CLASS OBSERVATION PROFORMA

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

SI No	Remarks suggested
1	Provided over view and shared objectives of the lessons with students
1	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 recovered live
	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\	
4(1) 4(2)	Write the name of the website/ portal shown or used Self-made/from other sources (Relevance , quality) & exercises based on the video/ PPT
4(2)	Good/bad quality
4(3)	Specify the type
4(4)	Corrections done / Not done
¬(¬ <i>)</i>	Once in a week/ fortnight / month
4(5)	Corrections done with adequate feedback / No feedbacks given
7(3)	Follow up done / No follow up done
5	Teacher communicates clearly in English
	Teacher communicates clearly in English Teacher communicates clearly in Hindi
	Teacher communicates clearly in Finital Teacher communicates clearly in both English and Hindi
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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
0(4)	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
0/2)	Any Other- Specify The teacher
9(3)	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