

**To
The Principal
JC/CHE.MAT./MDL/GL/MBM/MDU[M&C]/CBE/TRY[M&C]/EKM**

**SUB: PROMOTION OF TEACHERS FOR THE POST OF
A.S./PGT/TGT- REG.**

With reference to the above, you are advised to distribute the enclosed Promotion proforma to all the eligible candidates for the post of Academic Supervisor, PGT & TGT, if there are vacancies for these posts.

The duly filled in Promotion Proforma, self appraisal form, annual appraisal form and service details must reach the Central Office on 11th May for A.S. and for PGT/TGT on 25th May 2018 through proper channel without fail.

The interview for Academic Supervisor post will be held on 16th or 17th May 2018. The final date will be intimated soon.

**[D.THOMAS FRANCO RAJENDRA DEV]
SECRETARY & CORRESPONDENT**

ENCL: AS ABOVE [Proforma & norms]

S.B.I.O.A. EDUCATIONAL TRUST

Anna Nagar Western Extension, Chennai – 600 101

TEACHERS PROMOTION PROFORMA – A.S. / PGT / TGT

(Fill in with Capital Letters)

Please affix
your recent
Passport Size
Colour
Photograph

Name of the School :

1.	Name of the Teacher	Mr./Ms./Mrs.
2.	Date of Birth & Age	
3.	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
4.	Father's / Husband's Name & Occupation	
5.	Nationality	
6.	Religion	
7.	Mother Tongue	
8.	D.O.J.	
9.	Present post held	
10.	Post applied for	
11.	Address for Communication
12.	Contact Details	Mobile: _____ Res: _____
13.	Marital Status	Married <input type="checkbox"/> Single <input type="checkbox"/>
14.	Educational Qualification (from S.S.L.C.) (enclose photocopies):	

Examination Passed	Name of the Institution	Board / University	Subjects Taken	Year of passing	Class obtained & % of marks	Regular / Correspondence
(a) <u>Academics:</u>						
(b) <u>Professional:</u>						
15.	Are you pursuing any studies now? If so give details.					
16.	Total teaching experience (after completing B.Ed.,)	In other schools				
		In SBOA Schools				
17.	<u>Service Record</u>					
	Name of the School	Period of Service (From – To)	Years of Service	Classes handled		
18.	Classes handled in the current academic year (2017-18)					
19.	<u>Efficiency – Performance of the students in the last 3 years</u>					

Year	Class & Section	Total No. of Students	No. of Students securing above 75%	No. of Students securing above 50% but below 75%	No. of Students securing below 50%	Class Average
2016 – 2017						
2015 – 2016						
2014 – 2015						
20.	<u>Languages Known</u>					
	<i>To Speak</i>					
	<i>To Read</i>					
	<i>To Write</i>					
21.	Special interests, if any:					
22.	Name of your relatives working in S.B.O.A. Schools (if any)			(1) Name :		
				School :		
				Designation :		
				(2) Name :		
				School :		
				Designation :		
23.	No. of children studied / studying in SBOA Schools					
24.	Have you already attended any promotion interview conducted by us? If yes, give details					
25.	What do you consider to be your greatest contribution to the school?					

26.	Innovation experiment / specific activities undertaken by you for greater impact in classroom instructions.	<hr/> <hr/> <hr/> <hr/> <hr/>
27.	Extra measures taken for achieving academic excellence among students	<hr/> <hr/> <hr/> <hr/> <hr/>
28.	Involvement in extra-curricular activities	<hr/> <hr/> <hr/> <hr/> <hr/>

Note: Enclose copy of classroom visit report by Compartment Heads & Academic Supervisor

DECLARATION

I hereby declare that the statements made above are true and correct.

Place :

Date :

Signature of the Teacher

Recommendations from the Academic Supervisor

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(Signature of the A.S.)

Recommendations from the Compartment Head

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(Signature of the C.H.)

Recommendations from the Principal

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(Signature of the Principal)

Recommendations from the Correspondent

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(Signature of the Correspondent)

Remarks of the Administrator

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(Signature of the Administrator)

Approval of the Secretary & Correspondent