

**FIELD MONITORING PROFORMA  
of Non Formal Education & Adult Literacy Centers**

**District:** \_\_\_\_\_ **Tehsil:** \_\_\_\_\_

**UC Name & Number:** \_\_\_\_\_ **Village:** \_\_\_\_\_

**Section (A) Basic Information**

1) Visit Date & Time	____/____/____	Arrival Time _____	Departure Time _____
2) Center Name	_____		
3) Center Type	a) Non-formal basic education   b) Alternate Learning Center   c) Community School   d) Community Learning Center		
4) Center Code	_____		
5) Address (Complete)	_____		
6) Teacher Name	_____		
7) S/O, D/O, W/O	_____		
8) Center Hours/Timings	From: _____	To: _____	
9) Last Monitoring Date	_____		

**Section (B) Center Administrative Information**

10) Physical Conditions of the Premises (1: Satisfactory, 2: Unsatisfactory, 3: Totally absent)											
Light (either electric or natural)	1	2	Drinking Water				1	2	3		
Space (large enough for learners?)	1	2	Ventilation (temperature & hygiene)				1	2			
Washroom	1	2	3	Electricity				1	3		
Safety Condition of Classroom	1	2		Cleanliness				1	2		
11) Availability of Learning and Teaching Materials (1: Fully available, 2: Partially available, 3: Not available)											
Teacher's Guide/Manual/ Kit	1	2	3	Textbook				1	2	3	
Slate or Notebook	1	2	3	Teaching-Learning Aid (ex. Alphabet Chart)				1	2	3	
12) Availability/Functionality of Educational Equipment (1: Functional, 2: Available but non-functional, 3: Not available)											
Signboard	1	2	3	Blackboard / Whiteboard / Green board				1	2	3	
Chalk	1	2	3	Chair (for teacher)				1	2	3	
Mat, or Desk and Chair (for learners)	1	2	3								
13) Record Keeping (1: Registers available and records kept, 2: Registers available but records not kept, 3: Registers not available)											
VEC (Community Meetings) Register	1	2	3	Attendance Register				1	2	3	
Lesson Planner / Teacher Diary	1	2	3	Visitors Book / Log Book				1	2	3	

**Section (C) Learner Information**

Number of Learners	Class Gender	Package-A				Package-B				Package-C				Adult		Total		
		Katchi		Class I		Class II		Class III		Class IV		Class V		M	F	M	F	T
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T
14) Enrolled (As of the previous month's end)																		
15) Recorded as Present (On register at visit time)																		
16) Present (Actually at visit time)																		
17) Dropout (As for the previous month)																		
18) Mainstreamed (As for the previous month)																		
19) Completed (As for the previous month)																		
20) Newly Enrolled (As for the previous month)																		
21) Re-Admitted (As for the previous month)																		

**Section (D) Teacher Attendance and Change**

22) Is the teacher present at the time of visit?	Present	Someone Else	Absent
23) What is the regularity of teacher attendance?	A. Over 80%	B. 60-80%	C. Under 60%
24) Was the teacher changed last month?	Yes	No	
(If yes) Reason of change		Date of Change	____/____/____

Section (E) VEC/EC & Visitors/NGO Information			
VEC/EC		Type of Visitor: Guardian, Community Members, Org/Project staff, Others	
25) Regular Meeting	Yes	No	28) Visit Status
			Yes
			No
(If yes) Date of the last meeting: ____/____/____		Guardian	Male Female
26) Follow-up to the latest visit	Yes	No	Community Members
			Male Female
27) Contribution to school/center management	Yes	No	Org/Project staff:
Purpose of the meeting:			Others:
No of attendees of the meeting:			

Section (F) Classroom Observation			
<b>Teaching Learning Process</b>			
28) Subject being taught: _____ Topic: _____			
29) To what extent the topic is aligned to scheme of studies?	Good	Average	Poor
30) To what extent the Lesson plan was applied during teaching?	Good	Average	Poor
31) Did teacher tell the topic and its objectives (SLOs) to the learners?	Yes	No	
32) To what extent teacher integrated the topic with prior knowledge of the learners?	Good	Average	Poor
33) Which teaching methods and activities were used by the teacher?	Lecture	Demonstration	Group Work
34) To what extent teacher followed instructions for the lesson?	Good	Average	Poor
35) To what extent teacher used teaching learning materials (Teacher Guide & Textbooks)?	Good	Average	Poor
36) Which teaching learning aids were used by teacher?	Blackboard	Charts	Others _____
37) Which assessment method(s) were used?	Written	Oral	other None
38) To what extent teacher concluded the lesson?	Good	Average	Poor
<b>Classroom Interaction</b>			
39) To what extent teacher maintained friendly behavior with learners during teaching?	Good	Average	Poor
40) Did teacher ask learners to write on workbook/notebook/Slate?	Yes	No	
41) How many learners were called to write on the blackboard?	None	1-5	6-10 10+
42) To how many learners, Teacher asked questions on the topic?	None	1-5	6-10 10+
43) How many learners gave answers?	None	1-5	6-10 10+
44) How many learners asked questions to the teacher?	None	1-5	6-10 10+

Section (G) Others
45) Describe your observations and remarks in addition to the above-recorded information.

Signature of Teacher: \_\_\_\_\_ Name, designation & Signature of Visiting official: \_\_\_\_\_

Date of entry into NFEMIS: \_\_\_\_\_ Name and Signature of Data Entry Operator: \_\_\_\_\_