

## CBSE Teachers Awards 2017-18

### Selection Criteria along with Rubrics

In order to bring more transparency and objectivity in the selection process, the following criteria will be followed:

#### I. General Criteria for all categories of awards

S. No.	Area	Description and weightage (Maximum 5 marks for each area)		Evidences/ Supporting documents to be uploaded
1	Qualifications			Scanned attested copy of mark sheets, qualifying degrees and qualifying certificate of CTET or TET
	a. Academic Qualifications			
	Class X	55% - 60%	2 marks	
		61% - 65%	3 marks	
		66% - 70%	4 marks	
		71% and above	5 marks	
	Class XII	55% - 60%	2 marks	
		61% - 65%	3 marks	
		66% - 70%	4 marks	
		71% and above	5 marks	
	Graduation	55% - 60%	2 marks	
		61% - 65%	3 marks	
		66% - 70%	4 marks	
		71% and above	5 marks	
Post-Graduation	55% - 60%	2 marks		
	61% - 65%	3 marks		

		marks		
		66% - 70% marks	4 marks	
		71% and above	5 marks	
	b. Professional Qualifications (as per the requirement of the post eg. NTT/ETE/B.El.Ed./B.Ed./ others)	60% - 65%	3 marks	
		66% - 70%	4 marks	
		71% and above	5 marks	
	c. CTET or TET qualified	If yes	5 marks	
2	Scholarly Contributions			
	a) Educational articles / contributions in educational magazines, newspapers, journals etc. (print/online) published at local / regional / national / international level in the last ten years <i>Note: Articles/ contributions in school/college magazines will not be considered.</i>	1 contribution	2 marks	<ul style="list-style-type: none"> <li>List of articles along with a copy of the articles written in the last ten years</li> <li>Copy of the page(s) of the publication depicting your contribution</li> </ul>
		2-3 contributions	3 marks	
		4-5 contributions	4 marks	
		Above 5 contributions	5 marks	
	b) Editing/ Reviewing/ Contribution in books/textbooks relevant to school education at state / national / international level (NCERT, SCERT, or any other Govt. organization) in the last ten years	1 book/textbook	2 marks	<ul style="list-style-type: none"> <li>List of the book(s) / textbook(s)</li> <li>Scanned copy of cover page and acknowledgement page of the book(s)/ textbook(s)</li> <li>Letter(s) of appreciation, if received</li> <li>Any other supporting document</li> </ul>
		2-5 books/textbooks	3 marks	
		More than 5 books/textbooks	5 marks	
	c) Functional	1 research study	2 marks	<ul style="list-style-type: none"> <li>List of Studies</li> </ul>

	<p>Research/Action Research conducted (other than M.Phil / Ph.D) in the last ten years</p> <p><i>Note: Research study may be on such topics/areas which are of relevance to school education / help in effective teaching learning in the classroom / effective assessment procedures. The study must have resulted in visible improvement in the performance of students.</i></p>	<p>2-5 research studies</p> <p>3 marks</p>	<p>More than 5 research studies</p> <p>5 marks</p>	<p>conducted along with their abstract paper, procedure, findings and its impact on the performance of the students duly attested by the Head of the school</p>
	<p>d) Curriculum Development</p> <p><i>Note: The work done for CBSE/NCERT/SCERT/ Directorates of Education/ State School Boards by the applicant in the last ten years will be considered</i></p>	<p>Work done for one organization</p> <p>3 marks</p>	<p>Work done for 2-3 organizations</p> <p>4 marks</p>	<ul style="list-style-type: none"> <li>• Acknowledgement /Appreciation Letter(s) received from the respective organization(s)</li> </ul>
		<p>Work done for more than 3 organizations</p> <p>5 marks</p>		
3	Mentoring Colleagues / Fellow Teachers			
	<p>a) Expert Panelist/ Resource Person in seminars, symposiums, conferences, workshops organized by Sahodaya School Complex(es) / NCERT/ SCERT/ KVS/ State Directorates of Education /JNVS/CBSE Centres of Excellence during the last ten years</p>	<p>1-5 activities/programmes</p> <p>3 marks</p>	<p>6-10 activities/programmes</p> <p>4 marks</p>	<ul style="list-style-type: none"> <li>• List of activities along with their brief description</li> <li>• Scanned copies of Certificates / Appreciation Letters received from the organizing body/bodies</li> </ul>
		<p>More than 10 activities/programmes</p> <p>5 marks</p>		
4	<p>Continuous participation in Personal Professional Development Activities in</p>	<p>1-3 Prof. Dev. Activities</p> <p>2 marks</p>	<p>4-6 Prof. Dev.</p> <p>3 marks</p>	

	<p>the last ten years</p> <p>Note: The applicant must have attended the <i>Capacity Building Programmes/ Workshop/ Refresher Courses/ Short academic courses, etc. from reputed or State/Centre recognized Agencies/Organizations/ through MOOCS)</i></p>	<p>Activities</p> <p>7-10 Prof. Dev. Activities</p> <p>More than 10 Prof. Dev. Activities</p>	<p>4 marks</p> <p>5 marks</p>	<p>brief description</p> <ul style="list-style-type: none"> <li>Scanned copies of participation Certificates</li> </ul>
5	<p>Contributions to Community / Community Development Activities through school or individually during the last ten years (<i>Activities/ projects/ programmes like preserving environment, preserving culture and heritage, saving girl child, cleanliness drives, adult education programmes, or any other programme taken up for the community development or to address social issues at local/state/ national/ international level</i>)</p>	<p>1- 2 activities</p> <p>3 - 4 activities</p> <p>5-6 activities</p> <p>7-8 activities</p> <p>More than 8 activities</p>	<p>1 mark</p> <p>2 marks</p> <p>3 marks</p> <p>4 marks</p> <p>5 marks</p>	<ul style="list-style-type: none"> <li>Brief write up along with the list of activities undertaken</li> <li>Photographs</li> <li>Certificates/ Appreciation Letters received, if any</li> </ul>
6	<p>Active Membership / Leadership Position in Educational Professional Bodies / Organizations at local / regional / national / international level</p> <p>Note: This may be inclusive of membership of electronic discussion forums related to teaching/education.</p>	<p>Membership of 01 body/organization</p> <p>Membership of 2-3 bodies/ organizations</p> <p>Membership of 4-5 bodies/ organizations</p> <p>Membership of more than 5 bodies/ organizations</p>	<p>2 marks</p> <p>3 marks</p> <p>4 marks</p> <p>5 marks</p>	<ul style="list-style-type: none"> <li>Copy of membership letter or card</li> </ul>

7	Awards and honours received during the last ten years from District/State/National Govt. body or any Govt. recognized body/bodies/International Body(bodies) <i>(International Level Body can be any UN Body/Reputed University/ Department owned by the Govt. of any other country)</i> <i>Note: Score will be awarded as per the highest level of the award.</i>	Award(s) received from Local level organization	2 marks	<ul style="list-style-type: none"> <li>• List of Awards</li> <li>• Scanned copies of Certificates or other relevant documents</li> </ul>
		Award(s) received from State level organization	3 marks	
		Award(s) received from National level organization	4 marks	
		Award(s) received from International level organization	5 marks	
8	Experience related to Board Examinations conducted by CBSE (as an Examiner, Head Examiner, CNS, Centre Supdt., City Coordinator, Evaluator, Confidential work or Evaluation) <i>Note: The experience of invigilators shall not be considered. Moreover, the experience related with Board Examinations conducted by CBSE will only be considered.</i>	Upto 5 times	2 marks	<ul style="list-style-type: none"> <li>• Scanned copies of Letters or written communication received from CBSE</li> </ul>
		6-10 times	3 marks	
		More than 10 times	5 marks	
9	NSS/NCC /Scout & Guide activity taken up by the students under the guidance of the teacher	Any one activity	5 marks	<ul style="list-style-type: none"> <li>• Scanned copies of the activities undertaken along with photographs</li> </ul>
10	Student Development / Welfare Activities inclusive of activities for special children taken up during the last ten years	1-2 activities	2 marks	<ul style="list-style-type: none"> <li>• Brief write up along with supporting photographs and other relevant</li> </ul>
		3-5 activities	3 marks	
		More than 5 activities	5 marks	

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## II. Specific criteria

S. No.	Area	Description and weightage (Maximum 5 marks for each area)		Evidences to be enclosed
<b>Specific Criteria in case of all teachers</b>				
1	<b>Effectiveness as a Teacher</b>  The teachers may be evaluated on the following parameters under this area: <ul style="list-style-type: none"> <li>• <i>Innovative experiments undertaken for improving the performance of the students</i></li> <li>• <i>Teaching Learning Practices/Strategies adopted</i></li> <li>• <i>Teaching aids used to make teaching learning more interesting</i></li> <li>• <i>Use of mass media</i></li> <li>• <i>Assessment mechanisms adopted</i></li> <li>• <i>Integration of values education, life skills education, environmental education and ICT in daily teaching</i></li> <li>• <i>Special attention and assistance given to gifted and weaker students</i></li> </ul>	Good Performance	3 marks	<ul style="list-style-type: none"> <li>• The PGT applicants have to upload a YouTube link of two videos of 30 minutes each of two different topics of their actual classroom teaching along with the lesson plan as evidence.</li> <li>• The TGT applicants have to upload a YouTube link of two videos of 30 minutes each of two different subjects being taught by them of their actual classroom teaching along with the lesson plans as evidence.</li> <li>• The PRT applicants have to upload a YouTube link of two videos of 30 minutes each of actual</li> </ul>
		Excellent Performance	4 marks	
		Extraordinary Performance	5 marks	

				<p>classroom teaching on different topics along with the lesson plans as evidence.</p> <ul style="list-style-type: none"> <li>• List of assessment techniques used, teaching methods adopted and teaching aids used</li> <li>• Scanned copies of two question papers of two different subjects taught by the teacher along with the testing objectives and marking scheme.</li> <li>• Scanned copies of result in Board/School Examination of last five years.</li> </ul>
2	Children identified for whom remedial measures needed and action taken and maintenance of longitudinal record of their development	One or more	5 marks	<ul style="list-style-type: none"> <li>• Duly certified list of students identified by the teacher for whom remedial measures were taken along with the details of action taken and copy of longitudinal record of their development maintained by the teacher</li> </ul>

**Specific criteria in case of Physical Education Teacher only**

1	Number of students trained for representing school at District/State/National level games/sports competitions/activities	1-2 students	3 marks	<ul style="list-style-type: none"> <li>• Relevant Evidences of students' representation at different levels/ participation certificate(s) duly attested by the Head of the school</li> </ul>
		3-5 students	4 marks	
		More than 5 students	5 marks	
14	Special sports/games/physical activities organized for differently abled students	Any number	5 marks	<ul style="list-style-type: none"> <li>• Brief write up of special sports/ games/physical activities organized for differently abled duly attested by the Head of the school</li> <li>• Photographs, if any</li> </ul>

**Specific criteria in case of Science/Mathematics/Social Science Teacher**

1	Efforts to create interest and curiosity of students in Science/ Mathematics/ Social Science. Any achievement of students in the field of Science/ Mathematics/ Social Science at State/National /International level.	1-2 students	3 marks	Evidences of achievements ( <i>certificate/appreciation letter/brief write up/ photographs</i> ) of students and brief description of teacher's role in their achievement.
		3-5 students	4 marks	
		More than 5 students	5 marks	

**Specific criteria in case of Music and Dance Teacher only**

1	Workshops /demonstrations/ lectures promoting dance/music among students and other stakeholders	1-3 activities	3 marks	<ul style="list-style-type: none"> <li>• List of lectures/ workshops duly attested by the head of the school</li> <li>• Scanned copy of appreciation letter</li> </ul>
		4 - 6 activities	4 marks	
		More than 6 activities	5 marks	



				and photographs of the event(s)
2	Awards or recognition won by students in music/dance competitions at local/state/national/international level under the guidance of the teacher	1-2 awards	3 marks	List of awards won by students along with a brief write up Scanned copy/copies of participation certificate(s)
		3-5 awards	4 marks	
		More than 5 awards	5 marks	
3	Any other specific or relevant contribution in the field of Music/Dance	1 contribution	3 marks	Relevant Evidence
		2 contributions	4 Marks	
		More than 3 contributions	5 Marks	
<b>Specific criteria in case of Fine Arts Teacher only</b>				
1	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students and other stakeholders	1-3 activities	3 marks	<ul style="list-style-type: none"> <li>List of lectures/workshops duly attested by the head of the school</li> <li>Scanned photographs of the event(s)</li> </ul>
		4-6 activities	4 marks	
		More than 6 activities	5 marks	
2	Artistic Productions/Publications	1-2 Productions/Publications	3 Marks	Scanned photographs of the production/cover page of the publication along with a brief write up
		3-4 Productions/Publications	4 Marks	
		More than 4 Productions/Publications	5 Marks	
3	Exhibitions of own art work or the work of the students at local, state, national or international level	1- 2 exhibitions	4 Marks	Appreciation Letter, Report of the exhibition
		More than 2 exhibitions	5 Marks	
4	Awards won by the students representing school in different art competitions at local/state/national /international level under the guidance of the	1-2 awards	3 marks	List of awards won by students along with a brief write up Scanned copy/copies of
		3-5 awards	4 marks	
		More than 5 awards	5 marks	

	teacher			participation certificate(s)
<b>Specific criteria in case of Special Educator only</b>				
1	Number of students with disabilities taught and included in the mainstream in the past two years with details of special efforts taken to establish mutual acceptance of special children with normal children	Any number	5 Marks	Scanned copies of work done with the students Appreciation letter(s) received, if any Brief write up of the efforts taken
2	Number of teachers/parents and other stakeholders sensitized on the needs of the students with disabilities in the past two years	5-10 teachers/parents	1 Mark	Report(s) of Sensitization Sessions conducted along with photographs Scanned copy/copies of appreciation letter(s)/certificates
		11-15 teachers/parents	2 Marks	
		16-20 teachers/parents	3 Marks	
		21-25 teachers/parents	4 Marks	
		More than 25 teachers/parents	5 Marks	
3	Innovative approaches/practices adopted for teaching students with special needs	1 practice	3 Marks	List of innovative practices / approaches with relevant documents supporting the claim
		2 practices	4 Marks	
		More than 2 practices	5 Marks	
<b>Specific criteria in case of School Counsellor only</b>				
1	Counselling Sessions conducted			
	a. Number of students counselled during the last two years along with follow up sessions with the students/parents/teachers (curricular and co-curricular teachers)/peer group	50 Students	2 Marks	List of number of students counselled along with the details of their problem, sessions conducted along with follow up and
		51-70 Students	3 Marks	
		71 – 90 Students	4 Marks	
		More than 90 Students	5 Marks	
b. Number of Group	1-5 Sessions	1 Mark		

	Counselling Sessions (apart from classroom periods) conducted in the last two years	6-10 Sessions	2 Marks	interaction with other stakeholders. List of Group Counselling Sessions conducted
		11-15 Sessions	3 Marks	
		16-20 Sessions	4 Marks	
		More than 20 Sessions	5 Marks	
2	Adolescent Education Programmes conducted by self or sensitization programmes conducted by self for adolescents in the last two years ( <i>with special focus on Growing up issues, Prevention of substance abuse, HIV and AIDS Awareness, Life Skills, Gender Sensitivity</i> )	1-2 Programmes	3 Marks	Report(s) of the Programme(s) Scanned photographs
		3-4 Programmes	4 Marks	
		More than 4 Programmes	5 Marks	
3	Number of Career Counselling Sessions/ Career Fairs conducted in the last two years	1-2 Programmes	3 Marks	Report(s) of the Career Counselling Sessions or Career fairs conducted Scanned photographs of Career Fairs
		3-4 Programmes	4 Marks	
		More than 4 Programmes	5 Marks	
4	Number of students with special needs counselled in the last two years	Any number	5 Marks	List of students with special needs counselled along with a report of Counselling Session(s)
<b>Specific criteria in case of Vocational Education Teacher only</b>				
1	Industrial exposures/short term training programmes conducted by the teacher for students in the last five years	One or more	5 marks	Report of the field visit or programme(s) conducted along with scanned photographs

2	Establishment of linkages with industry by the teacher for the benefit of the students	Any number	5 marks	Scanned copy of communication with the industry or any other relevant evidence
3	Number of students working with industry after having vocational education under the guidance of the teacher	Any number	5 marks	Evidence reflecting the placement of students in the industry duly verified by the Head of the school

**Specific criteria in case of a Trainer**

1	Resource Person for CBSE Capacity Building Programmes <i>Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the <b>Concerned COE.</b></i>	Positive Feedback by 75% Participants in all the CBPs taken	3 marks	<ul style="list-style-type: none"> <li>Consolidated feedback report about the performance by the concerned COE</li> </ul>
		Positive Feedback by 80% Participants in all the CBPs taken	4 marks	
		Positive Feedback by almost all the participants in all the CBPs taken	5 marks	
2	Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person ( <i>eg. Identification of new Resource Persons and venues; Manual writing; need assessment, etc.</i> ) This will be validated along with appropriate evidences by the concerned COE.	Any appropriate and relevant contribution	5 marks	<ul style="list-style-type: none"> <li>Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs by the concerned COE</li> </ul>

**Specific criteria in case of principal only**

1	<p>Administrative and Leadership Skills Note: These skills will be scored on the following parameters:</p> <ul style="list-style-type: none"> <li>• Introduction of innovative ideas for raising the quality of education provided by the school</li> <li>• Cooperation sought from parents, students, teachers, alumni, non-teaching staff and community for academic development and overall development of the school</li> <li>• Organization of activities like Annual Day, Sports Day, Club Activities, activities for inculcating values and enhancing life skills of the students</li> <li>• Opportunities provided to teachers for their professional development in the last two years</li> <li>• Encouragement to teachers and students for experimentation and innovations</li> <li>• Goals/targets set in academics/sports and games/other activities and their achievement</li> <li>• Encouragement to teachers to work collaboratively</li> <li>• Provision of equal access</li> </ul>	<ul style="list-style-type: none"> <li>• Good Performance (<i>Performance is sound and reliable in at least half of the areas of responsibility and parameters defined</i>)</li> </ul>	3 marks	<ul style="list-style-type: none"> <li>• Relevant documents and evidences or share such examples which clearly reflect the administrative and leadership skills duly verified by the Management of the School (eg. <i>minutes of meetings, result of students in the examination, awareness programmes, capacity building programmes organized for teachers and students, orientation programmes for parents, reports of activities/projects undertaken, school safety policy, school policy for CWSN, copies of appreciation letters given to stakeholders, photographs, details of safety measures adopted, report and pictures of provision of barrier</i>)</li> </ul>
		<ul style="list-style-type: none"> <li>• Excellent Performance (<i>Performance is sound and reliable in most of the areas of responsibility and parameters defined</i>)</li> </ul>	4 marks	
		<ul style="list-style-type: none"> <li>• Outstanding Performance (<i>Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined</i>)</li> </ul>	5 marks	

	<p>and support to all the students</p> <ul style="list-style-type: none"> <li>• Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders</li> <li>• Work done for the achievement of vision and mission of school</li> <li>• Project(s) undertaken at school level in the last ten years for the development of the school</li> <li>• Measures taken by the principal to ensure safety of children in school</li> <li>• Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities</li> </ul>			<p><i>free environment for students with disabilities and other relevant documents supporting all the parameters.)</i></p>
2	Activities or Projects taken up for the community development	1-2 activities	2 marks	<ul style="list-style-type: none"> <li>• Brief write up/report along with supporting photographs and other relevant documents</li> </ul>
		3-5 activities	3 marks	
		More than 5 activities	5 marks	
3	School as venue for CBSE Examinations ( <i>X, XII, other competitive exams</i> ) and Academic Activities ( <i>Science Exhibition, CBPs, Heritage India Quiz, etc.</i> ) under the leadership of applicant principal (details of last ten years)	1-2 activities	2 marks	<ul style="list-style-type: none"> <li>• Scanned copies of Letters or communication received from CBSE or any other relevant document</li> </ul>
		3-5 activities	3 marks	
		6-8 activities	4 marks	
		More than 8 activities	5 marks	

4	School as venue for CBSE Sports Meet under the leadership of the applicant principal (details of last ten years may be given)	• Hosting of CBSE Sports Meet at Cluster Level once	4 marks	• Scanned copies of Letters or communication received from CBSE or any other relevant document
		Hosting of CBSE Sports Meet at cluster level more than once / Hosting of CBSE Sports Meet at Regional or National Level	5 marks	
5	Contribution towards Sahodaya Activities	Any relevant contribution	5 marks	Brief write up about the contribution(s) duly attested by the President of the concerned Sahodaya School Complex

***Specific Criteria for all categories***

1	Any other significant achievement in the field of school education not mentioned above	1 contribution	3 marks	Relevant evidence
		2 contributions	4 marks	
		More than 2 contributions	5 marks	

In addition to above, the following should also be submitted by the applicant:

- **Self-Assessment** / appraisal by the applicant (not more than 250 words) addressing the applicant's teaching achievements or contributions in the field of his/her own subject.
- Applicant's **Statement of Teaching Philosophy** (not more than 300 words)
  - The applicant may write about his/her own **Teaching Philosophy Statement** reflecting his/her teaching beliefs (eg. what is more important to him/her about teaching and learning in his/her subject/field), specific example(s) of the pedagogical approaches being employed with a

rationale for each approach in the subject along with a reflection on the effectiveness of the approaches or strategies being adopted by him/her; integration of environmental issues, local context, values education, life skills education and ICT in day to day teaching.

- **Recommendation Letter by the School Head/Principal** in case of teacher applicant and Chairman/Manager of SMC in case of Principal with a special focus on the applicant's teaching approaches; special strengths; teaching innovations and impact on student learning and development; and major contribution to curriculum development; type of relationship maintained with students and fellow teachers.
- **Letters of Recommendation / Reference** attesting the applicant's teaching excellence and contributions by fellow teachers, students, parents. (*Maximum 3 letters of recommendation, atleast one each from student, parent and fellow teacher*)  
*Applicant will have to provide contact information of each recommender from whom the credentials of the applicant may be verified through any means of communication.*
- Self-attested copy of ACR of last five years
- Certificate regarding clean record of service and faultless antecedents and that no legal proceedings or vigilance or any other type of enquiry is pending against him/her.
- **Video component**
  - The PGT applicant has to provide a YouTube link of two video graphed lessons of 30 minutes each on different topics of actual classroom teaching along with a lesson plan.
  - The TGT applicant has to provide a YouTube link of two video graphed lessons of actual classroom teaching of 30 minutes each along with lesson plans on two different subjects being taught.
  - The PRT applicant has to provide a YouTube link of two video graphed lessons of actual classroom teaching of 30 minutes each on different topics along with the lesson plans.

**Technical specifications for uploading the evidences/supporting documents:**

1. *All documents to be uploaded should only be in PDF format with size not exceeding 1MB.*
2. *Photograph to be uploaded should be in JPG format with size not exceeding 50 KB*
3. *Video lectures should be uploaded on YouTube and link should be provided in the online application form.*