

Monitoring Report
Of Financial and Entrepreneurship Development
Literacy course
(1st Phase of Scale up program)



Reported by
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Acknowledgement

The Monitors would like to express their gratitude to the CREL project of Winrock International and their partners NGOs' management and staff for their support in carrying out the monitoring. Special appreciations are due to Mr. Abdul Wahab, Component Manager: Institutional Capacity Building, CREL project, Winrock International and Mr. Mahmud Hossain, Enterprise and Livelihood program Manager, CREL project, Winrock International.

The Regional Coordinators, Livelihood officers, Livelihood facilitators and field organizer of all regions extended their cooperation to the fullest extent. Without their assistance it would be impossible for the monitors to monitor the financial literacy class.

Special thanks to the monitors who conducted the monitoring. Special thanks are due to the FLC facilitators and learners who participated in the monitoring process. Their enthusiasm and encouragement helped the monitors to conduct the different methodology in the monitoring. We would like to wish the best to the facilitators who will work with illiterate learners – helping them realize their dreams during the course.

1. Introduction

Entrepreneurship and financial management skills oriented literacy courses is a new concept in Bangladesh. In 2013, FIVDB was contracted to develop the relevant curriculum and materials by the Climate Resilient Ecosystems and Livelihood (CREL) project of Winrock International. The course was developed to accommodate for the needs of disadvantaged community members who had no or very limited literacy and financial management skills in order to create the skills base for enhancing their livelihood.

The course is designed with the objective of improving the participants' numeric concepts, arithmetic skills and skills to initiate different income generating activities – in addition to general reading and writing abilities. Resilience to climate change effects is a major emphasis of new livelihood skills, and has been incorporated in the course, so that these initiatives are sustainable in the long term.

The course was piloted through 18 classes in 4 regions of the CREL project. Following the pilot, the program was scaled up with 163 classes in 2014. FIVDB has been assigned the responsibility for training of class facilitators and supervisory staff, of CREL, supply of learning materials to classes and monitoring the classes as they are implemented in the field. This report is the outcome of first round of monitoring – conducted during the three and half months of the seven months course, carried out by FIVDB's Functional Literacy program personnel. The report starts with a brief description of the preparatory activities for organizing the classes followed by the substantive monitoring report.

It may be mentioned that FIVDB personnel have been visiting classes from their early stages – the monitoring visits initially focused on class organizational process – as this is a critical element of learner, facilitator and community motivation essential for successful implementation of classes. At latter stages the monitoring emphasized the strengths and weaknesses of facilitators and learners, and continued community involvement to ensure that teaching-learning process and class management of sufficient quality so that the learners can complete the classes with desired competencies. Following each round of visits, in each month of the class, the monitors provided feedback to the facilitators, local supervisors and CREL central management; which enabled them to act upon the monitoring

findings immediately. This report aggregates the findings and feedback provided during each stage of implementation.

2. Activities supported for class implementation

Before the classes were organized at CREL regional fields, FIVDB supported with a few activities to facilitate the process of class organization and ensuring that the facilitators and supervisors are equipped for implementing the classes maintaining desired level of quality. Winrock staff, who had been provided orientation on class organization process (please see the ‘*Training of Winrock Staff*’ below) facilitated the process of class organization, learner and facilitator selection prior to the training.

Training of Winrock staff: FIVDB had provided training to 37 CREL project staff members, during material development and pilot phase to prepare them for organizing the literacy courses and their supervision. Following the awarding of contract for scale up phase FIVDB provided training to another 25 CREL project personnel (22 male and 3 female) who would be involved in the organization, supervision and management of the classes in the field. The staff training was of four days, emphasizing the class organization process and monitoring, supervision of the classes – including how to identify facilitators’ weaknesses and to support to overcome their weaknesses.

CREL regions	Chittagong	Cox’s Bazar	Khulna	Sylhet
Number of participants (during pilot phase)	8	9	11	9
Number of participants (during scale up phase)	5	9	11	0

Training of class facilitators: FIVDB provided training to the 183 facilitators (168 female and 15 male) who had been selected for class facilitation in four regions. The eight days’ training consisted of an understanding of literacy concepts, process of class facilitation, identification and remedial support for learners with different abilities, class management and community involvement. The following table lists the number of facilitators trained from different CREL regions.

CREL regions	Chittagong	Cox’s Bazar	Khulna	Sylhet
Number of facilitators trained	21	40	85	37

Curriculum and materials development: At the piloting phase FIVDB personnel conduct the FGDs and the analysis of data derived from the process, the MDU team shared the findings with CREL team members, and with their suggestions – which included the objective of the project, developed the curriculum (learning and content grids) for the course. The curriculum thus developed was shared with CREL personnel and was finalized following their feedback. The MDU team then developed the learning materials (primers, flip charts, flash cards, facilitators’ guides) within the purview of the agreed upon curriculum outline. The MDU team shared the curriculum and materials with CREL and partner staff at various stages of developing the materials and their feedback were incorporated in the materials being developed. At the beginning of the scale up phase FIVDB material development team meet with CREL personnel in different region to collect feedback, incorporate the valuable what was possible, then print the materials.

Piloting of newly developed course and materials: Following the development of the materials, FIVDB facilitated the sharing of materials and class organization process through a workshop on literacy mapping and class organizing. The supervisory staffs of CREL were provided supervision training to help organize the classes, supervise and provide on-sight support to the facilitators. The classes were organized following mapping in target communities and the Shahayak/ Shahayikas (facilitators) were selected to conduct the classes. The Shahayak/ Shahayikas were provided an eight days’ foundation training by FIVDB in the first phase (primer) and four days’ training for second phase.

For smooth implementation and maintaining quality of the classes, FIVDB personnel have been monitoring the classes in 4 regions. During these monitoring, the team have been observing classes to provide on sight support to facilitators and supervisors, feedback to CREL management and obtain feedback from learners, facilitators and supervisors about the course – through group discussions and interviews. The observations and feedback have been incorporated in the materials to finalize the materials.

3. Findings of the Monitoring and Field observations

Financial Literacy program monitoring is the systematic collection and analysis of information of classes as well as organizing process of the classes. It is aimed to improve efficiency and effectiveness of financial literacy course as well collect feedback about materials - how effective it is and where its needs to improve.

General objective of the monitoring is to help keep the classes on track and let the management know when things need attention and improvement. With these objectives, FIVDB personnel visited and monitored financial literacy classes in Sylhet, Chittagong, Khulna and Cox’s Bazar regions.

In the Implementation phase in total 165 classes are running in the all region.

Male Female Ratio among the FLC

Region	Number of male class	Number of female class	Number of total class
Cox’s Bazar	1	35	36
Chittagong	1	10	11
Khulna	1	80	81
Sylhet	4	33	37
Total	7	158	165

183 participants were trained on the 1st primer. After that training 165 classes were started. Most of the classes, from all regions, were female – with only 7 of 165 participants being male. In Cox’sBazar, Chittagong and Khulna only one participant was male class in each region. In Sylhet only 4 classes are male classes. The reason of female literacy class facilitators lie in the fact that most of the classes organized were female classes – proportionately more women are functionally illiterate compared to men and because the women have more convenient time for attending literacy classes. The CREL project also targets the women in its poverty eradication initiatives, and as the literacy classes were organized with CREL project participants, it is only natural that there would be more women classes in the project.

In total 30 classes were visited during this cycle: 7 in Chittagong region, 11 in Khulna region, 4 in Cox’s Bazaar region and 8 in sylhet region from August to November, 2014. Region wise observation and analysis are given below.

Cox's Bazar region

Class name	Start Date	Visit Date	% Presence	Observation remarks
Kolatoli Financial Literacy Centre	16-Aug-14	10-Nov-14	90%	Good
Singhortoli Purbopara Financial Literacy Center	16-Aug-14	10-Nov-14	95%	The class organizing process was overall good
Segun Bagicha Medhakachpia Financial Literacy Center	3-Aug-14	30-Sep-14	90%	Good
Office Para Mahila adult literacy centre, Medhakachpia	3-Aug-14	30-Sep-14	100%	Very well organised

FIVDB MDU personnel monitored the four classes in Cox's Bazar region in Himchri from 05-08 November, 2014. Four classes have not conducted monthly refresher training of Himchri. Monthly refresher training is important for maintaining quality of ongoing classes, as they provide the supervisors with the opportunity to take corrective measures in methodological flaws identified in facilitators. Presence of students in the classes is good.

Khulna Region

Class name	Start Date	Visit Date	% Presence	Observation remarks
Asom babur bari female adult literacy centre	26-Aug-14	26-Sep-14	100%	Overall good
Gazi Para female adult literacy centre	17-Aug-14	26-Sep-14	90%	Good
Joymoni 7, Chila Mongla Literacy Class	6-Aug-14	23-Sep-14	100%	Good
Holdibunia, Chila Mongla Literacy Class	6-Aug-14	25-Sep-14	100%	Good
Dakshin Kanainagar Literacy Class	6-Aug-14	24-Sep-14	65%	Well organized class but number of students present in the class was unsatisfactory.
Dakshin Bastala Literacy Class	6-Aug-14	24-Sep-14	85%	Overall good
4 no Koyra Financial Literacy Centre	1-Sep-14	27-Sep-14	100%	Good
4 no. Koyra Gholpara Financial Literacy Centre	8-Sep-14	28-Sep-14	90%	Good
4 no. Koyra uttar Chak	27-Aug-14	29-Sep-14	90%	Good
Dakshin Chilla Literacy Class	6-Aug-14	23-Sep-14	95%	Good
Nolian Women Literacy Centre	7-Sep-14	9-Nov-14	100%	Good

In Khulna region FIVDB observations indicate that most of the classes are running very well, following the processes and have conducted monthly refresher training. Monthly refresher training is important for maintaining quality of ongoing classes, as they provide the supervisors with the opportunity to take corrective measures in methodological flaws identified in facilitators.

Sylhet region

Class name	Start Date	Visit Date	% Presence	Observation remarks
Halai bohar female adult literacy centre	4-Sep-14	9-Nov-14	70%	Class environment friendly but number of attendance low, need to motivate the students to attend regularly, overall good.
Ratargul female adult literacy centre	16-Sep-14	10-Nov-14	0%	Due to absence of teacher class was not conducted
Gulni TG male adult literacy centre	7-Sep-14	10-Nov-14	80%	Overall good
Hazipur female adult literacy centre	7-Aug-14	28-Sep-14	95%	Good
Vhasan gaon female adult literacy centre	5-Aug-14	28-Sep-14	90%	Good
Fulbari TG male adult literacy centre	14-Aug-14	28-Sep-14	50%	Poor attendance rate
Marulura chak female adult literacy centre	12-Aug-14	29-Sep-14	95%	Good
Laturgaon female adult literacy centre	7-Aug-14	29-Sep-14	80%	Good

FIVDB team's observations indicate that most of the classes are running very well in the Sylhet region, following the processes, norms and rules which were informed during training.

Chittagong region

Class name	Start Date	Visit Date	% Presence	Observation remarks
Mid Napit Pukuria , Dudpukuria	24-Jul-14	28-Sep-14	95%	Overall good
Shnkherkul female adult literacy centre, Dudpukuria	22-Jul-14	29-Sep-14	95%	Good
Shnkherkul female adult literacy centre, Dudpukuria	22-Jul-14	12-Nov-14	100%	Number of visit two times and satisfactory with the class conduct process.
Mid Napit Pukuria , Dudpukuria	24-Jul-14	13-Nov-14	100%	Number of visit two times and satisfactory with the class conduct process.
Barachankhola, Paduya, Dudpukuria	24-Jul-14	13-Nov-14	95%	Good
Jilanipara Female Literacy Center	22-Jul-14	13-Nov-14	95%	Good
Dupchara	22-Jul-14	12-Nov-14	100%	Good

In Chittagong region all the classes which have been monitored, conduct monthly refreshers training. But in the Sylhet, Khulna and Cox's Bazar regions no such arrangement appears to have been established. Monthly refresher training are important for maintaining quality of ongoing classes, as they provide the supervisors with the opportunity to take corrective measures for methodological flaws identified in facilitators.



Overall the learners indicated that they were enjoying the course and are enthusiastic about continuing their participation in the course. Most of the learners indicated that they enjoy the games which are included in the curriculum while others seemed to enjoy

the stories more. Learners seem to have found quite high level of interest in Financial Literacy classes, not only because of the possibility of training and support from WI, but also because of methodology of the course. They like joyful environment in the class room. Facilitators were found very helpful in the classes. Learners' participation was found very intense in the classes.

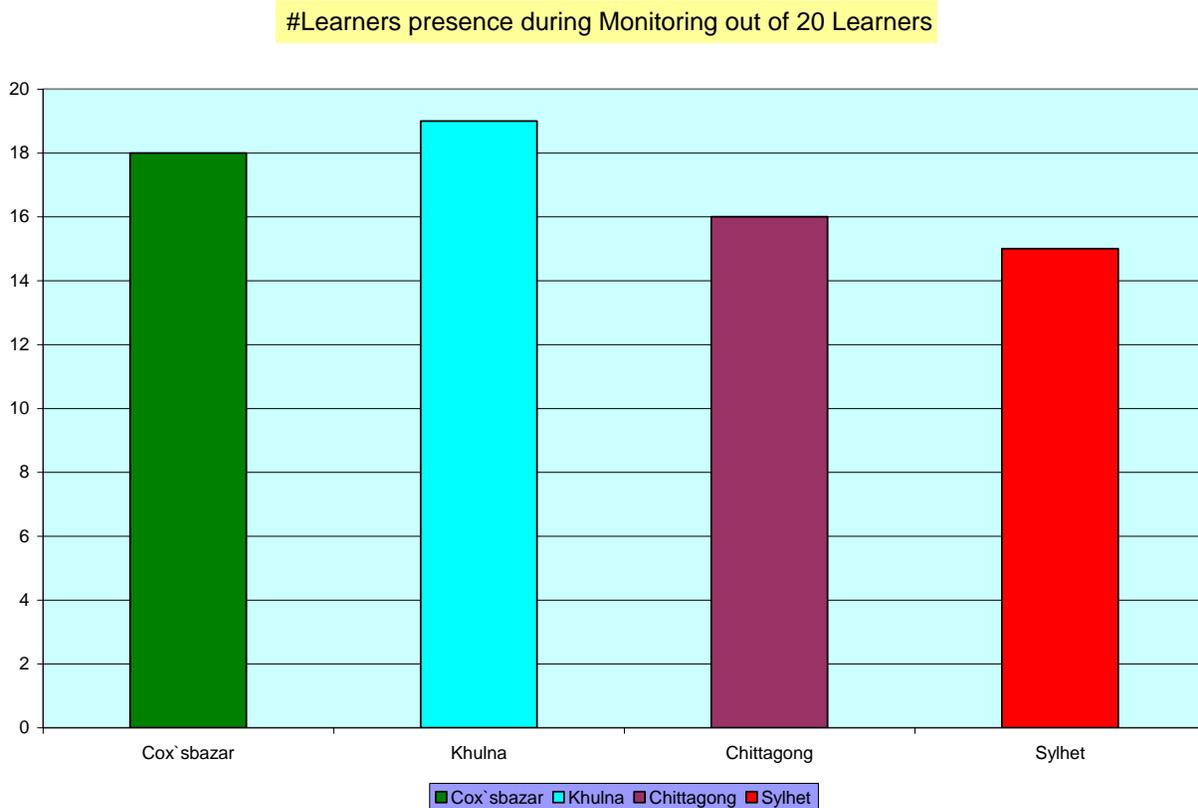
Learner's presence is generally quite good, but requires regular supervision to maintain the high level. It needs to be mentioned that the monitoring team found Supervision to be regular.

Although the supervisors are monitoring the classes regularly, there are some concerns of the monitoring team which are noted below:

- The supervisors do not appear to emphasize on teaching learning process during their monitoring,
- They do not appear to monitor facilitators' information book and do not fill up the information book for supervisors.

The above mentioned issues are of critical importance in order to maintain quality of classes and to ensure that learners complete the courses with best possible outcomes, therefore needs to be ensured.

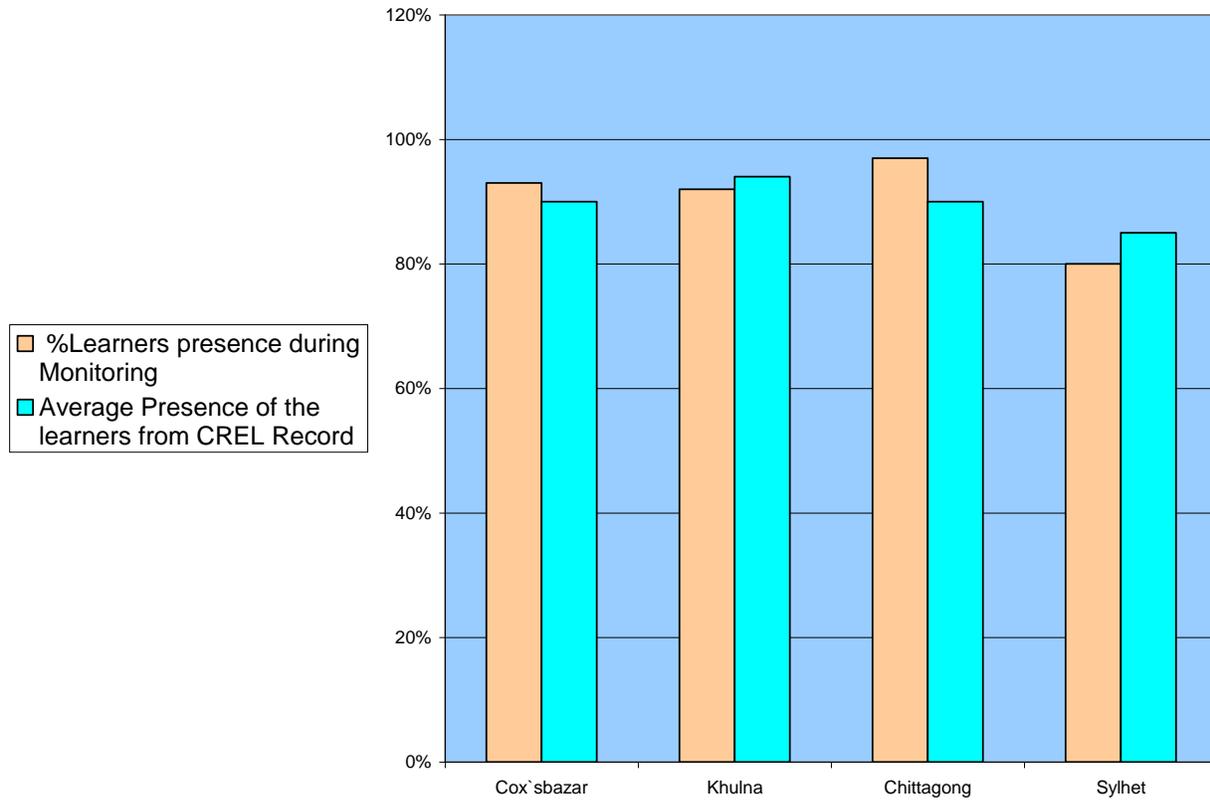
Data analysis of monitoring information:



This chart shows the average learners' presence during monitoring. There are 20 learners in every class. FIVDB personnel monitored 7 in Chittagong region, 11 in Khulna region, 4 in Cox's Bazaar region and 8 in sylhet region from August to November, 2014. In Khulna region average presence of the learners is 19 out of 20 learners – the highest among all regions. That presence is appreciable. Sylhet region's learners' presence is lower than the other regions – at 15. The attendance in Chittagong and Cox's Bazar regions are 16 and 18, respectively. 16 and 17 Learner's presence out of 20 Learners is good. But regular supervision and counseling is needed to sustain the level or even improve it.

In Sylhet region CREL staff should extra measure to improve the situation of learners' presence.

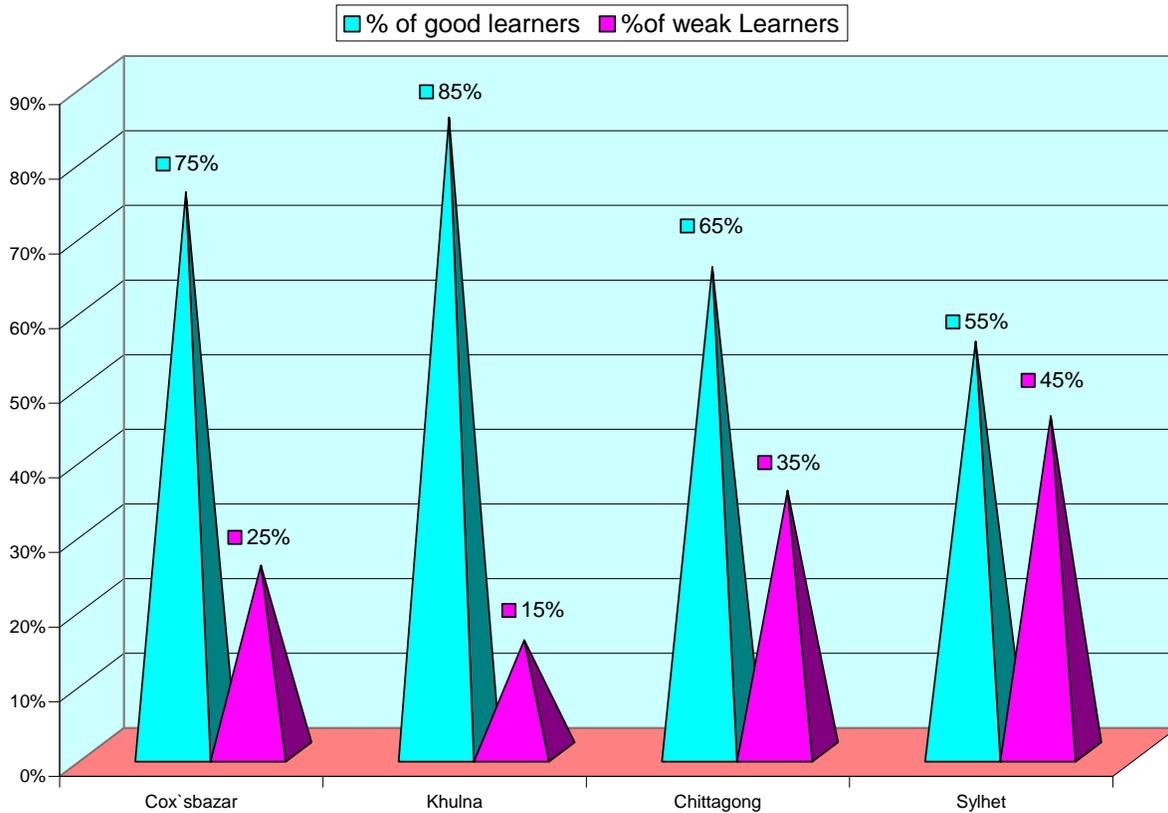
The chart below compares the learners' attendance on monitoring days with that of CREL records for the previous month.



In Khulna region average presence of the learners during monitoring is 92% and average presence of the learner from CREL record is 94%. In Cox's Bazar region percentage of presence of the learners during monitoring and average presence of the learner from CREL record is 90 and 93 respectively. On the other hand Chittagong and Sylhet region's percentage of average presence of the learner from CREL record is little bit higher than presence of the learners during monitoring.

The Chart shows that sylhet region's learners' presence is lower than the other regions according to average presence of the learners during monitoring and average presence of the learner from CREL record. If we compare region wise average presence of the learners during monitoring and average presence of the learner from CREL record - Both graphs show Sylhet and Chittagong regions' learner presence is lower than other two regions.

The chart below compares % of good the learners' and % of weak learners' of the region.



This Pyramid chart shows a comparative analysis of number of good learner's and number of weak learner's among the learners observed on the day of monitoring visit. In Khulna region average good learner is 85% learners – the highest among all regions. That number is appreciable. Sylhet region's good learners' is lower than the other regions – at 55%. The average good learner in Chittagong and Cox's Bazar regions are 65% and 75%, respectively.

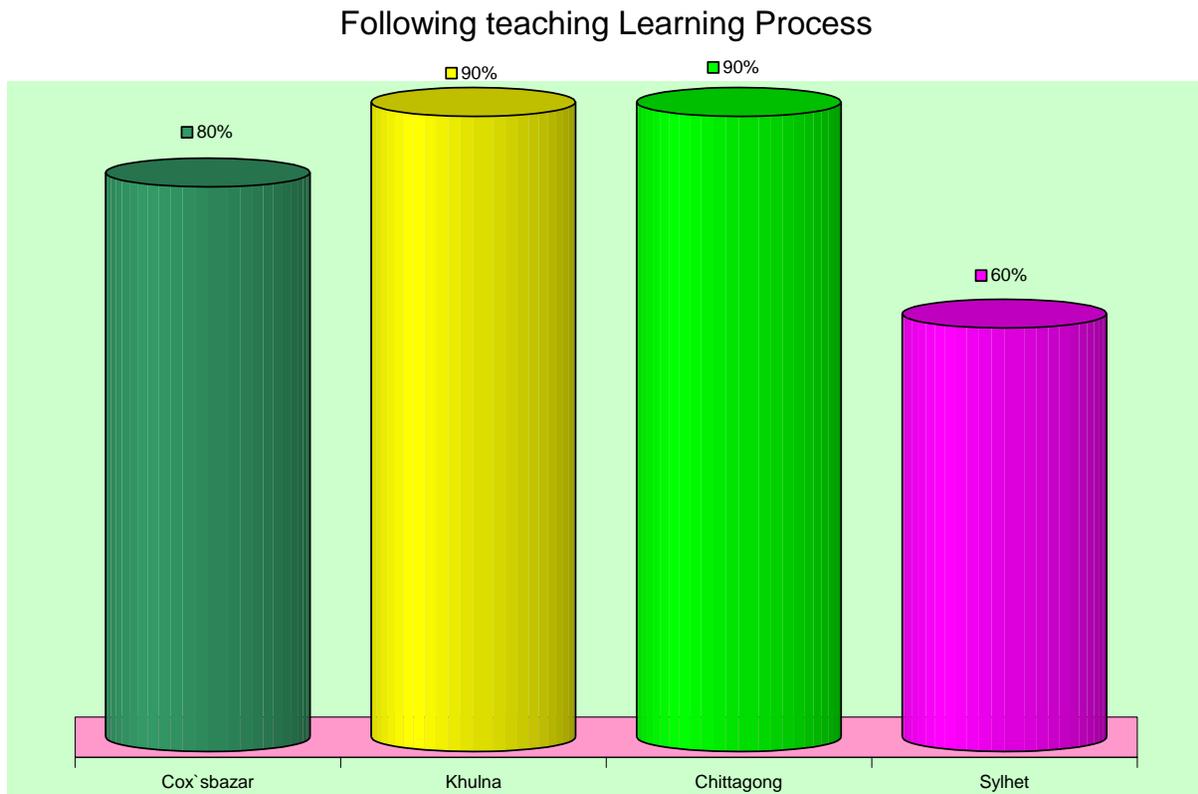
In Khulna region average number of good learners is good. But regular supervision and counseling is needed to sustain the level or even improve it. Chittagong, Sylhet and Cox's Bazar region should take extra measure to weak learners to improve the situation, particularly in Sylhet region's.

On the other hand if we analysis the average number of weak learner's among regions -In Sylhet region average weak learner is 45% – the highest among all regions. That number is not expected. Sylhet region's classes should take extra

initiative to weak learners'. The average weak learner in Khulna, Cox's Bazar and Chittagong regions are 15%, 25% and 35%, respectively.

Regular presence of the learners is very important to overcome the situation. Supervisors and Shahayika's should take necessary steps about regular presence of the learners. On the other hand regular supervision and counseling is needed to sustain the level or even improve it.

The chart below compares % of following teaching learning process of the region.



This Pillar chart shows an analysis of the following of teaching learning process in the classes during monitoring visits. Day to Day and session wise instruction has been given in the teachers' guide. But during monitoring we see that some of the class Shayika did not follow the instruction.

Pillar chart shows that Chittagong and Khulna's Shahayikas following 90% of the teaching learning process instructions. On the other hand, Cox's Bazar and Sylhet region's Shahayikas were following 80 and 60% of the teaching learning process

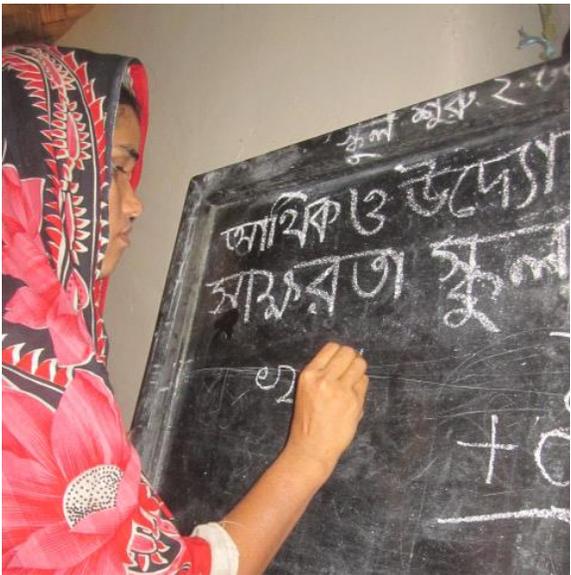
respectively. Supervisors should follow teaching learning process of the Shahayika during class observation and give them feedback about teaching learning process.

Monthly refresher training is very important to overcome the situation. It seemed that the facilitators did not take enough preparation before conducting the classes. Facilitator should take preparation before conducting every class. This process should be followed in all classes.

Recommendation

- To ensure 100% presence, Facilitators and supervisors need to communicate and discuss with the learners, their problems and why they do not come to class regularly and timely.
- Facilitators should give extra time to weak learners. Supervisors can give instruction in the refreshers training.
- Facilitators should take preparation everyday before conducting class, particularly for the discussion section.
- In Sylhet, Cox'sbazar, Chittagong and Khulna region all supervisors should maintain the record keeping book -2.
- Supervisors need to emphasize on teaching learning process, fill up his/her own information book, check information books of the facilitators during Supervision.
- In the implementation period education committee should be formed in every class to ensure quality, following the example of the Chittagong region.

Some of the photograph of the Financial Literacy Class during monitoring



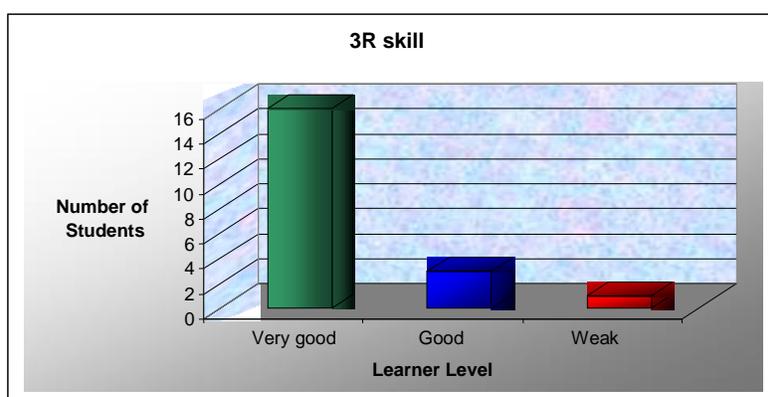
Annexure: Detailed Information of all the classes monitored:

joymoni -7, chila mongla literacy class

The table in the following pages lists the data and detailed information about the joymoni - 7, chila mongla literacy class which were monitored.

SL	Activity	Information's
1	Name of facilitator	Supria Mazumder
2	Related Supervisor name	Najrul Islam, Dabi rani halder

Student's skills of the class room



Overall observation report in Joymoni-7 financial literacy class

No	Content/Activities	Observation	Recommendations
01	Organization process of literacy class.	Literacy map have been drawn by the recommending process. There was one formal meeting for doing the class organization and there was no regulation of the formal meeting and CMC member and CREL member was present there.	They have maintained the meeting regulation and all of member should present the schedule meeting
02	Community participation process for asses the program	There was no executive committee and monitoring unit of this class. VCF committees help for the facilitator and learner selection. There is no role of the committee to solve any kinds of problem of the learner and achieving presence in the class.	Formation executive committee or school managing committee to monitoring the class.

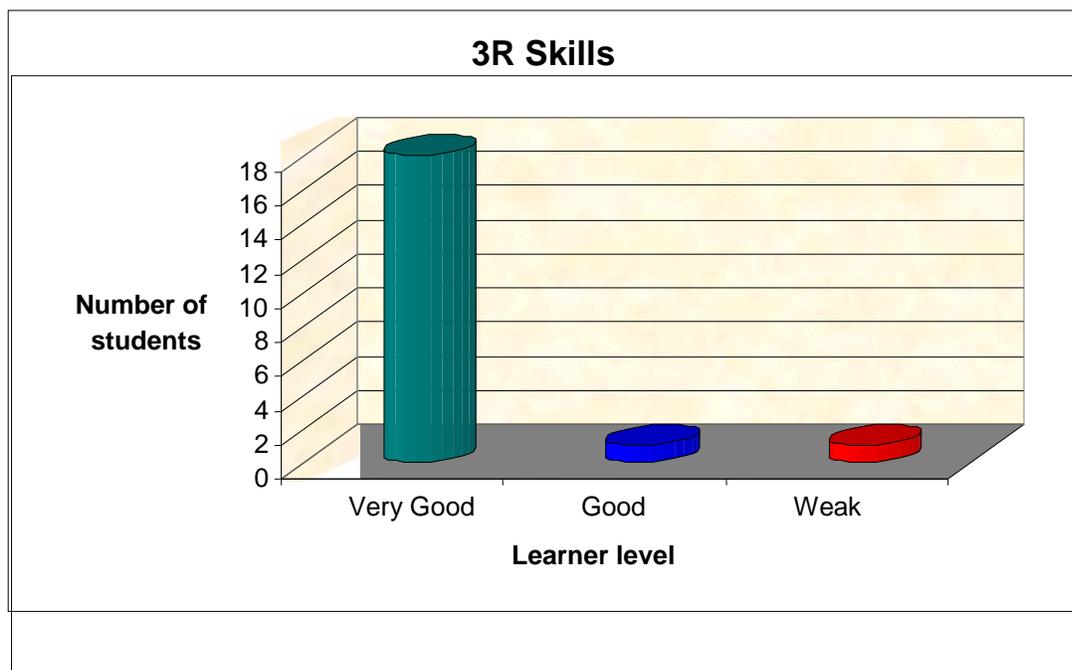
03	Teaching learning process, observation of the whole class and utilization of the learning materials.	Teaching method was well and student participation was good. Learners properly solve the exercise book and facilitator always follows the student's activities. Field facilitators four times monthly observe the class but they were not solving the observation sheet. Facilitators appropriately do the monthly report and solve the information book-1, 2. On the other hand they were also present the NS monthly meeting. Monthly NS meeting accelerated by the facilitator, field organizer, livelihood facilitator, CMC member.	Most of the field organizers have no training to monitoring the literacy class. So they have needed to receive the class monitoring training for progress field program.
04	To observe the monitoring process of the FO and activities.	All of staff did solve the information book properly and there were no unexpected problem at the moment. They could identify the weak and good students of the class and they behaved positively with the facilitator.	
05	Learner progress	Most of the learner did the exercise in the book properly and most of them could read writing and calculation. Four students are so weak.	Always follow the class for take off the present situation for end of the program. Always nursery the weak student.
06	Structural and circumstances condition of the learning center.	The entire student setting U shape and class environment was well and friendly. All of supplementary materials were used in the class room and all are accommodation learners friendly.	Joymony-7 learning center is well and friendly environment.

Holdibunia , chila mongla literacy class

The table in the following pages lists the data and detailed information about the *Holdibunia, chila mongla literacy class* which were monitored.

SL	Activity	Information's
1	Name of facilitator	Shahinur Begum
2	Related Supervisor name	Tauhidul Hassan shehab

Student's skills of the class room



Over all observation report in *Holdibunia*, chila mongla literacy class

No	Content/Activities	Observation	Recommendations
01	Organization process of literacy class.	Literacy map have drown by the recommending process. There was one formal meeting for doing the class organization and there was no regulation of the formal meeting and CMC member and CREL member was present there.	They have maintained the meeting regulations and all members should always be present in the schedule meeting
02	Community participation process for asses the program	There was no executive committee and monitoring unit of this class. VCF committees help for the facilitator and learner selection. There is no role of the committee to solve any kinds of problem of the learner and achieving presence in the class.	Formation of executive committee or school managing committee is necessary to monitor the class.

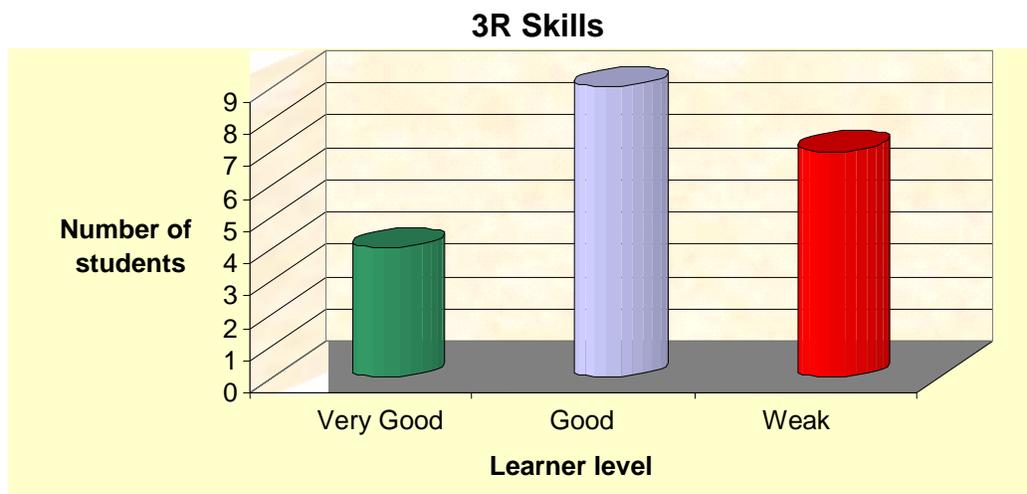
03	Teaching learning process, observation of the whole class and utilization of the learning materials.	Teaching method was well and student participation was good. Learners properly solve the exercise book and facilitator always follows the student's activities. Field facilitators four times monthly observe the class but they were not solving the observation sheet. Facilitators appropriately do the monthly report and solve the information book-1, 2. On the other hand they were also present the NS monthly meeting. Monthly NS meeting accelerated by the facilitator, field organizer, livelihood facilitator, CMC member.	Most of the field organizers have no training to monitor the literacy class. So they needed to receive class monitoring training to progress field program. Most of books have no sustainability and longevity. Teachers don't fill up the monitoring format of the classroom.
04	To observe the monitoring process of the FO and activities.	All of staff did solve the information book properly and there no created unexpected problem at the moment. They could identify the weak and good students of the class and they did the positive behavior with the facilitator.	
05	Learner progress	Most of the learner did the exercise in the book properly and most of them could read writing and calculation. Four students are so weak.	Always follow the class about its present situation to end of the program. Always nursery the weak student.
06	Structural and circumstances condition of the learning center.	The entire student setting U shape and class environment was well and friendly. All of supplementary materials were used in the class room and all are accommodation learners friendly.	This learning center is well and friendly environment.

Dakkhin kanainagar literacy class

The table in the following pages lists the data and detailed information about the Dakkhin kanainagar literacy class which were monitored.

SL	Activity	Information's
1	Name of facilitator	Shila sorder
2	Related Supervisor name	Komol das

Student's skills in the class room



Over all observation report in *Holdibunia, chila mongla* literacy class

No	Content/Activities	Observation	Recommendations
01	Organization process of literacy class.	Literacy map have drawn by the recommending process. There was one formal meeting for doing the class organization and there was no regulation of the formal meeting and CMC member and CREL member was present there.	They have maintained the meeting regulation and all of member should present the Monthly meeting.
02	Community participation process for asses the program	There was no executive committee and monitoring unit of this class. VCF committees help for the facilitator and learner selection. There is no role of the committee to solve any kinds of problem of the learner and achieving presence in the class.	Formation executive committee or school managing committee should monitor the class.

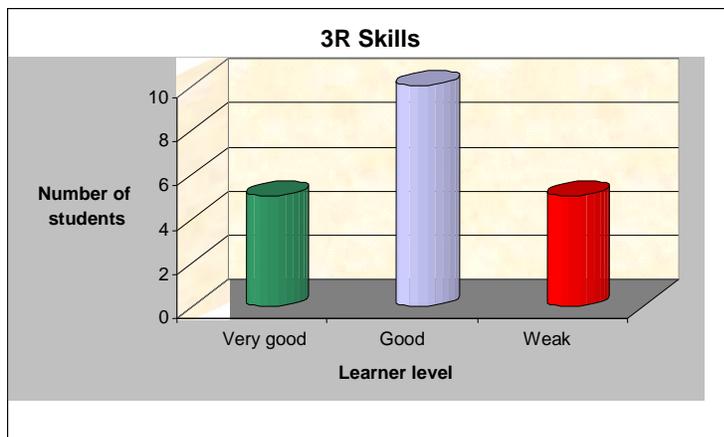
03	Teaching learning process, observation of the whole class and utilization of the learning materials.	Teaching method was well and student participation was not good. Learners properly solve the exercise book and facilitator always follows the student's activities. Field facilitators four times monthly observe the class but they were not solving the observation sheet. Facilitators appropriately do the monthly report and solve the information book-1, 2. On the other hand they were also present the NS monthly meeting. Monthly NS meeting accelerated by the facilitator, field organizer, livelihood facilitator and CMC member.	Most of the field organizers have no training to monitoring the literacy class. So they have needed to receive the class monitoring training for progress field program. Teachers don't fill up the monitoring format of the classroom.
04	To observe the monitoring process of the FO and their activities.	All of staff did solve the information book properly and there no created unexpected problem at the moment. They could identify the weak and good students of the class and they did the positive behavior with the facilitator.	
05	Learner progress	Most of the learner did not exercise in the book. Most of them could not read writing and calculation. Ten students are so weak.	Always follow the class for take off the present situation for end of the program. Always nursery the weak student.
06	Structural and circumstances condition of the learning center.	The entire student setting U shape and class environment was well and friendly. All of supplementary materials were used in the class room and all are accommodation learners friendly.	This learning center should friendly environment.

Dakkhin Bastala literacy class

The table in the following pages lists the data and detailed information about the Dakkhin Bastala literacy class which were monitored.

SL	Activity	Information's
1	Name of facilitator	Munia Islam Munnee
2	Related Supervisor name	Komol das

Student's skills of the class room



Over all observation report in Bastala literacy literacy class

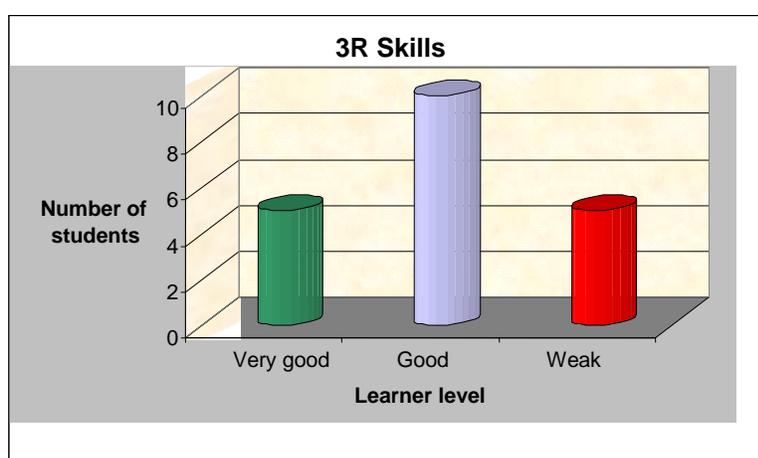
No	Content/Activities	Observation	Recommendations
01	Organization process of literacy class.	Literacy map have been drawn by the recommending process. There was one formal meeting for doing the class organization and there was no regulation of the formal meeting and CMC member and CREL member was present there.	They have maintained the meeting regulation and all of member should present the schedule meeting
02	Community participation process for asses the program	There was no executive committee and monitoring unit of this class. VCF committees help for the facilitator and learner selection. There is no role of the committee to solve any	Formation executive committee or school managing committee to monitoring the class.

		kinds of problem of the learner and achieving presence in the class.	
03	Teaching learning process, observation of the whole class and utilization of the learning materials.	<p>Teaching method was well and student participation was good. Learners properly solve the exercise book and facilitator always follows the student's activities.</p> <p>Field facilitators four times monthly observe the class but they were not solving the observation sheet.</p> <p>Facilitators appropriately do the monthly report and solve the information book-1, 2. On the other hand they were also present the NS monthly meeting.</p> <p>Monthly NS meeting accelerated by the facilitator, field organizer, livelihood facilitator, CMC member.</p>	<p>Most of the field organizers have no training to monitoring the literacy class. So they have needed to receive the class monitoring training for progress field program.</p> <p>Most of books have no sustainability and longevity.</p> <p>Teachers don't fill up the monitoring format of the classroom.</p>
04	To observe the monitoring process of the FO and activities.	All of staff did solve the information book properly and there no created unexpected problem at the moment. They could identify the weak and good students of the class and they did the positive behavior with the facilitator.	
05	Learner progress	Most of the learner did the exercise in the book properly and most of them could read writing and calculation. Four students are so weak.	<p>Always follow the class for take off the present situation for end of the program.</p> <p>Always nursery the weak student.</p>
06	Structural and circumstances condition of the learning center.	The entire student setting U shape and class environment was well and friendly. All of supplementary materials were used in the class room and all are accommodation learners friendly.	This learning center is well and friendly environment.

Dakkhin Chila literacy class

The table in the following pages lists the data and detailed information about the Dakkhin Chila literacy class which were monitored.

SL	Activity	Information's
1	Name of facilitator	Rashida khatun
8	Related Supervisor name	Tauhid Hossain



Over all observation report in Dakkhin Chila Literacy Class

No	Content/Activities	Observation	Recommendations
01	Organization process of literacy class.	Literacy map have down by the recommending process. There was one formal meeting for doing the class organization and there was no regulation of the formal meeting and CMC member and CREL member was present there.	They have maintained the meeting regulation and all of member should present the schedule meeting
02	Community participation process for asses the program	There was no executive committee and monitoring unit of this class. VCF committees help for the facilitator and learner selection. There is no role of the committee to solve any kinds of problem of the	Formation executive committee or school managing committee to monitoring the class.

		learner and achieving presence in the class.	
03	Teaching learning process, observation of the whole class and utilization of the learning materials.	<p>Teaching method was well and student participation was not so good. Learners properly solve the exercise book and facilitator always follows the student's activities.</p> <p>Field facilitators four times monthly observe the class but they were not solving the observation sheet.</p> <p>Facilitators appropriately do the monthly report and solve the information book-1, 2. On the other hand they were also present the NS monthly meeting.</p> <p>Monthly NS meeting accelerated by the facilitator, field organizer, livelihood facilitator, CMC member.</p>	<p>Most of the field organizers have no training to monitor the literacy class. So they needed to receive the class monitoring training to progress field program.</p> <p>Most of books have no sustainability and longevity.</p> <p>Teachers don't fill up the monitoring format of the classroom.</p>
04	To observe the monitoring process of the FO and activities.	All of staff did not solve the information book properly and there no created unexpected problem at the moment. They could identify the weak and good students of the class and they did the positive behavior with the facilitator.	
05	Learner progress	Most of the learner did not exercise the book properly and most of them could read write and calculate. Four students were weak.	Always follow the class for takeoff the present situation for end of the program. Always nursery the weak student.
06	Structural and circumstances condition of the learning center.	The entire student setting U shape and class environment was well and friendly. All of supplementary materials were used in the class room and all are accommodation learners friendly.	This learning center is well and friendly environment.

Khulna Region

General Information of centre		
1	Centre name	Nolian Women Literacy Centre
2	Facilitators name	Khadiza Akther
3	Supervisor name	Laki Chowdhury

S L	Content	Sub- content	Findings	comments
1	Class organizing process	<ol style="list-style-type: none"> 1. Literacy mapping 2. Did organize formal / informal meeting & how many 3. have a meeting minutes 8. Who where the present in the meeting. 	<ol style="list-style-type: none"> 1. Literacy mapping have done properly. 2. Two (2) formal meeting have organized before starting the class They did not keep written meeting minutes. 3. The VCF members, sight officer, field organizer, teacher, learner and community leaders were present in the formal meeting. 	1. The class organizing process was overall good.
2	Involvement of communities and support mechanism	<ol style="list-style-type: none"> 1. Have a centre management committee? 2. Who are the members of CMC? 3. Do they visit learning centre? 4. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners 	<ol style="list-style-type: none"> 1. VCF committee supervises the centre but need a separate centre management committee. VCF committee is available in this centre. 2. VCF helped to the selection learner, teacher and centre place, sometimes the committee visits the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance. 	1. Suggest taking imitative to form a centre management committee to continue and increase the involvement of CMC so that the centre can run properly without any social problem.

3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors.</p> <p>Monthly refreshers meeting</p>	<ol style="list-style-type: none"> 1. Teaching learning process 2. Involvement of learners 3. Do the learner properly fill-up primer and activity book? 4. use of all necessary materials 5. How the staffs visit the centre and how many visit per month? 6. Is maintain record keeping book -1,2? 7. Have a monthly refreshers meeting? 8. Have a meeting schedule? 9. Who are conducting the refreshers meeting? 	<ol style="list-style-type: none"> 1. Teaching learning process in discussion section was nice during the conducting lesson but in reading writing section facilitator did not follow facilitator's guide. 2. The learners were very much attentive in class and their involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4. All necessary materials are available and used properly. 5. The staff visiting the centre 1/2 times per month and properly but did not maintain the record keeping book. 6. Monthly refreshers meeting were not conducted yet. 	<ol style="list-style-type: none"> 1. Supervisor should visit at least once in a week of each centre to ensure the quality of learners and learning centre. 2. It is very much necessary to conducting the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly. 3. Supervisor should fill up the record keeping book properly.
4	<p>Supervisor and Sahayak support process</p>	<ol style="list-style-type: none"> 1. Have the staff maintain record keeping book – 2 properly? 	<ol style="list-style-type: none"> 1. The staff has not filled-up record keeping book - 2 correctly. 2. The staff can identify 	<ol style="list-style-type: none"> 1. The supervisors' observation and supporting

		<ol style="list-style-type: none"> 2. Can the staff identify the problems and solve? 3. Can the staff identify good or weak learners? 	<p>the many kinds of problems of teaching learning process and centre and they can solve it. If they seen any kind of problems in teaching learning process of teachers then the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>process is properly run of this centre and suggest continuing it till to last of the course. Supervisors should increase their visit.</p>															
5	Progress of learners against set competencies	<ol style="list-style-type: none"> 1. To check primer/ activity book of learners 2. To take taste competencies of learners in conducted lessons and identified good and weak learners. 3. To check attendance sheet of learners. 	<p>The learner's progress is satisfactory of this class. Almost 18 learners out of 20 are able to achieve the skill as per competencies in all subjects except writing. Detail progressive result of total learners is furnished below by the table.</p> <table border="1" data-bbox="847 1033 1193 1333"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>17</td> <td>3</td> </tr> <tr> <td>Writing</td> <td>15</td> <td>5</td> </tr> <tr> <td>Numeracy</td> <td>18</td> <td>2</td> </tr> <tr> <td>Awareness</td> <td>15</td> <td>5</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	17	3	Writing	15	5	Numeracy	18	2	Awareness	15	5	<p>1. Generally the learner's progress is good as per competencies. 2. Five learners are comparatively weak in writing they could not achieved the skill in writing as per competencies. The teacher should take extra care to weak learners so that they can achieve the skill properly as per competencies. 3. The learners' attendance rate is satisfactory. The staff should follow up to keeping this attendance rate till last of the course. 4. FLC facilitator did not fill up progress report properly. Supervisors</p>
Subject	Good	weak																	
Reading	17	3																	
Writing	15	5																	
Numeracy	18	2																	
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				should follow up that.
6	Structural & others facilities of centre	<ol style="list-style-type: none"> 1. Have a sufficient learner sitting arrangement? 2. How is the learning environment? 3. Is fever to learners of class time and centre place? 	<ol style="list-style-type: none"> 1. The centre oversight and insight environment is excellent for study. There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly. 2. The centre place and class time is fixed in fever to learner. 	<ol style="list-style-type: none"> 1. Suggest to keep of this centre environment till to last of the course.

General Information of centre		
1	Centre name	Nolian Bazar para female adult literacy centre
2	Region & sight	Dacop, Khulna
3	Facilitators name	Tahera Sultana
4	Supervisor name	Laki Chowdhury

S L	Content	Sub- content	Findings	comments
1	Class organizing process	<ol style="list-style-type: none"> 1. Literacy mapping 2. Did organize the formal / informal meeting & how many 3. have a meeting minutes 4. Who where the present in the meeting 	<ol style="list-style-type: none"> 1. Literacy mapping have done properly. 2. Two (2) formal meeting have organized before the class starting and did not keep meeting minutes 3. The VCF members, field organizer, teacher, learners and community leaders were present in the formal meeting. 	<ol style="list-style-type: none"> 1. The class organizing process was overall good. 2. Suggest continuing the course as per decision of formal meeting.
2	Involvement of communities and support mechanism	<ol style="list-style-type: none"> 1. Have a centre management committee? 2. who are the 	<ol style="list-style-type: none"> 1. Centre management committee (CMC) was not form. 2. VCF committee helped 	Suggest taking initiative to form CMC committee for increase

		<p>member of CMC ?</p> <p>3. Do they visit learning centre?</p> <p>4. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>to the selection learner, teacher and centre place during the class organizing process and helped to deliver the class materials to the centre. sometimes the committee visit the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.</p>	<p>involvement of CMC so that the centre can run properly without any social problem.</p>
3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>1. Teaching learning process</p> <p>2. Involvement of learners</p> <p>3. Do the learner properly fill-up primer and activity book?</p> <p>4. use of all necessary materials</p> <p>5. How the staffs visit the centre and how many visit per month?</p> <p>6. Is maintain record keeping book - 1,2?</p> <p>7. Have a monthly refreshers meeting?</p> <p>8. Have a meeting schedule?</p> <p>9. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process was in general well. There was some problem in writing during the conducting lesson.</p> <p>2. The learners were very much attentive in class and their involvement was satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4. All necessary materials are available and used properly.</p> <p>5. The staff visiting the centre 2-3 times per month but Field Organizer did not maintain the record keeping book properly.</p> <p>6. Monthly refresher meeting was not conducted in this month but monthly report was filled-up properly and collected from the</p>	<p>1. Supervisor should visit methodically at least once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>2. Supervisor should maintain the record keeping book properly.</p> <p>3. It is necessary to organize the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>

			teacher on first week in the month.																					
4	Supervisor and Sahayak support process	<ol style="list-style-type: none"> 1. Have the staff maintain record keeping book – 2 properly? 2. Can the staff identify the problems and solve? 3. Can the staff identify good or weak learners? 	<ol style="list-style-type: none"> 1. The staff did not filled-up record keeping book - 2 correctly. 2. The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If they see any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline. 	1. The supervisor observation and supporting process is properly run of this centre and suggest continuing it till to last of the course.																				
5	Progress of learners against set competencies	<ol style="list-style-type: none"> 1. To check primer/ activity book of learners 2. To take taste competencies of learners in conducted lessons and identified good and weak learners. 3. To check attendance sheet of learners 	<p>The learner's progress is satisfactory of this class. Detail progressive results of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th>in</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>14</td> <td>6</td> <td>all subjects.</td> </tr> <tr> <td>Writing</td> <td>10</td> <td>10</td> <td>They could not achieve the skill as per</td> </tr> <tr> <td>Numeracy</td> <td>12</td> <td>8</td> <td>competencies. The teacher</td> </tr> <tr> <td>Awareness</td> <td>15</td> <td>5</td> <td>should take extra care to weak learners so that they can achieve the skill.</td> </tr> </tbody> </table>	Subject	Good	weak	in	Reading	14	6	all subjects.	Writing	10	10	They could not achieve the skill as per	Numeracy	12	8	competencies. The teacher	Awareness	15	5	should take extra care to weak learners so that they can achieve the skill.	<ol style="list-style-type: none"> 1. Generally the learners' progress is good as per competencies. 2. Comparatively 30% of the total learners are weak
Subject	Good	weak	in																					
Reading	14	6	all subjects.																					
Writing	10	10	They could not achieve the skill as per																					
Numeracy	12	8	competencies. The teacher																					
Awareness	15	5	should take extra care to weak learners so that they can achieve the skill.																					
6	Structural & others facilities of centre	<ol style="list-style-type: none"> 1. Have a sufficient learner sitting arrangement? 2. How is the learning environment? 3. Is fever to learners of class time and centre place? 	<ol style="list-style-type: none"> 1. The learners sitting arrangement was good. 2. The centre place and class time is fixed fever to learner. 																					

General Information of Centre				
1	Centre name	Kolatoli Financial Literacy Centre		
2	Region & sight	Munshiganj, Satkhira		
3	Facilitators name	MS. Asma Khatun		
4	Supervisor name	Md. Eunos Ali		
SL	Content	Sub- content	Findings	comments
1	Class organizing process	<ol style="list-style-type: none"> Literacy mapping Did organize the formal / informal meeting & how many have a meeting minutes Who where the present in the meeting? 	<ol style="list-style-type: none"> Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. Three (3) formal meeting have organized before the class starting and maintain the meeting minutes. The VCF Members field organizer, teacher, learners and community leaders were present in the formal meeting. 	<ol style="list-style-type: none"> Suggest maintaining the proper way of the class organizing process next time before opening the class. I suggest ensuring the record keeping any kind of meeting minutes next.
2	Involvement of communities and support mechanism	<ol style="list-style-type: none"> Is available centre management committee? Who are the member of CMC ? Do they visit learning centre? Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners? 	There was not form any committee.	<ol style="list-style-type: none"> Suggest taking initiative to from CMC, so that the centre can run properly without any social problem.

3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<ol style="list-style-type: none"> 1. Teaching learning process 2. Involvement of learners 3. Do the learner properly fill-up primer and activity book? 4. use of all necessary materials 5. How the staff visit the centre and how many visit per month? 6. Is maintain record keeping book -1,2? 7. Have a monthly refreshers meeting? 8. Have a meeting schedule? 9. Who are conducting the refreshers meeting? 	<p>1. Teaching learning process was correct during the conducting lesson. 2. The learners found attentive in class and there involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4. All necessary materials are available and used properly. 5. The staff is visiting the centre methodically per month did not maintain the record keeping book. 6. Monthly refresher meeting was not conducted yet in this month but monthly report was filled-up properly and collected from the teacher on first week in the month.</p>	<p>1. Supervisor should keep continue to visit methodically once in a week of each centre to ensure the quality of learners and learning centre. 2. It is very much necessary to organize the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
4	<p>Supervisor and Sahayak support process</p>	<ol style="list-style-type: none"> 1. Have the staff maintain record keeping book – 2 properly? 2. Can the staff identify the problems and solve? 3. Can the staff identify good or weak learners? 	<p>The staff has not filled-up record keeping book -2.</p>	<p>The staff should fill-up record keeping book - 2. So that they can use this information during refresher training.</p>

5	Progress of learners against set competencies	<ol style="list-style-type: none"> 1. To check primer/ activity book of learners 2. To take taste competencies of learners in conducted lessons and identified good and weak learners. 3. To check attendance sheet of learners 	The learners' progress was not satisfactory of this class. Almost 10 learners out of 20 are not able to achieve as per competencies in all subject.	1. Generally the learners' progress is not good as per competencies. The teacher should take extra care to weak learners so that they can achieve the skill.
6	Structural & others facilities of centre	<ol style="list-style-type: none"> 1. Have a sufficient learner sitting arrangement? 2. How is the learning environment? 3. Is fever to learners of class time and centre place? 	<ol style="list-style-type: none"> 1. The learner sitting arrangement is very much congested. 2. The centre place and class time is fixed fever to learner. 	Sitting arrangement Should U-Shape.

General Information of centre				
1	Centre name	Singhortoli Purbopara		
2	Region & sight	Munshiganj, Satkhira-Khulna region		
3	Facilitators name	Kalpona Rani Biswas		
4	Supervisor name	Md. Yunus Ali		
SL	Content	Sub- content	Findings	comments
1	Class organizing process	<ol style="list-style-type: none"> Literacy mapping Did organize formal / informal meeting & how many have a meeting minutes Who were the present in the meeting? 	<ol style="list-style-type: none"> Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. Two formal meeting have organized before the class organizing and take meeting minutes. The field organizer, teacher, learner and community leaders were present in the formal meeting. 	<ol style="list-style-type: none"> The class organizing process was overall good.
2	Involvement of communities and support mechanism	<ol style="list-style-type: none"> is available centre management committee? who are the member of CMC ? Do they visit learning centre? Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners 	<ol style="list-style-type: none"> There was not form any committee. 	<ol style="list-style-type: none"> Suggest taking initiative to from CMC, so that the centre can run properly without any social problem.
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers	<ol style="list-style-type: none"> Teaching learning process Involvement of learners Do the learner properly fill-up primer and activity book? use of all necessary 	<ol style="list-style-type: none"> Generally teaching learning process was correct during the conducting lesson but found in some problem in conducting reading and writing part. The learners were very much attentive in 	<ol style="list-style-type: none"> The teacher should take initiative to develop the reading skill so that she can properly conduct the discussion part

	meeting	<p>materials</p> <ol style="list-style-type: none"> 5. How the staff visit the centre and how many visit per month? 6. Is maintain record keeping book -1, 2? 7. Have a monthly refreshers meeting? 8. Have a meeting schedule? 9. Who are conducting the refreshers meeting? 	<p>class and their involvement was satisfactory.</p> <ol style="list-style-type: none"> 3. The Learners properly filled-up the primer and activity book of conducted lesson. Some of the learner advance fills up the lesson. 4. All necessary materials are available and used properly. 5. The staff visiting the centre 2-3 times per month but did not maintain the record keeping book properly. 6. Monthly refreshers meeting yet not conducted. 	<p>of lesson.</p> <ol style="list-style-type: none"> 2. The teacher should take pre-preparation of the conducting lesson. 3. Supervisor should visit once in a week of each centre and maintain the all record keeping ensuring the quality of learners and learning centre. 4. It is very much necessary to conducting the monthly refreshers meeting proper with schedule every month so that the teachers can get all the solution of their problems and conducting the class properly.
4	Supervisor and Sahayak support process	<ol style="list-style-type: none"> 1. Have the staff maintain record keeping book – 2 properly? 2. Can the staff identify the problems and solve? 3. Can the staff identify good or weak learners? 	<ol style="list-style-type: none"> 1. The staff did not fill-up record keeping book -2. 2. The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If they see any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting 	<ol style="list-style-type: none"> 1. The supervisor should take proper step to monitoring and observation the class and must maintain the record keeping book -2.

			the class properly and follow the teachers guide.	
5	Progress of learners against set competencies	<ol style="list-style-type: none"> 1. To check primer/ activity book of learners 2. To take taste competencies of learners in conducted lessons and identified good and weak learners. 3. To check attendance sheet of learners 	The learners' progress is satisfactory as per competencies specially writing and awareness of this class. Almost 30% learners out of 19 are not able to achieve as per competencies in all subject.	<ol style="list-style-type: none"> 1. The teacher should take initiative to ensure the quality of all learners in all subject specially writing and awareness. 2. The teacher should take initiative to give extra time and care to weak learners so that they can achieve the skill properly.
6	Structural & others facilities of centre	<ol style="list-style-type: none"> 1. Have a sufficient learner sitting arrangement? 2. How is the learning environment? 3. Is fever to learners of class time and centre place? 	<ol style="list-style-type: none"> 1. The centre outlook and insight environment is excellent to study. There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly. 2. The centre place and class time is fixed fever to learner. 	The centre environment and sitting arrangement is excellent. Suggest to keep and continuing of this centre environment till to last of the course.

General Information of centre		
1	Centre name	Asom babur bari female adult literacy centre
2	Facilitators name	Falguni Mondol
3	Supervisor name	Amit kumar mondol

S L	Content	Sub- content	Findings	comments
1	Class organizing process	5. Literacy mapping 6. Did organize formal / informal meeting & how many 7. have a meeting minutes 8. Who where the present in the meeting.	1. Literacy mapping have done properly. 2. Two (2) formal meeting have organized before starting the class. They kept written meeting minutes. 3. The sight officer, field organizer, teacher, learner and community leaders were present in the formal meeting.	1. The class organizing process was overall good.
2	Involvement of communities and support mechanism	5. Have a centre management committee? 6. Who are the members of CMC? 7. Do they visit learning centre? 8. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners	1. VCF committee supervises the centre but need a separate centre management committee. VCF committee is available in this centre. 2. VCF helped to the selection learner, teacher and centre place, sometimes the committee visits the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.	1. Suggest taking imitative to form a centre management committee to continue and increase the involvement of CMC so that the centre can run properly without any social problem.
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors. Monthly refreshers meeting	10. Teaching learning process 11. Involvement of learners 12. Do the learner properly fill-up primer and activity book? 13. use of all necessary materials 14. How the staffs	1. Teaching learning process in discussion section was nice during the conducting lesson but in reading writing section facilitator did not follow facilitator's guide. 2. The learners were very much attentive in class and their involvement was satisfactory. 3. The Learners properly filled-up the primer and	4. Supervisor should visit at least once in a week of each centre to ensure the quality of learners and learning centre. 5. It is very much necessary to

		<p>visit the centre and how many visit per month?</p> <p>15. Is maintain record keeping book -1,2?</p> <p>16. Have a monthly refreshers meeting?</p> <p>17. Have a meeting schedule?</p> <p>18. Who are conducting the refreshers meeting?</p>	<p>activity book of conducted lesson.</p> <p>4. All necessary materials are available and used properly.</p> <p>5. The staff visiting the centre 2-3 times per month and properly but did not maintain the record keeping book.</p> <p>6. Monthly refreshers meeting were not conducted yet. They will conduct that after completing the month.</p>	<p>conducting the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p> <p>6. Supervisor should fill up the record keeping book properly.</p>
4	Supervisor and Sahayak support process	<p>4. Have the staff maintain record keeping book – 2 properly?</p> <p>5. Can the staff identify the problems and solve?</p> <p>6. Can the staff identify good or weak learners?</p>	<p>1. The staff has not filled-up record keeping book -2 correctly.</p> <p>2. The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If they seen any kind of problems in teaching learning process of teachers then the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>1. The supervisor,s observation and supporting process is properly run of this centre and suggest to continue it till to last of the course.</p>

5	Progress of learners against set competencies	<p>4. To check primer/ activity book of learners</p> <p>5. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>6. To check attendance sheet of learners.</p>	<p>The learner's progress is satisfactory of this class. Almost 18 learners out of 20 are able to achieve the skill as per competencies in all subjects except writing. Detail progressive result of total learners is furnished below by the table.</p> <table border="1" data-bbox="781 558 1161 758"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>Weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>18</td> <td>2</td> </tr> <tr> <td>Writing</td> <td>15</td> <td>5</td> </tr> <tr> <td>Numeracy</td> <td>18</td> <td>2</td> </tr> <tr> <td>Awareness</td> <td>15</td> <td>5</td> </tr> </tbody> </table>	Subject	Good	Weak	Reading	18	2	Writing	15	5	Numeracy	18	2	Awareness	15	5	<p>1. Generally the learner's progress is good as per competencies.</p> <p>2. Five learners are comparatively weak in writing they could not achieved the skill in writing as per competencies. The teacher should take extra care to weak learners so that they can achieve the skill properly as per competencies.</p> <p>3. The learners' attendance rate is satisfactory. The staff should follow up to keeping this attendance rate till last of the course.</p>
Subject	Good	Weak																	
Reading	18	2																	
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6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent for study. There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed in fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>															

General Information of centre		
1	Centre name	Gazi Para female adult literacy centre
2	Region & sight	Koyra, Khulna
3	Supervisor name	Amit

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S L	Content	Sub- content	Findings	comments
1	Class organizing process	5. Literacy mapping 6. Did organize the formal / informal meeting & how many 7. have a meeting minutes 8. Who where the present in the meeting	1. Literacy mapping have done properly. 2. Two (2) formal meeting have organized before the class starting and maintained the meeting minutes 3. The field organizer, teacher, learners and community leaders were present in the formal meeting.	1. The class organizing process was overall good. 2. Suggest continuing the course as per decision of formal meeting.
2	Involvement of communities and support mechanism	5. Have a centre management committee? 6. who are the member of CMC ? 7. Do they visit learning centre? 8. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners	1. Centre management committee (CMC) was not form. 2. VCF committee helped to the selection learner, teacher and centre place during the class organizing process and helped to deliver the class materials to the centre. sometimes the committee visit the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.	Suggest to take initiative to form CMC committee to for increase involvement of CMC so that the centre can run properly without any social problem
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors	10. Teaching learning process 11. Involvement of learners 12. Do the learner properly fill-up primer and	1. Teaching learning process was correct during the conducting lesson. 2. The learners were very much attentive in class and their	1. Supervisor should visit methodically at least once in a week of each centre to ensure the quality of

	<p>Monthly refreshers meeting</p>	<p>activity book? 13. use of all necessary materials 14. How the staff visit the centre and how many visit per month? 15. Is maintain record keeping book -1,2? 16. Have a monthly refreshers meeting? 17. Have a meeting schedule? 18. Who are conducting the refreshers meeting?</p>	<p>involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4. All necessary materials are available and used properly. 5. The staff visiting the centre 2-3 times per month but Field Organizer did not maintain the record keeping book properly. 6. Monthly refresher meeting was not conducted in this month but monthly report was filled-up properly and collected from the teacher on first week in the month.</p>	<p>learners and learning centre. 2. Supervisor should maintain the record keeping book properly. 3. It is very much necessary to organize the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
4	<p>Supervisor and Sahayak support process</p>	<p>4. Have the staff maintain record keeping book – 2 properly? 5. Can the staff identify the problems and solve? 6. Can the staff identify good or weak learners ?</p>	<p>1. The staff did not filled-up record keeping book -2 correctly. 2. The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If they see any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>1. The supervisor observation and supporting process is properly run of this centre and suggest continuing it till to last of the course.</p>

5	Progress of learners against set competencies	<p>4. To check primer/ activity book of learners</p> <p>5. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>6. To check attendance sheet of learners</p>	<p>The learner's progress is satisfactory of this class. Almost 14 learners out of 18 are able to achieve as per competencies in all subject except writing. Detail progressive results of total learners are furnished below by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>Weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>14</td> <td>4</td> </tr> <tr> <td>Writing</td> <td>10</td> <td>8</td> </tr> <tr> <td>Numeracy</td> <td>12</td> <td>6</td> </tr> <tr> <td>Awareness</td> <td>15</td> <td>3</td> </tr> </tbody> </table>	Subject	Good	Weak	Reading	14	4	Writing	10	8	Numeracy	12	6	Awareness	15	3	<p>1. Generally the learners' progress is good as per competencies.</p> <p>2. Comparatively 30% of the total learners are weak in all subjects. They could not achieve the skill as per competencies. The teacher should take extra care to weak learners so that they can achieve the skill.</p>
				Subject	Good	Weak													
				Reading	14	4													
				Writing	10	8													
				Numeracy	12	6													
Awareness	15	3																	
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The learners sitting arrangement was not good. Space for sitting was not sufficient.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>Suggest taking alternative sitting arrangement.</p>															

General Information of Centre		
1	Centre name	4 no Koyra Financial Literacy Centre
2	Region & sight	Koyra, Khulna
3	Facilitators name	Morium Akter
4	Supervisor name	Sirajul Islam

S L	Content	Sub- content	Findings	comments
1	Class organizing process	4. Literacy mapping 5. Did organize the formal / informal meeting & how many 6. have a meeting minutes 7. Who where the present in the meeting	1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. 2. Two (2) formal meeting have organized before the class starting but not maintain the meeting minutes. 3. The field organizer, teacher, learners and community leaders were present in the formal meeting.	1. Suggest maintaining the proper way of the class organizing process next time before opening the class. Need to record keeping any kind of meetings minutes. I suggest to ensure the record keeping any kind of meeting minutes next..
2	Involvement of communities and support mechanism	4. Is available centre management committee? 5. Who are the member of CMC ? 6. Do they visit learning centre? 7. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners ?	1. Centre management committee (CMC) is available in this centre. There is six members in a centre management committee of community leaders with teacher. 2. CMC helped to the arrange learner, teacher and centre place during the class organizing process.	1. Suggest to take initiative to continue the involvement of CMC so that the centre can run properly without any social problem.
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	9. Teaching learning process 10. Involvement of learners 11. Do the learner properly fill-up primer and activity book? 12. use of all necessary	1. Teaching learning process was correct during the conducting lesson. 2. The learners found attentive in class and there involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson.	1. Supervisor should keep continue to visit methodically once in a week of each centre to ensure the quality of learners and learning centre. 2. It is very much

		<p>materials</p> <p>13. How the staff visit the centre and how many visit per month?</p> <p>14. Is maintain record keeping book -1,2?</p> <p>15. Have a monthly refreshers meeting?</p> <p>16. Have a meeting schedule?</p> <p>17. Who are conducting the refreshers meeting?</p>	<p>4. All necessary materials are available and used properly.</p> <p>5. The staff are visiting the centre methodically per month and properly maintain the record keeping book.</p> <p>6. Monthly refresher meeting was not conducted yet in this month but monthly report was filled-up properly and collected from the teacher on first week in the month.</p>	<p>necessary to organize the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
4	Supervisor and Sahayak support process	<p>4. Have the staff maintain record keeping book – 2 properly?</p> <p>5. Can the staff identify the problems and solve?</p> <p>6. Can the staff identify good or weak learners?</p>	<p>1. The staff has not filled-up record keeping book -2 correctly.</p>	
5	Progress of learners against set competencies	<p>4. To check primer/ activity book of learners</p> <p>5. To take taste competencies of learners in conducted lessons and</p>	<p>The learners’ progress was not satisfactory of this class. Almost 10 learners out of 20 are not able to achieve as per competencies in all subject. Detail progressive results of total learners are</p>	<p>1. Generally the learners’ progress is not good as per competencies. Comparatively 50% of the total learners are weak in all subjects.</p>

		identified good and weak learners. 6. To check attendance sheet of learners	furnished below by the table. <table border="1"> <tr> <td>Subject</td> <td>Good</td> <td>weak</td> </tr> <tr> <td>Reading</td> <td>10</td> <td>10</td> </tr> <tr> <td>Writing</td> <td>12</td> <td>8</td> </tr> <tr> <td>Numeracy</td> <td>15</td> <td>5</td> </tr> <tr> <td>Awareness</td> <td>10</td> <td>10</td> </tr> </table>	Subject	Good	weak	Reading	10	10	Writing	12	8	Numeracy	15	5	Awareness	10	10	They could not achieve the skill as per competencies. The teacher should take extra care to weak learners so that they can achieve the skill.
Subject	Good	weak																	
Reading	10	10																	
Writing	12	8																	
Numeracy	15	5																	
Awareness	10	10																	
6	Structural & others facilities of centre	1. Have a sufficient learner sitting arrangement? 2. How is the learning environment? 3. Is fever to learners of class time and centre place?	The learner sitting arrangement is very much congested where can't sit the learners. 2. The centre place and class time is fixed fever to learner.																

General Information of centre		
1	Centre name	4 no. Koyra Gholpara Financial Literacy Centre
2	Region & sight	Koyra, Khulna
3	Facilitators name	Rowsan Ara Khatun
4	Supervisor name	Sirajul Islam

S	L	Content	Sub- content	Findings	comments
1		Class organizing process	5. Literacy mapping 6. Did organize formal / informal meeting & how many 7. have a meeting minutes b. Who were	1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. 2. Two formal meeting have organized before the class organizing but they did not take meeting minutes.	1.The class organizing process was overall good.

		the present in the meeting?	3. The field organizer, teacher, learner and community leaders were present in the formal meeting.	
2	Involvement of communities and support mechanism	<p>5. is available centre management committee?</p> <p>6. who are the member of CMC ?</p> <p>7. Do they visit learning centre?</p> <p>8. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is six members in a centre management committee of community leaders with teacher.</p> <p>2. CMC helped to the selection learner, teacher and centre place. Sometimes the committee visit the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course.</p>	Suggest to take imitative to increase and continuing the involvement of CMC so that the centre can run properly without any social problem.
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	<p>10. Teaching learning process</p> <p>11. Involvement of learners</p> <p>12. Do the learner properly fill-up primer and activity book?</p> <p>13. use of all necessary materials</p> <p>14. How the staff visit the centre and how many visit per month?</p> <p>15. Is maintain record keeping</p>	<p>1. Generally teaching learning process was correct during the conducting lesson but found in some problem in conducting reading and writing part.</p> <p>2. The learners were very much attentive in class and their involvement was satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4. All necessary</p>	<p>1. The teacher should take initiative to develop the reading skill so that she can properly conduct the discussion part of lesson.</p> <p>2. The teacher should take pre-preparation of the conducting lesson.</p> <p>3. Supervisor should visit once in a week of</p>

		<p>book -1,2?</p> <p>16. Have a monthly refreshers meeting?</p> <p>17. Have a meeting schedule?</p> <p>18. Who are conducting the refreshers meeting?</p>	<p>materials are available and used properly.</p> <p>5. The staff visiting the centre 2-3 times per month and maintaining the record keeping book properly.</p> <p>6. Monthly refreshers meeting yet not conducted.</p>	<p>each centre and maintain the all record keeping ensuring the quality of learners and learning centre.</p> <p>4. It is very much necessary to conducting the monthly refreshers meeting proper with schedule every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
4	Supervisor and Sahayak support process	<p>4. Have the staff maintain record keeping book – 2 properly?</p> <p>5. Can the staff identify the problems and solve?</p> <p>6. Can the staff identify good or weak learners?</p>	<p>1. The staff filled-up record keeping book -2 correctly.</p> <p>2. The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If they see any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guide.</p>	<p>1. The supervisor should take proper step to monitoring and observation the class and must maintain the record keeping book -2.</p>

5	Progress of learners against set competencies	<ol style="list-style-type: none"> 4. To check primer/ activity book of learners 5. To take taste competencies of learners in conducted lessons and identified good and weak learners. 6. To check attendance sheet of learners 	<p>The learners' progress is satisfactory as per competencies specially writing and awareness of this class. Almost 30% learners out of 18 are not able to achieve as per competencies in all subject. Detail progressive results of total learners are furnished below by the table.</p> <table border="1" data-bbox="833 703 1170 1003"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th></th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>15</td> <td>3</td> <td></td> </tr> <tr> <td>Writing</td> <td>13</td> <td>5</td> <td></td> </tr> <tr> <td>Numeracy</td> <td>14</td> <td>4</td> <td></td> </tr> <tr> <td>Awareness</td> <td>10</td> <td>8</td> <td></td> </tr> </tbody> </table>	Subject	Good	weak		Reading	15	3		Writing	13	5		Numeracy	14	4		Awareness	10	8		<ol style="list-style-type: none"> 1. The teacher should take initiative to ensure the quality of all learners in all subject specially writing and awareness. 2. The teacher should take initiative to give extra time and care to weak learners so that they can achieve the skill properly.
Subject	Good	weak																						
Reading	15	3																						
Writing	13	5																						
Numeracy	14	4																						
Awareness	10	8																						
6	Structural & others facilities of centre	<ol style="list-style-type: none"> 1. Have a sufficient learner sitting arrangement? 2. How is the learning environment? 3. Is fever to learners of class time and centre place? 	<ol style="list-style-type: none"> 1. The centre outside and inside environment is excellent to study. There is enough space in the centre to sit 20 learners comfortably study and other facilities have been taken properly. 2. The centre place and class time is fixed fever to learner. 	<p>The centre environment and sitting arrangement is excellent. Suggest to keep and continue of this centre environment till the last of the course.</p>																				

General Information of centre	
1	Centre name 4 no. Koyra uttar Chak

2	Facilitators name	Rojina Khatun
3	Supervisor name	Md. Azharul Haque

S L	Content	Sub- content	Findings	Comments
1	Class organizing process	<ol style="list-style-type: none"> 1. Literacy mapping 2. Did organize formal / informal meeting & how many 3. have a meeting minutes 4. Who were the present in the meeting 	<ol style="list-style-type: none"> 1. Literacy mapping have done properly. 2. Two formal meeting have organized before the class organizing but they did not maintained the meeting minutes. 3. The field organizer, teacher, learners and community leaders were present in the formal meeting. 	1.The class organizing process was overall good.
2	Involvement of communities and support mechanism	<ol style="list-style-type: none"> 1. Is available centre management committee? 2. Who are the members of CMC? 3. Do they visit learning centre? 4. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners 	<ol style="list-style-type: none"> 1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher 2. CMC helped to the selection learner, teacher and centre place, sometimes the committee visits the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance. 	Suggest to take imitative to increase and continuing the involvement of CMC so that the centre can run properly without any social problem.

3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<ol style="list-style-type: none"> 1. Teaching learning process 2. Involvement of learners 3. Do the learner properly fill-up primer and activity book? 4. use of all necessary materials 5. How the staff visit the centre and how many visit per month? 6. Is maintain record keeping book -1,2? 7. Have a monthly refreshers meeting? 8. Have a meeting schedule? 9. Who are conducting the refreshers meeting? 	<ol style="list-style-type: none"> 1. Generally teaching learning process was correct during the conducting lesson. 2. The learners were very much attentive in class and their involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4. All necessary materials are available and used properly. 5. The staff visiting the centre 2-3 times per month and maintaining the record keeping book. 6. Monthly refreshers meeting yet not conducted in this month. They will do that. 	<ol style="list-style-type: none"> 1. The teacher should take pre-preparation of the conducting lesson. 2. Supervisor should visit once in a week of each centre and maintain the all record keeping ensuring the quality of learners and learning centre. 3. It is very much necessary to conducting the monthly refreshers meeting properly with schedule every month so that the teachers can get all the solution of their problems and conducting the class properly.
4	<p>Supervisor and Sahayak support process</p>	<ol style="list-style-type: none"> 1. Have the staff maintain record keeping book – 2 properly? 2. Can the staff identify the problems and solve? 3. Can the staff 	<ol style="list-style-type: none"> 1. The staff fill-up record keeping book -2 correctly. 2. The supervisors' class observation was satisfactory. 	<ol style="list-style-type: none"> 1. The supervisor should take proper step to developed monitoring and observation process the class and must maintain the record keeping

		identify good or weak learners?		book -2.																				
5	Progress of learners against set competencies	<ol style="list-style-type: none"> To check primer/ activity book of learners To take taste competencies of learners in conducted lessons and identified good and weak learners. To check attendance sheet of learners 	<p>1. The learners' progress is satisfactory as per competencies. Almost 30% learners out of total learners not able to achieved the skill as per competencies in all subject especially weak in writing and awareness. Detail progressive results of total learners are furnished below by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>Weak</th> <th></th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>14</td> <td>4</td> <td></td> </tr> <tr> <td>Writing</td> <td>12</td> <td>6</td> <td></td> </tr> <tr> <td>Numeracy</td> <td>14</td> <td>4</td> <td></td> </tr> <tr> <td>Awareness</td> <td>12</td> <td>6</td> <td></td> </tr> </tbody> </table>	Subject	Good	Weak		Reading	14	4		Writing	12	6		Numeracy	14	4		Awareness	12	6		<p>1. The teacher should take initiative to ensure the quality of all learners in all subject specially writing and awareness. 2. The teacher should take initiative to giving extra time and care to weak learners so that they can achieve the skill properly.</p>
Subject	Good	Weak																						
Reading	14	4																						
Writing	12	6																						
Numeracy	14	4																						
Awareness	12	6																						
6	Structural & others facilities of centre	<ol style="list-style-type: none"> Have a sufficient learner sitting arrangement? How is the learning environment? Is fever to learners of class time and centre place? 	<ol style="list-style-type: none"> The centre oversight and insight environment is excellent to study. There is enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly. The centre place and class time is fixed fever to learner. 	<p>The centre environment and sitting arrangement is excellent. Suggest to keep and continuing of this centre environment till to last of the course.</p>																				

General Information of centre		
1	Centre name	Hazipur female adult literacy centre
2	Facilitators name	Anuwara Begum
3	Supervisor name	Ratna Ray

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S L	Content	Sub- content	Findings	comments
1	Class organizing process	9. Literacy mapping 10. Did organize formal / informal meeting & how many 11. have a meeting minutes 12. Who where the present in the meeting	1. Literacy mapping have done properly . 2. Three (3) formal meeting have organized before the class starting but they were not keeping any kind of written meeting minutes. 3. The sight officer, field organizer, teacher , learner and community leaders were present in the formal meeting.	1.The class organizing process was overall good but need to record keeping any kind of meetings minutes. I suggest to ensure the record keeping any kind of meeting next.
2	Involvement of communities and support mechanism	9. Have a centre management committee? 10. who are the member of CMC ? 11. Do they visit learning centre? 12. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners	1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher. 2. CMC helped to the selection learner, teacher and centre place, sometimes the committee visits the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there	1. Suggest to take imitative to continuing and increase the involvement of CMC so that the centre can run properly without any social problem.

			guidance.	
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	19. Teaching learning process 20. Involvement of learners 21. Do the learner properly fill-up primer and activity book? 22. use of all necessary materials 23. How the staff visit the centre and how many visit per month? 24. Is maintain record keeping book -1,2? 25. Have a monthly refreshers meeting? 26. Have a meeting schedule? 27. Who are conducting the refreshers meeting?	1. Teaching learning process was correct during the conducting lesson. 2. The learners was very much attentive in class and there involvement were satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4. All necessary materials are available and used properly. 5. The staff visiting the centre 2-3 times per month and properly maintain the record keeping book. 6. Monthly refreshers meeting was not conducted in this month but monthly report was filled-up properly and collected from the teacher on first week in the month.	7. Supervis or should visit at least once in a week of each centre to ensure the quality of learners and learning centre. 8. It is very much necessary to conductin g the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conductin g the class properly.

4	Supervisor and Sahayak support process	<p>7. Have the staff maintain record keeping book – 2 properly?</p> <p>8. Can the staff identify the problems and solve?</p> <p>9. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>1. The supervisor observation and supporting process is properly run of this centre and suggest to continue it till to last of the course.</p>															
5	Progress of learners against set competencies	<p>7. To check primer/ activity book of learners</p> <p>8. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>9. To check attendance sheet of learners</p>	<p>The learners progress is satisfactory of this class. Almost 18 learners out of 19 are able to achieved the skill as per competencies in all subject except writing . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1" data-bbox="831 1255 1166 1564"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>18</td> <td>1</td> </tr> <tr> <td>Writing</td> <td>15</td> <td>4</td> </tr> <tr> <td>Innumeracy</td> <td>18</td> <td>1</td> </tr> <tr> <td>Awareness</td> <td>19</td> <td>0</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	18	1	Writing	15	4	Innumeracy	18	1	Awareness	19	0	<p>1.Generally the learners progress is good as per competencies.</p> <p>2.Four learners are comparatively weak in writing they could not achieved the skill in writing as per competencies.</p> <p>The teacher should take extra care to weak learners so that they can achieved the skill properly as per competencies.</p> <p>3. The learners attendance rate is satisfactory . The staff should follow up to keeping this attendance rate</p>
Subject	Good	weak																	
Reading	18	1																	
Writing	15	4																	
Innumeracy	18	1																	
Awareness	19	0																	

				till last of the course.
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	1. Suggest to keep of this centre environment till to last of the course.

General Information of centre		
1	Centre name	Vhasan gaon female adult literacy centre
2	Facilitators name	Selina Sultana
3	Supervisor name	Momota Das

S L	Content	Sub- content	Findings	comments
1	Class organizing process	9. Literacy mapping 10. Did organize the formal / informal meeting & how many 11. have a meeting minutes 12. Who where the present in the meeting	1. Literacy mapping have done properly . 2. Three (3) formal meeting have organized before the class starting and maintained the meeting minutes 3. The field organizer, teacher , learners and community leaders were present in the formal meeting.	1.The class organizing process was overall good. 2. Suggest to continue the course as per decision of formal meeting.
2	Involvement of communities and support mechanism	9. Have a centre management jkcommittee? 10. who are the member of CMC ? 11. Do they visit learning centre? 12. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners	1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher like as 1. Hamid miah 2.Jamila bibi 3.Sadikur Rhaman 4.Jamal maih 5. Rubeja Bugum 6, Delina Sultana 2. CMC helped to the selection learner, teacher and centre place during the class organizing process and helped to deliver the class materials to the centre. sometimes the committee visit the learning centre and taking the initiative	1. Suggest to take imitative to continuing the involvement of CMC so that the centre can run properly without any social problem

			to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.	
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	<ul style="list-style-type: none"> 19. Teaching learning process 20. Involvement of learners 21. Do the learner properly fill-up primer and activity book? 22. use of all necessary materials 23. How the staff visit the centre and how many visit per month? 24. Is maintain record keeping book - 1,2? 25. Have a monthly refreshers meeting? 26. Have a meeting schedule? 	<ul style="list-style-type: none"> 1. Teaching learning process was correct during the conducting lesson. 2.The learners was very much attentive in class and there involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4.All necessary materials are available and used properly. 5.The staff visiting the centre 2-3 times per month and properly maintain the record keeping book. 6. Monthly refreshers meeting was not conducted in this month 	<ul style="list-style-type: none"> 1.Supervisor should visit methodically at least once in week of each centre to ensure the quality of learners and learning centre. 2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.

		27. Who are conducting the refreshers meeting?	but monthly report was filled-up properly and collected from the teacher on first week in the month.	
4	Supervisor and Sahayak support process	<p>7. Have the staff maintain record keeping book – 2 properly?</p> <p>8. Can the staff identify the problems and solve?</p> <p>9. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	1. The supervisor observation and supporting process is properly run of this centre and suggest to continue it till to last of the course.

5	Progress of learners against set competencies	<p>7. To check primer/ activity book of learners</p> <p>8. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>9. To check attendance sheet of learners</p>	<p>The learners progress is satisfactory of this class. Almost 18 learners out of 19 are able to achieve as per competencies in all subject except writing . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1" data-bbox="841 594 1174 898"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>15</td> <td>3</td> </tr> <tr> <td>Writing</td> <td>14</td> <td>4</td> </tr> <tr> <td>Innumeracy</td> <td>13</td> <td>5</td> </tr> <tr> <td>Awareness</td> <td>18</td> <td>0</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	15	3	Writing	14	4	Innumeracy	13	5	Awareness	18	0	<p>1. Generally the learners progress is good as per competencies. Comparatively 20% of the total learners are weak in all subject. they could not achieved the skill as per competencies. The teacher should take extra care to weak learners so that they can achieved the skill.</p> <p>2. The mid term evaluation of learners progress is excellent. 100% learners have got the A grade.</p>
Subject	Good	weak																	
Reading	15	3																	
Writing	14	4																	
Innumeracy	13	5																	
Awareness	18	0																	
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The learners sitting arrangement has taken out sight of the room.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to take alternative sitting arrangement during the raining.</p> <p>1. Suggest to keep of this centre environment till to last of the course.</p>															

General Information of Centre		
1	Centre name	Fulbari TG male adult literacy centre
2	Facilitators name	Sontosh Singh
3	Supervisor name	Faysol Miah

S L	Content	Sub- content	Findings	comments
1	Class organizing process	8. Literacy mapping 9. Did organize the formal / informal meeting & how many 10. have a meeting minutes 11. Who where the present in the meeting	1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. 2. Two (2) formal meeting have organized before the class starting but not maintain the meeting minutes. 3. The field organizer, teacher , learners and community leaders were present in the formal meeting.	1.Suggest to maintain the proper way of the class organizing process next time before opening the class. Need to record keeping any kind of meetings minutes. I suggest to ensure the record keeping any kind of meeting minutes next..
2	Involvement of communities and support mechanism	8. is available centre management committee? 9. who are the member of CMC ? 10. Do they visit learning centre? 11. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners	1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher like as 1. Ashid miah 2.Nur miah 3.yahaya miah 4. Sontosh singh 5. Julekha begum 6. Rafat miah 2. CMC helped to the arrange learner, teacher	1. Suggest to take imitative to continuing the involvement of CMC so that the centre can run properly without any social problem

			and centre place during the class organizing process	
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	<p>18. Teaching learning process</p> <p>19. Involvement of learners</p> <p>20. Do the learner properly fill-up primer and activity book?</p> <p>21. use of all necessary materials</p> <p>22. How the staff visit the centre and how many visit per month?</p> <p>23. Is maintain record keeping book -1,2?</p> <p>24. Have a monthly refreshers meeting?</p> <p>25. Have a meeting schedule?</p> <p>26. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process was not correct during the conducting lesson. have been found many kind of problem in teaching learning process. Teacher was not maintain the guideline properly.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners were not properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff was not visiting the centre methodically per month and not properly maintain the record keeping book.</p> <p>6. Monthly refreshers meeting was not conducted in this month but monthly report was filled-up properly and collected from the teacher on first week in the month.</p>	<p>1. Teacher is very much weak in teaching learning process. Should take proper steps to developed the teacher of teaching learning process.</p> <p>2.Supervisor should visit methodically once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>

4	Supervisor and Sahayak support process	<p>7. Have the staff maintain record keeping book – 2 properly?</p> <p>8. Can the staff identify the problems and solve?</p> <p>9. Can the staff identify good or weak learners ?</p>	<p>1.The staff has not filled-up record keeping book - 2 correctly.</p> <p>2.The staff can't identify problems of teaching learning process and centre and can't solve it. Because the supervisor was not trained up .</p>	<p>1. The supervisor needs supervision training to monitoring the class properly immediately.</p>															
5	Progress of learners against set competencies	<p>7. To check primer/ activity book of learners</p> <p>8. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>9. To check attendance sheet of learners</p>	<p>The learners progress was not satisfactory of this class. Almost 5 learners out of 10 are not able to achieve as per competencies in all subject . Detail progressive result of total learners are furnished below by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>5</td> <td>5</td> </tr> <tr> <td>Writing</td> <td>7</td> <td>3</td> </tr> <tr> <td>Innumeracy</td> <td>6</td> <td>4</td> </tr> <tr> <td>Awareness</td> <td>5</td> <td>5</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	5	5	Writing	7	3	Innumeracy	6	4	Awareness	5	5	<p>1. Generally the learners progress is not good as per competencies. Comparatively 50% of the total learners are weak in all subject. they could not achieved the skill as per competencies.</p> <p>The teacher should take extra care to weak learners so that they can achieved the skill.</p>
Subject	Good	weak																	
Reading	5	5																	
Writing	7	3																	
Innumeracy	6	4																	
Awareness	5	5																	

6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The learners sitting arrangement and centre environment is not suitable. The learner sitting arrangement is very much congested where can't sitting the learners.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. There is no sufficient sitting arrangement of the 20 learners of this centre so that Suggest to change the centre.</p> <p>1. almost 50% learners of this class is irregular Suggest to take steps to regularize them and increase the attendance of learners.</p>
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General Information of centre		
1	Centre name	Marulura chak female adult literacy centre
3	Facilitators name	Khadija Akter
10	Supervisor name	Samsunnahar

S L	Content	Sub- content	Findings	comments
1	Class organizing process	<p>9. Literacy mapping</p> <p>10. Did organize formal / informal meeting & how many</p> <p>11. have a meeting minutes </p> <p>12. Who were the present in the meeting</p>	<p>1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection.</p> <p>2. Three (3) formal meeting have organized before the class organizing and maintained the meeting minutes.</p> <p>3. The field organizer,</p>	1. The class organizing process was overall good

			teacher , learner and community leaders were present in the formal meeting.	
2	Involvement of communities and support mechanism	<p>9. is available centre management committee?</p> <p>10. who are the member of CMC ?</p> <p>11. Do they visit learning centre?</p> <p>12. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher like as</p> <ol style="list-style-type: none"> 1. Amena Khatun 2. Rabeya Kjatun 3. Minara Khatun 4. Khusuma Khatun 5. Halima Akter 6. Khadija Akter (Teacher) <p>2. CMC helped to the selection learner, teacher and centre place, sometimes the committee visit the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.</p>	<p>1. There is no any male member in the Centre management committee (CMC). Suggest to include at least two male members in centre management committee to strengthen the CMC.</p> <p>2. Suggest to take imitative to increase and continuing the involvement of CMC so that the centre can run properly without any social problem.</p>

3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>19. Teaching learning process</p> <p>20. Involvement of learners</p> <p>21. Do the learner properly fill-up primer and activity book?</p> <p>22. use of all necessary materials</p> <p>23. How the staff visit the centre and how many visit per month?</p> <p>24. Is maintain record keeping book -1,2?</p> <p>25. Have a monthly refreshers meeting?</p> <p>26. Have a meeting schedule?</p> <p>27. Who are conducting the refreshers meeting?</p>	<p>1. Generally teaching learning process was correct during the conducting lesson but found in some problem in conducting discussion part and reading problem.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff visiting the centre 2-3 times per month but not maintaining the record keeping book.</p> <p>6. Monthly refreshers meeting was conducted in this month but There was no schedule. Monthly report was filled-up properly and collected from the teacher in the meeting.</p>	<p>1. The teacher should take initiative to develop the reading skill so that she can properly conduct the discussion part of lesson.</p> <p>2. The teacher should take pre-preparation of the conducting lesson.</p> <p>9. Supervisor should visit once in a week of each centre and maintain the all record keeping to ensure the quality of learners and learning centre.</p> <p>10. It is very</p>
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				<p>much necessary to conducting the monthly refresher s meeting proper with schedule every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
4	<p>Supervisor and Sahayak support process</p>	<p>7. Have the staff maintain record keeping book – 2 properly? 8. Can the staff identify the problems and solve? 9. Can the staff identify good or weak learners ?</p>	<p>1.The staff have not filled-up record keeping book -2 correctly. 2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>1. The supervisor should take proper step to monitoring and observation the class and must maintain the record keeping book -2.</p>

5	Progress of learners against set competencies	<p>7. To check primer/ activity book of learners</p> <p>8. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>9. To check attendance sheet of learners</p>	<p>The learners progress is not satisfactory as per competencies specially writing and awareness of this class. Almost 30% learners out of 19 are not able to achieve as per competencies in all subject. Detail progressive result of total learners are furnished below by the table.</p> <table border="1" data-bbox="829 703 1166 1039"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th>weak learners so</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>16</td> <td>3</td> <td>that they can achieved the skill properly.</td> </tr> <tr> <td>Writing</td> <td>13</td> <td>6</td> <td></td> </tr> <tr> <td>Innumeracy</td> <td>15</td> <td>4</td> <td></td> </tr> <tr> <td>Awareness</td> <td>10</td> <td>9</td> <td></td> </tr> </tbody> </table>	Subject	Good	weak	weak learners so	Reading	16	3	that they can achieved the skill properly.	Writing	13	6		Innumeracy	15	4		Awareness	10	9		<p>1.. The teacher should take initiative to ensure the quality of all learners in all subject specially writing and awareness. 2. The teacher should take imitative to giving extra time and care to</p>
Subject	Good	weak	weak learners so																					
Reading	16	3	that they can achieved the skill properly.																					
Writing	13	6																						
Innumeracy	15	4																						
Awareness	10	9																						
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. The centre environment and sitting arrangement is excellent. Suggest to keep and continuing of this centre environment till to last of the course.</p>																				

General Information of centre		
1	Centre name	Laturgaon female adult literacy centre
2	Facilitators name	Tarbi Akter Lucky
3	Supervisor name	Nasima Khatun

S L	Content	Sub- content	Findings	comments
1	Class organizing process	<ol style="list-style-type: none"> 5. Literacy mapping 6. Did organize formal / informal meeting & how many 7. have a meeting minutes 8. Who were the present in the meeting 	<ol style="list-style-type: none"> 1. Literacy mapping have done properly. 2. Three (3) formal meeting have organized before the class organizing and maintained the meeting minutes. 3. The field organizer, teacher , learners and community leaders were present in the formal meeting. 	1.The class organizing process was overall good
2	Involvement of communities and support mechanism	<ol style="list-style-type: none"> 1. is available centre management committee? 2. who are the member of CMC ? 3. Do they visit learning centre? 4. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners 	<ol style="list-style-type: none"> 1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher like as <ol style="list-style-type: none"> 1. Md Ali Asgor 2. Numan Miah 3. Tarbi Akter (Teacher) 4. Nargis Akter 5. Shirin Akter 2. CMC helped to the selection learner, teacher and centre place, sometimes the committee 	2. Suggest to take imitative to increase and continuing the involvement of CMC so that the centre can run properly without any social problem.

			visits the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.	
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	<p>10. Teaching learning process</p> <p>11. Involvement of learners</p> <p>12. Do the learner properly fill-up primer and activity book?</p> <p>13. use of all necessary materials</p> <p>14. How the staff visit the centre and how many visit per month?</p> <p>15. Is maintain record keeping book -1,2?</p> <p>16. Have a monthly refreshers meeting?</p> <p>17. Have a meeting schedule?</p> <p>18. Who are conducting the refreshers meeting?</p>	<p>1. Generally teaching learning process was correct during the conducting lesson.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff visiting the centre 2-3 times per month but not maintaining the record keeping book.</p> <p>6. Monthly refreshers meeting was conducted in this month but There was no schedule. Monthly report was filled-up properly and collected from the teacher in the meeting.</p>	<p>1.The teacher should take pre-preparation of the conducting lesson.</p> <p>2.Supervisor should visit once in a week of each centre and maintain the all record keeping to ensure the quality of learners and learning centre.</p> <p>3.It is very much necessary to conducting the monthly refreshers meeting properly with schedule every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
4	Supervisor and	4. Have the staff	1.The staff have not	1. The supervisor

	Sahayak support process	<p>maintain record keeping book – 2 properly?</p> <p>5. Can the staff identify the problems and solve?</p> <p>6. Can the staff identify good or weak learners ?</p>	<p>filled-up record keeping book -2 correctly.</p> <p>2. The supervisors class observation was not satisfactory.</p>	<p>should take proper step to developed monitoring and observation process the class and must maintain the record keeping book -2.</p>																				
5	Progress of learners against set competencies	<p>4. To check primer/ activity book of learners</p> <p>5. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>6. To check attendance sheet of learners</p>	<p>1.The learners progress is satisfactory as per competencies. Almost 30% learners out of total learners not able to achieved the skill as per competencies in all subject specially weak in writing and awareness . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th>they can achieved the skill properly.</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>12</td> <td>4</td> <td></td> </tr> <tr> <td>Writing</td> <td>10</td> <td>6</td> <td></td> </tr> <tr> <td>Innumeracy</td> <td>14</td> <td>2</td> <td></td> </tr> <tr> <td>Awareness</td> <td>10</td> <td>6</td> <td></td> </tr> </tbody> </table>	Subject	Good	weak	they can achieved the skill properly.	Reading	12	4		Writing	10	6		Innumeracy	14	2		Awareness	10	6		<p>1.. The teacher should take initiative to ensure the quality of all learners in all subject specially writing and awareness.</p> <p>2. The teacher should take imitative to giving extra time and care to weak learners so that they can achieved the skill properly.</p>
Subject	Good	weak	they can achieved the skill properly.																					
Reading	12	4																						
Writing	10	6																						
Innumeracy	14	2																						
Awareness	10	6																						
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2.How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. The centre environment and sitting arrangement is excellent. Suggest to keep and continue of this centre environment till end of course.</p>																				

General Information of centre		
1	Centre name	Halai bohar female adult literacy centre
2	Facilitators name	Sree Kanta Patro
3	Supervisor name	Eti Nandi

S L	Content	Sub- content	Findings	comments
1	Class organizing process	<p>13. Literacy mapping</p> <p>14. Did organize formal / informal meeting & how many</p> <p>15. have a meeting minutes </p> <p>16. Who where the present in the meeting</p>	<p>1. Literacy mapping have done properly .</p> <p>2. Three (2) formal meeting have organized before the class starting but they were not keeping any kind of written meeting minutes.</p> <p>3. The sight officer, field organizer, teacher , learner and community leaders were present in the formal meeting.</p>	<p>1.The class organizing process was overall good but need to arrange three formal meeting as per class organizing process. 2. Must have to record keeping any kind of meetings minutes. I suggest to ensure the record keeping any kind of meeting next.</p>
2	Involvement of communities and support mechanism	<p>13. Have a centre management committee?</p> <p>14. who are the member of CMC ?</p> <p>15. Do they visit learning centre?</p> <p>16. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher.</p> <p>2. No seen any kind of involvement of CMC.</p>	<p>1. Suggest to take imitative to increase the involvement of CMC so that the centre can run properly and regularly.</p>

3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>28. Teaching learning process</p> <p>29. Involvement of learners</p> <p>30. Do the learner properly fill-up primer and activity book?</p> <p>31. use of all necessary materials</p> <p>32. How the staff visit the centre and how many visit per month?</p> <p>33. Is maintain record keeping book -1,2?</p> <p>34. Have a monthly refreshers meeting?</p> <p>35. Have a meeting schedule?</p> <p>36. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process was correct during the conducting lesson.</p> <p>2.The learners was very much attentive in class and there involvement were satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson. But seen some learners were not fill up their innumeracy part of primer book.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff visited the centre once in a month and not properly maintain the record keeping book-2.</p> <p>6. Monthly refreshers meeting was not conducted .</p> <p>7.Monthly report is not maintaining properly.</p>	<p>11. Supervisor should visit at least once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>12. It is very much necessary to conducting the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p> <p>13. Suggest to fill up the monthly report properly every</p>

				month and submit to the office timely.
4	Supervisor and Sahayak support process	<p>10. Have the staff maintain record keeping book – 2 properly?</p> <p>11. Can the staff identify the problems and solve?</p> <p>12. Can the staff identify good or weak learners ?</p>	<p>1.The staff is not maintain the record keeping book -2.</p> <p>2.The staff is not visit the centre regularly.</p>	<p>1. The supervisor observation and supporting process is not satisfactory..</p> <p>2. Supervisor should visit at least once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>3. Every supervisors need supervision & monitoring training to observe the class properly.</p>

5	Progress of learners against set competencies	<p>10. To check primer/ activity book of learners</p> <p>11. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>12. To check attendance sheet of learners</p>	<p>1. The learners attendance rate is not satisfactory at the visiting day of this centre .</p> <p>2.The learners progress is not satisfactory of this class. Almost 10 learners out of 14 are able to achieved the skill as per competencies in all subject except awareness . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1" data-bbox="836 814 1177 1115"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>12</td> <td>2</td> <td></td> </tr> <tr> <td>Writing</td> <td>10</td> <td>4</td> <td></td> </tr> <tr> <td>Innumeracy</td> <td>10</td> <td>4</td> <td></td> </tr> <tr> <td>Awareness</td> <td colspan="3">Not satisfactory</td> </tr> </tbody> </table>	Subject	Good	weak	weak	Reading	12	2		Writing	10	4		Innumeracy	10	4		Awareness	Not satisfactory			<p>1. Teacher, staff and CMC should take inattentive to increase the attendance rate of learners of this centre.</p> <p>2..Generally the learners progress is not good as per competencies.</p> <p>3.Four learners are comparatively weak . They could not achieved the skill as per competencies. The teacher should take extra care to weak learners so that they can achieved the skill properly as per competencies.</p>
Subject	Good	weak	weak																					
Reading	12	2																						
Writing	10	4																						
Innumeracy	10	4																						
Awareness	Not satisfactory																							
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2.How is the learning environment?</p> <p>3. Is fever to learners of the class time and centre place?</p>	<p>1. The centre outlook and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>																				

General Information of centre		
1	Centre Name	Ratargul female adult literacy centre
2	Facilitators name	Shahana Begum
3	Total presence	Class was not conduct due to sickness of teacher
4	Supervisor name	Ethi Nondi

S L	Content	Sub- content	Findings	comments
1	Class organizing process	13. Literacy mapping 14. Did organize the formal / informal meeting & how many 15. have a meeting minutes 16. Who where the present in the meeting	1. Literacy mapping have done properly . 2. one formal meeting have organized before the class starting but not maintained the meeting minutes 3. The field organizer, teacher , learners and community leaders were present in the formal meeting.	1.The class organizing process was overall good. 2. Suggest to continue the course as per decision of formal meeting and class organizing process. 3. Should need record any kind of meeting minutes and other documents.

2	Involvement of communities and support mechanism	<p>13. Have a centre management committee?</p> <p>14. who are the member of CMC ?</p> <p>15. Do they visit learning centre?</p> <p>16. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre.</p> <p>2. No found any activity of CMC.</p>	<p>1. Suggest to take imitative to increase the involvement of CMC so that the centre can run properly without any problem.</p>
3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>28. Teaching learning process</p> <p>29. Involvement of learners</p> <p>30. Do the learner properly fill-up primer and activity book?</p> <p>31. use of all necessary materials</p> <p>32. How the staff visit the centre and how many visit per month?</p> <p>33. Is maintain record keeping book -1,2?</p> <p>34. Have a monthly refreshers meeting?</p> <p>35. Have a meeting schedule?</p> <p>36. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process is not correct found by checking documents</p> <p>2. Supervisor visited the centre once in a month.</p> <p>3. Supervisor is not maintaining the record keeping book – 2.</p> <p>4. Monthly refreshers meeting was not conducted .</p>	<p>1. Teacher must should conduct the lesson as per teachers guide.</p> <p>2. Supervisor should visit methodically at least once in week of each centre to ensure the quality of learners and learning centre</p> <p>3. Supervisor should maintain the record keeping book – 2.</p> <p>2. It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their</p>

				problems and conducting the class properly.
4	Supervisor and Sahayak support process	<p>10. Have the staff maintain record keeping book – 2 properly?</p> <p>11. Can the staff identify the problems and solve?</p> <p>12. Can the staff identify good or weak learners ?</p>	1. The staff is not maintaining the record keeping book – 2.	1. The staff should maintain the record keeping book – 2 so that analysis and compare the learner situation.
5	Progress of learners against set competencies	<p>1.To check primer/ activity book of learners</p> <p>2.To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>To check attendance sheet of learners</p>	1. Not possible to taken the taste of competencies of learner for not conducted the class due to sickness of the teacher.	1.If the any centre is closed due to any logical reason it will informed the visitors before visiting centre.
6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2.How is the learning environment?</p> <p>3. Is fever to learners</p>	1. Not seen	-----

		of class time and centre place?		
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General Information of Centre		
1	Centre name	Gulni TG male adult literacy centre
2	Facilitators name	Mrittonjoy kormi
3	Supervisor name	Afsana Hossain

S L	Content	Sub- content	Findings	comments
1	Class organizing process	12. Literacy mapping 13. Did organize the formal / informal meeting & how many 14. have a meeting minutes 15. Who where the present in the meeting	1. Literacy mapping have done properly . 2. One (1) formal meeting have organized before the class starting but not maintain the meeting minutes. 3. The office staff, teacher , learners and community leaders were present in the formal meeting.	1.Suggest to maintain the proper way of the class organizing process next time before opening the class. Need to record keeping any kind of meetings minutes. I suggest to ensure the record keeping any kind of meeting minutes next..

2	<p>Involvement of communities and support mechanism</p>	<p>12. is available centre management committee? 13. who are the member of CMC ? 14. Do they visit learning centre? 15. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher like as 1. Niren Master 2. Pronoti Uran 3. Bikrom Munda 4. Nazmun Hosssain 5. Mitun kurmi 5. Mritonjoy Kurmi (Teacher) 2. CMC helped to the arrange learner, teacher and centre place during the class organizing process 2. CMC members visit the centre and aware to learner .</p>	<p>1. Suggest to take imitative to increase the involvement of CMC so that the centre can run properly without any social problem</p>
3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>27. Teaching learning process 28. Involvement of learners 29. Do the learner properly fill-up primer and activity book? 30. use of all necessary materials 31. How the staff visit the centre and how many visit per month? 32. Is maintain record keeping book -1,2? 33. Have a monthly</p>	<p>1. Generally the teaching learning process was correct during the conducting lesson but have found one kind of problem in reading key sentence of the flip chart . 2.The learners was very much attentive in class and there involvement was satisfactory. 3. The Learners were properly filled-up the primer and activity book of conducted lesson. 4.All necessary materials are available and used properly. 5.The staff is not visiting the centre methodically per month and not properly maintain the</p>	<p>1. Teacher should develop the teaching learning process in key sentence reading of the flip chart. 2.Supervisor should visits methodically once in a week of each centre to ensure the quality of learners and learning centre. 2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get</p>

		<p>refreshers meeting?</p> <p>34. Have a meeting schedule?</p> <p>35. Who are conducting the refreshers meeting?</p>	<p>record keeping book.</p> <p>6. Monthly refreshers meeting was not conducted .</p>	<p>all the solution of their problems and conducting the class properly.</p>															
4	Supervisor and Sahayak support process	<p>10. Have the staff maintain record keeping book – 2 properly?</p> <p>11. Can the staff identify the problems and solve?</p> <p>12. Can the staff identify good or weak learners ?</p>	<p>1.The staff has not filled-up record keeping book - 2 correctly.</p>	<p>1. Supervisor should maintain the record keeping book – 2 and visit methodically every centre.</p> <p>1. The supervisor needs supervision & monitoring training to monitoring the class properly.</p>															
5	Progress of learners against set competencies	<p>10. To check primer/ activity book of learners</p> <p>11. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>12. To check attendance sheet of learners</p>	<p>The learners progress is satisfactory of this class. Almost three learners out of 16 are not able to achieve as per competencies in all subject . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>13</td> <td>3</td> </tr> <tr> <td>Writing</td> <td colspan="2">Not taken</td> </tr> <tr> <td>Innumeracy</td> <td>12</td> <td>4</td> </tr> <tr> <td>Awareness</td> <td colspan="2">Satisfactory</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	13	3	Writing	Not taken		Innumeracy	12	4	Awareness	Satisfactory		<p>1.Generally the learners progress is not good as per competencies. Comparatively three to four learners are weak in all subject. they could not achieved the skill as per competencies.</p> <p>The teacher should take extra care to weak learners so that they can achieved the skill.</p>
Subject	Good	weak																	
Reading	13	3																	
Writing	Not taken																		
Innumeracy	12	4																	
Awareness	Satisfactory																		

6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The learners sitting arrangement and centre environment is good.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. suggest to take a alternative arrangement during the shortage of electricity of night shift.</p>

General Information of centre

1	Centre name	SegunBagicha, Medhakachpia
2	Facilitators name	Saleha Parvin
3	Supervisor name	Babul Cakma

S L	Content	Sub- content	Findings	comments
1	Class organizing process	<p>17. Literacy mapping</p> <p>18. Did organize formal / informal meeting & how many</p> <p>19. have a meeting minutes </p> <p>20. Who where the present in the meeting</p>	<p>1. Literacy mapping have done properly .</p> <p>2. Three (3) formal meeting have organized before the class starting but they were not keeping any kind of written meeting minutes.</p> <p>3. The sight officer, field organizer, teacher , learner and community leaders were present in</p>	<p>1. The class organizing process was overall good but need to record keeping any kind of meetings minutes. Suggest to ensure the record keeping any kind of meeting next.</p>

			the formal meeting.	
2	Involvement of communities and support mechanism	<p>17. Have a centre management committee?</p> <p>18. who are the member of CMC ?</p> <p>19. Do they visit learning centre?</p> <p>20. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners</p>	No	1. Suggest to take imitative to continuing and increase the involvement of Community so that the centre can run properly without any social problem.
3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	<p>37. Teaching learning process</p> <p>38. Involvement of learners</p> <p>39. Do the learner properly fill-up primer and activity book?</p> <p>40. use of all necessary materials</p> <p>41. How the staff visit the centre and how many visit per month?</p> <p>42. Is maintain record keeping book -1,2?</p> <p>43. Have a monthly refreshers meeting?</p> <p>44. Have a meeting</p>	<p>1. Teaching learning process was correct during the conducting lesson.</p> <p>2.The learners was very much attentive in class and there involvement were satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff visiting the centre 2-3 times per month and properly maintain the record keeping book.</p> <p>6. Monthly refreshers meeting was not</p>	<p>14. Supervisor should visit at least once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>15. It is very much necessary to conducting the monthly refreshers meeting</p>

		<p>schedule?</p> <p>45. Who are conducting the refreshers meeting?</p>	<p>conducted but monthly report was filled-up and collected from the teacher.</p>	<p>every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
04	<p>Supervisor and Sahayak support process</p>	<p>13. Have the staff maintain record keeping book – 2 properly?</p> <p>14. Can the staff identify the problems and solve?</p> <p>15. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>1. The supervisor observation and supporting process is properly run of this centre and suggest to continue it till to last of the course.</p>

05	Progress of learners against set competencies	<p>13. To check primer/ activity book of learners</p> <p>14. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>15. To check attendance sheet of learners</p>	<p>The learners progress is satisfactory of this class. Almost 15 learners out of 18 are able to achieved the skill as per competencies in all subject except writing . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1" data-bbox="846 632 1170 930"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>15</td> <td>3</td> </tr> <tr> <td>Writing</td> <td>15</td> <td>3</td> </tr> <tr> <td>Innumery</td> <td>15</td> <td>3</td> </tr> <tr> <td>Awareness</td> <td>16</td> <td>2</td> </tr> </tbody> </table> <p style="text-align: center;">Mid term Evolution A : 13 B : 7</p>	Subject	Good	weak	Reading	15	3	Writing	15	3	Innumery	15	3	Awareness	16	2	<p>1. Generally the learners progress is good as per competencies. 2.3 learners are comparatively weak in writing they could not achieved the skill in writing as per competencies. The teacher should take extra care to weak learners so that they can achieved the skill properly as per competencies. 3. The learners attendance rate is satisfactory . The staff should follow up to keeping this attendance rate till last of the course.</p>
Subject	Good	weak																	
Reading	15	3																	
Writing	15	3																	
Innumery	15	3																	
Awareness	16	2																	
06	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly. 2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>															

General Information of centre		
1	Centre name	Office Para Mahila adult literacy centre, Medhakachpia
3	Facilitators name	Jannatul Maoya
10	Supervisor name	Babul Cakama

S L	Content	Sub- content	Findings	comments
0 1	Class organizing process	17. Literacy mapping 18. Did organize the formal / informal meeting & how many 19. have a meeting minutes 20. Who where the present in the meeting	1. Literacy mapping have done properly . 2. Three (3) formal meeting have organized before the class starting and maintained the meeting minutes 3. The field organizer, teacher , learners and community leaders were present in the formal meeting.	1.The class organizing process was overall good. 2. Suggest to continue the course as per decision of formal meeting.
0 2	Involvement of communities and support mechanism	17. Have a centre management committee? 18. who are the member of CMC ? 19. Do they visit learning centre? 20. Have any contribution of CMC to select the learner, teacher, centre place and ensure the attendance of learners	1. No	1. . Suggest to take imitative to continuing and increase the involvement of Community so that the centre can run properly without any social problem.

03	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>37. Teaching learning process</p> <p>38. Involvement of learners</p> <p>39. Do the learner properly fill-up primer and activity book?</p> <p>40. use of all necessary materials</p> <p>41. How the staff visit the centre and how many visit per month?</p> <p>42. Is maintain record keeping book - 1,2?</p> <p>43. Have a monthly refreshers meeting?</p> <p>44. Have a meeting schedule?</p> <p>45. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process was correct during the conducting lesson.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff visiting the centre 2-3 times per month and properly maintain the record keeping book.</p> <p>6. Monthly refreshers meeting was not conducted but monthly report was filled-up and collected from the teacher.</p>	<p>1.Supervisor should visit methodically at least once in week of each centre to ensure the quality of learners and learning centre.</p> <p>2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
04	<p>Supervisor and Sahayak support process</p>	<p>13. Have the staff maintain record keeping book – 2 properly?</p> <p>14. Can the staff identify the problems and solve?</p> <p>15. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>	<p>1. The supervisor observation and supporting process is properly run of this centre and suggest to continue it till to last of the course.</p>

05	Progress of learners against set competencies	<p>10. To check primer/ activity book of learners</p> <p>11. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>12. To check attendance sheet of learners</p>	<p>The learners progress is satisfactory of this class. Almost 18 learners out of 20 are able to achieve as per competencies in all subject except writing . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1" data-bbox="841 594 1182 894"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>19</td> <td>1</td> </tr> <tr> <td>Writing</td> <td>18</td> <td>2</td> </tr> <tr> <td>Innumeracy</td> <td>18</td> <td>2</td> </tr> <tr> <td>Awareness</td> <td>19</td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;">Mid term Evolution A : 17 B : 3</p>	Subject	Good	weak	Reading	19	1	Writing	18	2	Innumeracy	18	2	Awareness	19	1	<p>1. Generally the learners progress is good as per competencies. Comparatively 2 of the total learners are weak in all subject. they could not achieved the skill as per competencies. The teacher should take extra care to weak learners so that they can achieved the skill.</p>
Subject	Good	weak																	
Reading	19	1																	
Writing	18	2																	
Innumeracy	18	2																	
Awareness	19	1																	
06	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>															

General Information of Centre		
1	Centre name	Mid Napit Pukuria , Dudpukuria

3	Facilitators name	Parvin Akter
10	Class Time	2pm
10	Supervisor name	Ebrahim

S L	Content	Sub- content	Findings	comments
0 1	Class organizing process	<p>16. Literacy mapping</p> <p>17. Did organize the formal / informal meeting & how many</p> <p>18. have a meeting minutes </p> <p>19. Who where the present in the meeting</p>	<p>1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection.</p> <p>2. 3 formal meeting have organized before the class starting but not maintain the meeting minutes.</p> <p>3. The field organizer, teacher , learners and community leaders were present in the formal meeting.</p>	<p>1.Suggest to maintain the proper way of the class organizing process next time before opening the class. Need to record keeping any kind of meetings minutes. I suggest to ensure the record keeping any kind of meeting minutes next..</p>
0 2	Involvement of communities and support mechanism	<p>16. is available centre management committee?</p> <p>17. who are the member of CMC ?</p> <p>18. Do they visit learning centre?</p> <p>19. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a 5 members in a centre management committee of community leaders.</p> <p>2. CMC helped to the arrange learner, teacher and centre place during the class organizing process</p>	<p>1. Suggest to take imitative to continuing the involvement of CMC so that the centre can run properly without any social problem</p>

03	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>36. Teaching learning process</p> <p>37. Involvement of learners</p> <p>38. Do the learner properly fill-up primer and activity book?</p> <p>39. use of all necessary materials</p> <p>40. How the staff visit the centre and how many visit per month?</p> <p>41. Is maintain record keeping book -1,2?</p> <p>42. Have a monthly refreshers meeting?</p> <p>43. Have a meeting schedule?</p> <p>44. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process was not correct during the conducting lesson. have been found many kind of problem in teaching learning process. Teacher was not maintain the guideline properly.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners were not properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff was not visiting the centre methodically per month and not properly maintain the record keeping book.</p> <p>6. Monthly refreshers meeting conducted and monthly report was filled-up properly and collected from the teacher on first week in the month.</p>	<p>1. Teacher is very much weak in teaching learning process. Should take proper steps to developed the teacher of teaching learning process.</p> <p>2.Supervisor should visit methodically once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>
04	<p>Supervisor and Sahayak support process</p>	<p>13. Have the staff maintain record keeping book – 2 properly?</p> <p>14. Can the staff identify the problems and solve?</p> <p>15. Can the staff</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can't identify problems of teaching learning process and centre and can't solve it. Because the supervisor was not trained up .</p>	

		identify good or weak learners ?																	
05	Progress of learners against set competencies	<p>13. To check primer/ activity book of learners</p> <p>14. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>15. To check attendance sheet of learners</p>	<p>The learners progress was not satisfactory of this class. Almost 3 learners out of 19 are not able to achieve as per competencies in all subject . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>16</td> <td>3</td> </tr> <tr> <td>Writing</td> <td>16</td> <td>3</td> </tr> <tr> <td>Innumeracy</td> <td>16</td> <td>3</td> </tr> <tr> <td>Awareness</td> <td>18</td> <td>1</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	16	3	Writing	16	3	Innumeracy	16	3	Awareness	18	1	<p>1.. The teacher should take extra care to weak learners so that they can achieved the skill.</p>
Subject	Good	weak																	
Reading	16	3																	
Writing	16	3																	
Innumeracy	16	3																	
Awareness	18	1																	
06	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2.How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre out sight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>															

General Information of centre		
1	Centre name	Shnkherkul female adult literacy centre, Dudpukuria
3	Facilitators name	Jesmin Akter
10	Supervisor name	Melacin Marma

SL	Content	Sub- content	Findings
01	Class organizing process	13. Literacy mapping 14. Did organize formal / informal meeting & how many 15. have a meeting minutes 16. Who were the present in the meeting	1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. 2. Three (3) formal meeting have organized before the class organizing and maintained the meeting minutes. 3. The field organizer, teacher , learner and community leaders were present in the formal meeting.
02	Involvement of communities and support mechanism	13. is available centre management committee? 14. who are the member of CMC ? 15. Do they visit learning centre? 16. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners	1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher. 2. CMC helped to the selection learner, teacher and centre place, sometimes the committee visit the learning centre and taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.
03	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	28. Teaching learning process 29. Involvement of learners 30. Do the learner properly fill-up primer and activity book? 31. use of all necessary materials 32. How the staff visit the centre and how many visit per month? 33. Is maintain record keeping book -1,2? 34. Have a monthly refreshers meeting? 35. Have a meeting schedule? 36. Who are conducting the refreshers meeting?	1. Generally teaching learning process was correct during the conducting lesson but found in some problem in conducting discussion part and reading problem. 2.The learners was very much attentive in class and there involvement was satisfactory. 3. The Learners properly filled-up the primer and activity book of conducted lesson. 4.All necessary materials are available and used properly. 5.The staff visiting the centre 2-3 times per month but not maintaining the record keeping book. 6. Monthly refreshers meeting was conducted in this month. Monthly

			report was filled-up properly and collected from the teacher in the meeting.															
04	Supervisor and Sahayak support process	<ul style="list-style-type: none"> 10. Have the staff maintain record keeping book – 2 properly? 11. Can the staff identify the problems and solve? 12. Can the staff identify good or weak learners ? 	<ul style="list-style-type: none"> 1.The staff have filled-up record keeping book -2 correctly. 2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline. 															
05	Progress of learners against set competencies	<ul style="list-style-type: none"> 10. To check primer/ activity book of learners 11. To take taste competencies of learners in conducted lessons and identified good and weak learners. 12. To check attendance sheet of learners 	<p>The learners progress is not satisfactory as per competencies specially writing and awareness of this class. Almost 4 learners out of 19 are not able to achieve as per competencies in all subject. Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>16</td> <td>3</td> </tr> <tr> <td>Writing</td> <td>15</td> <td>4</td> </tr> <tr> <td>Innumeracy</td> <td>15</td> <td>4</td> </tr> <tr> <td>Awareness</td> <td>17</td> <td>2</td> </tr> </tbody> </table>	Subject	Good	weak	Reading	16	3	Writing	15	4	Innumeracy	15	4	Awareness	17	2
Subject	Good	weak																
Reading	16	3																
Writing	15	4																
Innumeracy	15	4																
Awareness	17	2																
06	Structural & others facilities of centre	1. Have a sufficient learner	1. The centre oversight and insight environment is excellent to study,															

		sitting arrangement? 2.How is the learning environment? 3. Is fever to learners of class time and centre place?	There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly. 2. The centre place and class time is fixed fever to learner.
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General Information of centre		
1	Centre name	Shnkherkul female adult literacy centre, Dopachari (2 nd visit)
3	Facilitators name	Jesmin Akter
10	Supervisor name	Melacin Marma

S L	Content	Sub- content	Findings	comments
0 1	Class organizing process	17. Literacy mapping 18. Did organize formal / informal meeting & how many 19. have a meeting minutes 20. Who were the present in the meeting	1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. 2. Three (3) formal meeting have organized before the class organizing and maintained the meeting minutes. 3. The field organizer, teacher, learner and community leaders were present in the formal meeting.	1.The class organizing process was overall good
0 2	Involvement of communities and support mechanism	17. is available centre management committee? 18. who are the member of CMC ? 19. Do they visit learning centre? 20. Do the CMC have any contribution to select the learner, teacher, centre	1. Centre management committee (CMC) is available in this centre. There is a six members in a centre management committee of community leaders with teacher. 2. CMC helped to the selection learner, teacher and centre place, sometimes the committee visit the learning centre and	

		place and ensure the attendance of learners	taking the initiative to ensure the presence of learner as well as build up awareness about Financial and Entrepreneurship Development Course to the learners and there guidance.	
03	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	<p>37. Teaching learning process</p> <p>38. Involvement of learners</p> <p>39. Do the learner properly fill-up primer and activity book?</p> <p>40. use of all necessary materials</p> <p>41. How the staff visit the centre and how many visit per month?</p> <p>42. Is maintain record keeping book -1,2?</p> <p>43. Have a monthly refreshers meeting?</p> <p>44. Have a meeting schedule?</p> <p>45. Who are conducting the refreshers meeting?</p>	<p>1. Generally teaching learning process was correct during the conducting lesson but found in some problem in conducting discussion part and reading problem.</p> <p>2. The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners properly filled-up the primer and activity book of conducted lesson.</p> <p>4. All necessary materials are available and used properly.</p> <p>5. The staff visiting the centre 2-3 times per month but not maintaining the record keeping book.</p> <p>6. Monthly refreshers meeting was conducted in this month. Monthly report was filled-up properly and collected from the teacher in the meeting.</p>	<p>5. The teacher should take initiative to develop the reading skill so that she can properly conduct the discussion part of lesson.</p> <p>18. It is very much necessary to conducting the monthly refreshers meeting proper with schedule every month so that the teachers can get all the solution</p>

				of their problems and conducting the class properly.												
04	Supervisor and Sahayak support process	<p>13. Have the staff maintain record keeping book – 2 properly?</p> <p>14. Can the staff identify the problems and solve?</p> <p>15. Can the staff identify good or weak learners ?</p>	<p>1.The staff have filled-up record keeping book -2 correctly.</p> <p>2.The staff can identify the many kinds of problems of teaching learning process and centre and they can solve it. If the seen any kind of problems in teaching learning process of teachers than the staff solve it and suggest to the teacher conducting the class properly and follow the teachers guideline.</p>													
05	Progress of learners against set competencies	<p>13. To check primer/ activity book of learners</p> <p>14. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>15. To check attendance sheet of learners</p>	<p>The learners progress is satisfactory as per competencies specially writing and awareness of this class. 2 learners out of 20 are not able to achieve as per competencies in all subject. Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th>weak learners so</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>18</td> <td>2</td> <td>that they can achieved the</td> </tr> <tr> <td>Writing</td> <td>17</td> <td>3</td> <td>skill properly.</td> </tr> </tbody> </table>	Subject	Good	weak	weak learners so	Reading	18	2	that they can achieved the	Writing	17	3	skill properly.	<p>1.. The teacher should take initiative to ensure the quality of all learners in all subject specially writing and awareness. 2. The teacher should take imitative to giving extra time and care to</p>
Subject	Good	weak	weak learners so													
Reading	18	2	that they can achieved the													
Writing	17	3	skill properly.													

			Innume racy	17	3	
			Aware ness	18	2	
0 6	Structural & others facilities of centre	1. Have a sufficient learner sitting arrangement? 2.How is the learning environment? 3. Is fever to learners of class time and centre place?	1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly. 2. The centre place and class time is fixed fever to learner.	1. The centre environment and sitting arrangement is excellent. Suggest to keep and continuing of this centre environment till to last of the course.		

General Information of Centre		
1	Centre name	Mid Napit Pukuria , Dudpukuria (2 nd visit)
3	Facilitators name	Parvin Akter
10	Supervisor name	Ebrahim

SL	Content	Sub- content	Findings
01	Class organizing process	20. Literacy mapping 21. Did organize the formal / informal meeting & how many 22. have a meeting minutes 23. Who where the present in the meeting	1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection. 2. 3 formal meeting have organized before the class starting but not maintain the meeting minutes. 3. The field organizer, teacher , learners and community leaders were present in the formal meeting.

02	Involvement of communities and support mechanism	<p>20. is available centre management committee?</p> <p>21. who are the member of CMC ?</p> <p>22. Do they visit learning centre?</p> <p>23. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a 5 members in a centre management committee of community leaders.</p> <p>2. CMC helped to the arrange learner, teacher and centre place during the class organizing process</p>
03	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>45. Teaching learning process</p> <p>46. Involvement of learners</p> <p>47. Do the learner properly fill-up primer and activity book?</p> <p>48. use of all necessary materials</p> <p>49. How the staff visit the centre and how many visit per month?</p> <p>50. Is maintain record keeping book -1,2?</p> <p>51. Have a monthly refreshers meeting?</p> <p>52. Have a meeting schedule?</p> <p>53. Who are conducting the refreshers meeting?</p>	<p>1. Teaching learning process was correct during the conducting lesson.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners were properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff was not visiting the centre methodically per month and not properly maintain the record keeping book.</p> <p>6. Monthly refreshers meeting conducted and monthly report was filled-up properly and collected from the teacher on first week in the month.</p>
04	Supervisor and Sahayak support process	<p>16. Have the staff maintain record keeping book – 2 properly?</p> <p>17. Can the staff identify the problems and solve?</p> <p>18. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can't identify problems of teaching learning process and centre and can't solve it. Because the supervisor was not trained up .</p>

05	Progress of learners against set competencies	<p>16. To check primer/ activity book of learners</p> <p>17. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>18. To check attendance sheet of learners</p>	<p>The learners progress was not satisfactory of this class. Almost 3 learners out of 20 are not able to achieve as per competencies in all subject . Detail progressive result of total learners are furnished below by the table.</p> <table border="1" data-bbox="1110 485 1604 674"> <tr> <td>Subject</td> <td>Good</td> <td>weak</td> </tr> <tr> <td>Reading</td> <td>17</td> <td>3</td> </tr> <tr> <td>Writing</td> <td>17</td> <td>3</td> </tr> <tr> <td>Innumeracy</td> <td>17</td> <td>3</td> </tr> <tr> <td>Awareness</td> <td>18</td> <td>2</td> </tr> </table>	Subject	Good	weak	Reading	17	3	Writing	17	3	Innumeracy	17	3	Awareness	18	2
Subject	Good	weak																
Reading	17	3																
Writing	17	3																
Innumeracy	17	3																
Awareness	18	2																
06	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2.How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>															

General Information of Centre		
1	Centre name	Barachankhola, Paduya, Dudpukuria
3	Facilitators name	Md. Nazrul Islam
10	Supervisor name	Ebrahim

S L	Content	Sub- content	Findings	comments
01	Class organizing process	<p>24. Literacy mapping</p> <p>25. Did organize the formal / informal meeting & how many</p> <p>26. have a meeting minutes </p> <p>27. Who where the present in the meeting</p>	<p>1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection.</p> <p>2. 3 formal meeting have organized before the class starting but not maintain the meeting minutes.</p> <p>3. The field organizer, teacher , learners and</p>	

			community leaders were present in the formal meeting.	
0 2	Involvement of communities and support mechanism	<p>24. is available centre management committee?</p> <p>25. who are the member of CMC ?</p> <p>26. Do they visit learning centre?</p> <p>27. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a 5 members in a centre management committee of community leaders.</p> <p>2. CMC helped to the arrange learner, teacher and centre place during the class organizing process</p>	
0 3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>54. Teaching learning process</p> <p>55. Involvement of learners</p> <p>56. Do the learner properly fill-up primer and activity book?</p> <p>57. use of all necessary materials</p> <p>58. How the staff visit the centre and how many visit per month?</p>	<p>1. Teaching learning process was correct during the conducting lesson.</p> <p>2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners were not properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff was not visiting the centre methodically per month and not properly</p>	

		<p>59. Is maintain record keeping book -1,2?</p> <p>60. Have a monthly refreshers meeting?</p> <p>61. Have a meeting schedule?</p> <p>62. Who are conducting the refreshers meeting?</p>	<p>maintain the record keeping book.</p> <p>6. Monthly refreshers meeting conducted and monthly report was filled-up properly and collected from the teacher on first week in the month.</p>													
04	Supervisor and Sahayak support process	<p>19. Have the staff maintain record keeping book – 2 properly?</p> <p>20. Can the staff identify the problems and solve?</p> <p>21. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can't identify problems of teaching learning process and centre and can't solve it. Because the supervisor was not trained up .</p>													
05	Progress of learners against set competencies	<p>19. To check primer/ activity book of learners</p> <p>20. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>21. To check attendance sheet of learners</p>	<p>The learners progress was not satisfactory of this class. 1 learner out of 19 are not able to achieve as per competencies in all subject . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th></th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>18</td> <td>1</td> <td></td> </tr> <tr> <td>Writing</td> <td>18</td> <td>1</td> <td></td> </tr> </tbody> </table>	Subject	Good	weak		Reading	18	1		Writing	18	1		<p>1.. The teacher should take extra care to weak learners so that they can achieved the skill.</p>
Subject	Good	weak														
Reading	18	1														
Writing	18	1														

			Innum eracy	18	1	
			Aware ness	18	1	
06	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>		

General Information of Centre		
1	Centre name	জিলানী পাড়া মহিলা শিক্ষা কেন্দ্র, Dudpukuria
3	Facilitators name	Nargis Akter
10	Supervisor name	Ebrahim

S L	Content	Sub- content	Findings	comments
01	Class organizing process	<p>28. Literacy mapping</p> <p>29. Did organize the formal / informal meeting & how many</p> <p>30. have a meeting minutes </p>	<p>1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection.</p> <p>2. 3 formal meeting have</p>	

		31. Who were the present in the meeting	organized before the class starting but not maintain the meeting minutes. 3. The field organizer, teacher, learners and community leaders were present in the formal meeting.	
0 2	Involvement of communities and support mechanism	28. is available centre management committee? 29. who are the member of CMC ? 30. Do they visit learning centre? 31. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners	1. Centre management committee (CMC) is available in this centre. There is a 5 members in a centre management committee of community leaders. 2. CMC helped to the arrange learner, teacher and centre place during the class organizing process	
0 3	Teaching-learning process and relevant abilities of the Sahayaks and supervisors Monthly refreshers meeting	63. Teaching learning process 64. Involvement of learners 65. Do the learner properly fill-up primer and activity book? 66. use of all necessary materials 67. How the staff visit the centre and how many visit per month? 68. Is maintain record keeping book	1. Teaching learning process was correct during the conducting lesson. 2.The learners was very much attentive in class and there involvement was satisfactory. 3. The Learners were properly filled-up the primer and activity book of conducted lesson. 4.All necessary materials are available and used properly. 5.The staff was not visiting the centre methodically per month and not properly maintain the record keeping book.	2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.

		<p>-1,2?</p> <p>69. Have a monthly refreshers meeting?</p> <p>70. Have a meeting schedule?</p> <p>71. Who are conducting the refreshers meeting?</p>	<p>6. Monthly refreshers meeting conducted and monthly report was filled-up properly and collected from the teacher on first week in the month.</p>																					
04	Supervisor and Sahayak support process	<p>22. Have the staff maintain record keeping book – 2 properly?</p> <p>23. Can the staff identify the problems and solve?</p> <p>24. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can't identify problems of teaching learning process and centre and can't solve it. Because the supervisor was not trained up .</p>																					
05	Progress of learners against set competencies	<p>22. To check primer/ activity book of learners</p> <p>23. To take taste competencies of learners in conducted lessons and identified good and weak learners.</p> <p>24. To check attendance sheet of learners</p>	<p>The learners progress was not satisfactory of this class. Almost 3 learners out of 19 are not able to achieve as per competencies in all subject . Detail progressive result of total learners are furnished bellow by the table.</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Good</th> <th>weak</th> <th></th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>16</td> <td>3</td> <td></td> </tr> <tr> <td>Writing</td> <td>16</td> <td>3</td> <td></td> </tr> <tr> <td>Innumeracy</td> <td>16</td> <td>3</td> <td></td> </tr> <tr> <td>Awareness</td> <td>18</td> <td>1</td> <td></td> </tr> </tbody> </table>	Subject	Good	weak		Reading	16	3		Writing	16	3		Innumeracy	16	3		Awareness	18	1		<p>1.. The teacher should take extra care to weak learners so that they can achieved the skill.</p>
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06	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>
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General Information of Centre		
1	Centre name	ত্রিপুরা পাড়া , Dupchara
2	Region & sight	Chittagong
3	Facilitators name	Antarmoni Tripura
10	Supervisor name	Malacin Marma

S L	Content	Sub- content	Findings	comments
01	Class organizing process	<p>32. Literacy mapping</p> <p>33. Did organize the formal / informal meeting & how many</p> <p>34. have a meeting minutes </p> <p>35. Who where the present in the meeting</p>	<p>1. Literacy mapping have done properly in every village conservation forum (VCF) before the learner selection.</p> <p>2. 3 formal meeting have organized before the class starting but not maintain the meeting minutes.</p> <p>3. The field organizer, teacher , learners and community leaders were present in the formal meeting.</p>	

0 2	Involvement of communities and support mechanism	<p>32. is available centre management committee?</p> <p>33. who are the member of CMC ?</p> <p>34. Do they visit learning centre?</p> <p>35. Do the CMC have any contribution to select the learner, teacher, centre place and ensure the attendance of learners</p>	<p>1. Centre management committee (CMC) is available in this centre. There is a 5 members in a centre management committee of community leaders.</p> <p>2. CMC helped to the arrange learner, teacher and centre place during the class organizing process</p>	
0 3	<p>Teaching-learning process and relevant abilities of the Sahayaks and supervisors</p> <p>Monthly refreshers meeting</p>	<p>72. Teaching learning process</p> <p>73. Involvement of learners</p> <p>74. Do the learner properly fill-up primer and activity book?</p> <p>75. use of all necessary materials</p> <p>76. How the staff visit the centre and how many visit per month?</p> <p>77. Is maintain record keeping book -1,2?</p> <p>78. Have a monthly refreshers meeting?</p> <p>79. Have a meeting schedule?</p> <p>80. Who are</p>	<p>1. Teaching learning process was correct during the conducting lesson. 2.The learners was very much attentive in class and there involvement was satisfactory.</p> <p>3. The Learners were not properly filled-up the primer and activity book of conducted lesson.</p> <p>4.All necessary materials are available and used properly.</p> <p>5.The staff was not visiting the centre methodically per month and not properly maintain the record keeping book.</p> <p>6. Monthly refreshers meeting conducted and monthly report was filled-up properly and collected from the teacher on first week in the month.</p>	<p>2.Supervisor should visit methodically once in a week of each centre to ensure the quality of learners and learning centre.</p> <p>2.It is very much necessary to organized the monthly refreshers meeting every month so that the teachers can get all the solution of their problems and conducting the class properly.</p>

		conducting the refreshers meeting																						
04	Supervisor and Sahayak support process	<p>25. Have the staff maintain record keeping book – 2 properly?</p> <p>26. Can the staff identify the problems and solve?</p> <p>27. Can the staff identify good or weak learners ?</p>	<p>1.The staff has filled-up record keeping book -2 correctly.</p> <p>2.The staff can't identify problems of teaching learning process and centre and can't solve it. Because the supervisor was not trained up .</p>																					
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0 6	Structural & others facilities of centre	<p>1. Have a sufficient learner sitting arrangement?</p> <p>2. How is the learning environment?</p> <p>3. Is fever to learners of class time and centre place?</p>	<p>1. The centre oversight and insight environment is excellent to study, There is a enough space in the centre to sitting 20 learners comfortably study and others facilities has been taken properly.</p> <p>2. The centre place and class time is fixed fever to learner.</p>	<p>1. Suggest to keep of this centre environment till to last of the course.</p>
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