

**STANDARD OPERATING PROCEDURE (SOP) FOR THE GRANT OF DISTINGUISHED AWARDS TO DIRECTORS / PRINCIPALS, TEACHERS, FACULTY AND NON-TEACHING STAFF OF ARMY'S PROFESSIONAL COLLEGES / INSTITUTES/ SCHOOLS**

**General**

1. Army Welfare Education Society (AWES) aims to provide Quality Education at Affordable Cost to wards of Army personnel. In pursuance of these priorities, Army Public Schools and Professional Colleges/ Institutes run by the Army have to be transformed into 'Centres of Excellence', at par with the best in the country.

2. Directors / Dean / Principals, Teachers, Faculty and Non-teaching staff of the Army's academic institutions strive tirelessly to realize the AWES Vision. Therefore, it is only appropriate to recognize and reward such hard work. Hence, the formulated Award Scheme needs to have a streamlined and transparent procedure, which fulfills the aspirations of a large population of teaching and non-teaching staff. These awards would serve to stimulate the environment, especially the principals, teachers, faculty and other staff to strive for excellence in their respective fields, contributing to the overall growth of schools and colleges.

**Aim**

3. To lay down the procedure and criteria for identifying deserving candidates from amongst Directors/Dean/ Principals, Teachers, Faculty and Non-teaching staff of Army Public Schools and Colleges for the award of **COAS Commendation Cards** on the occasion of **Teachers' Day (05 Sep)** each year.

**Procedure for Selection and Grant of Award**

4. **Occasion.** These awards will be announced once each year in **Sep**, through a special AWES order. The awards would be presented to the recipients by their respective Command BoA, on the occasion of **Teachers' Day (05 Sep)**.

5. **Eligibility Criteria.** AWES Cells at HQ Comds should ensure that citation for **COAS Commendation Card** of those candidates who fulfill **General** and **Specific Criteria** and **Criteria for the Category** be forwarded to HQ AWES by **15 Jul each year**. A stringent staff check would be carried out at CW Dte / HQ AWES and candidates not meeting the criteria would be summarily rejected. The minimum eligibility of candidates whose citations can be forwarded are as given below: -

(a) **Category.** Regular and Fixed Term (Teaching and Non Teaching) staff, would be considered for the awards. Awards for adhoc (teaching and non teaching) staff and administrative staff of Schools and Colleges would be considered at the level of the BoA.

(b) **Length of Service.** Candidates would be considered on the basis of their length of service, as per the following norms : -

(i) **Directors / Dean / Principal/ Vice-Principal/HMs.** Should have rendered a minimum of five years of continuous service in respective positions including the period of probation.

(ii) **Teaching and Non-Teaching Staff.** Should have rendered minimum of **seven years** of service including the period of probation. Of these 7 years, 3 years of continuous service is mandatory. For staff on fixed term contract the criteria of seven years of service should be met.

(c) **Annual Performance Appraisal Report.**

(i) **Directors / Dean / Principal / Vice-Principal / HMs.** The candidate should at least have been awarded the minimum grading of 'Good' or above during the last three years.

(ii) **Regular Fixed Term Teaching and Non Teaching Staff.** The candidate should at least have been awarded the minimum grading of 'Good' or above during last five years.

(d) **Discipline.** The candidate should not have been punished on disciplinary grounds over the entire duration of service with the institute. In addition, there should be no pending investigation, disciplinary proceeding against the candidate in the institute, previous establishment or in any court of law. A non-involvement certificate would be rendered by the Initiating Officer as per the format given in citation format.

(e) **Time Gap between Consecutive Awards.** In case of previous awardees, a minimum gap between the previous award and the award for which the citation is being forwarded will be ensured as given below : -

(i) **Between a GOC-in-C Commendation Card and COAS Commendation card.** One year.

(ii) **Between Two COAS Commendation Cards.** Three years.

(iii) For consideration of COAS Commendation Card, a previous award of a GOC-in-C Commendation Card is not mandatory.

(f) In addition, in case a candidate does not fit into any of the criteria given above but deserves to be recommended for an award on account of outstanding performance the school management may forward his/her name with due justification.

6. **Channel for Processing of Cases.** The following channel will be followed for initiation and processing of cases : -

Director / Dean / Principal	Vice-Principal /HM / Faculty / Non-Teaching Staff
Chairman	Principal
Patron	Chairman
Sr Patron (as applicable)	Patron
Chairman BOA HQ Comd (COS)	Sr Patron (as applicable)
MD AWES	Chairman BOA HQ Comd (COS)
	MD AWES

**Notes :-**

1. Citations may also be initiated by HQ AWES in certain deserving cases, if required.
2. Recommendations will only be endorsed by the permanent incumbent. Endorsement by officiating incumbents/staff officers will render the citation invalid.

7. **Award Committee.** An Award Committee composed as under will consider the citations and place the final list before COAS for approval : -

- (a) Chairman - DG DC&W.
- (b) Members No 1 - ADG CW.
- (c) Member No 2 - MD AWES.
- (d) Member Secretary - Dir Schools.

**Note:** The Awards Committee may call any person, under consideration for the award, for an interaction before finalising the recommendations.

8. **Approval of COAS.** Board Proceedings along with recommendations of Awards Committee will be put up to the COAS for approval duly recommended by the AG.

9. **Notification of Award.** On approval of the COAS, the list of recipients who have been awarded the COAS Commendation Card will be forwarded to MS Branch (MS X) for notification, and issue of Badges and Parchments.

10. **Time Lines.** In order to ensure that the citations are processed on time, the schedule as given below will be followed: -

- (a) The citations would be forwarded to AWES, complete in all respects by **15 Jul each year**. Any citation received after the due date will be returned for resubmission in the ensuing year, suitably updated.
- (b) Consideration of citations by the Award Committee - 15 Aug.
- (c) Announcement of Awards - 01 Sep.
- (d) Presentation of Awards by the BoA, Command - 04 Sep.

11. **Selection Criteria and Procedure.** The selection criteria for the awards, along with the weightage of marks for each category is given at **Appces 'A' to 'C'** to the SOP. The selection criteria and the weightages that have been assigned to each criterion, are aligned to relevant **CBSE / UGC** norms.

12. **Format for Citation.** The format for the citation is given at **Appendix 'D'**. AWES Cell Commands should ensure that all evidentiary documents, photographs and videos, etc, as per the requirement of the selection criteria given in **Appces 'A' to 'B'** should be properly tagged and marked and attached with the main citation. In case there is no input in a particular column it can be marked as NIL and awarded zero pts.

13. **AWES Colleges / Institutes Only.** Recommendations for award will only be accepted in respect of Heads of Colleges / Institutes, principals, Faculty and NTS. Criteria for awarding of COAS Commendation Card is as given in **Appces 'B to 'C'** in respect of Director / Dean / Principal, Faculty and NTS of Colleges / Institutes. In case there is no input in a particular column it can be marked as NIL and awarded zero pts.

**CONCLUSION**

14. This SOP lays down detailed criteria, procedure and time-lines for processing of cases for the award of COAS Commendation Card. The faculty of Army Public Schools & Colleges work with dedication and play an important role in developing a student to be a responsible citizen of India. In order to recognize that contribution, each category has been suitably represented in the list of awards. This would motivate Director / Dean / Principals and Staff of AWES educational institutes to strive for excellence in their respective fields.

15. This SOP supersedes all previous SOPs and instructions on the subject.

Case File : B/45632/Award/AWES

Dated: 08 Jun 2023

  
(S A Warty)  
Col (Retd)  
Dir Schools  
for MD AWES

## Appendix 'A'

(Refers to paragraph 11 of SOP)

**SELECTION CRITERIA FOR GRANT OF AWARDS IN VARIOUS CATEGORIES**  
**(SCHOOLS)**

1. The candidates will be evaluated under two categories, one, **General Criteria** and second, **Specific Criteria**. The evaluation is quantified with weightage of marks for each attribute so as to make the process transparent and objective. The details of the criteria in each category are given below: -

2. **General Criteria.**

Ser No	Criteria/Area/ Field	Description and Weightage (Maximum 5 marks for each field)			Supporting Documents
		Percentage	Marks		
(a)	<b><u>Qualifications</u></b>				Scanned and attested copies of mark sheets for each level.  <b>(Maximum 5 Marks)</b>
	(i) Academic Qualifications - Level				
	(aa) Class XII.	55-60.99	2		
	(ab) Graduation.	61-65.99	3		
	(ac) Post-Graduation.	66-70.99	4		
	(ii) Professional Qualifications (as per level of the post, e.g., B.Ed, D.El.Ed, etc	71 and above	5		
(b)	<b><u>Scholarly Contributions</u></b>	Time	Natl	Reg	- Marks will be awarded for each article.  - List of articles with the details of the magazine / journal/ newspaper in which they were printed along with the dates in which they were printed and an attested photocopy of each article.  <b>(Maximum 11 Marks)</b>
	(a) Educational articles authorized by the candidate singly or as part of a team in educational magazines, journals (with ISSN), newspapers, either in print or online at the national, regional or local level in the last five years.  <b>Note</b> :- Articles in school magazines and journals will not be considered. Contributions in AWES will however be considered.	5 years and before	2	1	
		4 to 5 years	3	2	
		3 to 4 years	4	3	
		2-3 years	5	4	
		From 2 years till date of citation	6	5	
(c) Editing / reviewing books / textbooks (with ISBN Number) relevant to school education at the National (NCERT / CBSE / ICSE/ IB) or at State (SCERT) level in the last four years.  <b>Note</b> :- Selection committee for selection / review of textbooks by AWES will also carry the same weightage as others.	One Subject	2		- List of books edited / reviewed. - Scanned copy of the cover page / acknowledgement page of the books(s) / textbooks(s), or, - Letter of appreciation, or, any supporting document such as letter of assignment, etc.  <b>(Maximum 5 Marks)</b>	
Two subjects	3				
Three subjects	4				
Four subjects and above	5				

(d)	Functional research / action research (other than Ph.D and M.Phil) conducted in the last five years. <b>Note</b> :- Research study may be on topics / areas which are of relevance to school education / help in effective teaching and learning in classrooms / effective assessment procedures. The study must have resulted in visible improvement in the performance of students.	1 research study	2	List of studies conducted along with their abstract paper, procedure and findings and its impact on the performance of students duly attested by the Principal of the school.  <b>(Maximum 5 Marks)</b>
		2 research studies	3	
		3 research studies	4	
(e)	Curriculum development <b>Note</b> :- Work done for CBSE/ NCERT/ SCERT/ Directorates of Education / State school boards by the candidate in the last five years.	More than 3 research studies	6	
(e)	Curriculum development <b>Note</b> :- Work done for CBSE/ NCERT/ SCERT/ Directorates of Education / State school boards by the candidate in the last five years.	Work done for up to 2 years	2	- Brief description of the work done with dates.
		Work done for up to 3 years	3	- Acknowledgement / appreciation letter from the respective organization.
		Work done for up to 4 years	4	
		Work done for up to 5 years	5	<b>(Maximum 5 Marks)</b>
(f)	Mentoring colleagues / fellow teachers such as being an expert panelist / resource person in a seminar or a webinar, symposium, conference, workshops schools / NCERT / SCERT / KVs / State Directorates of Education / NVS/ CBSW / CBSE Centers of excellence / AWES FDRC during the last five years.	1-5 activities / programmes	3	- List of activities along with their brief description.
		6-10 activities / programmes	4	- Scanned copies of certificates / appreciation letters received from organization body / bodies.
		More than 10 activities / programmes	5	<b>(Maximum 5 Marks)</b>
(g)	Continuous participation in personal professional development activities in the last five years. <b>Note</b> :- The applicant must have attend the capacity building programs / workshops / refresher courses / short academic courses, etc from reputed or State / Central Govt recognized agencies / organizations, or through MOOCS (inclusive of SWAYAM), through State / Central Govt agencies / AWES FDRC.	1-3 professional development activities	2	- List of activities along with their brief description.
		4-6 professional development activities	3	- Scanned copies of participation certificates.
		7-10 professional development activities	4	
		More than 10 professional development activities	5	<b>(Maximum 5 Marks)</b>

(h)	Contributions to community / community development activities through school or individually during the last five years (activities, projects or programmes like preserving the environment, preserving culture and heritage, saving, adult education programs or any other programs 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"> <li>- Brief write-up along with the list of activities undertaken.</li> <li>- Photographs.</li> <li>- Certificates or letters of appreciation, if any.</li> </ul> <p style="text-align: center;"><b>(Maximum 5 Marks)</b></p>
		3-4 activities	2	
		5-6 activities	3	
		7-8 activities	4	
		More than 8 activities	5	
(j)	Active membership / leadership position in educational professional bodies / organizations at local / regional / national / international level  <b>Note</b> :- This will also include membership of electronic discussion forums related to teaching and education	Membership of 1 organisation / body	2	Copy of Membership.  <p style="text-align: center;"><b>(Maximum 5 Marks)</b></p>
		Membership of 2-3 organisations / bodies	3	
		Membership of 4-5 organisations / bodies	4	
		Membership of more than 5 organisations /bodies	5	
(k)	Honours and awards received during the last five years from the district / state / National Govt body or any Govt recognized body / bodies / international body (bodies) (international level body can be any UN body / reputed university / department owned by the Govt of any other country.  <b>Note</b> :- Score will be as per the highest level of the award	Award(s) received from local level organisation(s)	2	List of awards with scanned copies and certificates or relevant documents.  <p style="text-align: center;"><b>(Maximum 5 Marks)</b></p>
		Award(s) received from State level organisation(s)	3	
		Award(s) received from National level organisation(s)	4	
		Award(s) received from International level organisation(s)	5	
(l)	Student development / welfare activities inclusive of activities for special children taken up during the last five years	1-2 activities	2	Brief write up of the activities along with supporting photographs and other relevant documents.
		3-5 activities	3	
		More than 5 activities	5	
(m)	NSS / NCC / Scouts and Guides activity / any other activity equivalent to NSS / NCC / Scouts	Any one activity	5	Scanned copies of the activities undertaken along with photographs.

(n)	Annual performance Appraisal Reports / other Performance Appraisal Report of the last five years	Outstanding	3	Annual Performance Appraisal Reports of last 5 years.  <b>(Maximum 5 Marks)</b>
		Very Good	2	
		Good	1	

3. **Specific Criteria.**

(a)	<b>The specific criteria given below will apply to all candidates except Counsellors, Special Educators, School Librarians and Principals.</b>			
(i)	<p><b><u>Effectiveness as a Teacher.</u></b> The teachers will be evaluated on the following parameters :</p> <p>(aa) Innovative experiments undertaken for improving the performance of the students.</p> <p>(ab) Teaching and learning practices / strategies adopted.</p> <p>(ac) Teaching aids prepared and used to make teaching learning more interesting.</p> <p>(ad) Use of mass media.</p> <p>(ae) Assessment mechanism adopted.</p> <p>(af) Integration of values education, life skills education, environmental education and ICT in daily teaching</p> <p>(ag) Special attention and assistance given to gifted and weaker students</p>	<p>Good – performance is sound and reliable in 70% of the parameters defined</p> <p>Excellent – performance is sound and reliable in 80% of the defined parameters</p> <p>Extraordinary – performance is sound and reliable in 90% and above of the defined parameters</p>	<p>3</p> <p>4</p> <p>5</p>	<p>- PGT candidates - Should upload a You Tube link of two videos of 30 minutes each of two different topics of their actual classroom teaching along with the lesson plan as evidence.</p> <p>- TGT candidates - Should upload a You Tube link of two videos of 30 minutes each of two different topics of their actual classroom teaching along with the lesson plan as evidence.</p> <p>- PRT candidates - Should upload a You Tube link of two videos of 30 minutes each of two different topics of their actual classroom teaching along with the lesson plan as evidence.</p> <p>- List of assessment techniques used, teaching methods adopted and teaching aids used.</p> <p>- Scanned copies of two question papers of two different subjects taught by the teacher along with the testing objectives and marking scheme.</p> <p>- Scanned copies of result in Board / school examination of the last five years.</p> <p>- Inventory of the teaching / instructional material / aid(s) prepared and used giving :</p> <ul style="list-style-type: none"> <li>● A brief description of the instructional material or 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> <p><b>(Maximum 5 Marks)</b></p>

(ii)	Children identified for whom remedial measures needed and action taken and maintenance of longitudinal record of their development	One or more	5	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.  <b>(Maximum 5 Marks)</b>
<b>(b) Specific Criteria in case of Pre Primary and Primary Teachers.</b>				
(i)	Efforts to create interest of students in different subjects being taught	Marks will be awarded on the basis of number, scale and impact of activity conducted or organized to create interest and curiosity of students in the subjects.	5	List of activities conducted giving a brief account of each activity, topic and subject, students for whom the activity was conducted and its impact with photographs of the activities conducted, if any.  <b>(Maximum 5 Marks)</b>
(ii)	Pass Percentage of the class of teacher for the last three years	Average of last three years:		Results of last three years ins School Examination.  <b>(Maximum 5 Marks)</b>
		70% - 79%	3	
		80% - 89%	4	
		90% - 100%	5	
<b>(c) Specific Criteria in case of Language Teachers (Middle, Secondary and Senior Secondary level).</b>				
(i)	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 for organized to create interest in the language being taught	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.  <b>(Maximum 5 Marks)</b>
(ii)	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 for organized to promote the language being taught in the school	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.  <b>(Maximum 5 Marks)</b>

(iii)	Achievements of students in the field of language at State / National / International Level under the guidance of the teacher	Achievement by 1-2 students	3	- Relevant evidences of students' representation at different levels / participation certificate(s) duly attested by the Head of the school. -Brief description of teacher's role in their achievement. -Result of last three years in Board / School Examination. <b>(Maximum 5 Marks)</b>
		Achievement by 3-5 students	4	
		Achievement by more than 5 students	5	
(iv)	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.  <b>(Maximum 5 Marks)</b>
		70% - 79%	3	
		80%-89%	4	
		90%-100%	5	
(d)	<b>Specific criteria in case of Science &amp; Mathematics (Middle, Sec, &amp; Sr Sec Level), Social Science (Middle and Secondary Level), Commerce and Humanities Teacher.</b>			
(i)	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.	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.  <b>(Maximum 5 Marks)</b>
(ii)	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	Evidences of achievements (certificate / appreciation letter / brief write up / photographs) of students and brief description of teacher's role in their achievement.  <b>(Maximum 5 Marks)</b>
		Achievement by 3-5 students	4	
		Achievement by more than 5 students	5	
(iii)	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. -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided.  <b>(Maximum 5 Marks)</b>
		70%-79%	3	
		80%-89%	4	
		90%-100%	5	

(e)	<b>Specific Criteria in case of OT Teacher (Sec and Sr Sec Level).</b>				
	(i)	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	5	-Brief description of efforts taken along with their impact. -Lesson plans of any two subjects (one per subject) depicting the use of technology.  <b>(Maximum 5 Marks)</b>
	(ii)	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 (certificate / appreciation letter / brief write up / photographs) of students and brief description of teacher's role in their achievement.  <b>(Maximum 5 Marks)</b>
	Achievement by 3-5 students		4		
	Achievement by more than 5 students		5		
	(iii)	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. -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided.  <b>(Maximum 5 Marks)</b>
	70%-79%		3		
	80%-89%		4		
	90%-100%		5		
(f)	<b>Specific Criteria in case of Physical Education (Sec and Sr Sec Level).</b>				
	(i)	Number of students trained for representing school at District / State / National level games / sports competitions / activities by the teacher	1-2 students	3	Relevant Evidences of student's representation at different levels / participation certificate(s) duly attested by the Head of the school.  <b>(Maximum 5 Marks)</b>
	3-5 students		4		
	More than 5 students		5		
	(ii)	Special sports / games / physical activities organised for differently abled students	Any Number	5	Brief write up of special sports / games / physical activities organized for differently abled students duly attested by the head of the school with photographs, if any.  <b>(Maximum 5 Marks)</b>

	(iii)	Pass percentage of the class of teacher for the last three years	Average of last three years :- 70%-79% 80%-89% 90%-100%	3 4 5	-Result of last three years in Board/school examination.  -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided.  <b>(Maximum 5 Marks)</b>
(g)	<b>Specific criteria in case of Music and Dance Teacher.</b>				
	(i)	Workshops / demonstrations / lectures promoting dance / music among students and other stakeholders	1-3 activities 4-6 activities More than 6 activities	3 4 5	-List of lectures / workshops duly attested by the head of the school. -Scanned copy of appreciation letter and photographs of the event.  <b>(Maximum 5 Marks)</b>
	(ii)	Awards or recognition won by students in music / dance competitions at local / state / national / international level under the guidance of the teacher	1-2 awards 3-5 awards More than 5 awards	3 4 5	-List of awards won by students along with a brief write up. -Scanned copy/copies of participation certificate(s).  <b>(Maximum 5 Marks)</b>
	(iii)	Any other specific or relevant contribution in the field of Music/Dance	1 contribution 2 contribution More than 2 contributions	3 4 5	Relevant Evidence.  <b>(Maximum 5 Marks)</b>
	(iv)	Pass percentage of the class of teacher for the last three years	Average of last three years :- 70%-79% 80%-89% 90%-100%	3 4 5	-Result of last three years on Board / school examination. -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided.  <b>(Maximum 5 Marks)</b>
(h)	<b>Specific criteria in case of Fine Arts Teacher.</b>				
	(i)	Lectures or workshops conducted or organized by the teacher for promoting fine arts among students and other stakeholders	1-3 activates 4-6 activities More than 6 activities	3 4 5	-List of lectures / workshops duly attested by the head of the school. -Scanned photographs of the event(s).  <b>(Maximum 5 Marks)</b>
	(ii)	Artistic Productions / Publications	1-2 Productions / Publications 3-4 Productions / Publications More than 4 Productions / Publications	3 4 5	Scanned photographs of the production / cover page of the publication along with a brief write up.  <b>(Maximum 5 Marks)</b>

(j)	(iii)	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.  <b>(Maximum 5 Marks)</b>					
			More than 2 exhibitions	5						
		(iv)	Awards won by the students representing school in different art competitions at local / state national / international level under the guidance of the teacher	1-2 awards		3	-List of awards won by students along with a brief write up. -Scanned copy / copies of participation certificate(s).  <b>(Maximum 5 Marks)</b>			
	3-5 awards			4						
	More than 5 awards			5						
	(v)	Pass percentage of the class of teacher for the last three years	Average of last three years :-		-Result of last three years on Board / school examination. -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided.  <b>(Maximum 5 Marks)</b>					
			70%-79%	3						
			80%-89%	4						
			90%-100%	5						
	<b>(j) Specific criteria in case of Special Educator.</b>									
	(j)	(i)	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	-Scanned copies of work done with the students -Appreciation letter(s) received, if any. -Brief write up of the efforts taken.  <b>(Maximum 5 Marks)</b>				
							(ii)	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
11-15 teachers / parents									2	
16-20 teachers / parents									3	
21-25 teachers / parents									4	
More than 25 teachers and parents									5	
(iii)									Innovative approaches / practices adopted for teaching students with special needs	1 practice
							2 practices	4		
							More than 2 practices	5		

	(iv)	Pass Percentage of the students who have been taught by the Special Educator in the last three years	Average of last three years		-Result of last three years in Board / school examination. -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided.  <b>(Maximum 5 Marks)</b>
			70%-79%	3	
			80%-89%	4	
			90%-100%	5	
(k)	<b>Specific criteria in case of School Counsellor.</b>				
	(i)	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 Vide of individual or group counselling session.  <b>(Maximum 5 Marks)</b>
			51-70 students	3	
			71-90 students	4	
			More than 90 students	5	
	(ii)	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	
	(iii)	Adolescent Education Programs conducted by self or sensitization programs conducted by self for adolescents in the last two years(with special focus on Growing up issues, Prevention of substance abuse, HIV and AIDS Awareness, Life Skills & Gender Sensitivity)	1-2 programs	3	-Report(s) of the Program(s) -Scanned photograph.  <b>(Maximum 5 Marks)</b>
			3-4 programs	4	
			More than programs	5	
	(iv)	Number of Career Counselling Sessions / Career Fairs conducted in the last two years	1-2 program	3	-Report(s) of the Career Counselling Sessions or Career fairs conducted. -Scanned photographs of Career Fairs.  <b>(Maximum 5 Marks)</b>
			3-4 programs	4	
			More than programs	5	
	(v)	Number of students with special needs counselled in the last two years	Any number	5	List of students with special needs counselled along with a report of Counselling Session(s).  <b>(Maximum 5 Marks)</b>

	(vi)	Pass Percentage of the students who have been counselled by the School Counsellor in the last three years	Average of last three years:		Result of last three years in Board / school Examination. <b>(Maximum 5 Marks)</b>
			70%-79%	3	Result of last three years in Board / School Examination. <b>(Maximum 5 Marks)</b>
			80%-89%	4	
			90%-100%	5	
(l)	<b>Special criteria in case of Vocational Education Teacher (Secondary and Senior Secondary Level).</b>				
	(i)	Industrial exposures / short term training programs conducted / organized by the teacher for students in the last three years.	One or more	5	Report of the field visit or training program(s) conducted along with scanned photographs. <b>(Maximum 5 Marks)</b>
	(ii)	Establishment of linkages with industry by the teacher for the benefits of the students	Any number	5	Scanned copy of communication with the industry or any other relevant evidence. <b>(Maximum 5 Marks)</b>
	(iii)	Number of students working in the industry after having vocational education under the guidance of the teacher	Any number	5	Evidence reflecting the placement of students in the industry duly verified by the head of the school. <b>(Maximum 5 Marks)</b>
	(iv)	Pass Percentage of the class of teacher form the last three years	Average of last three years		-Result of last three years in Board / school examination. -In case of PGTs API (XI and / or XII classes) and TGTs API (IX and / or X classes) will be provided. <b>(Maximum 5 Marks)</b>
			70%-79%	3	
			80%-89%	4	
			90%-100%	5	
(m)	<b>Special criteria in case of a School Librarian.</b>				
	(i)	The performance of a school Librarian will be assess on the following parameters: (aa) Promotion of effective usage of library resources by students and teachers. (ab) Fostering good reading habits / lifelong reading habits among students. (ac) Effective integration of library services with the curriculum. (ad) Exemplary usage of technology tools in the library. (ae) Role played in establishing effective teaching learning environment in the school.	<b>Good</b> – Performance is sound and reliable in at 70% of the areas of responsibility and parameters defined	3	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. <b>(Maximum 5 Marks)</b>
			<b>Very Good</b> – Performance is sound and reliable in 80% of the areas of responsibility	4	

<p>(af) Steps taken for the improvement of the school library.</p> <p>(ag) Making school library accessible to parents and community.</p>	<p>is remarkably noticeable, superior in 90% of all the areas of responsibility and parameters defined</p>			
	<p><b>Excellent</b> – Performance is remarkably noticeable, superior in 90% of all the areas of responsibility and parameters defined</p>	5		
(n)	<b>Specific criteria in case of Vice Principal or Coordinator.</b>			
	<p>(i) The performance of the Middle Leaders (Vice Principal or Coordinator) will be assessed on the following professional skills and actions :-</p> <p>(aa) Mentoring of Colleagues / fellow teachers.</p> <p>(ab) Interpersonal skills and abilities.</p> <p>(ac) Effective Management of allocated resources in planning, coordination and implementation of academic programmes.</p> <p>(ad) Enhancement of classroom comfort, teaching aids in classes.</p> <p>(ae) Timely publication of results and issuing of progress reports.</p> <p>(af) Identifying weak students and arranging extra coaching classes and guidance.</p> <p>(ag) Number in-service teachers trained.</p> <p>(ah) Promotion of innovative tutorial activities and hobbies.</p> <p>(aj) Ensuring smooth conduct of examination and maintenance of records.</p> <p>(ak) Professional Knowledge and Understanding.</p> <p>(al) Any other extraordinary act or initiative.</p>	<p>Good – Performance is sound and reliable in at least 70% of the areas of responsibility and parameters defined</p>	3	<p>Relevant documents and evidences or share such examples which clearly reflect the professional skills and actions duly verified by the head of the school.</p> <p><b>(Maximum 5 Marks)</b></p>
	<p>(ac) Effective Management of allocated resources in planning, coordination and implementation of academic programmes.</p> <p>(ad) Enhancement of classroom comfort, teaching aids in classes.</p> <p>(ae) Timely publication of results and issuing of progress reports.</p>	<p>Very Good – Performance is sound and reliable in 80% of the areas of responsibility and parameters defined</p>	4	
	<p>(af) Identifying weak students and arranging extra coaching classes and guidance.</p> <p>(ag) Number in-service teachers trained.</p> <p>(ah) Promotion of innovative tutorial activities and hobbies.</p> <p>(aj) Ensuring smooth conduct of examination and maintenance of records.</p> <p>(ak) Professional Knowledge and Understanding.</p> <p>(al) Any other extraordinary act or initiative.</p>	<p>Excellent – Performance is remarkably noticeable, superior in 90% of all the areas of responsibility and parameters defined.</p>	5	

	(ii)	Pass percentage of school for last three years	Average of the last three years		Result of last three years in Board / school examination.  <b>(Maximum 5 Marks)</b>
			70%-79%	3	
			80%-89%	4	
			90%-100%	5	
	(iii)	Improvement in API of last three years	Average improvement in API of all classes by 10% each year	3	API of IX, X, XI and XII of last three years will be provided.  <b>(Maximum 5 Marks)</b>
			Average improvement in API of all classes by 20% each year	4	
			Average improvement in API of all classes by 30% each year	5	
(o)	<b>Specific criteria in case of Principal.</b>				
	(i)	Administrative and Leadership Skills. Note : These skills will be scored on following parameters :-  (aa) Introduction of innovative ideas for raising quality of education.  (ab) Cooperation sought from parents, students, teachers, alumni, non-teaching staff & community for academic development and overall development. (ac) Organisation of activities for inculcating values & enhancing life skills. (ad) Opportunities provided to teachers for their professional development in last two years. (ae) Encouragement to teachers & students for experimentation & innovations. (af) Goals set in academics / sports / other activities and their achievement. (ag) Encouragement to teachers to work collaboratively.	Good – Performance is sound and reliable in at least 70% of the areas of responsibility and parameters defined	3	Relevant documents and evidence or share such examples which clearly reflect administrative leadership skills duly verified by School Management (eg. Minutes of meeting, result of students, in examination, awareness programs, capacity building programs organized for teachers and students, orientation programs for parents, report of activities /projects undertaken, school safety policy, school policy for CWSN, copies of appreciation letters given to stakeholders, photographs, details of safety measures adopted, report and pictures of provision of barrier free environment for students with disabilities and other relevant documents supporting all the parameter students, orientation programs for parents etc.)  <b>(Maximum 5 Marks)</b>
			Very Good – Performance is sound and reliable in 80% of the areas of responsibility and parameters defined	4	
			Excellent – Performance is remarkably noticeable, superior in 90% of all the areas of responsibility and parameters defined.	5	

	<p>(ag) Encouragement to teachers to work collaboratively.</p> <p>(ah) Provision of equal access and support to all the students.</p> <p>(aj) Acknowledgement of accomplishments / contributions of teachers, students or any other stakeholders.</p> <p>(ak) Work done for achievement of vision and mission of school.</p> <p>(al) Project(s) undertaken at school level in the last five years for the development of the school.</p> <p>(am) Measures taken by the principal to ensure safety of children in school.</p> <p>(an) Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities Preparation of annual Curriculum Plan (ACP) for the whole school by the principal.</p>			
(ii)	<p>Preparation of Annual Curriculum Plan (ACP) for whole school by principal</p>	<p>Following parameters will be considered while assessing annual curriculum plan:</p> <p>(aa) Aims and objectives to be achieved.</p> <p>(ab) Learning outcomes which can be observed and measured indicating mastery of course content within the curriculum by the students.</p>	5	<p>-Copy of Annual Curriculum Plan for whole school. -SOP for monitoring / reviewing of ACP.</p> <p><b>(Maximum 5 Marks)</b></p>

			(ac) Content framework – description of major topics / sub topics to be taught in different subjects matching the learning outcomes. (ad) Strategies for curriculum transaction (Use of pedagogy). (ae) Assessment strategies. (af) Strategy for monitoring the effectiveness of the plan. (ag) Strategy for review of plan in light of needs of students.		
	(iii)	School as venue for CBSE / NIOS Examinations (X, XII, other competitive exams) and Academic Activities (like Science Exhibition, CBPs, Heritage India Quiz, etc.) under leadership of applicant principal (details of last five years)	1-2 activities	2	Scanned copies of letters or communication received from CBSE or any other relevant document.  <b>(Maximum 5 Marks)</b>
			3-5 activities	3	
			6-8 activities	4	
			More than 8 activities	5	
	(iv)	School as venue for CBSE Sports Meet under leadership of applicant principal (details of last five years may be given)	Hosting of CBSE Sports meet at cluster level once	4	Scanned copies of letters or communication received from CBSE or any other relevant document.  <b>(Maximum 5 Marks)</b>
			Hosting of CBSE Sports Meet at cluster level more than once / Hosting of CBSE Sports Meet at Regional or National level	5	

	(v)	Contribution towards Sahodaya Activates	Any relevant contribution	5	Brief write up about contribution(s), duly attested by President of concerned Sahaodaya School Complex.
	(vi)	Pass percentage of the school for last three years	Average of last three years :		Result of last three years in Board / school examination.  <b>(Maximum 5 Marks)</b>
			70%-79%	3	
			80%-89%	4	
			90%-100%	5	
	(vii)	Improvement in API of the last three years	Average improvement in API of all classes by 10% each year	3	API of IX, X, XI and XII of last three years will be provided.  <b>(Maximum 5 Marks)</b>
			Average improvement in API of all classes by 20% each year	4	
			Average improvement in API of all classes by 30% each year	5	
(p)	<b>Specific Criteria in case of all Applicants.</b>				
	(i)	Promoting national building and national integration	Mks will be awarded on basis of No, scale and impact of activities conducted.	5	-List of activities conducted giving brief account of each, students for whom activity was conducted and its impact. -Photographs of activities.  <b>(Maximum 5 Marks)</b>
	(ii)	Enhancing social awareness of students (ie., social emotional & key life skills like empathy, compassion, interpersonal skills, etc)	Marks will be awarded on basis of No, scale & impact of activities conducted to enhance their social awareness.	5	-List of activities conducted giving brief account of each, students for whom activity was conducted and its impact. -Photographs of activities.  <b>(Maximum 5 Marks)</b>
	(iii)	Organisation of extra & co-curricular activities	Marks will be awarded on basis of No, scale and impact of activities	5	List of activities conducted giving brief account of each, students for whom activity was conducted and its impact. -Photographs of activities.  <b>(Maximum 5 Marks)</b>
	(iv)	Any other significant achievement in the field of school education not mentioned above	1 achievement	3	Relevant evidence and document.  <b>(Maximum 5 Marks)</b>
			2 achievements	4	
			>2 achievements	5	

**CRITERIA FOR AWARDS : AWES COLLEGES / INSTTS :  
OTHER THAN NON-TEACHING STAFF**

1. The criteria for evaluation is under two categories, viz, **General** and **Specific**. The evaluation is quantified so as to make the process transparent and objective. Quantified evaluation matrix has been prepared in consonance with UGC norms. Details of the criteria in each category are given below :-

2. **General Criteria Applicable to All.**

Ser No	Area / Field	Description and Weightage (Maximum 5 marks for each field)			Supporting Documents
		Percentage	Marks		
(a)	<b>Qualifications</b>				
	Academic Qualifications – Level				Scanned and attested copies of Mark Sheets for each level <b>(Max. Ceiling 10 Marks)</b>
	(i) HSC/Diploma	55 – 60.99	2		
	(ii) Graduation	61 – 65.99	3		
	(iii) Post-Graduation	66 – 70.99	4		
	> 71	5			
	(iv) Qualifications PhD/Post Doc	NA	5		
(b)	<b>Scholarly Contributions</b>	Time	Intentional	National	
	Research Papers authored by the candidate singly or as part of a team in refereed journals (listed in UGC-CARE list) either in print or online at the national/international level in last five years.	5 years back	2	1	- Marks will be awarded for each paper - List of paper with the details of the journal in which they were printed alongwith dates in which they were printed and an attested photocopy of each paper. <b>(Max. Ceiling 20 Marks)</b>
		Between 4 & 5 years	4	2	
		Between 3 & 4 years	6	3	
		Between 2 & 3 years	8	4	
		From 2 years till date of citation	10	5	
(c)	IPR Files and Published (If IPR is granted then marks will be doubled).	Time	Intentional	National	- Marks will be awarded for each IPR - List of paper with the details of the journal in which IPR were printed alongwith dates in which they were printed and an attested photocopy of each IPR. - Documentary proof of IPR granted by Competent Authority. <b>(Max. Ceiling 20 Marks)</b>
		5 years & before	2	1	
		Between 4 & 5 years	4	2	
		Between 3 & 4 years	6	3	
		Between 2 & 3 years	8	4	
		From 2 years till date of citation	10	5	



(j)	Contributions to community/ community development activities through college or individually during the last five years (activities, projects or programmes like preserving the environment, preserving culture and heritage, saving the girl child, cleanliness drives, adult education programmes or any other programmes taken up for the community development or to address social issues at local / state / national / international level).	1-2 activities	1	-Brief write-up along with the list of activities undertaken. -Photographs. -Certificates or letters of appreciation, if any.  <b>(Max. Ceiling 5 Marks)</b>
		3-4 activities	2	
		5-6 activities	3	
		7-8 activities	4	
		More than 8 activities	5	
(k)	Active membership/leadership position in educational professional bodies/ organisations at local / regional / national / international level.  <b>Note:</b> This will also include membership of electronic discussion forums related to teaching and education.	Membership of 1 organisation / body	2	Copy of membership letter or card  <b>(Max. Ceiling 5 Marks)</b>
		Membership of 2-3 organisations / bodies	3	
		Membership of 4-5 organisations / bodies	4	
		Membership of more than 5 organisations / bodies	5	
(l)	Honours and awards received during the last ten years from the district/state/National Govt. body or any Govt. recognized body/bodies/international body (bodies) (international level body can be any UN body/reputed university/ department owned by the Govt. of any other country).  <b>Note :</b> Score will be as per the highest level of the award.	Award(s) received from local level organisation(s)	2	List of awards with scanned copies and certificates or relevant documents  <b>(Max. Ceiling 10 Marks)</b>
		Award(s) received from state level organisation(s)	3	
		Award(s) received from National Level organisation(s)	4	
		Award(s) received from international level organisation(s)	5	
(m)	Student development/ welfare activities inclusive of activities for special children taken up during the last five years.	1-2 activities	2	Brief write up of the activities along with supporting photographs and other relevant documents <b>(Max. Ceiling 5 Marks)</b>
		3-5 activities	3	
		More than 5 activities	5	
(n)	NSS/NCC/Scouts and Guides activity/any other activity equivalent to NSS/NCC/Scouts.	Any one activity	5	- Scanned copies of the activities undertaken along with photographs - Marks will be added in Ser 12 where this activity is not applicable <b>(Max. Ceiling 5 Marks)</b>

(o)	Annual Performance Appraisal Reports / other Performance Appraisal Report of the last five years (As per AWES format).	All Outstanding	5	Annual Performance Appraisal Reports of last 5 years <b>(Max. Ceiling 5 Marks)</b>
		Four Outstanding and one Very Good / Good	4	
		Three Outstanding and one Very Good / Good and One Good	3	

3. **Specific Criteria.**

Ser No	Area/ Field	Description and Weightage (Maximum 5 marks for each field)	Supporting Documents	
<b>Specific Criteria for All Applicants</b>				
(a)	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	5 - List of activities conducted highlighting the occasion, students for whom the activity was conducted and its impact. - Photographs of the activities conducted. <b>(Max. Ceiling 5 Marks)</b>	
(b)	Enhancing social awareness (i.e., social emotional skills and other key life skills like empathy, compassion, interpersonal skills, etc.) of the students	Marks will be awarded on the basis of the number, scale and impact of activities conducted or 24rganized to enhance social awareness of students.	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. <b>(Max. Ceiling 5 Marks)</b>	
(c)	Organisation of extra and co-curricular activities	Marks will be awarded on the basis of number, scale and impact of activities	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. <b>(Max. Ceiling 5 Marks)</b>	
(d)	Any other significant achievement in the field of college education not mentioned above	1 achievement	3	Relevant evidence and documents <b>(Max. Ceiling 5 Marks)</b>
		2 achievements	4	
		More than 2 achievements	5	
(e)	No. of students completed PhD in last 3 years	1	3	<b>(Max. Ceiling 5 Marks)</b>
		2	4	
		More than 2	5	
(f)	Accreditation Completed in last three years.	NAAC/NBA/ISO certification	5 <b>(Max. Ceiling 5 Marks)</b>	
(g)	NIRF ranking of Institute	More than 100	4	- The marks will be added in Ser 4 above, where this criteria is not applicable. <b>(Max. Ceiling 5 Marks)</b>
		Less than 100	5	
(h)	Avg. Placement % in last 3 years.	More than 90	5	Should be calculated based on actual strength in final year and not on registered candidate basis. <b>(Max. Ceiling 5 Marks)</b>
		Between 80-89	4	
		Between 70-79	3	
		Between 60-69	2	
		Less than 60	1	

(j)	Startup initiative in last three years.	1 or more than 1	5	Registered startup only be counted. <b>(Max. Ceiling 5 Marks)</b>
<b>Specific Criteria for Principal / Head of the Instt</b>				
(k)	<p>Administrative and Leadership Skills.</p> <p><b>Note</b> : These skills will be scored on the following parameters:</p> <p>(i) Introduction of innovative ideas for raising the quality of education in the college.</p> <p>(ii) Cooperation sought from parents, students, teachers, alumni, non-teaching staff and community for academic development and overall development of the college.</p> <p>(iii) Organization of activities for inculcating values and enhancing life skills of the students.</p> <p>(iv) Opportunities provided to teachers for their professional development in the last two years.</p> <p>(v) Encouragement to teachers and students for experimentation and innovations.</p> <p>(vi) Goals/targets set in academics/sports and games/other activities and their achievement.</p> <p>(vii) Encouragement to teachers to work collaboratively.</p> <p>(viii) Provision of equal access and support to all the students.</p> <p>(ix) Acknowledgement of accomplishments/ contributions of teachers, students or any other stakeholders.</p> <p>(x) Work done for the achievement of vision and mission of College.</p> <p>(xi) Project(s) undertaken at college level in the last ten years for the development of the college.</p> <p>(xii) Measures taken by the principal to ensure safety of students in College.</p> <p>(xiii) Initiatives to provide barrier free access in terms of physical environment, curriculum, teaching and assessment to students with disabilities.</p>	<p><b>Good</b> - 3 Performance is sound and reliable in at least 70% of the areas of responsibility and parameters defined.</p>	3	<p>Relevant documents and evidences or such examples which clearly reflect the administrative and leadership skills, duly verified by the Management of the College (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, college safety policy, 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, students orientation programmes for parents, etc).</p> <p><b>(Max. Ceiling 5 Marks)</b></p>
		<p><b>Very Good</b> - 4 Performance is sound and reliable in 80% of the areas of responsibility and parameters defined.</p>	4	
		<p><b>Excellent</b> - 5 Performance is remarkably noticeable, superior in 90% of all the areas of responsibility and parameters defined.</p>	5	

(l)	Preparation of Annual Calendar (AC) for the whole College.	<p>The following parameters will be considered while assessing the annual curriculum plan:</p> <p>(i) Aims and objectives to be achieved.</p> <p>(ii) Learning outcomes which can be observed and measured indicating the mastery of course content within the curriculum by the students.</p> <p>(iii) Content framework – description of major topics/sub topics to be taught in different subjects matching the learning outcomes.</p> <p>(iv) Strategies for curriculum transaction (Use of pedagogy).</p> <p>(v) Assessment strategies.</p> <p>(vi) Strategy for monitoring the effectiveness of the plan.</p> <p>(vii) Strategy for the review of the plan in the light of the needs of the students.</p>	5	<p>- Copy of AC for the whole College.</p> <p>- SOP for the monitoring / reviewing of AC.</p> <p><b>(Max. Ceiling 5 Marks)</b></p>
(m)	College as venue for Univ Sports Meet under the leadership of the applicant principal (details of last five years may be given).	Hosting of Univ Sports Meet at Cluster Level once.	4	<p>Scanned copies of Letters or communication received from Univ or any other relevant document.</p> <p><b>(Max. Ceiling 5 Marks)</b></p>
		Hosting of Univ Sports Meet at cluster level more than once / Hosting of Univ Sports Meet at Regional or National Level.	5	

(n)	Pass percentage of the final year students of college for the last three years.	Average of the last three years:		Result of last three years in Univ examination. <b>(Max. Ceiling 5 Marks)</b>
		70%-79%	3	
		80%-89%	4	
		90%-100%	5	
(o)	Academic Growth achieved in past three year.	One Project	4	To be validated by College Sec of HQ AWES. <b>(Max. Ceiling 5 Marks)</b>
		More than one project.	5	
(p)	Infra Growth achieved in past three years (Proj costing more than ₹ 1 Cr).	One Project.	4	To be validated by College Sec of HQ AWES. <b>(Max. Ceiling 5 Marks)</b>
		More than one project.	5	
(q)	Effective Financial management consecutively by recording growth in College / Institute Fund in last three years.	5% Growth	3	To be validated by College Sec of HQ AWES. <b>(Max. Ceiling 5 Marks)</b>
		6 to 8% Growth	4	
		>8% Growth	5	
(r)	Effective HRM, evaluated by No of complaints and their disposal in last three years.	More than three	2	To be validated by College Sec of HQ AWES. <b>(Max. Ceiling 5 Marks)</b>
		1 to 3	3	
		Nil	5	
(s)	Visibility improvement initiatives and their impact evaluated by Popularity Index (Avg of last three years).	2 to 3	3	<b>(Max. Ceiling 5 Marks)</b>
		4 to 6	4	
		> 6	5	
<b>Specific criteria applicable to Faculty only.</b>				
(x)	<b>Effectiveness as a Faculty</b>  The Faculty will be evaluated on the following parameters :- (i) Innovative experiments undertaken for improving the performance of the students. (ii) Teaching and learning practices/ strategies adopted. (iii) Teaching aids prepared and used to make teaching learning more interesting. (iv) Use of mass media. (v) Assessment mechanism adopted. (vi) Integration of values education, life skills education, environmental education and ICT in daily teaching. (vii) Special attention and assistance given to gifted and weaker students.	<b>Good</b> - performance is sound and reliable in 70% of the parameters defined.	3	- Should upload a You Tube link of two videos of 30 minutes each of two different topics of their actual classroom teaching along with the lesson plan as evidence.  -List of assessment techniques used, teaching methods adopted and teaching aids used.  -Scanned copies of two question papers of two different subjects taught by the faculty along with the testing objectives and marking scheme.  -Scanned copies of result in Univ/College examination of the last five years.  -Inventory of the teaching/ instructional material/ aid(s) prepared and used giving: <ul style="list-style-type: none"> <li>• A brief description of the instructional material or 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> </ul>
		<b>Excellent</b> - performance is sound and reliable in 80% of the defined parameters.	4	
		<b>Extraordinary</b> - Performance is sound and reliable in 90% and above of the defined parameters.	5	

				<ul style="list-style-type: none"> <li>• Cost involved.</li> <li>• Certificate of authenticity of the instructional material/ aid prepared and used.</li> </ul> <p>(Max. Ceiling 5 Marks)</p>	
(y)	Students identified for whom remedial measures needed and action taken and maintenance of longitudinal record of their development.	One or more	5	Duly certified list of students identified by the faculty for whom remedial measures were taken along with the details of action taken and copy of longitudinal record of their development maintained by the faculty. <b>(Max. Ceiling 5 Marks)</b>	
(z)	Pass Percentage of the class of the Faculty for the last three years	Average of last three years:		Result of last three years in Univ. Examination. <b>(Max. Ceiling 5 Marks)</b>	
		70% - 79%	3		
		80% - 89%	4		
		90% - 100%	5		
(aa)	Innovative approaches / practices adopted for teaching students with special needs	1 practice	3	<ul style="list-style-type: none"> <li>- List of innovative practices / approaches with relevant documents supporting the claim.</li> <li>- You tube link of 30 minutes video of teaching Special Students.</li> <li>- Marks will be added in Ser 23 where this criteria is not applicable.</li> </ul> <b>(Max. Ceiling 5 Marks)</b>	
		2 practices	4		
		More than 2 practices	5		
(ab)	Counselling Sessions Conducted	(i) 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.	10 students	2	<ul style="list-style-type: none"> <li>- List of number of students counselled along with the details of their problem, sessions conducted along with follow up and interaction with other stakeholders.</li> <li>- List of Group Counselling Sessions conducted.</li> <li>- 30 mins to 1 hour Video of individual or Group Counseling Session.</li> </ul> <b>(Max. Ceiling 10 Marks)</b>
			11 - 20 students	3	
			21 - 30 students	4	
			More than 30 students	5	
		(ii) 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		
(ac)	Number of Career Counselling Programmes / 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 - Scanned photographs of Career Fairs.</li> </ul> <b>(Max. Ceiling 5 Marks)</b>	
		3-4 Programmes	4		
		More than 4 Programmes	5		
(ad)	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> <li>- Marks will be added in Ser 27 above where this criteria is not applicable.</li> </ul> <b>(Max. Ceiling 5 Marks)</b>	

(ae)	Industrial Visit organised by the faculty for students in the last two years.	One or more	5	Report of the field visit or training programme(s) conducted along with scanned photographs. <b>(Max. Ceiling 5 Marks)</b>
(af)	Establishment of linkages with industry by the faculty for the benefit of the students.	Any number	5	Scanned copy of communication with the industry or any other relevant evidence. <b>(Max. Ceiling 5 Marks)</b>

**Appendix 'D'**

(Refer to Para 13 of SOP)

**CITATION FOR AWARD**

For Use of AG's Branch

Diary No:

Date :

Sponsored By

Name of School/College/Institute/Formation:

**HQ Command:****PART I : PERSONAL DATA**

1. Name in full (English)

: Mrs SunitaBhadoria

Name in full (Hindi)

2. Name of School/College/Institute

3. Controlling Formation

4. (a) Present Appointment - Director / Dean / Principal / / Teacher (PGT/TGT/PRT) / Faculty / NTS

(b) Nature of Appointment - Regular.

5. Dates of :-

(a) Birth

(b) Joining AWES with Appointment

(c) Date of Joining Current Appointment

(d) Likely date of retirement

6. Details of previous Awards

7. Citation for the qualifying act NOT initiated earlier/initiated vide ---Not applicable.

8. Act pertains to - Distinguished Service/ Civil.

9. Type of Act - Individual/collective.
10. Achievement (Highlight in About 30 words).
11. Details of witness (if any).
12. **Documents Attached.** Attach documents relevant to the citation to include :-
- (a) Last five years' Board / University Results with API and AWES ranking / Media and or NIRF ranking, signed by Initiating Officer.
  - (b) Awards by any other Educational Organization.
  - (c) Awards at School / College level.
  - (d) Letters of Appreciation.
  - (e) Sports/Extra Curricular Activities.
  - (f) Details of Court/Disciplinary Cases in the School/College/Institute.
  - (g) Any Other relevant document.

**NON INVOLVEMENT CERTIFICATE**

13. Certified that there is nothing adverse and no disciplinary vigilance/criminal case is pending against Name ----- of ( School/College/Institute ) -----.

(Signature of the Initiating Officer)

**Name** :

**Rank** :

**Appt** :

**Dated** :

**Unit/Fmn:**

**PART II: CITATION**

14. Name of (School/College/Institute)

**Parameter of qualifying act.**

15. (a) **Place of Act**

(b) **Period Covered**

**Qualifying Act and Achievement**

16. Brief description to cover QUALIFYING ACT and ACHIEVEMENT in not more than 200 words

(attach photographs, Press cutting, other documents as relevant).

(Signature of the Initiating Officer)

**Name :**

**Rank :**

**Appt :**

**Unit/Fmn:**

**Dated :**

**PART III: RECOMMENDATION**

17. Name of (School/College/Institute)

18. Citation Relates to :-

- (a) Distinguished Service Not in War - Distinguished Service Not in War.
- (b) Rescue/Human while Not/On duty
- (c) Adventure/Sports/Civil Awards.

19. Recommendations :-

<b>Appointment</b>	<b>Recommendations</b>	<b>Award</b>	<b>Signature and Date with seal / Principal</b>
Principal of School/ Dean / Director of College (In case of School Teacher/ Faculty of College/ Institute and NTS)			
Chairman			
Patron			
Senior Patron			
Chairman Board of Administration – HQ Comd (COS)			
MD AWES			
DG DC&W			
AG			

It is certified that the personal particulars of (Name) of (School/College/Institute) whose citation is initiated are correct and given in full expanded form.

(Signature of the Initiating Officer)

**Name** :**Rank** :**Appt** :**Unit/Fmn** :**Dated** :

**CERTIFICATE OF CORRECTNESS**

It is certified that this is the first citation initiated in respect of (Name) of (School/College/Institute) for this distinguished act.

(Signature of the Initiating Officer)

**Name** :

**Rank** :

**Appt** :

**Dated** :

**Unit/Fmn:**