Performance Management System

SAMPLE GOAL SHEET OF A CLASS TEACHER

KPA (Broad Output)	TARGETS/GOALS (Specific Output)	ACTIVITIES (Specific Inputs) Please note: The activities have been given only for the 1st Goal under each KRA.
1. Basic knowledge/education	1. Increase the pass percentage of students in the annual exam from 50% of those taking the exam to 65% of those taking the exam 2. Increase the percentage of distinction in math's and science combined from 6% of students taking these exams to 9% of the students taking the exams. 3. Ensure 100% Compliance to standards prescribed by the council of education (as indicated in the annual audit) as against 87% compliance awarded last year	▪ Dedicate a separate hour every week to understand and solve problems for students. ▪ Classify the entire class based on their term 1 performance into A (excellent), B (Average) and C (Weak). ▪ Set up a system where category A students will teach category C. One A student picks one C student ▪ Set up a system where extra classes are taken by the teacher for class B category ▪ Institute a mechanism of reward for the coaches and the students who show the maximum improvement in scores from Test Term 1 to term 2 ▪ Use new methodology like internet, reference books etc to teach the students and ensure better learning ▪ Conduct quizzes every month on the topics taught. ▪ Using display boards as a mechanism for students to read more about certain topics which could improve awareness. ▪ Conducting quizzes and competitions to imbibe excitement and engagement within the learning process. ▪ Have one field trip one month to ensure practical learning.
2. Discipline, etiquette, manners	1. 90% (as against 50% last year) students should be on time for the first three months on all working days. 100% to be on time for the balance 9 months. 2. Reduce the remarks per student on account of dress code or verbal violation from 8 per student to 6 per student for the current year. 3. Reduce the number of rustications on account of severe indiscipline in the school from an average of 8 per month to 4 per month.	▪ Create a system for ensuring that late coming is tracked (late by 5 mins, late by 10 mins, late by 11 mins and more) ▪ Create a mentoring/counseling session for repeat late comers. Involve their parents in managing morning time ▪ Have a session on time management for all students and allow parents to attend as well. ▪ Get frequent late comers to be monitors for penalizing other late comers, so that they improve ▪ Have guest lecturers from prominent achievers on how time management is a key for success. ▪ Allocate 5 marks in each exam for on time arrival (0 remarks for late coming) ▪ The person with best attendance record to decide on any 2 hour cultural event (like a rock show, fashion show etc.) as a part of the assembly held at school every Friday

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3. Survival training	1. <u>Each student to be able to cook at least one dish at the end of the year (palatable dish as declared by the panel of judges in the annual cookery competition held at the end of the year) as against only 40% students who learnt how to cook last year.</u> 2. Each student to earn at least Rs. 100 each by doing any service in his or her neighborhood, as against Rs. 0 last year.	▪ Organize a parent teacher meeting to ask for volunteer cooks for the students ▪ Organize cooking classes on every Thursday of the week after school ▪ Have pot luck arrangements to celebrate each festival like Diwali and Christmas ▪ Organize for the extra ingredients from parents to be used in the cooking classes ▪ Speak to parents who would be interested to financially contribute for the training programs.
4. Extra Curricular Activities	1. <u>15% of the students should get a certificate of participation in the annual extracurricular fest held in January 20XX as against 0% last year.</u> 2. Ensure that at least one student represents the school in the inter school extracurricular fest held once in a year, as against 0 last year (student to reach at least final level)	▪ Make a list of all the possible activities for students to be involved in ▪ Speak to the students; have brainstorming sessions with parents/management etc. ▪ Prepare a calendar for the year on activities ▪ Acquiring materials for the activities ▪ Nominating the students for the activities ▪ Assigning one class per week in the time table ▪ Review at the end of every month ▪ Make a visit to two schools who are known for extra curricular activities, study and shortlist best practices and how to manage the time table (next two months) ▪ Circulate a questionnaire on possible activities to parents and management ▪ Do a complete web search on possible activities and make a presentation to the management for buy in by end of quarter I ▪ Have widespread orientations sessions in the school.