

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

**ATOMIC ENERGY EDUCATION SOCIETY**  
**Anushaktinagar, Mumbai-94**

**FORM-3**

(PROFORMA FOR RECOMMENDING A CO-SCHOLASTIC TEACHER (TGT/PRT FOR AEES AWARD)  
(Three Tier Assessment))

(Please submit one passport size photograph attested by the Principal and name of the applicant written on the reverse in a separate envelope)

Part A and B to be filled in by the individual and Part C is to be filled by the Principal/Vice Principal I/C

**PART – A**

**PARTICULARS OF THE CO-SCHOLASTIC TEACHER (TGT/PRT)**

1. Name ( in block letters)      First Name      : \_\_\_\_\_  
   Middle Name      : \_\_\_\_\_  
   Last Name      : \_\_\_\_\_
  
2. a) Emp. Id      : \_\_\_\_\_  
   b) Date of Initial Appointment      : \_\_\_\_\_  
   c) Grade on Initial Appointment      : \_\_\_\_\_
  
3. Designation & School Address      : \_\_\_\_\_  
   with PIN code      \_\_\_\_\_  
   \_\_\_\_\_
  
4. Date of Birth & Age (as on 31-3-2020)      : \_\_\_/\_\_\_/20\_\_\_      Age: \_\_\_years\_\_\_month(s)\_\_\_day(s)  
   (dd/mm/yyyy format)
  
5. Gender (Male/Female)      : \_\_\_\_\_

6. (a) Academic qualification (At the time of joining AEES) (Chronological Order from SSC/class X ):

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

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(b) Academic qualification acquired after joining AEES (In chronological order):

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

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

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

(b) Service Record prior to joining AEES (Which is verified and counted by AEES at the time of recruitment as recognised).

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

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(c) Total Service:

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

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**PART - B**

8. Mention special attention and assistance given (Attach details and Certified by the Principal).

S.No	Particulars	Brief description of the work	Remark
1.	Programme organized/conducted for the students very much interested in your field.		
2.	Programme organized /conducted for students who do not show much interest in your field.		
3.	Programme organized/conducted for the Students with special needs.		

9. Any innovative Practice / Experimentation undertaken for the greater impact of education (attach proof and details with Point 3, 7 & 12 certified by the Principal)

S.No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Workshops seminar organized or participated at state/national level in the respective field		
2.	Workshops or seminars organized/participated as resource person for Career Guidance related activities in the respective field		
3.	Any innovative methodology adopted/used in your field (Sports/Art / Music / Lib / Computer)		
4.	Career guidance and counseling undertaken or conducted at school/college level in your field (Sports /Arts / Music /Lib / Computer)		
5.	Use of software/technology for the implementation of Exam related activities		
6.	Development and innovation of teaching aids or any innovative tools to promote your field of teaching.		
7.	Production of Educational Videos/ Publication through websites/electronic media for lesson, notes in your specific field of teaching.		
8.	Development and maintenance of websites for school/ Use of technology and software for Co-scholastic subjects (attach proof)		

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9.	Lecture / programme given through ASTER / Any public media in your field		
10.	Special contribution to policy making/Academic/ Management/In-charge/Member of AEES committees etc. (attach proof & details)		
11.	Role of enhancing the image of the school in the community by participating in various welfare/public awareness programmes		
12.	Contribution towards the community service/ member of committees in the school/college / member in any committee involved in community service		

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

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

11. Mention your specific contribution in the following activities supported by documents and verified by the Principal/Vice Principal I/C: (Provide proof and details and for point 4, 5, 6 must be Certified by the Principal.)

S.No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Contribution to AEES/LMC management in academic/ administration		
2.	Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature (Other		

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	than your field)		
3.	Any other innovative work which attributes to the welfare of students or Educational Management		
4.	He/She is taking additional classes in his/her subject / field to bring better output.		
5.	Organized career guidance / any special preparation for the students to appear for any higher level competitions.		
6.	Managing discipline in the class room Punctuality and regularity in duty and assignment/ Completion of target / assigned work		
7.	Inculcating moral values and promoting national integration among students / promotion of good ethical practices.		
8.	Does the teachers follow curriculum to be taught in different classes and conducted program like Art mela/ Music concert/ Library week/ Readers club etc. to promote his /her field (attach proof with all details)		
9.	Role of the teachers enhancing the Image of the Organisation and the Profession (attach proof)		

12. Recognition / Award / Prize received at the National / State / AEES / District / Centre level by the teacher: (Awards and certificate from any private organization should not be mentioned.)

**a) For self**

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

**b)** Recognition received by your students. Please mention your contribution for achieving the same with all details. A testimonial given by the parents duly Certificate by the Principal.

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Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Award received by students with the help of teachers.	Remark

13. Any article related to the field of education been written and published in any newspaper / magazine / journal or has any text-book been written and published. (Give details and attach proof)

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

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

Important Note :

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

Date :

Signature of Applicant

Place :

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**PART – C (General Attributes)**

**Remarks about the teacher based on the Assessment by her / his superiors (Principal)**

S.No	Evaluation Parameters (attach valid proof if required)	Observation by the Principal (Put tick mark against selected parameter)		Total No. of Positive/Negative
1.	<b><u>Leadership Qualities</u></b>	Positive	Negative	Positive = Negative =
	• Managing conflicts and sharing of informations			
	• Maintains protocol in approach			
	• Ready to be a team member			
	• Collaborative with others			
2.	<b><u>Organising Capabilities</u></b>	Positive	Negative	Positive = Negative =
	• Role of teacher in organizing the Annual day, Sports day and other celebrations in the school			
	• Promotion of club activities (nature, science, reader)and exhibition, Melas and music concert (Adhering to the schedule))			
	• Making proper planning and meeting targets.			
	• Ready to give extra time to the school in organizing various programmes			
3.	<b><u>Infrastructure Maintenance</u></b>	Positive	Negative	Positive = Negative =
	• The teacher take interest in maintenance of the infrastructure such as furniture, fittings etc..			
	• The teacher show interest in beautification of the campus and cleanliness of the school			
	• Laboratory materials / teaching aids / Library books / Art materials / Musical instruments and Physical education material are procured in time and maintained the stock properly by the teacher			
4.	<b><u>Working Relationship</u></b>	Positive	Negative	Positive = Negative =
	• Relationship with students and parents			
	• Relationship with school management			



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	and colleagues			
	• Commitment to the students			
	• Passionate about his/her field and further learning			
5.	<b><u>Quality Education</u></b>	Positive	Negative	
	• Pedagogic approaches for better learning in his/ her field.			Positive = Negative =
	• Knowledge and skill of the teacher			
	• Any innovative ideas implemented for developing the quality of the result of the subject concerned in the school.			
	• Support for students evaluation, feedback and providing mentorship and academic adoption			

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

RECOMMENDATION OF THE PRINCIPAL

Date :  
Place :

SIGNATURE OF THE PRINCIPAL  
Name :  
Designation :  
Seal

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**PART-D**

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

Contribution by Co-Scholastic Teachers (TGT/PRT)

(30 Marks)

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Innovative Methods adopted in Teaching. Give details (Duly verified with proofs)	Special attention/projects/teaching aids developed for bright students	2	____out of 10
		Special contribution to the students who are not showing interest in your field/ for student of special need	2	
		Workshops or seminars organized by reputed and recognized organizations/participated as resource person at National/State level in last 3 years.	2	
		Workshops or seminars organized/participated as resource person for Career Guidance related activities	1	
		Career guidance and counseling undertaken at school/college level in the specific field	1	
		Use of software/technology in his/her subject/field (Sports / Art /Music /Library)	2	
2.	Training Programme  (During the last 5 years in AEES)  Duly verified.	Participation in training programmes National/State/AEES Level for 3 times or more	5	____out of 5
		Participation in training programmes at AEES Level for 2 times	3	
		Participation in training programmes or worked as resource person at National/State/AEES Level for 1 time it may include one such program at centre level/District/Zone level	2	
		Not participated in any training programme	0	

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3.	Special efforts for excellence in their field of Sports / Music/ Art /Library / Automation)  Please provide full detail and proof list of students with time-table duly certified by the Principal.	Advance coaching in sports activity /Library week/ Library automation / Progarmmes in the field of Art / Music conducted (in your field) at least three in last 3 years	5	____out of 5
		Advance coaching in sports activity /Library week/ Library automation / Progarmmes in the field of Art / Music conducted (in your field) at least twice in last 3 years	3	
		Advance coaching in sports activity /Library week/ Library automation / Progarmmes in the field of Art / Music conducted (in your field) at least once in last 3 years	2	
4.	Special contribution for the Students achievement <b>(any award received by students with the help of the teacher)</b> duly certified by the Principal	Special contribution to the school management apart from his/her own duties and students achievement under his/her guidance in last 3 years. (National Level 4 marks, State level 3 marks, District level 2 marks)	4	____out of 4
5.	Personal Traits	Maintains good rapport with sake holders Amenable to the school management Fourth coming for any new assignments	3	____out of 3
6.	Moral values and National Integration (Each 1 mark to be given by verifying the details with proof)	Depicts Good moral values and respect for others	1	____out of 3
		Promotes National Integration in the school without the influence of Region/Religion/ Caste and Creed	1	
		Follows good professional ethics	1	
			Total	____out of 30

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DESCRIPTIVE RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

Name of Member	Signature
1	
2	
3	
4	
5	

Date :  
Place :

Signature of the Chairman School/ Centre  
Level Committee  
Name :  
Designation :  
Seal

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

**PART-E (EVALUATION BY CLUSTER COMMITTEE)**

Contribution by Co-Scholastic Teachers (TGT/PRT)

(30 Marks)

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition  (Certification from any private bodies should not be considered)	National level (Govt. of India or any Experimentation award & ICT award by NCERT)	3	___out of 3
		State level (including innovation and Experimentation award & ICT award by SCERT or equivalent)	2	
		Region /Centre level /District level / Local or any recognized educational bodies.	1	
2.	Publication  (During the service period in AEES)	Books/text books published related curriculum or any other books of social importance	3	___out of 2
		Research papers /Articles published in reputed news papers pertaining to curriculum	2	
		Recognition received on account of Educational contribution in media	1	
3.	Use of Technology/Aid	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.	2	___out of 5
		Development and maintenance of websites for school/ Teaching aid using technology / Use of software for non-scholastic subjects	2	
		Lecture given through ASTER	1	
4.	Social commitment	Contribution towards the social commitment for community service/ Performance of teachers as in-charge/member of committees in the school/college	3	___out of 3
5.	Personal Contribution	Role of enhancing the image of AEC Schools/AEES (work/assignment should have been assigned by Academic unit/Central office of AEES)	2	___out of 4
		Any other innovative work which attributes to the welfare of students or Educational Management in their field.	2	

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**6.	Additional Contribution	Additional contribution and belongingness shown by the teacher to the school management by not resorting to the leave entitlement	3	___out of 3
7.	Presentation / Interaction	<ul style="list-style-type: none"> <li>• Content</li> <li>• Communication skill</li> <li>• Belongingness for own organization</li> <li>• Love for the profession.</li> <li>• Behavioral skills with politeness/ acceptable soft skills)</li> <li>• Presentability</li> </ul>	10	___out of 10
			Total	___out of 30

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

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

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

	Name of Member	Signature
1		
2		
3		
4		
5		

Date :  
Place :

Signature of the Chairman Cluster Level  
Committee  
Name :  
Designation :  
Seal

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

**PART – F**

**Assessment to be done by the Central committee by taking inputs from Part-B to Part-E  
Contribution by Co-Scholastic Teachers (TGT/PRT) (28 Marks)**

S.No	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded	
1.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		____out of 6	
		<b>Category</b>	<b>Degree</b>		<b>Marks</b>
		TGT	Ph.D/M.Phil/ PG in same subject		3
			M.Ed/M.S or MBA or equivalent in Edn. Management		3
		PRT	Graduation (Degree or equivalent)		3
B.Ed/M.Ed/M.S or MBA or equivalent in Edn. Management	3				
2.	Special Contribution	Special contribution to policy making/Academic/ Management/In-charge/Member of AEES committees etc.	2	____out of 2	
*3.	Leadership Quality of the Teacher	<ul style="list-style-type: none"> <li>• Managing conflicts and sharing of information</li> <li>• Ready to be a team member</li> <li>• Collaboration with others</li> <li>• Communication and Rapport</li> </ul>	4	____out of 4	
*4.	Organizing Capabilities	<ul style="list-style-type: none"> <li>• Role of teacher in organizing the Annual day, Sports day and Celebration of any important days</li> <li>• Promotion of club activities (nature, science, art, music reader)and exhibition / melas</li> <li>• Adhering to the schedules&amp; targets.</li> <li>• Follows devised Curriculum in different classes(Sports/Art/Computer /Music/Any activities related to promotion of reading &amp; writing habits which includes handwriting, conduction of any competition and activities in time</li> </ul>	4	____out of 4	

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*5.	Working Relationship	<ul style="list-style-type: none"> <li>• Good rapport with students and parents</li> <li>• Good rapport and amenability with school management</li> <li>• Commitment to the students in taking individual care towards them.</li> <li>• Passionate in his/her profession &amp; field.</li> </ul>	4	___ out of 4
*6.	Infrastructure Maintenance	<ul style="list-style-type: none"> <li>• The teacher take interest in maintenance of the infrastructure such as furniture, fittings etc.</li> <li>• The teacher show interest in beautification of the campus and cleanliness and water facility and proper sanitation in the school.</li> <li>• Laboratory materials/teaching aids are procured in time and maintained properly by the teacher</li> <li>• The teacher take effort to maintain sufficient books / course material in his/her subject for additional preparation for the students.</li> </ul>	4	___ out of 4
*7.	<u>Quality Education</u>	<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 under academic adoption</li> </ul>	4	___ out of 4
			Total	___ out of 28

\* For points 3 to 7 the assessment can be done by taking input for Part-C as per the following table with proper cross checking

a)	Four positive observations to be graded as Outstanding	4 marks
b)	Three positive observations to be graded as Very Good	3 marks
c)	Two positive observations to be graded as Good	2 marks
d)	Less than two positive observation to be graded as Satisfactory	1 mark



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

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

Year	Grade obtained	Grade Point
Total Grade Points		

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

**TOTAL MARKS SCORED IN APAR/ACR GRADING (OUT OF 12): \_\_\_\_\_**

**TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 40)**

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

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

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

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

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

Name of Member	Signature
1	
2	
3	
4	
5	

Date :  
Place :

Signature Chairman, Central Committee  
Name :  
Designation :  
Seal