

Dear Teachers,

As part of our commitment to continuous improvement and the professional growth of our teaching staff, we are initiating a self-assessment process for all teachers.

Self-assessment is a valuable tool for you to reflect on your teaching practices, set personal goals, and identify areas for professional development. It is an integral part of our efforts to ensure that our students receive the highest quality education.

This format is designed only for the self improvement and overall development of the students. It is not meant for rating teachers.

The self-assessment process is as follows:

- 1) **Self-Reflection-** Take some time to reflect on your teaching practices, classroom management, and the impact on student learning with the help of rubrics provided to you.
- 2) **Self-Assessment Form-** **The Self Assessment form needs to be filled in soft and the printout of the same has to be taken by each one of you in A4 size paper.** Please complete this form, providing responses to the descriptors by giving score and providing evidences, if available.
- 3) **Submission-** Submit your self-assessment form in hard on or before **27th November 2023** to the concerned wing in-charges.

We encourage all teachers to take this process seriously, as it will help us tailor professional development opportunities and support to your specific needs and aspirations. The school deserves right to demand for any evidences as and when required.

If you have any query or need assistance, please contact the wing in charges.

Regards



R. K. Trivedi

Principal



O. P. JINDAL SCHOOL

Kharsia Road, Raigarh (CG) 496 001, India

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

Most Important (please check before sending this file to opjshelpdesk.raigarh@jindalsteel.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	01.10.2024	To	31.12.2024
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*	Select...	SM/BPN/SDS/PKL/SDX;(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	315	(enter "1" here, if you are in shift - A)
2	Shift - B	207	(enter "2" here, if you are in shift - B)
3	Shift - C	280	(enter "3" here, if you are in shift - C)

Important Dates	Date of issue:	02.01.2025
	To be sent ONLY to the official mail ID, opjshelpdesk.raigarh@jindalsteel.com, on or before:	13.01.2025

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. (MKD) 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) Monday Test/Half Yearly / Annual Answer Books evaluated and distributed during the month:✳

Class	Sub	Exam Date	No. of Answer Books

B4) Question paper preparation Monday Test / Half Yearly / Annual Exam

Class	Subject	Exam Date	No. of QP Sets

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) Academic Activities conducted during the month : (MA / SEA / ALS etc.)

Class / Sec.	Subject / Topic	Details of Activity

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 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	Outcomes

SECTION – "D": ADAPTABILITY OF THE SYSTEM

D1) Question paper for the Monday Test/Half Yearly / Annual / any other exams proof read during the period (Mention only the question paper which you have not set) :-

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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:-

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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):**

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

If submitted, name of the article

E3) Observations recorded for the anecdote of students (Yes / No)

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

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E5) Books borrowed from the library, if any:

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- 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 /VP /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)** Have you ever been asked for any explanation during the MIS/TEI period

Yes / No		If yes, number of times	
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- E10)** If you are a House Warden / any in-charge mention your contribution during the period

SECTION – “F” : GENERAL

- F1)** Any other consistent physical ailment. Please specify:

- F2)** Whether member of any educational 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)	No. of substitutions taught / Extra classes / Remedial classes taken after school hours / holidays (B)	Total (A+B)		
	0	0	0		
	Note- 1. The no. of periods to be taken out after subtracting the leave taken. 2. <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, medals etc. to the CTs. • Maintaining the record of Test absentees. • Distribution of various notices / circulars to the CTs. • Any other work assigned by the Vice Principal / Rector / Coordinator / Sr. Mistress. • Taking attendance			3	
3.	Copy evaluation & cross checking			5	
4.	e-Lesson Plan during the TEI period (Not applicable if it is not prepared during the TEI period) Prepared by you? If yes, 5 points.			5	
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, e-lesson plan, log book on time. 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 the specific work done) <table border="1"> <tr><td>a) Clubs</td><td></td></tr> <tr><td>b) House Activity</td><td></td></tr> <tr><td>c) Exam process</td><td></td></tr> <tr><td>d) Various sports activity</td><td></td></tr> <tr><td>e) Any other duty assigned</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	a) Clubs		b) House Activity		c) Exam process		d) Various sports activity		e) Any other duty assigned										1-10	
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8.	Job assigned by the Principal / Vice Principal / Rector / Sr. Mistress / Coordinator (Please specify) - <table border="1"> <thead> <tr> <th>Sl</th> <th>Job</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr><td>a)</td><td></td><td></td></tr> <tr><td>b)</td><td></td><td></td></tr> <tr><td>c)</td><td></td><td></td></tr> <tr><td>d)</td><td></td><td></td></tr> <tr><td>e)</td><td></td><td></td></tr> </tbody> </table>	Sl	Job	Completion Date	a)			b)			c)			d)			e)			0-10	
Sl	Job	Completion Date																			
a)																					
b)																					
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d)																					
e)																					
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".

OPEN BOOK TEST, 2024

The National Education Policy (NEP) 2020, introduced by ministry of education and CBSE represents a comprehensive framework aimed at transforming and rejuvenating the educational landscape of the country. One of its key components is the National Curriculum Framework (NCF), which outlines essential guidelines for curriculum development and pedagogical strategies to foster holistic education.

In an effort to ensure that teachers are well-versed with the principles and methodologies aligned in the **NEP 2020 and NCF**, an **Open Book Test** will be conducted. This innovative approach to professional development empowers educators by encouraging a deeper engagement with the policy documents, fostering a thorough understanding, and enabling them to implement these strategies effectively in their classrooms.

By participating in this **Open Book Test**, teachers are expected to gain a better grasp of the changes proposed, reflect on their current practices, and adapt their teaching strategies to align with **NEP 2020 and the working ethics of JSP**. This initiative is a step towards empowering educators to be better than before, ultimately enhancing the quality of education.

Together we can ensure that we are not preparing our students for academic success but also contributing to a culture of continuous improvement and excellence in our community.

R.K. Trivedi
Principal