03	
		Publication (During last immediate 5 years)	06	
		Presentation / Interaction)	10	
3.	Central Committee	Leadership Quality of the Teacher	03	40
		Organising Capabilities	03	
		Infrastructure Maintenance	03	

		Working Relationship	03	
		Quality Education	03	
		Professional Advancement	04	
		Special Contribution	03	
		Enhancing the image of AEC School/AEES	03	
		Social contribution	03	
		APAR/ACR for last 3 years	12	
Total Marks			100	100

10. Award parameters for Co-Scholastic Teachers (TGT/PRT) (Please fill Form No.3 only)

The main considerations for the selection of the Co-Scholastic Teachers TGT / PRTs are:-
(Three Tire Assessment)

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	School/Centre Level	Innovative Methods adopted in Teaching. Give details (Duly verified with proofs)	10	30
		Training Programme (During the last 5 years in AEES) Duly verified.	05	
		Special efforts for excellence in their field of Sports / Music/ Art-Mela /Library Exhibition / Automation)	05	
		Special contribution to Students	04	
		Personal Traits	03	
		Moral values and National Integration	03	
2.	Cluster Level	Previous recognition	03	30
		Publication	02	
		Use of Technology/Aid	05	
		Social commitment	03	
		Personal Contribution	04	
		Additional Contribution	03	
Presentation / Interaction	10			

3.	Central Committee	Professional Advancement	06	40
		Special Contribution	02	
		Leadership Quality of the Teacher	04	
		Organizing Capabilities	04	
		Working Relationship	04	
		Infrastructure Maintenance	04	
		Quality Education	04	
		APAR/ACR for last 3 years	12	
Total Marks		100	100	

**11. Award parameters Non Teaching Staff
(Lab. Assistants/ Lab Attendant)
(Please fill the Form No.4 only)**

The main considerations for the selection of the Non Teaching Staff (Lab. Assistants/ Lab attendant) are:-

(Three Tire Assessment)

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	School/Centre Level	Training Programme	05	30
		Innovative Assignment	10	
		Personal Contribution	10	
		Established risk-based Criteria to evaluate laboratory equipment performance	4	
		Alerting about the expected emergency situations in the labs	1	
2.	Cluster Level	Previous Recognition	4	20
		Use of Computers	2	
		Arranging /using teaching aids	2	
		Familiarisation and use of equipment	2	
		Development and Innovation of teaching aids	2	
		Monitoring students	2	
		Inculcating good moral values	2	
		Regularity in Attendance	1	
		Punctuality in duty	1	
		Managing discipline in Laboratory	1	
		Respect among students	1	

3.	Central Committee	Organizing capabilities	4	40
		Infrastructure Maintenance	4	
		Working Relationship	4	
		Professional Advancement	5	
		Role of enhancing the image of the school	1	
		Accomplishment of planned work	2	
		Preparedness on Emergency situation	2	
		Additional Contribution	6	
		APAR/ACR for last 3 years	12	
		Total Marks		

12. Award parameters for Clerical Staff working in Schools/JCs (Please fill the Form No.5 only)

The main considerations for the selection of Clerical staff working in School/JC are:-
(Three Tire Assessment)

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students/organisation
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	School/Centre Level	Training Programme (During last 5years service)	5	30
		Personal Contribution	10	
		Use of Administrative Rules/ Technology	8	
		Giving extra time	3	
		Attitude towards work	4	
2.	Cluster Level	Previous recognition	2	20
		Social responsibility	3	
		Personal Traits	3	
		Individual Strength	4	
		Office Maintenance	4	
		Innovative work and personal traits and contribution	4	

3.	Central Committee	Professional Advancement	5	40
		Publication/ Submission (During the service period in AEES)	2	
		Discipline	2	
		Public Relation	4	
		Leadership / Working relations	4	
		Organising Capabilities	4	
		Quality in Work	4	
		Leaves	3	
		APAR /ACR	12	
Total Marks		90	— out of 90 To be converted — out of 100	

**13. Award parameters for Work Assistants working in AEC
School/JC and AEES including Drivers
(Please fill the Form No.6 only)**

SCHOOL/CENTRE LEVEL

Parameters for Work Assistants Staff

(30 Marks)

S.No	Particulars of the parameter	Maximum Marks	Remark
1.	Support to the office	3	
2.	Cleanliness and neatness of campus	3	
3.	Sense of Responsibility in day to day work	3	
4.	Competency for office routine work	3	
5.	Amenable among colleagues	3	
6.	Maintains cordial relations with staff	3	
7.	Amenable to Superiors	3	
8.	Adaptability of the work	3	
9.	Rapport with students	3	
10.	Use electronic gadgets (Xerox, Fax, Cyclostyle, copier etc.)	3	
TOTAL MARKS		30	

The assessment to be done by taking inputs from Part – C

3 marks for Outstanding

2 marks for Very Good

1 mark for Good

CLUSTER LEVEL

Parameters for Work Students Staff

(30 Marks)

S.No	Particulars of the parameter	Maximum Marks	Remark
1.	Contribution towards the safety and security of the school plant	2	
2.	Contribution towards ensuring the	2	

	safety of students		
3.	Contribution towards the safety and security (Staff and students)	2	
4.	Attitude / present ability to ensure the safety of belongings of the students	2	
5.	Service related hospitality to School Management / Visitors	2	
6.	Sense of belongingness	2	
7.	Accepts additional responsibility apart from his/her work profile	2	
8.	Public Relation with stakeholders	2	
9.	Punctuality and regularity in attendance	2	
10.	Prompting the alarming situations in the school	2	
11.	Interaction with the Applicant Presentability, Communication, Language, Punctuality, sense of responsibility/accountability/belongingness/integraty, sense of safety and security, Official Hospitality, Discrimination (Region/Religion/Caste/colour/Creed	10	
TOTAL MARKS		30	

These attributes are considered to be absolutely necessary. These marks will be awarded only for outstanding and very good. No marks for below the grade of very good.

Outstanding= 2 ; Very Good =1

CENTRAL LEVEL (40 Marks)

Parameters for Work Assistants Staff

(28 Marks)

S.No	Particulars of the parameter	Maximum Marks	Remark
1.	Loyalty towards the job / Adhere to the moral values	3	
2.	Interest and initiative in professional growth	2	
3.	Situational Behaviour and Team spirit	2	
4.	Role of enhancing the image of the school in the community	3	
5.	Accomplishment of planned work and the quality of the work	3	
6.	Service to community / Parental attitude towards disabled	3	

	students/staff		
7.	Reporting of damages/malfunctions occurred in the campus	3	
8.	Readiness for supporting the management in odd hours	3	
9.	Leaves (To be assessed as per point 5 in Form A)	6	
TOTAL MARKS		28	

Central Committee weightage for APAR/ACR of last three years (12 Marks)

Three years APAR grading will be taken for the weightage (including the award year) and it will be calculated for 12 marks. APAR weightage shall be calculated based on 0-4 point grade as follows

<i>APAR/ACR Grading</i>	<i>Outstanding</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Poor</i>
Grade Point	4	3	2	1	0

3 Years maximum grade point is $3 \times 4 = 12$

**14. Award parameters for Officers / Office Staff working at
Central Office, AEES
(Please fill the Form No.7 only)**

The main considerations for the selection of Officers / Office staff working at Central Office, AEES are:-

(Three Tire Assessment)

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students/organisation
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	Centre Level	Training Programme (During last 5years service)	3	30
		Personal Contribution	10	
		Use of Administrative Rules/ Technology	8	
		Giving extra time	3	
		Attitude towards work	3	
		General Beahaviour	3	
2.	Cluster Level	Previous recognition	2	30
		Social responsibility	3	
		Personal Traits	3	
		Individual Strength	4	
		Office Maintenance	4	
		Innovative work and personal traits and contribution	4	
		Interaction and Presentation	10	

3.	Central Committee	Professional Advancement	5	40
		Publication/ Submission (During the service period in AEES)	2	
		Discipline	2	
		Public Relation	4	
		Leadership / Working relations	4	
		Organising Capabilities	4	
		Quality in Work	4	
		Special Contribution by not resorting to leave entitlement	3	
		APAR /ACR	12	
Total Marks		100	100	

**15. Award parameters for Staff working in Academic Unit,
Central Office, AEES
(Please fill the Form No.8 only)**

The main considerations for the selection of Staff working in Academic Unit, Central Office, AEES are:-

(Three Tire Assessment)

- a. His/Her reputation in the AEES and local community
- b. His/Her academic efficiency and desire for its improvement
- c. His/Her genuine interest in holistic development of students/organisation
- d. His/Her involvement and contribution in the social life of the community

All the four points mentioned above are analysed with the help of the following parameter with due weightage:-

Weightage on various parameters for the calculation

S.No.	Committee	Parameters	Marks	Total Marks
1.	Centre Level	Training Programme (During last 5years service)	5	30
		Personal Contribution	10	
		Use of Administrative Rules/ Technology	8	
		Giving extra time	3	
		Attitude towards work	4	
2.	Cluster Level	Previous recognition	2	30
		Social responsibility	3	
		Personal Traits	3	
		Individual Strength	4	
		Office Maintenance	4	
		Innovative work and personal traits and contribution	4	
		Interaction and Presentation	10	

3.	Central Committee	Professional Advancement	5	40
		Publication/ Submission (During the service period in AEES)	2	
		Discipline	2	
		Public Relation	4	
		Leadership / Working relations	4	
		Organising Capabilities	4	
		Quality in Work	4	
		Special Contribution by not resorting to leave entitlement	3	
		APAR /ACR	12	
Total Marks		100	100	