

Lecture monitoring report

Academic Year:

Class:

Department:

Lecture Date and Time:

Faculty:

Subject:

Sr.No.	Particular	Rating (Scale 1 to 5)	Remark
1	Lecture contents: Preparation (Methodology & Models used)		
2	Presentation Skills: <ul style="list-style-type: none"> ➤ Body Language ➤ Effective opening ➤ Audience engagement ➤ Eye contact ➤ Voice clarity ➤ Blackboard Usage 		
3	Reference to real life application in classes		
4	Discussion about university question and marking scheme on the topic covered		
5	Conduction of Lectures as per the plan		
6	Effective utilization of time in class room		
7	Utilization of ICT Tools		
8	Overall Performance of the Faculty		

5: Excellent 1: Poor

Sign of Peer/s

Sign of HOD

Sign of IQAC

Class Committee Meeting Report

Dept:

Ac Year:

Programme:

Sem:

Batch:

Members present:

- 1
- 2
- 3
- 4

Salient points discussed during the meeting and the decisions taken to enhance the quality of the course delivery:

- 1
- 2
- 3
- 4
- 5

Sign of the class teacher

Sign of HoD

Sign of IQAC