

Name of the Applicant: _____

8. SERVICE RECORD (REGULAR SERVICE IN AEES ONLY)

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

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

PART - B

9. Mention special attention and assistance given to reduce the no. of detainees and enhance the performance of

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Gifted Students		
2.	Weak students		
3.	Students with special needs		

Name of the Applicant: _____

10. Any innovative Practice / experimentation undertaken for greater impact of (attach proof)

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Workshops seminar organized or participated at state/national level		
2.	Workshops or seminars organized/participated as resource person at National/State level		
3.	Workshops or seminars organized/participated as resource person for CCE/ Career Guidance related activities		
4.	Any innovative methodology adopted/used for implementing CCE skills		
5.	Career guidance and counseling undertaken at school/college level		
6.	Use of software/technology for the implementation of CCE/Exam related activities		
7.	Development and innovation of teaching aids		
8.	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.		
9.	Development and maintenance of websites for school/ Teaching aid using technology / Use of software for non-scholastic subjects		
10.	Lecture given through ASTER		
11.	Special contribution to policy making/Academic/ Management/In-charge/Member of AEES committees etc.		
12.	Role of enhancing the image of the school in the community by participating in various welfare/public awareness programmes		
13.	Contribution towards the social commitment for community service/ Performance of teachers as in-charge/member of committees in the school/college / member in any committee involved in community service		

Name of the Applicant: _____

11. Record of In-service training programmes, workshops etc. attended as Participant/Resource Person/ Coordinator/Organizer.

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

12. Mention your specific contribution in the following activities supported by documents and verified by the Principal/Vice Principal I/C towards:

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service		
2.	Contribution to AEES administration/Academic unit (work/assignment should have been assigned by the competent authority)		
3.	Contribution to AEES/LMC management in academic/ administration		
4.	Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature		
5.	Any other innovative work which attributes to the welfare of students or Educational Management		
6.	Has he/she is taking additional classes in his/her subject/ lectures for elite/weaker students or refresher classes for improving the results		
7.	Organized career guidance and counseling for needy students and any type of special preparation for competitive examinations		
8.	Managing discipline in the class room Punctuality and regularity in duty and assignment/ Completion of assigned work		
9.	Inculcating moral values and national integration among students		

Name of the Applicant: _____

13. Recognition / Award / Prize received at the National / State / AIES / District / Centre level by the teacher:

- a) for self
- b) for the students under the guidance of the teacher

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

14. Has any article related to the field of education been written and published in any newspaper / magazine / journal or has any text-book been written and published? if yes, give details.

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

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

Date:

Signature of Applicant

Place:

Name of the Applicant: _____

PART – C (General Attributes)

Remarks about the teacher based on the Assessment by her / his superiors on five point scale viz. Outstanding / Very Good / Good /Satisfactory/Poor

S. No.	Particulars	Brief assessment by the Principal (attach extra sheet, if required)	Graded as
1.	<u>Leadership Quality</u> <ul style="list-style-type: none">▪ Managing conflicts and sharing of information▪ Team building▪ Collaboration with others▪ Communication and rapport		
2.	<u>Organising Capabilities</u> <ul style="list-style-type: none">▪ Role of teacher in organizing the Annual day, Sports day and Celebration of important days▪ Promotion of club activities (nature, science, reader)and exhibition▪ Adhering to the schedule▪ Planning of lessons and completion of syllabus		
3.	<u>Infrastructure Maintenance</u> <ul style="list-style-type: none">▪ Does the teacher take interest in maintenance of the infrastructure such as furniture, fittings etc.▪ Does the teacher show interest in beautification of the campus and cleanliness?▪ Laboratory materials/teaching aids are procured in time and maintained properly by the teacher▪ Does the teacher take effort to maintain sufficient books for his/her subject for additional preparation and also for the students.		
4.	<u>Working Relationship</u> <ul style="list-style-type: none">▪ Relationship with students and parents▪ Relationship with management and colleagues▪ Commitment to the students▪ Passionate about teaching and learning		
5.	<u>Quality Education</u> <ul style="list-style-type: none">▪ Pedagogic approaches for better learning▪ Knowledge and skill of the teacher▪ Any innovative ideas implemented for developing the quality of the result of the subject concerned as well as school.▪ Support for students, evaluation, feedback and providing mentorship		

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

RECOMMENDATION OF THE PRINCIPAL

SIGNATURE OF THE PRINCIPAL

Name of the Applicant: _____

PART-D

Supporting documents for Part-D, wherever applicable, should be submitted by the individual and the marks will be awarded by the School/Centre level Committee

Contribution by Co-Scholastic Teachers (/TGT/PRT)

(40 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Marks awarded
1.	Innovative Methods adopted in Teaching (Part-B S. No..(9 & 10.1 to 10.7)	Special attention/projects developed for gifted/weak children with special needs	04	Total: ____/20 ____ out of 10 Calculation: (Total/2)
		Workshops or seminars organized/participated as resource person at National/State level	03	
		Workshops or seminars organized/participated as resource person for CCE/ Career Guidance related activities	03	
		Any innovative methodology adopted/used for implementing CCE skills	03	
		Career guidance and counseling undertaken at school/college level	02	
		Use of software/technology for the implementation of CCE/Exam related activities	03	
		Development and innovation of teaching aids	02	
2.	Training Programme (During service period in AEES)	Participation in training programmes or worked as resource person at National/State/AEES Level for 3 times or more	05	____ out of 5
		Participation in training programmes or worked as resource person at National/State/AEES Level for 2 times it may include one such program at centre level/District/Zone level	03	
		Participation in training programmes or worked as resource person at National/State/AEES Level for 1 times it may include one such program at centre level/District/Zone level	02	
		Not participated in any training programme	00	
3.	Personal Contribution (Part-B S. No..12.1 to 12.5)	Contribution towards community in the form of various social service activities / DAE Sports / Social activity/ Community service	04	Total: ____/20 ____ out of 10 Calculation: (Total/2)
		Contribution to AEES administration/Academic unit (work/assignment should have been assigned by Academic unit/Central office of AEES)	04	
		Contribution to school management in academic/administration	04	
		Special contribution in preparation of students in co-curricular activities like music, sports, arts and literature	04	
		Any other innovative work which attributes to the welfare of students or Educational Management	04	
4.	Special efforts for academic	Has he/she is taking additional classes in his/her subject/ lectures for elite/weaker students or	05	____ out of 5

Name of the Applicant: _____

	excellence	refresher classes for improving the results		
5.	Career guidance and counseling	Organized career guidance and counseling for needy students and any type of special preparation for competitive examinations	04	____ out of 4
6.	Personal Traits	Managing discipline in the class room Punctuality and regularity in duty and assignment Completion of assigned work	03	____ out of 3
7.	Moral values and National Integration	Inculcating moral values and national integration among students	03	____ out of 3
TOTAL MARKS (out of 40)				

RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

SIGNATURE OF THE CHAIRMAN
SCHOOL/CENTRE LEVEL COMMITTEE

Name of the Applicant: _____

PART-E (EVALUATION BY CLUSTER COMMITTEE)

Contribution by Co-Scholastic Teachers (TGT/PRT)

(30 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Marks awarded
1.	Previous recognition [Part-B S. No..(13)]	National level (Govt. of India or any international NGO award including innovation and Experimentation award & ICT award by NCERT)	05	____ out of 5
		State level (including innovation and Experimentation award & ICT award by SCERT or equivalent)	03	
		Region/Centre level/District level/ Local bodies / NGOs	02	
2.	Publication (During the service period in AEES) [Part-B S. No..(14)]	Books/text books published related curriculum or any other books of social importance	05	Total: ____/15 ____ out of 5 Calculation: (Total/3)
		Research papers /Articles published in reputed news papers pertaining to curriculum	04	
		Recognition received on account of Educational contribution in media	03	
		Course material/worksheets / Question papers prepared for AEES	03	
The following attributes are to be evaluated based on Part-C of the application				
3.	Leadership Quality	<ul style="list-style-type: none"> ▪ Managing conflicts and sharing of information ▪ Team building / Collaboration with others ▪ Communication and rapport 	04	____ out of 4
4.	Organising Capabilities	<ul style="list-style-type: none"> ▪ Role of teacher in organizing the Annual day, Sports day and Celebration of important days ▪ Promotion of club activities (nature, science, reader)and exhibition ▪ Adhering to the schedule ▪ Planning of lessons and completion of syllabus 	04	____ out of 4
5.	Infrastructure Maintenance	<ul style="list-style-type: none"> ▪ Does the teacher take interest in maintenance of the infrastructure such as furniture, fittings etc. ▪ Does the teacher show interest in beautification of the campus and cleanliness? ▪ Laboratory materials/teaching aids are procured in time and maintained properly by the teacher ▪ Does the teacher take effort to maintain sufficient books for his/her subject for additional preparation and also for the students. 	04	____ out of 4
6.	Working Relationship	<ul style="list-style-type: none"> ▪ Relationship with students and parents ▪ Relationship with management and colleagues ▪ Commitment to the students ▪ Passionate about teaching and learning 	04	____ out of 4
7.	Quality Education	<ul style="list-style-type: none"> ▪ Pedagogic approaches for better learning ▪ Knowledge and skill of the teacher ▪ Any innovative ideas implemented for developing the quality of the result of the subject concerned as well as school. ▪ Support for students, evaluation, feedback and providing mentorship 	04	____ out of 4
TOTAL MARKS (out of 30)				

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

SIGNATURE OF THE CHAIRMAN
CLUSTER LEVEL COMMITTEE

Name of the Applicant: _____

PART – F
(FORM TO BE FILLED IN BY THE CENTRAL COMMITTEE)

Contribution by Co-Scholastic Teachers (TGT/PRT)

(30 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Marks awarded	
1.	Use of Technology/Aid [Part-B S. No..(10.8 to 10.10)]	Production of Educational Videos/ Publishing through websites/electronic method for lesson, notes and worksheets etc.	02	06	
		Development and maintenance of websites for school/ Teaching aid using technology / Use of software for non-scholastic subjects	02		
		Lecture given through ASTER	02		
2.	Professional Advancement	Higher education acquired to benefit the professional/ teaching competence		06	
		Category	Degree		Marks
		TGT	Ph.D/M.Phil/ PG in same subject		03
			M.Ed/M.S or MBA or equivalent in Edn. Management		03
PRT	Graduation (Degree or equivalent)	03			
	B.Ed/M.Ed/M.S or MBA or equivalent in Edn. Management	03			
The following attributes are to be evaluated based on Part-A (10.11 to 10.13) of the application					
3.	Special Contribution	Special contribution to policy making/Academic/ Management/In-charge/Member of AEES committees etc.	02	02	
4.	Enhancing the image of School/college	Role of enhancing the image of the school in the community by participating in various welfare/public awareness programmes	02	02	
5.	Social contribution	Contribution towards the social commitment for community service/ Performance of teachers as in-charge/member of committees in the school/college / member in any committee involved in community service	02	02	
Total marks obtained (out of 18)					

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

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

Year	Grade obtained	Grade Point
Total Grade Points		

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

TOTAL MARKS SCORED IN APAR/ACR GRADING (OUT OF 12): _____

TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 30)

EVALUATION (Out of 18)	APAR (Out of 12)	CENTRAL LEVEL (Out of 30)

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

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

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CENTRAL COMMITTEE