

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.

केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
विद्यया मंत्रालय अन्तर्गत स्वायत्त के. जे. वि. वि. संस्थान
An Autonomous Body Under Ministry of Education,
Government of India

PIMS
[Personnel Information Management System]

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PERSONNEL INFORMATION MANAGEMENT SYSTEM

RO.1916
SILCHAR
dckvsroilchar@gmail.com

Goto Dashboard
Update Password
Basic Instructions
Profile Transfer/Migration Process Document

REGIONAL OFFICE
SILCHAR

For any Query / Support / Feedback Please Write us on the PIMS Portal Support Mail id: kvspims@gmail.com with Your KV/RO/ZIET Code And If the query is Employee Specific then mention the Employee Code with Designation and Subject(if any).

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.

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Assign School & Observer for Class Observation

Select School for Observation :

Region*
SILCHAR

School*
Select

Select Observer for Class Observation :

Organization Level*
Select Level

Cancel Submit

#SL. NO.	USER ID	OBSERVER NAME	OBS. REGION	OBS. SCHOOL	KV REGION	KV NAME	OBSERVE DATE	ACTION
No Records found.								

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.

Assign School & Observer for Class Observation

Select School for Observation :

Region* School*

Select Observer for Class Observation :

Organization Level*

#SL. NO.	USER ID	OBSERVER NAME	OBS. REGION	OBS. SCHOOL	KV REGION	KV NAME	OBSERVE DATE	ACTION
No Records found.								

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.

Assign School & Observer for Class Observation

Select School for Observation :

Region* School*

Select Observer for Class Observation :


Organization Level*

#SL. NO.	USER ID	OBSERVER NAME	OBS. REGION	OBS. SCHOOL	KV REGION	KV NAME	OBSERVE DATE	ACTION
No Records found.								


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




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HOME
DASHBOARD
EDIT EMPLOYEE DATA
REGD. EMPLOYEE LIST
MIS REPORTS
CLASS OBSERVATION
NEW PROPOSAL
CONTRACTUAL POST
TRANSFER
COMPLIANCE
PROFILE ACTIVITIES
MESSAGES

Assign School & Observer for Class Observation

Select School for Observation :

Region* School*


Select Observer for Class Observation :

Organization Level* Regions* Schools*


Select Observer* Select Observe Date*

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




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Assign School & Observer for Class Observation

Select School for Observation :

Region* School*

Select Observer for Class Observation :

Organization Level* Regions* Schools*

Select Observer* Select Observe Date*

#SL. NO.	USER ID	OBSERVER NAME	OBS. REGION	OBS. SCHOOL	KV REGION	KV NAME	OBSERVE DATE	ACTION
No Records found.								

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.

Assign School & Observer for Class Observation

Success! Observer Assigned Successfully

Select School for Observation :

Region* School*

SILCHAR Select

Select Observer for Class Observation :

Organization Level:*

Select Level

Cancel Submit

#SL. NO.	USER ID	OBSERVER NAME	OBS. REGION	OBS. SCHOOL	KV REGION	KV NAME	OBSERVE DATE	ACTION
1	KV.1424	PUSHPA RANI YADAV (PRINCIPAL)	DELHI	KV JANAKPURI (SHIFT-I)	SILCHAR	KV ONGC AGARTALA	29-09-2021	DELETE

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

MANAGEMENT SYSTEM

KV.1855

KV ONGC AGARTALA

ppl.agartalanano2@kvs.gov.in

Goto Dashboard

Update Password

Employee Service Data Update Process Document

Employee Profile Transfer Process Document

KENDRIYA VIDYALAYA

KV ONGC AGARTALA

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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.

