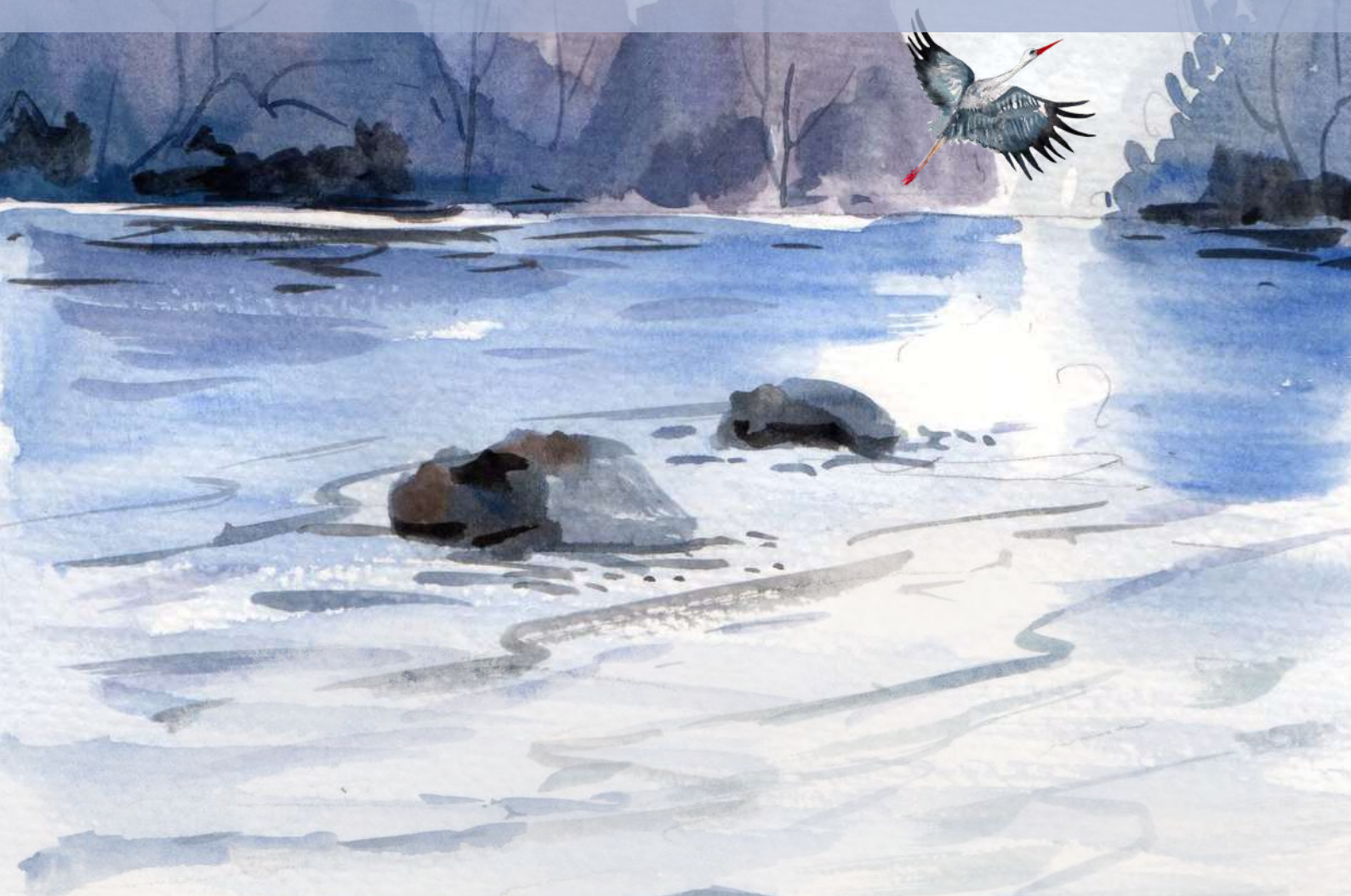




CONFEDERATION OF KERALA SAHODAYA COMPLEXES

A Forum for Academic co-operation and mutual assistance among CBSE Schools in Kerala
Registered under Travancore Cochin Literary, Scientific and Charitable Societies Registration Act
Registration No : 239/2006



KERALA CBSE SCHOOL MAGAZINE COMPETITION MANUAL AND EVALUATION FRAMEWORK 1.0

Confederation of Kerala Sahodaya Complexes

The Confederation of Kerala Sahodaya Complexes is a collective forum of CBSE schools that believes education is not a race to the top but a journey that schools undertake together. The word Sahodaya means rising together, and this philosophy defines the identity and purpose of the Confederation. It reflects the belief that educational progress is achieved through collaboration, where schools support one another, teachers learn together, and students grow through shared opportunities.

Across Kerala, each Sahodaya functions as a local cluster of CBSE schools. Within these clusters, schools exchange resources, promote professional development, and collaborate in academic, cultural, literary, sports, and co-curricular activities. The Confederation brings these Sahodayas under one umbrella, creating a strong network that enables collective leadership, continuous learning, and educational excellence.

One of the Confederation's most significant initiatives is the Keralam State Sahodaya Kalotsavam, which has evolved into one of the largest inter-school cultural festivals in the country. It provides thousands of students with opportunities to discover and showcase their talents while strengthening the spirit of unity among member schools.

Beyond cultural activities, the Confederation plays an important role in educational transformation by supporting the implementation of the vision of the Central Board of Secondary Education (CBSE) and the National Education Policy (NEP) 2020. Through conferences, training programmes, seminars, research initiatives, competitions, and collaborative forums, it promotes innovation in pedagogy, assessment, leadership, technology integration, and school governance.

The Confederation continues to uphold the ideals of cooperation, shared responsibility, and educational excellence, ensuring that CBSE schools across Kerala do not merely function individually but continue to Rise Together.

1. KERALA STATE CBSE SCHOOL MAGAZINE COMPETITION

1.1 Introduction

The Kerala State CBSE School Magazine Competition is an initiative of the Confederation of Kerala Sahodaya Complexes to recognise and celebrate excellence in school publications. The competition seeks to encourage schools to develop magazines that authentically reflect the intellectual, creative, cultural, literary, artistic, and social life of their students.

A school magazine serves as a living record of preserving memories, celebrating achievements, encouraging creativity, and providing students with a meaningful platform to express their ideas, talents, opinions, and aspirations.

Through this competition, the Confederation aims to encourage schools to promote student creativity, scientific temper, editorial excellence, originality, ethical publishing, inclusiveness, and meaningful student participation while nurturing a culture of reading, writing, critical thinking, communication, and responsible citizenship.

1.2 Vision

To nurture a vibrant culture of student expression by promoting school magazines that inspire creativity, uphold journalistic ethics, celebrate diversity, and reflect the values of quality education envisioned in the National Education Policy 2020.

1.3 Objectives

The competition aims to:

1. Promote meaningful student expression through writing, art, photography, design, and other creative forms.
2. Encourage originality, creativity, innovation, and responsible journalism in school publications.
3. Foster reading, writing, communication, editorial, and leadership skills among students.
4. Recognise excellence in school magazine publishing among CBSE schools in Kerala.
5. Encourage collaborative learning through the active involvement of students, teachers, editors, and school leaders.
6. Showcase best practices, innovations, achievements, and community engagement initiatives of schools.
7. Promote ethical publishing practices, respect for intellectual property, originality, and academic integrity.
8. Inspire schools to view their magazines as enduring educational resources rather than merely annual publications.

1.4 Importance of School Magazines in Holistic Education

A school magazine is an important educational resource that extends learning beyond the classroom. It provides authentic opportunities for students to communicate, create, collaborate, reflect, and lead. Students contribute articles, poems, stories, essays, interviews, artwork, research papers, photographs, reports, and creative designs that help develop confidence, creativity, empathy, critical thinking, leadership, and responsibility.

School magazines also strengthen partnerships between schools and the wider community by documenting achievements, celebrating local culture, showcasing innovative practices, and preserving institutional history for future generations.

The National Education Policy 2020 envisions an education system that nurtures creative, ethical, critical, and confident learners capable of expressing themselves effectively in diverse contexts. School magazines serve as powerful educational resources that embody these aspirations by reflecting the ethos of the school, celebrating student voice, and promoting holistic and competency-based education.

2. COMPETITION STRUCTURE

The Kerala State CBSE School Magazine Competition shall be conducted in two stages to ensure broad participation, fairness, and uniform standards of evaluation across the State.

2.1 Stage I – Sahodaya Level Competition

Sahodaya Evaluation Committee

Each member Sahodaya shall constitute a **Sahodaya Evaluation Committee** to organise, supervise, and administer the Sahodaya Level Competition in accordance with the provisions of this Manual.

The Committee shall consist of:

- President of the Sahodaya or nominee – **Chairperson**
- General Secretary – **Convenor**
- One Executive Committee Member nominated by the Sahodaya

Each member Sahodaya shall invite entries from its member schools and conduct the first stage of evaluation strictly in accordance with the guidelines and evaluation framework prescribed in this Manual.

Each participating school shall submit **four identical printed copies** of its official school magazine together with the duly completed **School Declaration and Undertaking (Annexure I)** to its respective Sahodaya before 3rd August.

For Sahodaya Level Competition, the evaluation shall be carried out by a **jury comprising three members** appointed by the respective Evaluation Committee. The Sahodaya shall constitute an impartial jury to evaluate all eligible entries using the evaluation criteria and marking scheme prescribed in this Manual.

Upon completion of the evaluation, the winning school magazine shall be nominated for the State Level Competition.

The following documents shall be forwarded by the respective Sahodaya to the Confederation:

- Four identical printed copies of the first prize winning school magazine.
- Sahodaya Recommendation and Forwarding Proforma (Annexure II).
- Original School Declaration and Undertaking (Annexure I).
- Jury Declaration and Undertaking (Annexure III).
- Individual Magazine Evaluation Proformas (Annexure IV).
- Consolidated Magazine Evaluation Proforma (Annexure V).
- Submission Compliance Checklist (Annexure VI).

Only entries officially recommended and forwarded by the member Sahodayas shall be eligible for participation in the State Level Competition. Direct submissions from individual schools shall not be accepted.

No extension of the prescribed submission deadline shall be granted under any circumstances.

The address for submission shall be communicated separately by the Confederation.

2.2 Stage II – State Level Competition

The State Level Competition shall be conducted by the Confederation of Kerala Sahodaya Complexes based solely on the magazines officially nominated and forwarded by the member Sahodayas.

Each participating Sahodaya shall nominate four identical printed copies of the magazine that secured First Prize at the Sahodaya Level Competition, along with the duly completed School Declaration and Undertaking (Annexure I), and submit them to the respective Sahodaya on or before 31st August.

The Confederation of Kerala Sahodaya Complexes shall constitute a **State Level Evaluation Committee** to organise, supervise, and administer the State Level Competition.

The Committee shall consist of:

- Chairperson nominated by the Confederation – **Chairperson**
- Secretary of the Confederation – **Convenor**
- Two members nominated by the Confederation which includes the Treasurer of the Confederation

The Confederation shall constitute a **three-member State Level Jury** comprising eminent multilingual, academicians, educationists, writers, journalists, editors, language experts, designers, or other professionals possessing expertise in school publications and literary evaluation.

No member of the State Level Jury shall have served as a jury member at any Sahodaya Level Competition during the same edition of the competition.

Before commencing the evaluation, every jury member shall submit the prescribed **Declaration of Impartiality, Confidentiality and Conflict of Interest (Annexure III)**.

Each jury member shall independently evaluate every eligible magazine using the prescribed evaluation criteria.

The final score of each magazine shall be the average of the marks awarded by the three jury members.

In the event of a tie, the jury shall undertake a joint review of the tied entries based on the prescribed evaluation criteria, and its decision shall be final and binding.

The Confederation reserves the right to verify the originality of submitted magazines, seek clarifications from the forwarding Sahodaya wherever necessary, and disqualify any entry found to have violated the eligibility conditions, ethical standards, or submission requirements prescribed in this Manual.

3. ELIGIBILITY

The Kerala State CBSE School Magazine Competition is open to CBSE schools that are members of a recognised Sahodaya affiliated with the Confederation of Kerala Sahodaya Complexes. Participation in the competition shall be subject to the following eligibility conditions.

3.1 Eligibility Conditions

1. The participating school shall be a member of a recognised Sahodaya affiliated with the Confederation of Kerala Sahodaya Complexes at the time of submission.
2. Each school shall be permitted to submit four copies of **only one** school magazine for the competition.
3. The submitted magazine shall be the **official printed annual publication** of the school.
4. The magazine shall have been published during the **immediately preceding academic year**. For example, for the Kerala State CBSE School Magazine Competition **2026-27**, only magazines published during the academic year **2025-26** shall be eligible.
5. Magazines published for any academic year other than the immediately preceding academic year shall not be considered for evaluation.
6. Only **printed school magazines** shall be eligible for the competition. Digital magazines, e-magazines, online magazines, or any other electronic versions shall not be considered.
7. The submitted magazine shall have a **plagiarism level of less than 8 percent**.
8. At least **85 percent of the published content**, including literary and creative works, shall consist of original work created by students. Contributions from the Principal,

teachers, alumni, parents, or invited authors may collectively constitute **not more than 15 percent** of the total published content.

9. A magazine once submitted for the competition shall not be replaced, modified, or substituted with another publication.
10. Only magazines officially recommended and forwarded by the respective Sahodaya after completion of the Sahodaya Level Competition shall be eligible for participation in the State Level Competition.

4. CONTENT STANDARDS AND ETHICAL GUIDELINES

The participating school shall ensure that the submitted magazine complies with the following content standards and ethical requirements.

4.1 Originality

The magazine shall primarily showcase the academic, literary, artistic, cultural, sports, social, and co-curricular achievements of the school through original contributions made by students.

4.2 Copyright and Intellectual Property

The school shall ensure that all published material complies with applicable copyright laws. Necessary acknowledgements, permissions, and credits shall be obtained wherever required.

4.3 Academic Integrity

Any instance of plagiarism, copyright infringement, fabrication, falsification, or misrepresentation detected at any stage of the competition shall result in disqualification.

4.4 Appropriate Content

The magazine shall uphold the values of dignity, inclusiveness, equality, mutual respect, and responsible citizenship. It shall not contain any material that is

- Defamatory
- Discriminatory
- Obscene
- Inflammatory
- Politically provocative
- Communally sensitive
- Likely to hurt the sentiments of any religion, language, culture, or community
- Inconsistent with the ethos of educational institutions

The Confederation reserves the right to reject or disqualify any entry containing such material.

4.5 Acceptance of Rules

Submission of an entry shall constitute acceptance of all the rules, timelines, guidelines, and decisions governing the Kerala State CBSE School Magazine Competition.

5. SUBMISSION GUIDELINES

The following submission guidelines shall be followed by all participating schools and Sahodayas to ensure transparency, uniformity, and fairness in the conduct of the Kerala State CBSE School Magazine Competition.

5.1 Submission at the Sahodaya Level

Each participating school shall submit the following to its respective Sahodaya before 3rd August:

- Covering Letter - Annexure IX
- Four identical printed copies of the school magazine.
- School Declaration and Undertaking (Annexure I).

The submitted magazine shall comply with all the eligibility conditions prescribed in **Section 3** of this Manual.

Schools shall ensure that

- all four copies are complete, legible, and in good physical condition;
- incomplete, damaged, or illegible copies may be rejected;
- the Principal certifies the authenticity of the publication by signing **Annexure I**.

5.2 Submission by the Sahodaya to the Confederation

Upon completion of the Sahodaya Level Competition, the winning entry shall be forwarded to the Confederation together with the following documents

1. Four identical printed copies of the winning school magazine.
2. Sahodaya Recommendation and Forwarding Proforma (Annexure II).
3. Original School Declaration and Undertaking (Annexure I).
4. Jury Declaration and Undertaking (Annexure III).
5. Individual Magazine Evaluation Proformas (Annexure IV).
6. Consolidated Magazine Evaluation Proforma (Annexure V).
7. Submission Compliance Checklist (Annexure VI).

Only entries officially recommended by the respective Sahodaya shall be accepted. Direct submissions from schools shall not be entertained. No extension of the prescribed submission deadline shall be granted under any circumstances.

Under no circumstances shall more than one magazine be forwarded by a Sahodaya for the State Level Competition.

The address for submission shall be communicated separately by the Confederation.

6. AWARDS AND EXHIBITION

The results of the Kerala State CBSE School Magazine Competition shall be announced by the Chairperson of the Competition Committee during the inaugural session of the **All Kerala CBSE School Principals' Conference**.

The winning magazines shall be exhibited during the conference and may also be displayed during the conference..Participation in the competition shall constitute the consent of the school for such exhibition and display.Schools that object to the exhibition or display of their magazines shall not be eligible to participate in the competition.

The Principal and Manager of the winning school, together with the respective Sahodaya Heads, shall be invited to receive the award. They shall ensure their presence at the venue before the commencement of the inaugural session. In the event of their absence, the Confederation reserves the right to withhold presentation of the award during the ceremony.

7. GENERAL INSTRUCTIONS

1. The Confederation shall not be responsible for magazines lost or damaged during transit.
2. Magazines submitted for the competition shall become part of the official records of the Confederation and shall not be returned.
3. Incomplete submissions, entries not accompanied by the prescribed documents, or submissions that fail to comply with the provisions of this Manual may be rejected without further correspondence.
4. The Confederation reserves the right to verify the originality of any submitted magazine, seek clarifications, and request additional information or supporting documents from the forwarding Sahodaya whenever considered necessary.
5. The Confederation reserves the right to interpret the provisions of this Manual wherever required. Its decision regarding eligibility, interpretation of rules, evaluation, declaration of results, and all matters relating to the competition shall be final and binding.

8. EVALUATION PROCESS

To ensure fairness and uniformity, the same evaluation criteria and marking scheme prescribed in this Manual shall be adopted for both the Sahodaya Level and the State Level Competitions.

All jury members shall evaluate every participating magazine objectively, independently, and strictly in accordance with the prescribed evaluation framework.

Each jury member shall:

- Evaluate every eligible magazine independently.
- Award marks under each criterion without consultation with other members of the jury.
- Record the marks in the **Individual Magazine Evaluation Proforma (Annexure IV)**.

After completion of the evaluation, the marks awarded by all jury members shall be compiled in the **Consolidated Magazine Evaluation Proforma (Annexure V)**.

In the event of a tie, the jury shall jointly review the tied entries using the prescribed evaluation criteria to determine the final ranking. The decision of the jury shall be final and binding. Under no circumstances shall more than one magazine be forwarded by a Sahodaya for the State Level Competition. At the State Level Competition, **one First Prize, one Second Prize, and one Third Prize** shall be awarded. **Not more than one magazine from any Sahodaya shall be selected for these prize positions.**

The duly completed evaluation sheets shall form part of the official records of the competition.

9. EVALUATION CRITERIA

The jury shall assess each magazine based on its overall quality, educational value, originality, literary merit, editorial standards, design, and contribution to holistic education. The following evaluation criteria and weightage shall be uniformly applied at both the Sahodaya Level and the State Level Competitions.

9.1. Criteria

The following detailed evaluation criteria shall guide the jury in awarding marks objectively and consistently across all entries. Each criterion has been assigned a specific weightage based on its significance in assessing the overall quality and educational value of a school magazine. The descriptors provided are intended to promote uniform interpretation of the criteria while allowing the jury to exercise professional judgement in evaluating each publication.

Criteria	Focus	Point
Editorial Vision & Theme	Clarity of theme, editorial quality, relevance to school values and vision.	10
Literary Excellence	Quality of articles, essays, poems, stories, creative writing, originality and expression	20
Student Participation	Representation of students across classes, inclusiveness, diversity of contributors	10
Originality & Creativity	Innovative ideas, fresh perspectives, authentic student work, absence of plagiarism	15
Language & Accuracy	Grammar, spelling, vocabulary, proofreading and editing (English/Malayalam/other languages)	10
Design & Layout	Cover design, page layout, typography, illustrations, photographs, readability and aesthetics	10
Educational & Social	Articles promoting values, environmental awareness,	10

Relevance	national integration, constitutional values, NEP 2020 competencies and life skills	
Documentation of School Life	Coverage of academic, cultural, sports, social outreach, achievements and innovations	5
Overall Presentation & Printing Quality	Paper quality , printing, binding,finishing and visual appeal	5
Overall Impact	Ability to inspire readers, coherence, professionalism & lasting impression	5
Total		100

ANNEXURE I

SCHOOL DECLARATION AND UNDERTAKING CONFEDERATION OF KERALA SAHODAYA COMPLEXES ALL KERALA BEST SCHOOL MAGAZINE COMPETITION

1. Name of School :
2. CBSE Affiliation Number :
3. Sahodaya Complex :
4. School Address :
5. Name of Principal :
6. Contact Number :
7. Email ID :
8. Title of the School Magazine :
9. Academic Year of Publication :
10. Month and Year of Publication :

Declaration

I hereby certify that

1. The submitted magazine is the official printed annual school magazine of our institution for the academic year _____.
2. The magazine has been published by our school and has not been altered after publication for the purpose of this competition.
3. The magazine is an original publication and complies with all eligibility conditions prescribed in the Competition Manual.
4. The plagiarism level of the publication is less than 8%.
5. At least 85% of the published content consists of original work created by students.
6. Necessary permissions have been obtained for all copyrighted material, photographs, illustrations or other content, wherever applicable.
7. The publication does not contain any defamatory, discriminatory, obscene, inflammatory or copyrighted material in violation of applicable laws.
8. We agree to abide by all the rules and decisions of the Confederation of Kerala Sahodaya Complexes.
9. We understand that the submitted copies shall not be returned.
10. We permit the Confederation to display the magazine during exhibitions and official events connected with this competition.

Place:

Date:

School Seal

Signature of the Principal

SAHODAYA RECOMMENDATION AND FORWARDING PROFORMA
CONFEDERATION OF KERALA SAHODAYA COMPLEXES
ALL KERALA BEST SCHOOL MAGAZINE COMPETITION

Name of Sahodaya :

Confederation Membership No :

District :

Name of Winning School :

CBSE Affiliation Number :

Title of Magazine :

Academic Year :

We hereby certify that

- The above magazine secured First Position in the Sahodaya Level Competition.
- The evaluation was conducted strictly in accordance with the Evaluation Framework prescribed by the Confederation.
- The evaluation was carried out by an impartial jury.
- The school fulfils all eligibility conditions prescribed in the Competition Manual.
- A copy of the evaluation sheet of the competition signed by the judges is attached herewith

Enclosures

- ☐ Four printed copies
- ☐ School Declaration (Annexure I)
- ☐ Individual Evaluation Sheets
- ☐ Consolidated Evaluation Sheet
- ☐ Sahodaya Jury Declaration

President

Gen Secretary

Treasurer

Place:.....

Date:.....

Official Seal

DECLARATION OF IMPARTIALITY, CONFIDENTIALITY AND CONFLICT OF INTEREST
(SAHODAYA /STATE LEVEL JURY)

Name :

Designation :

Institution :

Contact Number :

Declaration

I hereby declare that

I have no personal or professional conflict of interest with any participating school.

I shall evaluate all entries fairly, objectively and independently.

I shall maintain complete confidentiality regarding the evaluation process.

I shall not disclose marks, rankings or deliberations to any person.

My evaluation shall be based solely on the prescribed evaluation criteria.

I declare that none of my wards is a student or employee of any participating school.

I further declare that I have no financial, professional, or personal interest that could influence or appear to influence my evaluation.

Signature

Place :

Date :

INDIVIDUAL MAGAZINE EVALUATION PROFORMA
CONFEDERATION OF KERALA SAHODAYA COMPLEXES

Name of Jury Member :

School Code :

School Name :

Magazine Title :

Criterion	Maximum Marks	Marks Awarded
Editorial Vision & Theme	10	
Literary Excellence	20	
Student Participation	10	
Originality & Creativity	15	
Language & Accuracy	10	
Design & Layout	10	
Educational & Social Relevance	10	
Documentation of School Life	5	
Overall Presentation & Printing Quality	5	
Overall Impact	5	
Total		

General Remarks

.....
.....
.....

Date

Signature of Jury Member

CONSOLIDATED MAGAZINE EVALUATION PROFORMA

School	Jury I	Jury II	Jury III	Average	Rank

Certified that the above marks have been compiled from the Individual Evaluation Proformas.

Signature of Jury Members

1.

2.

3.

Signature of Chairman of Evaluation Committee

Place :

Date :

SUBMISSION COMPLIANCE CHECKLIST
[TO BE SUBMITTED BY THE SAHODAYAS]

Sahodaya :

Magazine Title :

School Name :

Please tick the appropriate box.

- ☐ Official printed annual school magazine.
- ☐ Magazine belongs to the immediately preceding academic year.
- ☐ Four identical printed copies enclosed.
- ☐ School Declaration and Undertaking enclosed.
- ☐ Sahodaya Forwarding Proforma enclosed.
- ☐ Individual Evaluation Proformas enclosed.
- ☐ Consolidated Evaluation Proforma enclosed.
- ☐ Jury Declaration enclosed.
- ☐ Submission completed before the prescribed deadline.

Verified by :

Name :

Designation :

Signature :

Date :

COVERING LETTER FROM THE SCHOOL
ON SCHOOL LETTER HEAD

Date: _____

From

The Principal

.....
.....

To

The President/Secretary

.....

Subject: Submission of School Magazine for Sahodaya Level Best School Magazine Competition

Sir/Madam,

I am pleased to submit our school's official annual magazine titled published for the Academic Year for participation in the Sahodaya Level Best School Magazine Competition conducted by Sahodaya.

I hereby certify that the submitted publication fulfils all the eligibility conditions and requirements prescribed in the Competition Manual. The magazine is the official printed annual publication of our school, the plagiarism level is less than 8%, and at least 85% of the published content consists of original work created by students.

The following documents are enclosed:

- ☐ Four identical printed copies of the school magazine
- ☐ School Declaration and Undertaking (Annexure I)
- ☐ Any other supporting documents, if applicable

I request you to kindly accept our entry and arrange for its evaluation as per the prescribed guidelines.

Thank you.

Yours faithfully,

Name of the Principal

School Seal



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