

# Annexure – Teacher Performance Reflection & Classroom Observation Summary

## 1. Basic Information

- Academic Session: \_\_\_\_\_
- Observation Period: \_\_\_\_\_
- Departments Covered: \_\_\_\_\_
- Prepared By: \_\_\_\_\_
- Reviewed By: \_\_\_\_\_

## 2. Objective

- Review **teacher classroom practices and instructional effectiveness**.
- Share insights from **classroom walkthroughs and observations**.
- Align feedback with **CPD modules available on diagnosticassessment.in**.
- Strengthen teaching practices through **reflection and professional development**.

## 3. Classroom Observation Details

Teacher Name	Subject	Class Observed	Observer	Observation Date

## 4. Observation Focus Areas

Parameter	Observation
Lesson Planning	
Classroom Management	
Student Engagement	
Use of Teaching Aids / Technology	
Assessment & Questioning Techniques	
Differentiated Instruction	

## 5. Department-wise Reflection Meeting

Department	Meeting Date	Coordinator	Teachers Present




Possible CPD Topics:

- Diagnostic assessment strategies
- Inclusive classroom practices
- Use of AI and digital tools in teaching
- Competency-based learning

## 9. Action Plan for Improvement

Action Item	Responsible Person	Timeline
Follow-up classroom observation		
CPD module completion		
Peer learning sessions		

## 10. Overall Observations

- Classroom walkthroughs provided **valuable insights into teaching practices**.
- Department meetings encouraged **collaborative reflection and knowledge sharing**.
- CPD modules will support **continuous professional growth of teachers**.

## 11. Documentation Maintained

- Classroom observation records
- Department meeting minutes
- CPD module assignment records
- Teacher feedback forms

Prepared By: \_\_\_\_\_

Designation: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Principal / Academic Coordinator: \_\_\_\_\_