

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, AWARDS BRANCH
OLD PATRACHAR BUILDING, TIMARPUR, DELHI - 110054**

No.F.DE.23 (88)/Awards Br./EIE Award/2022/387-90

Dated: 15-12-2022

CIRCULAR

GUIDELINES FOR EXCELLENCE IN EDUCATION AWARDS - 2022

The Excellence in Education Awards 2022 will be given away in the following categories:

BEST SCHOOLS

1. **Chief Minister's Trophy:** State Best School.
2. **Education Minister's Trophies:** District Best Schools (One from each District).
3. **Zonal Best Schools:** One from each Zone.
4. **Best RPVV/SoE/SoSE:** One only.
5. **Best Govt. Aided Schools:** One Best School from each Region.
6. **Best Unaided Recognized Private Schools:** One Best School from each Region.

Guidelines for Filling the Online Proforma: -

- The enclosed *Proforma* for Schools to apply for Excellence in Education Awards is to be filled **online** on the official website of the Directorate of Education- edudel.nic.in.
- **Please note that No correction will be allowed after online submission of proforma.** Therefore, if there is any query, the applicant must get the query clarified before submitting the information in the online *Proforma*. Please feel free to contact Mrs. Nisha Chandra, OSD (Award Branch) (Mobile no.- 9968978849). In order to avoid the last minute rush, the applicant schools are advised to get their queries clarified, well in advance.
- The Heads of Schools, applying online for Excellence in Education Awards-2022 **shall mandatorily attach and upload the evidence online in support of their claims at the end of each point of the Entry Form.** (The portfolio should include relevant supporting material/evidences such as attested copy of CBSE Gazette for classes X and XII, attested copy of annual results for classes VII, VIII, IX and XI, attested copies of certificates of participation in co-curricular activities, attested copies of relevant pages of service book, inspection reports with ATRs, expenditure reports, documents, tools,

reports of activities, field visits or photographs, etc. for verification of the information given in the proforma.

- **Undertaking by the HoS:** The HoS shall give an Undertaking to the effect that all the information/data/photos/evidences etc. submitted with and in the Proforma are true to the best of his/her knowledge and as per school record for the relevant period i.e. 2021-22 and that nothing has been misrepresented/ concealed.
- **The applications in r/o various categories of Best Schools shall be thoroughly verified online by the DDE (Zone) concerned and the same will then be forwarded online to the District Level Committee in accordance with the time line given below.**
- **The result of the applicant schools should not ideally be less than 90%. Marks will not be granted for classes/years in which Result is less than 90%.**
- **Number of Students Appeared in Examination should not be less than 30 in all the classes for which result is reported. No marks will be granted for classes/years wherein less than 30 students appeared in final exams.**
- Only **Pre-Compartment Result** will be considered. Application is liable to be rejected in case Post-Compartment results are mentioned.
- **Overall result of highest(senior most) two classes of the school in r/o Middle and Secondary schools is to be furnished e.g. Middle Schools will furnish results of classes VII & VIII and the Secondary Schools will furnish results of the classes IX & X.**
- **Please note that Senior Secondary Schools will furnish results of classes IX, X, XI & XII.**
- Applicant School must apply for a specific category only i.e. Zonal /District /RPVV /SoE / SoSE/ Region or State level.
- Schools that have already got the Excellence in Education Award during last three years will not be eligible for the same category of Excellence Award. They will be eligible to apply for the same category only after a gap of three years. However, they can apply very next year for a higher category of Excellence Award, but not for the same or a lower category.
- If an HoS has already received State Teachers' Award, he/she can apply for Excellence Award for the same school only after a gap of three years of receiving the State Teachers' Award.

SELECTION PROCEDURE:-

● Excellence Award to Govt. Schools -

A Committee under the **Chairpersonship of DDE District concerned** with **all Zonal DDEs** as members will be constituted at the District Level not later than 24.12.2022. The District Level Committee shall most carefully scrutinize all applications for all categories (except RPVV/SoE/SoSE), purely on merit. The Final List of 'Selected' Schools along with Evaluation Sheets and Minutes of the Meeting in r/o 'Best Govt. School' at the Zonal Level, the District Level and the school 'Recommended' for the State level, in a sealed envelope will be submitted (strictly in accordance with the Time Line below) with Awards Branch by the District DDEs, **after obtaining the approval of concerned RDE.**

The Awards in r/o Best Schools in the category of RPVV/SoE/SoSE-

'Best School' in this category will be selected by a Committee under the **Chairpersonship of Addl.DE (Schools), comprising of DDE RPVV, DDE SoE and DDE SoSE** as members. **The online application for Best RPVV/SoE/SoSE will be forwarded directly to DDE RPVV/SoE/SoSE by the concerned HoS of RPVV/SoE/SoSE.** The Final List of Best RPVV/SoE/SoSE along with Evaluation Sheets and Minutes of the Meeting is to be submitted with Awards Branch **by the Addl. DE (Schools).**

Best Govt. Aided Schools and Best Unaided Recognized Private Schools (Region wise) will be decided by a Committee under the **Chairpersonship of concerned RDEs with all DDEs (District)** as members. The Final List alongwith Minutes of Meeting etc in r/o Region Best Aided Schools and Region Best Unaided Recognized Private Schools will be submitted in Awards Branch by RDEs of each region.

The online nominations/applications for State Best School only are to be forwarded online to State Level Committee at Head Quarters for the final selection.

All manual/offline correspondence in this regard shall be marked 'Confidential' and should be made in sealed covers only.

● IMPORTANT NOTE - Submission of minimum one nomination for the following categories from each District and RPVV/SoE/SoSE, is mandatory:-

- (i) State Best School **(one from each District)**
- (ii) Region Best Govt. Aided Schools **(one from each Region)**
- (iii) Best Unaided Recognized Private Schools **(one from each Region)**
- (iv) District Best Govt. Schools **(one from each District)**

(v) Zonal Best Govt. Schools (**one from each Zone**)

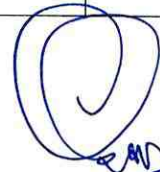
(vi) RPVV/SoE/SoSE Best School (**one from RPVV/SoE/SoSE**)

- **All the Zonal DDEs shall submit the Inspection/Physical Verification report of the schools to the concerned District DDEs for Point No. 22, 23 and 24 of the enclosed Proforma, latest by 30/12/2022.**

TIMELINE

S.No	Activity	Timeline
1	Last date for submission of filled online <i>pro forma</i> for Excellence in Education Awards-2022 (in all categories) by applicant schools.	26/12/2022 Till midnight
2	The DDEs (Zones) to check each entry uploaded by the HoS for veracity and forward the <i>pro forma</i> to District Level Committee.	27/12/2022 Till midnight
3	Zonal DDE To Inspect All Applicant Schools Of Respective Zones And Submit Physical Verification Report in r/o Points 22, 23 & 24 of the online Proforma	30/12/2022
4	Final Selection of Best schools in various categories i.e. Zonal/ District Best Schools by the District Level Committee.	05/01/2023 Till midnight
5	Final Selection of Best RPVV/SoE/ SoSE school by the Selection Committee (headed by Addl. DE School).	05/01/2023 Till midnight
6	Final Selection of Best Govt. Aided Schools/ Unaided Recognized Private Schools by the Region Level Committee.	05/01/2023 Till midnight
7	Forwarding of all the applications in r/o State Best Schools (District wise) duly scrutinized by the District Level Committees to State Level Committee.	05/01/2023 Till midnight

This issues with the prior approval of the Director of Education.


15/12/22

VIKAS KALIA

REGIONAL DIRECTOR OF EDUCATION (AWARDS)

Enclosed: Online Application Proforma for Excellence in Education Awards.

Heads of All Govt. (including RPVVs/SoEs/SoSE)/Govt. Aided/Unaided Regd. schools.

No.F.DE.23 (88)/Awards Br./EIE Award/2022/387-90

Dated: 15-12-2022

Copy to:-

1. P.A. to Director (Education).
2. P.A. to Addl. DE (Schools).
3. DDEs (PSB/ASB)
5. O.S. (IT), Directorate of Education, Old Sectt; Delhi to upload the Circular on the official website of the Department, please.


15/12/2022
(MOHINDER PAL)
DDE (AWARDS)

***Please Read the Circular on the website of the Department carefully before filling the proforma..**

*Results of Classes VII and VIII only are to be furnished in respect of Middle Schools i.e. Point No. 11a and 11b.
 *Results of Classes IX and X only are to be furnished in respect of Secondary Schools i.e. Point No. 11c and 11d
 *Results of Classes IX, X, XI and XII are to be furnished in respect of Sr. Sec. Schools i.e. Point No. 11e, 11f, 11g, and 11h respectively.
 *Results of Classes IX, X, XI and XII are to be furnished in respect of Sr. Sec. Schools i.e. Point No. 11e, 11f, 11g, and 11h respectively.
 For point no.12 - In case, participation of students is in more than one activity, a certificate in respect of the highest level achievement in an activity, is to be furnished

Proforma for School

		Government
A	Management Type	East
B	DOE District	Zone -1
C	DOE Zone	1001002
D	School ID	Govt. Sar
E	Name of the school	Near Ran
F	Address of the school	
G	Hos Name.	
H	Hos Mobile No.	
I	School Phone No.(Only digit)	
J	Applied for which Level	select
1	Total Students' Enrolment as on 31st March 2022	Attachment for Evidence <input type="button" value="Choc"/>
2	Accessibility of School	
a	whether School is located in a well Connected area near by Bus/Metro /Rickshaw	<input type="radio"/> Yes
b	If not connected to Bus Stand /Metro Station then Walking distance of school from bus stand/metro station .	<input type="radio"/> up to
3	Location Of School (as per U-DISE Report)	Rural
4	Vacant posts of teachers in the school for 2021-22 as on 31/03/2022 (in % only) In case, the post is filled with Regular/Guest/Contractual Teachers, it should be treated as 'Filled'.	Attachment for Evidence <input type="button" value="Choc"/>
5	Number of Streams Available in School at Sr.Sec.Level(if Sec.School / Middle School fill NA)	select Attachment for Evidence <input type="button" value="Choc"/>
6	Whether any Institutional Plan was prepared by HOS in the beginning of session 2021-22	<input type="radio"/> Yes <input type="radio"/> No Attachment for Evidence <input type="button" value="Choc"/>
	If Yes,mention achievements after its execution (in not more than 100 words)	
7	Did Head of the School act as a facilitator for Cluster Leadership Development Programme(CLDP) in the year 2021-22?	<input type="radio"/> Yes <input type="radio"/> No Attachment for Evidence <input type="button" value="Choc"/>
8	Do the teachers use ICT Tools/ Technology in the Teaching Learning process?	<input type="radio"/> Yes <input type="radio"/> No Attachment for Evidence <input type="button" value="Choc"/>
	If yes ,how has the use of these Tools/Technology benefitted the teachers and students?	
9	Whether School uses Social Media for Educational purposes?	<input type="radio"/> Yes <input type="radio"/> No Attachment for Evidence <input type="button" value="Choc"/>
	If yes, mention the social media handles (Youtube, Facebook, Twitter, Instagram, etc).	
10	Are the Academic Resource Team (ART)/ Faculty meetings carried out in the school?	<input type="radio"/> Yes <input type="radio"/> No Attachment for Evidence <input type="button" value="Choc"/>
	If yes, how many meetings were held in the year 2021-22.	

11a Annual Result of class VII (for Middle schools only).Attachment for Evidence

Year	Class	No. of students-appeared	No. of students Passed(Without availing the benefit of No Detention Policy under RTE Act)	Pass % of students Passed(Wit Detention Policy
2021-22	select	<input type="text"/>	<input type="text"/>	
2020-21	select	<input type="text"/>	<input type="text"/>	
2019-20	select	<input type="text"/>	<input type="text"/>	
2018-19	select	<input type="text"/>	<input type="text"/>	
2017-18	select	<input type="text"/>	<input type="text"/>	

11b Annual Result of class VIII(for Middle schools only).Attachment for Evidence

Year	Class	No. of students-appeared	No. of students Passed Without availing the benefit of No Detention Policy under RTE Act)	Pass % of students Passed(Wit Detention Policy
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2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11c Annual Result of Class IX (Before Compartment) (for secondary schools only). Attachment for Evidence

Year	Class	No. of students appeared	No. of students Passed
2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

11d Annual Result of class X (Before Compartment) (for secondary schools only) Attachment for Evidence

Year	Class	No. of students appeared	No. of students Passed
2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

11e Annual Result of Class IX (Before Compartment) (for Sr. Secondary Schools only). Attachment for Evidence

Year	Class	No. of students appeared	No. of students Passed
2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

11f Annual Result of class X (Before Compartment) (for Sr. Secondary Schools only) Attachment for Evidence

Year	Class	No. of students appeared	No. of students Passed
2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

11g Annual result of Class XI (Before Compartment) (for Sr. Secondary Schools only). Attachment for Evidence

Year	Class	No. of students appeared	No. of students Passed
2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

11h Annual result of Class XII (Before Compartment)(for Sr. Secondary Schools only). Attachment for Evidence

Year	Class	No. of students appeared	No. of students Passed
2021-22	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2019-20	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2018-19	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>
2017-18	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>

12 Participation of students in Curricular/Co-curricular/ Extra curricular activities for the year 2020-21 & 2021-22 (Cultural / Sports /Yoga//Mental Maths/ Science/ Population Education/ Girl Guide/ NCC/ Republic Day Parade (Rajpath/ Chhatrasal Stadium)/ Independence Day (Red Fort/Chhatrasal Stadium)/ Swachhta Puraskar/ Organizing Awareness about Po Bachao through Skit, Painting, Debate) etc. for the Last 2 years : Organized by DOE or Any other Govt. Organization. These items are only indicative in nature. Any other relevant govt. agencies can also be included. Attachment for Evidence

Year	Whether Participated	Name of activity	Name of Student	Class of Student	Level	Position
2021-22	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
2020-21	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

13 Particulars of the students of the school who got admission in Undergraduate Courses (e.g. B.Tech, B.Lib, MBBS, B Pharma, B.El. Ed, DIET, B.PT, B courses are only indicative in nature, other courses can also be included. Got employment after Vocational Courses (for Sr. Secondary Schools). Attachment for Evidence

Year	Roll No.	Name of the student	Year of Admission/ Year of Employment	Name of the Course	Name of the College/ Sch
2021-22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2020-21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

14 Participation of students in NTSE/JSTSE/NMMS for the Year 2021-22 Yes No Attachment for Evidence

a No of Students Participated (Only Digit value)

b No of Students qualified The Exam(Only Digit value)

15 Participation of the school as Venue Incharge in the activities like Seminars /Workshops/Trainings/Youth Parliament/ Mental Math/ Science act Sports & Cultural activities at Zonal, District and State level competitions organized by DoE/any other govt. organizations during last two years. Attachment for Evidence

Year	The school as venue In-charge	Activities Name	Level
2021-22	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="Select"/>
2020-21	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text" value="Select"/>

16a No. of SMC Meetings held in the year 2021-22

b Percentage of utilization of SMC Fund by 31st March, 2022

Attachment for Evidence

17a Mention two specific examples where the school integrated local community knowledge and skills in the teaching and learning of different subjects and classes. 1

b Mention two events/campaigns/ functions/ exhibitions which school and community jointly organized or school organized for the community. 1

Choc

Attachment for Evidence

18. Condemnation of Stocks done during 2021-22 (any four)

Particular	Whether condemnation done	Date of condemnation
Science	<input type="radio"/> Yes <input type="radio"/> No	
Property	<input type="radio"/> Yes <input type="radio"/> No	
Library	<input type="radio"/> Yes <input type="radio"/> No	
Yoga	<input type="radio"/> Yes <input type="radio"/> No	
Sports	<input type="radio"/> Yes <input type="radio"/> No	
Home Science	<input type="radio"/> Yes <input type="radio"/> No	
Any Other	<input type="radio"/> Yes <input type="radio"/> No	

Evidence

Choose File	
Choose File	Attach
Choose File	Attach
Choose File	Attach
Choose File	Attach
Choose File	Attach
Choose File	Attach

19a Total no. of Alumni Meets organized in the year 2021-22

b Mention any specific Achievement/ Contribution of school Alumni

Attachment for Evidence

Choc

20 Average Attendance of all the Students studying in the school for the academic year 2021-22

Attachment for Evidence

Choc

21 Average Attendance of all the staff working in the school for the academic year 2021-22

Attachment for Evidence

Choc

22 Mention the Status in the following areas

Attachment for Evidence

Choc

- i Proper electricity & lighting provision. Satisfac
 - ii Arrangement of adequate Potable Water. Satisfact
 - iii Status of hygiene and cleanliness in toilet and availability of mug, water, soap, dustbin and door with closing mechanism in toilets. Satisfact
 - iv Fire safety instruments. Inst Function
 - v CCTV with recording facility covering all areas of the school, including the terraces. Inst Function
 - vi Facility of rain water harvesting Inst Function
 - vii Facility for CWSN (children with special needs) toilet & ramps with railings. Avail conditior
 - viii Separate facility for collection of biodegradable and non-biodegradable wastes Avail sufficient
 - ix Condition of Black/ Green/ Smart Boards in class rooms. Satisfact
 - x Facility of First Aid. Sufficien
 - xi Cleanliness of water tank. Select
 - xii Evacuation plan displayed at Prominent Locations. Disp but not
- 23 Inspection of school held by the officers of DOE and ATR submitted by the HOS during the year 2021-22. If yes, No. of ATRs submitted by the HoS. Yes

Attachment for Evidence

Chor

24 Status of Library (Total No. of Books available in the Library as per accession register) as on 31-03-2022

a Total No. of books Entered online/ manually

b No of Books issued during 2021-22

Attachment for Evidence

Chor

Declaration given by HOS

It is certified that all the above information furnished by me is correct to the best of my knowledge as per school record and nothing has been co