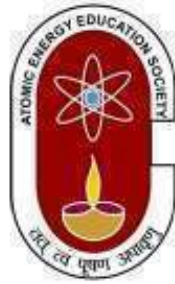


**ATOMIC ENERGY EDUCATION SOCIETY**  
(An autonomous body under Dept. of Atomic Energy, Govt. of India)

**RECOMMENDATIONS FOR AEEA AWARDS**



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

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## **1. Preface**

### **Meritocracy in AEES**

The Atomic Energy Education Society (AEES) has 30 Schools/Junior Colleges at 16 different centers with 28000 students and 1340 teaching and 309 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. Recommendations for AEES Awards

To

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

Sir,

With reference to the letter dated AU/Award/F28/2013/4150, dated 24th September, 2013, the Award Committee was constituted with the undersigned members and frequent meetings were conducted and deliberated in detailed manner.

The Chairperson of the Awards Committee, Shri T. Kalathinathan, Principal, AEJC, 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.), teaching staff (both scholastic and co-scholastic), non-teaching staff (lab assistants, MTS working in labs), Administrative/ Accounts staff of AEES and MTS 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 award committee has prepared the draft report on the guidelines of on AEES awards after several discussions on the suggestions given by the competent authority as well as the feedback received from the Principal's conference. The draft was presented to the members of the Governing Council in the meeting held on 11-12-2013 and the suggestions given by them were incorporated in the draft.

The committee suggested that the total numbers of recommendations from cluster level to the central level must not exceed 94 applications which would be forwarded with assessment against 70 marks; central committee will assess the short listed applications and will award weightage against the remaining 30 marks to select the top 37, '*the awardees*'; the committee finalized the norms of eligibility criteria of the applicants and framed Annexure/s.

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 going to institute a total of 37 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 the society by and large. Also to focus the attention towards quality education being imparted in AEES, thereby retaining students against going to institutes other than AECS/JC for pursuing studies in standard XI and XII.
- ❖ 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 culture of excellence in teaching performance
- ❖ To promote innovative teaching techniques and methodologies in AEES
- ❖ To encourage best teaching / co-scholastic practice in the schools
- ❖ The best teachers/staff in AEES system will serve as role models for other schools of AEES
- ❖ 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 MTS 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 30 schools spread all over India. For the purpose of AEES awards, these Schools/JCs have been divided into three clusters, each consisting of 10 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

S.No	Centre	School/ College	PGTs	TGTs	PRTs & Prep	Total Staff in Each cluster				
						NTS (\$)	PGTs	TGTs	PRTs & Preps	TOTAL
1	ANUPURAM	AECS		18	13	6	58	177	176	411
2	KALPAKKAM	AECS-1		24	20	8				
3	KALPAKKAM	AECS-2	24	19	15	9				
4	HYDERABAD	AECS-1	10	16	17	17				
5	HYDERABAD	AECS-2		21	25	15				
6	KAIGA	AECS	10	23	27	12				
7	KUDANKULAM	AECS	7	13	14	4				
8	MYSORE	AECS	4	16	14	6				
9	MANUGURU	AECS	0	19	23	14				
10	OSCOM	AECS	3	8	8	3				
11	JADGUDA	AECS-1	13	34	19	7	71	194	159	424
12	JADGUDA	AECS-2	5	10	5	2				
13	NARWAPA HAR	AECS		19	16	4				
14	TURAMDIH	AECS		8	9	2				
15	KAKRAPAR	AECS	11	21	20	10				
16	NARORA	AECS	12	22	21	21				
17	RAWATBHATA	AECS-2		23	19	9				
18	RAWATBHATA	AECS-3	4	14	13	8				
19	RAWATBHATA	AECS-4	17	24	22	15				
20	INDORE	AECS	9	19	15	9				

S.No	Centre	School/College	PGTs	TGTs	PRTs & Prep	Total Staff in Each cluster				
						NTS (\$)	PGTs	TGTs	PRTs & Preps	TOTAL
21	MUMBAI	AECS-1		23	19	5	70	175	176	725
22	MUMBAI	AECS-2		22	24	7				
23	MUMBAI	AECS-3		20	18	5				
24	MUMBAI	AECS-4	8	18	23	9				
25	MUMBAI	AECS-5		22	26	7				
26	MUMBAI	AECS-6	1	15	15	6				
27	MUMBAI	JC	38	5		15+2				
28	TARAPUR	AECS-1	14	14	15	11				
29	TARAPUR	AECS-2		16	19	6				
30	TARAPUR	AECS-3	6	17	13	5				
31	MUMBAI	ACADEMIC UNIT	2	2	1					
32	MUMBAI	CENTRAL OFFICE	1	1	3	45 (!)				
33	All Non Teaching Staff					259				
<b>TOTAL STRENGTH</b>			<b>199</b>	<b>546</b>	<b>511</b>	<b>304</b>	<b>199</b>	<b>546</b>	<b>511</b>	<b>1560*</b>

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

(!) Administrative and all other staff

(\*) The figure of 1560 does not include Principals, VPS, HMS

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

S. No	Category	Strength	No. of awards
1.	Principal	30	01
2.	Vice Principal	30	01
3.	HM	29	01
3.	PGT	198	04
4.	TGT	545	11
5.	PRT & Prep. Trs.	508	11
6.	Lab Assistants	41	01
7.	Office Staff of Schools (ASAC, Asst, Sr.cl., UDC, LDC)	79	02
8.	Non-Teaching staff Group C non teaching staff of schools/JC and MTS, Driver, Store att. of Central Office)	149	03
8.	AEES Administrative staff (Excluding Group C staff)	40	02
Total		1649	37



## 5. Details of the Awards

The committee recommends to felicitate the AEES awardees with **cash prize of Rs.10,000/-**, a medal and citation on the '*Teachers Day function*' (5<sup>th</sup> of September) at Mumbai.

S. No	Award Category / Cadre	Maximum number that can be recommended/received 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 school to the In-charge Cluster (School level)	Number of recommendations received from each cluster (Cluster level)	Cluster In-charge / CAO in case of AEES staff to Central Committee		
1	Principals	1	10	1	3	1
2	Vice-Principal	1	10	1	3	1
3	Headmistress/ Headmaster	1	10	1	3	1
4	Post Graduate Teachers	1	10	3	9	4
5	Trained Graduate Teachers (TGT)	2	20	6	18	8
	TGT Scale Category (Art/WET/PET /Library/ Special Educator/ Comp. Trs.)	1	10	3	9	3
6	Primary Teachers (PRT/ Prep. Trs)	2	20	7	21	10
	PRT Scale Category- ( Music/ WET /PET/ Jr. Lib)	1	10	2	6	1
7	Non Teaching Staff - Lab Assistants	1	10	1	3	1
8	Office Staff of Schools (ASAC, Asst, Sr.cl., UDC, LDC)	1	10	2	6	2
9	Non-Teaching staff (Group C non teaching staff of schools/JC and MTS, Driver, Store att. of Central Office)	1	10	3	9	3
10	AEES Administrative staff (Excluding Group C staff)	---	---	4	4	2
<b>TOTAL</b>			<b>130 x 3=390</b>	<b>---</b>	<b>94</b>	<b>37</b>

Note: Each cluster may get the maximum of 130 nominations from 10 schools of the concerned cluster and the Central committee may get maximum of 94 nominations from all 3 clusters.

## 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. 2012 to 5th Sept.2013 is award year for the selected applicants as awardees to be felicitated on the 5th of September 2014.
- ❖ The applicants, Principal/VP/HM/Teachers/Admn. staff/NTS, recommended for the award must have rendered not less than 12 years of regular service in AEES.
- ❖ 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.
- ❖ Once an applicant, Principal/VP/HM/Teachers/Admn. staff/NTS, is bestowed with AEES award, he/she may be considered for other category of AEES/National award provided he/she satisfies the conditions.
- ❖ 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.
- ❖ Recommendations for the award should be made as per the model calendar given on page number 13.
- ❖ The Teachers/Staff of AEES who fulfills 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.
- ❖ **The guidelines for awards will be reviewed after 3 years from the date of implementation.**

### 6.1. Selection 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:-

Sl. No.	Committee Member	Position
1.	Chairman, LMC	Chairperson
2.	Co-ordinating Principal/Sr. Principal	Member Secretary
3.	Principal of neighbouring CBSE/State affiliated school (or) Any educationist from State Government.	Member
4	An educationist/ a Principal of an AEC School where more than one school exists in a centre	Member
5	One member nominated by the Chairman, LMC (preferably from Human Resource)	Member

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 2 passport size attested photographs of the applicant.
- ❖ The detailed report showing the result, quality and excellence indices 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.

## 6.2. Selection 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

Sl. No.	Committee Member	Position
1.	Chairman, LMC	Chairperson
2.	Coordinating Principal/Sr. Principal	Member Secretary
3.	Principal or higher cadre from SCERT/State education board	Member
4.	Principal/Professor from the neighboring reputed College/University	Member
5.	A member not lower than Principal cadre to be nominated by the Central Office	Member

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 coordinating principal of the central cluster.

### 6.3. Selection at Central level

The coordinating principal 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

Sl. No.	Committee Members	Position
1.	Very Senior Educationist	Chairperson
2.	Coordinating Principal of Mumbai/ any Senior Principal nominated by the competent authority	Member Secretary
3.	Principal or above cadre from NCERT/CBSE/Educationist from any State Board	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

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.

## 7. CALENDAR FOR TIME FRAME

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 2016-2017, the award process will start on 04-01-2016 and the award will be presented on 05-9-2016. The cut-off date for the eligibility criteria will be based on individual's performance during the academic year 2015-16.

S. No	Particulars	Tentative Date
1.	Issue of circular from central office to all the schools	04/01/2016
2.	Last date for submission of application by the teachers to the Principal	25/01/2016
3.	Last date for conducting meeting of School/Centre level committee to recommend the names as allotted	10/02/2016
4.	Last date for submission of nominations from school/centre level committee to the coordinating principal of the cluster	22/02/2016
5.	Cluster committee meeting for finalizing the recommendations in all cadres as per the allotted number	17/03/2016
6.	Last date for submission of the report of the cluster committee to Central office in the sealed cover	28/03/2016
7.	Last date for Scrutinizing all the nominations received from all clusters and meeting by central committee to finalize the awardees	18/04/2016
8.	Declaration of Awards to the teachers	05/06/2016
9.	Giving away the awards to all the awardees at Mumbai	05/09/2016

## **8. AWARD PARAMETERS**

The main considerations for the selection of the Teachers / Principals 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 analyzed with the help of the following parameter with due weightage:-

### **Weightage on various parameters for the calculation**

<b>Sl. No.</b>	<b>Committee</b>	<b>Parameters</b>	<b>Marks</b>	<b>Total Marks</b>
<b>1.</b>	<b>School/Centre Level</b>	<b>Result</b>	<b>05</b>	<b>40</b>
		<b>Excellence Index (EI)</b>	<b>05</b>	
		<b>Quality Index (QI)</b>	<b>05</b>	
		<b>Innovative methods adopted in teaching</b>	<b>10</b>	
		<b>Use of Technology/Aid</b>	<b>04</b>	
		<b>Professional advancement</b>	<b>04</b>	
		<b>Training programme</b>	<b>03</b>	
		<b>Personal contribution</b>	<b>04</b>	
<b>2.</b>	<b>Cluster Level</b>	<b>Performance appraisal at cluster level</b>	<b>20</b>	<b>30</b>
		<b>Previous recognition</b>	<b>05</b>	
		<b>Publication</b>	<b>05</b>	
<b>3.</b>	<b>Central Committee</b>	<b>Performance appraisal at the central committee level</b>	<b>18</b>	<b>30</b>
		<b>APAR/ACR of previous three years</b>	<b>12</b>	
<b>Total Marks</b>			<b>100</b>	<b>100</b>

**8.1 Parameters for school administrators (Principal/VP/HM)**  
**(To be evaluated at the school/ Centre level - 40 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)	For schools/college up to 12 <sup>th</sup> std. (Result of 10 <sup>th</sup> & 12 <sup>th</sup> combined)		
1.	Result (@) (X/XII in case of Principal and VP, class V in case of HM)	If the result is above 95% in last five years	If the result is above 90% in all five years	05	05
		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	If the EI is above 75% in last five years	If the EI is above 60% in last five years	05	05
		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.	If the QI is above 7.5 in last five years	If the QI is above 6.0 in last five years	05	05
		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	Special attention/projects developed for gifted/weak children with special needs		04	10  Calculation: Total obtained for Sl. No. (4)/2
		Workshops or seminars organized/participated at National/State level		03	
		Workshops or seminars organized / participated for CCE related activities		03	
		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														
		Development and innovation of teaching aids	02														
5.	Use of Technology/Aid (#)	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.	02	04													
		Lecture given through ASTER	02														
6.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		04													
		<table border="1"> <thead> <tr> <th>Category</th> <th>Degree</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Principal/ Vice- principal</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">HM</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> </tbody> </table>	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	
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)	Participation in training programmes or worked as resource person at National/State/AEES Level thrice or more	03	03													
		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 (#)	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	04	04  Calculation: Total obtained for Sl. No. (8)/4													
		Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)	04														
		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														
		Any other innovative work which attributes to the welfare of students or Educational Management	02														
<b>TOTAL MARKS</b>				<b>40</b>													

Note: (@) The percentage of the result/Excellence Index / Quality Index of the preceding five 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

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

The AEES may notify the schools which comes under remote centres to avail the above concession

## **CLUSTER LEVEL (30 Marks)**

### **Parameters for school administrators (Principal/VP/HM)**

S. No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National level (Govt. of India or any international NGO award including innovation and Experimentation award & ICT award by NCERT)	05	05
		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)	Books/text books published related curriculum or any other books of social importance	05	05  Calculation: Total obtained in Sl. No.(7)/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	
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	04
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	04
5.	Infrastructure Maintenance	Does the Principal/VP/HM take interest in maintenance of the infrastructure, beautification of the campus and cleanliness?	04	04
6.	Working Relationship	The level of working relationship of Principal/VP/HM with his fellow – Staff, Students, Parents and other stake holders?	04	04
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	04
<b>TOTAL MARKS</b>				<b>30</b>

## CENTRAL LEVEL (Total 30 marks)

### Parameters for evaluation at Central level for Principal/Vice Principal/HM (18 Marks)

S.No	Particulars of the parameter	Max. Marks	Remark
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	
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	

### 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>
<b>Grade Point</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

3 Years maximum grade point is 3 X 4 = 12

## 8.2 Parameters for Scholastic Teachers (PGT/TGT/PRT)

### SCHOOL/CENTRE LEVEL (40 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 five years	05	05
		If the result is above 95% in 4 years out of last 5 years	04	
		If the result is above 95% in 3 years out of last 5 years	03	
		If the result is above 95% in 2 years out of last 5 years	02	
		If the result is above 95% in 1 year out of last 5 years	01	
		If the result is below 95% 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	If the EI is above 75% in last five years	05	05
		If the EI is above 75% in four out of last five years	04	
		If the EI is above 75% in three out of last five years	03	
		If the EI is above 75% in two out of last five years	02	
		If the EI is above 75% in one out of last five years	01	
		If the EI is less than 75% 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.	If the QI is above 6.5 in last five years	05	05
		If the QI is above 6.5 in four out of last five years	04	
		If the QI is above 6.5 in three out of last five years	03	
		If the QI is above 6.5 in two out of last five years	02	
		If the QI is above 6.5 in one out of last five years	01	
		If the QI is less than 6.5 in all five years	00	
4.	Innovative Methods adopted in Teaching	Special attention/projects developed for gifted/weak children with special needs	04	10  Total obtained in Sl. No. (4)/2
		Workshops or seminars organized/participated as resource person at National/State level	03	
		Workshops or seminars organized/participated as resource person for CCE/ Career Guidance related activities	03	
		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/Exam related activities	03	
		Development and innovation of teaching aids	02	
5.	Personal Contribution (#)	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	04	

		Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)	04	<b>04</b> <b>Total obtained/4</b>
		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	
		Any other innovative work which attributes to the welfare of students or Educational Management	02	
6.	Special efforts for academic excellence	Has he/she is taking additional classes in his/her subject/ lectures for elite/weaker students or refresher classes for improving the results	03	<b>03</b>
7.	Career guidance and counseling	Organized career guidance and counseling for needy students and any type of special preparation for competitive examinations	03	<b>03</b>
8.	Personal Traits	Managing discipline in the class room Punctuality and regularity in duty and assignment Completion of assigned work	03	<b>03</b>
9.	Moral values and National Integration	Inculcating moral values and national integration among students	02	<b>02</b>

The cut-off for the result, EI and QI for Remote Centres are give below

<b>Parameter</b>	<b>For schools up to 10<sup>th</sup> standard</b>	<b>For schools up to 12<sup>th</sup> standard</b>
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

**CLUSTER LEVEL (Total 30 Marks)**  
**Parameters for Teachers (PGT/TGT/PRT)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National level (Govt. of India or any international NGO award including innovation and Experimentation award & ICT award by NCERT)	05	05
		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)	Books/text books published related curriculum or any other books of social importance	05	05  Total obtained in Sl. No.(2)/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	
3.	Leadership Quality of the Teacher	<ul style="list-style-type: none"> <li>▪ Managing conflicts and sharing of information</li> <li>▪ Team building</li> <li>▪ Collaboration with others</li> <li>▪ Communication and rapport</li> </ul>	04	04
4.	Organizing Capabilities	<ul style="list-style-type: none"> <li>▪ Role of teacher in organizing the Annual day, Sports day and Celebration of important days</li> <li>▪ Promotion of club activities (nature, science, reader)and exhibition</li> <li>▪ Adhering to the schedule</li> <li>▪ Planning of lessons and completion of syllabus</li> </ul>	04	04
5.	Infrastructure Maintenance	<ul style="list-style-type: none"> <li>▪ Does the teacher take interest in maintenance of the infrastructure such as furniture, fittings etc.</li> <li>▪ Does the teacher show interest in beautification of the campus and cleanliness?</li> <li>▪ Laboratory materials/teaching aids are procured in time and maintained properly by the teacher</li> <li>▪ Does the teacher take effort to maintain sufficient books for his/her subject for additional preparation and also for the students.</li> </ul>	04	04
6.	Working Relationship	<ul style="list-style-type: none"> <li>▪ Relationship with students and parents</li> <li>▪ Relationship with management and colleagues</li> <li>▪ Commitment to the students</li> <li>▪ Passionate about teaching and learning</li> </ul>	04	04
7.	Quality Education	<ul style="list-style-type: none"> <li>▪ Pedagogic approaches for better learning</li> <li>▪ Knowledge and skill of the teacher</li> <li>▪ Any innovative ideas implemented for developing the quality of the result of the subject concerned as well as school.</li> <li>▪ Support for students, evaluation, feedback and providing mentorship</li> </ul>	04	04

## **CENTRAL LEVEL (Total 30 marks)**

### **Parameters for evaluation at Central level for Teachers (PGT/TGT/PRT) (18 Marks)**

S. No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded	
1.	Use of Technology/ Aid (#)	Production of Educational Videos/ Publishing through websites/ electronic method for lesson, notes and worksheets etc.	02	04	
		Lecture given through ASTER	02		
2.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		04	
		<b>Category</b>	<b>Degree</b>		<b>Marks</b>
		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			
3.	Training Programme (During service period in AEES)	Participation in training programmes or worked as resource person at National/State/AEES Level thrice or more	03	03	
		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.	Special Contribution	Special contribution to policy making/Academic/Management/In-charge/Member of AEES committees etc.	03	03	
5.	Enhancing the image of School/ college	Role of enhancing the image of the school in the community by participating in various welfare/public awareness programmes	02	02	
6.	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	02	02	

### **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>
<b>Grade Point</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

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

### 8.3 Parameters for Co-Scholastic Teachers

Parameters to be evaluated at School level for Teachers (TGT/PRT)

(40 Marks)

S. No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Innovative Methods adopted in Teaching	Special attention/projects developed for gifted/weak children with special needs	04	10  Calculation: Total obtained in S.No.(1)/2
		Workshops or seminars organized/participated as resource person at National/State level	03	
		Workshops or seminars organized/participated as resource person for CCE/ Career Guidance related activities	03	
		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/Exam related activities	03	
		Development and innovation of teaching aids	02	
2.	Training Programme (During service period in AEES)	Participation in training programmes or worked as resource person at National/State/AEES Level for 3 times or more	05	05
		Participation in training programmes or worked as resource person at National/State/AEES Level for 2 times it may include one such program at centre level/District/Zone level	03	
		Participation in training programmes or worked as resource person at National/State/AEES Level for 1 times it may include one such program at centre level/District/Zone level	02	
		Not participated in any training programme	00	
3.	Personal Contribution (#)	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	04	10  (Total obtained in S. No(3)/2)
		Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)	04	
		Contribution to school management in academic/administration	04	
		Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature	04	
		Any other innovative work which attributes to the welfare of students or Educational Management	04	
4.	Special efforts for academic excellence	Is he/she is taking additional classes in his/her subject/ lectures for elite/weaker students or refresher classes for improving the results	05	05



5.	Special contribution to students	Special contribution to the school management apart from his/her own duties and responsibilities. Organized career guidance and counseling for needy students and any type of special preparation for competitive examinations	04	04
6.	Personal Traits	Managing discipline in the class room Punctuality and regularity in duty and assignment Completion of assigned work	03	03
7.	Moral values and National Integration	Inculcating moral values and national integration among students	03	03

### **CLUSTER LEVEL (Total 30 Marks)**

#### **Parameters for evaluation at Cluster level for Co-Scholastic Teachers (TGT/PRT)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National level (Govt. of India or any international NGO award including innovation and Experimentation award & ICT award by NCERT)	05	05
		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)	Books/text books published related curriculum or any other books of social importance	05	05  Total obtained/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	
3.	Leadership Quality of the Teacher	<ul style="list-style-type: none"> <li>▪ Managing conflicts and sharing of information</li> <li>▪ Team building</li> <li>▪ Collaboration with others</li> <li>▪ Communication and rapport</li> </ul>	04	04
4.	Organising Capabilities	<ul style="list-style-type: none"> <li>▪ Role of teacher in organizing the Annual day, Sports day and Celebration of important days</li> <li>▪ Promotion of club activities (nature, science, reader) and exhibition</li> <li>▪ Adhering to the schedule</li> <li>▪ Planning of lessons and completion of syllabus</li> </ul>	04	04
5.	Infrastructure Maintenance	<ul style="list-style-type: none"> <li>▪ Does the teacher take interest in maintenance of the infrastructure such as furniture, fittings etc.</li> <li>▪ Does the teacher show interest in beautification of the campus and cleanliness?</li> <li>▪ Laboratory materials/teaching aids are procured in time and maintained properly by the teacher</li> <li>▪ Does the teacher maintain sufficient books for his/her subject for additional preparation and also for the students.</li> </ul>	04	04

6.	Working Relationship	<ul style="list-style-type: none"> <li>▪ Relationship with students and parents</li> <li>▪ Relationship with management and colleagues</li> <li>▪ Commitment to the students</li> <li>▪ Passionate about teaching and learning</li> </ul>	04	04
7.	Quality Education	<ul style="list-style-type: none"> <li>▪ Pedagogic approaches for better learning</li> <li>▪ Knowledge and skill of the teacher</li> <li>▪ Any innovative ideas implemented for developing the quality of the result of the subject concerned as well as school.</li> <li>▪ Support for students, evaluation, feedback and providing mentorship</li> </ul>	04	04

### **CENTRAL LEVEL (Total 30 marks)**

#### **Parameters for evaluation at Central level for Teachers (TGT/PRT) (18 Marks)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded	
1.	Use of Technology/ Aid (#)	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc	02	06	
		Development and maintenance of websites for school/ Teaching aid using technology / Use of software for non-scholastic subjects	02		
		Lecture given through ASTER	02		
2.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		06	
		<b>Category</b>	<b>Degree</b>		<b>Marks</b>
		TGT	Ph.D/M.Phil/ PG in same subject		03
			M.Ed/M.S or MBA or equivalent in Edn. Management		03
		PRT	Graduation (Degree or equivalent)		03
B.Ed/M.Ed/M.S or MBA or equivalent in Edn. Management	03				
4.	Special Contribution	Special contribution to policy making/Academic/ Management/In-charge/Member of AEES committees etc	02	02	
5.	Enhancing the image	Role of enhancing the image of the school in the community	02	02	
6.	Social commitment	Contribution towards the social commitment for community service/ Performance of teachers as in-charge/member of committees in the school/ college	02	02	

#### **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>
<b>Grade Point</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

3 Years maximum grade point is 3 X 4 = 12

**8.4 Parameters for Non-Teaching Staff (Lab. Assistants/ MTS working in Labs.)**  
(To be evaluated at the school level - 40 Marks)

S. No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Training Programme (During service period in AEES) Program attended/organized on self initiative even outside AEES may also be considered	Participation in training programmes or worked as resource person thrice	05	05
		Participation in training programmes or worked as resource person twice.	03	
		Participation in training programmes or worked as resource person once	02	
		Not participated in any training programme	00	
2.	Innovative Assignment	Special attention rendered for gifted/weak children with special needs during practical sessions	04	10
		Any kind of new equipments or instruments used for the demonstration of practical classes	04	
		Ensuring safety measures and safety checks (Use of fire extinguishers and awareness about safety rules)	03	
		Ensuring the laboratory is well stocked and resourced	03	
		Projects/Experiment undertaken for benefiting school/college students	03	
		Method of communicating the results of the experiments performed by the students to the subject teachers	03	
3.	Personal Contribution	Contribution towards community in the form of various social service activities	04	10
		Contribution to School/JC administration (apart from the routine work)	03	
		Contribution to the co-curricular/examination/any other activities by the lab. assistants	03	
		Activities in NCC/NSS or other social/NGO organizations for social cause	03	
		Method adopted for the arrangement of equipments/material for smooth conducting of practical classes	03	
		Co-operation of the lab. assistant with peers, subject teachers and school authorities	04	
4.	Professional Advancement	Higher education acquired that attributes to the professional competence		05

		Category	Degree	Marks	
		Lab. Assistants/ Attendants	Degree in any of the science stream	03	
			Any other Degree/ Diploma or equivalent	02	
			Certificate courses	01	
5.	Use of Technology/Aid	Use of computers for maintenance of the records/registers/stocks etc.		04	10
		Arranging/using the teaching aids such as smart board, LCD, OHP and Audio/Video system for lecture and other school purpose		04	
		Familiarization and use of equipments in the other laboratories		03	
		Development and innovation of Teaching aids		03	
		Having given any demonstration of the experiments in the absence of teacher		03	
		Monitoring students during the practical classes and method of maintaining the journals or record note books		03	

### **CLUSTER LEVEL (30 Marks)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National/ State level/ international NGO award	05	05
		Region/Centre level/District level	04	
		Local bodies / NGOs or any other award	03	
2.	Publication/ Submission of lab. materials/ Manuals (#) (During the service period in AEES)	Any lab. manuals submitted to the heads on self initiative	05	05
		Any consolidation or compilation of lab materials/manual submitted to the lab. I/C. / Any type of books prepared/published	05	
		Course material prepared for practical classes of any science subjects	04	
		Recognition of teachers by media for outstanding work	03	
		Articles published through websites/standard magazines/school magazines	03	
3.	<b><u>Organizing Capabilities</u></b>	<ul style="list-style-type: none"> <li>▪ Role of Lab assistants/attendants in organizing the lab materials and conducting classes</li> <li>▪ Adhering to the schedule</li> </ul>	05	05

		<ul style="list-style-type: none"> <li>▪ Planning of experiments and completing on time</li> <li>▪ Method adopted for receipt and inspection of raw materials, ordering and stocking of materials and equipment.</li> <li>▪ Records observations and measurements and reports results</li> </ul>		
4.	<b><u>Infrastructure Maintenance</u></b>	<ul style="list-style-type: none"> <li>▪ Does he/she take interest in maintenance of the infrastructure such as furniture, fittings etc.</li> <li>▪ Does the teacher show interest in beautification of the lab/campus and cleanliness?</li> <li>▪ Laboratory materials/ teaching aids are procured in time and maintained properly by the teacher</li> <li>▪ Responsible for cleaning, disinfecting, and maintaining cleanliness of rooms and equipment</li> </ul>	<b>04</b>	<b>04</b>
5.	<b><u>Working Relationship</u></b>	<ul style="list-style-type: none"> <li>▪ Relationship with students and teachers</li> <li>▪ Relationship with management and colleagues</li> <li>▪ Managing conflicts and sharing of information</li> <li>▪ Team building</li> </ul>	<b>03</b>	<b>03</b>
6.	Regularity in attendance		<b>02</b>	<b>02</b>
7.	Punctuality in duty and assignments		<b>02</b>	<b>02</b>
8.	Managing discipline in the laboratory		<b>02</b>	<b>02</b>
9.	Respect of lab. assistant among students		<b>02</b>	<b>02</b>
<b>TOTAL MARKS</b>				<b>30</b>

### **CENTRAL LEVEL (Total 30 marks)**

**Parameters for evaluation at Central level for Non-Teaching staff (Lab Assistants/  
Attendants) (18 Marks)**

S. No	Particulars of the parameter	Maximum Mark	Marks Awarded	Remark
1.	Inculcating moral values and national integration	03		
2.	Role of enhancing the image of the school in the community	02		
3.	Accomplishment of planned work and the quality of the output of the work	03		
4.	Establishes risk-based criteria to evaluate laboratory equipment performance	03		
5.	Performance of lab. assistants in the committees of the school	02		
6.	Leadership quality of the lab. assistant	02		
7.	Establishing laboratory emergency response protocols and their rationale.	03		
<b>TOTAL MARKS</b>		<b>18</b>		

**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>
<b>Grade Point</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

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

### **8.5 Parameters for Administrative Staff (Officers/Clerical)**

(To be evaluated at the school/centre level or Central office 40 Marks)

S. No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Training Programme (During service period in AEES)	Participation in training programmes or worked as resource person at National/AEES Level for 5 times.	05	05
		Participation in training programmes or worked as resource person at National/AEES Level for 4 times.	04	
		Participation in training programmes or worked as resource person at National/AEES Level for 3 times, it may include one such program at centre level/District/Zone level	03	
		Participation in training programmes or worked as resource person at National/AEES Level for 2 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/AEES Level for 1time (OR) at centre level/District/Zone level for 2 times	01	
		Not participated in any training programme	00	
2.	Innovative Assignment (#)	Workshops or seminars organized at National/ State/ AEES level	05	10
		Development of software/package/workbook to simplify the administration/accounts work	05	
		Usage of Rajbhasha in day to day work	04	
		Any innovative steps taken for simplification of the day to day work or to improve the development of section/department	03	
		Projects/Research undertaken for the improvement of the administration process	03	
3.	Personal Contribution (#)	Contribution towards community in the form of various social service activities	04	10 (Total/2)
		Contribution to AEES administration (apart from the routine work)	04	
		Contributing to an exceptionally supportive, team oriented environment in the work place for overall development of the organization	03	
		Sense of belongingness (voluntary action shown by the employee for the work not relevant to him/her)	03	
		Method of organizing the work for timely completion	03	
		Relationship with peers, teachers, subordinates and authorities	03	

4.	Professional Advancement	Higher education acquired which attributes to the professional/ administrative competence		05	
		<b>Category</b>	<b>Degree</b>		<b>Marks</b>
		Officer	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent		02
			Graduation		02
			Diploma		01
		Office staff (ASAC, Asst., Sr. Clerk, UDC, LDC)	P.G. qualification / P.G. Diploma in administration/law/ Human Resource/ Management or equivalent		02
			Graduation		02
			Diploma/Certificate/ H.Sc in case of LDC		01
		MTS, Driver, Store attd.	Diploma		02
			HSC/ITI		02
6.	Use of Administrative Rules/ Technology	Efficiency in use of computers for office work (including installation of printers, antivirus and knowledge of minimum maintenance)	05	10	
		Use of E-mail, Fax, Xerox etc. for fast/ cost-effective communications and to achieve Targets/Goals/Objectives	04		
		Efficiency in use of Computer Software (Excel, Access, DTP, Tally etc) in day to day work	04		
		Ability to analyze effectively with reference to rules/procedures and suggests viable solutions	04		
		Maintenance of records for rules/orders and retrieval of information for disposal	03		
<b>TOTAL MARKS</b>			<b>40</b>		



## **CLUSTER LEVEL (30 Marks)**

### **Parameters for evaluation at Cluster level for staff (Officers/clerical)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National/ State level/ international NGO award	05	05
		Region/Centre level/District level/ Local bodies / NGOs	03	
		AEES/DAE/Local level	02	
2.	Publication/ Submission (#) (During the service period in AEES)	Research papers /Articles etc. at international level/ Any manuals prepared and submitted to the heads on self initiative	05	05
		Any consolidation/ compilation of office procedure/guidelines submitted to the I/C.	04	
		Research papers /Articles in reputed news papers at national level / Books published in the administration/accounts or any other books of social/students/ national importance	05	
		Recognition of staff by media for outstanding work	03	
		Articles published through websites/standard magazines	03	
3.	Leadership Quality	<ul style="list-style-type: none"> <li>▪ Commitment to the authorities and stakeholders</li> <li>▪ Passionate about administrative/accounts work</li> <li>▪ Collaboration with others</li> <li>▪ Communication and rapport</li> </ul>	04	04
4.	Organizing Capabilities	<ul style="list-style-type: none"> <li>▪ Administrative and managerial excellence for handling office procedures (as applicable for categories)</li> <li>▪ Adaptability of the situation</li> <li>▪ Adhering to the schedule</li> <li>▪ Timely completion of tasks entrusted</li> </ul>	04	04
5.	Office Maintenance	<ul style="list-style-type: none"> <li>▪ Does the officer take interest in maintenance of the infrastructure such as furniture, fittings etc.</li> <li>▪ Does the officer show interest in beautification of the department and cleanliness?</li> <li>▪ Does the officer keeps files, folders and computer safely in protected manner?</li> <li>▪ Does the officer maintain sufficient books for his/her subject for additional preparation.</li> </ul>	04	04
6.	Working Relationship	<ul style="list-style-type: none"> <li>▪ Relationship with administrators, teachers and others</li> <li>▪ Relationship with management and colleagues</li> <li>▪ Managing conflicts and sharing of information</li> <li>▪ Team building</li> </ul>	04	04
7.	Quality in Work	<ul style="list-style-type: none"> <li>▪ Ability for handling events/ crisis</li> <li>▪ Knowledge and skill of the officer</li> <li>▪ Any innovative ideas implemented for developing the quality of the result of the concerned section/department</li> <li>▪ Resolves problems diplomatically/amicably</li> </ul>	04	04

## CENTRAL COMMITTEE

**Parameters for evaluation at Central level [Officers/Clerk]**

**(18 Marks)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Social responsibility	Inculcating moral values and national integration	01	<b>03</b>
		Involvement in social activities which are unrelated to organization	01	
		Any outstanding work which attributes to the development of the community	01	
2.	Attitude toward work	Ability to complete assigned duties , continuous quality improvement etc.	01	<b>03</b>
		A accomplishment of planned work and the quality of the output of the work	01	
		Sense of Responsibility	01	
3.	Personal Traits	Integrity, Ethics and Fairness towards work	01	<b>03</b>
		Analytical thinking with reference to the situation	01	
		Accountability	01	
4.	Individual Strength	Ability in planning and organizing / Creates opportunities to improve skills and abilities of subordinate staff and put efforts for the development of staff	01	<b>03</b>
		Up keeping of promises and level of confidence	01	
		Attitude in criticism and conflict	01	
5.	Discipline	Punctuality and regularity in attendance	01	<b>03</b>
		Adherence of orders of superiors	01	
		Responsiveness	01	
6.	Public relation	Public relation for enhancing the image of the school/ central office in the community	01	<b>03</b>
		Accessibility to the teachers, school administrators and parents	01	
		Support to provide information to the public as per rule	01	
<b>TOTAL MARKS</b>				<b>18</b>

**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>
<b>Grade Point</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

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

### **8.6 Parameters for Multi tasking Staff (MTS) and others**

(To be evaluated at the school/centre level - 40 Marks)

<b>S.No</b>	<b>Particulars of the parameter</b>	<b>Maximum Marks</b>	<b>Marks Awarded</b>	<b>Remark</b>
1.	Support to the office	04		
2.	Cleanliness and neatness of campus	04		
3.	Sense of Responsibility in day to day work	04		
4.	Competency for office routine work	04		
5.	Amenable to office staff	04		
6.	Maintains cordial relations with staff?	04		
7.	Amenable to Superiors	04		
8.	Adaptability of the work	04		
9.	Rapport with students	04		
10.	Use electronic gadgets (Xerox, Fax, Cyclostyle, copier etc.)	04		
<b>TOTAL MARKS</b>		<b>40</b>		

**CLUSTER LEVEL**  
(To be evaluated at the Cluster level)

**Parameters for MTS Staff (Non-Teaching Staff) (30 Marks)**

S.No	Particulars of the parameter	Maximum Marks	Marks Awarded	Remark
1.	Contribution towards the safety and security of the school plant	03		
2.	Contribution towards ensuring the safety of students	03		
3.	Contribution towards the safety of feminine gender	03		
4.	Attitude to ensure the safety of belongings of the students	03		
5.	Service related to hospitality	03		
6.	Sense of belongingness	03		
7.	Accepts additional responsibility apart from his/her work profile	03		
8.	Public Relation with stakeholders	03		
9.	Punctuality and regularity in attendance	03		
10.	Prompting the alarming situations	03		
<b>TOTAL MARKS</b>		<b>30</b>		

**CENTRAL LEVEL (30 Marks)**

(To be evaluated at the Central level)

**Parameters for evaluation MTS Staff (Non-Teaching Staff)**

**(18 Marks)**

S.No	Particulars of the parameter	Maximum Marks	Marks Awarded	Remark
1.	Loyalty towards the job / Adhere to the moral values	02		
2.	Interest and initiative in professional growth	02		
3.	Situational Behaviour and Team spirit	02		
4.	Role of enhancing the image of the school in the community	02		
5.	Accomplishment of planned work and the quality of the work	02		
6.	Thrust for knowledge	02		
7.	Service to community / Parental attitude towards disabled students/ staff	02		
8.	Reporting of damages/malfunctions occurred in the campus	02		
9.	Readiness for supporting the management in odd hours	02		
<b>TOTAL MARKS</b>		<b>18</b>		

**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>
<b>Grade Point</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

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