



**Bal Bharati**  
**PUBLIC SCHOOL**  
Sector-21, Noida, G.B. Nagar

ION No.42/2024-25

22 Nov, 2024

Dear Teachers,

Monitoring and mentoring are integral components of the teacher growth cycle in our school. As you are aware, your classes are regularly supervised by your respective reporting officers to ensure quality teaching and learning practices.

**In alignment with the requirements of the NEP, certain modifications have been made to the Supervision Proforma. The revised proforma is being shared with all of you to ensure clarity and preparedness for your lessons.**

You are kindly requested to review the updated proforma and incorporate the parameters in your lesson planning process. This will help in aligning your teaching methodologies with the enhanced supervision parameters and in achieving our shared educational goals.

**Asha Prabhakar**  
(Principal)

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**CLASSROOM TEACHING- SUPERVISION PROFORMA**

**CLASSES – PS & PP**

Name of the Facilitator: \_\_\_\_\_

Class/Section \_\_\_\_\_

Topic: \_\_\_\_\_

Date and Block \_\_\_\_\_

	<b>REVIEW SECTION</b>	<b>Comments</b>
	<b>CLASS ENVIRONMENT</b>	
	<ul style="list-style-type: none"> <li>Cleanliness of class was up to the mark.</li> <li>Arrangement of furniture was neat and as per the Lesson Plan.</li> <li>Creative Display boards were prepared and neatly put up as per the theme/topic</li> <li>Class Information/ Flow of the day neatly put up on the White / Green Board.</li> <li>Sight words neatly put up as per the theme/ topic</li> </ul>	<b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b>
	<b>CLASSROOM COMMENCEMENT AND MANAGEMENT</b>	
	<ul style="list-style-type: none"> <li>Session/ Activity commenced on time</li> <li>Greeting (Namaskar); the facilitator created an environment of active participation</li> <li>Constructive planning of readiness activities</li> <li>The facilitator worked on the previous knowledge of the child (known to unknown)</li> <li>The facilitator introduced the Topic well</li> </ul>	<b>YES / NO</b> <b>YES / NO</b>  <b>YES / NO</b> <b>YES / NO</b>  <b>YES / NO</b>
	<b>PLANNING</b>	
	<ul style="list-style-type: none"> <li>Reflected accurate knowledge of the content to be covered</li> <li>Planned for specific learning objectives</li> <li>Planned and worked effectively for the "Integration" Principle</li> <li>Class time was managed through an 'Effective Lesson Plan'</li> </ul>	<b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b>
	<b>PEDAGOGY AND COMMUNICATION SKILLS</b>	
	<ul style="list-style-type: none"> <li>The facilitator developed the lesson from simple to complex concepts.</li> <li>Teaching Learning Pedagogy – Toy Based/ Story Based/Play Based/Experiential/Mont Apparatus/PBL/Inquiry Based/ Any Other</li> <li>Use of well planned, creative &amp; colourful TLMs</li> <li>Children were motivated and encouraged while building concepts</li> <li>Teaching/ Learning well blended for individual differences</li> <li>Blended Movements (actions/ animal movements/ hand movements etc. at intervals) to cultivate interest/ attention span</li> <li>Used examples that were simple, clear, precise, age appropriate</li> <li>Examples used were readily available in the class/ learner's environment</li> <li>Proactive, well planned and age-appropriate, use of digital resources prepared / presented</li> </ul>	<b>YES / NO</b>  <hr/> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b>  <b>YES / NO</b> <b>YES / NO</b> <b>YES / NO</b>
	<b>FACILITATOR</b>	
	<ul style="list-style-type: none"> <li>Modulated her voice well and possessed concept clarity</li> <li>Fostered creative thinking and language skills</li> <li>Recapitulated the concepts taught through innovative and engaging activities to ensure that the Learning Outcomes were achieved</li> <li>Concluded with simple, well planned "extended activities" which the children may perform independently</li> <li>Created an environment of happiness and joyful learning</li> </ul>	<b>YES / NO</b> <b>YES / NO</b>  <b>YES / NO</b>  <b>YES / NO</b>  <b>YES / NO</b>

EQ BUILDING		
	<ul style="list-style-type: none"> <li>• Was the class a safe and nurturing space where children felt valued and understood?</li> <li>• Did the teacher help the children identify and name emotions (happy/sad/angry/excited)?</li> <li>• Were emotion cards or visuals used by the facilitator to help children express their emotions?</li> <li>• Did the teacher guide children in managing emotions through techniques like deep breathing or calm down corners?</li> <li>• Did the teacher praise children for showing empathy, sharing, or managing emotions well?</li> <li>• Were the children given chances to express their feelings through music, art or play?</li> <li>• Was the teacher observant of each child's emotional well-being and responsive to signs of distress?</li> <li>• Were individual strategies implemented for children who needed extra support</li> </ul> <p><b>Note: If out of the 8 salient points, the teacher is able to assess on any 4-5 points, she may be rated Very Good.</b></p>	<p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p> <p><b>YES / NO</b></p>

**Strengths observed:**-----  
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**Suggestions/General remarks:**-----  
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**Signature of the Teacher**

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**Signature of the Observer**

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**Signature of the HM**

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**Signature of the Principal**



**CLASSROOM TEACHING - SUPERVISION PROFORMA**

**Classes I to XII**

Name of the Teacher & Designation : \_\_\_\_\_

Chapter : \_\_\_\_\_ Topic : \_\_\_\_\_

Class/ Section : \_\_\_\_\_ Date and Time : \_\_\_\_\_

S.NO	OBSERVATION	COMMENTS (Circle Yes/No)
1	Class commenced on time	Yes No
2	Attendance was taken	Yes No
3	<b>Class Environment</b> <ul style="list-style-type: none"> <li>Cleanliness of class was upto the mark</li> <li>Arrangement of furniture was neat</li> </ul>	Yes No Yes No
4	Learning objectives were shared with the students	Yes No
5	<b>Introduction and Development</b> <b>a) Introduced the lesson through</b> Recap of previous knowledge, Anecdote, Puzzle, AV Clip, Story, flipped learning, Worksheet, Any other  <b>b) Development of Lesson Plan</b> <ul style="list-style-type: none"> <li>Well-conceived and logical approach.</li> <li>Instructions and explanation were clear and specific.</li> <li>Made use of examples that were simple, clear, precise and appropriate.</li> <li>Application of the concept in real life was discussed.</li> </ul>	-----  -----
6	<b>Pedagogical Approach in teaching methodology</b> <ul style="list-style-type: none"> <li><b>Constructivist Approach:</b> PBL/Hands on/ Constructive Model/ Flipped Classroom /Story Telling</li> <li><b>Collaborative Approach:</b> Group Project/ Think Pair share/ Peer Teaching/Group discussion/ Role play/Approach</li> <li><b>Inquiry Based Learning:</b> Case Studies /Role Play /Simulation</li> <li><b>Experiential Learning Approach:</b> Field Trips/ Simulation/ Role Play activities/ Internship/ Community Engagement Programme/ Sports Physical Activities/ Hackathon /Ideathon</li> <li><b>Reflective Approach:</b> Action Research / Video Recording and Self Evaluation / Peer Observation and Collaboration /Analysing Student Feed Back</li> <li><b>Integrative Approach:</b> Art Integration, Inter disciplinary, STEM, STEAM/Sports/ Physical Activities.</li> </ul>	----- ----- ----- ----- ----- -----

7	<b>Technology /Teaching Aids used</b> <b>a) Technology Integration</b> <ul style="list-style-type: none"> <li>• Effective &amp; appropriate use of the Senses board and Apps.</li> <li>• Power Point Presentation, You Tube Videos, Self-made videos, Virtual Lab, GIF, Simulation,</li> </ul> <b>b) Teaching Aids used</b> Newspaper, Toys/Puppets , Model , Specimen	Yes	No
8	<b>Use of differentiated teaching practices/inclusive teaching practices</b>	Yes	No
9	<b>Delivery of the Subject matter</b> <b>a) Shows good command and knowledge of the subject matter</b> <b>b) Extrapolation of the lesson through real world experience</b>	Yes Yes	No No
10	<b>Closure of the lesson through</b> <b>a) Recapitulation</b> Discussion of key points, Verbal summary by children, Graphic Organizer, Concept Map <b>b) Assessment of Lesson taught -</b> Oral/Written Questions, Group Activity, Any Other method	-----  -----	
11	<b>Communication Skills of the teacher</b> <ul style="list-style-type: none"> <li>• Correct use of Language</li> <li>• Clarity in delivery</li> <li>• Appropriate voice modulation</li> <li>• Appropriate gestures &amp; facial expressions</li> <li>• Effective movement in class</li> <li>• Eye contact with students</li> </ul>	Yes Yes Yes Yes Yes Yes	No No No No No No
12	<b>Time Management</b> <ul style="list-style-type: none"> <li>• Effective use of time</li> <li>• Seemed rushed</li> <li>• Could not complete the topic</li> </ul>	Yes Yes Yes	No No No
13	<b>Teacher as facilitator -</b> <ul style="list-style-type: none"> <li>• Held interest of students</li> <li>• Was respectful, fair and impartial</li> <li>• Most of the students engaged constructively</li> <li>• Encouraged participation</li> <li>• Excessive teacher talk</li> </ul>	Yes Yes Yes Yes Yes	No No No No No
14	Effectiveness of Lesson Planning	V.G	Good    Average
14	Effective use of White Board / Senses Panels for writing purpose	Effective	Ineffective
15	Learning outcomes met	Fully	Partially

**Strengths observed: (Elaborate specifically with respect to S.No. 6, 7 & 8).**

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**Suggestions/General Remarks:** -----

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**Signature of Teacher**

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**Signature of HM/Vice Principal**

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**Signature of the Principal**



**CLASS SUPERVISION PROFORMA FOR SYNCHRONOUS TEACHING**  
**CLASSES I – XII**

**NAME OF TEACHER :** \_\_\_\_\_

**DAY & DATE :** \_\_\_\_\_ **CLASS/SECTION :** \_\_\_\_\_

**TIME SLOT :** \_\_\_\_\_ **SUBJECT :** \_\_\_\_\_

**TOPIC :** \_\_\_\_\_

S. No.	OBSERVATION	Comments (Circle : Yes/ No)	
		Yes	No
1.	Joining link was shared without ambiguity	Yes	No
2.	Class commenced on time	Yes	No
3.	Attendance Taken	Yes	No
4.	Learning Objective shared	Yes	No
5.	Effective pace of Lesson Plan	Yes	No
a.	Teaching Methodology used	Yes	No
b.	Screen Sharing (PDF, Video, PPT)	Yes	No
c.	Demonstration	Yes	No
d.	Discussion	Yes	No
e.	Activity	Yes	No
6.	Adequate Questioning technique	Yes	No
a.	Online Tools	Yes	No
b.	Padlet	Yes	No
c.	Mentimeter	Yes	No
d.	Kahoot	Yes	No
7.	Any other	Yes	No
8.	Most of the students engaged constructively	Yes	No
9.	Relevant conversation in chat	Yes	No
10.	Recapitulation done	Yes	No
11.	Assessment of Learning Outcomes	Yes	No
12.	Exit Ticket used	Yes	No
13.	Any Network issues	Yes	No

Innovation in Pedagogy/ Suggestions/General Remarks

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Signature of Teacher

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Signature of HM/Vice Principal

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Signature of the Principal



**QUARTERLY REVIEW PROFORMA FOR THE PEDAGOGICAL PLAN**

**ACADEMIC SESSION : 20 \_\_\_ - 20\_\_\_**

School Name : .....

Quarter (I / II / III / IV) : .....

Grade Level : .....

Teacher Name : .....

Date of Review : .....

**1. Syllabus Completion**

(Evaluate the progress in syllabus completion)

CRITERIA	YES	NO
Were all the topics and subtopics outlined in the syllabus taught?		
Were there any deviations in the syllabus planned?		
Were the learning objectives met as specified in the syllabus?		
Were the subject specific revision assignments given regularly to ensure achievement of Learning Outcome?		

**2. Instructional Materials and Resources**

(Review the adequacy and usage of materials and resources)

CRITERIA	YES	NO
Were all the required materials available for use?		
Were textbooks and workbooks fully utilized?		
Were additional resources (digital, visual aids) used effectively as specified in the lesson plan?		

**3. Instructional Methodologies**

(Assess the effectiveness of teaching Pedagogies)

CRITERIA	YES	NO
Were the planned instructional pedagogies implemented?		
Were the teaching strategies effective in engaging students?		
Was differentiation applied to support varying student needs?		
Were collaborative learning activities conducted?		



#### 4. Assessment and Evaluation

(Evaluate how assessments were conducted during the quarter)

CRITERIA	YES	NO
Were the Assessments designed to measure the achievement of Competencies and Learning Outcomes in sync with Curricular Goals.		
Was the CCE (continuous comprehensive evaluation) followed at foundational and preparatory levels?		
Were the rubrics for assessment of LOs in tune with the NCFFS / NCFSE?		
Were formative assessments conducted regularly?		
Were summative assessments aligned with learning goals?		
Did the assessments accurately measure student progress?		
Were the Assessments adaptable to student diversity?		
Were the students provided with feedback on their assessments?		
Were the students' given opportunities for self-assessment or peer assessment?		
Were the students assessed informally during Classroom proceedings?		

#### 5. Use of Technology

(Assess how technology was integrated into the learning process)

CRITERIA	YES	NO
Was technology used to enhance lessons?		
Were digital platforms or LMS used to assess learning outcomes and track homework?		
Were online assessments or quizzes conducted?		
Were multimedia tools (videos, presentations) used effectively?		
Were the AI based resources (Eg. Virtual labs, Simulations, Chat GPT, Teachable Machine, AI for ocean and Akinator) used to supplement teaching		
Were educational apps (Eg. Geogebra, Canva, Padlet, Quizziz app, Mentimeter etc) integrated into lessons via the panels?		

#### EPILOGUE :

The present system of education is all wrong. The mind is crammed with facts before it knows how to think. We may read books, hear lectures, and talk miles, but experience is the one teacher, the one eye-opener. It is best as it is. We learn, through smiles and tears we learn. No one is really taught by another; each one has to teach himself. The external teacher offers only suggestions which rouses the internal teacher to work to understand things. Educate our people, so that they may be able to solve their own problems. Until that is done, all these ideal reforms will remain ideas only.

- Swami Vivekananda

**6. Student Progress and Engagement**

(Review student engagement and performance during the quarter)

CRITERIA	YES	NO
Did most students meet the expected learning outcomes?		
Were students actively participating in diversified classroom activities?		
Were the buddy support or peer learning and child-to-child co-operation encouraged?		
Did struggling students receive additional support through scheduled remediation?		
Were the students engaged in scientific temperament and critical thinking activities		
Was there an effective use of substitution periods?		
Was there any Supportive activity planned for gifted or naturally talented students		

**7. Leading the Teaching- Learning Process**

CRITERIA	YES	NO
Lesson Plans written by teachers weekly		
Record of opportunities provided for exploring learning experiences outside the classroom through Experiential Learning being kept		
Record of feedback on regular class observations are kept for reference		
Record of mentoring students for co scholastic activities is kept in desired manner		
Details of the Action Research Programmes based on the data interpretation of student assessments, designed thinking, collaboration with experts are kept		
Portfolio of each student is kept in desired manner		

**8. Developing a Learning Culture**

CRITERIA	YES	NO
Do the lesson plans of the teachers include activities related to values, gender sensitivity, scientific temperament, life skills, coding skills and ICT skills.		
Are the copies of integrated curriculum incorporating Pre-vocational and vocational skills, art appreciation, and physical education available		
Is the record of the number of parents &/OR Alumni involved to address students on their chosen careers or areas of expertise available		
Are the copies of policies pertaining to Child Protection, Health and Safety, Cyber Safety, and Behaviour Management available with the teacher		

Are documents detailing best practices, innovative initiatives systematically recorded updated and shared for reference and replication with the new joinees.		
Are the records of teacher training and capacity building programme conducted by COE systematically maintained and uploaded.		

## 9. Developing a Learning Culture for CWSN

CRITERIA	YES	NO
Do the lesson plans of teachers reflect strategies for increased participation of Children with Special Needs (CWSN) in the teaching learning process		
Are Minutes of the Meetings conducted by the Admin Heads with the staff members to sensitise teachers, peer group, support staff, parents and community to the unique needs of diverse group of learners properly recorded and maintained		
Is there a comprehensive record of monitoring, tracking and supporting children who are at risk of exclusion, marginalization, or underachievement		
Is there a record of training of teachers to teach diverse group of learners		
Is there a documented plan on implementation of provisions such as Buddy Support, identifying learning gaps and effective use of ICT and assistive technology to support diverse learners.		
Is an IEP, Individualized Education Plan, in place for students with special needs, outlining differentiated teaching strategies and goals.		

## 10. Initiating Innovations in the School

CRITERIA	YES	NO
A list of technology platforms/ tools, gamification apps. and other applications for enhancing instructional practices such as blended and flipped learning available		
Record of experts invited from different fields to address teachers and equip them with novel ideas are kept.  Record of in-school workshops, trainings, online professional courses, and expert talks on topics of relevance as per the school needs are kept		
Record of the courses and summer projects undertaken by students under the guidance of subject specialists are kept		
Were the notional hours of teaching – learning maintained?		

**11. Challenges and Adjustments**

(Identify challenges and any adjustments made during the quarter)

CRITERIA	YES	NO
Did the implementation of pedagogical plans encounter challenges		
Were the interventions or adjustments made to address these challenges effective in improving teaching-learning outcomes?		
Did the implemented changes lead to measurable improvements in student learning outcomes and engagement.		

**12. Teacher Reflection**

(Brief reflection by the teacher on the quarter)

Reflection: .....

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(Optional: Describe any key successes, challenges, or changes you would implement next time)

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**13. Recommendations for the Next Quarter**

(List any recommendations for improving teaching, learning, or the plan execution for the next quarter)

- Recommendation 1:

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- Recommendation 2:

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- Recommendation 3:

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**14. Review and Approval**

(Signature section for teacher and school leadership)

Teacher's Signature : .....

Date : .....

Principal's/Coordinator's Remarks:

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Principal's/Coordinator's Signature : .....

Date : .....

This **Quarterly Review Proforma** provides a clear and simple way to review key aspects of the pedagogical plan, with "Yes" or "No" options for efficient evaluation. It ensures that important areas like syllabus completion, instructional strategies, and use of technology are thoroughly assessed each quarter.