

# **HOPETOWN GIRLS' SCHOOL**

## **TEACHING STAFF APPRAISAL**

### **PROFESSIONAL REVIEW AND ACTION PLAN**

**NAME:** Ms. RATNA KALRA

**PERIOD COVERED:** April 2016- August 2017

**ROLE:**

1. Social Studies Teacher
2. Teacher In- Charge – Safe Club
3. Teacher In – Charge – The Rotary Club , Dehradun

**PRINCIPAL'S COMMENTS:**

I have enjoyed Ratna's initiative in experimenting with new teaching techniques and ideas for student development in environmental sensitization. She has done a great job of running the SAFE Club and the Interact Club. Ratna is organized and plans her projects in great detail. She has been an inspiring influence in the lives of many children.

**AREAS OF ACHIEVEMENT:**

Ms. Ratna Kalra's most noticeable quality is her willingness to learn and grow as a teacher. She has shown immense progress in her understanding and final execution of the lesson plan. It is appreciable that she has been using her time effectively to explore and implement a variety of ICT alternatives available to make learning more engaging across all grade levels that she interacts with. It is worth a mention here, that she has learnt to effectively utilize open ended questions and probing to make her lessons more interactive and involving for all kinds of learners. Her instructions and task expectations are clear. Her assessments are frequently updated and she provides prompt constructive feedback to her students. She is always prepared with good audio visual aids, worksheets etc. that simplify and re-enforce the understanding of concepts for her students. Ms. Ratna, has been making conscious efforts to improve the use of group work strategies.

Ms. Ratna, is a loving and gentle teacher who celebrates her students work and commands respect in her classroom and beyond. She, is ever willing to take initiative and eagerly executes any activity planned for the department to the best of her ability. She is gradually learning how to format academic documents. She is amiable and maintains pleasant and cordial work relationships.

**AREAS OF DEVELOPMENT:**

Ms. Ratna Kalra has been exploring and experimenting with a number of teaching strategies, however, it will be more helpful for further enrichment as a teacher if she is able to incorporate elements of critical thinking which complement her choice of ICT tools whenever planning a lesson. It would be wonderful if she is able to organize her resources on mediums such as google drive / sky drive to enable sharing of these resources.

**CAREER DEVELOPMENT**

Ms. Ratna Kalra will benefit immensely as a teacher through professional development courses on pedagogy and the use of ICT and critical thinking skills in the class room.

**MIDDLE SCHOOL COORDINATOR's COMMENTS**