

**IN HIS NAME AND BY THE HELP OF HIS LAST HUJJAT (A.T.F.S.)**

**SELF EVALUATION FORM OF NAZIM**

Class No: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Nazim: \_\_\_\_\_

Respected Nazim,

Salamun Alaikum,

Nazim of a class plays a very important role in the administration of the class. He can help the teacher concentrate on the training aspect of the students while he himself handles the administration of the class to a great extent. This will be possible only when you cooperate with us by performing all your duties. We would hence, request yourself to kindly evaluate your performance in the class with regards to those duties. This will help you to judge your own performance.

Thanking You,

TC

Sr. no.	Particulars	Yes	No	Sometimes
1	Do you come before the time of the class			
2	Do you make the arrangements for the class (Blackboard, Quran, Chalk etc.)			
3	Do you start the class when teachers is late			
4	Do you conduct the Class when teacher is absent			
5	Do you maintain and despatch the Class forms regularly and punctually			
6	Do you manage the time of the class according to schedule			
7	Do you follow up Absent Brothers			
8	Do you do your own home-work, library etc. showing your best of performance in class			
9	Do you help other brothers of the class with regards to the work of class			
10	Do you maintain good relation with other brothers of the class			
11	Do you sit next to your teacher in the class			
12	Do you ensure the cleanliness of the place after the class is over			
13	Are you serious in your work of Nezamat.			
14	Do you call up the committee for examination request?			

15] Any other general point or suggestion which you would like to share with other nazims so as to improve their performance?