Proforma –A

KENDRIYA VIDYALAYA SANGATHAN

PERFORMA FOR SELF ASSESSMENT BY THE TEACHER TO BE PRESENTED DURING THE PANEL INSPECTION

1. Name of the teacher……
2. Designation…….
3. Qualification:……
4. Subject(s) & Class(es) taught:

Class	Section	Subject	Year	Pass%	No. of studentls secured A!/90 & above.	E grade/below 33

5. Length of service in KVS : Designation/Duration

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6. Improvement in teacher's classroom methodology consequent to the suggestions given during the previous inspection? details:

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7. Steps taken by the teacher for his/her own professional development during the last 5 years?

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   i. Name and duration of the Course attended, if any,……..

   .....

   ii. The impact of the course done …….

   iii. Any other course planning to pursue……

8. In-service course attended by the teachers during the last five years? If so, where & when?

……

i. As a participant or as a Resource person

……

ii. Impact of the course on his/her class room-teaching

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9. Has the teacher planned any experiment or innovation or undertaken any project? If so, give details :

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10. What activities has the teacher planned for FA2 and FA4 in respect of CCE.

Class	Subject	Activities planned for	
		FA2	FA4

11. Steps taken to make his/her lesson interesting.

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12. Programme undertaken by the teacher for Slow learners and High achievers? Give details

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13. Whether the teacher feels he/she is adequately proficient in English and Hindi?

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14. Details of books issued/borrowed from Library.

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Signature of the teacher
Name & Designation

Proforma –B

Kendriya Vidyalaya Sangathan

Information to be filled by Principal (in respect of each teacher)

1. Rate the teacher's knowledge on the basis of the content area of the subject(s) ……
   (Excellent/ Very Good/Good/Average/Poor)

2. Punctuality is going to class on time.
   ……
   ……

3. Efforts taken by the teacher to prepare lessons
   ……
   ……

4. Frequency of the Principal's observations of the teacher upto the date of supervision since the commencement of academic session .
   ……

5. The main suggestions given and Follow Up Action taken by the Principal.
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   ……

   i. Has the teacher incorporated the suggestions /guidance given by the Principal?
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      ……
   ii. If not, Action taken by the Principal .
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      ……

6. Is the Teacher's correction work prompt & constructive
   ……
7. Is the Principal satisfied with the efforts and & programmes planned by the teacher in respect of
   1. Slow learners……

2. High Achievers……

8. Level of spoken proficiency (English and Hindi) of the Teacher.

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9. Does the teacher require training in any specific area? (e.g. language skills, content enrichment, methodology, use of ICT, classroom management, paper setting, correction work etc.)

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10. Has the Principal issued any advisory note to the teacher? If yes, the gist:

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11. Has any disciplinary action been taken against the teacher? details; if any:

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12. Has the Principal found the teacher exceptional? If yes, how has the Principal recognized his/her services?

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Signature of Principal

Name of the KV

Proforma –C

Kendriya Vidyalaya Sangathan

Class-room Supervision tool

1. Name and Designation of the teacher
   ……
2. Class / Section ……
3. Students strength :- On roll _____ Present _____ Absent _____
4. Subject _____ :Topic _____ / Subtopic_____/Competency _____
5. The duration of observation of the class by the supervisor : Time------/Period----------
6. Introduction to the Lesson/ Topic

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……

7. Observations on the lesson plan: (i) Frequency/quality of implementation in the class room

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……

(ii). Whether the teacher has accommodated slow/ bright learners in her planning……

8. Observations on:

(i) Interaction between the teacher and the student,
……

(ii) Application of TLM and use of audio visual aids including ICT,
……

(iii) Involvement of the students……

(iv) Frequency and quality of class work/ project work given
……

(v) Frequency of correction and quality

……..

9. Findings on the competence of the children on a random sample basis (eg, by means of a written test/question answer/ answers written by the students on the black board/verification of homework record with actual question answer sessions/formative assessment record with some sample checking etc.)

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10. Communication Skills of the teacher in English and Hindi.

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11. Observations on maintenance of notebooks and CCE Records:

……
……
.....

12. Observations on the innovations planned / experiments undertaken by the teacher and its implementation in the class room teaching.

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13. Areas which require improvement in the teacher:

(i) ……

(ii……..

(iii) ……

(iv) ……

14. Any other specific observation on the class room teaching:

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……..

15. Suggestions for the teacher: ……..
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16. Overall grading of the teacher…… (Outstanding/ Very Good/ Good/ Average/ Below Average)

Note:- If the teacher has been graded average/below average, the supervisor must give a brief note highlighting the areas of concern and remedial measures to be taken by the Principal)

Date Signature of the Inspecting Authority

(Name and Designation)

Signature of the Principal with date

Signature of the Teacher with date