

## Documents ( Formats / Feedback proformas / Rating Scales )

- 001, Format for Conducting Arrangement / Substitute Class Teaching In School Situation.  
( Maintenance of School/Class Records and Registers )
- 002, Format for Organising the Morning School Assembly. ( Contribution to School Programmes)
- 003, Format Schedule for Assessment of Library/Laboratory/Sports resources by  
Teachers Trainee.
- 004, Format for Reporting About PTA /MTA /SMC meetings.
- 005, Format for Organizing Social / National Festivals.
- 006, Format for Organizing Annual Sports/Annual Day of the School.
- 007, Format for Organising Field Trip/Excursion.
- 008, Rating Scale for Case Study. (School Based Activities)
- 009, Rating Scale for maintenance of Records and Registers. (School Based Activities)
- 010, Rating Scale for Analysis of School Time Table.
- 011, Rating Scale for Analysis of Calendar Activity.
- 012, Rating Scale for Seminar Presentation
- 013, Rating Scale for participation (Process Evaluation) in Workshop.
- 014, Rating Scale for self- developed Teaching Learning Materials (TLMS)
- 015, Rating Scale for Evaluation of Report on Community Partnership.
- 016, Teaching Competency Mapping Profile
- 017, Practice Teaching process Evaluation Report by the Head of the School.
- 018, Feedback Proforma for Resource Persons regarding PCPs and Study Material.
- 019, Feedback Proforma for Resource Persons regarding Workshop Based Activities.
- 020, Feedback Proforma for Teacher Trainees regarding PCPs and Study Material.
- 021, Feedback Proforma for Teacher Trainees regarding Workshop Based Activities.

**Documents ( Formats / Feedback proformas / Rating Scales ) required to submit in booklet / Spiral binding form with necessary signatures from authorized signatory.**

**Other Mandatory documents to be submitted separately**

022, **Declaration about (40) Practice Lessons.**

*(Separate forms are required for each subject)*

023, **Evaluation Criteria by Mentor \* / Supervisor #**

*( for Each Subject; \* 5 forms from Mentor, #2 forms from Supervisor)*

024, 40 Lesson Plans (10 Lesson Plans for each Subject)

025, 2 Additional Lesson Plans (Exclusive Preparation)

026, **Case Study / Project Report.**

027, Two Assignments For Each Subject ( Including 506 & 507)

028, TLMs for Each Lesson Plan.

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## 511.3-CONTRIBUTION TO SCHOOL PROGRAMMES

### 511.3.1 Format for Organising the Morning School Assembly

Mentor/Supervisor is to rate the student teacher according to the comments provided by the mentor/supervisor.

Name of the Teacher Trainee: .....

Enrolment No. : .....

Name of the School: .....

**i. Description of the preparatory activities**

- Organization of the morning assembly

**ii. Objectives of the activity**

**iii. Steps taken for conducting the activity**

- Arrangement of the class-wise gathering
- Maintenance of discipline
- List of the activities conducted

**iv. Procedures of conducting the activity**

- Communication skill
- Language clarity
- Readiness of the speaker
- Capacity of holding the attention of listeners

**v. Problems encountered during the activity: .....**

**vi. Solution envisaged relating to the problem: .....**

**vii. Impact of the activity on school environment**

Have the resume' for the all assembly address been appended?

Yes/No

**Signature of the Teacher Trainee**

**Counter signature by the Head Master with office seal**

**Signature of Mentor**

**Signature of Supervisor**

### 511.2.2 Format Schedule for Assessment of Library/Laboratory/Sports Resources by Teachers Trainee

Name of Teacher Trainee : .....

Enrolment No. : .....

Name and Address of the School: .....

Total no. of books in library : .....

No. of books in different subject area: .....

List of equipment and chemicals in the laboratory (list to be attached): .....

List of Sports material available in school (list to be attached): .....

The teacher trainee conducts a study of the school library/laboratory/sports resources on the basis of the following criteria:

Components	Yes/No
(i) Provision of separate library room in the school	
(ii) Adequacy of library books in different subject area	
(iii) Provision of enrichment materials in different subject area	
(iv) Provision of suitable newspapers, magazines, journals, periodicals etc.	
(v) Teacher helps to develops proper study habits with the pupils by	
a) Providing study guidance	
b) Monitoring the type of books being frequently issued	
(vi) Mode of issue of books including provision of issue card	
(vii) Adequacy of laboratory equipments and chemicals	
(viii) Process of arranging of equipment and chemicals	
(ix) Adequacy of sports materials	
(x) Process of arranging of sports materials	

**Counter signature by the Head Master  
with office seal**

**Signature of the Teacher Trainee**

**Signature of Mentor**

**Signature of Supervisor**

### 511.3.2 Format for Reporting about PTA/MTA/SMC meeting

004

Name of the Teacher Trainee : \_\_\_\_\_

Enrolment No. : \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

(i) Description of the preparatory activities for conducting PTA/MTA/SMC meeting:

\_\_\_\_\_

(ii) Objectives of the meeting : \_\_\_\_\_

(iii) Steps taken for conducting the meeting:

(iv) Procedures of conducting the meeting in the school: \_\_\_\_\_

(v) Problems encountered for conducting the meeting : \_\_\_\_\_

(vi) Solution envisaged relating to the problem: \_\_\_\_\_

(vii) Impact of the meeting on school environment: \_\_\_\_\_

**Signature of the Teacher Trainee**

**Counter signature by the Head Master with office seal**

**Signature of Mentor**

**Signature of Supervisor**

**511.3.3 Format for organisation of social/national festivals**

Name of the Teacher Trainee : .....

Enrolment No.: .....Class:.....

Date:.....Time/Duration:.....

- (i) Description of the preparatory activities for conducting the festivals: .....
- (ii) Objectives of conducting the festivals : .....
- (iii) Steps taken for conducting the festivals
- (iv) Procedures of conducting the festivals in the school: .....
- (v) Problems encountered for conducting the festivals : .....
- (vi) Solution envisaged relating to the problem: .....
- (vii) Impact of the festivals on school environment: .....

**Signature of the Teacher Trainee**

**Counter signature by the Head Master with office seal**

**Signature of Mentor**

**Signature of Supervisor**

### 511.3.4 Format for Organising Annual Sports/Annual day of the school

Name of the Teacher Trainee : .....

Enrolment No.: .....Class:.....

Date:.....Time/Duration:.....

- (i) Description of the preparatory activities for conducting the Annual Sports/Annual day:  
.....
- (ii) Objectives of conducting the Annual Sports/Annual day : .....
- (iii) Steps taken for conducting the Annual Sports/Annual day
- (iv) Procedures of conducting the Annual Sports/Annual day in the school: .....
- (v) Problems encountered for conducting the Annual Sports/Annual day : .....
- (vi) Solution envisaged relating to the problem : .....
- (vii) Impact of the Annual Sports/Annual day on school environment: .....

**Signature of the Teacher Trainee**

**Counter signature by the Head Master with office seal**

**Signature of Mentor**

**Signature of Supervisor**



### 511.3.5 Format for Organising Field Trip/Excursion

Name of the Teacher Trainee : .....

Enrolment No.: .....Class:.....

Date:.....Time/Duration:.....

Tick mark the venue of the field trip

- a) Historical monument
  - b) Fair
  - c) State assembly
  - d) Akashwani/Doordarshan
  - e) Zoological Park
  - f) Museum/Planetarium
  - g) Dam
  - h) Factory
  - i) Any other, please specify
- i. Description of the preparatory activities for organising the Field Trip/Excursion keeping in mind learners interest : .....
  - ii. Objectives for organising the Field Trip/Excursion : .....
  - iii. Steps taken for organising the Field Trip/Excursion
  - iv. Procedures for organising the Field Trip/Excursion in the school: .....
  - v. Problems encountered for conducting the Field Trip/Excursion: .....
  - vi. Solution envisaged relating to the Field Trip/Excursion : .....
  - vii. Impact of the Field Trip/Excursion on school environment: .....

**Signature of the Teacher Trainee**

**Counter signature by Head Master with office seal**

**Signature of Mentor**

**Signature of Supervisor**

**511.1.2-Rating Scale for CASE STUDY (School Based Activities)**

Name of the Teacher Trainee :

Enrolment No. :

Name and address of the school :

**Rating need to be done according to the following criteria**

Criteria	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
Identification of the learner with problem	5	4	3	2	1
Collection of family history of the learner (Income & qualification of parents, sibling status etc.)	5	4	3	2	1
Formulation of objectives of the case study	5	4	3	2	1
Appropriateness of intervention (Remedial measure adopted)	5	4	3	2	1
Procedure adopted to collect data about the student with problem	5	4	3	2	1
Clarity of conclusions drawn	5	4	3	2	1
Total Marks out of 30:					

**Signature of Mentor  
(Authentication)**

**Signature of Supervisor  
(Assessment)**

### 511.2.3 Rating Scale for Maintenance of Records and Registers (School Based Activities)

Name of the Teacher Trainee :

Enrolment No. :

Name & address of the school :

**Name of the records maintained** (each record will be evaluated as per the rating scale out of 35 and the average of five records as under will be taken to consolidate the mark of trainee in this activity)

- (i) Progress report of the students
- (ii) Anecdotal record (based on specific observation)
- (iii) Lesson diary/ Notes
- (iv) Conducting arrangement/substitute class teaching in school situation
- (v) Record in library, laboratory and sports activities of learners

**Rating need to be done according to the following criteria**

Criteria	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
(i) Knowledge of basic principle of maintenance of report/ record	5	4	3	2	1
(ii) Efforts to motivate the pupils	5	4	3	2	1
(iii) Keeness of keeping record update	5	4	3	2	1
(iv) Cleanliness of the records maintained	5	4	3	2	1
(v) Clarity of the information put forth	5	4	3	2	1
(vi) Description of the problem encountered in maintaining the records	5	4	3	2	1
(vii) Solution suggested to overcome the problem	5	4	3	2	1

Total marks out of 35:

**Counter signature by the Head Master with official seal**

**Signature of Mentor  
(Authentication)**

**Signature of Supervisor  
(Assessment)**

## RATING SCALE FOR ANALYSIS OF SCHOOL TIME TABLE

To be used by the workshop coordinator /Resource Person in the Workshop

Name of the teacher trainee: .....

Enrolment No.: .....

Name of the School : .....

**Rating need to be done according to the following criteria:**

Criteria	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				

### School Time-Table

– Steps to avoid overlapping of period	5	4	3	2	1
– Placement of subject according to its difficulty level	5	4	3	2	1
– Steps to alleviate excessive burden on students :	5	4	3	2	1
a) Variety in activities for curricular transaction					
b) Placement of co-curricular activities					
– Structure of the report	5	4	3	2	1

Has a copy of the time-table be appended along with report? Yes/No

**Total Marks out of 20:**  
(to be converted out of 10)

**Signature of the Workshop Coordinator/Resource Person**

## RATING SCALE FOR ANALYSIS OF CALANDER ACTIVITY

To be used by the workshop coordinator /Resource Person in the Workshop

Name of the teacher trainee: .....

Enrolment No.: .....

Name of the School : .....

**Rating need to be done according to the following criteria:**

<b>Criteria</b>	<b>Ratings</b>				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
<b>Calendar of activities</b>					
– Inclusion of varieties of activities	5	4	3	2	1
– Placement of right kind of activities in the – proper place	5	4	3	2	1
– Steps to alleviate excessive burden on students :	5	4	3	2	1
– a) Variety in activities for curricular transaction – b) Placement of co-curricular activities in the calendar					
– Placement of evaluation activities	5	4	3	2	1
Has a copy of the calendar activity be appended along with report?					Yes/No

**Total Marks out of 20:**  
(to be converted out of 10)

**Signature of the Workshop Coordinator/Resource Person**

## RATING SCALE FOR SEMINAR PRESENTATION

Presentation of Teacher Trainee to be rated by the Workshop Coordinator.

Name of the Teacher Trainee : .....

Enrolment No. : .....

Topic : .....

Time Duration of the presentation: .....

**Rating need to be done according to the following criteria:**

Criteria	Rating				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
– State of preparedness of the student teacher	5	4	3	2	1
– Reading skill	5	4	3	2	1
– Relevance of the seminar topic to issue related to Education	5	4	3	2	1
a) Self Confidence	5	4	3	2	1
b) Accuracy of facts	5	4	3	2	1
– Organization of presentation	5	4	3	2	1

**Total Marks out of 30:**  
(to be converted out of 20)

**Signature of Workshop Coordinator/ Resource Person or his/her nominee**

## RATING SCALE FOR PARTICIPATION (PROCESS EVALUATION) IN WORKSHOP

(To be filled in by the workshop Coordinator for each day of the workshop)

Name of the Teacher Trainee :

Enrolment No. :

Name of the study centre :

**Rating need to be done according to the following criteria:**

<b>Criteria</b>	<b>Rating</b> (5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
(i) Participation(leadership, emotional stability, Cooperation, raising questions, responding)	5	4	3	2	1
(ii) Punctuality	5	4	3	2	1
(iii) Sincerity	5	4	3	2	1
(iv) Regularity	5	4	3	2	1
(v) Actual attendance (number of sessions)	5	4	3	2	1

Comments and remarks:

**Total Marks out of 20:**

**Signature of Workshop Coordinator/ Resource Person or his/her nominee**

## RATING SCALE FOR SELF- DEVELOPED TEACHING LEARNING MATERIALS (TLMS)

Teaching aid prepared by teacher trainee is to be rated by the resource person

Name of the teacher trainee: .....

Enrolment No. : .....

Name of the aid :..... Class for which the aid is meant: .....

Type of aid (audio/visual/ audio-visual): .....

**Rating need to be done according to the following criteria:**

<b>Criteria</b>	<b>Ratings</b> (5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
- Relevance of the aid according to :	5	4	3	2	1
a) Teaching-learning context					
b) Cognitive level of students					
c) Appropriateness of the aid					
- Fulfilment of the specified objectives of preparation of aid	5	4	3	2	1
- Use of locally available (inexpensive indigenous) material for preparation of aid	5	4	3	2	1
- Effectiveness of the aid in :	5	4	3	2	1
a) Attracting students attention					
b) Clarifying concepts					
c) Achieving objectives of the lessons					
d) Accuracy of the size of model					

**Total Marks out of 20:**

**Signature of Workshop Coordinator/ Resource Person or his/her nominee**



## RATING SCALE FOR EVALUATION OF REPORT ON COMMUNITY PARTNERSHIP

The report of the teacher trainee on “The relationship of the school and community and role of the teacher” (suggested in 3 activities in Workshop-II) is to be evaluated by the resource person on the basis of the following criteria.

Name of the teacher Trainee : .....

Enrolment No.: .....

**Rating need to be done according to the following criteria:**

Criteria	<b>Ratings</b> (5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
– Identification of school and community partnership	5	4	3	2	1
a) Identification of school roles					
b) Identification of community roles					
c) Utilization of school resources for community					
d) Utilization of community resources for school					
– Role of the teacher to meet the challenges on the school and community partnership	5	4	3	2	1
– Identification of problems encountered	5	4	3	2	1
– Formulation of the solution to the problem	5	4	3	2	1

**Total Marks out of 20:**

(to be converted out of 10)

**Signature of Mentor/Supervisor/Resource Person**

## TEACHING COMPETENCY MAPPING PROFILE

Name of the working Place

Class:

Name of the Teacher-Trainee

Subject:-

Enrolment No:

Topic:-

Name of the Supervisor/ mentor

Aspects/Components (Criteria/Teacher Behaviour)	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
	1	2	3	4	5
<b>I. LESSON PLANNING</b>					
<b>1. Learning Objectives</b> (Stated in terms of pupils' ability to construct the knowledge, Relevant to the content, Adequacy with regard to learners ability and time)	5	4	3	2	1
<b>2 Content ( Teaching Points and Previous knowledge)</b> (Accuracy and clarity, Adequacy with regard to learning time and Learners' ability)	5	4	3	2	1
<b>3 Learning Activities :</b> (Appropriateness, Effectiveness, Variety and originality)	5	4	3	2	1
<b>4 Evaluation : Formative &amp; Summative</b> (Clarity and Appropriateness, Distribution; Review, Assignment)	5	4	3	2	1
<b>II. LEARNING SITUATIONS</b>					
<b>A. Subject Competency</b>					
<b>1. Lesson Introduction :</b> Testing previous knowledge and motivation	5	4	3	2	1
<b>2. Development of the Lesson:</b> (Uses appropriate teaching strategies, guides/ generalizes content with accuracy and clarity, guides in maintaining logical and sequential order, Provides opportunities for applying knowledge/skills, encourages use of the appropriate media, Budgets time according to task and importance of objectives.)	5	4	3	2	1
<b>3. Confidence in the subject</b>	5	4	3	2	1

<b>B. Teacher Guidance</b>					
<b>1. Integrating/correlating with other subjects by the learners</b>	5	4	3	2	1
(Encourages Interpretations with the help of examples/ instances, helps to derives the process and structure through demonstration by the teacher/the students, encourages to speak with clarity & fluency, provides emphasis & interest through stimulus variation, helps to observe the phenomenon by the learners)					
<b>2. Encouraging Questioning by the learners:</b>	5	4	3	2	1
(Clear, relevant, utilizes pause for thinking. Helps the learners to raise questions, helps pupil responses using the prompting, seeking further information, refocusing & asking critical awareness questions from peer and teachers)					
<b>3. Use of Teaching Learning Materials:</b>	5	4	3	2	1
(Appropriateness of the materials with regard to size of the class, Allows handling of the materials by the learners to bring conceptual clarity, Adequacy of the material, making learners to Draw diagrams/sketches and labels, helps them to write legibly, neatly and systematically with adequate space and size)					
<b>C. Pupil Participation in the lesson and its management</b>					
<b>1. Pupils' Participation:</b>	5	4	3	2	1
(Secures & sustains pupil's attention through varied stimuli, responding & motivating statements by encouraging to ask questions and using verbal and non-verbal cues, group activities and reinforces)					
<b>2. Closure of the Lesson:</b>	5	4	3	2	1
(Reviews major points of the lesson, helps learner to relate present learning with previous & future learning, gives a chance to learners for clarification and more information, creates sense of accomplishment in pupils)					
<b>3. Classroom Management:</b>	5	4	3	2	1
(Reinforces for continuous participation, Provides democratic atmosphere and builds team spirit, effectiveness in tackling individual difference and learner's problem.)					
<b>D. Pupil Evaluation</b>					
<b>1. Evaluation</b>	5	4	3	2	1
(identifies learning difficulties at all levels, ensures understanding of each teaching point, ascertains the realization of overall objectives)					
<b>2. Follow Up</b>	5	4	3	2	1
(Follow-up by giving appropriate assignment)					

**Total out of 75:**

**Signature of the Supervisor / Mentor**

## PRACTICE TEACHING PROCESS EVALUATION REPORT BY THE HEAD OF THE SCHOOL

Name of the Trainee : .....

Enrolment No. : .....

Name & Address of the School : .....

Trainees need be rated on the basis of the following characteristics in a five point scale:

- |  |                   |
|--|-------------------|
| <b>1 Personal characteristics</b> in terms of punctuality, Initiative, capacity to manage classes, relationship with school staff, cooperativeness, participation in the special programme of the school, community service etc. | 5   4   3   2   1 |
| <b>2 Participation in co-scholastic activities</b> such as games and sports cultural activities, academic activities such as science /social science/ literary mela and club activities etc.                                     | 5   4   3   2   1 |
| <b>3 Participation in School work</b> , arrangement, of classes laboratory library activities etc.   | 5   4   3   2   1 |
| <b>4 Teaching:</b> Preparation of lessons, creating learning situations in the classroom   | 5   4   3   2   1 |
| <b>5 Originality and novelty</b> , correction of home assignments, testing and reporting, diligence, originality and novelty.  | 5   4   3   2   1 |

**Overall Mark out of 25:**

**Signature of the Head of the School with Office seal**



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.) PROGRAMME**  
**Feedback Proforma for Resource Persons regarding PCPs and Study**  
**Material**

**Academic Session 20-----to 20----- (First/Second year)**

**Name and address of the Study Centre-----**  
 -----

**Code No\_\_\_\_\_Duration of visit( from\_\_**

\_\_\_\_\_to \_\_\_\_\_)= \_\_\_\_\_days

**Criteria**

**Ratings**

(1-Unsatisfactory, 2-Average, 3-Good, 4-Very Good, 5 -Excellent)

**A. Self Learning Material Related Information**

- Adequacy of materials	1	2	3	4	5
- Relevance of material	1	2	3	4	5
- Illustrations and figures presented in the material	1	2	3	4	5
- Accuracy level of materials	1	2	3	4	5
- Utility of SLM in understanding the content	1	2	3	4	5
- Appropriateness of language used in study materials	1	2	3	4	5
- Quality of printing	1	2	3	4	5
- Overall Quality of SLM	1	2	3	4	5

**B. PCP related Information in the study centre**

- Appropriateness of time schedule used in the centre	1	2	3	4	5
- Infrastructure available in the centre	1	2	3	4	5
- Status of power supply in the centre	1	2	3	4	5
- Questions framed for Assignment	1	2	3	4	5
- Help of Assignments in learning process	1	2	3	4	5
- Awareness about ODL System	1	2	3	4	5
- Quality of audio/video materials					

**C. Records Maintained at Study Centre**

- Letters dispatched to each trainee for attaining PCP	Yes/No
- Availability of Student-wise records	Yes/No
- Attendance register for RPs	Yes/No
- Attendance registers for teacher trainees	Yes/No
- Maintenance of Cashbook	Yes/No
- Availability of audio & video materials	Yes/No
- Records relating to receiving Assignment from the trainees	Yes/No
- Maintenance of record dispatch/receipt of assignment for evaluation	Yes/No
- Maintenance of records for distribution of study materials and identity cards	Yes/No



**NATIONAL INSTITUTE OF OPEN SCHOOLING  
DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed. PROGRAMME)**

**Feedback Proforma for Resource Persons regarding Workshop Based Activities**

**Academic Session 20-----to 20----- (First/Second year)**

**Name and address of the workshop Centre** \_\_\_\_\_

**Code No** \_\_\_\_\_ **Duration of visit ( from \_\_\_\_\_ to \_\_\_\_\_ ) = \_\_\_\_\_ days**

**Criteria**

**Ratings**

(1-Unsatisfactory, 2-Average, 3-Good, 4-Very Good, 5 -Excellent)

**A. Workshop related information**

- Attendance of teacher trainee in day to day activities	1	2	3	4	5
- Punctuality shown by teacher trainee	1	2	3	4	5
- Nature of Response by teacher trainee	1	2	3	4	5
- Carefulness adopted by workshop coordinator	1	2	3	4	5
- Better beginning and closing of the session	1	2	3	4	5
- Participation of teacher trainee in every session	1	2	3	4	5
- Regularity of Resource Persons in taking the sessions	1	2	3	4	5
- Evaluation of trainee done by Resource Persons	1	2	3	4	5
- Evaluation of trainee done by Workshop Coordinator	1	2	3	4	5
- Nature of feedback sessions done at the end of each day	1	2	3	4	5
- Time schedule followed with all care	1	2	3	4	5
- Guidance provided by workshop coordinators	1	2	3	4	5

**B. Working Procedure followed in the Workshop**

- Intimation sent to each trainee to attend the workshop quite in advance	Yes/No
- Each session is conducted as per the schedule	Yes/No
- Time schedule is deviated as per the need	Yes/No
- Each trainee is evaluated in each session	Yes/No
- Feedback session was conducted at the end of each day	Yes/No

**Signature of Resource Person**  
**Date:**



**NATIONAL INSTITUTE OF OPEN SCHOOLING  
DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.) PROGRAMME**

**Feedback Proforma for Teacher Trainees regarding PCPs and Study Material**

Name of the Teacher Trainee :

Enrolment No. :

Name and address of the school :

Name and code of study centre :

**Criteria**

**Ratings**

(1-Unsatisfactory, 2-Average, 3-Good, 4-Very Good, 5 -Excellent)

**A. Personal Contact Programme (PCP)**

- Expertise of the Resource Persons conducting PCP	1	2	3	4	5
- Regularity of Resource Persons during PCP	1	2	3	4	5
- Discussion of study material by RPs	1	2	3	4	5
- Discussion on Assignments by RPs during PCP	1	2	3	4	5
- Usefulness of PCP( gap of few days) between the two spells	1	2	3	4	5
- Process of writing and submitting assignment during PCP	1	2	3	4	5

**B. Self Learning Material**

- Printing and get up of the materials	1	2	3	4	5
- Relevance of the materials for your requirement in the profession	1	2	3	4	5
- Figures and illustrations provided in the materials	1	2	3	4	5
- Usefulness of the format used for developing self-learning materials	1	2	3	4	5
- Quality of self check exercise	1	2	3	4	5
- Quality of assignment given in the self-learning materials	1	2	3	4	5
- Quality of assignment given in each course	1	2	3	4	5

**C. Process of conducting PCP**

- Have you attended PCP full time?	Yes/No
- Information received from Study Centre Coordinator before starting the of PCP	Yes/No
- Adequate Resource Persons are available in the centre	Yes/No
- Attendance Register for the trainees for each session	Yes/No
- Have you attended each session during PCP?	Yes/No
- Have you attended 75% of the session conducted	Yes/No
- Did you discuss about the materials with your peers	Yes/No



**NATIONAL INSTITUTE OF OPEN SCHOOLING  
DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.) PROGRAMME**

**Feedback Proforma for Teacher Trainees regarding Workshop Based Activities**

Name & address of the Teacher Trainee :

Enrolment No. :

Name and code no. of the Workshop Centre :

Duration of Workshop : from \_\_\_\_\_ to \_\_\_\_\_

**Criteria**

**Ratings**

(1-Unsatisfactory, 2-Average, 3-Good, 4-Very Good, 5 -Excellent)

**A. Quality dimensions**

- Quality of sessions	1	2	3	4	5
- Guidance provided by Resource Persons	1	2	3	4	5
- Leadership provided by Resource Persons in group activities	1	2	3	4	5
- Demonstration provided by Resource Persons	1	2	3	4	5
- Feedback session conduct by Resource Persons	1	2	3	4	5
- Topics selected for you to work during workshop	1	2	3	4	5
- How far are you felt benefitted due to workshop	1	2	3	4	5
- Nature of the activity conducted	1	2	3	4	5
- Quality of Workshop Based Activities conducted for you	1	2	3	4	5

**B. Process dimensions**

- Did you get the intimation to attend the workshop in time? Yes/No
- Have you attended all the sessions of the workshop? Yes/No
- Have you been evaluated by Resource Persons? Yes/No
- Have you been evaluated by Workshop Coordinator? Yes/No
- Have you submitted records on SBA/PT on the first day of workshop? Yes/No
- Have you come prepared to attend workshop as per guidelines provided for pre-workshop activities in Practical Manual? Yes/No
- Do you discuss about the activities with your peers? Yes/No
- Make a list of redundant activities conducted during workshop-
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

**Signature of Teacher Trainee**





**NIOS Study Centre / Workshop Centre:**

Vallalar Govt. Girls Higher Secondary School, Lawspet.

D.El.Ed. Programme.

**DECLARATION ABOUT (40) PRACTICE LESSONS**

[ To be filled by the Teacher Trainee in his/her own hand in black- ink pen ]

[ Use four proformas for four Subjects ]

1. Name & Code of the Programme Study Centre : \_\_\_\_\_
2. Full Name of the student in CAPITAL LETTERS : \_\_\_\_\_
3. Enrolment No.: \_\_\_\_\_ 4. Optional Subject : \_\_\_\_\_

*10 lessons have been delivered in each Subject ( Language, Mathematics, EVS, Science / Social Science) (use separate sheet for each subject)*

Full name of the Mentor: \_\_\_\_\_

Supervised by: **Mentor** Mr./Mrs. \_\_\_\_\_ **Supervisor:** Mr./Mrs. \_\_\_\_\_

Sl. No. of Lesson	Date	Period	Name of the Topic	Details of the Teaching Aids used
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*Certified that these lessons were delivered by the above-named Trainee in this School (as per NIOS Study Center guidelines) on the dates and periods as mentioned above.*

Full signature of the **Head Master**  
Date:

Full signature of the **Teacher Trainee**  
Date:

**Kindly Note:**

- Lesson Plans should contain comments, suggestions, corrections, etc. should be made by the Mentor/Supervisor
- Mere mention of lesson delivered will not do. Such lessons will be cancelled.
- All original lesson plans in one volume along with TCMPs duly signed by the Mentor/Supervisor and countersigned by the Head Master with date should be submitted at the Programme Centre on the first day of the workshop-II .
- The Head Master should certify the completion of 10 lessons on the inner cover page of the lesson plan volume.
- The Certificate is Certified that there are 10 lessons plans in this volume which were delivered by the abovementioned student in the school in the presence of the Mentor and supervisor as per the guidelines of NIOS Study Center.  
(Lesson Plans and TCMPs are to be submitted on the first day of the workshop-II.)

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**Note:** This paper with all entries is to be submitted at the time of reporting on the first day of Workshop-II



**NIOS Study Centre / Workshop Centre :**

Vallalar Govt. Girls Higher Secondary School, Lawspet.

D.El.Ed., Programme.

**Evaluation Criteria - Practice Teaching (PT) by Mentor / Supervisor**

Name of the School : \_\_\_\_\_

Name of the **Mentor** / Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ Lesson Plan No.: \_\_\_\_\_

Name of Teacher Trainee: _____		Lesson : _____	
<b>Evaluation Criteria - Practice Teaching (PT)</b>	<b>Maximum marks</b>	<b>Marks Obtained</b>	<b>Remarks</b>
Lesson planning	20		
Subject matter competence	15		
Teacher's guidance	15		
Pupil participation in the lesson & its management	15		
Pupil Evaluation	10		
Evaluation of Practice Teaching Process by Head of the School	25		
Total	100 x 2 = <b>200</b>		

**Kindly Note:**

5 lessons in each subject will be supervised by Mentor and 2 lessons in each subject by supervisor.

Head of institution will submit evaluation report for each Trainee out of 25 marks on Personal Character, participation in Co-scholastic activities, School work, etc.

The marks awarded by mentor/supervisor & Head of school will be put together to assign final weightage to PT.

Full signature of the **Head Master**

Date:

Full signature of the **Mentor / Supervisor**

Date:

