

# **CRITERIA & GUIDELINES for**

## **NCERT Awards for Best Practices in Vocational Education**

**2011 - 2012**

**Last Date for Receiving the Nominations  
14 Dec. 2012**



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## INTRODUCTION

The purpose of this document “Guidelines and Criteria for NCERT (PSSCIVE) Award For Excellence in Vocational Education” is to facilitate the States/UTs in making nominations for the awardees in four categories as mentioned below. The guidelines will also enable the whole process of selection systematic, transparent and trustworthy.

The details of the eligibility and application procedure for each category of the award are given separately with the document. Only complete entries in the prescribed application form, following the prescribed procedure, will be considered for the award.

## ABOUT PSSCIVE

PSS 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.

## ABOUT THE AWARDS

The institutions, teachers, industries and students who perform well in vocational education and set examples to be followed by others need to be appreciated and recognized. This will boost the morale of dedicated persons and motivate others as partners in the effective implementation of VET.

With this objective in view NCERT gives the awards every year to recognize the services of the persons and organisations who have set exemplary standards in specific areas of their functioning. The details of the awards are as follows:

- (1) **Best Vocational Teacher Award** One for each State/ UT. The award carries a cash prize of Rs. 5,000/-, a memento and a certificate.
- (2) **Best Vocational Institution Award** - One for each State/ UT. The award carries a memento and a certificate.
- (3) **Best School-Industry Linkage Award**- One for each State/ UT. It is given to the school and to the industry for effective collaboration in providing training to vocational students. The award carries a memento and a certificate.
- (4) **Best Student Achiever Award** - It is given to the six best vocational students from each of the six areas (please see the areas wise details inside of the guideline ) from each State/ UT. The award carries a cash prize of Rs. 2,000/-, a memento and a certificate. (*Note: The award for the second best achiever has been withdrawn from 2008-2009*).

## CRITERIA FOR NOMINATION OF AWARDEES

In order to assist states in identifying and nominating the best in the above categories, PSSCIVE developed a proforma containing criteria for selecting the awardees. The proforma should be used and the person/ institution with the maximum score may be recommended for the award. This will make the whole process of selection, transparent, systematic and objective. The procedures of selection, is given below.

## **(1) Best Vocational Teacher Award:**

### **1.1 Eligibility**

- a) Full-time/ Part-time Vocational Teacher/ Instructor with at least 4 years (2 years for North-East States) of teaching experience at the 10+2 level in successive academic sessions are eligible for the award.
- b) Vocational Teachers/Instructors who have received the, NCERT Award for Best Vocational Teacher in the preceding 03 years (2008-09 to 2010-11) are not eligible for the award.

### **1.2 Selection Procedure (for Directorates of Education)**

1. Make copies of the criteria(given below and send it to the potential teachers (Either through the district office or the regional office).
2. The Principal, in consultation with the teacher, may fill up the rating and give the total score of the teacher. The Principal should send the nominations in the prescribed format to the Directorate of Education/ Vocational Education/DPI through district/ regional office along with a detailed note on the contribution of the teacher under each criteria given above as justification for recommending a teacher for his/ her nomination for the award.
3. The Director may appoint a committee at the Directorate level to screen the nominations received from the Principals from different parts of the State. The committee headed by the Director may screen the nominations and select the best teacher at the state level.
4. After the selection, the Director will, in the prescribed format, send the nomination to PSSCIVE on or before the last date. It will be appreciated if a detailed note on the specific contributions of the nominated vocational teacher is sent. The Director may take extra care to ensure that the right person is selected to receive the prestigious award and the nominations are sent to PSSCIVE well in time.

### **1.3 Criteria**

#### **Score**

(Please put a tick mark)

	<i>Not at all (0)</i>	<i>Fair (1)</i>	<i>Good (2)</i>	<i>Very Good (3)</i>	<i>Outstanding (4)</i>
1. Innovative practices* in teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contribution towards development of Instructional materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Contribution in research on vocational education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiatives taken in establishing School-Industry-Linkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assisted in placement of students in practical training/ OJT in industries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Contribution in arranging Apprenticeship Training for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Promotion of enrolment of students in vocational courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Produced rank holders (meritorious vocational students)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Helped the students in getting employment (Wage/Self)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Providing career and vocational guidance to the students	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Contribution in running Production- cum Training-cum Service Center in the school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Contribution in popularizing VEP (organizing career meet, exhibitions, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Score obtained in each category	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Score</b>	<input type="text"/>				

\* means change brought in by the teacher in teaching-learning process which is relevant to the needs of the learner.

## **(2) Best Vocational Institution Award**

### **2.1 Eligibility Criteria**

- a) Institutions, with at least 4 years (2 years for North-East States) of experience in offering vocational courses at the 10+2 level and fulfill the desired criteria, are eligible for the award.
- b) Vocational Institutions which have received the Best Vocational Institution NCERT Awards in the preceding 3 years (2008-09 to 2010-11) are not eligible for the award.

### **2.2 Selection Procedure**

1. Make copies of the-criteria (given on the next page) and send it to the promising vocational institutions (Either through the district office or the regional office).
2. The Principal will fill up the rating and give the total score of the institution. The Principal should recommend for the nomination of his/her institution in the prescribed format to the Director of Education along with a detailed note on the activities of the institution under each criteria given above as justification for recommending the institution for receiving the award.
3. The Director will appoint a committee at the Directorate level to screen the nomination thus received. The committee headed by the Director will screen the nominations and select the best institution.
4. After the selection, the Director will send the final nomination, along with his/ her recommendations, to PSSCIVE on or before the last date. It will also be appreciated if a detailed note on the specific contributions of the nominated vocational institution is sent. The Director may take extra care to ensure that the right institution is selected to receive the prestigious award and the nominations are sent to PSSCIVE well in time.

## 2.3 Criteria

## Score

(Please put a tick mark)

	<i>Not at all</i> <i>(0)</i>	<i>Fair</i> <i>(1)</i>	<i>Good</i> <i>(2)</i>	<i>Very Good</i> <i>(3)</i>	<i>Outstanding</i> <i>(4)</i>
1. Availability of required infrastructure Facilities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Workshed/Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Library (Vocational books etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Furniture & Fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Tools & Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Raw materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adequate number of qualified full time teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Engaged professionals as part-time teachers to provide practical training to the students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Arranged placement of large number of students for practical training/ OJT in collaborating institution/industry (give the number and the names of the industries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assisted in the placement of a large number of students under the Apprenticeship Training (give number year wise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Running production-cum-training centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Arranged employment (wage/self) for a large number of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Good follow-up system of pass out students progress (keeping record, Admin. Association etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Enrolment of student in Vocational Courses. (Qualitatively and Quantitatively)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Reputation of the institution in the locality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Score obtained in each criteria	<input type="text"/>				

## Total Score

### **(3) Best School Industry Linkage Award (Institution/ Industry)**

#### **3.1 Eligibility**

The School and the Industry, which have developed linkages in vocational education at the 10+2 level for facilitating and supporting vocational students are eligible for the award. They should have maintained sustained linkages for at least 4 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 the NCERT Award for the Best School-Industry Linkage Award in the preceding 3 years (2008-09 to 2010-11) are not eligible for the Award.

#### **3.2 Criteria**

1. The Institute has signed an MOU with an industry for practical training.
2. The students of the institute go to the industry at least once in a week to acquire hands on experience.
3. The Industry pays, in kind or cash, some stipend/incentives to the students who undergo practical training in the industry.
4. The Industry employs few or all students from among the trainees.
5. The Institute has placed a majority of the students under apprenticeship scheme.

#### **3.3 Selection Procedure**

1. Make copies of the above criteria and send it to the institutions (Either through the district office or the regional office) which have established good linkage with nearby industries for providing practical training to the vocational students.
2. The Principal should send the nominations, along with details, to the Director of Education recommending his/her institution and 'the collaborating industries for consideration of the Director.
3. The Director will appoint a committee at the Directorate level to screen the nominations thus received. The committee headed by the Director will screen the nominations of the institutions as well as the industry and select the best institution and the industry to receive the award.
4. After the selection, the Director will send the final nomination of the institution and the industry along with his/her own recommendations to PSSCIVE on or before the last date. The Director should also send a detailed note on the specific contribution of the institution and the industry in providing practical training to vocational students. The Director will take extra care to ensure that the right institution and the industry are selected to receive the prestigious award and the nominations are sent to PSSCIVE well in time.

### **(4) Best Student Achiever Award**

#### **4.1 Eligibility**

The candidate must have secured the highest percentage of marks in the final examination of XIIth class in the academic year 2011-12 in the vocational stream. Nominations must be sent separately, in each of the six areas, as mentioned below:

## Area of Vocational Education

1. Engineering and Technology (for example: Automobile, Electronics, Leather goods, Chemical and Pharmaceuticals, Gems and Jewellery, Building construction, IT, ITES, BPO etc.)
2. Agriculture (for example: Horticulture, Floriculture, Crop Production, Seed Technology, Food Processing, etc.)
3. Business and Commerce (for example: Retail, Banking, Insurance, Transport, Warehouse and packaging).
4. Home Science (for example: Textile and Garments, Handloom and handicrafts, Tourism, Hospitality and travel, etc.)
5. Health and Paramedical (for example: Health Care, Nursing, etc.)
6. Humanities Science and Education (for example: Media, Entertainment, Education skills development other unorganized sectors.)

### 4.2 Criteria

The vocational student who achieved the highest marks at +2 Board Examination in academic year 2010-11 in any vocational course.

### 4.3 Selection Procedure

The name and address of the student (area wise) who achieved the highest marks among vocational students in the state will be obtained from the Board concerned and forwarded to PSSCIVE.

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**PROFORMA FOR NOMINATIONS (TO BE SENT TO PSSCIVE BY THE STATE DIRECTORATE)  
NAME AND ADDRESS OF THE NOMINEES  
FOR NCERT AWARDS FOR BEST PRACTICES IN VOCATIONAL EDUCATION**

#### 1. BEST VOCATIONAL TEACHER AWARD (2011-2012)

Name of the Teacher : .....  
Designation: .....  
Name of the School: .....  
Complete Postal Address : .....  
..... Pincode: .....  
Ph. No. with STD Code: ..... Mobile No: .....  
Fax: ..... Email : .....  
Nearest Railway Station: .....

**Date**

**Signature of the Principal**

**Signature of the Director**

**Note:** Kindly substantiate the rating given to the teacher in the form of a detailed write-up on each criteria, based on which he/ she is selected for receiving the award (enclose additional sheets).

**2. BEST VOCATIONAL INSTITUTION AWARD (2011-2012)**

Name of the School : .....  
Designation: .....  
Name of the Principal : .....  
Complete Postal Address : .....  
..... Pin code: .....  
Ph. No. with STD Code: ..... Mobile No: .....  
Fax: ..... Email : .....  
Nearest Railway Station: .....

**Date**

**Signature of the Principal**

**Signature of the Director**

**Note:** Kindly substantiate the rating given to the institution in the form of a detailed write-up on each criteria, based on which the Institution is selected for receiving the award (enclose additional sheets).

**3. BEST SCHOOL-INDUSTRY LINKAGE AWARD (2011-2012)**

**A. School**

Name of the School : .....  
Name of the Principal: .....  
Complete Postal Address : .....  
..... Pincode: .....  
Ph. No. with STD Code: ..... Mobile No: .....  
Fax: ..... Email : .....  
Nearest Railway Station: .....

**Date**

**Signature of the Principal**

**Signature of the Director**

**Note:** A brief note on the achievement of the institution regarding the establishment of linkages with the industries and the nature of collaboration may please be enclosed separately.

**B. Industry**

Name of the Industry : .....  
Name of the Chief Executive: .....  
Complete Postal Address : .....  
..... Pincode: .....  
Ph. No. with STD Code: ..... Mobile No: .....  
Fax: ..... Email : .....  
Nearest Railway Station: .....

**Date**

**Signature of the Principal**

**Signature of the Director**

**Note:** Please give a brief write-up indicating the specific contributions of the industry towards training (enclose additional sheets).



#### 4. BEST STUDENT ACHIEVER AWARD (2011-2012)

**Note:** For area wise nominations use separate sheet for each student

Name of the Student : .....

Name of the Course: .....

Name of the School at which Studied:

.....

Complete Postal Address : .....

..... Pin code: .....

Ph. No. with STD Code: ..... Mobile No: .....

Fax: ..... Email : .....

Nearest Railway Station: .....

**Date**

**Signature of the Principal**

**Signature of the Director**

**Note:** Please clearly specify the achievement of the student in the Board Examination (enclose a copy of the mark sheet. Also put the seal of the signatories).

#### AWARDS FUNCTIONS

The award function will be held at Bhopal. Hence, after receiving the nominations from the Directorates, PSSCIVE will send personal invitation to the awardees alongwith the following details:

1. Details of the venue: Address, contact person and phone number, distance from the Railway Station, duration of stay at Bhopal etc.
2. Board & Lodging arrangements made by the Institute for the awardees - address, contact person and phone number, distance from the Railway Station, Bedding requirements etc.
3. Entitlement of Travelling Allowance to the awardees etc.

#### TO WHOM TO SEND THE NOMINATIONS BY THE DIRECTORATE

The nominations, in the prescribed proforma, alongwith a detailed note on the contribution of the awardees in the improvement of vocational education as justification for selection of a particular awardee, may please be sent by Registered post/ speed post/ courier to the following address:

**Dr. Vipin Kumar Jain**  
**Programme Coordinator**  
**PSS Central Institute of Vocational Education**  
**Shyamla Hills, Bhopal - 462 013(M.P.), India**  
**Phone-0755-2660651,2660691,**  
**Fax-0755-2660580/481**  
**E-mail-drvkjain2012@gmail.com**

**Last Date:**

**The last date for receiving the nominations from the State/UTs is \_\_14.12.2012\_\_**