APPENDIX - I

CAMPUS OBSERVATION FORM

A. General information

Name:
Location:
Level:
Structure: Unitary...............Multiple............... 
No. of students: Inservice: Preservice: Total:
No. of Teachers: male Female Total:

B. Physical environment:

a. Building: Hired............... Owned............... 
b. Space: enough............... Not enough............... 
c. Playground: available........... not available............... 
   not enough............... 
d. Library: maintained............... not maintained............... 
   well maintained............... poorly maintained............... 
   space lacks............... space enough............... 
   materials lack............... materials enough............... 
e. Compound environment: decorated............... cleaned............... 
   neglected............... 

C. Educational environment:

a. educative planning at campus level is done............... 
   not done............... 
b. Bulletin board: maintained............... Not maintained...............
c. Play ground: well organized......... organized........
Not organized................

d. Staff meetings: held frequently whenever needed........
regularly routined.......... departmentally routined........


e. Posters: displayed............... Not displayed............

f. Student body: organized........ not organized........

g. Cocurricular activity: organized by Campus office........
Organized by student body........ organized by
departments..................

h. Canteen/Cafeteria: maintained ........ not maintained........

D. Human relationships:

a. Department Heads: selected........ nominated.......... 

b. Department head keeps record of teachers concerned:
yes................... no ..................

c. Campus chief communicates to teachers direct............
through departments..........

d. Individual department maintains bulletin board: Yes........
No..................

e. Individual department maintains notice board: Yes........
No..................

f. Teachers give special time to the students for academic
consultance: Yes........ No................
If yes: how many times a week?................
If No: What is the reason?...........
g. Students are informed well by the teachers of their
teaching plan...... of their absence............... of students' progress.................. and of students' weakness.................................

h. Students are given orientation programme in the beginning
of every session.................. the beginning of the admission for new comers: given........ Not given............

i. Students' guidance and counselling programme unit maintained
.................................. Not maintained...........................

j. Common courses: Separate teaching...........................
Combined with other faculties............................

k. Teachers' services: faculty wise............................
inter faculty exchange..........................

l. Students' activities organised: Under one organization...........
............. under different faculty organization................

m. Library facility: Separate faculty............................
combined..........................

E. Campus community relationship:

a. Is there a campus managing committee?
Yes............... No..................

b. Does the campus get funds collected locally?
Yes............... No............... 

c. Does the Campus organize meetings with local people?
Yes............... No...............
d. Does the Campus organize local community services? 
   Yes................................. No .................................
   - If yes how?.................................
   - If no why?.................................

e. Does the campus survey the local community need survey?  
   Yes................................. No .................................

f. Does the campus survey its products performance?  
   Yes................................. No .................................

g. Does the campus maintain records of its products' job entry?  
   Yes................................. No .................................

h. Does the campus maintain separate administrative unit for  
   community and follow up relationship? Yes ......................
   No .................................

F. Practice teaching:

   a. Separate department unit: maintained............................
      not maintained........................................

   b. Departmental activity: seasonal...............................  
      continuous ...............................................

   c. Department assistant: recruited...............................  
      not recruited............................................

   d. Department office: managed ...............................  
      not managed ............................................

   e. Cooperative schools: fixed...............................  
      not fixed...............................................

   f. Types of in campus activity: orientation.......................  
      simulation teaching.......................................
      instructional materials preparation......................  
      demonstration lesson.................................  
      presentation...........................................
g. Off campus activity: actual teaching
   community survey................. case studies........
   organizing cocurricular activities.........
   peer teaching observation.............. co-teaching with
   cooperative school's subject teacher............
   observation of cooperative school's subject teachers' teaching............ Orientation taking............
   fare well observation............ campus cooperative
   school seminar: organized.......... not organized........
   incentives to the cooperative schools: given........
   not given............... Final lesson: presented.........
   not presented..................