



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



CBSE/DIR(ACAD)/2023

Date: 04 July, 2023

Circular No. Acad-77/2023

All Heads and Teachers of Schools affiliated to CBSE

Subject: Self Nominations for the National Awards to Teachers 2022-23.

The Ministry of Education, Government of India bestows National Awards to Teachers to celebrate the unique contribution of outstanding teachers in the country. The Ministry has sought six nominations from private independent schools affiliated to CBSE. CBSE, thus, invites self-nominations from the interested and eligible teachers and principals from its private independent schools. The list of six shortlisted candidates will be forwarded to the Ministry for consideration.

Eligibility

- Teachers having completed at least 10 years of regular service as a teacher in school(s) affiliated to recognized Board of school education by 31st March 2023.
- Principals having completed 10 years of regular service as a teacher and 5 years as a Principal in CBSE affiliated school(s) by 31st March 2023.
- Teachers or Principals retired on or after 31st March 2023 may also apply.
- Principals cannot apply in the category of teachers.
- An applicant can apply under only one category.

General and Specific criteria for selecting nominations is attached as *Annexure 'A'*.

Submission of Application

1. Only ONLINE Applications will be accepted. The **link for registration** and filling the application is available at a tab along with a tab for this circular at:

<https://cbseit.in/cbse/2023/tchawrd/index.aspx>

2. All applicants shall apply directly on or before **12th July 2023** and submit the following along with the application:

- a. An undertaking stating that all the particulars submitted are correct and copies of documents uploaded are genuine.
- b. Recommendation Letters including continuous and regular Service and vigilance clearance furnished by the Manager of school after the verifying that there is no break in the service of the applicant during the last 10 years (in case of teachers) and 15 years (in case of Principals).
- c. Certificates/degrees and mark statements of Class 10/11/12/Equivalent (indicating date of Birth); Graduation; Post Graduation and NTT/ETE/B. El. Ed./B.Ed./Others.
- d. Class Result in Board/School;



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली - 110002

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-2-

Selection Procedure

From the final merit list, 24 top scorers will be shortlisted based on experience, age, higher qualification, and percentages in qualifying exams etc. If there is a tie after applying the above criteria, CBSE reserves the right to decide alternative criteria to finalize the merit. Two days' time will be given to shortlisted applicants for uploading their verified documents. ***It's important for applicants to have their documents ready in a format that's easy to upload.*** All documents must be signed by the applicant and verified by the Head of the school in case of a teacher and by the Manager of the School in case of a principal.

National Level Scrutiny Committee after further shortlisting will invite applicants for an interactive session to decide final six nominations.

All school heads are requested to widely publicize the information to all the concerned teachers. It is reiterated that the complete information as desired may be uploaded on the portal on or before the last date and there will be no extension of last date as the Ministry needs nominations at the earliest.

Dr. Joseph Emmanuel
Director (Academics)

Encl: Annexure A

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
3. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
4. The Secretary, Sainik Schools Society, Room No. 101, D-1 Wing, Sena Bhawan, New Delhi-110001
5. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odhisha-751005
6. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
7. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
8. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
9. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
10. The Director of Education, Govt. of A&N Islands, Port Blair – 744101



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CENTRAL BOARD OF SECONDARY EDUCATION

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11. The Director of School Education, Ladakh, Room No.101-102, Ground Floor, Council Secretariat, Kurbathang, Kargil - Ladakh
12. The Director of School Education, Andhra Pradesh, 3rd Floor, B block, Anjaneya Towers, VTPS Rd, Bhimaraju Gutta, Ibrahimpatnam, Andhra Pradesh – 521 456
13. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector -3, Rohini, Delhi
14. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
15. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRS Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
16. DS to Chairperson, CBSE
17. Secretary/ Controller of Examinations/ All Directors, CBSE
18. All Regional Directors/ Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
19. All Joint Secretary/ Deputy Secretary/ Under Secretary/ Assistant Secretary, CBSE
20. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
21. In charge IT Unit with the request to put this Circular on the CBSE Academic Website
22. In-Charge, Library
23. Record File

Director (Academics)



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CENTRAL BOARD OF SECONDARY EDUCATION

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Annexure A

SELECTION CRITERIA

In order to bring more objectivity and transparency in the selection process, the following criteria along with weightage of marks will be followed. The applicants will be evaluated on both **general and specific criteria**.

I. GENERAL CRITERIA

S. No.	Area	Description and weightage		Evidences/ Supporting documents to be uploaded	
1	Qualifications		Marks	Scanned attested copy of mark sheets, qualifying degrees	
		a. Academic Qualification Class XI / XII/ Graduation/ Post Graduation	55%-60% marks		2
		<i>Note: Give information as per the guidelines laid down by the Board in its Affiliation Bye Laws/NCTE.</i>	61%- 65% marks		3
			66%- 70% marks		4
			71% and above		5
			b. Professional Qualifications (as per the requirement of the post eg. ETE/B.El.Ed./B.Ed./ others)		55%- 60% marks
		61%- 65% marks	3		
		66%- 70% marks	4		
71% and above	5				
2	Scholarly Contributions				
		a) Educational articles / contributions in journals (with ISSN) etc. (print/online) published at national / international level in the last ten years	1 contribution	2	<ul style="list-style-type: none"> List of articles along with a copy of the articles written in the last ten years Copy of the page(s) of the publication depicting your contribution
		2-3 contributions	3		
		4-5 contributions	4		
		Above 5 contributions	5		
		b) Editing/ Reviewing/ Contribution in books (with ISBN) / 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	<ul style="list-style-type: none"> List of the book(s) / textbook(s) Scanned copy of cover page and acknowledgement page of the book(s)/ textbook(s) Letter(s) of appreciation, if received Any other supporting document
			2-5 books/ textbooks	3	
			More than 5 books/textbooks	5	
		c) Functional Research/Action Research conducted (other than M. Phil / Ph. D) in the last ten years	1 - 2 research studies	2	<ul style="list-style-type: none"> List of Studies conducted along with their abstract paper, procedure, findings and its impact on the performance of the
			3 - 4 research studies	3	
More than 4 research	5				



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CENTRAL BOARD OF SECONDARY EDUCATION

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	<i>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>	studies		students duly attested by the Head of the school
	d) Curriculum Development <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>	Work done for 1 -2 years	3	<ul style="list-style-type: none"> Brief description of work done in the last ten years Acknowledgement/Appreciation Letter(s) received from the respective organization(s)
		Work done for 3 -4 years	4	
		Work done for 4 years or more	5	
3	Mentoring Colleagues / Fellow Teachers			
	Expert Panelist/ Resource Person in seminars, symposiums, conferences, workshops organized by Sahodaya School Complex(es) / NCERT/ SCERT/ KVS/ State Directorates of Education /NVS/CBSE /CBSE Centres of Excellence during the last ten years	1-5 activities/programmes	3	<ul style="list-style-type: none"> List of activities along with their brief description Scanned copies of Certificates / Appreciation Letters received from the organizing body/ bodies
		6-10 activities/ programmes	4	
		More than 10 activities/ programmes	5	
4	Continuous participation in Personal Professional Development Activities in the last ten years <i>Note: The applicant must have attended the Capacity Building Programmes / Workshop / Refresher Courses / Short academic courses, etc. from reputed or State / Centre Govt. recognized Agencies/Organizations, or through MOOCS (inclusive of SWAYAM), or through State/Centre Govt. agencies.</i>			
		1-3 Prof. Dev. Activities	2	<ul style="list-style-type: none"> List of activities along with their brief description Scanned copies of participation Certificates
		4-6 Prof. Dev. Activities	3	
		7-10 Prof. Dev. Activities	4	
		More than 10 Prof. Dev. Activities	5	
5	Contributions to Community / Community Development Activities through school or individually during the last ten years (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)			
		1- 2 activities	1	<ul style="list-style-type: none"> Brief write up along with the list of activities undertaken Photographs Certificates/ Appreciation Letters received, if any
		3 - 4 activities	2	
		5-6 activities	3	
		7-8 activities	4	
		More than 8 activities	5	
6	Active Membership / Leadership Position in Educational Professional Bodies / Organizations at local / regional / national / international level <i>Note: This may be inclusive of membership of electronic discussion forums related to teaching/education.</i>			
		Membership of 01 body/organization	2	<ul style="list-style-type: none"> Copy of membership letter or card
		Membership of 2-3 bodies/ organizations	3	
		Membership of 4-5 bodies/ organizations	4	
		Membership of more than 5 bodies/ organizations	5	



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CENTRAL BOARD OF SECONDARY EDUCATION

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7	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 honour.</i>	Honour(s) received from Local level organization	2	<ul style="list-style-type: none"> List of Honours Scanned copies of Certificates or other relevant documents
		Honour(s) received from State level organization	3	
		Honour(s) received from National level organization	4	
		Honour(s) received from international level organization	5	
8	Student Development / Welfare Activities inclusive of activities for special children taken up during the last ten years	1-2 activities	2	<ul style="list-style-type: none"> Brief write up of activities along with supporting photographs and other relevant documents
		3-5 activities	3	
		More than 5 activities	5	
9	NSS/ NCC / Scouts & Guides activity/any other activity equivalent to NSS/NCC/Scouts & Guides recognized by the local govt. taken up by the students under the guidance of the teacher	Any one activity	5	<ul style="list-style-type: none"> Scanned copies of the activities undertaken along with photographs
10	Annual Performance Appraisal Reports/other Performance Appraisal Report of last 5 years	Maximum marks 10	5	<ul style="list-style-type: none"> Annual Performance Appraisal Reports of last 5 years
		<ul style="list-style-type: none"> 2 marks for outstanding per year 1 mark for very good per year 		

II. SPECIFIC CRITERIA

S. No.	Area	Description and weightage	Evidences to be enclosed	
<i>Specific Criteria in case of applicants in all categories except Counsellors, Special Educators and School Librarians</i>				
1	Effectiveness as a Teacher The teachers will be evaluated on the following parameters under this area: a. <i>Innovative experiments undertaken for improving the performance of the students</i> b. <i>Teaching Learning Practices/Strategies adopted</i> <ul style="list-style-type: none"> <i>Experiential, inquiry/discovery-based teaching learning practices</i> 	Good Performance (<i>Performance is sound and reliable in at least half of the parameters defined</i>)	4 marks	<ul style="list-style-type: none"> 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. 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. The PRT applicants have to upload a YouTube link of two
		Excellent Performance (<i>Performance is sound and reliable in most of the parameters defined</i>)	7 marks	
		Extraordinary Performance (<i>Performance is sound and reliable in almost all the parameters defined</i>)	10 marks	



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CENTRAL BOARD OF SECONDARY EDUCATION

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	<ul style="list-style-type: none">○ Arts/sports/story telling integrated teaching learning practices○ Peer tutoringc. Teaching aids prepared and used to make teaching learning more interestingd. Use of mass mediae. Assessment mechanisms adoptedf. Integration of values education, life skills education, environmental education in daily teachingg. Special attention and assistance given to gifted and weaker students			<p>videos of 30 minutes each of actual classroom teaching on different topics along with the lesson plans as evidence.</p> <ul style="list-style-type: none">• List and samples of assessment techniques used, teaching methods adopted and teaching aids used• Scanned copies of two question papers of two different subjects taught by the teacher along with the testing objectives and marking scheme.• Scanned copies of result in Board/School Examination of last five years.• Inventory of the teaching/instructional material/aid(s) prepared and used giving:<ul style="list-style-type: none">• A brief description of the instructional material/aid• Subject and topic for which the instructional material/aid is used• Material used for the preparation of the aid• Cost involved• Certificate of authenticity of the instructional material/aid prepared and used
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">• 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
Specific criteria in case of Primary Teacher				
1	Efforts to create interest of students in different subjects being taught.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to create interest and curiosity of students in the subjects.	Max. Marks 5	<ul style="list-style-type: none">• List of Activities conducted giving a brief account of each activity, topic and subject, students for whom the activity was conducted and its impact• Photographs of the activities conducted, if any



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CENTRAL BOARD OF SECONDARY EDUCATION

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2	Efforts for making the young learners competent in doing meaningful reading and writing and developing basic understanding and competencies related to numeracy and its related concepts	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized	Max. Marks 5	<ul style="list-style-type: none">List of Activities conducted giving a brief account of each activity, along with its impactPhotographs of the activities conducted, if any
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:	marks	<ul style="list-style-type: none">Result of last three years in School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	

Specific criteria in case of Language Teacher (Middle, Secondary and Senior Secondary Level)

1	Efforts to create interest of students in the language being taught.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to create interest in the language being taught.	Max. Marks 5	<ul style="list-style-type: none">List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impactPhotographs of the activities conducted, if any
2	Activities conducted for the promotion of the language in the school.	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to promote the language being taught in the school.	Max. Marks 5	<ul style="list-style-type: none">List of Activities conducted giving a brief account of each activity conducted and its impactPhotographs of the activities conducted, if any
3	Achievement of students in the field of language at State/National/International Level under the guidance of the teacher.	Achievement by 1-2 students	3 marks	<ul style="list-style-type: none">Relevant Evidences of students' representation at different levels/ participation certificate(s) duly attested by the Head of the schoolBrief description of teacher's role in their achievement
		Achievement by 3 - 5 students	4 marks	
		Achievement by more than 5 students	5 marks	
4	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none">Result of last three years in Board/School Examination
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	

Specific criteria in case of Science (Middle, Sec. & Sr. Sec. Level), Mathematics (Middle, Sec. & Sr. Sec. Level), Social Science (Middle and Secondary Level), Commerce and Humanities Teacher

1	Efforts to create interest and curiosity of students in Science/ Mathematics/ Social Science/ Commerce subject being taught /	Marks will be awarded on the basis of number, scale and impact of activities conducted or	Max. Marks 5	<ul style="list-style-type: none">List of Activities conducted giving a brief account of each activity, students for whom the
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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



	Humanities subject being taught.	organized to create interest and curiosity of students in the subject.		activity was conducted and its impact • Photographs of the activities conducted, if any
2	Any achievement of student(s) in the field of Science/ Mathematics/ Social Science/ Commerce subject/ Humanities subject being taught at State/ National / International level under the guidance of the teacher.	Achievement by 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.
		Achievement by 3-5 students	4	
		Achievement by more than 5 students	5	
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:	marks	• Result of last three years in Board / School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	

Specific Criteria in case of IT Teacher (Secondary and Senior Secondary Level)

1	Efforts to enhance student learning by integrating technology into school curriculum especially teaching of subjects.	Marks will be awarded on the basis of number, scale, impact of efforts taken or activities undertaken to integrate technology in school curriculum esp. teaching of subjects. Use of latest technology by the teacher will also be considered.	Max. Marks 5	• Brief description of efforts taken along with their impact • Lesson plans of any two subjects (one per subject) depicting the use of technology
2	Any significant achievement by student(s) in the field of IT under the guidance of the teacher	Achievement by 1-2 students	3	• Evidences of achievements (<i>certificate/appreciation letter/brief write up/ photographs</i>) of students and brief description of teacher's role in their achievement.
		Achievement by 3-5 students	4	
		Achievement by more than 5 students	5	
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:	marks	• Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	

Specific Criteria in case of Physical Education Teacher (Secondary and Senior Secondary Level)

1	Number of student trained for representing school at District/State/National level games/sports competitions/activities by teacher	1-2 students	3	• Relevant Evidences of students' representation at different levels/ participation certificate(s) duly attested by the Head of the school
		3-5 students	4	
		More than 5 students	5	
2	Specialsports/games/physical activities organized fordifferently abled students	Any number	5 marks	• Brief write up of special sports/ games/physical activities organized for differently abled



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली - 110002

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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



				students duly attested by the Head of the school
3	Pass Percentage of the class of teacher for the last three years	Average of last three years:	marks	<ul style="list-style-type: none">Photographs, if anyResult of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
Specific criteria in case of Music and Dance Teacher				
1	Workshops /demonstrations/ lectures promoting dance/music among students and other stakeholders	1-3 activities	3	<ul style="list-style-type: none">List of lectures/ workshops duly attested by the head of the schoolScanned copy of appreciation letter and photographs of the event(s)
		4 - 6 activities	4	
		More than 6 activities	5	
2	Honours or recognition won by students in music/dance competitions at local/state/national/international level under the guidance of the teacher	1-2 honours	3	<ul style="list-style-type: none">List of honours won by students along with a brief write upScanned copy/copies of participation certificate(s)
		3-5 honours	4	
		More than 5 honours	5	
3	Any other specific or relevant contribution in the field of Music/Dance	1 contribution	3	<ul style="list-style-type: none">Relevant Evidence
		2 contributions	4	
		More than 3 contributions	5	
4	Pass Percentage of the class of teacher for the last three years	Average of last 3 years:	marks	<ul style="list-style-type: none">Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
Specific criteria in case of Fine Arts Teacher				
1	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students and other stakeholders	1-3 activities	3	<ul style="list-style-type: none">List of lectures/ workshops duly attested by the head of the schoolScanned photographs of the event(s)
		4-6 activities	4	
		More than 6 activities	5	
2	Artistic Productions/Publications	1-2 Productions/ Publications	3	<ul style="list-style-type: none">Scanned photographs of the production/cover page of the publication along with a brief write up
		3-4 Productions/ Publications	4	
		More than 4 Productions/ Publications	5	
3	Exhibition(s) of own art work or the work of the students at local, state, national or international level	1- 2 exhibitions	4	<ul style="list-style-type: none">Appreciation Letter(s)Report(s) of the exhibition
		More than 2 exhibitions	5	



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली - 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



4	Honours won by the students representing school in different art competitions at local/state/ national /international level under the guidance of the teacher	1-2 honours	3	<ul style="list-style-type: none"> List of honours won by students along with a brief write up Scanned copy/copies of participation certificate(s)
		3-5 honours	4	
		More than 5 honours	5	
5	Pass Percentage of the class of teacher for the last three years	Average of last three years:	mark	<ul style="list-style-type: none"> Result of last three years in Board/School Examination
		79% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	

Specific criteria in case of Special Educator

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Report(s) of Sensitization Sessions conducted along with photographs Scanned copy/copies of appreciation letter(s)/ certificates
		11-15 teachers/parents	2	
		16-20 teachers/ parents	3	
		21-25 teachers/parents	4	
		More than 25 teachers/parents	5	
3	Innovative approaches/practices adopted for teaching students with special needs	1 practice	3	<ul style="list-style-type: none"> List of innovative practices / approaches with relevant documents supporting the claim You tube link of 30 minutes video of teaching special students
		2 practices	4	
		More than 2 practices	5	
4	Pass Percentage of the students who have been taught by the Special Educator in the last three years	Average of last three years:	marks	<ul style="list-style-type: none"> Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	

Specific criteria in case of School Counsellor

	Counselling Sessions conducted		Marks	
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	<ul style="list-style-type: none"> List of number of students counselled along with the details of their problem, sessions conducted along with follow up and interaction with other stakeholders.
		51-70 Students	3	
		71 – 90 Students	4	
		More than 90 Students	5	



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली -110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



	b. Number of Group Counselling Sessions (apart from classroom periods) conducted in the last two years	1-5 Sessions	1	<ul style="list-style-type: none">List of Group Counselling Sessions conducted30 mins to 1 hour Video of individual or group counseling session
		6-10 Sessions	2	
		11-15 Sessions	3	
		16-20 Sessions	4	
		More than 20 Sessions	5	
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	<ul style="list-style-type: none">Report(s) of the Programme(s)Scanned photographs
		3-4 Programmes	4	
		More than 4 Programmes	5	
3	Number of Career Counselling Sessions/ Career Fairs conducted in the last two years	1-2 Programmes	3	<ul style="list-style-type: none">Report(s) of the Career Counselling Sessions or Career fairs conductedScanned photographs of Career Fairs
		3-4 Programmes	4	
		More than 4 Programmes	5	
4	Number of students with special needs counselled in the last two years	Any number	5	<ul style="list-style-type: none">List of students with special needs counselled along with a report of Counselling Session(s)
5	Pass Percentage of the students who have been counselled by the School Counselor in the last three years	Average of last three years:		<ul style="list-style-type: none">Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
Specific criteria in case of Vocational Education Teacher (Secondary and Senior Secondary Level)				
1	Industrial exposures/short term training programmes conducted/organised by the teacher for students in the last five years	One or more	5 marks	<ul style="list-style-type: none">Report of the field visit or training 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	<ul style="list-style-type: none">Scanned copy of communication with the industry or any other relevant evidence
3	Number of students working in the industry after having vocational education under the guidance of the teacher	Any number	5 marks	<ul style="list-style-type: none">Evidence reflecting the placement of students in the industry duly verified by the Head of the school
4	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none">Result of last three years in Board/School Examination
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली - 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



Specific criteria in case of a School Librarian				
1	The performance of a School Librarian will be assessed on the following parameters: a. Promotion of effective usage of library resources by students and teachers b. Fostering good reading habits/lifelong reading habits among students c. Effective integration of library services with the curricula d. Exemplary usage of technology tools in the library e. Role played in establishing effective teaching learning environment in the school f. Steps taken for the improvement of the school library g. Making school library accessible to parents and community	Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)	3 marks	• Relevant documents and evidences or share such examples which clearly reflect the performance of the librarian on the defined parameters duly verified by the Head of the School.
		Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined)	4 marks	
		Extraordinary Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)	5 marks	
Specific criteria in case of a Resource Person for CBSE Capacity Building Programmes				
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 Concerned COE.</i>	Positive Feedback by 75% Participants in all the CBPs taken	3 marks	• Consolidated feedback report about the performance of the RP by the concerned COE
		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 (e.g. Identification of new Resource Persons and venues; Manual writing; need assessment, development/designing of any innovative training solution or programme; follow up programmes initiated; etc.) This will be validated along with appropriate evidences by the concerned COE.	Any appropriate and relevant contribution	5 marks	• Appropriate evidences of the relevant contribution towards ensuring effectiveness of CBPs by the concerned COE



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली - 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



Specific criteria in case of Vice Principal or Coordinator

1	The performance of the Middle Leaders (Vice Principal or Coordinator) will be assessed on the following professional skills and actions: a. Mentoring of Colleagues/fellow teachers b. Interpersonal skills and abilities c. Effective Management of allocated resources d. Professional Knowledge and Understanding e. Strategic Vision	Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)	3 marks	• Relevant documents and evidences or share such examples which clearly reflect the professional skills and actions duly verified by the Head of the School.
		Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined)	4 marks	
		Extraordinary Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)	5 marks	
2	Pass Percentage of the class of teacher for the last three years	Average of last three years:		• Result of last three years in Board/School Examination
		70% - 79%	3 marks	
		80% - 89%	4 marks	
		90% - 100%	5 marks	

Specific criteria in case of Principal

1	Administrative and Leadership Skills Note: These skills will be scored on the following parameters: a. Introduction of innovative ideas for raising the quality of education in the school b. Cooperation sought from parents, students, teachers, alumni, non-teaching staff and community for academic development and overall development of the school c. Organization of activities for inculcating values and enhancing life skills of the students	• Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)	4 marks	• 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. 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
		Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined) Why astronauts A	7 marks	



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली - 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



	<p>d. Opportunities provided to teachers to get upskilled in latest pedagogy</p> <p>e. Encouragement to teachers and students for experimentation and innovations</p> <p>f. Goals/targets set in academics/sports and games/other activities and their achievement</p> <p>g. Encouragement to teachers to work collaboratively</p> <p>h. Provision of equal access and support to all the students</p> <p>i. Efforts for promotion of skill education among students</p> <p>j. Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders</p> <p>k. Work done for the achievement of vision and mission of school</p> <p>l. Project(s) undertaken at school level in the last ten years for the development of the school</p> <p>m. Measures taken by the principal to ensure safety of children in school</p> <p>n. Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities</p>	<p>Outstanding Performance (Performance is remarkably noticeable, superior in almost all the areas of responsibility and parameters defined)</p>	10 marks	<p>appreciation letters given to stakeholders, photographs, details of safety measures adopted, report and pictures of provision of barrier free environment for students with disabilities and other relevant documents supporting all the parameters.)</p>
2	<p>Preparation of Annual Curriculum Plan (ACP) for the whole school by the principal</p>	<p>The following parameters will be considered while assessing the annual curriculum plan:</p> <ul style="list-style-type: none">• Aims and objectives to be achieved• Observable/measurable learning outcomes indicating the mastery of course content within the curriculum by the students	Max. Marks 5	<ul style="list-style-type: none">• Copy of Annual Curriculum Plan for the whole school• SOP for the monitoring / reviewing of ACP



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली - 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



		<ul style="list-style-type: none">Content framework – description of major topics/sub topics to be taught in different subjects matching the learning outcomesStrategies for curriculum transaction (Use of pedagogy)Assessment strategiesStrategy for monitoring the effectiveness of the planStrategy for the review of the plan in the light of the needs of the students		
3	School as venue for CBSE Examinations (X, XII, other competitive exams) and Academic Activities (like Science Exhibition, CBPs, Heritage India Quiz, etc.) under the leadership of applicant principal (details of last ten years)	1-2 activities	2 marks	• Scanned copies of Letters or communication received from CBSE or any other relevant document
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
6	Pass Percentage of students in Board/School Examinations in the last three years	Average of last three years:		• Result of last three years in Board/School Examinations
70% - 79%		3 marks		
80% - 89%		4 marks		
90% - 100%		5 marks		



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली – 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



Specific Criteria for all categories except teachers/principals/middle leaders working in CBSE schools in foreign countries, Primary Teachers, School Counsellors, Special Educators and School Librarians

1	Experience related to Board Examinations conducted by CBSE (as City Coordinator, Centre Supdt., CNS, Head Examiner, Evaluator/Coordinator) <i>Note: The experience of invigilators shall not be considered. The experience related with Board Examinations conducted by CBSE will only be considered.</i>	Upto 5 times	2 marks	• Scanned copies of Letters or written communication received from CBSE
		6-10 times	3 marks	
		More than 10 times	5 marks	

Specific Criteria in case of all applicants

1	Promotion of nation building and national integration	Marks will be awarded on the basis of number, scale and impact of activities conducted to promote nation building and national integration	Max. marks 5	<ul style="list-style-type: none">List/report of Activities conducted highlighting the occasion, students for whom the activity was conducted and its impactPhotographs of the activities conducted
2	Enhancing Social Awareness (i.e. social emotional skills and other key life skills like empathy, compassion, interpersonal skills, etc.) of students	Marks will be awarded on the basis of number, scale and impact of activities conducted or organized to enhance social awareness of students.	Max. marks 5	<ul style="list-style-type: none">List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impactPhotographs of the activities conducted
3	Organization of extra and co-curricular activities	Marks will be awarded on the basis of number, scale and impact of activities.	Max. marks 5	<ul style="list-style-type: none">List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impactPhotographs of the activities conducted
4	Any other significant achievement in the field of school education not mentioned above	1 achievement	3 marks	• Relevant evidence
		2 achievements	4 marks	
		More than 2 achievements	5 marks	

Technical specifications for uploading the evidences/supporting documents on the portal:

- All documents to be uploaded should only be in PDF format with size not exceeding 1MB.
- Photograph to be uploaded should be in JPG format with size not exceeding 50 KB
- Video lectures should be uploaded on YouTube and link should be provided.



'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली - 110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi - 110002

