

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

- a. Steps taken to improve Talented students: Promoting them to participate in extracurricular activities, providing them high skill thinking questions for practice.
- b. Steps taken to improve weaker students : # Peer mentoring and Extra classes
Answers of questions in small points to make learning easy
Self Practice
By making helping groups

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