

# MONITORING & EVALUATION PROFORMA

**Tick your status:-\_Coordinator/ visiting officer/ Trainee**

Name\_\_\_\_\_ .Designation\_\_\_\_\_

Name of Course / Training/ workshop\_\_\_\_\_

Training Centre\_\_\_\_\_ Date\_\_\_\_\_

**a. General: Training Centre Environment**

✓ **Tick the appropriate column**

Aspects	Very Good	Good	Average	Poor	Very Poor	Remarks
Availability of Hall						
Facility and Cleanliness of Washrooms						
Facility of Refreshment						
Stand by UPS or Generator System						
Seating arrangements						
Overall learning atmosphere						
Comfort and calmness						
Refreshment arrangements						
Drinking Water Arrangements						

**b. Physical: Training Environment**

Aspects	Very Good	Good	Average	Poor	Very Poor	Remarks
Availability & Proper function of Multimedia						
Electrical (Lighting/Fans) facilities						
Overall Cleanliness						
Furniture of Training Hall						
Teaching Resources / aids						
Management inside Training Hall						
Writing material						
Sound system						
Handouts/photocopies						

**c. Training & Learning Evaluation**

Aspects	Very Good	Good	Average	Poor	Very Poor	Remarks
Relevance of contents/teaching with our resouces						
Relevance of Course contents/topics with mental level						
Relevance with class/students/school						
Teaching ability of Resource person to Transfer Information						
Educational Standards Resource person						
Demonstration of Exercises / activities						
Managing Hands on Activities						
Knowledge of Subject Area						
Understanding of Knowledge						
Follow the given Schedule						
Attendance Proforma for Daily Record						
Coverage of topic/topics						
Attendance of the Day						
Participation and Interaction by Trainees						
Teaching Methodology						
Introduction, Presentation & Recapitulation of Topic						
Proper Arrangement of Assessment Test at the end of Training						
Topic with relevant examples						
Student/ book relationship of the topic						

**d. Comments of Trainees about Resource Persons**

Ser No.	Names of Resource persons / master trainers	Comments of Trainees about their performance

**f. Overall Comments:**

Areas	Remarks
About venue	
About arrangements	
About Course/Training /topics	
About Resource persons	

Name - \_\_\_\_\_ signature- \_\_\_\_\_ Date \_\_\_\_\_