

P.s.k  
Date of Implementation - 24/11/21

O/o the Secretary  
TTWREIS (Gurukulam)  
Gurukulam Bhavan  
Masab Tank, Hyderabad.

C I R C U L A R

Rc.No. Acad/B2/2/2021

Date: 22 .11.2021

Sub: TTWREIS - Academic -Implementation of New Performance Appraisal Policy - 2020 -will come in to force from the academic year 2021-22 - Guidelines - Circulation - Reg.

Ref: 1. Rc.No.TTWREIS/Acad/ACB 2/2,2021 of the Secretary. Dated.02-01-2021.  
2. TSWREI Society standing order no.2/2020 dated 18-12-2020.  
3. Instructions of the Secretary, TTWREIS, Gurukulam, Meeting held on 9/11/2021.

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The attention of Regional Coordinators and Principals of RS/RJC/URJC are invited to the above subject/ reference cited.

As per the reference 3<sup>rd</sup> read above, the Secretary TTWREIS instructed to implement the New Performance Appraisal Policy (NPAP) 2020 in all the TTWREI Institutions in the state for improving the Minimum Levels of Learning to emerge to improve the quality of education to the students from class V to Intermediate and to assess the performance of the Principals, Lecturers and teachers.

As such, the guidelines are as follows, before the conducting of SA1 and SA2, the reading and writing skills tests have to be conducted to the students from class V to IX.

Similarly, reading skill tests only have to be conducted to the students of class X to intermediate (1<sup>st</sup> and 2<sup>nd</sup> year as per the schedule enclosed).

The syllabus for these reading and writing tests to be covered from the first two lessons from the concerned subject textbooks for all classes.



A Set of two teachers (one from external subject teacher and another other than subject teacher from the concerned school) for testing the reading and writing skills.

The question papers for the writing skills will be sent directly to the RCs from the head office a day before the test. In turn the RCs will maintain confidential and the same will be sent to the concerned principals on the day of test.

The Principals will have to enter these obtained marks in SAMs immediately.

The RCs are instructed to prepare a school mapping matrix for all the TTWREI Institutions of their region without mutual allotment of Institutions and subject teachers. This school mapping matrix schedule shall be circulated to all the Principals on or before 23.11.2021.

The New Performance Appraisal Policy 2020 - Annexures are enclosed herewith for information and necessary action.

Therefore all the RCs of TTWRE Institutions are instructed to communicate these details to the Principals, lecturers and teachers under their jurisdiction with proper acknowledgement for execution.

Sd/-

SECRETARY



Dy. Secretary( Acad)

**Copy to.**

All the RCs of TTWREIS  
All the Principals of TTWRSs/RJCs/URJCs  
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**TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS  
SOCIETY, DSSBHAVAN, MASAB TANK**

**PROFORMA - I**

Schedule of Assessment of Reading Skills of Students for the Academic Year 2021-22

S.no	Class	Subject	Date	Time
1	V	Telugu	25.11.2021	School Timigs
	VI			
	VII			
	VIII			
	IX			
	X			
	INTER 1ST YEAR			
	INTER 2ND YEAR			
2	V	English	27.11.2021	School Timigs
	VI			
	VII			
	VIII			
	IX			
	X			
	INTER 1ST YEAR			
	INTER 2ND YEAR			
3	V	Hindi	30.11.2021	School Timigs
	VI			
	VII			
	VIII			
	IX			
	X			
	INTER 1ST YEAR	Economics, Botany		
	INTER 2ND YEAR			
4	V	Maths	02.12.2021	School Timigs
	VI			
	VII			
	VIII			
	IX			
	X			
	INTER 1ST YEAR	Zoology, Commerce		
	INTER 2ND YEAR			
5	V	EVS	4.12.2021	School Timigs
	VI	Sciences		
	VII	Bio Science		
	VIII			
	IX			
	X			
	INTER 1ST YEAR	Civics, Physics		
	INTER 2ND YEAR			
6	VIII	Phy Sciences	07.12.2021	School Timigs
	IX			
	X			
7	V	Social Studies	7.12.2021	School Timigs
	VI			
	VII			
	VIII			
	IX			
	X			
	INTER 1ST YEAR	History, Chemistry		
	INTER 2ND YEAR			

*MSReddy*





**TELANGANA TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY, DSSBHAVAN,  
MASAB TANK  
PROFORMA -II**

Schedule of Assessment of Writing Skills of Students for the Academic Year 2021-22

Sl.No	Class	Subject	Date	Timings
1	V	Telugu	24.11.2021	10.30-11.00AM
	VI			11.45-12.15PM
	VII			3.00-3.30PM
	VIII			10.30-11.00AM
	IX			11.45-12.15AM
2	V	English	26.11.2021	10.30-11.00AM
	VI			11.45-12.15PM
	VII			3.00-3.30PM
	VIII			10.30-11.00AM
	IX			11.45-12.15AM
3	VI	Hindi	29.11.2021	11.45-12.15PM
	VII			3.00-3.30PM
	VIII			10.30-11.00AM
	IX			11.45-12.15AM
4	V	Maths	01.12.2021	10.30-11.00AM
	VI			11.45-12.15PM
	VII			3.00-3.30PM
	VIII			10.30-11.00AM
	IX			11.45-12.15AM
5	V	EVS	03.12.2021	10.30-11.00AM
	VI	Sciences		11.45-12.15PM
	VII	Sciences		3.00-3.30PM
	VIII	Bio-Sciences		10.30-11.00AM
	IX	Bio-Sciences		11.45-12.15AM
6	VIII	Phy Sciences	06.12.2021	10.30-11.00AM
	IX			11.45-12.15PM
7	V	EVS	06.12.2021	10.30-11.00AM
	VI	Social Studies		11.45-12.15PM
	VII	Social Studies		3.00-3.30PM
	VIII	Social Studies		10.30-11.00AM
	IX	Social Studies		11.45-12.15AM

*MSReddy*





**MAPPING MATRIX**  
**TEACHERS ALLOTTED FOR TESTING READING AND WRITING SKILLS**  
**PROFORMA - III**

S.NO	Name of the Institution	24, 25th Nov	26, 27 Nov, 21	29, 30 Nov, 21	1, 2 Dec, 21	3, 4 Dec 21	6, 7 Dec 21
		Telugu	English	Hindi/Eco/Bot	Mat/Com/Zoo	GS/BioSc/Civics/Phys	Phy Sc/His/Chem/Soc St
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

*For / M. K. Reddy*

**SECRETARY**  
**TTWREIS - GKLM**



**ANNEXURE**

**I. Tools for Teacher Assessment (TGT/ PGT): For classes 5<sup>th</sup> to 9<sup>th</sup>**

S.No	Description	Marks
1.	Summative Assessment - 1 (10M - pass percentage, 15M mean score)	25
2.	Summative Assessment - 2 (10M - pass percentage, 15M mean score)	25
3.	Reading skills of the students	20
4.	Writing skills of the students	20
5.	Panel Inspection Assessment	10
	<b>Total:</b>	<b>100</b>

**II. Tools for Teacher Assessment (PGT/JL): For class 10<sup>th</sup> and intermediate.**

S.No	Description	Marks
1.	Summative Assessment - 1 (10M - pass percentage, 15M mean score)	25
2.	Pre Final - 1 (10M - pass percentage, 15M mean score)	25
3.	Reading skills of the students	15
4.	Public Examinations (10M - Pass percentage. 15M mean score)	25
5.	Panel Inspection Assessment	10
	<b>Total:</b>	<b>100</b>

**III. Scale for pass percentage for Class V to Sr. Intermediate: (10 & 15 marks)**

S.No.	Pass Percentage	Marks for Classes V to IX	Marks for X, Jr & Sr. Intermediate
1.	91-100	10	15
2.	81-90	9	14
3.	71-80	8	13
4.	61-70	7	12
5.	51-60	6	11
6.	41-50	5	10
7.	Less than 41	No marks	

**IV. Proportionate Scale for Mean Score (15 Marks)**

S.No.	Classes	Mean Score	Marks
1.	V to IX for SA-1 & SA-2 for (80 marks)	68-80	15
		63-67	14
		59-62	13

		54-58	12
		49-53	11
		45-48	10
		40-44	9
		35-39	8
		31-34	7
		0-30	No Marks
2.	SSC based on average GPA	<b>Avg .GPA</b>	<b>Marks</b>
		9-10	15
		8.5	14
		7.5, 8	13
		7	12
		6.5	11
		6	10
		0-5.5	No Marks

#### V. Proportionate scale for Mean Score for Intermediate

Subject	Mean Score	Marks
Telugu English Economics Commerce Civics History (100 Marks)	73-100	15
	68-72	14
	63-67	13
	58-62	12
	53-57	11
	48-52	10
	43-47	9

Subject	Mean Score	Marks
Botany Zoology Physics Chemistry (60 Marks)	38-42	8
	33-37	No Marks
	49-60	15
	45-48	14
	42-44	13
	39-41	12
	35-38	11
	32-34	10
	29-31	9
	25-28	8
	22-24	7
0-21	No marks	
Mathematics MPC group (75 Marks)	63-75	15
	59-62	14
	54-58	13
	50-53	12
	46-49	11
	41-45	10

	37-40	9
	33-36	8
	28-32	7
	0-27	No marks
Mathematics, MEC group (50 Marks)	39-50	15
	36-38	14
	34-35	13
	31-33	12
	28-30	11
	26-27	10
	23-25	9
	20-22	8
	18-19	7
	0-17	No marks

#### VI. Procedure to award Marks for Reading and Writing Skills of the students

- f. A set of 2 subject experts per subject must be sent from one school to another school to test the reading and writing skills of the students i.e.
- 2 TGTs for classes 5,6,7
  - 2 PGTs for classes 8,9,10
  - 2 JLTs for Intermediate
- g. The subject experts must be informed about this only one day before and not prior to that.
- h. The subject experts must be sent twice in a year. One before SA1 and another one before SA2. An average of these 2 tests will be considered.
- i. The same subject experts should not be sent for the second time and must not be exchanged between 2 schools.
- j. Planning the above procedure is the responsibility of the RC.

#### VII. Assessment of Reading skills of students (20 Marks)

- **Reading test** must be conducted for all the subjects. In a class of 40 students, for each student the marks may be allotted as below:
  - If the student reads fluently, 1 mark will be awarded. If not, 0 will be given.
  - In this way depending on the class strength the marks are calculated for 20M.

#### VIII. Assessment of Writing skills of students (20 Marks)

- To test the **writing skills** of the students, a dictation of keywords from the completed lessons as per the syllabus division must be conducted.



- Writing test must be conducted for all subjects. In a class of 40 students for each student, the marks shall be allotted as below:
  - If a student writes 10 to 20 words correctly, one (1) mark will be allotted. If not “0” will be given.
  - In this way depending on the Class 10 the marks are calculated for 20 marks.

#### IX. Panel Assessment

- The marks given by the Panel team must be concise to **10 Marks**.

#### X. Criteria to Assess Principals URJC, RJC Institutions.

S.No.	Class	Marks
1.	Class X	25
2.	Intermediate - I Yr	25
3.	Intermediate II Yr	25
4.	Teacher's Performance	15
5.	Panel Assessment	10
	<b>TOTAL</b>	<b>100</b>

#### XI. Criteria to Assess Principals RS Institutions.

S.No.	Class	Marks
1.	Class 6,7 - SA - II (10 M - Pass Percentage, 15M mean score)	25
2.	Class 8,9 - SA - II (10 M - Pass Percentage, 15M mean score)	25
3.	Class X	25
4.	Teacher's Performance	15
5.	Panel Assessment	10
	<b>TOTAL</b>	<b>100</b>

#### XII. Scale to allot marks to Principals RS/RJC/URJC based on Public Examinations pass percentage - Reduced to 25 Marks.

S.No.	Class	Marks
1.	98-100	25
2.	94-97	24
3.	90-93	23
4.	86-89	22
5.	82-85	21
6.	78-81	20
7.	74-77	19
8.	70-73	18
9.	66-69	17
10.	62-65	16

11.	58-61	15
12.	54-57	14
13.	50-53	13
14.	46-49	12
15.	42-45	11
16.	Less than 42	No marks

XIII. Scale to allot marks to Principals RS, URJC on SA- Mean score for classes to V to IX Reduced to 15 Marks.

S.No.	Class	Marks
1.	39-80	15
2.	36-38	14
3.	34-35	13
4.	31-33	12
5.	28-30	11
6.	26-27	10
7.	23-25	9
8.	20-22	8
9.	18-19	7
10.	0-17	No Marks

XIV. Allotment of marks to Principals RS/URJC/RJC based on Teacher's performance - Reduced to 15 Marks.

- If a teacher scores 50 marks and above, the teacher will be awarded 1 mark. If not Zero mark.
- The principal gets the marks based on the no. of teachers who scored 1 Mark.
- Based on the total number of teachers in the institution, the principal gets the score and it will be calculated proportionately to 15 Marks.

XV. Rewards / Scale of punishments under New Performance Appraisal Policy (NPAP)

C. Teachers (TGT, PGT & JL) (100 Marks):

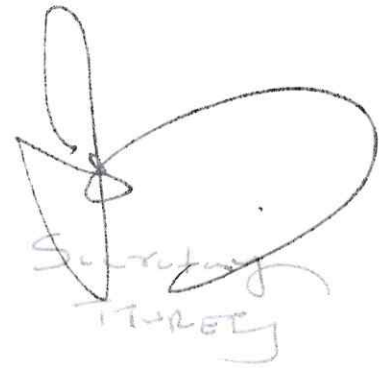
Marks	Rewards/ Punishment to be award
81 - 100 Marks	Commendation Letter, Preference in transfers
71 - 80 Marks	Trainings type "A"(3 days)
61 - 70 Marks	Censure and trainings type "B"(4 days)
51 - 60 Marks	One Annual Grade Increment without cumulative effect = Trainings type "C" (5 days)
Less than 50 Marks	Two annual Grade Increments without cumulative effect + Trainings type "D" (6 days)
<b>Note: The marks obtained by the teacher (TGT, PGT, JL) for all</b>	



the classes handle must be added and an average of this will be considered.

**D. Principals RS, RJC (100 Marks):**

Marks	Rewards/ Punishment to be award
66 - 100 Marks	Commendation letter, preference in transfers, Rs.20,000/- cash award for the school to strengthen academic activities.
60 - 65 Marks	Censure
50 - 59 Marks	One Annual Grade Increment without cumulative effect + Training Type:1 (3 days)
Less than 50 Marks	Two Annual Grade Increments without cumulative effect + Training Type II (4 days)



Handwritten signature and name: SULTAN TURKEY

Reading Skills - V - Inter

Writing - V - IX

2 PAT

2 TAT

2 JLS