



M. E. S. INDIAN SCHOOL

PROCEDURE FOR TEACHER'S EVALUATION

1. Purpose:

To see that the teacher performs his/her duties as given in his/her job profile.

2. Scope:

- Applicable to all Teachers
- Academic performance, interest in co-curricular activities and conduct.
- Contribution to students' development

3. Responsibility:

- Principal
- Head of Academic Inspection & Quality Management
- Heads of Sections/ HM
- Heads of Departments/ Coordinators of respective department.

4. Procedure:

There is a prescribed 'Confidential report' format (F 114) which each HOS/ HOD has to fill in while reporting about each teacher in the section/department concerned.

This report is prepared on the basis of the feedback from the students/parents and the inspection carried out by the respective HODs/ Coordinators of respective department.

Head of Academic Inspection evaluates the classroom performance of the Teachers through (F1001). Corrective actions identified as part of class observation or question paper error shall be carried out on corrective action and follow-up report format (F 1005).

Teacher's Evaluation sheet (F 1003) shall also be used to assess teacher's performance. This form shall be given to the students by the Principal.

If the confidential report indicates that a teacher lacks certain skills, he/she is intimated about it and given reasonable time to improve, which is to be monitored by HOS/ HM / HOD. If there are no improvements, services may be terminated as per the procedure.

5. Reference:

- F 114 - SUPERVISION REPORT
- F 032 - PARENT'S FEEDBACK FORM
- F 031 - CUSTOMER COMPLAINTS REGISTER
- F 1001 - CLASSROOM OBSERVATION REPORT
- F 1003 - TEACHERS EVALUATION SHEET
- F 085 - MONTHLY OBSERVATION/SUPERVISION REPORT