To,
Assistant Director (Nursing)
Directorate of Medical Education and Research,
AHMEDABAD : 380 016.

Dear Madam,

Kindly permit me to undertake a study for Ph.D. in Nursing Education for which I will need to visit different General Nursing Schools in Gujarat State.

Yours sincerely,

Sd.
(S. D. Kulkarni)
Miss. S. D. KULKARNI,  
Assistant Professor,  
College of Nursing,  
AHMEDABAD : 380 016.  

To,  
The Principal and Nursing Tutors,

I have undertaken a study of "Relation Between Educational Performance and Job Achievement of Nursing Tutors in Gujarat State" for Ph.D. Study. I would like to visit Nursing Schools and observe the teachings of Nursing Tutors.

I would also like to take the opinion of Students about their Nursing Tutors.

I will plan my School visits according to the time convenient to your school schedules and plan.

Thanking you,

Yours sincerely,

(3.D.KULKARNI)

P.S.:
Enclosed is a copy of a brief of the study I am undertaking.
A study of relation between Educational Performance and Job achievement of Nursing Tutors of Gujarat State...

OBJECTIVES:

To find out relation between -

1. Academic educational performance and professional educational performance.
2. Academic educational performance and job achievement.
3. Professional educational performance and job achievement.

HYPOTHESIS:

The investigator adopted null hypothesis for this study. There is no positive correlation which is significant between -

1. Academic educational performance and basic professional educational performance.
2. Basic professional educational performance and post basic professional educational performance.
3. Academic educational performance and job achievement.
4. Basic professional educational performance and job achievement.
5. Post basic professional educational performance and job achievement.

IDENTIFICATION DATA:

1. Name of the School:
2. Date of observation:
3. Name of the respondent:
4. Name of the observer:
5. **Particular about Teacher:**

1. **Academic qualification:**
   - Percentage of marks obtained at Higher Secondary Examination:
   - Number of trials for passing Higher Secondary Examination:

2. **Professional Qualifications:**

   A) **Basic Diploma:**
      i) No. of trials for passing G.N. Exam:
      ii) Percentage of Marks obtained:

   B) **Post Basic Diploma:**
      i) Diploma obtained:
      ii) No. of Trials for passing:
      iii) Percentage of Marks obtained:

   C) **Post Basic Degree:**
      i) No. of Trials for passing B.Sc.(N) II:
      ii) Percentage of Marks B.Sc.(N) Part-II:

   D) **Any other:**

   E) **Experience (Professional):**
      i) As a staff Nurse: _____ No. of years.
      ii) As a Tutor: _____ No. of years.
      iii) As a P.H.N.: _____ No. of years.
      iv) As a Asstt. Matron: _____ No. of years.
      v) In any other category: _____ No. of years.

   f) **Teaching Experience at Nursing School:**
      1) General Nursing Course: _____ years.
2) A.N.M. Course : ______ years.
3) H.V. Course : ______ years.
4) F.H.W. Course : ______ years.
To,
The Registrar,
Gujarat Nursing Council,
Administrative Block,
New Civil Hospital,
AHMEDABAD : 380 016.

Dear Madam,

Kindly send me a list of General Nursing Schools in Gujarat State, as the same is required for my Study.

Thanking you,

Yours sincerely,

(S.D. Kulkarni)
APPENDIX IV-A

Rating Schedule for observing the Teaching and getting other General information about the job achievement of Nursing Tutors.

<table>
<thead>
<tr>
<th>&quot;TEACHING ASPECTS&quot;</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
</table>

(I) TEACHING :

A. Introduction :
   1. Appropriate
   2. In the Right direction
   3. Interesting.
   4. Clear enough to give the concept of teaching to follow.

B. Review :
   1. Simple.
   2. Related.
   3. Able to develop rapport.
   4. Able to develop a base for the content to follow.
   5. Not long drawn.

C. Content :
   1. In direction of objectives
   2. of appropriate level.
   3. Organized.
## Teaching Aspects

<table>
<thead>
<tr>
<th></th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very Poor</th>
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<tbody>
<tr>
<td>4.</td>
<td>Upto date.</td>
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<tr>
<td>5.</td>
<td>Easy to follow for students</td>
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<td>6.</td>
<td>Adequate.</td>
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<td>7.</td>
<td>Without too much help from lesson plan.</td>
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<tr>
<td>8.</td>
<td>Correlated with other topics.</td>
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</table>

### D. Illustration (Explanation)

1. Gave known examples.
2. Kept students' level in mind.
3. Explained difficult words.
4. Used ideas given by students for teaching.
5. Drew students' attention to main points.
6. Kept to the point.

### E. Speech

1. Simple.
2. Clear.
3. Intelligible.
4. Not verbose.
5. Gramatically correct.
### "TEACHING ASPECTS"

<table>
<thead>
<tr>
<th>Aspect</th>
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<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very Poor</th>
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<tbody>
<tr>
<td>F. B.B. Work:</td>
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<td>1. Neat.</td>
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<td>2. Legible.</td>
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<td>3. Adequate.</td>
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<td>4. in sequence.</td>
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<td>5. used to explain difficult words.</td>
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<td>6. enough time given to take down important points.</td>
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<td>7. board wiped clearly for reuse.</td>
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<td>G. Questions:</td>
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<td>1. simple.</td>
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<td>2. clear</td>
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<td>3. related to content.</td>
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<td>4. well distributed to class.</td>
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<td>5. randomly asked.</td>
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<td>6. stimulating</td>
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<td>7. adequate.</td>
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<td>8. ability to clear students doubts (II-12)</td>
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<td>9. answers accepted well.</td>
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<td>10. partially correct answers supplemented.</td>
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<td>H. A.V. Aids</td>
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<td>1. appropriate.</td>
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<td>2. adequately visible.</td>
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</table>
### TEACHING ASPECTS

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<tr>
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<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very Poor</th>
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<tr>
<td>3. methodically used.</td>
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<td>4. helpful to students' understanding.</td>
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<tr>
<td>5. used at appropriate time.</td>
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<tr>
<td>6. adequate B.B. used for drawing figures.</td>
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<tr>
<td>7. Adequate</td>
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</tbody>
</table>

**I. Winding up of the Class:**

1. did without hurry.
2. kept enough time for summary.
3. verified students' understanding.
4. gave suitable bibliography.

**J. Time Budget:**

1. proportionate time spent to cover different aspects of content.
2. completed teaching in time.
3. avoided wastage of time.

**K. Class Management:**

1. Appeared relaxed
2. Maintained control on students.
3. Sensitive to students' needs.
4. Attended to all levels of students.
5. Solved students' difficulties.
6. Discipline maintained.
7. Abusive words avoided while reprimanding.
8. Encouraged the students for participation.
9. Respected students as individuals.

(II) GENERAL IMPRESSION:

1. Grooming and dressing.
2. Impressive.
3. Gestures and facial expressions.
4. Poise.
5. Mannerism.
7. Teaching effectiveness.
8. Humour.
10. Teacher enjoyed the teaching.
11. Students enjoyed the teaching.
12. Confident
<table>
<thead>
<tr>
<th><strong>TEACHING ASPECTS</strong></th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
</table>

(IV) OPINION OF ADMINISTRATOR REGARDING TEACHER'S PERFORMANCE/ACHIEVEMENT IN GENERAL APART FROM TEACHING:

1. Help in extra curricular activities.
2. Help in professional activities.
3. Efficiency in clinical supervision.
4. Help in evaluation work.
5. Efficiency in practical procedures (Nursing).
6. Help in examination work.
7. Willing worker.
8. Help in maintaining records.
9. Regularity.

10. I.P.R.
Rating Scale which will be used to get the opinion of Nursing Tutors about their own teaching and their Professional achievement as seen by themselves.

**Job Achievement as seen by Nursing Tutors themselves:**

1. All information will be kept confidential.
2. Give your opinion about the following.
3. Please Tick ✓ Mark under the column which best gives the ranking to the statement.

<table>
<thead>
<tr>
<th>ASPECTS</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Neither agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
</table>

**I. Teaching:**

(A) Preparation:

1. Get enough time for preparation on duty.
2. Use previous teacher's notes for teaching.
3. Get enough material in school library for preparing the teaching.
4. Do not mind approaching others who can help for preparing teaching.
5. Enjoy helping newly appointed Nursing Tutors for preparing teaching if needed.
6. Always frame objectives for teaching.
7. Put efforts to achieve those objectives.
### APPENDIX - IV-B - (a) CONTD.

**ASPECTS**

<table>
<thead>
<tr>
<th>Strongly agree</th>
<th>Agree</th>
<th>Neither agree/ nor disagree</th>
<th>Disagree</th>
<th>Completely disagree</th>
</tr>
</thead>
</table>

#### (2) Presentation:

1. **Content**
   
   a) Find it difficult to do appropriate introduction for some subjects.
   
   b) Can cover the content in time.
   
   c) Can easily follow logical sequence while teaching.

2. **Question Technique**
   
   a) Found it difficult in the beginning.
   
   b) Would like to improve.
   
   c) Feel tense about it.
   
   d) Questions are less important if teaching is good.

3. **Participation**
   
   a) Students take less interest in answering the questions.
   
   b) Students misunderstand the questions so do not answer.
   
   c) Students participate during teaching.
   
   d) Because of shortage of time students' participation is dropped.
   
   e) Participation is less important as L1/L2 are good.
4. Class Management:
   a) Maintain control on students through democratic method.
   b) To maintain control students are prevented from arguing.
   c) Difficult students handled properly.
   d) Bright students scolded well to keep them quiet.
   e) Spend time for dealing with specific students.
   f) Avoid attending to small problems of students as time is short.

5. A.V. Aids:
   a) Believe in using A.V. Aids in teaching.
   b) Explanation is so clear that I don't need A.V. Aids.
   c) A.V. Aids not available.
   d) Only B.E. is used as A.V. Aids.

6. Windup of the Class:
   a) Because shortage of time students' doubts if asked at the end are not cleared.
<table>
<thead>
<tr>
<th>Aspects</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Neither agree/disagree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
</table>

b) Lesson is planned well so no problem of time for winding up the teaching.

c) Give assignments for student improvement.

d) Can't give assignment as -
   1) Shortage of time for students to do the assignment.
   2) Shortage of time for correcting the assignment.
   3) Non-availability of resource to do the assignment.
### (II) General Impression (Self-evaluation)

1. Fully satisfied after teaching is over.
2. Think I need improvement.
3. I am proud of my teaching.
4. I enjoy my teaching.
5. Students feel unhappy if I don’t take class.
6. Some refresher courses needed.
7. Reading of books, journals essential to improve teaching.
8. Modifying notes is necessary for good teaching.
9. Student’s opinion indirectly obtained to improve my teaching.

### (III) Extra Curricular Professional Activities:

1. Participate in extra curricular activities.
2. Spend time in reading -
   a) Professional books.
   b) Professional journals.
   c) News Papers etc.
3. Like to do project work seminars.
4. Organize professional activities.
5. Participate in S.N.A. activities.
6. Enjoy being advisor for them.
7. Helping students to prepare models.
<table>
<thead>
<tr>
<th>ASPECTS</th>
<th>Always</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Helping students in competition.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9. Conduct &amp; Organize for Students:</td>
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</tr>
<tr>
<td>a) Conference.</td>
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<tr>
<td>b) Seminar.</td>
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<td>c) Competition.</td>
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<tr>
<td>d) Exhibition.</td>
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<tr>
<td>10. Participate in Research activities if chance is available.</td>
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</table>

(IV) Participating in General Management:

1. Participate in curriculum meeting.
2. Help in maintaining records.
3. Help in filling transcripts.
4. Help in clinical supervision.
5. Help in filling up examination forms.
6. Help in examination work.
7. Feel happy to help in Administration.
### APPENDIX - IV B (b)

#### વિભાગ સ્જેલ વિભાગ કી વિભાગીયો વિભાગ

<table>
<thead>
<tr>
<th>વિભાગીયો માટે</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. નામના માંગવાની પ્રથમ લખણ.</td>
</tr>
<tr>
<td>2. સિમારા નામની માહની ભાષાની શાખાના શાળા.</td>
</tr>
<tr>
<td>3. લક્ષણ ટ્રીટએ કે માંગે તમારો અલખ વાદિંકે તેનો માંગો ભાષાની શાળા.</td>
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<tr>
<td>4. તટપણે માંગવા પુસ્તક (L) કે કેટલે નામના ટ્રીટએ તમારી વોજ ભાષાની શાળા.</td>
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<table>
<thead>
<tr>
<th>પ્રિયદ્રશ</th>
<th>સમાવેશ</th>
<th>સંચાલક</th>
<th>વિભાગીય શિખર</th>
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</table>

#### પ્રિયદ્રશ સ્જેલ વિભાગના પ્રિયકરમ પ્રિયદ્રશ

<table>
<thead>
<tr>
<th>પ્રિયકરમ (ઉદિગ-ટેક)</th>
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</thead>
<tbody>
<tr>
<td>1. વીજા</td>
</tr>
<tr>
<td>2. માહની સેવા બાટ માનિક રાં માંગવા મદદ અને.</td>
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<tr>
<td>3. ખેલાડું રાહુ શાન વાદ મદદનું વધુ.</td>
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#### પ્રમાણ (પ્રીત-ટેક) |

<table>
<thead>
<tr>
<th>પ્રિમાણના</th>
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<tbody>
<tr>
<td>1. ટેનટ લીલા માહની</td>
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<tr>
<td>2. પ્રભાવ માણ સંચાલક</td>
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<tr>
<td>3. મદદગારી તલાલબારી.</td>
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<td>4. વસાડ.</td>
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<tr>
<td>5. ચીના પ્રિયકરમ રાજી સંચાલિત</td>
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<td>6. માંગવા સમાપ્ત</td>
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</table>

### 4. भीमी पूर्वती: भीमी पूर्वती: वर्ण वर्तक

1. धार्मिक साधनाम् गद्गुप वान गा |
2. रामार्क गद्गुप गद्गुप वाने |
3. उपरी भक्तिम् भक्तिम् मददुप वान गा
JOB DESCRIPTIONS OF NURSING TUTOR

TITLE: NURSING TUTOR

QUALIFICATION:
- R.N.; R.M. with Post Basic B.Sc. (Nursing)
- OR
- R.N.; R.M. with Post Basic Diploma in Nursing Ed.
- OR
- Basic B.Sc. Nsg. with Minimum of 2 years of experience.

Line of Authority:

The Nursing Tutor is directly responsible to the Tutor in charge of School/Principal/Principal Nursing Officer as the case may be.

Duties and Responsibilities:

Educational

1. Helping the school in framing educational policies keeping within the framework of Indian Nursing Council.

2. Planning and implementing the class-room teaching and clinical experience as prescribed by I.N.C. syllabus.

3. Conducting classes to ensure that the syllabus is completed.

4. Obtaining co-operation of the administrative personnel in order to give the best possible clinical experience to students in each area of nursing.

5. Supervising the students in the clinical area and guiding them in their work.
6. Evaluating assignments-Nursing care plans, case studies, health talks etc.

7. Conducting tests, exams and submitting results to the Tutor in charge/Principal/Principal Nursing Officer.

8. Guiding students in methods of study, use of reference books, use of library, giving special attention to weak students.

9. Organising Seminars, Pannel discussions and other co-clinical activities.

10. Providing counselling services to students.

11. Planning, implementing and being actively involved in extra curricular activities.

Administrative:

1. Helping in admission procedure.

2. Co-operating with warden in arranging residential facilities.

3. Planning for and implementing orientation programme as arranged.

4. Helping PHN with health check up or doing it in her absence.

5. Helping in maintaining records in the school.


7. Participating in the framing of rules and regulations for school and hostel.
8. Participating actively in meetings.

9. Maintaining dead-stock, library, Lab. & Dept. registers as distributed to each faculty.

10. Assisting students to fill in the forms for exam., registration, TNAI membership etc.


12. Assisting with correspondence.

13. Assisting school authority in dealing with and implementing disciplinary action against students.

14. Submitting departmental requirements for inclusion in the annual budget.

15. Maintaining class-room register and reporting absenteeism.

16. Preparing and displaying weekly schedules for classes.

17. Facilitating the distribution of work load by the Tutor incharge of the School/Principal/Principal Nursing Officer.

Miscellaneous:

1. Arranging or assisting in arranging extra co-curricular activities for Nursing Students.

2. Encouraging students to participate in co-curricular activities.

3. Encouraging and initiating the formation of student Nurses' Association units and guiding them professionally.
4. Helping students to become TNAI members on graduation.

5. Acting as SNA President if called upon by the Nursing Students to do so.

6. Participating in Professional meetings, Seminars and Workshop etc.

7. Representing the profession on non-professional or Semi-professional bodies.

8. Initiating and/or participating in staff education programme.

9. Assisting in setting up exam halls for theory and practicals.

10. Acting as examiner for State Council/Board when called on to do so.
APPENDIX-VI

COLLEGE OF NURSING AHMEDABAD

EVALUATION : PRACTICE TEACHING

Name :
Date of Class :
Audience : Class of Students : Class Numbers :
Subject :

I. Appearance :
   Uniform : 2
   General grooming : 3

II. Contents :
   Relevance :
   Organization 5
   Appropriateness of level 2
   Adequacy 3

III. Class Management
   Control on students 3
   Lighting & Ventilation 2
   Questioning technique 3
   Dealing with spl. students 2
   Sensitivity to audience 5

IV. Presentation :
   Introduction of subject 3
   Clarity of speech 4
Voice 2
Level of communication 3
Gestures and Facial expression 2
Black-Board work 5
Stimulation provided 3
Illustrations given 5
Winding up class 3

V. Audio-Visual Aids 15
   Appropriate 5
   Visibility 5
   Skill in use 5

VI. Assignments 7
   Appropriate 3
   Worth of assignment 2
   Clarity about submission 2

VII. Effectiveness of Presentation 5 5

VIII. Lesson plan 10
   Resources used 5
   Organization 3
   Clarity 2

100

Signature of Faculty.
## Flander's Interaction Analysis Category System

<table>
<thead>
<tr>
<th>Teacher Talk</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accepts feelings</td>
<td>Accepts and clarifies an attitude or the feeling tone of pupil in a non threatening manner - feeling +ve or -ve.</td>
</tr>
<tr>
<td>2. Praises &amp; Encourages</td>
<td>Praises or encourages pupil action behaviour. Jokes to release tension not at the cost of some one.</td>
</tr>
<tr>
<td>3. Accepts/Uses pupil ideas</td>
<td>Nodding head saying 'um, hm' or 'go on' Developing ideas suggested by pupils.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>4. Asks Questions</th>
<th>Asking questions intending the students will answer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Initiation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Lecturing</td>
<td>Giving facts ideas own explanation citing; Giving own opinion on content.</td>
</tr>
<tr>
<td>6. Giving Direction</td>
<td>Directs commands or orders where pupils act.</td>
</tr>
<tr>
<td>7. Criticising or Justifying</td>
<td>To change Pupil behaviour from non acceptable to acceptable pattern.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiation</th>
<th>8. Pupil Talk</th>
<th>Response by students freedom to express ideas</th>
</tr>
</thead>
</table>

Contd..