



CATHOLICATE & M.D SCHOOLS

(Corporate Management)

DEVALOKAM, KOTTAYAM- 04

ASSESSMENT OF HEAD OF INSTITUTIONS

1. Name of School :
2. Name and home address of HOI :
With Phone No.
3. Length of service
As a teacher :
As HOI :
4. How many classes and class divisions in the school :
5. How near are you staying from the school? :
6. At what time you reach the school :
7. At what time you leave the school :
8. Do you inspect the class rooms every morning before the classes begin? : Yes/No
9. Do you conduct school assembly every working day? If No why and how often? : Yes/No
10. Do you inspect the punctuality of teacher and students? : Yes/No

11. How do you deal with those who are regularly irregular
12. Do you regularly inspect lesson plan of teachers? Yes/No
13. Do you encourage teachers to take extra classes on holidays in a regular manner? Yes/No
14. Do you regularly monitor the functioning of PTA, Alumnie association, various clubs and other organizations? Yes/No
15. How many days leave you took this year?
16. How many new students joined the school this year and how many may join next year?
17. Is your relationship with AEO/DEO/RDD/DD regular and cordial. Yes/No
18. Do you manage to makes all your correspondence with the educational departments in time? Yes/No
19. Could you obtain fixation of your school last year? Yes/No
20. Do you regularly inspect the general accounts of the school as well as the accounts of school bus, tours, noon meal, uniforms etc. Have you seen any irregularity if yes, what corrective measurers to took. Yes/No

21. Do you take special care in documenting important files and orders? Yes/No
22. Do you think you could efficiently handle the non teaching staff? Yes/No
23. Does your school have all necessary physical requirements, if no, what are its urgent needs? Yes/No
24. Do you feel that the Management need to interfere regularly in the running of the school? Yes/No
25. Do you foresee any hindrance or threat to the growth and wellbeing of the school? Yes/No
26. Do you feel that you are over loaded with work? Do you enjoy working/or getting frustrated? Yes/No
27. Do you think your relationship with your colleagues co-ordial? Yes/No
28. Do you feel that caucuses are working among teachers which hinders the development of school. If yes, explain. Yes/No

29. Give brief account of all your experimental and innovative efforts at the school for its all round development and welfare:

30. What is your self assessment being the head of the school: Out of ten how many marks will you give yourself?

31. If a chance to given to other teachers in the school to assess you how many marks average they may give?

Signature of the HOI

Kindly return the form to Management office before April 1st