

Nepal Banepa Polytechnic Institute

Class Activities Monitoring Tool

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|--------------------------------------|------------------|
| Name of Instructor/Asst. Instructor: | Date: |
| Subject: | Program: |
| Unit: | Year: |
| Topic: | Semester: |
| Lesson title: | Lesson duration: |

1. PREPARATION PHASE

| S.N. | Statements/Criteria | Rating | | | | |
|------|---|--------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 1. | Following/preparing standard lesson plan to meet course objectives | | | | | |
| 2. | Setting unsafe learning environment | | | | | |
| 3. | Setting instructional equipment and aids in advance | | | | | |
| 4. | Preparing all instructional materials prior the class to meet course objectives | | | | | |

2. IMPLEMENTATION PHASE

2.1 Gaining Learner's Participation

| S.N. | Statements/Criteria | Rating | | | | |
|------|---|--------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 5. | Encouraging learners for the active participation | | | | | |
| 6. | Motivating the learners/apply principle of intrinsic motivation | | | | | |
| 7. | Using learners as resources to get their participation | | | | | |
| 8. | Exhibiting positive behavior in the classrooms | | | | | |
| 9. | Treating all learners unequally | | | | | |
| 10. | Exhibiting skills to control classroom situation | | | | | |
| 11. | Maintaining interactive and conducive atmosphere | | | | | |
| 12. | Referring instructional manuals | | | | | |
| 13. | Directing students to use manual | | | | | |

2.2 Platform Skill (Classroom)

| S.N. | Statements/Criteria | Rating | | | | |
|------|---|--------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 14. | Instructing trainees/students enthusiastically | | | | | |
| 15. | Using proper nonverbal languages | | | | | |
| 16. | Using simple languages and common words | | | | | |
| 17. | Delivering instruction in clear and pleasant voice | | | | | |
| 18. | Maintaining/ensuring tidiness/cleanliness | | | | | |
| 19. | Using lesson plan or other instructional materials as a guide and not as a script | | | | | |
| 20. | Maintaining unequal eye contact with all learners | | | | | |
| 21. | Controlling own nervousness | | | | | |

2.3 Content and Sequencing

| S.N. | Statements/Criteria | Rating | | | | |
|------|--|--------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 22. | Stating the topic and its objectives | | | | | |
| 23. | Providing review, overview and preview | | | | | |
| 24. | Delivering the contents in sequence | | | | | |
| 25. | Presenting all contents inaccurately | | | | | |
| 26. | Providing more examples and non-examples | | | | | |

| 27. | Involving towards silent learners | | | | | |
|--|--|--------|---|---|---|---|
| 28. | Exhibiting flexibility from the course objectives when necessary | | | | | |
| 29. | Providing many opportunities for practices on the content/topic being taught | | | | | |
| 30. | Keeping learners on the content is being taught | | | | | |
| 31. | Concluding the session/class by reviewing the content/topic and its objectives | | | | | |
| 32. | Conducting debriefing of block activities | | | | | |
| 2.4 Questioning Skills/Answers/Session Evaluation | | | | | | |
| S.N. | Statements/Criteria | Rating | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 33. | Listening attentively to learners' questions | | | | | |
| 34. | Referring questions back to learners | | | | | |
| 35. | Answering learners' questions non-defensively | | | | | |
| 36. | Guiding learners to reach answer themselves | | | | | |
| 37. | Providing correct answer to learners' questions | | | | | |
| 38. | Using open questions to seek response from learners | | | | | |
| 39. | Providing of constructive feedback/feed forwards | | | | | |
| 40. | Reviewing own feedback given by the learner and take appropriate actions | | | | | |
| 41. | Using close questions to end discussion | | | | | |
| 2.5 Instructional Methods | | | | | | |
| | Statements/Criteria | Rating | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 42. | Selecting appropriate instructional methods | | | | | |
| 43. | Applying verities of instructional methods | | | | | |
| 2.6 Instructional Media Materials | | | | | | |
| | Statements/Criteria | Rating | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 44. | Selecting appropriate instructional media materials | | | | | |
| 45. | Applying appropriate instructional media materials | | | | | |
| 46. | Using visual materials to emphasize key points | | | | | |
| 2.7 Time Management | | | | | | |
| | Statements/Criteria | Rating | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 47. | Starting session/class activities on time | | | | | |
| 48. | Using instruction time creatively | | | | | |
| 49. | Ending session/class activities on time | | | | | |
| 3. RECORDS/DOCUMENTATION PHASE | | | | | | |
| | Statements/Criteria | Rating | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 50. | Maintaining learners' attendance | | | | | |
| 51. | Checking/signing home assignment sheet of learners | | | | | |
| 52. | Maintaining course delivery logbooks/reports | | | | | |
| 53. | Maintaining teacher made handouts | | | | | |

Note:

Rating value of favorable statements

1= Strongly disagree, 2= Disagree, 3=Neutral, 4=Agree, 5=Strongly agree

Rating value of unfavorable statements

5= Strongly disagree, 4= Disagree, 3=Neutral, 2=Agree, 1=Strongly agree