

Annual Work Report of PTVT

Period 2024-25

GENERAL INFORMATION

Name in full LAKSHMI MATANI

School ID 1309127

Husband's Name LALIT ARORA

Designation PART TIME VOCATIONAL TEACHER (PTVT)

Subject TYPOGRAPHY & COMPUTER APPLICATION

Date of Birth 02.07.1975

Qualification M.A (Eng.), B.Ed.

Other Qualification 2 year diploma in stenography from SCVT, Diploma in computer teacher training from LBSTI

Date of Initial Appointment 03.02.2001

Date of Posting in the present School 27.04.2023

Residential Address WP-38A, LIG FLATS, MAURYA ENCLAVE PITAMPURA DELHI-110034

Total Period allotted in a week	The total period allotted in a week for teaching Vocational Subjects only	The total period allotted in a week for teaching other subjects only
36	36	NIL

Result of Current Academic Session

Result						
Subject	Classes taught	No. of Students appeared	No. of Students passed	Result %age	Quality Index	No. of Distinctions
INFORMATION TECHNOLOGY	IX	156	156	100%	61.81	23
INFORMATION TECHNOLOGY	X	120	120	100%	75.67	62
TYPOGRAPHY & CA	XI	42	42	100%	77.23	27
TYPOGRAPHY & CA	XII	51	51	100%	83.53	46

Comparison of Board's Result

Class	Subjects taught in Classes	Previous year's Result	Current Year's Result	Deviation in result (+) (-)
X	INFORMATION TECHNOLOGY	100%	100%	NIL
XII	TYPOGRAPHY & CA	-	100%	NIL

Self Assessment by the teacher

Teachers Diary written regularly Yes

1. CURRICULAR ACTIVITIES:

I Classroom Teaching :

- | | |
|---|-----|
| a. Whether term-wise syllabus were prepared at the beginning of the session | Yes |
| b. Syllabus covered | Yes |
| c. Portions not covered, reasons thereof | No |

II Lesson Planning:

- | | |
|---|-----|
| a. Whether Model lesson planning is indicated in a diary or not | Yes |
| b. Whether Teaching Aids were used? Give details: Real Objects, Black Board, Chalk, Computer/Laptop, Charts, Files. | |
| c. Whether Teaching Aids prepared? Give details: Yes, Charts | |

III Home Assignments:

- | | |
|--|--------------|
| a. How many assignments on average are given per week? | |
| TYPOGRAPHY & CA: | Twice a week |
| INFORMATION TECHNOLOGY: | Twice a week |
| b. What is the system of checking the notebooks? | |
| TYPOGRAPHY & CA: | Once a week |
| INFORMATION TECHNOLOGY: | Once a week |
| c. Whether the follow up is being done? | Yes |

IV Class Room Assignment daily

V Checking and follow-up of assignments done? Yes

VI Identification of Talented/Weaker in teachers Diary Yes

VII Steps were taken to improve the truancy in the classes if any: NA

2. Vocational Lab Details

- | | | |
|------|---|------------|
| a. | All equipment of the lab functional | Yes |
| b. | If not maintained give the reason | |
| c. | Stock Register | |
| i. | Consumable stock register | Yes |
| ii. | Non-Consumable stock register | Yes |
| iii. | Stock validation status | Yes |
| iv. | Mention date of stock verification | 30.03.2025 |
| d. | Condemnation status | |
| | If Yes give details: -- | |
| | If No, give reasons: All articles are in good condition | |

3. MAINTENANCE OF RECORDS:

- | | |
|---|--|
| a. Class Attendance Register | Yes |
| b. Maintenance of Teacher's Diary | Yes |
| c. Preparation of Report-Books, Result Sheets : | Yes |
| d. Any other record maintained: | Internship report, guest lecture and Industrial visit record |

4. Vocational Activities :

- | | | |
|----|--|---|
| a. | Co-Curricular activities undertaken related to Vocational education : Group discussions, career guidance | |
| b. | OJT conducted | Yes |
| c. | Number of students for whom OJT conducted | 42 (class XI) in January, 2025 and 25
25 (class XII) in May and June, 2025 |
| d. | Number of hours of Internship conducted | 80 hours above |
| e. | Number of Guest lectures conducted, if any | Yes, 8 guest lectures |
| f. | Specific achievements, if any | |

Name and Id of PTVT : LAKSHMI MATANI (200100015)

Date : 03/11/2025

Signature of the PTVT

PART – B

(Assessment by the Head of the School)

Name of School & ID: GGSSS AZADPUR COLONY, AZADPUR-1309127

Name of PTVT and ID: LAKSHMI MATANI (200100015)

Period of Supervision:

The period of Supervision is less than 3 Months

1. Please comment on Part A as filled in by the official and specifically state whether you agree with the answer or not? If not, give reasons thereof. --- **AGREED**
2. Punctuality (in attending the school as well as class periods, is the PTVT following the prescribed school timings) --- **REGULARLY ATTENDED AND PUNCTUAL.**
3. Whether PTVT attend school regularly on all working days? --- **YES**
4. Number of Leaves taken in that academic year --- **07 CL**
5. Number of absence in that academic year --- **NIL**
6. Honesty and integrity --- **BEYOND DOUBT**
7. Taken Initiative --- **Motivate the students, period wise attendance, stop the truancy**
8. Whether responsible for any outstanding work during the year? If Yes, give details. --- **No**
9. Whether reprimanded verbally/in writing for indifferent work or other cause during the year, give details --- **No**
10. Observation of the Head of the school regarding the teacher's work and conduct. --- **Good and Hardworking**
11. Grading: Outstanding/Very Good/Good/Average/Poor (In case of outstanding/poor give full justification) --- **Very Good**
12. No. and types of charges held – **RTI, Vocational consumable and non- consumable stock register, Co-incharge of ICT lab.**

Date:

Signature of the HOS with date and stamp

PART – C

(Assessment by the DDE, Zone)

Name of PTVT and ID: LAKSHMI MATANI (200100015)

Period of Supervision:

Comments of DDE Zone

Date:

Signature and stamp of the DDE Zone