

1 Introduction :

The confidential reports are used to judge the performance of teachers working in the various schools and junior colleges, but the format of the confidential reports followed so far does not seem to fully satisfy the purpose it is meant for. A confidential report is not to be considered a mere formality to be completed and forgotten for the rest of the year. In fact, if rightly utilized, it can serve as a very precious tool in the progress of an institution.

It has to be understood that the job of a teacher is not limited only to the classroom but is multifarious to achieve over all development of students. While a large number of teachers do take keen interest in all the activities conducive to the welfare of the student community in order to build the personality of the students and to maintain a clean image of the institution. Some teachers show excellent performance in administrative and managerial assignments too. However, the present system of confidential reports does not project the entire range of performance of a teacher.

Every organisation needs to ensure right kind of people, at the right time to achieve its objectives. It is, therefore essential to give recognition to those who are conscientious of their responsibilities. Recognition may be in the form of providing opportunities of accelerated promotions or rewards. It is equally necessary to have disincentives for indifference and in some cases unscrupulous teachers. Taking into consideration all these factors, it is obligatory to prescribe comprehensive formats to have realistic and quantitative evaluation of performance.

2 What is Performance Appraisal ?

It is an assessment of an individual's inherent strengths, weaknesses, aptitudes, attitudes, interests, personal characteristics as reflected in his or her areas of responsibilities & opportunities to develop morale and attitudes to overcome threats.

3 Objectives of Performance Appraisal

A comprehensive system with focus on development and career advancement of teacher will contribute to the qualitative improvement of teaching profession. The system will also motivate him or her to shoulder higher responsibilities to meet challenges of his or her job. In addition it will serve following objectives .

- [a] To serve as a tool to identify, sharpen, develop and use the potential of a teacher .
- [b] To provide inputs to the system of rewards, remuneration, promotions, placement, assigning special responsibilities.
- [c] To identify individuals with high potentials and merits so as to utilise their capabilities to achieve goal / mission of the institution.
- [d] To diagnose weaknesses of individuals to assist the institution in planning short term / long term training programmes for teachers .
- [e] To help an individual to know how he or she is shaping and to overcome weaknesses and how to improve strengths.
- [f] To assist an individual particularly the young teacher for his or her career planning.
- [g] To create culture of openness and mutual trust to strengthen superior subordinate relationship.
- [h] To improve the overall efficiency & performance of the institution.

4 Ethics to be followed :

The format has been designed and developed to serve as a reasonably good and feasible solution by quantifying the tangible and intangible limits of performance to be assessed. It is more objective, more participative, more transparent and data based. The following points may be remembered while evaluation.

- [a] Every column should be filled in with due care & sincerely.
- [b] Adequate time should be devoted by the reporting authority.
- [c] Each factor should be considered independently , one at a time, carefully, accurately and objectively.
- [d] Rating of one factor should not affect other.
- [e] Previous rating should not influence the present rating.
- [f] Reporting authority officer should not be unduly influenced by success or failures in unusual recent performance.
- [g] " Playing safe" should be avoided.

PROFORMA FOR PERFORMANCE APPRAISAL OF TEACHERS

(Period of assessment : June 200 to April 200)

I Personal details :

- i) Full Name :
- ii) Address / Tel no :
- iii) Date of Birth / Age :
- iv) Educational / Professional Qualification :
- v) Date of Appointment / Length of Service :
- vi) Pay Scale / Basic Pay :
- vii) Date of increment :

II Performance of Final Result : (Max. Weightage = 200)

Sr. No.	Std. & Div.	Subjects Taught	Strength of class	No. of students passed	Pass %	Average of pass percentage	Weightage = Average x 2

* For Std. X & XII , results of previous year to be used.

III Performance of Leave : (Max. Weightage = 90)

Sr. No.	Type of leave	leave enjoyed during the year	Balance leave	Points Earned = Balance leave x 4	Total Weightage = sum of points Earned (add '2' for no other leave enjoyed)
1	Casual Leave (12 per year)				
2	Earned Leave (10 per year)				

Scale: Excellent : (E=10marks) - Good :(G=7marks) - Average:(A=5marks) - Poor : (P=2marks)

	Performance Indicators to be assessed	Asessment	
		By Self	By H.M/ Supervisor
A	<u>SYLLABUS / PLANNING :</u>		
1	Studied the syllabus of relevant class.		
2	Studied the text books used.		
3	Chalked out syllabus planning (yearly / monthly)		
4	Planning of daily lessons.		
5	Completes portion in time.		
6	Interest shown in curriculum development, improvement & modification.		
B	<u>CLASS ROOM CONDUCT:</u>		
1	Knowledge & Preparation of subject.		
2	Knowlede of medium of Instruction Hindi & English .		
3	Power of exposition, illustration , questioning.		
4	Class control & Discipline.		
5	Ability & desire to create interest among pupils.		
6	Personality & Mannerisms.		
7	Effective communication of subject matter & clarity of speech.		
C	<u>TEACHING AIDS , METHODS , ASSIGNMENTS:</u>		
1	Prepared & used teaching aids.		
2	Use of media such as charts, models & Audio Visual etc.		
3	Innovative methods used in teaching.		
4	Assignments given Regularly.		
5	Regular Assessment of Assignments.		
6	Conducting special / extra classes.		
7	Use of computers in day to day teaching.		
D	<u>GUIDANCE & COUNSELLING:</u>		
1	Guidance for performance improvement.		
2	Identifying & hepling slow learners & LD cases.		
3	Meeting / Counselling Parents / students.		
4	Undertaking programmes to improve Educational stds.		
5	Projects / Programmes undertaken to inculcate values in Education.		
E	<u>EVALUATION :</u>		
1	Maintaining quality & standard of question paper / evaluation.		
2	Innovations in paper setting / evaluation.		
3	Completes evaluation in time.		
4	Commitment & reliability in the evaluation process.		
5	Worked as examiner /supervisor /moderator /papersetter for HSC/SSC board .		
F	<u>CO-CURRICULAR ACTIVITIES :</u>		
1	Organising / Participating in Co-curricular activities.		
2	Organising Educational Tours / Picnics / Excursions.		
3	Preparing students for competitions.		
4	Organising / Participating in Sports		
5	Ability / willingness to work as Resource Person.		
6	Contribution to maintaining student discipline in general		

	Performance Indicators to be assessed	Assessment	
		By Self	By H.M / Supervisor
G	<u>ADMINISTRATIVE ABILITIES :</u>		
1	Contribution in physical maintenance of School Building.		
2	Working as Incharge Examination / Programmes / Admission.		
3	Interest shown in environmental hygiene & cleanliness of class rooms / premises / garden / Security.		
4	Willingness to take up any administrative responsibility.		
5	Handles given assignments / responsibilities to perfection.		
6	Contribute innovative ideas for improvement in the routine functioning of school.		
7	Capacity to handle emergent situations.		
H	<u>RELATION SHIP:</u>		
1	With Head Master / Superiors.		
2	With Colleagues.		
3	With Students.		
4	With Parents.		
5	With others.		
I	<u>SELF ENHANCEMENT :</u>		
1	Reading Habits. [Use of News Paper, Library books, Periodicals journals.]		
2	Attending Seminar / Workshops / Training Programmes.		
3	Willingness to acquire additional skills.		
4	Improving Qualifications.		
5	Writing Articles / Reports.		
6	Conducting Action Research Projects.		
7	Membership of Social / Professional organisation.		
8	Appreciation / Recognition recd.		
J	<u>PERSONALITY TRAITS :</u>		
1	Physical fitness.		
2	Sincerity , loyalty , obedience.		
3	Fidelity in carrying out instructions issued by the Head.		
4	Integrity & Character.		
5	Punctuality.		
6	Creativity.		
7	Self confidence / Emotional Stability.		
8	Has a positive Healthy & Progressive Attitude toward teaching profession.		
9	Fitness for promotion		
10	Special aptitude		
Total No. of :-		E	
		G	
		A	
		P	

Weight Calculation of other performance :

Scale	Self			H.M/Supervisors		
	points earned	x multiplying factor	= weight	points earned	x multiplying factor	= weight
E		x 10	=		x 10	=
G		x 7	=		x 7	=
A		x 5	=		x 5	=
P		x 2	=		x 2	=
		Total	=		Total	=

Sr. No.	Particulars	Weight achieved	
		Self	H.M / Supervisor
1	Performance of Results (Out of 200)		
2	Performance of Leave (Out of 90)		
3	Other Performance (Out of 660)		
4	Special weightage given by Supervisor / H.M. (Out of 50)		
5	Total weightage achieved out of 1000 →		
6	Divide Total weightage by 10 →		
7	Grade →		
8	Signature		

VI

Grade Key :-

100 - 91	A	Outstanding
90 - 81	B	Excellent
80 - 71	C	Very good
70 - 61	D	Good
60 - 51	E	Satisfactory
50 - 35	F	Not Satisfactory
34 - 00	G	Poor

VII This proforma has to be supplemented by providing detailed information in the following heads.

- (1) Yearly / monthly / daily planning (Teacher's log book)
- (2) List of teaching aids prepared subject wise.
- (3) Record of Extra classes taken outside school hours.
- (4) List of softwares prepared based on syllabus used in day to day teaching .
- (5) List of student / parent counselling done.
- (6) Report of Extra Co-curricular activities undertaken .
- (7) List of Books, Journals, Periodicals read (with Author's name)
- (8) List of Seminars / Workshops / Training Programmes attended .
- (9) Published work.
- (10) Awards & Honour received .