

EVALUATION SCHEME (मुल्यापन योजना)

Study of record mentioned by schools

Sudent Teacher's Name : Ramraje Pradnya Kailas
छात्रापकाचे नाव :

Roll No.: 39.
हजारी क्र.:

Rating Scale : 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent
पदनिश्चयन श्रेणी - १) असमाधानकारक २) सरासरी ३) समाधानकारक ४) चांगला ५) उत्कृष्ट

No. अ.क्र.	Steps पायऱ्या	Criteria निकष	1	2	3	4	5
1	Record I अभिलेख १	Introduction, Need & Importance प्रस्तावना, गरज आणि महत्व					✓
2		Objectives of the Activity उपक्रमांची उद्दिष्ट					✓
3		Title, Format, Style of maintaining the record शिर्षक, अभिलेखाचे स्वरूप आणि अभिलेख जतन करण्याची शैली					✓
4		Nature and scope of the record अभिलेखाचे स्वरूप आणि व्याप्ती					✓
5		Related to Students/Teacher/GONGO/Mother Institute/Other विद्यार्थी/शिक्षक/सहकारी संस्था/बिंगर सहकारी संस्था/ इतर यांच्याशी संबंधित					✓
6		Opinion about record I अभिलेखन १ विषयी मत					✓
7	Record II अभिलेख २	Title, Format, Style of maintaining the record शिर्षक, अभिलेखाचे स्वरूप आणि अभिलेख जतन करण्याची शैली					✓
8		Nature and scope of the record अभिलेखाचे स्वरूप आणि व्याप्ती					✓
9		Related to Students/Teacher/GONGO/Mother Institute/Other विद्यार्थी/शिक्षक/सहकारी संस्था/बिंगर सहकारी संस्था/ इतर यांच्याशी संबंधित					✓
10		Opinion about record II अभिलेखन २ विषयी मत					✓
11	Record III अभिलेख ३	Title, Format, Style of maintaining the record शिर्षक, अभिलेखाचे स्वरूप आणि अभिलेख जतन करण्याची शैली					✓
12		Nature and scope of the record अभिलेखाचे स्वरूप आणि व्याप्ती					✓
13		Related to Students/Teacher/GONGO/Mother Institute/Other विद्यार्थी/शिक्षक/सहकारी संस्था/बिंगर सहकारी संस्था/ इतर यांच्याशी संबंधित					✓
14		Opinion about record III अभिलेखन ३ विषयी मत					✓
15	Record IV अभिलेख ४	Title, Format, Style of maintaining the record शिर्षक, अभिलेखाचे स्वरूप आणि अभिलेख जतन करण्याची शैली					✓
16		Nature and scope of the record अभिलेखाचे स्वरूप आणि व्याप्ती					✓
17		Related to Students/Teacher/GONGO/Mother Institute/Other विद्यार्थी/शिक्षक/सहकारी संस्था/बिंगर सहकारी संस्था/ इतर यांच्याशी संबंधित					✓
18		Opinion about record IV अभिलेखन ४ विषयी मत					✓
19		Education Implication शैक्षणिक उपयोगीन					✓
20		Overall Impression एकंदरित प्रभाव					✓

Qualitative Remark (गुणात्मक शेरे)

records observed properly

Date : 15/11/21

Obtained Marks - 100

89

Observer's Sign
पाठ निरिक्षकाची स्वाक्षरी

Introduction

savitribai phule pune university has introduced syllabus of B.ed 2021-2022 academic year in Bramha Valley college of education , Anjaneri , Nashik have completed practical 207 Internship and observation in which study of Record mentioned by school.

School records are the documented evidence of what a school does school records contain data and information about a various aspects of schools observations , including data about its students , teachers classes facilities and finances .

School records helps school managers to systematically collect store and analyse the information .

A school records can refer the different education related things including in official records of students grades , conduct and disciplinary history or a more general reference to students academic performance .

Need And Importance of School Records

The 207 -Internship and observation practical gives the study of records in the School . The various records in school is importance access the information.

School keeps an account of each pupils on its roll and submit periodic reports which contain all the necessary information about the pupils .

School records helps to judge the progress of pupils on rolls their strength and weakness and help the teachers and parents to bring about desirable changes.

The School Records help to submit to the department of education .

School records help school administration to make descision .

Need And Importance of Records.

School Records are maintains the fulfil the following needs and importance.

It tells the history of the School and are useful Historical sources.

Facilitate continuously in the administration of the School.

It provide information needed an ex-students by higher and other related institutions and employers of later admission or placement.

~~It provide information needed an ex-~~ students by higher and other related institution and employers planning and decision making by School heads ,ministries of education and related education authorities.

It provide a bureaus for the objective assessment of the state of teaching and learning in a school including staff and student performance by supervisors and the inspectors. It facilitate the supply of information to parents and guardians for the effective information.

To maintain the good relations School and communication government teachers and parents.

Record keeping is vital to an education system information cycle as a whole because of its fundamental role in the process of efficient information production of collection.

School records support openness and transparency by documenting and providing evidence of work activities and by making them available to the public.

To analyse the examination result.

To access the information about the members of institution.

Objectives

To understand need of records.

To know about importance of the School records.

To know about writing of School records.

Records requirement for students and for teachers should distinguish personal and educational data.

To achieve efficient & effective records and information management to support programme and service delivery.

To learn about the school management of maintaining school records.

To faster information decision making.

~~To learn about how records are maintained, preserve and ensure to collect information.~~

Record - I

General Register

* Skill of prevention of Records :-

This register is the permanent register hence it should be cover with cloth. This register used by cleark.

Mention the page no. and stamp on each page of general register mention the register number and day from started on the front page.

content should be in proper handwriting
content should be clean & clear.

Register number should be in proper sequence. Do not make any mistake in register.

Do not interfere in the Register content without taking permission of educational officers.

Till the end of the year up to 31 july register should be recheaked by principal of the school.

Blank pages in the register should be fill by across line and sign by principal.

* About General Register ⇒

School is one of the most important social organisation to improve the schedule of the School the various content involves in school working.

This is one of the most important school register and content records of all the student admitted to the School.

The principal School is personally responsible for its maintainance. It Should be maintained permanently and kept in soft and safe custody.

* From and Scope of General Register ⇒

The purpose of school register and records is to better organise records keeping and ensure there is an efficient system for keeping and passing on information the head teacher has the overall responsibility to keep cheak and sign all the Register Required.

Record - II

Dead Stock Register

This is Register is maintaining by store-keeper in which entries of non consumable articles such as all machinery / equipment, furniture etc. are made.

The register shows complete details of articles together with accessories the different items are entered on different pages.

Form and scope of dead stock Register

~~This register keep information of all the movable property of the School while purchasing equipment or furniture. It must be daily entered in this property register. The head of the School should check this register physically at least once in a year, verification report should be recorded in the stock register. It show which articles are missing and which need immediate repairs.~~

It contain following information :-

- 1) Name of the articles.
- 2) Quality of articles.
- 3) Quantity of articles.
- 4) Name of firm:- The authority ordering purchase Signature of authority.

Opinion of the dead stock Register

Dead stock register is important to keep the all records of purchased equips. It keeps all qualitative details of the asset. In which the amount and purchased date clearly mentioned in this register. In this register the address of firm and authority order also mentioned.

To fulfilled the legal needs this records is very important. The assets in the school verified by this stock register easily.

Record III

Library Register

A library catalog is a register of an bibliography items found in a library or group of libraries such as a network of libraries at several locations.

This is the permanent register in the school. This is kept by clerk.

Form and Scope of library register - 8

~~Books are closely related to student life as well as teacher in the School library is the store house of book. It is also called heart of School Students can improved their knowledge by the use of books. They can improve their learning. In the Library register the records of books in school keep securely.~~

In this register the name of students who take book from school and incoming and outgoing dates of books are recorded in register.

It is the independent register on school to keep records of books this register. It is easy to index involve the list and name of book, Books issued notebook separate for student and teacher.

and Register ↗

The Supplementary books for school
habus . keep by librarian in the register
biary. This information keep by librarian
the register.

लायब्ररी पुस्तक देवघोव रजिस्टर

ISSUE BOOK

Members Name / सदस्य नाम _____ अधिकारी नं. _____

Address / पता _____ शोधाइन नं. _____

Book No पुस्तक क्रमांक	Name of the Book पुस्तकाची नाव	Date of Issue मेलाची तारीख	Signature of Member सदस्याची शही	Date of return पुस्तक वापर करावी तारीख	Ower Day उत्तम दिनांक	Sign of the Librarian लायब्ररी उत्तमाचा नाव
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

Record - IV

Incoming outgoing Register.

Inward register recorded this data of receipt from whom the date of subject of the letter and how the letter was dispatched of mentioned in this register.

The outward/outgoing register recorded the date number and for whom subject and the amount by the sample manner.

By this register we can easily understanding the information about document and by school and these acknowledgment also give an idea about gend document status.

This register is closely related to the student- teacher and staff of school and non-staff with the organization.

Importance of Incoming & outgoing Register

- Smooth performance.
- Better correspondence.
- Rapid and transparent audit
- School History.
- Computerised Records.

Register & records form the core of any organization. They provide deep insight into state

and status of the organization. A School is no exception. We maintain so many records to keep track on the events going on the school.

at Incoming -Outgoing Register \Rightarrow

To perform smooth work in school it is necessary to keep records of documents and the records of schools documents the subject of information the name of school which seal information the expenditure of post all this to record keep securely in this type of Register

By this register the transparency
accuts in School working.

Educational Implication

Bramha valley college of education, Anjaneri, Nashik has gives us practical for internship and observation in this practical. We studied about the school records and its management.

This practical had a great experience to all of us because we all learn about the working of school process its records.

This practical provides very useful understanding about the need and importance of school records we are the student teacher learn about the type of school records its need and importance its objectives & how to maintain that records properly.

This practical is very beneficial while working in educational field for a student teacher as a teacher.

In this practical we also learn about the how much time that how to dispose it well.

Overall Impression

Savitribai Phule Pune University has introduced Syllabus of B.Ed 2021-2022 academic year in Bramha Valley College of Education Anjaneri, Nashik completed practical 207- Internship and observation.

This practical will help the student teacher for systematically management and usability of school records. We also come to know about different type of school records their nature and writing of the records.

Student teacher also come to know about that which records to maintain for more time also come to know person who will complete which records and at what time of periods.

I am very thankful to our principal mam. Dr. Anita Thorat mam for giving us this type of opportunity.

I am also thankful to my guide teacher Prof. Rabab Bhagat mam. for giving us supportive nature and her valuable time, guidance for completing my practical.

શાસ્ત્રાચાર્ય (સાયનસ) પ્રયોગ એક્લેતીલ ઉપકરણાંને નિરૂપિત કરું

સુધી

विभागीय रजिस्टर

(प्राप्ति करना। विवेगके अनुक्रम नंबर देखें।)

DAILY MUSTER BOOK

FOR THE MONTH

(Maternity. Leave should be shown in remarks column)