

Structured Monitoring Checklist

SECTION A: BASIC INFORMATION										
(Frequency- one time/when needed)										
Basic	Observer Name & Designation		Teacher/Tutor Name		Centre Timings			Visit Date		
	_____		_____		from _____ to _____			D D / M M / Y Y Y Y		
Address	Province		District		Tehsil/Taluka		UC Name & Code		Village	
	_____		_____		_____		_____		_____	
Centre/School Status	1) Open and functional				2) Closed/Not functional		3) Appointed teacher is absent		4) The centre does not exist	
Visited Centre Type:	a) NFBE (National Curriculum)		b) NFBE (ALP-Primary)		c) ALP Elementary/Middle Tech		d) Community School		e) CLC/ILS	
Duration	1- 40 months		2 48 months		1- 30 months		2- 24 months		3- 12 months	
	3- _____ months		4- _____ months		1- 18 months		2- _____ months		1- 40 months	
Grade & Status of the Learners (Give the # of the learners)	Grade/Package	Enrolled	Present (on register)	Present (on headcount)	Absent (as of today)	Dropout (Total till previous month)	Mainstreamed (Total till previous month)	Completed (Total till previous month)	Newly Enrolled (Total till previous month)	Transited to next level (Total till previous month)
SECTION B: LEARNING ENVIRONMENT										
(47 points)										
(Frequency- Quarterly basis)										
Status of Facilities	1) Light		(Light natural or electric enough to read and write)		Light is not proper to read and write		(Light is not available)		2) Space	
	(Natural or Electric)		(1 point)				(0 points)		Adequate space is available for movement	
The room is overcrowded, there is inconvenience in										

			(0.5 points)			to organize participatory learning activities (1 point)	the teaching learning due to the closed environment (0 points)	
	3) Safety and security condition of the premises	No risk to the learners and teacher of building collapse or danger of electric shock. Boundary walls and building gate/s are available, the Law & order situation is okay. Adolescent girls are secure/ <i>parda</i> system intact. (1 point)	Risk of physical damage to the learners and teacher due to building collapse, electric shock or due to any other reason (0 points)		4) Drinking Water	Clean drinking water is available (1 point)	Clean water is not available (0.5 points)	Drinking water is not available (0 points)
	5) Toilet	Clean toilet is available and functional (1 point)	The toilet is available but dysfunctional (0.5 points)	The toilet is not available (0 points)	6) Electricity	Electricity is available to use fan and lights (1 point)	Electricity is not available (0 points)	
	7) Cleanliness	Classroom is neat and clean (1 point)	Classroom is dirty and dusty (0 points)		8) Ventilation	Good cross ventilation (1 point)	There is not ample window/vent or opening for ventilation (0 points)	
Availability and functionality of Learning Material/Facilities	9) Learning Material		Fully Available/Functional		Partially Available/Semi-functional		Not Available/Dysfunctional	
	A- Academic Calendar/Scheme of study		For all subjects (2 points)		For half of the subjects (1 point)		(0 points)	
	B- Teacher Guide		For all subjects (2 points)		For half of the subjects (1 point)		(0 points)	
	C-Textbooks		For all Learners (2 points)		For half or more Learners (1 point)		(0 points)	
	D- Notebooks		For all Learners (2 points)		For half or more Learners (1 point)		(0 points)	
	E-Learning Aid (charts, markers, /chalk, duster etc.)		(2 points)		If some are missing (1 point)		(0 points)	
	F- Whiteboard/Blackboard		(2 points)		Little damaged/very small/ not fully functional (1 point)		(0 points)	
	G – Tablets (<i>if provided and applicable</i>)		Digital content is available (2 points)		Little damaged or content is not fully uploaded (1 point)		(0 points)	
	H- Mat, or Desk and Chair (for learners)		For all Learners (2 points)		Partially damaged or missing and not fully functional/available for all learners (1 point)		(0 points)	

Status of Record Maintenance	10) Record Material	Fully Available/Functional	Partially Available/Semi-functional	Not Available/Dysfunctional
	a) Attendance Register	Register available and record maintained till today (2 points)	Register available but record not maintained/not fully maintained (1 point)	Register not available (0 points)
	b) Lesson Planner/ Teacher’s daily diary	Register available and record maintained till today (2 points)	Register available but record not all lessons planners available (1 point)	Register not available (0 points)
	c) VEC/Community Meeting Record Register	Register available and record maintained till last meeting (2 points)	Register available but record not maintained/not fully maintained (1 point)	Register not available (0 points)
	d) Admission & Withdrawal Register	Register available and record maintained (2 points)	Register available but record not maintained (1 point)	Register not available (0 points)
	e) Visitor Log/Register	Register available and record maintained (2 points)	Register available but record not maintained (1 point)	Register not available (0 points)
	f) Stock Register	Register available and record maintained. (2 points)	Register available but record not fully maintained. (1 point)	Register not available. (0 points)
Class/Learning Environment	11. Traces/indications of verbal humiliation or corporal punishment were not found. <i>*(This data will be gathered during TLP Classroom Observation and FGD with learners)</i>	Neither verbal humiliation nor corporal punishment was reported, the learning process is conducted in a pleasant environment) (2 points)	Traces of verbal humiliation/ corporal punishment was found/reported as a rare case in the class on extreme situation/s (1 point)	Learners reported receiving verbal humiliation and corporal punishment very frequently. (0 points)
	12 The teacher encourages learners to question and dialogue to learn. <i>*(This data will be gathered during TLP Classroom Observation and FGD with learners)</i>	All learners feel at home dialoguing with the teacher/each other and question anytime in the class. (2 points)	Some learners are encouraged to ask and respond to questions, rest choose to stay silent. (1 point)	Learners are not allowed to interrupt, ask and dialogue being in a very conservative teaching environment) (0 points)
	13 Learning progress is continuously appreciated. <i>*(This data will be gathered during TLP Classroom Observation and FGD with learners)</i>	Teacher appreciates verbally/written/reward all the learners on their unique abilities frequently) (2 points)	Some Smart learners are appreciated by teachers. (1 point)	There is as such no culture of appreciation found in the classroom. (0 points)
	14 The teacher is responsive to the learner’s needs. <i>*(This data will be gathered during TLP Classroom Observation and FGD with learners)</i> For instance: the learners who have weak eyesight or short height can be seated on front row to make sure they see the white/blackboard. Or teacher must know who are th learners who require the teacher’s individual assistance other than the lecture has been delivered for the whole class.	The teacher promptly responds to students’ needs in a way that specifically addresses the problem at hand. (2 points)	The teacher responds to students’ needs. but may not address the problem at hand. (1 point)	The teacher is not aware of students’ needs OR does not address the problem at hand. (0 points)
	15 Favoritism/ any kind of bias was not found in the teacher’s behavior. <i>*(It will come from TLP Classroom Observation form of FGD with learners)</i>	Teacher treats every learner equally	(Only 5% of the learners think that they are disliked by the teacher)	(Most of the learners think that the teacher has some favourite students,

	Note: Zero will only be given when teacher does not treat all the learners equally, instead she has personal likes and dislikes about learners, and she appreciates/scores/rewards/punishes led by her/his own likes/dislikes)	(2 points)	(1 point)	and s/he treats others unequally to them (0 points)
	16 Harassment/bullying by teacher / older learner or from any other is not found either on learners. (* this can be assessed by interviewing teacher and FGD with learners separately*)	The traces of harassment/bullying at any level were not found in the centre. (1 point)		The incidents of Harassment/Bullying were reported to the NFEI in the last two months. (0 points)
SECTION C: TEACHING LEARNING PROCESS (35 points) (Frequency- Monthly basis)				
Package/ Grade _____ Semester (in case of middle tech) _____ Subject _____ Topic: _____ Time in _____ Time Out _____ Name of Teacher _____				
Sub Indicators: Teaching Process	Yes		No	N/A
1. The teacher explicitly articulated the lesson/topic objectives.	Clearly explained/wrote on the board and explained all the objectives of the lesson/topic. (2 points)	Only stated the broader objective of the lesson. (1 point)	Lesson objectives were not cited. (0 points)	N/A
2. The teacher aligned the lesson/topic to the scheme of study/ academic calendar	On track (2 points)	Approx 02 weeks behind the topic (1 point)	Far behind the academic calendar/Not following. (0 points)	N/A
3. The teacher integrated the prior knowledge of the learners while introducing/explaining the concept <small>*Prior knowledge integration means when a teacher explores with learners their previous knowledge through formal/informal learning on the topic.</small>	Throughout the lesson meaningfully connected the topic to the learner's previous knowledge or daily life (2 points)	Only connected the previous familiarity with the topic. (1 point)	Did not connect the previous knowledge with the topic. (0 points)	N/A
4. The teacher used teacher guide while teaching	Lesson delivered as per instructions and teaching steps given in the teacher guide. (2 points)	Lesson partially delivered on the instruction and teaching steps given in the teacher guide. (1 point)	Taught in a conventional/own manner without consulting/following teacher guide. (0 points)	N/A
5. The teacher used teaching/learning aid effectively. <small>*Note: Here effectively means the wise choice of the learning aids which are relevant for the reinforcement of given concept/skill, moreover teacher let the learners interact with the content in a way which allows them to comprehend the concept more easily.</small>	Reinforced on the concept/topic by use of relevant learning aids and made sure to engage all learners. (2 points)	Could not engage all learners and used learning aids were somewhat useful to reinforce the given concept. (1 point)	Not used (0 points)	N/A

Full range of learning aids can be board, charts, flash cards, Maps, Pictures, Models, Textbooks, any other Print materials, audio, and videos on digital devices such as tablet, smartphone etc.					
6. The teacher used formative assessment techniques. *Note: Reading, writing, Oral Q&A, solving, drawing, observation, test are the main assessment techniques	All relevant assessment techniques used by involving most of the learners. (2 points)	1 type of assessment technique used with few learners. (1 point)	No assessment technique was used to assess the learning. (0 points)		N/A
7. The teacher assisted learners based on results of formative assessment. *Note: Assistance can be explaining the concept in a different way, giving more examples for clarification, supplementing the instruction, reviewing the related previous topics in plenary or with struggling learners as required etc.	Adjusted/adapted teaching strategy such as explained the concept differently, given more contextualized real-life examples and given targeted support to the struggling learners. (2 points)	Assisted very few struggling learners, did not adapt/adjust anything on teaching strategy. (1 point)	Not assisted any learners even though some learners needed support. (0 points)		N/A
8.The teacher effectively used the time for the teaching and learning process. (Observe for one subject) *Note: It is about the appropriate use of time, by dividing it between teaching and making sure the required learning. In the 45 minutes of class, a teacher is expected to wisely divide it in 1) concept delivery 2) formative assessment 3) adapting/adjusting teaching strategy on the results of formative assessment	In the given time 1)Teacher provided the lesson facilitation (explained the concept clearly and correctly), 2)evaluated the learner's output (checked the class work, carried out the assessment technique and provided the feedback), and finally 3)provided targeted support to the struggling learners to make sure the required learning for all. (1 point)		The teacher did not allocate and use the class time appropriately. 1) took more time in teaching/lecture delivery or 2) did not assess the learning or 3) did not help the struggling learners or 4) let other students keep waiting while she spent time in helping a few (0 points)		N/A
9. The teacher demonstrated subject mastery in the teaching. Note* The teacher's explanations of content are clear, correct, and easy to understand. The teacher makes sure to explain the meaning of technical terms; the explanations are logical and may be accompanied by graphic representations or real-life examples.	1)Teachers explained every part of the concept/topic accurately with appropriate examples and used clear and easy instructional language considering learners' level. S/he gave correct answers to every question asked by the learners. (2 points)	The explanation of the concept was somewhat clear but not very extensive and contextualized. The teacher answered most of the learners correctly. (1 point)	The teacher exhibited poor knowledge/preparation of content and her/his explanations of the content were confusing or incorrect or content is simply not explained, was not able to answer back learners correctly. (0 points)		N/A
10. Number of the learners whose understanding of the lecture teacher evaluated by taking the round of class during individual and/or pair/group exercises before learners have finished the exercises. *Note: Teacher may miss the opportunity to properly evaluate learners' understanding if the evaluation is done after learners have finished the exercises, as learners may copy the correct answers of their peers. That is why "before learners have finished the exercises" is the important condition. It is recommended that the teacher does not check learners' performance on everything, but only on one question/sentence/procedure which learners should answer/write/take correctly as a minimum. Otherwise, it is rarely possible for the teacher to evaluate all learners before they have completed the exercises.	Almost everyone 3 points	More than half 2 points	A few 1 point	None 0 points	N/A

11. Number of the learners having their classwork marked by teachers when they completed the classwork/exercise	Almost everyone 3 points	More than half 2 points	A few 1 point	None 0 points	N/A
12. Number of the learners whom teacher suggested to rework with the exercises where they missed, among the learners who made mistakes	Almost everyone 3 points	More than half 2 points	A few 1 point	None 0 points	N/A
Sub Indicators- Learner's Output	Yes			No	
13.Number of the learners who independently did the correct classwork.	Almost everyone 3 points	More than half 2 points	A few 1 point	None 0 points	N/A
14. Number of the learners answered correctly to the teacher's question/s on today's topic	Almost everyone 3 points	More than half 2 points	A few 1 point	None 0 points	N/A
15.Number of the learners asked questions to the teacher?	Almost everyone 3 points	More than half 2 points	A few 1 point	None 0 points	N/A
SECTION D: SOCIAL MOBILIZATION PROCESS & RECORD MAINTENANCE (3 points) (Frequency- Monthly basis)					
Sub Indicator	Responses				
	Yes			No	
VEC formed or not?	Formed (1 point)			Not Formed (0 points)	

Regular meeting of the Village Education Committee happening?	<p>(1 point) If it is at least Once in a month and meeting record is available/maintained</p> <p>Date of the last meeting D D / M M / Y Y Y Y </p> <p>What was the purpose/agenda on which the last meeting was held?</p> <p>1 _____ 2 _____</p>	<p>Not Regular</p> <p>(0 points)</p>
Village Education Committee contributed to improving the centre management	<p>Absentees/dropouts followed up. It resolved electricity/water/latrine/notebooks or any other resource availability problem.</p> <p>(1 point)</p>	<p>No Support /contribution made so far (please ask the teacher and validate from the community meeting register).</p> <p>(0 points)</p>
Suggestions/Additional Information		
Final Scoring and Ranking= Scores of Learning environment + Teaching Learning Process + Social Mobilization Process (47+35+3= 85 total score)	<div><input type="checkbox"/> Excellent Centre (75% and above) = (Between 63 to 85 scores) Green Category Centre</div> <div><input type="checkbox"/> Satisfactory Centre (46% to 74%) = (Between 39 to 62 scores) Yellow Category Centre</div> <div><input type="checkbox"/> Not Satisfactory Centre (45% and below) = (Between 1 to 38 scores) Red Category Centre</div>	