



**Army Public Schools and Colleges System**  
**Teacher's Appraisal Form**

Report for the Period from: \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Academic Qualification: \_\_\_\_\_

Previous Experience: \_\_\_\_\_

Date of Joining (Current Institution): \_\_\_\_\_

APSACS Trainings Attended: \_\_\_\_\_

Leave Availed During the Year:

Type of Leave	Annual	Casual	Sick	Maternity	Total
Entitled					
Availed					

## 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



## TEACHER'S APPRAISAL FORM

**Instructions:** Teachers' Appraisal will be carried out by the Section Head and countersigned by the Principal. For every Key Performance Indicator, the column will be tick marked as per 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>					
• Is a highly respectful, cooperative and willing worker					
• Is honest in his/her dealings and fully committed to the wellbeing of the institution					
• Is highly dependable in handling important assignments and management of resources					
• Takes independent decisions and accepts responsibility					
• Is highly punctual and observes regularity					
<b>KNOWLEDGE</b>					
• Is a specialist in the subject and strives constantly to update and improve knowledge					
• Has thorough knowledge of latest trends in the field of education					
<b>PROFESSIONAL COMPETENCE</b>					
• Is flexible, has an open mind and is always willing to accept new ideas and adjusts accordingly					
• Proficient in spoken as well as written expression					
• Is proficient in employing a variety of ICT tools/aids					
• Takes on extra responsibility willingly and voluntarily					
<b>Marks Awarded/ Total</b>					

**2. Technical:**

KPIs	1	2	3	4	Remarks (if any)
<b>Academic Package:</b> <ul style="list-style-type: none"> <li>Is thoroughly familiar with the APSACS Policies and Procedures</li> </ul>					
<b>Curriculum Implementation:</b> <ul style="list-style-type: none"> <li>Has a thorough understanding of the Curriculum &amp; implements it as per expectations/ given standards</li> </ul>					
<b>Assessment Procedures:</b> <ul style="list-style-type: none"> <li>Has thorough knowledge &amp; understanding of the assessment procedures and uses results to take remedial actions</li> </ul>					
<b>Lesson Planning:</b> <ul style="list-style-type: none"> <li>Has a thorough knowledge of key elements of lesson planning; designs highly effective lesson plans</li> </ul>					
<b>Use of A/V Aids:</b> <ul style="list-style-type: none"> <li>Highly competent in using a variety of teaching methods &amp; A/V Aids to suit the lesson and teach mixed ability groups</li> </ul>					
<b>Students' Work:</b> <ul style="list-style-type: none"> <li>Very particular regarding the corrections of students' work, and work presentation in notebooks/activity books; ensures accurate corrections and follow up; subject-specific &amp; constructive remarks are regularly given</li> </ul>					
<b>Improvement Strategies:</b> <ul style="list-style-type: none"> <li>Has shown marked improvement in the academic activities of all the students under his/her charge</li> <li>Has effective remedial plans in place for the Low Readiness Learners</li> </ul>					
<b>Classroom Management:</b> <ul style="list-style-type: none"> <li>Highly skilled in maintaining discipline, ensuring productive student participation &amp; maintaining a good learning environment in the classroom</li> </ul>					
<b>Corporal Punishment:</b> <ul style="list-style-type: none"> <li>Never resorts for corporal punishment. Is well adept in positive disciplining strategies and techniques.</li> </ul>					
<b>Students' Emotional Health</b>					

KPIs	1	2	3	4	Remarks (if any)
<ul style="list-style-type: none"> <li>Is aware of APSACS Emotional Health Programme and is sensitive to the needs of students and ensures their mental wellbeing through effective discourse and classroom strategies.</li> </ul>					
<b>Record Maintenance:</b> <ul style="list-style-type: none"> <li>Meticulously maintains academic records and carries out the analysis</li> </ul>					
<b>APSACS Trainings:</b> <ul style="list-style-type: none"> <li>Has undergone APSACS trainings, is keen to participate in further training programmes &amp; utilizes the acquired knowledge to enhance the practice</li> </ul>					
<b>Participation in Co-Curricular Tasks:</b> <ul style="list-style-type: none"> <li>Is always ready to participate in CCAs/ events organized by the school</li> </ul>					
<b>Link with School Management, Colleagues, Parents, Students:</b> <ul style="list-style-type: none"> <li>Highly skilled in maintaining excellent rapport with colleagues, parents, students and school management</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 Initiating Offr)/ Targets Achieved:**

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

**Pen Picture/ Remarks (Initiating Officer):**

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**Signature Initiating Officer:** \_\_\_\_\_

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

**Comments (Senior Reporting Officer):**

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**Signature Senior Reporting Officer:** \_\_\_\_\_

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

**Teacher's Signature:** \_\_\_\_\_

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