

PRIVATE SECONDARY SCHOOLS AUTHORITY

Name of School :

Year :

HEAD OF DEPARTMENT

SUBJECT	Level	Name of Educator proposed for Head of Department	Grade	Qualifications (To mention subject(s) for Diploma or Degree)	Year of Qualifications	Is Applicant the Senior-most fully qualified Teacher in the Department Yes or No	Date of Present Appointment in the school	Workload of proposed HOD (The HOD should have a minimum of 1000 mins., 50% of which should be in the Dept.)	Subjects taught and number of periods of proposed HOD for Forms I – V/VI	Names and workloads of full-time teachers in the Department	Names and workloads of other teachers teaching the subject	Total No. of periods in the Dept. and teaching time	For Office Use Verified By REMARKS (Signature)
1	English: English/English Literature/General Paper/Thinking Skills												
2	French: French/French Literature												
3	Social Sciences: Social Studies/ Sociology / History / Geography / Psychology												
4	Economics: Economics / Commercial Studies/ Commerce												
5	Accounts: Principles of Accounts, Accounting, Business Studies / Management												
6	Mathematics: Mathematics/Additional Mathematics/Statistics												
7	Chemistry												
8	Physics												

SUBJECT		Level	Name of Educator Officer proposed for Head of Department	Grade	Qualifications (To mention subject(s) for Diploma or Degree)	Year of Qualifications	Is Applicant the Senior-most fully qualified Teacher in the Department Yes or No	Date of Present Appointment in the school	Workload of proposed HOD (The HOD should have a minimum of 1000 mins., 50% of which should be in the Dept.)	Subjects taught and number of periods of proposed HOD for Forms I – V/VI	Names and workloads of full-time teachers in the Department	Names and workloads of other teachers teaching the subject	Total No. of periods in the Dept. and teaching time	For Office Use Verified By REMARKS (Signature)
9	Biology: Biology/Environmental Management													
10	Other Foreign Languages: Hindi/ Arabic/ Urdu / Tamil/ Telegu/ Marathi/ Modern Chinese/ Any other authorized language													
11	Physical Education													
12	Home Science: Home Economics / Food & Nutrition/ Fashion & Fabrics/ Food Studies/ Dress & Textiles													
13	Art: Visual Art/ Art & Design													
14	Design & Communication and Design & Technology (DCDT)													
15	Computer Studies: Computer Literacy/Computer Studies/Computing													
16	Agriculture													

SUBJECT	Level	Name of Educator proposed for Head of Department	Grade	Qualifications (To mention subject(s) for Diploma or Degree)	Year of Qualifications	Is Applicant the Senior-most fully qualified Teacher in the Department Yes or No	Date of Present Appointment in the school	Workload of proposed HOD (The HOD should have a minimum of 1000 mins., 50% of which should be in the Dept.)	Subjects taught and number of periods of proposed HOD for Forms I – V/VI	Names and workloads of full-time teachers in the Department	Names and workloads of other teachers teaching the subject	Total No. of periods in the Dept. and teaching time	For Office Use Verified By REMARKS (Signature)
17	Travel & Tourism												
18	Music & Dance												
19	Theological Studies: Hinduism/Islamic Studies/Islamic Culture/Divinity/Bible Knowledge												

Signature of Manager :

Date:.....

FOR OFFICE USE

Remarks (if any)

Recommended

Not Recommended

Supervisor/Senior Supervisor :

Date :

Officer-in-Charge of Zone:

Date:

