

Name of the Applicant: _____

ATOMIC ENERGY EDUCATION SOCIETY
Anushaktinagar, Mumbai-94

FORM-D

(PROFORMA FOR RECOMMENDING A LAB ASSISTANT/ATTENDANT FOR AEES AWARD)

(Please submit two extra passport size photographs attested by the Principal and name of the applicant written on the reverse in separate envelope)

Part A and B to be filled in by the individual and Part C is to be filled by the Principal

PART – A

PARTICULARS OF THE LAB-ASSISTANT/ MTS working as LAB ATTENDENT

- | | | | |
|---|---|---|--|
| 1. Name (in block letters) & Emp. Id. | : | <hr/> | <div style="border: 1px solid black; padding: 5px;"> Passport
 photograph
 to be pasted </div> |
| 2. Designation & School Address
with PIN code | : | <hr/> <hr/> <hr/> | |
| 3. Cluster | : | <hr/> | |
| 4. Date of Birth & Age (as on 5-9-2013)
day(s) (dd/mm/yyyy format) | : | ___/___/19___ Age: ___ years___month(s)___ | |
| 5. Sex & Category (Gen/SC/ST) | : | <hr/> | |
| 6. Whether belongs to special category (PH) | : | <hr/> | |
| 7. Academic qualification: | : | <hr/> | |

Passport size
photograph
to be pasted

[illegible]

Name of the Applicant: _____

8. SERVICE RECORD (REGULAR SERVICE IN AEEs ONLY)

Name & Address of the School	Designation	Service Duration			Subjects handled in lab.	Any other responsibilities discharged
		From dd-mm-yy	To dd-mm-yy	Total (yy,mm)		

Experience in	Laboratory experience	Others	Total Experience
No. of years & months	_____ Yrs. _____ Months	_____ Yrs. _____ Months	_____ Yrs. _____ Months

PART – B

9. Record of In-service training programmes, workshops etc. attended as Participant or help to organize the same.

S. No.	Year	Name of the Course	Duration (Days)	Organized by	In the Capacity of participant / helping to organizing etc.	Remarks

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10. Mention your specific attention to the welfare of the students and contribution towards society.

S. No.	Particulars	Brief description of the work. (attach extra sheet, if required)	Remark
1.	Contribution towards community in the form of various social service activities		
2..	Contribution to School/JC administration (apart from the routine work)		
3.	Contribution to the co-curricular/examination/any other activities by the lab. assistants		
4.	Activities in NCC/NSS or other social/NGO organizations for social cause		
5.	Method adopted for the arrangement of equipments/material for smooth conducting of practical classes		
6.	Co-operation of the lab. assistant with peers, subject teachers and school authorities		

11. Has any innovative Practice / experimentation undertaken for greater impact of (attach proof)

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Special attention rendered for gifted/weak children with special needs during practical sessions		
2.	Any kind of new equipments or instruments used for the demonstration of practical classes		
3.	Ensuring safety measures and safety checks (Use of fire extinguishers and awareness about safety rules)		
4.	Ensuring the laboratory is well stocked and resourced		
5.	Projects/Experiment undertaken for benefiting school/college students		
6.	Method of communicating the results of the experiments performed by the students to the subject teachers		

12. Mention your specific way of maintaining the lab.

S. No.	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Use of computers for maintenance of the records/registers/stocks etc.		
2.	Arranging/using the teaching aids such as smart board, LCD, OHP and Audio/Video system for lecture and other school purpose		
3.	Familiarization and use of equipments in the other laboratories		
4.	Development and innovation of Teaching aids		
5.	Having given any demonstration of the experiments in the absence of teacher		
6.	Monitoring students during the practical		

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	classes and method of maintaining the journals or record note books		
7.	Method adopted for the arrangement of equipments/material for smooth conducting of practical classes		
8.	Safety measures , cleaning, disinfecting, and maintaining cleanliness of labs and equipment in the Laboratory		
9.	Any other point		

13. Has any article related to the field of education been written and published in any newspaper / magazine / journal or has any text-book been written and published? if yes, give details.

S. No.	Name of the Article/Textbook/Lab Manual /Course Material	Name of the Newspaper/ Magazine/ Journal/ Publisher	Year of Publication	Remarks

14. Mention your contribution in the following activities of the School.

S. No	Particulars	Brief description of the work (attach extra sheet, if required)	Remark
1.	Social Service / Community Service		
3.	Club Activities / Exhibitions		
4.	CCA / Examination		
5.	Games & Sports / Adventure Activities		
6.	NCC / NSS / Scout & Guide/ Life Skills		
7.	Co-operation of the lab. assistant with peers, subject teachers and school authorities		
8.	Administrative / Office job		
9.	Any other		

15. Recognition / Award / Prize received at the National / State / AEES / District / Centre level by the Lab Assistant

Name of the Applicant: _____

Name of the Award	The Institution which Awarded	Year of award	Field of recognition	Award received by self/student	Remark

16. Any other significant achievement / contribution not mentioned above.

Date:

Signature of Applicant

Place:

Name of the Applicant: _____

PART – C
(GENERAL ATTRIBUTES)

Remarks about the Lab. assistant/attendant based on the Assessment by her / his superiors on five point scale viz. Outstanding / Very Good / Good /Satisfactory/Poor

S. No.	Particulars	Brief assessment by the Principal about the teacher (attach extra sheet, if required)	Graded as
1.	<u>Organizing Capabilities</u> <ul style="list-style-type: none"> ▪ Role of Lab assistants/attendants in organizing the lab materials and conducting classes ▪ Adhering to the schedule ▪ Planning of experiments and completing on time ▪ Method adopted for receipt and inspection of raw materials, ordering and stocking of materials and equipment. ▪ Records observations and measurements and reports results 		
2.	<u>Infrastructure Maintenance</u> <ul style="list-style-type: none"> ▪ Does he/she take interest in maintenance of the infrastructure such as furniture, fittings etc. ▪ Does the teacher show interest in beautification of the lab/campus and cleanliness? ▪ Laboratory materials/teaching aids are procured in time and maintained properly by the teacher ▪ Responsible for cleaning, disinfecting, and maintaining cleanliness of rooms and equipment 		
3.	<u>Working Relationship</u> <ul style="list-style-type: none"> ▪ Relationship with students and teachers ▪ Relationship with management and colleagues ▪ Managing conflicts and sharing of information ▪ Team building 		
4.	Regularity in attendance		
5.	Punctuality in duty and assignments		
6.	Managing discipline in the laboratory		
7.	Respect of lab. assistant among students		
8.	Inculcating moral values and national integration		
9.	Role of enhancing the image of the school in the community		
10.	Accomplishment of planned work and the quality of the output of the work		
11.	Establishes risk-based criteria to evaluate laboratory equipment performance		
12.	Performance of lab. assistants in the committees of the school		
13.	Leadership quality of the lab. assistant		
14.	Establishing laboratory emergency response protocols and their rationale.		

IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED IN PART-A TO PART-C HAVE BEEN CHECKED AND FOUND CORRECT.

SIGNATURE OF THE PRINCIPAL

Name of the Applicant: _____

PART-D

(Evaluation by School/Centre Level Committee)

Supporting documents for Part-D, wherever applicable, should be submitted by the individual and the marks will be awarded by the school/centre level committee

Contribution by Lab. Assistant/Attendant

(40 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Training Programme (During service period in AEES) Program attended/organized on self initiative even outside AEES may also be considered	Participation in training programmes or worked as resource person thrice	05	____ out of 05
		Participation in training programmes or worked as resource person twice.	03	
		Participation in training programmes or worked as resource person once	02	
		Not participated in any training programme	00	
2.	Innovative Assignment	Special attention rendered for gifted/weak children with special needs during practical sessions	04	Total: ____/20 ____ out of 10 Calculation: (Total/2)
		Any kind of new equipments or instruments used for the demonstration of practical classes	04	
		Ensuring safety measures and safety checks (Use of fire extinguishers and awareness about safety rules)	03	
		Ensuring the laboratory is well stocked and resourced	03	
		Projects/Experiment undertaken for benefiting school/college students	03	
		Method of communicating the results of the experiments performed by the students to the subject teachers	03	
3.	Personal Contribution	Contribution towards community in the form of various social service activities	04	Total: ____/20 ____ out of 10 Calculation: (Total/2)
		Contribution to School/JC administration (apart from the routine work)	03	
		Contribution to the co-curricular/examination/any other activities by the lab. assistants	03	
		Activities in NCC/NSS or other social/NGO organizations for social cause	03	
		Method adopted for the arrangement of equipments/material for smooth conducting of practical classes	03	
		Co-operation of the lab. assistant with peers, subject teachers and school authorities	04	
4.	Professional Advancement	Higher education acquired that attributes to the professional competence		____ out of 05

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		<table><tr><th>Category</th><th>Degree</th><th>Marks</th></tr><tr><td rowspan="3">Lab. Assistants/ Attendants</td><td>Degree in any of the science stream</td><td>03</td></tr><tr><td>Any other Degree/ Diploma or equivalent</td><td>02</td></tr><tr><td>Certificate courses</td><td>01</td></tr></table>	Category	Degree	Marks	Lab. Assistants/ Attendants	Degree in any of the science stream	03	Any other Degree/ Diploma or equivalent	02	Certificate courses	01			
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Lab. Assistants/ Attendants	Degree in any of the science stream	03													
	Any other Degree/ Diploma or equivalent	02													
	Certificate courses	01													
5.	Use of Technology/Aid	<table><tr><td>Use of computers for maintenance of the records/registers/stocks etc.</td><td>04</td></tr><tr><td>Arranging/using the teaching aids such as smart board, LCD, OHP and Audio/Video system for lecture and other school purpose</td><td>04</td></tr><tr><td>Familiarization and use of equipments in the other laboratories</td><td>03</td></tr><tr><td>Development and innovation of Teaching aids</td><td>03</td></tr><tr><td>Having given any demonstration of the experiments in the absence of teacher</td><td>03</td></tr><tr><td>Monitoring students during the practical classes and method of maintaining the journals or record note books</td><td>03</td></tr></table>	Use of computers for maintenance of the records/registers/stocks etc.	04	Arranging/using the teaching aids such as smart board, LCD, OHP and Audio/Video system for lecture and other school purpose	04	Familiarization and use of equipments in the other laboratories	03	Development and innovation of Teaching aids	03	Having given any demonstration of the experiments in the absence of teacher	03	Monitoring students during the practical classes and method of maintaining the journals or record note books	03	<p>Total: ____/20</p> <p>____ out of 10</p> <p>Calculation: (Total/2)</p>
Use of computers for maintenance of the records/registers/stocks etc.	04														
Arranging/using the teaching aids such as smart board, LCD, OHP and Audio/Video system for lecture and other school purpose	04														
Familiarization and use of equipments in the other laboratories	03														
Development and innovation of Teaching aids	03														
Having given any demonstration of the experiments in the absence of teacher	03														
Monitoring students during the practical classes and method of maintaining the journals or record note books	03														
TOTAL MARKS (out of 40)															

RECOMMENDATION OF THE CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, SCHOOL/CENTRE LEVEL COMMITTEE

Name of the Applicant: _____

PART-E

(Evaluation by the Cluster Committee)

Contribution by Lab. Assistant/Attendant

(30 Marks)

S. No.	Parameter	Particulars of Parameters	Marks to be allotted	Total Maximum marks to be awarded
1.	Previous recognition	National/ State level/ international NGO award	05	05
		Region/Centre level/District level	04	
		Local bodies / NGOs or any other award	03	
2.	Publication/ Submission of lab. materials/ Manuals (During the service period in AEES)	Any lab. manuals submitted to the heads on self initiative	05	Total: ____/20 ____ out of 5 Calculation: (Total/4)
		Any consolidation or compilation of lab materials/manual submitted to the lab. I/C. / Any type of books prepared/published	05	
		Course material prepared for practical classes of any science subjects	04	
		Recognition of Lab Assistant by media for outstanding work	03	
		Articles published through websites/standard magazines/school magazines	03	
3.	Organizing Capabilities	<ul style="list-style-type: none"> Role of Lab assistants/attendants in organizing the lab materials and conducting classes Adhering to the schedule Planning of experiments and completing on time Method adopted for receipt and inspection of raw materials, ordering and stocking of materials and equipment. Records observations and measurements and reports results 	05	05
4.	Infrastructure Maintenance	<ul style="list-style-type: none"> Does he/she take interest in maintenance of the infrastructure such as furniture, fittings, Lab Equipments, Materials etc. Does the teacher show interest in beautification of the lab/campus and cleanliness? Laboratory materials/teaching aids are procured in time and maintained properly by the teacher Responsible for cleaning, disinfecting, and maintaining cleanliness of rooms and equipment 	04	04
5.	Working Relationship	<ul style="list-style-type: none"> Relationship with students and teachers Relationship with management and colleagues Managing conflicts and sharing of information Team building 	03	03

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6.	Regularity in attendance	02	02
7.	Punctuality in duty and assignments	02	02
8.	Managing discipline in the laboratory	02	02
9.	Respect of lab. assistant among students	02	02
TOTAL MARKS			30

REMARKS / RECOMMENDATIONS OF THE CLUSTER LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CLUSTER LEVEL COMMITTEE

Name of the Applicant: _____

PART - F

(FORM TO BE FILLED IN BY THE CENTRAL COMMITTEE)
Evaluation at central level for Lab. Assistants (18+12=30 Marks)

S. No.	Particulars of the parameter	Max Marks	Marks awarded	Remark
1.	Inculcating moral values and national integration	03		
2.	Role of enhancing the image of the school in the community	02		
3.	Accomplishment of planned work and the quality of the output of the work	03		
4.	Establishes risk-based criteria to evaluate laboratory equipment performance	03		
5.	Performance of lab. assistants in the committees of the school	02		
6.	Leadership quality of the lab. assistant	02		
7.	Establishing laboratory emergency response protocols and their rationale.	03		
Total points secured (out of 18)				

Name of the Applicant: _____

PART – G
(To be filled in by Central Committee)

APAR/ACR Grading obtained by the candidate in last 3 years

Year	Grade obtained	Grade Point
Total Grade Points (Out of 12)		

APAR Grading	Outstanding	Very Good	Good	Satisfactory	Poor
Grade Point	4	3	2	1	0

TOTAL MARKS AWARDED BY CENTRAL COMMITTEE (OUT OF 30):

EVALUATION (Part F) (Out of 18)	APAR (Part G) (Out of 12)	CENTRAL LEVEL (Total=Part F + Part G) (Out of 30)

TOTAL MARKS OBTAINED BY THE CANDIDATE IN ALL LEVELS

SCHOOL LEVEL (Part D) (Out of 40)	CLUSTER LEVEL (Part E) (Out of 30)	CENTRAL LEVEL (Part F + Part G) (Out of 30)	TOTAL (Out of 100)

REMARKS / RECOMMENDATIONS OF THE CENTRAL LEVEL COMMITTEE

SIGNATURE
CHAIRMAN, CENTRAL LEVEL COMMITTEE