

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

No.F.DE.23 (117)/Awards Br./EIE Award/2023/859-864

Dated: 10/11/2023

Circular

GUIDELINES FOR EXCELLENCE IN EDUCATION AWARDS – 2023

The awards 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:** 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 *pro forma*: -

- The *pro forma* for Excellence in Education Award 2023 for schools is to be filled **online** on the official website of Directorate of Education.
- **Kindly note that No correction will be allowed after online submission of *pro forma*.** If there is any query, the applicant must get his/her query duly clarified before submitting the information in the *Pro forma*. Please contact Award Branch (Email ID- ddewelfare@gmail.com & Mobile No. 7590998074). In order to avoid the last minute rush, the applicant schools may get their queries clarified, well in advance.
- The Heads of Schools, applying online for Excellence in Education Awards-2023 under various categories, **shall attach and upload the evidence online at the end of the each point of the Entry Form.** (The portfolio shall include relevant supporting material/evidences such as attested copy of CBSE Gazette for classes X and XII, attested copy of annual result for classes VII, VIII, IX and XI, certificate of participation in co-curricular activities, copy 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).

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- Undertaking by the HoS: The HoS shall give an Undertaking to the effect that all the information/data/photos/evidences submitted are true to the best of his/her knowledge and as per school record for the relevant period i.e. 2022-23 and that nothing has been concealed.
- **The applications in r/o various categories of Best Schools will be verified online by the DDE (Zone) concerned and the same will then be forwarded online to the District Level Committee.**
- **Overall result of highest (senior most) two classes of the school is to be furnished (as per category of school e.g. Middle Schools will furnish result of classes VII & VIII and the Secondary schools will furnish results of the classes IX & X.**
- **Senior Secondary Schools (will furnish results of classes IX, X, XI & XII).**
- **The result of the applicant school must not be less than 90% in the classes concerned.**
- Only **Pre-Compartment Result** will be considered. The application will be rejected in case of mentioning the post-compartment result.
- **No. of Students appeared in examination should not be less than 30 in all the classes for which result is reported.**
- School must apply for a specific category only i.e. Zonal /District /RPVV /SoE / Region or State level.
- Schools that have already got the Excellence in Education Award during last three years shall not be eligible for the same category of 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, but not for the same or a lower category.
- If HOS has already received State Teachers' Award, he/she can apply for Excellence Award only after a gap of three years of receiving the State Teachers' Award.

SELECTION PROCEDURE:-

The Award in r/o of Govt. Schools - A Committee under the **Chairpersonship of DDE District concerned**, with **Zonal DDEs** as members for the concerned Zones, will be constituted at the District Level. The District Level Committee shall most carefully scrutinize all applications 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 Zonal Level,

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District Level and the recommended list of Schools at State level, in a sealed envelope will be submitted in Awards Branch by the District DDEs, after obtaining the approval of **concerned RDE, as per the Time Line enclosed.**

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

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

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 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 as per Time Line enclosed.

The online nominations/applications for State Best School only are to be forwarded online to State Level Committee.

All manual/offline correspondence in this regard will be marked 'Confidential'.

•IMPORTANT NOTE - Submission of minimum one nomination for the following categories from each District and RPVV/SoE, 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 Schools **(one from each District)**
- (v) Zonal Best Schools **(one from each Zone)**
- (vi) RPVV/SoE Best School **(one from each District)**

• All the Zonal DDEs shall submit the Inspection/Physical Verification report of the schools to the concerned District DDE for Point No. 3,5,7,8,10,11,13,21,22 and 23 latest by 06/12/2023.

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TIMELINE

S.No	Activity	Timeline
1	Application Form to be uploaded	10/11/2023 midnight
2	Last date for Submission of Online Pro forma for Excellence in Education Award-2023	20/11/2023 Till midnight
3	The DDEs (Zones) to inspect the schools physically for Entry no. 3,5,7,8,10,11,21,22 and 23 uploaded by the HoS for veracity and forward the Pro forma to District Level Committee	28/11/2023 Till midnight
4	Final Selection of Best Schools in various categories i.e. Zonal/ District Best Schools by the District Level Committee	06/12/2023 Till midnight
5	Final Selection of Best RPVV/SoE School by the Selection Committee headed by Addl. DE School	06/12/2023 Till midnight
6	Final Selection of best Govt. Aided Schools/ Unaided Recognised Private Schools by the Region Level Committee	06/12/2023 Till midnight
7	Forwarding of all the applications in r/o State Best Schools (District wise) duly scrutinized by the District Level Committee to State Level Committee	06/12/2023 Till midnight

This issues with the prior approval of the Competent Authority.


10.11.2023

**REGIONAL DIRECTOR OF EDUCATION
(AWARDS)**


All RDEs/DDEs (District/RPVV/SoE) of Directorate of Education through Website.

No.F.DE.23 (117)/Awards Br./EIE Award/2023/

Dated:

Copy to:-

1. PS to Secretary (Education).
2. P.A. to Director (Education).
3. P.A. to Addl. DE (Schools).
4. All RDEs, District DDEs, Zonal DDEs, DDE RPVV and DDE SoE.
5. Heads of All Govt./Govt. Aided/ Unaided Recognized Private Schools.
5. O.S. (IT), Directorate of Education, Old Sectt; Delhi to upload the circular on the official website of the Department, please.


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**DEPUTY DIRECTOR OF EDUCATION
(AWARDS)**

Enclosure:-

Blank Proforma.

ONLINE PROFORMA FOR EXCELLENCE IN EDUCATION AWARD-2023 FOR SCHOOLS

1. **Please Read the Circular on the website of the Directorate of Education carefully before filling the proforma.**
2. Results (Before Compartment) of Classes VII and VIII alone are to be furnished in respect of **Middle Schools i.e. Point No. 11a and 11b.**
3. Results (Before Compartment) of Classes IX and X alone are to be furnished in respect of **Secondary Schools** i.e. Point No. 11c and 11d.
4. Results (Before Compartment) 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.
5. 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.

BASIC INFORMATION ABOUT THE APPLICANT SCHOOL

A	Management Type	
B	DOE District	
C	DOE Zone	
D	School ID	
E	Name of the School	
F	Address of the School	
G	HOS Name.	
H	HOS Mobile No.	
I	School Landline Phone No.	
J	Level being applied for	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Select</div> Zonal/District/RPVV/SoE/Region /State
DETAILED INFORMATION ABOUT THE APPLICANT SCHOOL :		
1	Total Students' Enrolment as on 31 st March 2023	Attachment for Evidence
2	Location of School (as per U-DISE Report) <i>U-DISE</i>	<div style="border: 1px solid black; padding: 5px;"> Select (Rural/ J.J. Cluster/ Resettlement Colony/ Urban) </div> Attachment for Evidence

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3	Vacant Posts of Teachers in the School for 2022-23 as on 31/03/2023 (in % only) The posts filled with Regular/Guest/Contractual Teachers, should be treated as 'Filled'.	In % only	Attachment for Evidence													
4	Number of Streams Available in School at Sen. Sec. Level (if Sec. School / Middle School fill NA)	Select 1 2 3 4 NA	Attachment for Evidence													
5	Whether any Institutional Plan was prepared by HOS/SMC/SAB/Tr. etc.in the beginning of session 2022-23 I. If yes, mention the highlights of the Plan in 150 words. II. Mention the positive impacts of executing the Institutional Plan.(in not more than 150 words)	Yes/No 1.) _____ 2.) _____	Attachment for Evidence													
6	Whether the Head of the School worked as Facilitator for Cluster Leadership Development Programme. (CLPD) or in any Leadership Prog. Organized by DoE or Ministry of Education Gol (e.g. CBSE, NUEPA, SCERT etc.)	Select Yes/No	Attachment for Evidence													
7	Do the teachers use ICT Tools/ Technology in the Teaching Learning process? If yes, mention the names of ICT Tools/Technology and how has the use of these Tools/Technology benefitted the teachers and students? (not more than 100 words)	Select Yes/No	Attachment for Evidence													
8	Whether School uses Social Media for Educational purposes. If yes, mention the Social Media handles (Youtube, Facebook, Twitter, Instagram, etc along with Username/User ID, Channel) • No of followers on Social Media:-	Select Yes/No	If yes, <table border="1" data-bbox="858 1585 1474 1899"> <thead> <tr> <th data-bbox="858 1585 1062 1800">Name of Social Media Handle of the School (for Educational Purpose)</th> <th data-bbox="1062 1585 1222 1800">Username/ User ID/ Channel</th> <th data-bbox="1222 1585 1362 1800">No. of Followers</th> <th data-bbox="1362 1585 1474 1800">No. of Videos Shared</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Name of Social Media Handle of the School (for Educational Purpose)	Username/ User ID/ Channel	No. of Followers	No. of Videos Shared								
Name of Social Media Handle of the School (for Educational Purpose)	Username/ User ID/ Channel	No. of Followers	No. of Videos Shared													

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		(Upload images/videos shared on the handles for educational purposes)					
		Attachment for Evidence					
9	Are the Academic Resource Team (ART)/ Faculty meetings carried out in the school. If yes, how many meetings were held in the year 2022-23.			<input type="text" value="Select"/> Yes/No		<input type="text" value="No. of meetings"/>	
		Attachment for Evidence					
10	(a) No. of SMC Meetings held in the year 2022-23			<input type="text" value="No. of meetings"/>			
	(b) Percentage of utilization of SMC Fund by 31 st March, 2023			<input type="text" value="% of SMC Fund utilization"/>			
		Attachment for Evidence					
11a	Annual Result (Before Compartment Exam) of Class VII (for Middle Schools only).						
	Attachment for Evidence						
	Year	Class (Please select either VII or NA)	No. of Students Appeared	No. of Students Passed Without availing the benefit of 'No Detention Policy' under RTE Act	Pass % of Students Passed Without availing the benefit of 'No Detention Policy' under RTE Act	Deviation in Pass % (+ve or -ve) w.r.t. previous year	
	2022-23	VII/NA					
	2021-22	VII/NA					
	2020-21	VII/NA					
	2019-20	VII/NA					
	2018-19	VII/NA					
11b	Annual Result (Before Compartment) of Class VIII (for Middle Schools only).						
	Attachment for Evidence						
	Year	Class (Please select either VIII or NA)	No. of Students Appeared	No. of Students Passed Without availing the benefit of 'No Detention Policy' under RTE Act	Pass % of Students Passed Without availing the benefit of 'No Detention Policy' under RTE Act	Deviation in Pass % (+ve or -ve) w.r.t. previous year	

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		NA)		Detention Policy' under RTE Act	under RTE Act		
	2022-23	VIII/NA					
	2021-22	VIII/NA					
	2020-21	VIII/NA					
	2019-20	VIII/NA					
	2018-19	VIII/NA					
11c	Annual Result of Class IX (Before Compartment) (for Secondary Schools only)						
	Attachment for Evidence						
	Year	Class (Please select either IX or NA)	No. of Students Appeared	No. of Students Passed	Pass %	Deviation in Pass % (+ve or -ve) w.r.t. previous year	
	2022-23	IX/NA					
	2021-22	IX/NA					
	2020-21	IX/NA					
	2019-20	IX/NA					
	2018-19	IX/NA					
11d	Annual Result of Class X (Before Compartment) (for Secondary Schools only)						
	Attachment for Evidence						
	Year	Class (Please select either X or NA)	No. of Students Appeared	No. of Students Passed	Pass %	Deviation in Pass % (+ve or -ve) w.r.t. previous year	
	2022-23	X/NA					
	2021-22	X/NA					

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	2020-21	X/NA				
	2019-20	X/NA				
	2018-19	X/NA				
11e	Annual Result of Class IX (Before Compartment) (for Sr. Secondary Schools only)					
	Attachment for Evidence					
	Year	Class (Please select either IX or NA)	No. of Students Appeared	No. of Students Passed	Pass %	Deviation in Pass % (+ve or -ve) w.r.t. previous year
	2022-23	IX/NA				
	2021-22	IX/NA				
	2020-21	IX/NA				
	2019-20	IX/NA				
	2018-19	IX/NA				
11f	Annual Result of Class X (Before Compartment) (for Sr. Secondary Schools only)					
	Attachment for Evidence					
	Year	Class (Please select either X or NA)	No. of Students Appeared	No. of Students Passed	Pass %	Deviation in Pass % (+ve or -ve) w.r.t. previous year
	2022-23	X/NA				
	2021-22	X/NA				
	2020-21	X/NA				

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	2019-20	X/NA				
	2018-19	X/NA				
11g	Annual Result of Class XI (Before Compartment) (for Sr. Secondary Schools only)					
	Attachment for Evidence					
	Year	Class (Please select either XI or NA)	No. of Students Appeared	No. of Students Passed	Pass %	Deviation in Pass % (+ve or -ve) w.r.t. previous year
	2022-23	XI/NA				
	2021-22	XI/NA				
	2020-21	XI/NA				
	2019-20	XI/NA				
	2018-19	XI/NA				
11h	Annual Result of Class XII (Before Compartment) (for Sr. Secondary Schools only)					
	Attachment for Evidence					
	Year	Class (Please select either XII or NA)	No. of Students Appeared	No. of Students Passed	Pass %	Deviation in Pass % (+ve or -ve) w.r.t. previous year
	2022-23	XII/NA				
	2021-22	XII/NA				
	2020-21	XII/NA				
	2019-20	XII/NA				
	2018-19	XII/NA				
12	Participation of Students in Curricular/Co-curricular/ Extra Curricular Activities for the year 2021-22 & 2022-23 (Cultural / Sports /Yoga//Mental Maths/ Science/ Population Education/ Kala Utsav / NSS/ Scout and Girl Guide/ NCC/ Republic Day Parade (Rajpath/ Chhatrasal Stadium)/ Independence Day (Red Fort/Chhatrasal Stadium)/ SwachhtaPuraskar/ Organizing Awareness about Pollution/ Health/					

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<p>BetiPadhaoBetiBachaothrough Skit, Painting, Debate etc.) for the last 2 years organized by DOE or any other Govt. Organization.</p> <p>These items are only indicative in nature. Any other relevant activity conducted by DoE/other govt. agencies can also be included. However, activities organized by Pvt./Non Govt. organizations should not be mentioned here.</p>							
Attachment for Evidence							
Year	Whether Participated	Name of activities	Student with ID	Class of Student	Level	Position	Organized by
2022-23	Yes /No	1		Select	Select	Select	Select
		2					
		3					
2021-22	Yes/No	1		Select	Select	Select	Select
		2					
		3					
<p>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.P.T, B.A., B.B.A, BMS, BCA, B.Com, B.Sc, Integrated programmes e.g. IPMAT, CLAT etc). These courses are only indicative in nature, other recognised undergraduate courses can also be included.</p>							
Attachment for Evidence							
Year	Total No. of Students in Class XII in all Streams	ID of the Student Admitted	Name of the undergraduate Course in which Admitted	Name of the Recognized College/ University/ Institution/ in which Admitted	Percentage of Total Students in Class XII who got admitted in Recognized undergraduate courses in the particular Session.		
2022-23							
2021-22							
14	Participation of Students in National Talent Search Exam/MukhyamantriVigyanPratibhaPariksha/ National Means cum Merit Scholarship for the year 2022-23			Yes / No			
				Attachment for Evidence			
A	National Talent Search Exam			Class	Total No. of	No. of Students	No. of Students

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B	MukhyamantriVigyanPratibhaPariksha		Students	Participated	Qualified
C	National Means cum Merit Scholarship				
15	<p>Participation of the school as Venue Incharge in the activities like Seminars /Workshops/Trainings/Youth Parliament/ Mental Math/ Science activities/ Population Education/ Sports & Cultural activities at Zonal, District and State level competitions organized by DoE/any other Govt. organizations during last two years.</p> <p>These items are only indicative in nature. Any other relevant activity conducted by DOE/Other Govt. Organizations can also be included.</p> <p>Attachment for Evidence</p>				
	Year	The school as venue In-charge	Name of Activity	No. of Activities	Organised by
	2021-22	Yes/No			Select
	2020-21	Yes/No			Select
16	<p>(a) Mention minimum two specific examples where the school integrated local community's knowledge and skills in the teaching and learning of different subjects and classes.</p> <p>(b) Mention minimum two events/campaigns/ functions/ exhibitions which school and community jointly organized or school organized for the community.</p>			1.	
				2.	
				Attachment for Evidence	
				1.	
				2.	
				Attachment for Evidence	
17	Condemnation of Stocks done during 2021-22 (any four)			Attachment for Evidence	
	Particular	Whether condemnation done	Date of condemnation	Evidence	
	Science	Yes/No			
	Property	Yes/No			
	Library	Yes/No			
	Yoga	Yes/No			
	Sports	Yes/No			
	Home Science	Yes/No			
	Any other	Yes/No			
18	<p>(a) Total no. of Alumni Meets organized in the year 2022-23</p> <p>(b) Mention any specific achievement/ contribution of</p>			No. of meetings	
				Mention in not	

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	school Alumni © Total No of Alumni registered	more than 100 words	Attachment for Evidence
19	a. Average Attendance of all the Students studying in the school for the academic year 2022-23 b. No. of days online Attendance marked		Attachment for Evidence
20	a. Average Attendance of all the Staff working in the school for the academic year 2022-23		Attachment for Evidence
21	Mention the Status in the following areas	Attachment for Evidence	
	(i) Proper electricity & lighting provision.	Satisfactory/ Not Satisfactory/ Not Available	
	(ii) Arrangement of adequate Potable Water	Satisfactory/ Not Satisfactory/ Not Available	
	(iii) Status of hygiene and cleanliness in toilets and availability of mug, water, dustbin and door with closing mechanism in toilets	Satisfactory/ Not Satisfactory/ Not Available	
	(iv) Fire safety instruments	Installed & Functional/ Installed but not Functional/ Not Available	
	(v) CCTV with recording facility covering all areas of the school, including the terraces under surveillance with CCTV.	Installed & Functional/ Installed but not Functional/ Not Available	
	(vi) Facility of rain water harvesting	Installed & Functional/ Installed but not Functional/ Not Available	
	(vii) Facility for CWSN (children with special needs) toilet & ramps with railings.	Available in good condition/ Available but not in use/Not Available	
	(viii) Separate facility for collection of biodegradable and non-biodegradable	Available and Sufficient/ Available but not in use/Not Available	

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	wastes		
	(ix) Condition of Black/ Green/ Smart Boards in class rooms	Satisfactory/ Not Satisfactory/ Not Available	
	(x) Facility of First Aid	Sufficient / Insufficient/ Not Available	
	(xi) Cleanliness of water tank	Cleaned during last 6 months/ Cleaned more than 6 months ago/ No date of Cleaning Available	
	(xii) Evacuation plan displayed at Prominent Location	Displayed Legibly/ Displayed but not legibly/ Not Displayed	
	(xiii) Kitchen Garden, Herbal Garden, Hydroponic Garden	Available in good condition/ Available but not in good condition /Not Available	
	(xiv) Condition of Boundary Wall	Satisfactory or Non-Satisfactory	
	(xv) Availability of Different Labs and their condition	Available in good condition/ Available but not in good condition /Not Available	
	(xvi) Science Corner	Available in good condition/ Available but not in good condition /Not Available	
	(xvii) Overall cleanliness in school with open area	Satisfactory or Non-Satisfactory	
	(xviii) TLM Corner	Available in good condition/ Available but not in good condition /Not Available	
22	Inspection of school held by the officers of DOE and ATR		Yes/No

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	submitted by the HOS during the year 2022-23. If yes, No. of ATRs submitted by the HoS.	Attachment for Evidence
23	Status of Library (Total No. of Books available in the Library as per accession register)	Attachment for Evidence
A	Total No. of books Entered online/ manually	
B	No of Books issued during 2022-23	
C	Condition of Classroom Library (No. of Books available)	
Write up by HoS (Not more than 150 words)		
Declaration given by HOS		
<ul style="list-style-type: none"> It is certified that all the above information furnished by me is correct to the best of my knowledge and as per school record, nothing has been concealed. 		
		Preview

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