

# DEPARTMENT OF CATECHESIS

## DIOCESE OF FARIDABAD-DELHI

### CATECHISM PROMOTER'S VISIT MARK LIST 2019-20

Name of Parish with address :

Zone :

Date of visit :

S.No.	Particulars	Promoter's opinion	Max marks	Marks given
<b>INFORMATION ABOUT THE TEACHERS</b>				
1	Attendance percentage on the day (No. of Teachers present/Total Teachersx100) See profile		10	
2	Punctuality (Check from Attendance Register of the year)		10	
3	Catechism teacher's prayer day (weekly / monthly/quarterly)		10	
4	Percentage of teachers attended Teachers' Seminar (No. of Teachers Presented/Total Teachersx100)		10	
5	Percentage of teachers attended Teachers' convention(No. of Teachers Present/Total Teachersx100)		10	
6	Percentage of teachers participated in paper valuation(No. of Teachers Present/Total Teachersx100)		10	
7	No. of teachers doing Theology course (Present year)		10	
8	Teachers general behaviour & co-opreation (Vergy Good/Good)		10	
9	Reply and execution of the Catechism Central directions		10	
10	Any enrichment Programmes for Teachers (SSTEPS) at Parish level		10	
<b>INFORMATION ABOUT THE STUDENTS</b>				
1	Attendance percentage on the day (No. of Students Present /Total Studentsx100) See profile		10	
1	Punctuality (Check from Attendance Register of the year)		10	
2	How they attend Holy Mass (class-wise / group-wise/common)		10	
3	Preparatory training for the Holy Mass (Yes / No)		10	
4	How they do the offertory (weekly / monthly / Nil)		10	
5	Use of Mass Texts (% of students using Mass Book)		10	
6	Participation in the Prayers (percentage)		10	
7	How often they do confession (monthly / quarterly/yearly)		10	
8	Assembly (Catechetical Anthem, Pledge)		10	
9	Extra activities in the Assembly like Sunday Star or any other things		10	
10	Basic Prayers ( <i>Nalla Namaskaram</i> ) practice		10	
11	Opinion on class ending Prayer		10	
12	Opinion on Altar servers		10	
<b>EVALUATION OF THE CLASSES</b>				
1	Bringing of the Class Texts (%)		10	
2	Using of Note Books (%)		10	
3	Using their own Bibles (%)		10	

4	Response of the Students (very good / good / bad)		10	
5	Use of Teaching Aids		10	
6	Conducting Test Papers (monthly, once in 2 months, quarterly)		10	
7	Strictly following one hour for the class (Yes/No)		10	
8	Marking IAS sheets (Yes/No)		10	
9	70 % & above mark Holders in Scholarship Exam in the present year(Percentage ie. (No. of students/Total studentsx100) By centre		20	
10			20	
	<b>ACTIVITIES CONDUCTED FOR ENCOURAGING CATECHISM</b>			
1	Parent's Catechetical seminars in the year(Yes / No)		10	
2	Inauguration of the Catechetical Year (Yes/No)		10	
3	Catechetical Office/Records (well Maintained / maintained / not maintained)		20	
4	Catechetical Notice Board (Yes / No)		10	
5	Using of the Catechetical Library (very good, good, Nil)		10	
6	Catechism Annual Day (Present year )(Cultural Programme etc)		10	
7	Academic and Attendance prizes for students/Teachers		10	
8	Scholarship Exam Prizes (Sponsorship Present year)		10	
9	Extra-Curricular activities based on Yearly Motto		10	
10	Picnic / Sports / Cultural programmes (other than annual day)		10	
11	Christmas celebration (Christmas friend, Get-together, etc)		10	
12	Logos Quiz (% of students appeared for Quiz - 4th std to 12th std) Present year		10	
13	Mission Trip / Pilgrimage (Present year)		10	
14	Other Activities under the Catechism Unit (notes to be given)		20	
	<b>ACTION ORIENTED CATECHESIS (Happy to Help) /Present year only</b>			
1	Visit to the sick and aged(in family/hospitals)		10	
2	Orphanage visit		10	
3	Any Other Charitable activities by students		10	
	<b>GENERAL OPINION - BY DIRECTOR'S OFFICE</b>			
1	Catechism Teachers Training Course (CTTC) (If any in the year)		10	
2	Headmaster's participation in the central council		10	
3	General opinion of Promoters		20	
4	General Opinion of Catechism Director		20	
		Total	600	
Name & Signature of Promoter		Name & Signature of Promoter		