

THE BISHOP'S EDUCATION SOCIETY, PUNE

The Bishop's School, Camp

APPRAISAL FORM

(01-Nov-2024 TO 31-Oct-2025)

Ref No:C1110202447020



EMPLOYEES INFORMATION (FOR OFFICIAL USE ONLY)

Fin. Code: MC0084

NAME OF THE APPRAISEE:	MR. ALLEN SHANTRAJ BARNABAS
APPRAISER (HOD):	MR. CHRISTOPHER DOMINIC GAYNOR
DESIGNATION / DEPARTMENT / DATE OF JOINING:	Assistant Teacher / Senior Section - Camp / 11-Mar-2020 (5 yr 7 mnth 20 days)

A.Y : 2024 SL : 0 CL : 0 ML : 0 LWOP : 0 SPL : 0 A : 0 Total : 0

A.Y : 2025 SL : 1 CL : 1 ML : 0 LWOP : 0 SPL : 0 A : 0 Total : 2

KEY RESULT AREA	KEY PERFORMANCE INDICATOR	EXCEPTIONAL	GOOD	AVERAGE	POOR	MEMOS
Performance of Job responsibilities (Teaching-learning Process)	1. Subject knowledge & delivery, Effective communication (Written & Oral), proficiency and fluency of language, Blackboard work, etc.	☐	☐	☐	☐	☐
	2. Class discipline, Management of Students Behaviour, Rapport with the students, and co-teachers	☐	☐	☐	☐	☐
	3. Prepares and plans quality videos, modules, instructional material, presentations & is well organised.	☐	☐	☐	☐	☐
	4. Innovative teaching methods used in the classes and for various online modules.	☐	☐	☐	☐	☐
Student Assessment and Development	1. Monitor and evaluate each students progress in respective subjects.	☐	☐	☐	☐	☐
	2. Timely submission of students/official records (attendance registers, reports, record of work, etc.)	☐	☐	☐	☐	☐
	3. Involved in preparing question papers as per the curriculum with a proper format and right/proportionate difficulty levels.	☐	☐	☐	☐	☐
	4. Willingness to reteach and reevaluate difficult concepts.	☐	☐	☐	☐	☐

KEY RESULT AREA	KEY PERFORMANCE INDICATOR	EXCEPTIONAL	GOOD	AVERAGE	POOR	MEMOS
Professional Growth and Development	1. Participation in Co-curricular activities, planned by the school with enthusiasm.	☐	☐	☐	☐	☐
	2. Willingness to learn, and grow in the subject knowledge, and profession.	☐	☐	☐	☐	☐
	3. Willing participation in activities/programs for Teachers overall development.	☐	☐	☐	☐	☐
	4. Execution of assigned duties, MOD, SUPW, etc., Assistance to the Students/Boarders, Following Protocol.	☐	☐	☐	☐	☐
Professional Ethics	1.Attendance & Punctuality	☐	☐	☐	☐	☐
	2.Self-discipline, well groomed, compliance with the school decorum and rules & regulations..	☐	☐	☐	☐	☐
	3.Professional etiquette and rapport with colleagues.	☐	☐	☐	☐	☐
Any Disciplinary Action	No. of Written Warnings: 0 No. of Memorandums: 0					

GENERAL IMPRESSION OF THE EMPLOYEE

Signature of HOD >>

 PRELIMINARY
 VERIFICATION
 PENDING

Date :

