

**Nepal Banepa Polytechnic Institute**  
**Lab/Workshop Activities Monitoring Tool**

Name of Instructor:	Date:
Name of Asst. Instructor:	Program:
Subject:	Year:
Unit:	Semester:
Skill/Task/Competency:	Lesson duration:

**1. PREPARATION PHASE**

S.N.	Statements/Criteria	Rating				
		1	2	3	4	5
1.	Following/preparing standard lesson plan to meet performance objectives					
2.	Setting unsafe learning environment					
3.	Setting/arranging laboratory equipment and aids in advance					
4.	Preparing all instructional materials (drawings/sketches/diagrams) prior the class to meet performance objectives					

**2. IMPLEMENTATION PHASE**

**2.1 Performance in Lab/Workshop/Field**

S.N.	Statements/Criteria	Rating				
		1	2	3	4	5
5.	Demonstrating of the skills until learners are clear					
6.	Instructing to learners to use Personal Protective Equipment (PPE) for safety					
7.	Implementing of tools, equipment and human safety procedure					
8.	Conducting guided practices until learners are safe					
9.	Conducting individual practices until learners are competent					
10.	Conducting project and problem solving activities using many skills until learners are confident					
11.	Assessing/observing learners' procedure					
12.	Evaluating learners' products					
13.	Interrupting learner when he/she is about to damage life or property					
14.	Conducting safety inspections					
15.	Instructing workplace cleanliness					

**2.2 Time Management**

	Statements/Criteria	Rating				
		1	2	3	4	5
16.	Starting lab activities on time					
17.	Using skill delivery time uncreatively					
18.	Ending lab activities on time					

**3. RECORDS/DOCUMENTATION PHASE**

	Statements/Criteria	Rating				
		1	2	3	4	5
19.	Maintaining learners' attendance					
20.	Checking/signing lab work procedure sheet of learners					
21.	Maintaining skill/competency/task demonstrated logbook/report					
22.	Maintaining product evaluation sheets					

**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**