

CLASS OBSERVATION PROFORMA

Suggested remarks for inspector under each head – mapped with PIMS points

Sl No	Remarks suggested
1	Provided over view and shared objectives of the lessons with students Reviewed relevant pre- requisites Used motivational elements Demonstrated an enthusiastic approach Any other - specify
2. (1)	Clearly written plan incorporating learning outcomes Well defined measurable objectives/learning outcomes Objectives related to previous / future lessons Plan addressed modifications for individual needs Multiple intelligences addressed in the plan Plan presented in a logical sequence Materials proposed to be used where relevant , appropriate and also available Any other – (To specify the point)
2(2)	Yes/No/ up to some extent only
3(1)	The teacher used questions requiring higher order thinking Gave sufficient ‘wait time ‘ before calling students to answer Communicated the expectations and rules for the class Expectations for students evident / communicated Engaged many /all students in learning Demonstrated personal regard for each student Students demonstrated respect for teacher and each other Meaningful feedback was provided to students Any other – (To specify the point)
3(2)	The teacher used following ICT resources Video clip Audio clip Images Web resources - live PPT White board(physical) on camera White board digital Screen sharing and live demo from PC Any other – To specify
3(3)	The teacher Involved many or all students Assigned exercises/ problems for practice Provided appropriate feed back Reviewed essential concepts / ideas during the lesson Addressed needs of individual students Any other – To specify
4(1)	Write the name of the website/ portal shown or used
4(2)	Self-made/from other sources (Relevance , quality) & exercises based on the video/ PPT
4(3)	Good/bad quality Specify the type
4(4)	Corrections done / Not done Once in a week/ fortnight / month
4(5)	Corrections done with adequate feedback / No feedbacks given Follow up done / No follow up done
5	Teacher communicates clearly in English Teacher communicates clearly in Hindi Teacher communicates clearly in both English and Hindi
6	Maintained properly Maintained but not proper No record/ note book maintained Not checked

7	1- Write actual Topic 2- Write the number of students 3- Mention the tools 4- Write actual observation on progress
8	Better use of IT tools n resources Correction work Communications Methodology Lesson planning Assessment techniques Questioning Any other – Specify
9(1)	The Teacher Used variety of approaches and strategies Demonstrated knowledge of subject matter Kept focus on key objectives Built on prior knowledge Paced lesson appropriately Modelled what is to be learned Provided summary/closure Adopted experiential learning strategies Actions were consistent with her/his STP Any Other – Specify
9(2)	Procedures/ routines well established Teacher kept students focused and on task Minimal time was used for transitions, discipline, organization Teacher exhibited high expectations for all students Students were intrinsically motivated to participate Teacher used effective time management Maintained a positive learning environment Used instructional time effectively Reinforced class room behaviour expectations Constantly monitored class room while teaching Any Other- Specify
9(3)	The teacher Monitored and re taught as and when necessary Students had opportunity to self and /or peer assess Criteria for assessment was clear to students Used results of previous assessment to drive lessons Any Other – Specify
10(1)	Write lesson plan clearly within adequate fore thought Make well defined , measurable objectives Relate objectives to previous / future lessons Lesson plan needs to address modifications for individual needs Address multiple intelligences Plans should be presented in logical sequence Make appropriate and relevant material available Any other – Specify
10(2)	Demonstrate enthusiastic approach Review relevant pre requisites Use motivational introduction Provide over view and share objectives with students Use variety of approaches and strategies Use higher order questioning Incorporate wait time wen questioning Demonstrate knowledge of subject matter Keep focus on key objectives Address needs of individual students Build on prior knowledge Communicates clearly

	Pace lesson appropriately Provide appropriate feedback Review periodically during lesson Involve many/ all students Modelled what is to be learned Provide ample opportunities for practice Provide summary/closure Encourage student-student interaction (after synchronous sessions) Any Others – Specify
10(3)	Establish procedure/ routines well Control class during lesson Keep students focused and on task Use minimal time for transitions, discipline , organization Exhibit high expectations for all students Positively reinforce appropriate student behaviours Use effective time management Maintain a positive learning environment Use instructional time effectively Engage all students in learning Maintain consistent standard for students Communicate about expectations and rules Constantly monitor class room while teaching Demonstrate personal regard for all student Any Other- Specify
10(4)	Monitor and re teach as and when required Give opportunity to self and or peer assess State criteria for assessment clearly to students Provide meaningful feedback to students Use results of pre assessment to develop lesson Use results of previous assessment to drive lesson Keep up to date record of student progress Any other- Specify
11	Write what is actually tested and observation/ finding based on the same
12	Give grading that justifies the above observations
13	YES/ NO
14	Fully satisfied Satisfied Not up to the expectation No improvement at all
15	Give creative , constructive suggestions for improvement with motivating elements