

**Directorate of Education
Govt. of NCT of Delhi
Old Sectt., New Delhi**

No. PS/DE/2005/1521-2451

Date :4/4/2005

MEMORANDUM

“Supervision of class -room teaching and submitting report on-line”

In order to promote effective classroom teaching and maintain high standard of work ethics, it is important that every teacher’s class must be observed periodically by a competent authority (normally the H.O.S.). The Directorate of Education recommends the on-line reporting of the class room teaching by the H.O.S. in the new academic session. In this regard, teachers should keep the following things in mind.

- Motivation of students through examples from life situations to create interest.
- Planning the lesson before hand with proper allotment of periods for the main and subtopics.
- Use of lecture cum demonstration method, project and other interactive methods involving the students, instead of only the “ **Telling Method**”.
- Use of adequate and suitable teaching aids prepared with the TLM Fund, Pupils’ Welfare Fund of the school, in addition to the mandatory use of the blackboard.
- Framing questions and giving assignments based on understanding and application, ensuring that the students are not over burdened with home work at any time.
- Checking of written assignment in the notebook as per the guidelines given at the end.
- Evaluation of students’ performance through class tests and recording the marks of such tests and other examinations.

It is recommended that the H.O.S. acquire the necessary computer skills to give the supervision report on-line. The H.O.S. on his/her part should keep the following in his/her mind.

- Observing at least one class daily and giving an objective report along with positive suggestions for improving the teaching learning process and communicating the same to the concerned teacher.
- Maintaining confidentiality in filling the on-line report.
- Ensuring that the on-line report is sent the same day the class is observed.

Guidelines/checklist for the maintenance of notebooks

The teacher should...

- see that the index is properly made in the notebook.
- insist that the notebooks be covered neatly.
- give application/activity based questions, other than the ones given in the textbook, as written assignments for the students.
- not overlook the mistakes by the students.
- read the answers thoroughly, not just tick mark them and give valuable suggestions/remarks.
- insist on good handwriting and neat presentation.
- see that the answers are original and not lifted off from the guides/copied from other student's answer.
- take up follow-up of corrections/remarks.
- get the note book signed by parents periodically.

Class- room teaching observation Online Report

Teacher's ID: _____ Name: _____

Subject: _____ Class _____ Date _____

School's Name _____

School's ID _____

1. Class room cleanliness and decoration, creating a learning environment

- Well maintained
- Needs improvement
- Carelessly maintained

2. Lesson plan and diary

- Well maintained and lesson according to the break-up syllabus
- Needs improvement
- Carelessly maintained

2 a. Identification and record of weak/bright students and efforts to improve them

- Done
- List of students made without mention of efforts to improve
- Not done

2 b. Evaluation –Unit tests, class tests and terminals

- Regularly given and result recorded
- Very few tests given
- Only terminal exams for evaluating and record

3.Introduction of the lesson /topic OR Recapitulation of the previous day's portion

- Good and interesting
- Needs improvement
- Monotonous and uninteresting

3 a. Motivation of students by the teacher to learn the topic

- Done with examples from everyday life
- Needs improvement
- Not done at all

3 b. Teaching Process

- Combination of many methods/techniques
- Only lecture method
- Teacher's reading followed by minimal explanation and exercise from the book

3 c. Use of teaching Aids (Black Board / OHP/ Slides/ Clippings /Models etc)

- Done with relevance to the concept taught
- Only black board used
- No use of Black board

4. Presentation

- Concepts effectively communicated
- Needs improvement
- Many areas left unexplained

4 a Delivery of the lesson

- Done with a steady and controlled pace
- Needs improvement
- Not captivating for sustained interest

4 b. Query handling by the teacher

- Encouraging
- Casual
- Discouraging

5. Closing of the lesson

- Reiteration of key/main points & summarizing
- Done in a hurried manner
- Did not summarize at all

6. Interaction with students

- Excellent
- Only some students got involved
- One way communication

7. Assignments/work/project on the topic

- Application/activity based work and extra questions given
- Direct assignments from the text book
- No assignment given

8. Checking of Notebooks

- Very thorough and up-to date
- Up to date but mistakes overlooked
- Not up to date

9 Follow-up of corrections/remarks in tests and notebooks

- Carried out regularly
- Randomly done
- Not carried out at all

10. Class discipline

- Excellently disciplined
- Moderately disciplined
- Indisciplined

Supervised by _____

Suggestions: _____

Sd/-
(VIJAY KUMAR)
Director of Education

No.

Dated:

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Sd/-
(VIJAY KUMAR)
Director of Education