



# 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)/2025

Date: 26 June, 2025  
Circular No.: Acad-36/2025

**All Heads and Teachers of Schools affiliated to CBSE other than Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Samiti, Sainik Schools, Eklavya Model Residential Schools**

**Subject: Self Nominations for the National Awards to Teachers 2024-25 under CBSE Quota.**

The Ministry of Education, Government of India confers National Awards to Teachers to celebrate the unique contribution of outstanding teachers in the country. The Ministry has asked CBSE to recommend six nominations from private independent schools affiliated with the Board.

CBSE invites self-nominations from interested and eligible teachers and principals from its affiliated private independent schools.

## Eligibility

- Teachers must have completed at least 10 years of regular service as a teacher in school(s) affiliated to recognized Board of school education by 31st March 2025.
- Principals must have completed 10 years of regular service as a teacher and 5 years as a Principal in CBSE affiliated school(s) by 31st March 2025.
- Teachers or Principals retired on or after 31st March 2025 are also eligible to apply.
- Principals are not eligible to apply under the 'Teacher' category.
- An applicant can apply under only one category.

**The detailed general and specific criteria for selection are provided in Annexure 'A'.**

## Submission of Application

Only ONLINE Applications will be accepted. The link for registration and application is available under the tab for this circular at:

<https://cbseit.in/cbse/2025/tchawrd/index.aspx>

All applicants must apply directly on or before **6<sup>th</sup> July 2025** and upload following documents:

- An undertaking declaring that all the particulars submitted are correct and documents uploaded are genuine.
- Recommendation letters including, certification of continuous and regular service and vigilance clearance, duly signed by the Manager of School. These should confirm no break in service for the last 10 years (in case of teachers) and 15 years (in case of Principals).
- Copies of certificates/degrees and mark statements of Class 10/11/12/Equivalent (indicating Date of Birth); Graduation; Post Graduation and professional qualifications (NTT/ETE/B. El. Ed./B.Ed./Others).
- Class Result in Board/School Examinations;



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### Selection Procedure

CBSE will prepare a merit list based on experience, age, academic qualifications, performance in qualifying exams, and other specified criteria. From this list, the top 24 applicants will be shortlisted. In the event of a tie, CBSE reserves the right to apply additional criteria. Shortlisted applicants will be given **two days** to upload verified documents. Applicants must ensure their documents are ready in PDF format (max 1MB) and duly signed and verified:

- (i) By the Head of School (for teachers)
- (ii) By the Manager of School (for Principals)

A National Level Scrutiny Committee will further shortlist and invite applicants for an interactive session, after which the final six nominations will be decided.

All school heads are requested to ensure wide dissemination of this information among all concerned teachers.

It is reiterated that all required information and documents must be uploaded on the portal **on or before the last date**.

**Dr. Praggya M. Singh**  
**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 Principal Director, Director of Naval Education (Navy Education Society) H.Q. MOD (NAVY) West Block-V, II Floor, R.K. Puram New Delhi – 110066
2. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
3. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
4. 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
5. All Heads/ In-Charges, COEs of the Board with request to disseminate the information
6. In charge IT Unit with the request to put this circular on the CBSE Academic website
7. The Head Public Relations Unit, CBSE
8. EO to Chairman, CBSE
9. SPS to Director (IT), Director (Academics), Controller of Examinations, Director (SE), Director (T), Director (A and A)) and Director (PE), CBSE.

**Director (Academics)**



## 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  <i>Note: Give information as per the guidelines laid down by the Board in its Affiliation Bye Laws/NCTE.</i>	55%-60% marks	2	
		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	2	
		61%- 65% marks	3	
		66%- 70% marks	4	
		71% and above	5	
2	Scholarly Contributions			<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>
	a) Educational articles / contributions in journals (with ISSN) etc. (print/online) published at national / international level in the last ten years  <i>Note: Articles/ contributions in school/college magazines, newspapers/newsmagazines will not be considered.</i>	1 contribution	2	
		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	
		2-5 books/textbooks	3	
		More than 5 books/textbooks	5	



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				book(s)/ textbook(s) • Letter(s) of appreciation, if received • Any other supporting document
	c) Functional Research/Action Research conducted (other than M. Phil / Ph. D) in the last ten years <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>	1 - 2 research studies	2	• List of Studies 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
		3 - 4 research studies	3	
		More than 4 research studies	5	
	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	• 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/programm es	3	• 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	







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4	Continuous participation in Personal Professional Development Activities in the last ten years Note: The applicant must have attended the <i>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"> <li>List of activities along with their brief description</li> <li>Scanned copies of participation Certificates</li> </ul>
		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 ( <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> )	1- 2 activities	1	<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>
		3 - 4 activities	2	
		5-6 activities	3	
		7-8 activities	4	
6	Active Membership / Leadership Position in Educational Professional Bodies / Organizations at local / regional / national / international level Note: This may be inclusive of membership of electronic discussion forums related to teaching/education.	Membership of 01 body/organization	2	<ul style="list-style-type: none"> <li>Copy of membership letter or card</li> </ul>
		Membership of 2-3 bodies/ organizations	3	
		Membership of 4-5 bodies/ organizations	4	
		Membership of more than 5 bodies/ organizations	5	
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</i>	Honour(s) received from Local level organization	2	<ul style="list-style-type: none"> <li>List of Honours</li> <li>Scanned copies of Certificates or other relevant documents</li> </ul>
		Honour(s) received from State level organization	3	
		Honour(s) received from National level	4	



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	any other country) <i>Note: Score will be awarded as per the highest level of the honour.</i>	organization		
		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"> <li>Brief write up of activities along with supporting photographs and other relevant documents</li> </ul>
		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"> <li>Scanned copies of the activities undertaken along with photographs</li> </ul>
10	Annual Performance Appraisal Reports/other Performance Appraisal Report of last 5 years	Maximum marks 10		<ul style="list-style-type: none"> <li>Annual Performance Appraisal Reports of last 5 years</li> </ul>
		<ul style="list-style-type: none"> <li>2 marks for outstanding per year</li> <li>1 mark for very good per year</li> </ul>		

## II. SPECIFIC CRITERIA

S. No.	Area	Description and weightage	Evidences to be enclosed	
<b>Specific Criteria in case of applicants in all categories except Counsellors, Special Educators and School Librarians</b>				
1	<b>Effectiveness as a Teacher</b>  The teachers will be evaluated on the following parameters under this area:  a. Innovative experiments undertaken for improving the performance of the students  b. Teaching Learning Practices/Strategies adopted ○ Experiential, inquiry/discovery-based teaching learning practices	Good Performance (Performance is sound and reliable in at least half of the parameters defined)	4 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</li></ul>
		Excellent Performance (Performance is sound and reliable in most of the parameters defined)	7 marks	
		Extraordinary	10	





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	<ul style="list-style-type: none"><li>○ Arts/sports/story telling integrated teaching learning practices</li><li>○ Peer tutoring</li><li>c. Teaching aids prepared and used to make teaching learning more interesting</li><li>d. Use of mass media</li><li>e. Assessment mechanisms adopted</li><li>f. Integration of values education, life skills education, environmental education in daily teaching</li><li>g. Special attention and assistance given to gifted and weaker students</li></ul>	Performance (Performance is sound and reliable in almost all the parameters defined)	marks	<p>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.</p> <ul style="list-style-type: none"><li>• The PRT applicants have to upload a YouTube link of two videos of 30 minutes each of actual classroom teaching on different topics along with the lesson plans as evidence.</li><li>• List and samples 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><li>• Inventory of the teaching/instructional material/aid(s) prepared and used giving:</li></ul>
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				<ul style="list-style-type: none"> <li>• A brief description of the instructional material/aid</li> <li>• Subject and topic for which the instructional material/aid is used</li> <li>• Material used for the preparation of the aid</li> <li>• Cost involved</li> <li>• Certificate of authenticity of the instructional material/aid prepared and used</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>
<b>Specific criteria in case of Primary Teacher</b>				
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	Max. Marks 5	<ul style="list-style-type: none"> <li>• List of Activities conducted giving a brief account of each activity, topic and subject, students for whom the activity was conducted and its impact</li> </ul>







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		subjects.		<ul style="list-style-type: none"><li>• Photographs of the activities conducted, if any</li></ul>
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"><li>• List of Activities conducted giving a brief account of each activity, along with its impact</li><li>• Photographs of the activities conducted, if any</li></ul>
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"><li>• Result of last three years in School Examination</li></ul>
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
<b>Specific criteria in case of Language Teacher (Middle, Secondary and Senior Secondary Level)</b>				
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"><li>• List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact</li><li>• Photographs of the activities conducted, if any</li></ul>
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"><li>• List of Activities conducted giving a brief account of each activity conducted and its impact</li><li>• Photographs of the activities conducted, if any</li></ul>
3	Achievement of students in the field of language at State/National/International Level	Achievement by 1-2 students	3 marks	<ul style="list-style-type: none"><li>• Relevant Evidences of students' representation at</li></ul>
		Achievement by 3 - 5 students	4 marks	



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	under the guidance of the teacher.	Achievement by more than 5 students	5 marks	different levels/ participation certificate(s) duly attested by the Head of the school • Brief description of teacher's role in their achievement
4	Pass Percentage of the class of teacher for the last three years	Average of last three years: 70% - 79% 80% - 89% 90% - 100%	 3 marks 4 marks 5 marks	• Result of last three years in Board/School Examination
<b>Specific criteria in case of Science (Middle, Sec. &amp; Sr. Sec. Level), Mathematics (Middle, Sec. &amp; Sr. Sec. Level), Social Science (Middle and Secondary Level), Commerce and Humanities Teacher</b>				
1	Efforts to create interest and curiosity of students in Science/ Mathematics/ Social Science/ Commerce subject being taught / Humanities subject 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 subject.	Max. Marks 5	• List of Activities conducted giving a brief account of each activity, students for whom the 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 Achievement by 3-5 students Achievement by more than 5 students	3 marks 4 5	• Evidences of achievements (certificate/appreciation letter/brief write up/ photographs) of students and brief description of teacher's role in their achievement.
3	Pass Percentage of the class of teacher for the last three years	Average of last three years: 70% - 79% 80% - 89%	marks 3 4	• Result of last three years in Board / School Examination





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		90% - 100%	5	
<b>Specific Criteria in case of IT Teacher (Secondary and Senior Secondary Level)</b>				
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	<ul style="list-style-type: none"><li>Brief description of efforts taken along with their impact</li><li>Lesson plans of any two subjects (one per subject) depicting the use of technology</li></ul>
2	Any significant achievement by student(s) in the field of IT under the guidance of the teacher	Achievement by 1-2 students	3	<ul style="list-style-type: none"><li>Evidences of achievements (certificate/appreciation letter/brief write up/ photographs) of students and brief description of teacher's role in their achievement.</li></ul>
		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	<ul style="list-style-type: none"><li>Result of last three years in Board/School Examination</li></ul>
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
<b>Specific Criteria in case of Physical Education Teacher (Secondary and Senior Secondary Level)</b>				
1	Number of students trained for representing school at District/State/National level games/sports competitions/activities by the teacher	1-2 students	3	<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	
		More than 5 students	5	
2	Special sports/games/physical activities organized for differently	Any number	5 marks	<ul style="list-style-type: none"><li>Brief write up of special sports/</li></ul>





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	abled students			games/physical activities organized for differently abled students duly attested by the Head of the school
				• Photographs, if any
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	
<b>Specific criteria in case of Music and Dance Teacher</b>				
1	Workshops /demonstrations/ lectures promoting dance/music among students and other stakeholders	1-3 activities	3	• List of lectures/workshops duly attested by the head of the school
		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	• List of honours won by students along with a brief write up
		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	• Scanned copy of appreciation letter and photographs of the event(s)
		2 contributions	4	
		More than 3 contributions	5	
4	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	
<b>Specific criteria in case of Fine Arts Teacher</b>				
1	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students	1-3 activities	3	• List of lectures/workshops duly attested by the head of the school
		4-6 activities	4	





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	and other stakeholders	More than 6 activities	5	attested by the head of the school • Scanned photographs of the event(s)
2	Artistic Productions/Publications	1-2 Productions/Publications	3	• 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	• Appreciation Letter(s) • Report(s) of the exhibition
		More than 2 exhibitions	5	
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	• 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	• 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	• 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	• Report(s) of Sensitization Sessions conducted along with photographs
		11-15 teachers/parents	2	
		16-20 teachers/parents	3	



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		21-25 teachers/parents	4	• Scanned copy/copies of appreciation letter(s)/ certificates
		More than 25 teachers/parents	5	
3	Innovative approaches/practices adopted for teaching students with special needs	1 practice	3	• 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	• Result of last three years in Board/School Examination
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
<b>Specific criteria in case of School Counsellor</b>				
	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	• List of number of students counselled along with the details of their problem, sessions conducted along with follow up and interaction with other stakeholders. • List of Group Counselling Sessions conducted • 30 mins to 1 hour Video of individual or group counseling session
51-70 Students		3		
71 – 90 Students		4		
More than 90 Students		5		
	b. Number of Group Counselling Sessions (apart from classroom periods) conducted in the last two years	1-5 Sessions	1	
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,</i>	1-2 Programmes	3	• Report(s) of the Programme(s) • Scanned photographs
		3-4 Programmes	4	
		More than 4 Programmes	5	





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	Gender Sensitivity)			
3	Number of Career Counselling Sessions/ Career Fairs conducted in the last two years	1-2 Programmes	3	<ul style="list-style-type: none"><li>• Report(s) of the Career Counselling Sessions or Career fairs conducted</li><li>• Scanned photographs of Career Fairs</li></ul>
		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"><li>• List of students with special needs counselled along with a report of Counselling Session(s)</li></ul>
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"><li>• Result of last three years in Board/School Examination</li></ul>
		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"><li>• Report of the field visit or training programme(s) conducted along with scanned photographs</li></ul>
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"><li>• Scanned copy of communication with the industry or any other relevant evidence</li></ul>
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"><li>• Evidence reflecting the placement of students in the industry duly verified by the Head of the school</li></ul>
4	Pass Percentage of the class of teacher for the last three years	Average of last three years:		<ul style="list-style-type: none"><li>• Result of last three years in Board/School Examination</li></ul>
		70% - 79%	3 marks	
		80% - 89%	4	



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		90% - 100%	marks	
			5 marks	
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 Note: Effectiveness as Resource Person to be assessed on the basis of Participants' Feedback. This will be validated by the <b>Concerned COE</b> .	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	5 marks	





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		almost all the participants in all the CBPs taken		
2	<p>Contribution towards ensuring effectiveness of Capacity Building Programmes by COEs in different ways apart from being a Resource Person (e.g. <i>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.</i>)</p> <p>This will be validated along with appropriate evidences by the concerned COE.</p>	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>
<b>Specific criteria in case of Vice Principal or Coordinator</b>				
1	<p>The performance of the Middle Leaders (Vice Principal or Coordinator) will be assessed on the following professional skills and actions:</p> <ol style="list-style-type: none"> <li>Mentoring of Colleagues/ fellow teachers</li> <li>Interpersonal skills and abilities</li> <li>Effective Management of allocated resources</li> <li>Professional Knowledge and Understanding</li> <li>Strategic Vision</li> </ol>	<p>Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)</p>	3 marks	<ul style="list-style-type: none"> <li>Relevant documents and evidences or share such examples which clearly reflect the professional skills and actions duly verified by the Head of the School.</li> </ul>
		<p>Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined)</p>	4 marks	





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		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 d. Opportunities provided to teachers to get upskilled in latest pedagogy e. Encouragement to teachers and students for experimentation and innovations f. Goals/targets set in academics/sports and games/other activities and their achievement g. Encouragement to teachers to work collaboratively	<ul style="list-style-type: none"> <li>Good Performance (Performance is sound and reliable in at least half of the areas of responsibility and parameters defined)</li> </ul>	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,
		Excellent Performance (Performance is sound and reliable in most of the areas of responsibility and parameters defined)	7 marks	
		Outstanding Performance (Performance is remarkably noticeable, superior in almost	10 marks	







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	<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><i>all the areas of responsibility and parameters defined)</i></p>		<p><i>copies of 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.)</i></p>
2	Preparation of Annual Curriculum Plan (ACP) for the whole school by the principal	<p>The following parameters will be considered while assessing the annual curriculum plan:</p> <ul style="list-style-type: none"> <li>• Aims and objectives to be achieved</li> <li>• Observable/measurable learning outcomes indicating the mastery of course content within the curriculum by the students</li> <li>• Content framework – description of major topics/sub topics to be taught in</li> </ul>	Max. Marks 5	<ul style="list-style-type: none"> <li>• Copy of Annual Curriculum Plan for the whole school</li> <li>• SOP for the monitoring / reviewing of ACP</li> </ul>



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		<p>different subjects matching the learning outcomes</p> <ul style="list-style-type: none"> <li>• Strategies for curriculum transaction (Use of pedagogy)</li> <li>• Assessment strategies</li> <li>• Strategy for monitoring the effectiveness of the plan</li> <li>• Strategy for the review of the plan in the light of the needs of the students</li> </ul>		
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	<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)	<ul style="list-style-type: none"> <li>• Hosting of CBSE Sports Meet at Cluster Level once</li> </ul>	4 marks	<ul style="list-style-type: none"> <li>• Scanned copies of Letters or communication received from CBSE or any other relevant document</li> </ul>
		<p>Hosting of CBSE Sports Meet at cluster level more than once / Hosting of CBSE Sports Meet at Regional or National Level</p>	5 marks	
5	Contribution towards Sahodaya Activities	Any relevant contribution	5 marks	<ul style="list-style-type: none"> <li>• Brief write up about the contribution(s) duly attested by the</li> </ul>



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				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	

**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	• List/report of Activities conducted highlighting the occasion, students for whom the activity was conducted and its impact • Photographs 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	Max. marks 5	• List of Activities conducted giving a brief account of each activity, students for whom the activity was



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		students.		conducted and its impact
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"> <li>Photographs of the activities conducted</li> <li>List of Activities conducted giving a brief account of each activity, students for whom the activity was conducted and its impact</li> <li>Photographs of the activities conducted</li> </ul>
4	Any other <b>significant achievement</b> in the field of school education not mentioned above	1 achievement 2 achievements More than 2 achievements	3 marks 4 marks 5 marks	<ul style="list-style-type: none"> <li>Relevant evidence</li> </ul>

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

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.



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