

## PROFORMA- 1

1. Name of the teacher who visits the school :

Designation, School Address :

2. Name of the teacher who teaches the  
corresponding subject in the school :

3. Date of school visit :  
(Including the time of arrival and departure from the school)

4. Details of the classes visited :

5. Number of students present in the class :

<b>Class</b>	<b>Total Number of Students</b>	<b>No. of Students present in the class</b>

Signature of the  
Teacher who visits the school

Signature of Teacher/s

Signature of  
the Principal

## PROFORMA- 2

1. Name of School : \_\_\_\_\_
2. Date of visit to the school : \_\_\_\_\_
3. Whether the basic necessities for transacting the particular subject were present in the class? Put (✓) marks.

Items	Yes	Minimum/Moderate	No
Learning Materials			
Spacious classroom			
Laboratory			
Library			
Other relevant Materials			

4. Whether you received adequate co-operation at the time of visit?  
Put (✓) mark

	Yes	Moderate	No
Principal			
Teachers who handle the particular subject			
Students			
Other members of the staff			
Management			

5. Whether you had any special experience : Yes/ No  
during the day of your visit ?

If any, give details of your experience : .....

.....

.....

.....

6. General standard of the children (put ✓ mark)

- in accordance with the C.E scores awarded
- lower than C.E scores awarded
- higher than the CE scores awarded

7. Highest score (in percentage)

	<b>Percentage of score</b>	<b>No. of learners who achieved the score</b>
Based on direct evaluation		
Based on school C.E record		

8. Lowest score

	<b>Percentage of score</b>	<b>No. of learners who achieved the score</b>
Based on direct evaluation		
Based on school C.E record		

9. Are you satisfied with the activity conducted at the time of monitoring ? : Yes/ No

If not, why? : .....

10. General observations : .....

11. Signature of the teacher

Who visited the school :