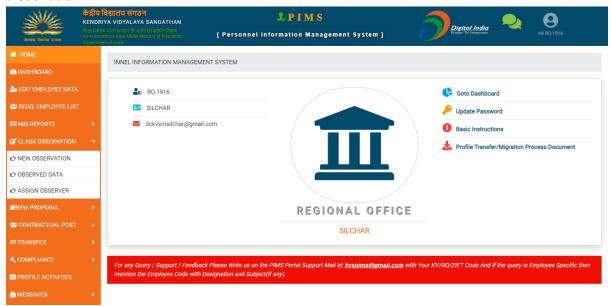
Online Class Observation and Report (O-COaR)

[Assigning External Observer - Regional Office's / Kendriya Vidyalaya's]

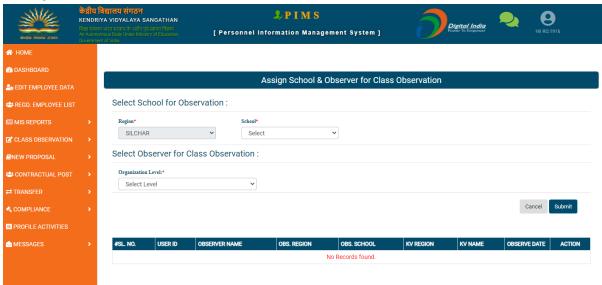
1. Log in to the PIMS Portal

Log in to the PIMS portal from the Regional Office's / Kendriya Vidyalaya's unit head login credentials.



2. Assigning Observer for Class Observation

From the left-side menu go to CLASS OBSERVATION -> ASSIGN OBSERVER, and click to open the page to assign an external observer for Class Observation.



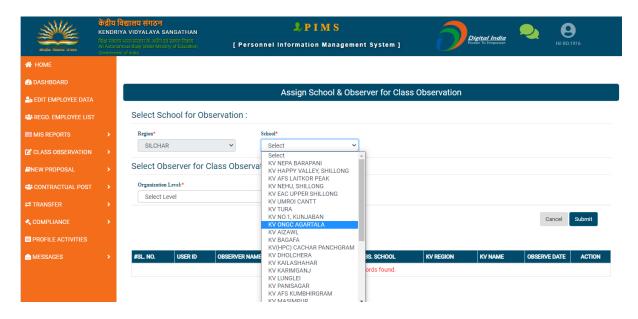
3. Select School & Observer for Observation

In the ASSIGN OBSERVER page mainly there are two sections available

- I. Select School for Observation.
- II. Select Observer for Class Observation.

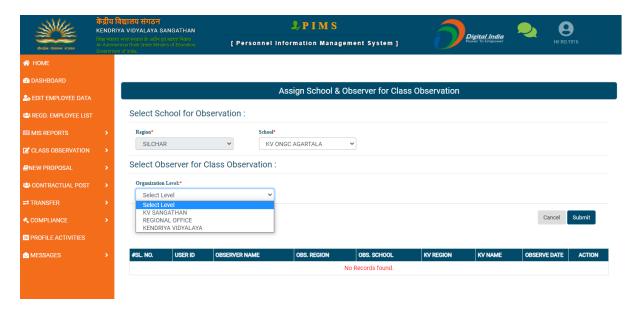
4. Select School for Observation

In the "Select School for Observation" section, select the school in which the observation is to be taken. All the Schools for the logged-in region are listed in the dropdown /select box and it is mandatory to select one school for observation.



5. Select Observer for Class Observation

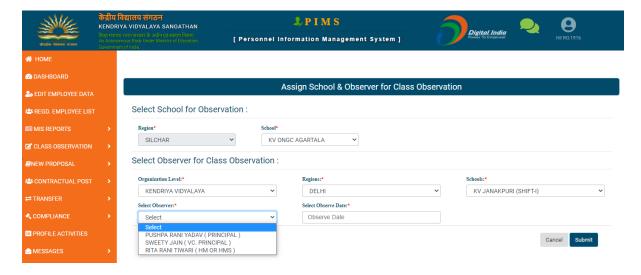
In the "Select Observer for Class Observation" section, there is the option to select Organization Level, which means the observer belongs to which level of the Organization and the options available are KV SANGATHAN, REGIONAL OFFICE and KENDRIYA VIDYALAYA.



6. Selection of Observer

Depending upon the selected option in Organization level, other field's options are to be selected to get the observer's list which is follows:

- KV SANGATHAN -> Select Observer
- REGIONAL OFFICE -> Select Region -> Select Observer
- KENDRIYA VIDYALAYA -> Select Region -> Select School -> Select Observer



7. Observation Date

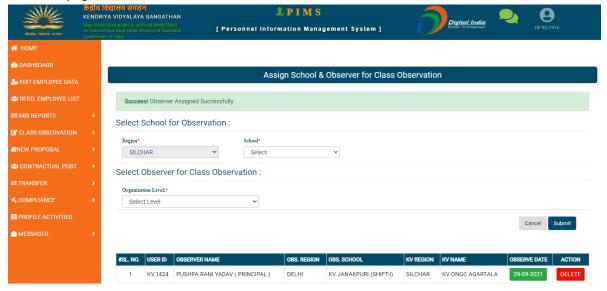
- Select "Observe Date" on which the Observation is to be taken
- On the Observation Date, the Observer can access the assigned school teacher's data to observe



Before clicking the submit button please check all the fields are filled up and then submit the form data to assign an observer for class observation.

8. Assigned Observer Details

As soon the School & Observer form data is submitted, the details of which will be displayed on the same page.



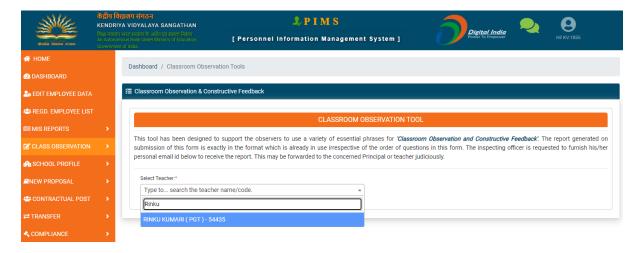
9. Class Observation Steps for Observer

- The observer has to login the PIMS portal using their login credentials.
- From the left-side menu go to CLASS OBSERVATION->NEW OBSERVATION



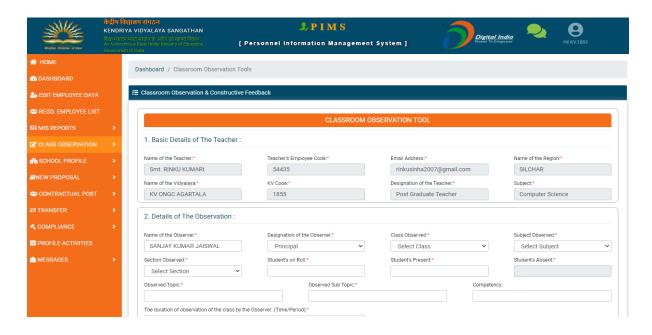
10. Select Teacher to Observation

- On the NEW OBSERVATION page, select the teacher by typing the teacher's employee code or name in the search box.
- On the observation date, the assigned school teacher's data can be accessible by the observer.



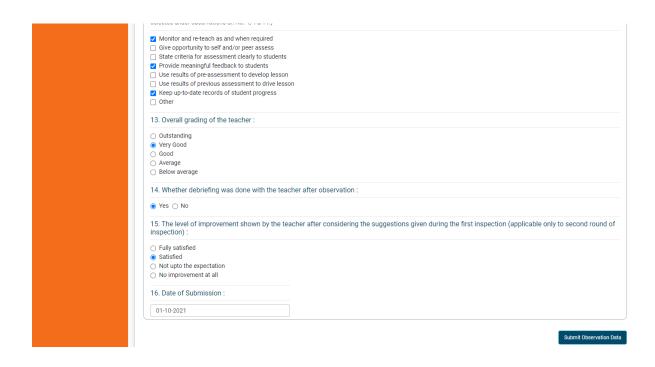
11. Filled up Observed Data

On selecting the name of a teacher, a new form will open with prefilled basic details of the teacher and other required fields to be filled up by the observer.



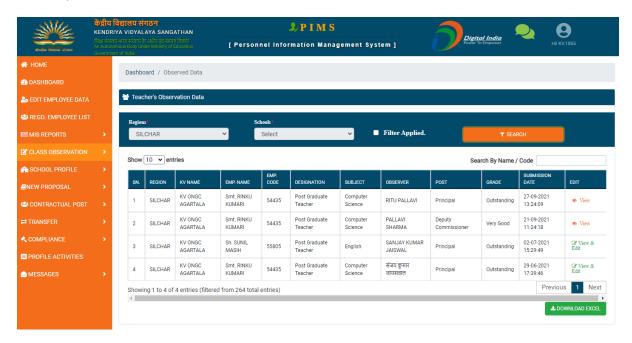
12. Submission of Observed Data

Fill up the required observation data & save the observed data by clicking on the "Submit Observation Data" button. On successful submission, Observed data in pdf format will be sent to the observer mail id and teacher's school mail id.



13. Observed Data Report

The observation details will also be available in the school as well as the observer's OBSERVED DATA report section



For any Query / Support / Feedback Please write us on the PIMS Portal Support Mail Id: kvspims@gmail.com with Your KV/RO/ZIET Code.