

## Army Public Schools And Colleges System

### PRINCIPAL'S APPRAISAL FORM

(TO BE FILLED IN BY REGIONAL DIRECTOR)

<b>Principal</b>	
<b>School</b>	
<b>Total Experience (Administrative &amp; Teaching) <sup>1</sup> in Schools (Pre-HSSC)</b>	
<b>Experience as APS Principal</b>	
<b>Date of Joining (Current Institution)</b>	

<sup>1</sup> Experience in institutions targeting adults/ professionals not to be included.

## GRADING KEY

Marks	Grade	Description
100-90	A+	Excellent
89-80	A	Very Good
79-70	B+	Good
69-60	B	Average
59-50	C	Needs Improvement
Less than 50	D	Not satisfactory

**SCHOOL STATISTICS**

School Level: .....

Total No. of Classes: .....

Student Strength: .....

Average Class Strength: .....

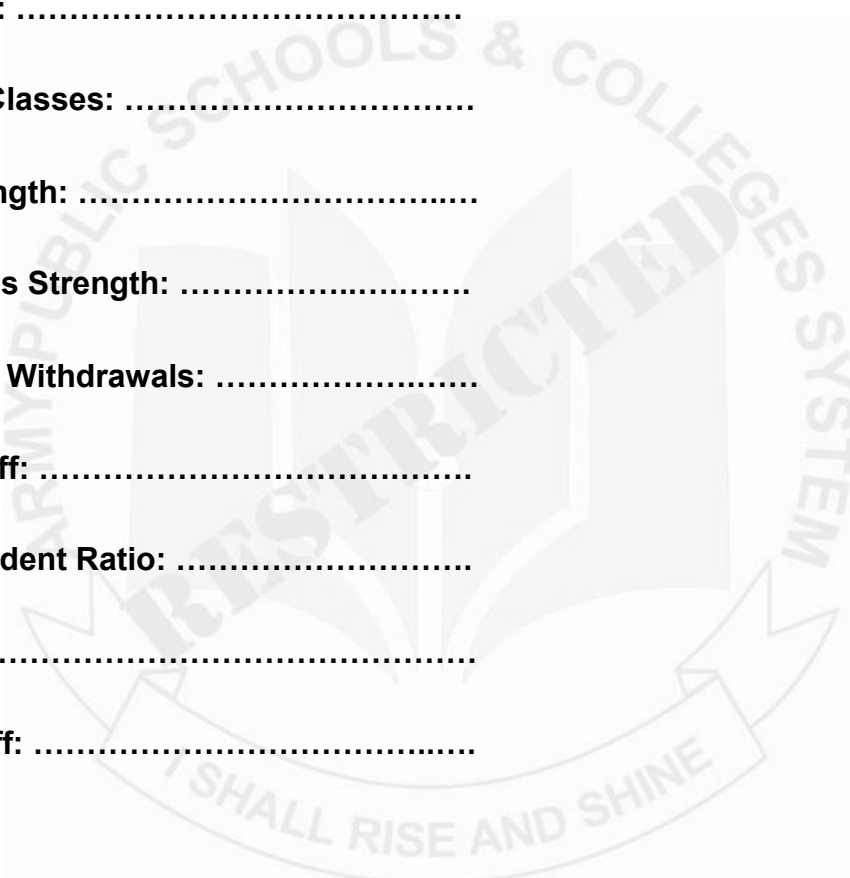
Admissions / Withdrawals: .....

Teaching Staff: .....

Teacher / Student Ratio: .....

Admin Staff: .....

Ancillary Staff: .....



**Data of Teachers' Turnover in Preceding 12 Months:**

Teacher's Name	Date of Appointment	Reasons for Leaving the Institution



## PRINCIPAL'S APPRAISAL FORM

**Instructions:** Principal's Appraisal will be carried out by the Regional Director. For every Key Performance Indicator, the column will be tick marked keeping in view the following rating scale:-

Rating Scale	1	2	3	4
	<b>Below Expectations</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>

### KEY PERFORMANCE INDICATORS

#### 1. General:

KPIs	1	2	3	4	Remarks (if any)
<b>CONDUCT</b>					
• Keeps in view the moral and ethical implications of policies prior to taking any decision					
• Ensures a respectful, dignified and just environment in the school which boosts the morale of students and staff					
<b>KNOWLEDGE</b>					
• Has thorough knowledge of modern trends and latest researches in the field of education					
• Effectively utilizes his/her knowledge and skills in order to improve the quality of education in the school					
<b>PROFESSIONAL COMPETENCE</b>					
• Demonstrates a high level of decision making and analytical skills that consistently represent the best interest of the school and staff					
• Efficiently works to promote positive culture and environment in the school and puts in efforts to sustain good practices					
• Reinforces high expectations for students by establishing high academic standards and providing incentives for their learning					
• Is proactive in approach and uses ingenuity in unforeseen situations or when school safety issues occur					
• Handles pressure and stressful situations efficiently and promptly					
• Has good ICT skills					
<b>Marks Awarded/ Total</b>					

## 2. Technical:

KPIs	1	2	3	4	Remarks (if any)
<b>Role as An Instructional Leader</b>					
<b>Vision &amp; Mission:</b> <ul style="list-style-type: none"> <li>Understands and promotes the school's Vision/ Mission &amp; bases decisions during the year on the achievement of set goals</li> </ul>					
<b>APSACS Policies &amp; Procedures:</b> <ul style="list-style-type: none"> <li>Has comprehensive awareness of APSACS Policies and ensures their implementation in an efficient manner</li> </ul>					
<b>Academic Package:</b> <ul style="list-style-type: none"> <li>Has a thorough understanding of the Academic Package &amp; Procedures and ensures its effective implementation</li> </ul>					
<b>SEF &amp; SIP:</b> <ul style="list-style-type: none"> <li>Works with his/ her staff as a Team, has realistically carried out School Self Evaluation and has devised an effective School Improvement Plan (SIP)</li> </ul>					
<b>Implementation of SIP:</b> <ul style="list-style-type: none"> <li>Is part of SIP and efficiently collects and analyzes data and makes appropriate plans to meet the needs/ gaps</li> </ul>					
<b>Monitoring Procedures:</b> <ul style="list-style-type: none"> <li>Is highly involved in supervising and evaluating instructions, coordinating curriculum and monitoring students' progress</li> </ul>					
<b>Secrecy Policy:</b> <ul style="list-style-type: none"> <li>Ensures implementation of Exam Secrecy Policy</li> </ul>					
<b>Students' Attainment:</b> <ul style="list-style-type: none"> <li>Takes complete responsibility for the results of the school, analyzes them and works vigilantly in order to improve the academic standards</li> </ul>					
<b>AIS Portal:</b> <ul style="list-style-type: none"> <li>Accesses AIS Portal for Principals</li> </ul>					
<b>Professional Growth of Staff:</b> <ul style="list-style-type: none"> <li>Provides staff with ample growth opportunities and empowers them to bring improvement through innovations based on research and aids the staff in implementing creative ideas</li> </ul>					
<b>Budget:</b> <ul style="list-style-type: none"> <li>Plans the school budget efficiently and judiciously</li> </ul>					
<b>Utilization of Resources:</b> <ul style="list-style-type: none"> <li>Vigilantly ensures the provision and utilization of resources by identifying their importance for effective</li> </ul>					

[CONFD]

KPIs	1	2	3	4	Remarks (if any)
academic and co-curricular pursuits					
<b>School Culture:</b> <ul style="list-style-type: none"> <li>Efficiently works to promote a positive culture and environment in the school and puts in efforts to sustain good practices</li> </ul>					
<b>Corporal Punishment:</b> <ul style="list-style-type: none"> <li>Has taken effective measures to provide safe and caring learning environment (free of bullying and corporal punishment)</li> </ul>					
<b>Community Engagement &amp; Links with Stakeholders :</b> <ul style="list-style-type: none"> <li>Makes exceptional efforts to maintain a strong link with all the stakeholders and actively engages the Parental Body/ community in school academics and co-curricular activities</li> </ul>					
<b>Marks Awarded/ Total</b>					

Overall Grade & Percentage	
<b>General &amp; Technical (Marks Awarded/ Total)</b>	
<b>Grade &amp; Percentage</b>	

**Analysis of Previous Goals (set by the Reporting Offr)/ Targets Achieved:**

**Future Goals/ Targets (set by the Reporting Offr):**

**Pen Picture/ Remarks:**

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**Signature Reporting Officer (RD):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_