



O. P. JINDAL SCHOOL

Jindal Nagar-759111, Angul (Odisha)

Management Information System (MIS) & Teacher's Engagement Index (TEI)

Most Important (please check before sending this file to opjs.helpdesk@jspl.com):

- 1) After entering the data in relevant fields, **please rename this file "in your official name"** (as per official records).
- 2) It was observed that some of the staff members send the blank format instead of duly filled-in format. Please ensure that the correct filled-in file is attached.

For the Period from	01.07.2024	To	30.09.2024
Full Name (as in office records) (pl. don't add Mr. / Mrs. / Ms. / Dr. etc.)	Please enter your name exactly as in official records (including "." or "space", if any).		
Designation			
Employee Code	(Format: J0000) (please do not enter like J58 or JS033)		
Class Teacher of	(e.g. IV-A)		
Class Representative of	(e.g. IV)		
You Report to*	SB/LM/AKD; (select from the option)		

Calculated Total No. of Periods are: (please fill ONLY ONE out of the following Three values; DO NOT fill TWO or more values):

S#	Shift	No. of periods	Enter only "1" or "2" or "3" in appropriate Wing
1	Shift - A	497	☐ (enter "1" here, if you are in shift - A)

Important Dates	Date of issue:	05.10.2024
	To be sent ONLY to the official mail ID, opjs.angul@jindalsteel.com, on or before:	12.10.2024

SECTION – "A" : REGULARITY & PUNCTUALITY

A1. Leave availed during the months :

Confirmation Statement on Leave Statistics	Checked (Enter only Yes)
I have checked the SIMSys and hereby confirm that the Leave Entries mentioned in the same for the period of this MIS-TEI is/are correct. If not, please contact Admin Dept. for clarity / correction, if any, before mentioning "Yes" in the next column. Even if not availed any leave during the MIS/TEI period, you are requested to check the SIMSys for its correctness.	

SECTION – “B” : PERFORMANCE IN CLASSROOM TEACHING, COPY CORRECTION AND CLASS RESULTS

**B1) No. of chapters/Lessons taught in various subjects/classes during the month :-
(Give details)**

[illegible]

B2) Copies corrected during the month:

Class/Section	Subject	Correction pertaining to Lesson no.

B3) Periodic test/Terminal copies evaluated and distributed during the month:*

Class	Sub	P.Test/Terminal Exam Date	No. of Copies

B4) Question paper preparation Periodic Test/Terminal Exam

Class	Subject	Periodic Test /Terminal Exam Date	No. of Copies

B5) ICT and Blended Learning -Usage of any additional teaching aids i.e. Interactive / Smart Board, e-contents / worksheets upload, google form, Padlet, Quizzes Diksha Portal, u-Tube link etc. (only subject related) during the month. If yes, give details:-*

Date	Class/ Sec.	Subject / Topic	Tools Used

B6) Activities conducted during the month : MA / SEA

Class / Sec.	Subject / Topic	Details of Activity

B7) If you are a class-teacher, mention:

B7)	(a) %age of class attendance during the months:				
	(b)If below 90% give reasons: (combined for all months)				

SECTION – "C": REMEDIAL & EXTRA CLASSES / efforts taken for the academic development of the students*

C1) Remedial/Extra classes, if any, taken during the month:

Month(s)	Class	Subject(s)	No. of remedial/ extra periods taught	Portion covered	Outcomes

C2) Practice/Sample question paper(s) / worksheets given for any examination:-

Class	Subject	Practice paper / worksheet on date	Examination date	Name of the Exam.

C3) Any specific problematic areas viz. Spoken English*/ discipline etc. taken up during the month, please specify: (*Spoken English in the class is not applicable for Hindi/Sanskrit teachers).

Specific Area(s)	Special Initiative taken	Outcome

SECTION – "D": ADAPTABILITY OF THE SYSTEM

D1) Did you prepare / proof read any question paper for the Tests/Terminal Exams/any other exams :-

--

D2) Whether imparting private coaching/tuitions to the students: Give details

Class	Subjects	No. of Students	Consent of the Principal (Yes/No)

D3) Interaction with parents held other than PTMs:-

--

D4) No. of students registered for various competitive/external exams in the class:-

Name of the exam	Class	No. of students registered

D5) Submission of registers for the month:

Name of the Register	Date(s) of submission			
Students' Attendance Register				

D6) Writing the Log book on regular basis: (Yes / No)**D7) As a Class Teacher of class: _____ Your report on the PTM held in the month**

Date of PTM	Mode (Physical / Virtual)	No. of Parents Attended
General remark of the parents		
Any specific query		

SECTION – "E": SELF IMPROVEMENT / INNOVATION**E1) General information/counseling/knowledge updation done in the class (Topics discussed):**

--

E2) Articles submitted for the anecdote file (Yes / No):

If submitted, name of the article

E3) Books other than the prescribed text books, if any, read/reading during the month:

Give details including the Name of the book, Author etc.

--

E4) Newspapers/Periodicals frequently read during the month: (Please specify)

--

E5) Books borrowed from the library, if any:

--

E6) Any specific engagement for personal/professional development during the month: (Workshops/Seminar / Training Programme attended if any). Please mention Other than meetings conducted by the Principal/H.M/Sr.Mistress, Coordinator/House Warden/Club I/Cs / for External Exam, etc.:

Internal / External	Date	Topic	Organized by	Venue

E7) Involvement if any, in creative/innovative/literary activity during the month. Please specify:

--

E8) Involvement if any, in Community Services during the month. Please specify:

--

E9) Classroom Observation is done in your class by School Authorities during the MIS/TEI period.

Yes / No		If yes, number of times	
----------	--	-------------------------	--

E10) Supervised External Exams in other Schools during the MIS/TEI period.

Yes / No		Name of the School & Place	
----------	--	----------------------------	--

SECTION – “F” : GENERAL

F1) Any other consistent physical ailment. Please specify:

--

F2) Involvement in any philanthropic activities. If yes, please specify:-

--

F3) Whether member of any club/organization/association. Please specify:

--

TEACHER'S ENGAGEMENT INDEX (TEI)

Sl.	Engagement Heads	In %	Self-Assessment by teacher			
1.	Total no. of periods taken along with the substitutions during the MIS period.		60-70	0.00		
	No. of periods taken as per time table (A)					
	Actual	Sat. (PPRW & PRW)			No. of substitutions taught/Engagements/Extra classes/Remedial classes / stay back for academic activity (B)	No. of Actual Periods taken (out of 45/40* per week) (A+B)
		0			0	0
	Note- 1. The no. of periods to be taken out aftersubtracting the leave taken. 2. For Primary and Pre-primary teachers three periods will be added for Saturday. 3. *40- For Primary wing and Pre-primary wing teachers. 4. <u>Calculated Total No. of periods (as mentioned in the page no.1):</u> The formula to be applied for calculation is: $\frac{\text{No. of Actual periods taken (i. e. A + B)}}{\text{Total No. of Periods}} \times 100$					
2.	Class Teacher / Class Representative: <u>As a CT:</u> • Taking of attendance. • Proper record maintenance of the students. • Timely collection of fees & distribution of various certificates etc to the students. • Proper & frequent interaction with the parents. • Involvement in morning assembly, notice board maintenance as well as any other task given to the class. • Maintenance of general discipline of the class. <u>As a CR:</u> • Distribution of various certificates etc. to the CTs. • Maintaining the record of Test absentees. • Distribution of various notices to the CTs. • Any other work assigned by the Vice Principal / Rector / Coordinator / Sr. Mistress.		3			
3.	Copy evaluation & cross checking		5			
4.	e-Lesson Plan during the TEI period(opt any one only): (Not applicable if it is not prepared during the TEI period)					
	a) Prepared by you? If yes, 5 points.		5			
	b) <u>For others:</u> Viewed online/consulted & noted. If yes, 2 points.		2			
5.	House Wardens/ Club in-charges / Asst. House Wardens / Lab I/c		5			
6.	Administrative aspect as per MIS: a) Arrives on time to the school & in classes. b) Submission of attendance register, teacher's diary, log book on time. (2 points) c) Following of dress code and other disciplinary aspects. d) Regularly checking the official e-mails/SMS/WhatsApp and adhering to it.		5			
	Total of this page (automatically calculated when values are updated)			0.00		

Sl.	Engagement Heads	In %	Self Assessment by the teacher		
7.	Active involvement in: (Enter details in <u>not more than 80 chars.</u>)(mention only the specific work done)	1-10			
	a) British Council				
	b) UNESCO				
	c) Clubs				
	d) House Activity				
	e) Exam process / CCE related entries				
	f) Remedial/Extra classes				
	g) Various sports activity				
	h) Arrival / Dispersal Break time / any other duty assigned				
i) Any other activity (Pls specify)					
8.	Job assigned by the Principal / Vice Principal / Rector / Sr. Mistress / Coordinator (Please specify) -		0-10		
	Sl	Job			Completion Date
	a)				
	b)				
	c)				
	d)				
	Total Engagement in Percentage		0.00		
Date of submission of this e-MIS & TEI by the Teacher:					

Please Note:

- 1) Do not make duplicate entries in point nos. 7 & 8.
- 2) Do not mention the external exams for which you have been paid for.

Most Important: Click the button to Update values & Save this file in "your complete name.docm" →→→→→

Update Values

Overall Assessment Grading Criteria	Grade	Points	Remark		Grade	Points	Remark
	A1	10	Outstanding		C2	5	Average
	A2	9	Excellent		D1	4	Scope for Improvement
	B1	8	Very Good		D2	3	More Efforts needed
	B2	7	Good		E1	2	Explanation to be sought
	C1	6	Fair		E2	1	Continuity in the school to be reviewed

7 steps Guide to activate "Update Values" in your system (required to do only once)

Click:1) Your Left top corner MS-office button; **2)** "Word Options"; **3)** "Trust Center"; **4)** "Trust Center settings"; **5)** "Macro settings"; **6)** Select the 4th option: "Enable all macros"; **7)** twice "OK", "OK".