

लोक शिक्षण संचालनालय  
मध्य प्रदेश

भोपाल, दिनांक 23.6.09

कमांक/व्याव.शि/बी/34/08/71

प्रति,

समस्त संयुक्त संचालक,  
समस्त जिला शिक्षा अधिकारी,  
मध्यप्रदेश ।

विषय - पंडित सुंदरलाल शर्मा केंद्रीय व्यावसायिक शिक्षा संस्थान भोपाल द्वारा वर्ष 2009 में प्रदायित पुरस्कार बाबत।

हर वर्ष व्यावसायिक शिक्षा के क्षेत्र में शिक्षको, संस्थानों एवं उद्योगों के उत्कृष्ट प्रदर्शन और योगदान को सम्मानित करने के उद्देश्य से पंडित सुंदरलाल शर्मा केंद्रीय व्यावसायिक शिक्षा संस्थान भोपाल द्वारा एन.सी.ई.आर.टी. पुरस्कार दिए जाते हैं। वर्ष 2009 निम्नलिखित वर्गों में पुरस्कार प्रदान किए जायेंगे:

- 1- प्रदेश का उत्कृष्ट व्यावसायिक व्याख्याता
- 2- प्रदेश का उत्कृष्ट व्यावसायिक विद्यालय
- 3- व्यावसायिक विद्यालय का उद्योगों से जुड़ाव।

अतः उपरोक्त पुरस्कारों के चयन हेतु पंडित सुंदरलाल शर्मा केंद्रीय व्यावसायिक शिक्षा संस्थान भोपाल द्वारा सफरपत्र एवं अर्हता निर्धारित की हैं। पुरस्कार से संबंधित निर्देशिका स्कूल शिक्षा विभाग की Website [www.sechmp.nic.in](http://www.sechmp.nic.in) पर उपलब्ध है। पुरस्कार से संबंधित निर्देशिका के लिये Website <http://www.psecive/nic.in> से भी जानकारी प्राप्त की जा सकती है। निर्देशिका में उल्लिखित अर्हताओं को ध्यान में रखते हुये निर्देशिका अनुसार ही प्रस्ताव भेजे। प्रस्ताव प्रपत्रानुसार होना आवश्यक है। प्रत्येक अर्हताओं के साथ ही उससे संबंधित विस्तृत समताधि वेजने पर ही नामांकन पर विचार किया जा सकेगा।

प्रस्ताव अपनी स्पष्ट अनुसंसा सहित भेजे। आपके जिलों से संबंधित प्रस्ताव दिनांक 27-08-09 तक अनिवार्यत प्रेषित किए जायें, ताकि अर्हता पूर्ण करने पर उपरोक्तानुसार पुरस्कार प्रदान किये जा सकें। यदि आपके जिले में इस संबंध में विद्यालयों से कोई प्रस्ताव प्राप्त नहीं हो तो जानकारी निरंक प्रेषित करे।

संलग्न- पुरस्कार से संबंधित निर्देशिका

संलग्न

अपर संचालक  
लोक शिक्षण संचालनालय  
मध्यप्रदेश

पृ0000/व्यावशि0/बी/34/08/

भोपाल, दिनांक

प्रतिनिधि-

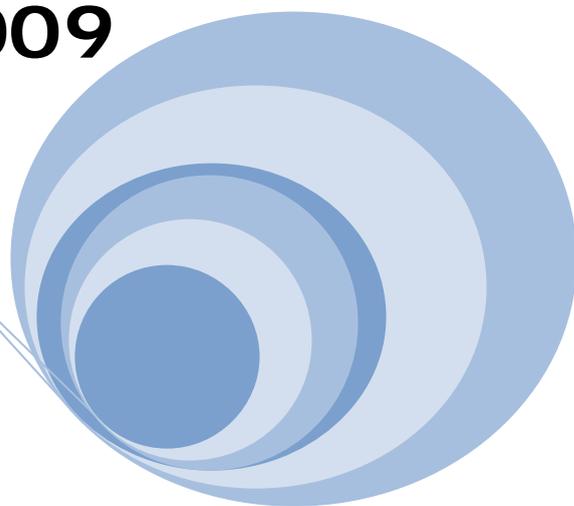
1- समस्त व्यावसायिक शिक्षा से संबंधित कन्या/बालक/बहु/एमएलबी/शा0उ0मा0वि0/

की ओर भेजकर लिखा जाता है कि उपरोक्तानुसार छायाप्रति प्राप्त कर प्रस्ताव आवश्यक कार्यवाही हेतु संबंधित शिक्षा शिक्षा अधिकारी को प्रेषित करे।

अपर संचालक  
लोक शिक्षण संचालनालय  
मध्यप्रदेश

# NCERT AWARDS FOR EXCELLENCE IN VOCATIONAL EDUCATION

2009



## Guidelines and Criteria



विद्यया ऽ मृतमश्नुते  
PSS Central Institute of Vocational Education, NCERT  
131 Zone II, M. P. Nagar, Bhopal– 462 011

The “**NCERT AWARDS**” are National Awards given annually to promote excellence, innovation and best practices in the field of **Vocational Education** and to recognize the outstanding performance and contributions in specific areas. The following categories of awards will be given by the Institute this year in recognition of the services rendered by people/ organizations towards the growth of the Vocational Education Programme. The details of the awards and guidelines for filling the entry form and selection procedure are given in the attached guideline document for the **NCERT AWARD-2009**.

1. **Best Student Achiever Award – Six for each State/UT.** It will be given in each of the following six subject areas to the vocational student who has secured highest percentage of marks in Class XII Board Exam of the State/UT in the year **2007-08**. This award consists of a cash prize of **Rs.2,000/-**, a memento and a certificate: **(i) Agriculture, (ii) Business and Commerce, (iii) Engineering & Technology, (iv) Health & Paramedical, (v) Home Science, and (vi) Humanities.**
2. **Best Vocational Teacher Award – One for each State/ UT.** It will be given to Vocational Teacher or Vocational Instructor with at least 5 years (3 years for North-East States) of teaching experience at 10+2 level in successive academic sessions and fulfils the desired criteria. In States/UTs, where part-time teachers/instructors, who are working on full-time basis for more than 5 years (3 years for NE States), are also eligible for the award. Vocational Teachers/Instructors who have already received the NCERT Best Vocational Teacher Award in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a cash prize of **Rs. 5,000/-**, a memento and a certificate.
3. **Best Vocational Institution Award–One for each State/ UT.** It will be given to the Institutions which are offering vocational courses at 10+2 level and fulfill the desired criteria. They should have at least 5 years (3 years for North-East States) of experi-



## NCERT AWARDS-2008

ence in running vocational courses. Vocational Institutions which have received NCERT Awards in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a memento and a certificate.

4. **Best School-Industry Linkage Award—One for each State/UT.** It will be given both to the (i) School and (ii) Industry involved in the linkage for effective collaboration in providing education and training to the students at 10+2 level. The School and the Industry should have maintained sustained linkages for at least 3 successive years in running the vocational course (2 years for North-East States) and fulfill the desired criteria. Vocational Institutions and Industries which have received NCERT Award for the Best School-Industry Linkage Award in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a memento and a certificate.



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## 1. INTRODUCTION

Vocational Education Programme (VEP) at 10+2 level, a distinct stream intended to prepare students for a variety of occupations and enterprises spanning several areas of world of work is in operation for more than two decades.

The relevance of vocational education has increased in the growing Indian economy, especially in the light of the Government's thrust on Universalisation of Secondary Education, Skill Development and Social Justice. The Government of India has constituted the National Council on Skill Development (NCSD) to guide activities for skill development in the country. The Council is at the apex of a three-tier structure and would be concerned with vision setting and laying down core strategies for skill development. The apex body will be chaired by the Prime Minister and would consist of Ministers of Human Resource Development, Finance, Heavy Industry and Public Enterprises, Rural Development, Housing and Urban Poverty Alleviation, Labour and Employment and Deputy Chairperson of the Planning Commission and Chairperson of National Manufacturing Competitiveness Council.

The Eleventh Plan takes a number of measures, which will bring about a paradigm change in our Vocational Education System. The initiatives involving both the States and the Centre, often with private partnership will lead to the establishment of a credible, trustworthy and reliable training, testing and certification structure linked to global standards and responsive to the needs of the ultimate consumers of skills<sup>(\*)</sup>.

Recognition of excellence in performance serves as a trigger to any endeavour. Hence, awards are given to recognize the good performance and substantial contributions of Individuals and Institutions in a field. They not only fulfill a vital need of personal satisfaction and sense of achievement but also serve as a source of inspiration to work professionally for the betterment of the society and the Nation. An award motivates a person or an Institution to move forward and it also inculcates unenviable position of competing with self and others. It serves as an instrument for sending signals that the efforts put in the right direction lead to significant contributions and rewards.

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(\* Source: Planning Commission Website—[http://planningcommission.nic.in/plans/planrel/fiveyr/11th/11\\_v1/11\\_v1\\_ch5.pdf](http://planningcommission.nic.in/plans/planrel/fiveyr/11th/11_v1/11_v1_ch5.pdf))

The “NCERT AWARDS” are National Awards given annually to promote excellence, innovation and best practices in the field of Vocational Education and to recognize the outstanding performance and contributions in specific areas.

## 2. ABOUT PSSCIVE

The Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE) is an apex Research and Development organization in the field of Vocational Education. It is a constituent unit of National Council of Educational Research and Training (NCERT), established by the Ministry of Human Resource Development (MHRD), Government of India in 1993 at Bhopal. It is also a UNESCO-UNEVOC (International Project on Technical and Vocational Education) Centre in India.

The Institute has six academic divisions viz., (i) Agriculture, (ii) Business and Commerce, (iii) Engineering & Technology, (iv) Health and Paramedical, (v) Home Science and (vi) Humanities, Science & Education. Each division possesses well-qualified and experienced faculty. The academic work of the divisions includes: identification of courses; development of curricula, instructional materials, video films; orientation and training of key functionaries and teachers; research work related to various aspects of VEP; and consultancy to States and NGO's in implementation of the VEP.

### 2.1 Goals

- To develop a comprehensive, flexible and responsive vocational education system in the country.
- To enhance the access to formal and non-formal vocational education programme.
- To perform advisory and catalytic role to facilitate effective vocational teaching and learning.

### 2.2 Main Functions

The Institute aims to provide Research and Development inputs and technical support to the Vocational Education Programme for realization of the national goal of fulfilling the requirements of skilled human resource for national development.

The main functions of the PSSCIVE are:

- To advise and assist the Ministry of Human Resource Development, State Governments and Union Territory Administration in the implementation of the Pre-vocational, Vocational Education and Work Experience Programme.
- To promote, supervise and guide the establishment of a comprehensive management system for VEP in the country.
- To serve as a resource institution for both formal and non-formal Vocational Education and Training.
- To orient and train various key functionaries of VEP including Principals and Teachers.
- To evaluate and monitor VEP in States/UTs.
- To ensure uniformity and maintain quality standards in vocational teaching and learning.

### 3. ABOUT NCERT AWARDS

The NCERT Awards are given by the PSS Central Institute of Vocational Education (PSSCIVE), Bhopal. The following four categories of awards will be given:

- 3.1 **Best Student Achiever Award – Six for each State/UT.** It will be given in each of the following six subject areas to the vocational student who has secured highest percentage of marks in Class XII Board Exam of the State/UT in the year **2007-08**. This award consists of a cash prize of **Rs.2,000/-**, a memento and a certificate: **(i) Agriculture, (ii) Business and Commerce, (iii) Engineering & Technology, (iv) Health & Paramedical, (v) Home Science, and (vi) Humanities.**
- 3.2 **Best Vocational Teacher Award – One for each State/ UT.** It will be given to Vocational Teacher or Vocational Instructor with at least 5 years (3 years for North-East States) of teaching experience at 10+2 level in successive academic sessions and fulfils the desired criteria. In States/UTs, where part-time teachers/instructors, who are working on full-time basis for more than 5 years (3 years for NE States), are also eligible for the award. Vocational Teachers/Instructors who have already received the NCERT's Best Vocational Teacher Award in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a cash prize of **Rs. 5,000/-**, a memento and a certificate.

### 3.4 **Best Vocational Institution Award–One for each State/ UT.**

It will be given to the Institutions which are offering vocational courses at 10+2 level and fulfill the desired criteria. They should have at least 5 years (3 years for North-East States) of experience in running vocational courses. Vocational Institutions which have received NCERT Awards in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a memento and a certificate.

### 3.5 **Best School-Industry Linkage Award–One for each State/ UT.**

It will be given both to the (i) School and (ii) Industry involved in the linkage for effective collaboration in providing education and training to the students at 10+2 level. The School and the Industry should have maintained sustained linkages for at least 3 successive years in running the vocational course (2 years for North-East States) and fulfill the desired criteria. Vocational Institutions and Industries which have received NCERT Award for the Best School-Industry Linkage Award in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a memento and a certificate.

## 4. GUIDELINES

- (1) The purpose of this document is to facilitate the States/UTs in selecting and nominating the best amongst the Vocational Students, Vocational Teachers and Vocational Institutions under the four categories mentioned above and to make the whole process of selection systematic, transparent and trustworthy.
- (2) The details of the eligibility and application procedure for each category of award are given separately with the document. Only complete entries in the prescribed entry form, following the prescribed procedure will be considered for the award. Deadlines for submission of entry forms by the applicants may be decided by the States/UTs. **Deadline for receipt of all filled in entry forms at PSS Central Institute of Vocational Education, Bhopal is 21 July, 2009.**

- (3) A **Screening Committee** has to be constituted by the Director, Directorate of Education/ Vocational Education or Commissioner, Directorate of Public Instruction. The Committee may comprise the following members:
- |  |             |
|--|-------------|
| (i) Director, Directorate of Education/<br>Vocational Education or Commissioner,<br>Directorate of Public Instruction      | Chairperson |
| (ii) Dy. Director, Directorate of Education/<br>Vocational Education or Commissioner,<br>Directorate of Public Instruction | Member      |
| (iii) External Member (preferably a<br>representative from Industry  | Member      |
- (4) Applications will be assessed by the above Screening Committee against the criteria for the award. Suggestive criteria for scoring teacher's entries are given in this document as an exemplar. For others, the States/UTs should develop their own criteria on similar lines. A merit list should be prepared based on the scores achieved by the applicant and a maximum of 5 nominations as per the merit list, along with the documents complete in all respects, the minutes of the Screening Committee meeting and the score sheet should be sent to the Joint Director, PSS Central Institute of Vocational Education, Bhopal.
- (5) All documents (including CD) attached with the entry form will not be returned.
- (6) The final decision will be taken at the PSSCIVE by an **Award Committee** constituted for the purpose by the Joint Director, PSSCIVE. The Award Committee's decision will be final and binding on the part of the applicant.
- (7) We regret that no response to the correspondence regarding the status of the submission will be entertained. The awardees will be contacted by the PSS Central Institute of Vocational Education, Bhopal after the selection.

- (8) TA and DA to the awardees for attending the Award Presentation Ceremony will be reimbursed by the PSSCIVE, Bhopal as per the NCERT norms. A copy of the NCERT norms will be sent to the awardees along with other details of the ceremony.
- (9) The Head of the Institution/Principal and the Director, Directorate of Education/Vocational Education should substantiate the information given in the entry form for the award. In case, any discrepancy or an act of fraudulence is discovered at any stage, the nomination of the awardee would be declared as null and void. A team constituted by the Joint Director, PSSCIVE, Bhopal may visit the States/UTs for on-the-spot substantiation of the claims made in the entry forms.

#### 5. SEND ALL SUBMISSIONS TO:

Prof. Poonam Agrawal  
Joint Director  
PSS Central Institute of Vocational Education, NCERT,  
131, Zone-II, Maharana Pratap Nagar,  
Bhopal-462 011 (M.P.), India  
Tel.: 0755-2558160, 2556504, 2556517(O); Fax: 0755-2558128.  
E-mail: ms\_poonam@hotmail.com; Website:  
<http://www.psscive/nic.in>

#### 6. FOR FURTHER INFORMATION, PLEASE CONTACT:

Dr. Vinay Swarup Mehrotra  
Programme Coordinator  
PSS Central Institute of Vocational Education, NCERT,  
131, Zone-II, Maharana Pratap Nagar,  
Bhopal-462 011 (M.P.)  
Tel.: 0755-2558160, 2556504; 09424485821 (M)  
Fax: 0755-2558128 (O); E-mail: drvs.mehrotra@gmail.com.

## **Best Student Achiever Award**

# **NOMINATION FORM**

### **Section 1: GENERAL GUIDELINES**

#### **1.1 Eligibility**

It will be given in each of the following six subject areas to the vocational student who has secured highest percentage of marks in Class XII Board Exam of the State/UT in the year **2007-08**. This award consists of a cash prize of **Rs.2,000/-**, a memento and a certificate: **(i) Agriculture, (ii) Business and Commerce, (iii) Engineering & Technology, (iv) Health & Paramedical, (v) Home Science, and (vi) Humanities.**

#### **1.2. Selection Procedure and Deadlines**

**Step 1:** The State Directorate of Education/Vocational Education or Directorate of Public Instruction will collect the mark-sheet and other necessary documents of the vocational student who has secured highest percentage of marks in Class XII Board Exam of the State/UT in the year 2007-2008. It will forward the name and address of the vocational student in the prescribed format to the Joint Director, PSSCIVE, Bhopal. **Deadline for receipt of filled in nomination form at PSSCIVE, Bhopal: 21 July, 2009.**

**Step 2:** The Programme Coordinator, PSSCIVE, Bhopal will inform the awardee of the **Best Student Achiever Award** of each State/UT. The list of award winners will also be displayed on the website <http://psscive.nic.in> of PSSCIVE, Bhopal.



**Section 2: PROFILE AND ACCOMPLISHMENT**

1. Please fill all items carefully and accurately in separate sheets using the format given below.
2. Do not leave any blank space. If any point is inapplicable, please write "NA". Write "NIL" to denote "no information available".
3. Please attach Annexure, wherever necessary.
4. If possible, please enclose a passport size photograph of the student.

**NAME OF THE STATE/UT** .....

1. Name of the Vocational Student: .....
2. Mailing Address of the Student.....
3. Contact Numbers of the Student: Ph. No.....  
Fax No.....E-mail .....
4. Nearest Railway Station:.....
5. Title of the Vocational Course Completed:.....
6. Name and Address of the School from where the Course was Completed.....
7. Year of Completion: .....
8. Percentage of Marks Obtained.....
9. Any Other Accomplishment.....

**Certificate**

I certify that the information provided above is true to the best of my knowledge and belief.

Signature  
Name of Director,  
Directorate of Education/Vocational Education **or**  
Commissioner, Directorate of Public Instruction  
(Official Stamp)

Date:  
Place:

**Please submit the following documents with the application:**

1. One duly completed and signed nomination form.
2. One attested copy of the marksheet of the vocational student selected for the award.
3. An attested copy of the results of the 10+2 exam of vocational students for the year 2007-2008.

# **Best Vocational Teacher Award** **ENTRY FORM**

## **Section 1: GENERAL GUIDELINES**

### **1.1 Eligibility**

Full-time Vocational Teacher or Vocational Instructor with at least 5 years (3 years for North-East States) of teaching experience at 10+2 level in successive academic sessions are eligible for the award. Part-time teachers/vocational instructors who are working on full-time basis in successive academic sessions for at least 5 years (3 years for NE States) are also eligible for the award. Vocational Teachers/Instructors who have received the NCERT Award for Best Vocational Teacher in the preceding 5 years (2003-2007) are not eligible for the award. **This award consists of a cash prize of Rs. 5,000/-, a memento and a certificate.**

### **1.2 Selection Procedure and Deadlines**

**Step 1:** The entry form in the prescribed format given in this document, complete with all details and enclosures should be submitted to the Principal/Head of the Institution, where the applicant is currently working.

**Step 2:** The Principal/Head will forward the filled in application to the Director, Directorate of Education/Vocational Education or Commissioner, Directorate of Public Instruction (as the case may be) after thoroughly examining and endorsing it.

**Step 3:** Applications will be assessed by a **Screening Committee** appointed by the Director, Directorate of Education or Commissioner, Directorate of Public Instruction against the suggested criteria given in this document for the award. A maximum of 5 nominations as per the merit list, along with the documents complete in all respects, the minutes of the Screening Committee meeting and the score sheet should be sent to the Joint Director, PSSCIVE, Bhopal.



**Deadline for receipt of filled in entry form at PSSCIVE, Bhopal: 21 July, 2009.**

**Step 4:** An **Award Committee** constituted by the Joint Director, PSSCIVE, Bhopal will **select the awardee** for each State/UT.

**Step 5:** The Programme Coordinator, PSSCIVE, Bhopal will inform the awardees of each State/UT by post/e-mail/fax. **The list of award winners will also be displayed on the website <http://psscive.nic.in> of PSSCIVE, Bhopal.**

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## Section 2: PERSONAL INFORMATION

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1. Please fill all items carefully and accurately in separate sheets using the format given below.
2. Do not leave any blank space. If any point is inapplicable, please write "NA". Write "NIL" to denote "no information available".
3. Please attach Annexure, wherever necessary to substantiate the information given.
4. Please enclose 2 passport size photograph with the entry form.

**NAME OF THE STATE/UT .....**

1. Full Name of the Applicant (in BLOCK Letters) .....
2. Date of Birth: .....
3. Full-time/Part-time (regular).....
4. Educational Qualification:.....
5. Name and Address of Institution:.....
6. Date of Appointment in the Institution:.....
7. Mailing Address (for correspondence):.....
8. Contact Numbers: Ph. No..... Mobile No. ....; Fax No.....; E-mail address.....
9. Nearest Railway Station:.....
10. Name of the vocational course(s) taught by the teacher in the last 5 years (3 years for NE States) :.....
11. Did you receive NCERT award from PSSCIVE earlier (Yes/No), if yes, please mention the year .....
12. Total teaching experience (in years): .....

### Section 3: ACCOMPLISHMENTS

#### 1. Additional Educational Qualifications

Only the educational qualifications attained over and above the minimum qualifications for the post, being held by the vocational teacher/instructor should be mentioned (attach relevant documents to substantiate % marks obtained, etc.)

Required Qualification for the Post	Additional Qualification Attained	Year of Completion
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#### 2. Teaching Experience in Vocational Education (attach relevant documents)

Name of Institution	Course	Designation	No. of Years
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#### 3. Additional Work Experience (attach relevant documents)

Name of the Industry/ Organization	Designation	No. of Years
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#### 4. Participation in the Refresher course / Seminar/ Conference Symposium/ Workshop/ Industrial training in the last 5 years (attach relevant documents)

Program Title	Duration (with year)	Organizing Body	Nature of Participation
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#### 5. Member of Professional Society (Yes/No). If yes, attach a certificate of membership

Name of Society	Level (International/ National/Regional/ State/ District/ Institutional)	Type of Membership (Annual/Life)
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6. **Class-wise enrolment in the vocational course that you are teaching for the last 5 years (3 years for North-East States).**

Year*	Enrolment					
	Boys		Girls		Total	
	XI	XII	XI	XII	XI	XII
2003-04						
2004-05						
2005-06						
2006-07						
2007-08						

(\*Vocational Teachers/Instructors in North-East States should provide data only for 3 years i.e., from 2005-06 to 2007-08)

Whether you made any effort to increase enrolment(Yes/No). If yes, provide details and enclose relevant documents to substantiate.

7. **Year-wise results of vocational students of Class XI or XII of the vocational course taught by you:**

Year*	No. of Students Appeared	No. of Students Passed with		
		>75 % marks	>60% marks	>50% marks
2003-04				
2004-05				
2005-06				
2006-07				
2007-08				

(\*Vocational Teachers/Instructors in North-East States should provide data only for 3 years i.e., from 2005-06 to 2007-08).

8. **Have you developed any teaching-learning material in your subject area?** (Yes/No). If yes, give details and attach necessary documents).



9. Have you adopted any innovative teaching method in your subject area? (Yes/No). If yes, describe and attach necessary documents).

.....

10. Have you worked as a Vocational Coordinator? (Yes/No). If yes, at what level (School/District/State). What were your salient achievements as Vocational Coordinator? (attach relevant documents)

.....

11. Have you conducted guidance and counselling activities? (Yes/No). If yes, please describe the details of activities conducted by you (Please attach relevant documents to substantiate your claims).

Activity	Level (State/District/Institution)	Target Group	Dates	No. of participants	Outcome/Remarks
----------	------------------------------------	--------------	-------	---------------------	-----------------

12. Have you made efforts in developing linkages with the Industry/Establishments (Yes/No). If yes, provide details year-wise as below and attach relevant documents.

Year *	Name of Industry/Establishment	Nature of Linkage	Outcome (e.g. No. of students trained/placed,etc.)
--------	--------------------------------	-------------------	--

- 2003-04
- 2004-05
- 2005-06
- 2006-07
- 2007-08

(\*Vocational Teachers/Instructors in North-East States should provide data only for 3 years i.e., from 2005-06 to 2007-08)

13. Have you made efforts in establishing and running Production-cum-Training Centre (PTC) in the Institution (Yes/No). If yes, describe in not more than 150 words about your contributions in establishment and running of PTC.



## NCERT AWARDS-2008

Give details for the last 5 years (3 years for NE States) and attach relevant documents.

.....

Year	No. of Students Involved	Activities	Monthly Income Generated	Remarks
------	--------------------------	------------	--------------------------	---------

**14. Have you made efforts towards community mobilization (Yes/No). If yes, provide details and substantiate.**

.....  
.....

**15. Did you conduct any research on Vocational Education (Yes/No). If yes, please provide the following details and attach relevant documents.**

(i) Brief outline on the research work done (in 150 words):

.....  
.....

(ii) No. of research papers published:

(iii) No. of research reports:

**16. Have you been involved in question paper setting or external examination of the vocational course that you are teaching (Yes/No). If yes, then in what capacity (Please enclose relevant document).**

Designation	Year	Examination Board
-------------	------	-------------------

(i) Chief Question Paper Setter

(ii) Question Paper Setter

(iii) Chief Moderator

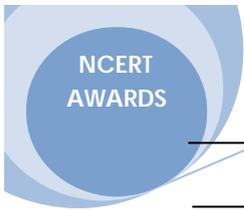
(iv) Moderator

(v) Head Examiner

(iii) Examiner

**17. Any other involvement in the implementation/promotion of vocational course(s) taught by you (e.g., your role in apprenticeship training, job placement, self-employment of vocational passouts, etc.). Provide details and substantiate.**

.....  
.....



**Declaration**

I hereby declare that the information provided above is true to the best of my knowledge and belief. I confirm having received, read and understood the rules and regulations of the award and would abide by them.

**Signature of the Applicant  
(Name of the Vocational Teacher  
/Vocational Instructor)**

Date:  
Place:

**Certificate**

I certify that Dr./ Shri/ Smt/Kumari..... teaching.....(title of the vocational course) is working in..... (Name of School/Institution) for the last..... (no. of years) and the information provided by him/her have been verified by me.

I hereby recommend his/her application for the Best Vocational Teacher Award.

**Reasons for recommendations:.....**

**Signature  
(Name of the Principal/Head of the Institution)  
(Office stamp)**

Date:  
Place:

**Certificate**

I certify that the information provided above is true to the best of my knowledge and belief.

**Signature  
Name of the Director,  
Directorate of Instructions or  
Commissioner,  
Directorate of Public Instruction  
(Official Stamp)**

Date:  
Place:

**Please submit the following documents:**

1. **One duly completed and signed entry form** in the prescribed format.
2. **One copy of certificates/documents, etc. to substantiate the information given.**
3. If possible, **one CD containing all the materials** including text in word documents, videos, photographs, etc. may be provided (optional).

# **Best Vocational Institution Award** **ENTRY FORM**

## **Section 1: GENERAL GUIDELINES**

### **1.1 Eligibility**

Institutions, with at least 5 years (3 years for North-East States) of experience in running vocational courses at 10+2 level and fulfill the desired criteria, are eligible for the award. Vocational Institutions which have received NCERT Awards in the preceding 5 years (2003-2007) are not eligible for the award. This award consists of a memento and a certificate.

### **1.2 Selection Procedure and Deadlines**

**Step 1:** The Principal/Head of the Institution should fill the entry form and submit it with relevant documents to the District Vocational Education Officer/ District Education Officer (as the case may be).

**Step 2:** The District Vocational Education Officer/District Education Officer will forward the application to Director, Directorate of Education or Commissioner, Directorate of Public Instructions.

**Step 3:** Applications will be assessed by a **Screening Committee** appointed by the Director, Directorate of Education or Commissioner, Directorate of Public Instruction against the criteria for the award. A maximum of 5 nominations as per the merit list, along with the documents complete in all respects, the minutes of the Screening Committee meeting and the score sheet should be sent to the Joint Director, PSSCIVE, Bhopal.

**Deadline for receipt of filled in entry form at PSSCIVE, Bhopal: 21 July, 2009.**

**Step 4:** An **Award Committee** constituted by the Joint Director, PSSCIVE, Bhopal will **select the award winner** for each State/UT.



Step 5: The Programme Coordinator, PSSCIVE, Bhopal will inform the awardees of each State/UT by post/e-mail/fax. The list of award winners will also be displayed on the website <http://psscive.nic.in> of PSSCIVE, Bhopal.

Section 2: PROFILE OF INSTITUTION

- 1. Please fill all items carefully and accurately in separate sheets using the format given below.
2. Do not leave any blank space. If any point is inapplicable, please write "NA". Write "NIL" to denote "no information available".
3. Please attach Annexures, wherever necessary to substantiate.
4. Please enclose photographs of the Institution, showing its facilities etc. with the entry form.

NAME OF THE STATE/UT .....

- 1. Name of the Principal/Head of the Institution: .....
2. Name and Address of Institution: .....
3. Contact Numbers: Ph. No..... Mobile No. ....; Fax No.....; E-mail address.....
4. Residential Address of the Head of the Institution: ..... Residential Phone No.: .....
5. Nearest Railway Station: .....
6. School Location (Rural/Urban): .....
7. School Management (State Government/Local Body/Private Aided/Private Unaided): .....
8. School Type (Boys/ Girls/Co-education): .....
9. Vocational Courses running in the Institution:

Table with 4 columns: Title of Vocational Course, No. of Sections, Total No. of Students, Year of Introduction

- 10. Total Experience in running vocational courses: .....(years)
11. Did the Institution receive the NCERT Award for Best Vocational Institution earlier (Yes/No). If yes, please mention the year: .....

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### Section 3: ACCOMPLISHMENTS

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#### 1. Course-wise facilities developed by the Institution

- (i) No. and Dimensions of Classrooms
- (ii) No. of Laboratory
- (iii) No. and Dimension of Workshop/Workshed
- (iv) List of Equipment
- (v) No. of Full-time teachers
- (vi) No. of Guest faculty hired in a year
- (vii) Any other information regarding physical facilities

#### 2. Course-wise annual recurring expenditure on running the vocational course (s) (attach relevant documents to substantiate)

Year*	Title of Course	Total Recurring Expenditure (Rs)
2003-04		
2004-05		
2005-06		
2006-07		
2007-08		

(\*Institutions in North-East should provide data only for 3 years i.e. from 2005-06 to 2007-08)

#### 3. Expenditure per student on raw materials for the vocational courses (attach relevant documents to substantiate your claim).

Year*	Title of Course	Expenditure on Raw Materials per Student (Rs)
2003-04		
2004-05		
2005-06		
2006-07		
2007-08		

(\*Institutions in North-East should provide data only for 3 years i.e. from 2005-06 to 2007-2008)

4. Give details of the availability of the following materials for the vocational course being offered. (Enclose a copy of the cover page of the print materials and CD Rom of non-print materials).

Particulars	Yes	No	Remarks
(i) Curriculum			
(ii) Textbooks			
(iii) Practical manuals			
(iv) Guide books			
(v) Reference books			
(vi) Instructional video-films			
(vii) Instructional CD-Rom			

5. Class-wise enrolment in vocational courses for the following 5 years

Year*	Boys		Enrolment Girls		Total	
	XI	XII	XI	XII	XI	XII
	2003-04					
2004-05						
2005-06						
2006-07						
2007-08						

(\*Institutions in North-East should provide data only for 3 years i.e. from 2005-06 to 2007-2008)

6. Results of vocational students of Class XI & XII in various vocational courses for the following years:

Year*	No. of Students Appeared	No. of Students Passed with		
		>75 % marks	>60% marks	>50% marks
		2003-04		
2004-05				
2005-06				
2006-07				
2007-08				

(\*Institutions in North-East should provide data only for 3 years i.e. from 2005-06 to 2007-2008)

**7. Additional Qualifications acquired by Vocational Teachers/Vocational Instructors**

Name of Teacher		Qualification	Awarding body
Full-time	Part-time		

**8. Involvement of Institution in the following:** (provide details and attach relevant documents/publications to substantiate the information given).

- (i) Popularisation of vocational courses
- (ii) Increasing enrolment in vocational courses
- (iii) Improving results
- (iv) Development of teaching-learning materials (both print and non-print) (mention title, year of publication and name of publisher)
- (v) Development of linkages with industry for practical and on-the-job training (mention the name of the Industry/Organization and the number of vocational students who undertook on-the-job training during the 2004-05 to 2006-2007).
- (vi) Involvement of community (mention the name, designation and organization of the persons involved, purpose of involvement and outcome)
- (vii) Establishment and running of Production-cum-Training Centre (mention specifically the year of establishment, activities undertaken, No. of students benefitted from PTC, monthly income generated from PTC for each course and progress made by the PTC).
- (viii) Guidance and Counselling
- (ix) Apprenticeship Training
- (x) Student Placement

**9. Innovative practices adopted by the Institution in teaching and training students** (Describe the methodology. Why do you think it is innovative?).

.....



10. Scholarship/Stipend to Vocational Students

- (i) Number of vocational students to whom scholarship/stipend is given each year:
- (ii) Amount of scholarship:
- (iii) Funded by whom:

11. Whether School Vocational Education Committee/ Advisory Committee for Vocational Education constituted (Yes/No). If yes, provide the following details and attach relevant documents to substantiate)

- (i) List of the members of the Committee
- (ii) No. of meetings held per year
- (iii) Major contributions of the Committee

12. Employment Record of Vocational Passouts (attach relevant document to substantiate)

(i) Wage-Employment

Year	Title of Course	Name of Vocational Passout	Name & Address of Establishment/ Employer	Emoluments/ month
2005-06				
2006-07				
2007-08				

(ii) Self-Employment

Year	Title of Course	Name of Vocational Passout	Name & Address of Enterprise	Year of Estab.	Earning/ annum
2005-06					
2006-07					
2007-08					

13. Any other achievement, please specify.....



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**Declaration**

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I hereby declare that the information provided above is true to the best of my knowledge and belief. I confirm having received, read and understood the rules and regulations of the award and would abide by them.

**Signature**  
**(Name of Principal/Head of the Institution)**  
**(Office Stamp)**

Date:  
Place:

---

**Certificate**

---

I certify that the information provided above is true to the best of my knowledge and belief.

**Signature**  
**Name of the Director, Director-**  
**torate of Instructions or Commissioner,**  
**Directorate of Public Instruction**  
**(Official Stamp)**

Date:  
Place:

**Please submit the following documents:**

1. **One duly completed and signed entry form** in the prescribed format.
2. **One copy of certificates/documents, etc. to substantiate the information given.**
3. If possible, **one CD containing all the materials** including text in word documents, videos, photographs, etc. may be provided (optional).

# **Best School-Industry Linkage Award** **ENTRY FORM**

## **Section 1: GENERAL GUIDELINES**

### **1.1 Eligibility**

The School and the Industry, which have developed linkages in vocational education at 10+2 level for facilitating and supporting vocational students are eligible for the award. They should have maintained sustained linkages for at least 3 successive years (2 years for North-East States) and should also fulfill the desired criteria for the award. Vocational Institutions and Industries which have received NCERT Award for the Best School-Industry Linkage Award in the preceding 5 years (2003-2007) are not eligible for the Award. This award consists of a memento and a certificate.

### **1.2 Selection Procedure and Deadlines**

**Step 1:** The Principal/Head of the Institution should fill the entry form and submit it with relevant documents to the District Vocational Education Officer/ District Education Officer (as the case may be).

**Step 2:** The District Vocational Education Officer/District Education Officer will forward the application to Director, Directorate of Education/Commissioner, Directorate of Public Instructions.

**Step 3:** Applications will be assessed by a **Screening Committee** appointed by the Director, Directorate of Education or Commissioner, Directorate of Public Instruction against the criteria for the award. A maximum of 5 nominations as per the merit list, along with the documents complete in all respects, the minutes of the Screening Committee meeting and the score sheet should be sent to the Joint Director, PSSCIVE, Bhopal.

**Deadline for receipt of filled in entry form at PSSCIVE, Bhopal: 21 July, 2009.**



**Step 4:** An **Award Committee** constituted by the Joint Director, PSSCIVE, Bhopal will **select the award winner** for each State/UT.

**Step 5:** The Programme Coordinator, PSSCIVE, Bhopal will inform the awardees of each State/UT by post/e-mail/fax. **The list of award winners will also be displayed on the website <http://psscive.nic.in> of PSSCIVE, Bhopal.**

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## Section 2: PROFILE OF VOCATIONAL INSTITUTION

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1. Please fill all items carefully and accurately in separate sheets using the format given below.
2. Do not leave any blank space. If any point is inapplicable, please write "NA". Write "NIL" to denote "no information available".
3. Please attach Annexures, wherever necessary to substantiate.
4. Please enclose photographs of the Institution, showing its facilities etc. with the entry form.
5. **Please provide details of the vocational course (s) for which linkage has been established with the Industry and the specific role of the Industry in facilitating and promoting the vocational education programme and providing education and training to vocational students.**

### NAME OF THE STATE/UT .....

1. Name of the Principal/Head of the Institution: .....
2. Name and Address of Institution: .....
3. Contact Numbers: Ph. No..... Mobile No. ....; Fax No.....; E-mail address.....
4. Residential Address of the Head of the Institution:..... Residential Phone No.: .....
5. Nearest Railway Station:.....
6. School Location (Rural/Urban): .....
7. School Management (State Government/Local Body/Private Aided/Private Unaided):.....
8. School Type (Boys/ Girls/Co-education):.....



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9. Vocational courses running in the Institution:

Title of Course	No. of Sections	Total No. of Students	Year of Introduction
-----------------	-----------------	-----------------------	----------------------

10. Total experience in running vocational courses:.....(years)

11. Give the following details of the vocational course (s)

Title of Course	Name of Industry	Year of Establishment of Linkage	Remarks
-----------------	------------------	----------------------------------	---------

12. Give details of Infrastructural facilities

- (i) No. and dimension of classrooms:
- (ii) No. and dimension of workshop/workshed:
- (iii) Physical facilities available in classroom and laboratory (attach list of tools and equipment and attach and relevant photographs to substantiate)

13. Did the Institution receive the NCERT Award for Best Vocational Institution earlier (Yes/No). If yes, mention the year:.....

## Section 3: PROFILE OF INDUSTRY

1. Name & Designation of Head of the Industry:.....
2. Name and Address of industry:.....
3. Contact Numbers: Ph. No.....  
Mobile No. ....  
Fax No.....  
E-mail address.....
4. Residential Address of the Head of the Industry:.....  
Residential Phone No.: .....
5. Year of Establishment:.....
6. Products and Services provided by the Industry (please provide a brief outline of not more than 50 words)  
.....
7. Total No. of Staff:.....
8. Nearest Railway Station: .....
9. Any other information:.....

**Section 4: ACCOMPLISHMENTS**

1. **Annual recurring expenditure** (attach relevant documents to substantiate the information given)

Year	Title of Course	Total Recurring Expenditure (Rs)
2005-06		
2006-07		
2007-08		

2. **Year-wise expenditure per student on raw materials** (attach relevant documents to substantiate the information given).

Year*	Title of Course	Expenditure per student (Rs)

(\*Institutions in North-East should provide data only for 2 years i.e. from 2006-07 to 2007-08)

3. **Availability of the support materials** (enclose a copy of the cover page of the print materials and CD Rom of non-print materials).

Particulars	Yes	No	Remarks
(i) Curriculum			
(ii) Textbooks			
(iii) Practical manuals			
(iv) Guide books			
(v) Reference books			
(vi) Instructional video-films			
(vii) Instructional CD-Rom			

**4. Class-wise enrolment** (attach relevant documents).

Year*	Boys		Enrolment Girls		Total	
	XI	XII	XI	XII	XI	XII
2005-06						
2006-07						
2007-08						

(\*Institutions in North-East should provide data only for 2 years i.e. from 2006-07 to 2007-08)

**5. Results of vocational students who passed in the Board Exam of the vocational course for which SIL has been developed** (attach relevant documents to substantiate your claim).

Year	No. of Students Appeared	No. of Students Passed with		
		>75 % marks	>60% marks	>50% marks
2005-06				
2006-07				
2007-08				

(\*Institutions of North-East should provide data only for 2 years i.e. from 2006-07 to 2007-08)

**6. Additional Qualifications acquired by Vocational Teachers/Vocational Instructors and the role of School/Industry therein** (attach relevant documents to substantiate).

Name of Teacher		Qualification	Awarding body	Role of School/ Industry
Full-time	Part-time			

**7. Involvement of Institution and Industry in the following:** (provide details and attach relevant documents/publications to substantiate).

- (i) Popularisation of vocational courses
- (ii) Increasing enrolment in vocational courses
- (iii) Improving results
- (iv) Development of teaching-learning materials (both print and non-print) (mention title, year of publication and name of publisher)
- (v) Sharing of facilities (space, equipment/machinery, raw materials, etc.) for education and training of students
- (vi) Guidance and Counselling
- (vii) Apprenticeship Training
- (viii) Student Placement

**8. Innovative practices adopted by the Institutions and Industry in teaching and training students** (Describe the methodology. Why do you think it is innovative?).

.....

**9. Scholarship/Stipend to Vocational Students**

- (i) Number of vocational students to whom scholarship/stipend is given each year:
- (ii) Amount of scholarship:
- (iii) Funded by whom:

**10. Whether School Vocational Education Committee/ Advisory Committee for Vocational Education constituted (Yes/No).** If yes, provide the following details and attach relevant documents to substantiate)

- (iv) List of the members of the Committee
- (v) No. of meetings held per year
- (vi) Major contributions of the Committee



11. Employment Record of Vocational Passouts (attach relevant document to substantiate)

Year	Title of Course	Name of Vocational Passout	Name & Address of Establishment/ Employer	Emoluments/ month
2005-06				
2006-07				
2007-08				

(\*Institutions in North-East should provide data only for 2years i.e. from 2006-07 to 2007-08)

12. Any other achievement with regard to the School-Industry Linkage not included above.....

**Declaration**

I hereby declare that the information provided above is true to the best of my knowledge and belief. I confirm having received, read and understood the rules and regulations of the award and would abide by them.

**Signature**  
**(Name of Principal/Head of the Institution)**  
**(Office Stamp)**

Date:  
Place:

**Declaration**

I hereby declare that the information provided above is true to the best of my knowledge and belief. I confirm having received, read and understood the rules and regulations of the award and would abide by them.

**Signature**  
**(Name of Head of the Industry)**  
**(Office Stamp)**

Date:  
Place:



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**Certificate**

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I certify that the information provided above is true to the best of my knowledge and belief.

**Signature**  
**Name of the Director,**  
**Directorate of Education/Vocational Education or**  
**Name of the Commissioner,**  
**Directorate of Public Instruction**  
**(Official Stamp)**

Date:

Place:

**Please submit the following documents:**

1. **One duly completed and signed entry form** in the prescribed format.
2. **One copy of certificates/documents, etc. to substantiate the information given.**
3. If possible, **one CD containing all the materials** including text in word documents, videos, photographs, etc. may be provided (optional).

## SUGGESTIVE CRITERIA FOR SELECTION OF BEST VOCATIONAL TEACHER

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### Section 1: GENERAL GUIDELINES

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**A score sheet and a merit list** should be prepared evaluating and scoring each point under the Section 3 given below, keeping in view both the quantitative and qualitative aspects of the parameters given in the entry form into consideration.

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### Section 2: EVALUATION OF ELIGIBILITY

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Not eligible if (i) teaching experience is less than 5 years (3 years in case of North-East States), (ii) already a recipient of NCERT Award for the Best Vocational Teacher during preceding 5 years (2003-2007), (iii) a part-time vocational teacher/vocational instructor, not working on full-time basis for successive years.

**Result: Eligible/Not Eligible**

**(strike out whichever is not applicable)**

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### Section 3: EVALUATION OF ACCOMPLISHMENTS

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1. Please refer to the related points in the filled in Entry Form of the Best Vocational Teacher Award for the information provided by the applicant.
2. Both quantitative and qualitative assessment should be done

#### Criteria for Selection

1. **Additional educational qualification over and above the minimum qualification for the post.**

S.No.	Level	Points
1.	Ph.D.	3
2.	Post Graduation	2
3.	Diploma	1

**2. Teaching experience acquired over and above minimum requirement for the post.**

- 1 point for every year, up to a maximum of 10.

**3. Additional work experience in an Industry.**

- 1 point/year, up to a maximum of 5 points only.

**4. Participation in programmes in the last 5 years (3 years for North-East States).**

S.No.	Level	Points
1.	International	5
2.	National	4
3.	Regional	3
4.	State	2
5.	District/Institutional	1

Note: Give 1 additional point for each training, if participated as resource person. Consider a maximum of 3 programmes only.

**5. Member of Professional Society .**

S.No.	Level	Points
1.	International	5
2.	National	4
3.	Regional	3
4.	State	2
5.	District	1

Note: Give 1 additional point, if an office bearer of a professional society.

**6. Enhancement in enrolment for the last 5 years (3 years for North-East States).**

- Point may be given or deducted if there is increase or decrease in the enrolment, respectively. Example, for 10 % increase or decrease in enrolment, give or deduct 1 point, respectively and so on. Consider a maximum of 5 points.

- Efforts to increase enrolment should also be assessed both on qualitative and quantitative basis and scored for a maximum of 5 points.

**7. Improvement in result of vocational students of Class XI or Class XII.**

- 100 % result, 1 point per year
- 80 % result, 0.5 point per year
- 60 % result, 0.25 point per year

**8. Development of teaching-learning material in the subject area.**

- For each teaching-learning material 1 point, up to a maximum of 5 points.

**9. Adoption of innovative teaching method in the subject area.**

- If adopted innovative teaching method, then up to 5 points can be given depending on the innovation practices adopted.

**10. Worked as Vocational Coordinator.**

Level	Points
State	3
District	2
Institutional	1

- If the role played as vocational coordinator is (i) excellent then 3 points, (ii) good then 2 points, (iii) fair then 1 point.

**11. Guidance and counselling activities conducted.**

Level	Points
State	3
District	2
Institutional	1

- If the outcome achieved is (i) excellent then 3 points, (ii) good then 2 points, (iii) fair then 1 point.
- 12. Efforts in developing linkages with the Industry/Establishments.**
- Made an effort in developing linkages with the Industry, 1 point for each year.
- 13. Efforts in establishing Production-cum-Training Centre (PTC) in the Institution.**
- Made an effort to establish PTC, 1 point
- 14. Efforts made towards involving the local community members.**
- Made an effort towards community mobilization, 1 point.
- 15. Research on Vocational Education.**
- (i) Conducted research on vocational education and submitted report, 2 point.  
  
(ii) Published research paper in (a) an International Journal, 3 points and (b) National Journal, 2 points.
- 16. Involvement in Question Paper Setting and Examination.**
- Involved as (a) Chief Paper Setter/Chief Moderator/Head Examiner, 2 points, (ii) Paper Setter/Examiner, 1 point.
- 17. Any other involvement in the implementation and promotion of vocational course(s) (Please ensure that substantial evidence has been given for the claim made by the applicant).**
- If conducted any activity other than those covered above, then 1 point for each activity.