

**OFFICE OF THE AWARDS BRANCH
DIRECTORATE OF EDUCATION, GNCT OF DELHI
LUCKNOW ROAD, TIMARPUR, DELHI-110054**

F.DE.23 (06)/Awards Br./STA/2025/157-169

Dated: 19/08/2025

CIRCULAR

SHIKSHAK MAHAKUMBH

STATE TEACHERS' AWARDS – 2025

Dr. Sarvepalli Radha Krishnan was a distinguished philosopher, statesman & educator who served as the second President of India. In India, Teachers' Day is celebrated on 5th September every year, i.e. his anniversary, to honor his belief that 'Teachers should be the best minds in the country'. On this day, the Directorate of Education GNCT of Delhi also honors its meritorious teachers who mould the lives & careers of their students with utmost love & devotion.

Important Dates: Online Application Forms can be submitted from 20/08/2025 to 25/08/2025 on the official website of Directorate of Education i.e. edudel.nic.in.

GUIDELINES FOR STATE TEACHERS' AWARD-2025

I. WHO CAN APPLY:

- All the Principals/ Vice Principals/ HOSs and Teachers of Primary, Middle, Secondary & Senior Secondary Schools are eligible to apply for State Teachers' Awards 2025 who have completed, at least, 07 years of continuous and regular service as teacher by 31st March, 2025 in the:
 - Schools of Delhi Govt. (DoE)/ MCD/ NDMC/ DCB,
 - Schools Aided by Delhi Govt. (DoE)/ MCD/ NDMC/ DCB and
 - Schools Recognized by Delhi Govt. (DoE)/ MCD/ NDMC/ DCB.
- Those Teachers/ Vice Principals/ Principals who retired on/after 31/03/2025 (after completing full academic session i.e. 2024-25) are also eligible to apply.

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- **State Teachers' Award is conferred on an applicant only once throughout the career. Therefore, those Principals/ Vice Principals/ HOSs and teachers who have already got State Teachers' Award are not eligible.**
- The Heads of those Govt. Schools, Govt. Aided Schools and the Private Recognized Unaided Schools who have got Excellence in Education Award in any category, can apply for State Teachers' Award only after a gap of minimum three years.
- All applicants must furnish a Certificate duly issued by the next higher authority to the effect that the applicant has not received State Teachers' Award earlier. In case of Principals/ Vice Principals/ HoSs, the applicants must furnish a Certificate duly issued by the next higher authority to the effect that the applicant has not received State Teachers' Award and Excellence in Education Award during last 3 years (i.e. 2021-22, 2022-23 & 2023-2024).
- Educational Administrators are not eligible for this Award. However, Principals/Vice Principals/ HOSs are eligible.

II. PROCEDURE FOR APPLICATION:

Willing Principals/ Vice Principals/ Heads of Schools and Teachers shall apply for State Teachers' Award 2025 directly by filling the online application form on the official website of Directorate of Education i.e. edudel.nic.in between **20/08/2025 and 25/08/2025 (both days inclusive)**. In addition to the online application, candidates shall submit hard copies of their online applications (along with all documents supplied) with District office against acknowledgement before/on the last date during office hours.

(a) Four Categories of Schools: For the purpose of State Teachers' Award-2025, from this year onwards all schools have been divided into the following four categories based on their enrollment:

- 1. Category A:** Schools having Students' Enrolment **above 4000 Students.**
- 2. Category B:** Schools having Students' Enrolment **between 2501 to 4000 Students**
- 3. Category C:** Schools having Students' Enrolment **between 1001 to 2500 Students.**
- 4. Category D:** Schools having Students' Enrolment **up to 1000 Students.**

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All the applicants are requested to kindly check their specific School Category before filling the online proforma. Once a form under a particular Category of school is filled, the applicants will not be allowed to change their category. **No request for changing the category or any other entry, once submitted, shall be entertained.**

No duplicate entry of the same applicant with a different Category will be entertained/ allowed by the Awards Branch.

In case, it is found that an applicant has submitted more than one entry in one/more categories, all the entries will be cancelled. Therefore, the candidates are required to exercise utmost caution while filling the form.

(b) Uploading Additional Information/Documents: Every candidate must upload relevant supporting documents/ material in support of the claims made in the Entry Form. These may include photographic evidence, documentary evidence, attested copies of CBSE Gazette for classes X and XII results, attested copies of annual results for classes other than X and XII, attested copies of certificates of participation in co-curricular activities, attested copies of relevant pages of service book, attested copies of inspection reports with ATRs, attested copies of printed/ published works (only the relevant pages), Expenditure Report etc for verification of the information furnished by the applicant in the online proforma. Please ensure that the same evidences/ proofs provided by the applicants are not repeated for different points. Wherever required, please provide proper link/ details.

Candidates must note that mere mention of an Achievement/Activity - which is not substantiated by an attested photographic & documentary evidence - will not get any credit/marks. All attachments should be in PDF file format (Max Size 2.5 Mb)

- In case of HOS, each document being uploaded must be countersigned by the DDE Zone concerned.
- In case of teachers, each document being uploaded must be countersigned by the HOS concerned.

(c) Undertaking by the Applicant:

Each applicant shall give an Undertaking to the effect that:

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- 1) All the information/data/photographic evidence etc. submitted by the applicant is true to the best of his/her knowledge and is as per the official record.
- 2) No penalty has ever been imposed on the applicant by any Disciplinary Authority under CCS (CCA) Rules 14 or 16.
- 3) The Applicant has never been 'Convicted' by any Court of Law.
- 4) Nothing relevant worth consideration has been concealed.
- 5) If any information/document/undertaking provided by the applicant is found untrue/manipulated/forged or contrary to facts, the department is at liberty to withdraw the award (even at a later stage) and initiate action as per rule.

(d) Vigilance Clearance:

- All applicants must upload the latest Vigilance Clearance Report.
- In case of Teachers, Online Vigilance Report showing Clearance at District & HQ Level is must.
- In case of Principals & Vice Principals, Vigilance Clearance reports of District Level, HQ Level (GOC) and by the Directorate of Vigilance, GNCTD are must.
- In case of Teachers/Principals/Vice Principals working in Govt. Aided/Unaided Pvt. Recognized Schools, Vigilance Clearance Certificate furnished by the Chairman/Manager of the school is a must.
- All applicants must supply a Certificate issued by the next higher authority – after duly verifying from the service record - to the effect that:

There is **No Service Break** in the career of the applicant.

III. SCRUTINY:

DISTRICT LEVEL COMMITTEE FOR SELECTION OF STATE TEACHERS' AWARD-2025

Thorough scrutiny of each application shall be done by District Level Committee headed by the DDE (District). Constitution of the District Level Committee will be as follows:

- | | |
|---|-------------|
| (a) D.D.E. of the District concerned | Chairperson |
| (b) All D.D.E (Zones) of the District Concerned | Members |

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- | | | |
|-----|--|--------|
| (c) | D.D.E. or Equivalent officer of concerned
MCD/NDMC/DCB | Member |
| (d) | Principal/Senior Lecturer of the concerned
DIET/SCERT | Member |
| (e) | A State Awardee (Principal/ Teacher of Govt./
Private school who has received State Award
during the last 3 years) | Member |

- District DDE concerned will write/inform telephonically, well in time, to the authorities of SCERT/ DIET/ MCD/ NDMC/ DCB/ Pvt. School etc to nominate their officers for this Committee.
- The above Committee at District Level shall go through the online entry forms filled by applicants carefully and award marks on the basis of Rubric/ Marking Scheme provided by Awards Branch, solely on the basis of the verifiable & attested documentary evidences uploaded by the applicant only.

IV. MINIMUM CRITERIA FOR DIFFERENT SCHOOLS:

1. While forwarding the duly evaluated applications, the District Level Committee must ensure that in case of RPVVs, SoEs and Unaided Private Schools (Recognized by DoE, MCD & NDMC), only those cases shall be forwarded which secure minimum **75%** marks as per the Rubric supplied by Awards Branch.
2. In case of Govt. Aided Schools and Schools being directly run by Govt. agencies e.g. DoE, MCD, NDMC, DCB (other than RPVVs/SoEs), this criterion shall be **60%**.

After awarding marks, the District Level Committee (DLC) will forward the applications online to the Awards Branch. In addition, hard copies of the filled in proformas along with all attested documents shall also be forwarded to the Awards Branch at HQ latest by 11:00 A.M. 29/08/2025 positively.

V. POINTS TO CHECK FOR DISTRICT LEVEL COMMITTEE:

Importantly, District Level Committees will forward only those cases in which:

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- Candidates have uploaded only one Entry Form.
- Candidates are clear from Vigilance angle.
- Have uploaded Undertaking to the effect that all information/documents supplied are true to the records and genuine, that the applicant has never been penalized/convicted.
- Have uploaded 'No-Break in Service' Certificate issued by Next Higher Authority.
- Have uploaded Certificate duly issued by Next Higher Authority to the effect that the applicant has never received a State Teachers' Award and has not received EIE Award during last 3 years (i.e. 2021-22, 2022-23 & 2023-24).

The *pro formas* for Heads of Schools, Teachers (including all categories i.e., PGTs, TGTs, Assistant Teachers, Nursery Teachers, Teachers of Miscellaneous Category) and Librarian are to be filled online only.

The *pro formas* for the remaining categories of Teachers i.e. EVGCs, Special Education Teachers, Mentor Teachers, etc will be offline like previous years.

VI. HELPLINE:

In case of any query regarding filling the form, the applicant must get the query clarified before submitting the online Proforma. For any query, please contact mobile no. 9910113011 & 9999799230 on all working days between 9.30 A.M. to 5:00 P.M.

In order to avoid last minute rush, the applicants are advised to get their queries clarified, well in advance, so that they can be duly attended.

Similarly, candidates are also advised not to wait till the last date. They should submit their application as early as possible.

VII. WHERE TO APPLY:

The applicant should:

- Go to official website of Directorate of Education i.e. <https://www.edudel.nic.in/>

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- b. Register themselves through the link of State Teachers' Award 2025 available on the main page of <https://www.edudel.nic.in/>.
- c. After registering, User ID & Password will be received on the registered mobile number.
- d. Then login with the received User ID & Password and fill the application form for State Teachers' Award 2025 in the appropriate Category.

VIII. Time Line for STA 2025:

Sl. No.	Activity	Timeline
1.	Submission of online Proforma/ Applications by the Principals, Vice-Principals, HoSs, Teachers and Librarians (other than special category).	20.08.2025 to 25.08.2025 (Till midnight)
2.	Evaluation of online Proforma/ Applications of Principals, Vice-Principals, HoSs, Teachers and offline evaluation of applications by Librarians' working in DoE Govt. Schools by the District Selection Committee.	26.08.2025 to 28.08.2025
3.	Online forwarding of all the short-listed applications of Principals, Vice-Principals, HoSs, Teachers (above bench mark) to State Selection Committee.	28.08.2025
4.	Submission of offline evaluated applications (Hard copy) of Librarian to State Selection Committee (Awards Branch).	28.08.2025
5.	Forwarding of Hard copies of the filled in proformas along with all attested documents by District Selection Committees to the State Selection Committee (Awards Branch).	29/08/2025 (latest by 11:00 A.M.)

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Important:

1. All the concerned Officers are requested to encourage maximum number of Teachers/HoS/Vice Principals/Principals to apply for the Shikshak Mahakumbh State Teachers' Award 2025.

All the applicants while filling the form of Shikshak Mahakumbh STA-2025 are requested to kindly fill the application form pointwise i.e. point 1 with its attachment then point 2 with its attachment & so on as the Application form has to be filled in one go.

2. All the applicants are suggested to preview their application form of Shikshak Mahakumbh STA-2025 before final submission to rectify their mistakes, if any, as no corrections will be allowed after final submission.

Note:

1. The Application Forms of Librarians will be filled online by the applicants and the mode for submission of the file along with necessary documents/evidence regarding their work will be offline in the concerned District Office.
2. The evaluation of Librarians will be done offline by the concerned DDE District.

This issues with the prior approval of Competent Authority.



ADDITIONAL DIRECTOR OF EDUCATION (AWARDS)

F.DE.23 (06)/Awards Br./STA/2025/157-169

Dated: 19/08/2025

Copy for information to:

1. P.S. to Secretary (Education).
2. P.P.S. to Director (Education).



3. Director SCERT/Addl. DE School.
4. All Regional Directors of Education.
5. JDE Planning.
6. JDE IT.
7. DDEs (District/Zone).
8. All H.O.S. of Govt., Govt. Aided, Recognized Unaided Private Schools of Delhi.
9. Director Education, M.C.D, Civic Centre, Minto Road, New Delhi.
10. Director Education, N.D.M.C, Palika Kendra, New Delhi.
11. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt., Delhi.
12. O.S. (I.T) to kindly upload the circular on the official website of Directorate of Education.
13. Guard File.

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DEPUTY DIRECTOR OF EDUCATION (AWARDS)

SHIKSHAK MAHAKUMBH

STATE TEACHERS' AWARD-2025

Proforma for Principals/ Vice Principals

(Applicant must have atleast 7 years total experience in DoE and

3 years Working Experience as Principal/Vice Principal)

1. GENERAL INFORMATION

**Upload
Photograph**

Please upload your
recent passport size
colour
photograph: (Only
JPEG, JPG, PNG
formats)
Max Size: 50KB

- (a) Name of the Applicant:
(b) Designation: (Drop Down – 1. Principal
2. Vice Principal)
(c) Employee ID:
(d) Aadhar No.:
(e) Contact Number: (M)----- (Other)-----
(f) Name of the School:
(g) School ID:
(h) Zone:
(i) District:
(j) Location (Drop Down)- JJ Cluster/Rural/Urban/Resettlement Colony:
(k) Student Enrolment of the School:

Category A: Schools having Students' Enrolment **above 4000 Students.**

Category B: Schools having Students' Enrolment **between 2501 to 4000 Students**

Category C: Schools having Students' Enrolment **between 1001 to 2500 Students.**

Category D: Schools having Students' Enrolment **upto 1000 Students.**

2. Responsibilities Other Than School Head (Additional Charge)

(Radio Button- more than one option can be selected)

- Venue In charge at Zonal/District/Region/State/National Level competitions/ Events
- Center for NIOS School Project/Patrachar/CBSE
- CBSE Chief Nodal Supervisor/Head Examiner (for Evaluation of Answer Scripts)
- Mental Maths Co-ordinator at Zonal/ District/ Region/ State Level
- Mental Maths venue for District/ Regional/ State Level competition.
- Zonal Book/ Question Paper Distribution Center
- Zonal/ District Coordination for EMC/ Happiness/ DBC/ Project Voices
- Cluster Admission In Charge

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- Venue for Zonal/Centre & State Level Science Activities.
- District Nodal Officer (DNO) for National Means cum Merit Scholarship/ Inspire Awards
- Any other

If any other is selected then a text box should appear for applicant to write.

3. ACADEMIC LEADERSHIP

- Cluster Leadership Development Program (CLDP)
- Other School Leadership Development Program (SLDP)
- Participation in Academic Resource Team (ART)/ Faculty Meetings

(i) Role: (a) Facilitator (b) Only Participant (Radio Buttons)

(ii) If Facilitator

Programme Period During which you worked as a Facilitator in Leadership Development Programme	Mention Your Major Learnings from the Leadership Development Programme (Any Two)	Mention Any Two Initiatives Which You Started in Your School on the Basis of Your Learnings from Leadership Development Programme (Any Two)	
Drop Down – Select			
1. Less than 1 year			
2. 1-2 Years			
3. More than 2 Years			
<ul style="list-style-type: none"> • Please upload Certificate duly issued by SCERT in support of your sharing. Attachment Link (pdf file) 			

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(iii) If Participant

Number of Sessions Attended	Mention your Major Learnings from the Leadership Development Programme (Any Two)	Mention any two Initiatives which you started in your school on the Basis of your Learnings from the Leadership Development Programme (Any Two)
<ul style="list-style-type: none">• Please upload Certificate issued by SCERT in support of your sharing. Attachment Link (pdf file)		

(iv) Participation in Academic Resource Team (ART)/Faculty Meetings

Number of ART/Faculty Meetings attended during the session 2024-25	Strategies Shared in the Meetings (Any three)	Observations & Feedback of Strategies Implemented in the Classroom
<ul style="list-style-type: none">• Please upload evidence in support of your sharing. Attachment Link (pdf file)		

4. COMMUNITY ENGAGEMENT

- School Management Committee (SMC), Parent Teacher Association (PTA)
- Alumni Association

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(i) Engagement of School Management Committee (SMC)/Parents Teachers Association (PTA)

No. of SMC/PTA Meetings Held in the Session 2024-25	Average Attendance (in percentage) of the members in meetings of SMC/PTA held in the session 2024-25	Contribution of SMC/PTA's Feedback in the Preparation & Implementation of School Development Plan
Please upload certificate issued by DDE Zone (on the basis of record) in case of Govt. Schools. In case of Govt. Aided & Recognised Pvt. Schools, Certificates issued by Chairman (on the basis of record) must be uploaded in support of your sharing. Attachment Link (pdf file)		

(ii) Parents' Participation in Routine Parents Teachers Meetings/ Mega Parents Teachers Meetings:

No. of PTMs (including Mega PTMs Held during 2024-25)	Average Attendance of Parents in PTMs/ Mega PTMs (in percentage)	Efforts Made to Maximise the Participation of Parents in PTMs/ Mega PTMs
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link (pdf file) 		

(iii) Steps Taken to involve Parents/ Community/Students for Promoting Learning in the school and improving school atmosphere (Any Two):

Steps	Impact of Steps
Step I	
Step II	
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link (pdf file) 	

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(iv) Alumni Intervention

No. of Alumni Registered/Associated with Alumni Associating of the School	No. of Alumni Meets in Held the School During the Session 2024-25	Average Attendance (in percentage) of the Alumni in the Meetings held in the session 2024-25	Participation of Alumni in the Academic Activities/ Any Outstanding Contribution Made for the School by the Alumni
<ul style="list-style-type: none">Please upload evidence in support of your sharing. Attachment Link (pdf file)			

5. PROFESSIONAL DEVELOPMENT

(i) Efforts Made for Applicant's Own Professional Development: (Last Three Years)

(a) Name of the Training Program/Workshops/Conferences/Seminars attended (other than CLDP/SLDP)	Name of the Organizing Department/ Agency/ Institute	Month & Year Duration & Place	Role as Participant or Facilitator	Major Take Aways From the Training/Programme/ Workshop/Conference/ Seminars etc (Any Two)
<ul style="list-style-type: none">Please upload Certificate issued by the concerned authority in support of your sharing. Attachment Link (pdf file)				
(b) Implementation & Impact of the Training Program/Workshop/Conference/Seminar attended in Promoting Learning in your School: (Write in 100 words)				

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(Write in 100 words)

- Please upload Certificate issued by the concerned authority in support of your sharing. **Attachment Link (pdf file)**

(ii) Any Degree/Diploma/Certificate Course in the field of Education done During Service with Prior Permission from the Department

Name of the Degree/ Diploma/Certificate	Year / Duration	University/Institute	How the Course Benefitted you in Running Your School Better
<ul style="list-style-type: none">• Please upload copy of Permission Letter and Proof of Degree/Diploma/Certificate etc.			

(iii) Research Papers Presented /Lectures Delivered in Govt. organizations/ colleges/ institutes etc: (Maximum Two during last five years)

Title of the Research Paper Presented/ Lecture Delivered	Name of the Organizing Department/Institute /Agency	Month , Year and Place
<ul style="list-style-type: none">• Please upload Certificate issued by the organizing agency as evidence in support of your sharing. Attachment Link (pdf file)		

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(iv) Publication- Research Papers/Articles in International/National Journals (with ISSN), Books (with ISBN) (Any Two during Last 5 years)

Title of your Papers/ Articles	Name of the book/journal (with ISSN Number), Books (with ISBN Number)	Volume, Month and Year of Publication

- Please upload evidence (e.g. front page of the Book/Journal containing ISBN/ISSN and the pages containing the article/ paper in support of your sharing. **Attachment Link (pdf file)**

(v) Publication in Nai Udaan (Science Magazine)/Abhyudaya (Happiness Magazine) or any other State/Central Govt. magazine with RNI Number (Any Two)

Name of the Magazine (With RNI Number)	Title of the Article	Volume, Month and Year of Publication

- Please upload evidence (e.g. front page of the magazine containing RNI number and the pages containing the article) in support of your sharing. **Attachment Link (pdf file)**

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(vi) UPSKILLING USING ONLINE PORTALS

- Whether applicant completed for any course under SWAYAM or any other MOOCS platform. YES/NO
- If Yes, Name of the Platform: _____
- Any other efforts undertaken by the applicant in his personal capacity to upgrade his/her skills for academic improvement of the school During Last 5 years : _____
- Please upload Course Completion certificate as evidence in support of your sharing. Attachment Link

(vii) USING SOCIAL MEDIA AS EDUCATOR

Do you use social media (**Facebook/X /Instagram/LinkedIn**) for sharing best academic and pedagogic practices? YES/NO

If YES -

Name the Social Media Platforms You Use	Account Names and Handles	Links for the posts shared by you for Educational Purpose
		Add Row

6. INITIATIVES, INNOVATIONS AND PEDAGOGIC LEADERSHIP

(i) Initiatives & Innovations

State the initiatives (excluding those mentioned earlier) taken to improve the academic environment of your school. Name the innovations undertaken by you or any of your staff members whom you have motivated.

Brief about the Initiatives/Innovations (Any 04)	Implementation of the Innovation in the School	Impact on Learning

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<ul style="list-style-type: none"> Please upload photographic & documentary evidence in support of your sharing. Attachment Link (pdf file) 		

(ii) Classroom Observations: Have you observed classes lessons and given feedback? How has your feedback been helpful in improving the teaching learning process? Mention any 4 classes observed, the Deficiencies Noted (if any) and Feedback given to Teachers:

Number of Classes Observed in Academic Session 2024-25	Class	Subject	Name of the Teacher & Designation	Deficiencies Noted (if any)	Feedback Given to Concerned Teacher
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link (pdf file) 					

(iii) Lesson Plans:

How Many Periods You Taught Classes Per Week during 2024-25	Number of Lesson Plans You Prepared during 2024-25	Number of Lesson Plans other Teachers Prepared and shared with you during 2024-25
<ul style="list-style-type: none"> Please attach a copy of one Lesson Plan Prepared by You and a copy of one Lesson Plan Prepared By a Teacher as evidence. 		

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(iv) Fostering Conducive Academic Environment to Optimise Learning

Curbing Absenteeism & Truancy		Impact	
(a) Average Attendance (In Percentage) of the Students in the session 2024-25	<u>Strategies Adopted for Improving Attendance</u> (Not more than two)		
<ul style="list-style-type: none">• Please upload evidence in support of your sharing. Attachment Link (pdf file)			
(b) Status of Problem of Truancy in the school	Details of Strategies Adopted to cure the problem of Truancy (Not more than two)	Impact	
(v) ACHIEVEMENTS			
(a) Number of Students participated in Zonal/District/State/ National/International Level in Sports & Co-Curricular Activities (participation of last two years)	No. of Students of your school who achieved any position in the year 2023-24	No. of Students of your school who achieved any position in the year 2024-25	Links to upload Evidence

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(b) Number of Teachers participated in Zonal/District/State/ National/International Level in Sports & Co-Curricular Activities (participation of last two years)	No. of Teachers of your school who achieved any position in the year 2023-24	No. of Teachers of your school who achieved any position in the year 2024-25	Links to Upload Evidence
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link (pdf file) 			
(vi)Happiness Curriculum/ Social Emotional Learning			
Efforts Made to implement the Happiness Curriculum	Impact of Happiness Curriculum over students	Success Story 1 (Student 1)	Success Story 2 (Student 2)
<i>Max 100 Words</i>	<i>Max 100 Words</i>	<i>Max 100 Words</i>	<i>Max 100 Words</i>
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link (pdf file) 			
(vii) Entrepreneurship Mindset Curriculum/ Entrepreneurship Mindset Skills/Vocational Curriculum			
Mention an Innovative Project which Students Took up under) Project/Business Blasters Project and demonstrated their Entrepreneurship Mindset		Participation Level: Zonal/District/State/National/International	
1.		Zonal/District/State/National/International (Select -Drop Down)	
2.		Zonal/District/State/National/International (Select -Drop Down)	

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- Please upload evidence in support of your *sharing*.

Attachment Link (pdf file)

7.Upkeep of School Infrastructure

(a) Cleanliness of Toilets with reference to following points: <ul style="list-style-type: none"> • Availability of Water and Soap • All parts of Toilets are well-lit • All flush systems are working or not • Condition of doors with functional latches • Whether Toilets are choked at any floor? • Do Toilets give foul smell • Whether there is seepage in Toilets 	Satisfactory	Not Satisfactory
(b) Cleanliness in Rest of the Building (e.g. classes, corridors, grounds etc)	Satisfactory	Not Satisfactory
(c) Availability of Drinking Water at each floor	Satisfactory	Not Satisfactory
(d) Availability & Functionality of RO system	Satisfactory	Not Satisfactory
(e) Condition of Boundary Wall of School	Satisfactory	Not Satisfactory
(f) Condition of Main Gates of School	Satisfactory	Not Satisfactory
(g) Condition of School Name Board At Entrance	Satisfactory	Not Satisfactory
(h) Condition of Black/Green/White Boards in Classrooms	Satisfactory	Not Satisfactory
(i) Condition of furniture, especially desks	Satisfactory	Not Satisfactory
(j) Whether sufficient number of electric gadgets (tubelights/ fans etc) available in all classes in functional condition	Satisfactory	Not Satisfactory
(k) Does the school have Solar Panels on its roof?	Yes	No
(l) Are the electric wires properly tucked at all places?	Yes	No
(m) Fire Safety Equipment	Yes	No

(n) CCTV in all areas with recording facility	Yes	No		
(o) Whether Rain Water Harvesting System is functional?	Yes	No		
(p) Number of Trees (not Plants) in the school	Yes	No		
(q) Whether White Wash done within Last 3 years?	Yes	No		
(r) Whether Science Labs are well equipped?	Yes	No		
(s) Whether instruments materials, models kept in Science Labs are being used by Students regularly?	Yes	No		
(t) Whether, Books available in Library are entered in computer	Yes	No		
(u) Whether all Classrooms are decorated with Charts and other displays?	Yes	No		
(v) When were Water Tanks last cleaned?	(text)	(text)		
(w) Total no. of Books available in Library	(text)	(text)		
(x) Mention no. of books entered online	(text)	(text)		
(y) Number of Saplings planted in the school during 2024-25	(text)	(text)		
(z) Total no. of functional Computers available in IT Lab	(text)	(text)		
<ul style="list-style-type: none"> Please upload evidence in support of your sharing regarding all points. Attachment Link (pdf file) 				
8. Percentage (%) of funds utilized under Plan Schemes/School Development Fund till 31st March 2025 (Mention any four with Max Utilisation)				
Please write Names of Schemes	Funds Allotted	Funds Utilized	%age of Utilization	Impact of the Schemes
1.				
2.				
3.				

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4.				
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link (pdf file) 				

9. APAR (Annual Performance Appraisal Report)/ACR (Last Three Years)

Academic Year	Grade	Remarks Given by Reporting Authority in Pen Portrait
2024-25		
2023-24		
2022-23		
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link 		

10. ACADEMIC ACHIEVEMENTS

(i) Academic Result

Academic Session	Classes (Nursery to XII)	Total Number of Students Appeared in All Sections	Total Number of Students Passed in All Sections	Pass %	Pass %age of Last Session (2023-24)	Deviation in Pass %age as compared with Last Session
2024-25	(Drop Down-Select)					
2023-24	(Drop Down-Select)					

Note : For positive/negative deviation for the year 2024-25 the deviation should be calculated on the basis of the previous year i.e. 2023-24 and the evidence also should be uploaded of 2 years.

Deepa Singh

- For evidence, please upload CBSE Gazette for classes X & XII. As evidence for other classes, please upload Result Sheets (All duly signed by Exam Incharge and HoS.)

(ii) Number of Students Who Obtained Above 70% marks in Board Classes (2024-25):

Marks Obtained 100% - 90.001%		Marks Obtained 80.001% -90%		Marks Obtained 70.001% -80%	
Class X	Class XII	Class X	Class XII	Class X	Class XII

(iii) Did the Applicant Conduct Result Review with Each Teacher after Mid Term Result 2024-25? Yes/No

(a) Teachers, Classes & Sections whose Result was Below Par

Name of the Teacher whose Result was Below Par	Class with Section
Add Row	

(b) What Steps were Planned during Result Review (In 150 words) _____

(c) Did the Plan Yield expected Results during Final Exam? Yes/No

- Please upload Minutes of Result Review Meetings as Proof (duly signed by all Concerned Teachers)

11.Achievements in Sports & Co-Curricular Activities

(i) (Mention the Sports Activities with Participation at the Highest Level for each session)

Year	Name of the Activity	Level(Zonal/ District/ State/ National/ International)	Position	Evidence
2024-25		(Drop Down-Select)		Attach Evidence
2023-24		(Drop Down-Select)		Attach Evidence
<ul style="list-style-type: none"> Please upload evidence in support of your sharing. Attachment Link 				

Deepa Singh

- (ii) **Mention Co-curricular/Cultural Activities (organized by any Govt. Agency) with Participation at the Highest Level for each session**

Year	Name of Co-curricular/Cultural Activity	Level (Zone/ Distt./ State/Regional/National/ International)	Position	Evidence
2024-25				
2023-24				
<ul style="list-style-type: none"> Please upload Certificate issued by Govt. Agency as evidence in support of your sharing. Attachment Link 				

- (iii) **Names of Outdoor Games for which space and all equipments are available in school (as per norms). (Any three) _____**

- Please upload Photos as proof. **Attachment Link**

- (iv) **Did the applicant separately discuss the Performance of PET with him/ her. (Yes/No)**

- (v) **If yes, what positive & negative aspects of the performance of PET were discussed (Three each) _____**

- Please upload copy of Minutes of Meeting/Discussion held with PET duly signed by PET & HoS.

12. CREATING AWARENESS ABOUT SOCIAL ISSUES (Any Four)

Work done for spreading social awareness among children, especially in r/o socially sensitive issues like national integration nutrition, toilet & menstrual hygiene, child marriage, maintaining heritage, ragging, bullying, drug abuse etc during the session 2024-25.

- Please upload evidence in support of your sharing. **Attachment Link**

13. PRINCIPAL AS PHILANTHROPIST

Any Contribution Made Personally by the HoS for the benefit of School/ Students e.g. Funding an Award (Cash/Kind) for Meritorious Students, Funding CBSE Exam Fee of Poor Students, Funding Study Materials e.g. Books for Needy Students/ Providing e-devices/smart phones etc to Needy Students, Purchasing Books for Library, Providing Sports Materials etc.

Details of Philanthropic Activity	Amount (Approx.) Spent by the Applicant	Details of How Students/ School Benefitted
<ul style="list-style-type: none"> Please upload <ul style="list-style-type: none"> (a) bills of purchases made by the applicant and (b) Certificate issued by the Zonal DDE as evidence in support of your claim. 		

Deepa Singh

14. VISION OF THE SCHOOL HEAD

(i) What are the Major Challenges in your school. (Any Three)

Name of the Major Challenge in Your School	How do you plan to overcome these challenges?

15. Something from Your Own Side:

Mention **two** significant Achievements/ Observations/ Thoughts as HoS in reference to Vision 2047 (Max. 200 words)

<ul style="list-style-type: none">Please upload evidence in support of your sharing. Attachment Link

Self-Declaration

I declare that the information shared by me hereinabove is true to the best of my knowledge. I am aware of the fact that any false/incorrect information given by me may cause disqualification and may as well attract Disciplinary Proceedings under the CCS (CCA) Rules - 1965.

Upload Signature

Please upload your signature photo:
(Only JPEG, JPG, PNG formats)
Max Size: 30 KB

Signature of the Applicant

Deepa Singh

PROFORMA FOR SHIKSHAK MAHAKUMBH

STATE TEACHERS' AWARD 2025

(For Regular Teachers)

1. GENERAL INFORMATION

- (a) Name of the Applicant :
(b) Designation: (Drop Down)
(c) Employee ID:
(d) Aadhar No.:
(e) Contact Number: (M)----- (Other)-----
(f) Name of the School:
(g) School ID:
(h) Zone:
(i) District:
(j) Location (Drop Down)- JJ Cluster/Resettlement Colony/Rural/Urban:
(k) Total Number of Students taught during the session 2024-25:

**Upload
Photograph**

Please upload
your recent
passport size
colour
photograph: (Only
JPEG, JPG, PNG
formats)
Max Size: 50KB

2. ROLES AND RESPONSIBILITIES

(i) Responsibilities & Additional Charges shared by the Teacher:

(Drop Down- more than one option can be selected)

- Primary Section Incharge
- Examination Incharge
- Time Table Incharge
- Mid-Day Meal Incharge
- RTI Incharge
- Admission Incharge
- Welfare Schemes Incharge
- UDISE Incharge
- Shaala Siddhi Incharge
- SMC Convener
- Eco Club Incharge
- Participation in Mental Maths Project
- Property Incharge
- Incharge of Books Distribution
- Any other (please specify)

Please upload certificate duly issued by HoS as evidence in support of your sharing
Attachment Link (pdf format)

Deepa Singh

(ii) Academic Leadership Role (Drop Down- more than one option can be selected)

- Teacher Development Coordinator/ Academic Coordinator
- Faculty Head/Member- Academic Resource Team of the School
- Happiness Coordinator/ Coordinator- Social and Emotional Learning
- Entrepreneurship Mindset Curriculum Coordinator/ Coordinator- Entrepreneurship/Innovation
- Coordinator- Foundational Literacy & Numeracy
- Coordinator- Deshbhakti
- Coordinator- Any other Program
- Any other (Please specify)

Period For which the Above Role Performed	Innovation Made for Efficient Discharge of Above Responsibility Any Two (Not more than 100 words)	Impact of Innovation (Not more than 100 words)

Please upload Certificate duly issued by HoS/DDE Zone/ DDE District as evidence in support of your sharing. **Attachment Link (in pdf file)**

(a) Efforts, Strategies and Implementation

Academic Role (if any)	Period of Academic Leadership/Coordination as Role mentioned in (ii) above.	Innovation made for Efficient Discharge of Above Responsibility (Any Two) (Not more than 100 words)	Implementation of the Innovations/strategies and Impact (Not more than 100 words)
	Drop Down – Select 1. Less than 1 year 2. 1-2 Years 3. More than 2 Years		

Please upload Certificate duly issued by HoS/DDE Zone/DDE District as evidence in support of the Strategies adopted/ Innovations made and Impact claimed. **Attachment Link (pdf format)**

Deepa Singh

- (b) Share any two Major Achievements/ Success Stories while performing the role as mentioned in (ii)

Achievement /Success Story	Evidence
Success Story 1	Image/Video as evidence for Success Story 1
Success Story 2	Image/Video as evidence for Success Story 2

Please upload evidence in support of your sharing in Attachment Link above (pdf format)

3. TEACHER AS CHANGE MAKER

(i) Innovations/Initiatives/ Best Pedagogic Practices Inside/Outside Classroom

Mention any three of your innovations/initiatives/ best pedagogic practices which you planned and executed	Efforts made to enhance the quality of teaching learning process through the initiative/ innovative practices (Share your response in 100 words each)	Impact of the initiative taken preferably in numerical terms (Share your response in 80 words each)
1.		
2.		
3.		

Please upload certificate duly issued by HoS as evidence in support of your Innovations and their Impacts claimed. Attachment Link (pdf format)

(ii) Academic Performance (Result) of Classes Taught during Last Three Years.

(a) CLASS X/XII

Academic Year	School ID	Class	Total no. of Students Taught in all Sections of X/XII	Total no. of Students Appeared in all Sections Taught in X/XII	Total Students Passed in all Sections Taught in X/XII	Pass %	% of Students who got 80% or above in the Subject Taught
Select		Select					
2024-25		X/XII					
2023-24		X/XII					

Deepa Singh

2022-23		X/XII					
---------	--	-------	--	--	--	--	--

Please upload certificate duly issued by the HoS as evidence in support of your sharing.
Attachment Link (pdf format)

(b) Academic Performance (Result) of the Classes (Except X and XII) Taught during last Three Years

Academic Year	School ID	Class	Total Number of Students Appeared (Combined in all sections Taught by Applicant)	Total Number of Students Passed (Combined in all sections Taught by Applicant)	Average Pass % of the classes Taught	+ve/-ve Deviation in Pass % in comparison to Last Year	Percentage of Students who got 80% or Above marks in the Subject Taught by Teacher
2024-25		(Drop Down-Select)					
2023-24		(Drop Down-Select)					
2022-23		(Drop Down-Select)					

Please upload certificate duly issued by HoS as evidence in support of your sharing. **Attachment Link (pdf format)**

(c) No. of Students who Secured Marks 90% and above in Board Exam (or highest taught class)

Academic Year	School ID	Class	Number of Students who Scored marks above 90% (from 90.001 to 100%)	Number of Students who Scored marks upto 90% (80.001 to 90%)	Number of Students who Scored marks upto 80% (70.001 to 80%)	Number of Students who Scored marks upto 70%
2024-25		(Drop Down-Select)				
2023-24		(Drop Down-Select)				
2022-23		(Drop Down-Select)				

Deepa Singh

Note: Gazette for Class X and XII/result of other classes - should be certified by Exam Incharge and Head of School before it is uploaded as evidence to support Result.

(iii) Teacher's Participation in Sports & Co-Curricular Activities / Talent Shows organized by Directorate of Education, GNCT of Delhi or any other Govt. Organizations/ Departments/ Institutions of the Govt. during the last Three Years.

Mention the activity participated in at the highest level (Zone/District/State/National/International level) for the particular session

Year	Name of the Activity	Organizer	Level	Position	Evidence
2024-25					<i>Attach Evidence</i>
2023-24					<i>Attach Evidence</i>
2022-23					<i>Attach Evidence</i>

Please upload Certificate duly issued by Competent Authority as evidence in support of your sharing. **Attachment Link (pdf format)**

(iv) Participation of Students Prepared by the Teacher in Sports & Co-Curricular Activities / Talent Shows organized by the Directorate of Education, GNCT of Delhi or other Govt. Organizations/ Departments/ Institutions of the Govt. during the last Three Years .

Mention the activity participated in at the highest level (Zone/District/State/National/International level) for the particular session

Year	ID of the Students who Participated	No of Students Participated	Name of the Activity	Organizer	Level	Position	Evidence
2024-25							<i>Attach Evidence</i>
2023-24							<i>Attach Evidence</i>
2022-23							<i>Attach Evidence</i>

Please upload Certificate issued by the Competent Authority as evidence in support of your sharing. **Attachment Link (pdf format)**

4. TEACHER AS LEARNER

Deepa Singh

Professional Development

(i) Trainings/ Workshops/ Conferences/ Seminars Attended During the last Three Years.

Name of the In-service Training Programs/ Workshops/ Conferences/ Seminars attended	Name of the Organizing Institution	Duration of the training with Dates	Impact of the Training/Workshop in enhancing your pedagogic skills
			<i>Add Row</i>

Please upload Certificate duly issued by the Competent Authority as evidence in support of your sharing. **Attachment Link (pdf format)**

(ii) Higher/Further Education Acquired by Teacher During Last 5 Years.

Name of Course/ Degree/ Diploma /Certificate/ Any other	Name of University/ Organisation	Duration of Course	Year in Which Passed	Impact of the Course in Teaching-Learning

Please upload Certificate indicating successful completion of the course.
Attachment Link (pdf format)

Research & Publication

(iii) Research Papers Presented/Lectures Delivered during the last five years. (Mention Any Two)

Deepa Singh

Title of the Research Paper presented/Lecture Delivered	Name of the Organisation/ Organizing Platform/Institution/Department	Date and Place of Presentation
		<i>Add Row</i>

Please upload Certificate duly issued by the Competent Authority as evidence in support of your sharing. **Attachment Link (pdf format)**

(iv) Publication- Research Papers/Articles in International/National Journals (with ISSN), Books (with ISBN) (Mention Any Two)

Title of the Paper/Article/ Essay	Name of the book/journal/magazine (with ISSN Number), Books (with ISBN Number)	Volume, month and year of publication
		<i>Add Row</i>

Please upload the front page of the book/journal/magazine and the page which carries its volume, month and year of Publication as evidence in support of your sharing. **Attachment Link (pdf format)**

(v) Articles in Dilli Shiksha Magazine/Nai Udaan (Science Magazine)/Abhyudaya (Happiness Magazine) or any other State Magazine with RNI Number. (Mention Any Two)

Name of the Magazine (with RNI Number)	Title of the Article/ Paper/ Essay	Volume, month and year of publication
		<i>Add Row</i>

Please upload the front page of the magazine and the page which bears its volume, month and year of Publication as evidence in support of your sharing. **Attachment Link (pdf format)**

(vi) Contribution in Development of Content (E-content/ Audio-Video Lessons, Textbooks, Support Material, Pragati Series, Value Based Material, Teachers' Handbook or Any other) w.e.f. 01/04/2022

Type of Content	Title of the Material Developed	Month and Year	Impact of the Material developed in enhancing the Teaching Learning process
			<i>Add Row</i>

Deepa Singh

Please upload Certificate duly issued by the Competent Authority of the concerned Branch as evidence in support of your sharing. **Attachment Link (pdf format)**

5. COMMUNITY ENGAGEMENT

(i) Teacher's Engagement in Mega Parent-Teachers' Meeting (PTM)/ Parent-Facilitators' Meeting (PFM)

Number of PTM/PFM held in the session 2024-25	Average Number of the Parents (in %) interacted in PTMs/Mega PTMs held during the session 2024-25 <i>* Average number of the parents (in %) to be calculated upon the total number of students taught by the teacher in all the classes/sections</i>

Please upload Certificate duly issued by the HoS as evidence in support of your sharing.
Attachment Link (pdf format)

(ii) Community Engagement for the Benefit of the Students

(Contribution of the Community (secured with the applicant's efforts) towards the school in any way e.g. physical infrastructure, computers, funds, books / Vidyanjali Activities, etc)

Type/Field of Engagement	Impact on learning

Please upload Certificate duly issued by the HoS as evidence in support of your sharing.
Attachment Link (pdf format)

(iii) Teacher as Philanthropist:

Any Contribution Made Personally by the Teacher for the benefit of School/ Students e.g. Funding an Award (Cash/Kind) for Meritorious Students, Funding CBSE Exam Fee of Poor Students, Funding Study Materials e.g. Books for Needy Students/ Providing e-devices/smart phones etc to Needy Students, Purchasing Books for Library, Providing Sports Materials etc.

Details of Activity	Amount (Approx.) Spent by the Applicant	Details of How Students/ School Benefitted

Please upload
(a) bills of purchase made by the applicant and

Deepa Singh

(b) Certificate issued by the HoS as evidence in support of your claim.

6. TEACHING FOR INCLUSION

Initiatives Taken/Efforts Made to Make Classroom Inclusive (Any Two)	Impact of the Work Done, With Evidence

Please upload Certificate duly issued by HoS/ DDE IEB as evidence in support of your sharing.
Attachment Link (pdf format)

7. USE OF TECHNOLOGY

Technology/ Tools / K-yan/ Smart Board etc Used to Enhance the Quality of Learning (Any Two)	Implementation and Impact

Please upload Certificate duly issued by HoS as evidence in support of your sharing.
Attachment Link (pdf format)

8. TEACHER-STUDENT CONNECT

(i) Mention (Maximum Two) efforts made for Psycho-Social & Emotional Well-Being of Students

Deepa Singh

Max 100 words

Please upload Certificate issued by HoS as evidence in support of your sharing. **Attachment Link (pdf format)**

(ii) Efforts Made for Improving Learners' Attendance

Efforts made to 'Connect' with Students/Parents for Improving Attendance (Max. Two)	Average Attendance of the students in the session 2024-25

Please upload Certificate duly issued by HoS as evidence in support of your sharing. **Attachment Link (pdf format)**

(iii) Initiatives Taken to curb Truancy

Creative & Effective methods Adopted to check Truancy (Any Two)	Impact of Measures Taken to Check Truancy (Preferably in numerical terms)

Please upload Certificate duly issued by HoS in support of your sharing. **Attachment Link (pdf format)**

9. SOCIAL MEDIA FOR TEACHERS

Do you use Social Media (**Facebook/X/Instagram/LinkedIn/Whatsapp**) for sharing best academic and pedagogic practices? YES/NO

If YES -

Name the Social Media Platforms You Use	Account Names and Handles	Links for the posts shared by you for Educational Purpose
		<i>Add Row</i>

Deepa Singh

10. PROFESSIONAL GROWTH

Whether completed any course under SWAYAM or any other MOOCS platform. Any other efforts undertaken by the teacher individually to upgrade his/her skills along with educational improvements

During last two years:

- 2024-25
- 2023-24

Please upload Course Completion Certificate duly attested by the HoS as evidence in support of your sharing. **Attachment Link (pdf format)**

11. Creation and Use of TLM

Development and use of Teaching Learning Material, Low Cost Teaching Aids etc. (Based on number, scale and impact of innovations/experiments) during the sessions 2024-25 & 2023-24.

Please upload Certificate duly issued by the HoS as evidence in support of your sharing. **Attachment Link (pdf format)**

12. SOCIAL AWARENESS

Work done for spreading social awareness among children, especially in r/o socially sensitive issues like nutrition, toilet and menstrual hygiene, child marriage, child sexual abuse, uplifting deprived children, ragging/bullying etc during the session 2024-25.

Please upload Certificate duly issued by HoS as evidence in support of your sharing. **Attachment Link (pdf format)**

13. NATION BUILDING

Work done for promotion of nation building and national integration during the sessions 2024-25 & 2023-24.

Please upload evidence in support of your sharing. **Attachment Link (pdf format)**

14. OTHER OUTSTANDING ACHIEVEMENTS

Write any of your outstanding achievements during the last five years (apart from the ones you have already mentioned in the form above) Maximum 200 words.

Deepa Singh

--

Attach Proofs (e.g. Certificate issued by HoS /Photos attested by HoS) in support of your claim.

15. APAR (Annual Appraisal Report) /ACR (Annual Confidential Report) (Last Five Academic Years)

Academic Year	Grade Point
2024-25	
2023-24	
2022-23	
2021-22	
2020-21	

Please upload APAR/ACR in support of your sharing. **Attachment Link (pdf format)**

Self-Declaration Form

I declare that the information shared by me hereinabove is true to the best of my knowledge. I am aware of the fact that any false information given by me may cause disqualification and may attract disciplinary proceedings under the CCS (CCA) Rules -1965.

Upload Signature Please upload your signature photo: (Only JPEG,JPG,PNG formats) Max Size: 30 KB
--

Signature of the applicant

Print Preview

Final Submission

Deepa Singh

SHIKSHAK MAHAKUMBH STATE TEACHERS' AWARDS-2025

PROFORMA FOR LIBRARIAN

WORKING IN SCHOOLS OF DOE, GNCT OF DELHI

1. GENERAL INFORMATION

- (a) Name of the Applicant :
- (b) Designation: (Drop Down)
- (c) Date of Initial Joining as Librarian:
- (d) Employee ID:
- (e) Aadhar No.:
- (f) Contact Number: (M)----- (Other)-----

- (g) Name of the School:
- (h) School ID:
- (i) Zone:
- (j) District:
- (k) Location (Drop Down)- JJ Cluster/Resettlement Colony/Rural/Urban:
- (l) Student Enrollment in the School
(Radio Button for Appropriate Category):

Category A: Schools having Students' Enrolment **above 4000 Students.**

Category B: Schools having Students' Enrolment **between 2501 to 4000 Students**

Category C: Schools having Students' Enrolment **between 1001 to 2500 Students.**

Category D: Schools having Students' Enrolment **upto 1000 Students.**

Photo

Deepa Singh

2. Basic Infrastructure in Library:

(a) Size of Library (Length & Breadth in feet)	<input type="text"/>	<input type="text"/>
(b) Number of Chairs/ Seats Available for Students	<input type="text"/>	
(c) Number of Newspaper Stands Available	<input type="text"/>	
(d) Number of Magazine/ Journal Display Stands Available	<input type="text"/>	
(e) Number of Book Shelves in Library	<input type="text"/>	
(f) Number of Almirahs in Library (other than Book Shelves)	<input type="text"/>	
(g) Number of Functional Tube Lights in Library	<input type="text"/>	
(h) Number of Functional Fans in Library	<input type="text"/>	
(i) Number of Display Boards in Library	<input type="text"/>	
(j) Is there a separate Middle School Library	<ul style="list-style-type: none">• YES• NO	

3. Status of Library as on 31st March 2025

(a) Total No. of Books available in Library as per Accession Register (Attach Last page of Accession Register as Supporting Document)	<input type="text"/>
(b) Total Books entered in Online Module (attach documentary evidence)	<input type="text"/>
(c) Total No. of Books available in Middle School Library (if available attach documentary evidence)	<input type="text"/>

4. No. of Books issued to and consulted by all classes in school during last five years through Issue Register or Library Module.

Deepa Singh

Year	Total Enrolment as on 31 st March 2025	Total number of Books available in Library	No. of books issued to and consulted by all classes/sections in the School during the year	% of Books issued and consulted	Total number of Issue Recorded in the Issue Register
2024-25					
2023-24					
2022-23					
2021-22					
2020-21					

5. Whether Computer with Internet facility is available in the Library	Yes/No
<ul style="list-style-type: none"> If Computer with Internet facility is available, attach a certificate obtained from HoS in this regard 	

6. Whether the Library has the provision for e-books?	Yes/No
If Yes, Number of e-books available. (Please attach certificate issued by HoS)	

7. Is Stock Verification exercise done yearly (attach documentary evidence for last 5 years)																		
<table border="1"> <thead> <tr> <th>Year</th> <th>Whether Stock Verification done</th> <th>Date of Stock Verification</th> </tr> </thead> <tbody> <tr> <td>2024-25</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2023-24</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2022-23</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2021-22</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2020-21</td> <td>Yes/No</td> <td></td> </tr> </tbody> </table>	Year	Whether Stock Verification done	Date of Stock Verification	2024-25	Yes/No		2023-24	Yes/No		2022-23	Yes/No		2021-22	Yes/No		2020-21	Yes/No	
Year	Whether Stock Verification done	Date of Stock Verification																
2024-25	Yes/No																	
2023-24	Yes/No																	
2022-23	Yes/No																	
2021-22	Yes/No																	
2020-21	Yes/No																	

8. Particulars of Condemnation of Books/Newspaper etc during last 5 years																		
<table border="1"> <thead> <tr> <th>Year</th> <th>Whether Condemnation undertaken or not</th> <th>Date of Condemnation</th> </tr> </thead> <tbody> <tr> <td>2024-25</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2023-24</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2022-23</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2021-22</td> <td>Yes/No</td> <td></td> </tr> <tr> <td>2020-21</td> <td>Yes/No</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Please attach certificate issued by HoS as documentary evidence. 	Year	Whether Condemnation undertaken or not	Date of Condemnation	2024-25	Yes/No		2023-24	Yes/No		2022-23	Yes/No		2021-22	Yes/No		2020-21	Yes/No	
Year	Whether Condemnation undertaken or not	Date of Condemnation																
2024-25	Yes/No																	
2023-24	Yes/No																	
2022-23	Yes/No																	
2021-22	Yes/No																	
2020-21	Yes/No																	

9. No. of Newspapers, Journals and Magazines subscribed by the School Library (attach bills attested by HoS as documentary evidence)	----- (Text box)
---	------------------

10. Whether the Librarian has contributed in development of any type of content for the Govt. organization under Govt.	<ul style="list-style-type: none"> Yes No
---	---

Deepa Singh

	of NCT of Delhi in last three (03) years. IF YES, (attach documentary evidence attested by HoS)																
11.	As an inclusive access, has school library Differently-abled Friendly Library Corner with audio – books, Braille material registration on the Sugamya Pustakalaya portal, and visual aids for CWSN (Children with Special Needs) If YES (attach documentary evidence attested by HoS)	<ul style="list-style-type: none"> • Yes • No 															
12.	Does Library Purchase Committee exists in the School?	Yes/No															
13.	Procurement of Books: <table border="1"> <thead> <tr> <th>Year</th><th>Source of Procurement (such as Improvement of School Library/SSA/any other)</th><th>Date of Procurement</th><th>No. of Books Purchased/Received</th><th>Amount spent on Purchase of Books</th></tr> </thead> <tbody> <tr> <td>2024-25</td><td>1) 2) 3)</td><td></td><td></td><td></td></tr> <tr> <td>2023-24</td><td>1) 2) 3)</td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> • Please attach bills attested by HoS as documentary evidence 		Year	Source of Procurement (such as Improvement of School Library/SSA/any other)	Date of Procurement	No. of Books Purchased/Received	Amount spent on Purchase of Books	2024-25	1) 2) 3)				2023-24	1) 2) 3)			
Year	Source of Procurement (such as Improvement of School Library/SSA/any other)	Date of Procurement	No. of Books Purchased/Received	Amount spent on Purchase of Books													
2024-25	1) 2) 3)																
2023-24	1) 2) 3)																
14.	Librarian as Learner: <p>(a) Higher/Further Education Acquired by Librarian During Last 5 Years with Permission of the Department</p> <table border="1"> <thead> <tr> <th>Name of Course/ Degree/ Diploma/ Certificate/ Any other</th><th>Name of University/ Organisation</th><th>Duration of Course</th><th>Year in which Passed</th><th>Impact of the Course in Improvement of Library Facility</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> • Please attach copy of Proof of Passing the Exam e.g. Degree/Certificate etc (duly attested by HoS) <p>(b) Efforts made for Professional Growth: Seminars/Trainings/ Workshops/ Conferences (Attended during the last <u>Three Years</u>) conducted by DoE/CBSE/NCERT/SCERT/MCD/NDMC/DCB/any other Govt. Organization.</p>		Name of Course/ Degree/ Diploma/ Certificate/ Any other	Name of University/ Organisation	Duration of Course	Year in which Passed	Impact of the Course in Improvement of Library Facility										
Name of Course/ Degree/ Diploma/ Certificate/ Any other	Name of University/ Organisation	Duration of Course	Year in which Passed	Impact of the Course in Improvement of Library Facility													

Deepa Singh

Year	Name of the In-service Training Programs/ Workshops/ Conferences/ Seminars attended	Name of the Organizing Institution	Duration of the Training with Dates	Impact of the Training/Workshop in enhancing your skills
2024-25				
2023-24				
2022-23				<i>Add Row</i>

• Please attach Certificate issued by the Organising Authority.

15. Whether the Librarian participated in Co-curricular Activities for the year 2024-25 (Organized by DOE/MCD/NDMC/DCB/or any other Govt. Organization). Yes/No

If yes

Note: 1 Mention & attach highest Level Certificate
Note: 2 If participated at more than one level, attach Certificate of the Highest Level only.

Year	Name of Activity	Organized by	Level	Whether position/participation	If position
2024-25		Select	Select	Select	Select

16. Organization of Book Week/Fair in the school for the last two years and the activities undertaken during the book week (attach documentary evidence)

Year	Whether organized any Book Week/Fair in the school	Mention activities (In not more than 100 words)
2024-25	Yes/No	
2023-24	Yes/No	

• Please attach Proof duly verified by HoS as documentary evidence.

17. Whether newspapers and magazines are displayed in the Library (Certificate in this regard may be given by HoS along with Photos) Yes/No

18. Maintenance of Bulletin Boards in the Library to display important information e.g. New Arrivals, Notices, News etc. Yes/No

• Please attach Certificate issued by HoS.

19. Status of APAR of last three years

Session	APAR Grading	Comments by Reporting Officer in the Pen Portrait Section of APAR
2024-25		
2023-24		
2022-23		

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20.	Extra Ordinary Efforts made by Librarian to Promote Reading Habits among Students (Any three)			Not more than 100 words
	<ul style="list-style-type: none"> Please attach Certificate issued by HoS in support. 			
21.	Changes made in Seating Arrangements (in any) to bring in a sense of change & novelty			Not more than 100 words
	<ul style="list-style-type: none"> Please attach photos of two different seating arrangements 			
22.	Decoration of Library			Not more than 200 words
	<ul style="list-style-type: none"> Please provide photographic evidence 			
23.	Is there a separate Reference Section made?			Yes/No
	<ul style="list-style-type: none"> Please attach photographic evidence. 			
24.	Efforts made by Librarian to ensure that Library is a Silence Zone			Not more than 150 words
	<ul style="list-style-type: none"> Please attach Photos 			
25.	Efforts made by Librarian to make sure that Students can trace the desired books easily			Approx. 200 words
	<ul style="list-style-type: none"> Please attach max 4 photos. 			
26.	Book Fairs visited by Librarian during Last 2 years.			
	Year of Visit	Name of Book Fair	Venue	Experience (Approx. 100 words)
	<ul style="list-style-type: none"> Please attach photographic evidence of presence in book fair. 			
27.	How does Librarian make sure that Library has a good balance & mixture of books for all age groups; all subjects; all tastes (and not just Children's Story Books)			
	Approx. 200 words			
28.	Number of Books available in Library to promote Success of Students in Competitive Exams			
	Name of Competitive Exam		Number of Books Available	
	CUET			
	JEE			
	CA			
	CLAT			
	NEET			
	Other Competitions			
	Total			
	<ul style="list-style-type: none"> Please attach Certificate issued by HoS as proof 			
	(a) Types of Books which, as per Issue Registers, are least Demanded/Consulted by Students			
	Not more than 100 words			
	(b) Titles of Five books which are least Demanded/Consulted by Students			

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	(i)											
	(ii)											
	(iii)											
	(iv)											
	(v)											
	(c) Reason for books least demanded among Students (Any three reasons)											
	(Not more than 100 words)											
	(d) Types of books which as per issue register are most Demanded/Consulted by students (Any three reasons)											
	(Not more than 100 words)											
	(e) Titles of Five books which are most Demanded/Consulted by Students											
	(i)											
	(ii)											
	(iii)											
	(iv)											
	(v)											
(f) Reason for books most demanded among students (Any three reasons)												
(Not more than 100 words)												
29.	Librarian as Philanthropist:											
	<p>Any Contribution made Personally by the Librarian for enriching the Library or for helping the needy students e.g. Purchasing Books for Needy Students, Funding CBSE Fee for Poor Students; Purchasing smartphone/ e-devices like e-book readers/tablets for poor students; and funding an award for avid readers.</p> <ul style="list-style-type: none"> Please attach Bills against Purchases as proof Please also attach Certificate issued 											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Details of Philanthropic Activity</th> <th style="width: 33%;">Approx. Amount spent by Applicant</th> <th style="width: 33%;">Details How Students Benefited from this Philanthropy</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Details of Philanthropic Activity	Approx. Amount spent by Applicant	Details How Students Benefited from this Philanthropy						
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30.	Vision of the Librarian for his/her Library	Approx. 200 words										

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SELF-DECLARATION

I declare that the information shared by me here is true to the best of my knowledge. I am aware of the fact that any false/incorrect information given by me may cause disqualification and may attract disciplinary proceedings under the CCS (CCA) Rules -1965.

Signature of the applicant

Print Preview

Final Submission

Deepa Singh