

COMPREHENSIVE SELF-APPRAISAL AND ASSESSMENT FORM

Name of teacher: _____

Qualifications: _____

Date of Joining: _____

Total teaching Experience: _____

Designation: _____

Residential Address: _____

Mobile Phone Numbers: _____

Name/Phone no. in emergency: _____

Blood group: _____

Type of appointment (Tick one): Permanent / Probationer

Teaching-periods per week: _____

Classes/sections/subjects taught in 2016-17

Class	Subject	Average Mark	Maximum Mark	Minimum Mark

Please list any other responsibilities you took up in 2016-17

Co-curricular

Extra-curricular

Administrative

Any Others

Please mention any other contribution of yours, which school may not know?

Did you go on any educational excursions or trips this year? Please list them and give details of the same with a mention of any special contribution you made.

Please mention any training programs you attended outside the school this year?

Please mention the TLDP sessions you attended this year?

Did you take any “remedial” classes? If yes, please give details of subjects, classes, number of children and how many periods you do so until now.

Could you please name a couple of bright children you came across? What steps did you take to improve them further?

Please identify and let us know your “training needs” to improve your contribution. If you know of any resource center or names of resource persons please let us know.

Have you contributed towards any student achieving something significant? Please give details.

Have you contributed to any teacher achieving something significant? Please give details.

Are there any areas that interest (activities) you but you did not get a chance to explore and contribute. What are they?

What improvements do you plan for yourself to improve your contribution?

What are your plans to adopt any new teaching ideas or pedagogical techniques to improve your contribution as a teacher during the next academic year, viz. 2017-18?

What are the improvements you would like to see in you as a person?

What is the support or help or inputs you require from school to enable you contribute better?

Name five areas upon which our school should focus upon to improve itself.

Signature of Teacher:

QUANTITATIVE SELF-ASSESSMENT OF TEACHERS AND APPRAISAL BY HODs/COORDINATORS;

NAME OF TEACHER:

SUBJECT GROUP/DEPARTMENT:

	DOMAIN ↓	Range of Score	SELF	NCLT	HOD	HEAD JS/SS
1	Subject knowledge and clarity of concepts applicable	0 to +10				
2	Competence in teaching	0 to +10				
3	Inability --- Ability to respond to the doubts of students	-10 to +10				
4	Usage of appropriate pedagogical techniques to teach different concepts	0 to +10				
5	Willingness and ability to learn new pedagogical techniques	0 to +10				
6	Unpleasant / Irritated – Pleasant, charming, cheerful in class	-10 to +10				
7	Partiality --- Impartiality in dealing with students	-10 to +10				
8	Verbal communication skills in English (for the subject teachers whose medium of instruction is English)	0 to +10				
9	Written communication skills in English (for the subject teachers whose medium of instruction is English)	0 to +10				
10	Ability to use computers to prepare worksheets, question papers etc. (Independence from help from others)	0 to +10				
11	Extent of usage of white board for teaching students	0 to +10				
12	Inability --- Ability to work with others in the department	-10 to +10				
13	Capacity to go beyond the call of allotted work	0 to +10				
14	Substandard with errors --- Good quality of question papers, worksheets (error free nature)	-10 to +10				
15	Low energy, disinterested --- Highly motivated and involved in the role and responsibilities	-10 to +10				
16	Lesson plans are prepared regularly and adherence to them	0 to +10				
17	Ability to segregate and deal with different levels of students	0 to +10				
18	Ability to give clear and specific instructions/explanations	0 to +10				
19	Usage of activities, laboratory, demonstration, field visits to enhance learning in children	0 to +10				
20	Classroom management and effectiveness as a teacher	0 to +10				

21	Punctuality, to attend classes, and faculty meetings	0 to +10				
22	Discourteous, inappropriately dressed for a school with adolescent children --- Dignified, graceful and exemplary	-10 to +10				
23	Gossip oriented, ill-mouthed --- freedom from gossip culture and talks good of others	-10 to +10				
24	Inability to receive feedback from others --- Receives critical feedback from others and HOD in a positive manner	-10 to +10				
25	Correction of written work: LATE --- ON TIME	-10 to +10				
	<i>SCORE OBTAINED</i>					
	<i>MAXIMUM SCORE (250) – If some elements have not been used, please reduce the maximum score accordingly</i>					
	PERCENTAGE = (SCORE OBTAINED/MAXIMUM) X 100					

Name and Signature of NCLT

Any remarks/observations/feedback of NCLT:

OVERALL RATING: AVERAGE GOOD VERY GOOD OUTSTANDING

Name and Signature of HOD:

Special remarks/observations/feedback of HOD (MANDATORY TO FILL):

OVERALL RATING: AVERAGE GOOD VERY GOOD OUTSTANDING

Name and Signature of Head-JS or SS:

Any remarks/observations/feedback of Head-JS or SS:

OVERALL RATING: AVERAGE GOOD VERY GOOD OUTSTANDING

Any remarks/observations/feedback of Principal:

OVERALL RATING: AVERAGE GOOD VERY GOOD OUTSTANDING

Signature of Principal:

ADDITIONAL TABLE FOR HEADS OF DEPARTMENTS (SELF INITIATED BY NCLT/HOD)

NAME OF NCLT or HOD:

DEPARTMENT:

	DOMAIN ↓	Range of Score	HOD/ NCLT	HEAD JS/SS	PRINCIPAL
1	Partiality – Impartiality in dealing with students	-10 to +10			
2	Inability – Ability to lead the team of teachers	-10 to +10			
3	Self motivation, willingness and ability to shoulder higher and wider responsibilities	-10 to +10			
4	Ability, willingness and extent to which HOD guides and mentors teachers individually to success	0 to +10			
5	Reception of critical feedback for improving the department	-10 to +10			
6	Ability to work with other HODs to improve the school				
7	Understanding and alignment with the vision of the school				
8	Ability to have a vision for the department and work upon it				
9	Potential for long term leadership on a sustaining basis				
10	Ability to bring about alignment of the team with organizational vision and departmental objectives				
	<i>SCORE OBTAINED</i>				
	<i>MAXIMUM SCORE (100)</i>				
	PERCENTAGE = (SCORE OBTAINED/MAXIMUM) X 100				

Please mention and describe the kinds of points discussed in your departmental meetings during the last one year. What initiatives have been taken by your department in the last one year? Please name all the teachers in your department and mention any or all the interesting steps/improvements/initiatives taken by each individual of your department? Please mention instances on which you discussed guided and counseled your team members individually for them to improve their performance and contribution: (Please use a separate sheet if necessary.)

Space for NCLT/HOD to mention any assignment or task completed which may not be known to the school:

Any further support required from school to improve contribution of the department to the school:

Name a few areas of concern which you think the school should lay more emphasis upon:

Signature of NCLT/HOD:

Remarks or observations of Head-JS or SS:

OVERALL RATING: AVERAGE GOOD VERY GOOD OUTSTANDING

SIGNATURE OF HEAD:

Remarks, overall rating and signature of Principal:

OVERALL RATING: AVERAGE GOOD VERY GOOD OUTSTANDING

SIGNATURE OF PRINCIPAL: