



# RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)

Belur Math, Howrah - 711 202, West Bengal

**2.4.13 Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include**

1. Effectiveness in classroom teaching
2. Competency acquired in evaluation process in schools
3. Involvement in various activities of schools
4. Regularity, initiative and commitment
5. Extent of job readiness

**Format for criteria and weightages for interns' performance appraisal used**



Swami Vidyamritananda  
Principal (Offg.)  
Ramakrishna Mission Sikshanamandira  
Belur Math, Howrah-711202, W.B.



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## **Blank Comprehensive Appraisal Format**

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**“Education is the manifestation of the perfection already in man.”**

- **Swami Vivekananda**





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## Ramakrishna Mission Sikshanamandira

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### Comprehensive Appraisal of Performance during School Internship Programme

Name of the teacher-trainee	:
Roll No.	:
Name of the Internship School	:
School Address	:

#### Instructions for the Respondents:

Kindly give your valuable honest response to the following statements about the teacher-trainee of our college who have completed the internship programme at your school. This response will help us to improve the teaching competency of our students. Your response will be kept confidential and only be used for academic purposes. Please put a tick mark (✓) against each criterion.

#### 1. Effectiveness in classroom teaching:

SN	ASSESSMENT CRITERIA	Very poor	Poor	Fair	Good	Very good	Excellent
1.	Method of handling the lessons according to the level of students						
2.	Method of presenting the lesson with different exercises, drills and techniques						
3.	Application of different kinds of teaching aids and appliances						
4.	Clearing doubts through question, answer and demonstration						
5.	Maintaining conducive class discipline during transaction of practical lessons						

#### 2. Competency acquired in evaluation process in schools:

SN	ASSESSMENT CRITERIA	Very poor	Poor	Fair	Good	Very good	Excellent
1.	Conducting Class test for the students						
2.	Taking Achievement Tests for the students						
3.	Homework assignment and checking						
4.	Shouldering with the regular teachers in formative assessment conduction						
5.	Shouldering with the regular teachers in marks entry, report card preparation etc.						

#### 3. Involvement in various activities of schools:

SN	ASSESSMENT CRITERIA	Very poor	Poor	Fair	Good	Very good	Excellent
1.	Involvement in co-curricular activities like cultural, sports activities of school						

1



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SN	ASSESSMENT CRITERIA	Very poor	Poor	Fair	Good	Very good	Excellent
2.	Preparation of co-curricular reports cards with the regular teacher						
3.	Knowledge of organizing cultural and sports events						
4.	Involvement in Mid-day-Meal related work of school						
5.	Involvement in record keeping activity of school like students' data entry work in <i>banglar shiksha</i> web portal etc.						
6.	Involvement in Class Timetable preparation						
7.	Involvement in morning assembly conduction						
8.	Involvement in Attendance register maintaining						
9.	Performance in invigilation duty						
10.	Interest in conducting class quiz like events						

#### 4. Regularity, initiative and commitment:

SN	ASSESSMENT CRITERIA	Very poor	Poor	Fair	Good	Very good	Excellent
1.	Regularity in handling classes, attending to duties and other responsibilities						
2.	Punctuality in assigned works of school						
3.	Readiness in any school related work						
4.	Encouraging students to actively take part in academic and other activities						
5.	Being committed to the ethos of school system and profession						

#### 5. Extent of job readiness:

SN	ASSESSMENT CRITERIA	Very poor	Poor	Fair	Good	Very good	Excellent
1.	Attaining mastery in the area of specialization						
2.	Being creative and innovative in their self-initiatives						
3.	Being emotionally stable while facing challenging situations						
4.	Being effective while working with groups						
5.	Exhibiting leadership qualities						

Date:

Sign. and seal of the Headmaster/ Principal / TIC