EVALUATION SCHEME (मुल्यमापन योजना)

		Study of record mentioned by schoo	ls	~			
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No. 31.55.	Steps पायऱ्या	Criteria লিকষ	1	2	3	4	5
1		Introduction, Need & Importance प्रस्ताबना, गरज आणि महत्व					
2		Objectives of the Activity उपक्रमांची उद्दिष्टे					~
3		Title, Format, Style of maintaining the record शिर्षक, अभिलेखाचे स्वरुप आणि अभिलेख जतन करण्याची शैली					
4	Record I अभिलेख १	Nature and scope of the record अभिलेखाचे स्वरुप आणि व्याप्ती					
5	Rec	Related to Students/Teacher/GONGO/Mother Institute/Other विद्यार्थी/शिक्षक/सहकारी संस्था/बिगर सहकारी संस्था/ इतर यांच्याशी संबंधित					-

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Obtained Marks - 100

Date: 15111 121

Qualitative Remark (गुणात्मक शेरे)

Opinion about record I

Opinion about record II

Opinion about record III

Opinion about record IV

अमिलेखन ४ विषयी मत Education Implication

शैक्षणिक उपयोजन Overall Impression

एकंदरित प्रभाव

अभिलेखन ३ विषयी मत

अमिलेखन २ विषयी मत

Nature and scope of the record अभिलेखाचे स्वरुप आणि च्याप्ती

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शिर्षक, अमिलेखाचे स्वरुप आणि अमिलेख जतन करएयाची शैली

Related to Students/Teacher/GONGO/Mother Institute/Other

विद्यार्थी/शिक्षक/सहकारी संस्था/बिगर सहकारी संस्था/ इतर यांच्याशी संबंधित

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अभिलेखन १ विषयी मत

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Record] अभिलेख

Record III अभिलेख ३

Record IV अभिलेख ४

> Observer's Sign पाठ निरिक्षकाची स्वाक्षरी

Introduction

Savitribae phule pune university has introduced Syllabus of B.ed 2021-2022 academic year in Bramha Valley college of education, Anjaneri, Nashik have completed educatical 207 Internship and observation in plactical 207 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 refrence to students academic performance. The 207-Internship and observation practical gives the study of records in the School. The various records in School is importance access the information.

Need And Importance of School Records

School Keeps an account of each pupils on its voll 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.

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

Need And Importance of Records.

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

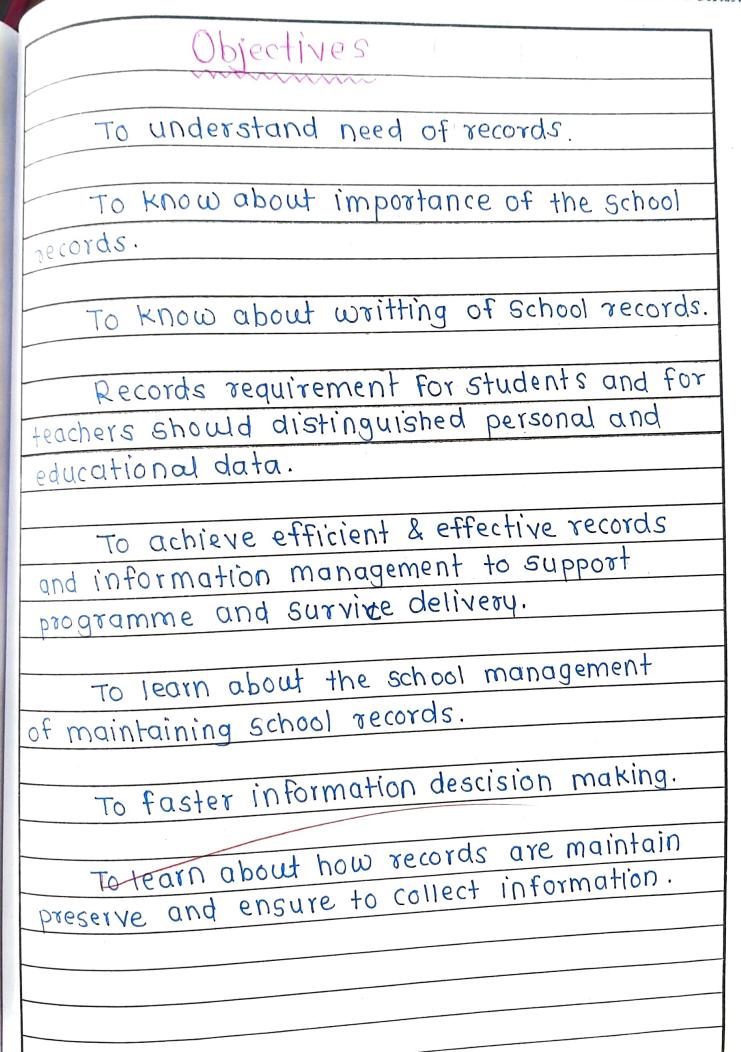
Facilitate contineously in the administration of the School.

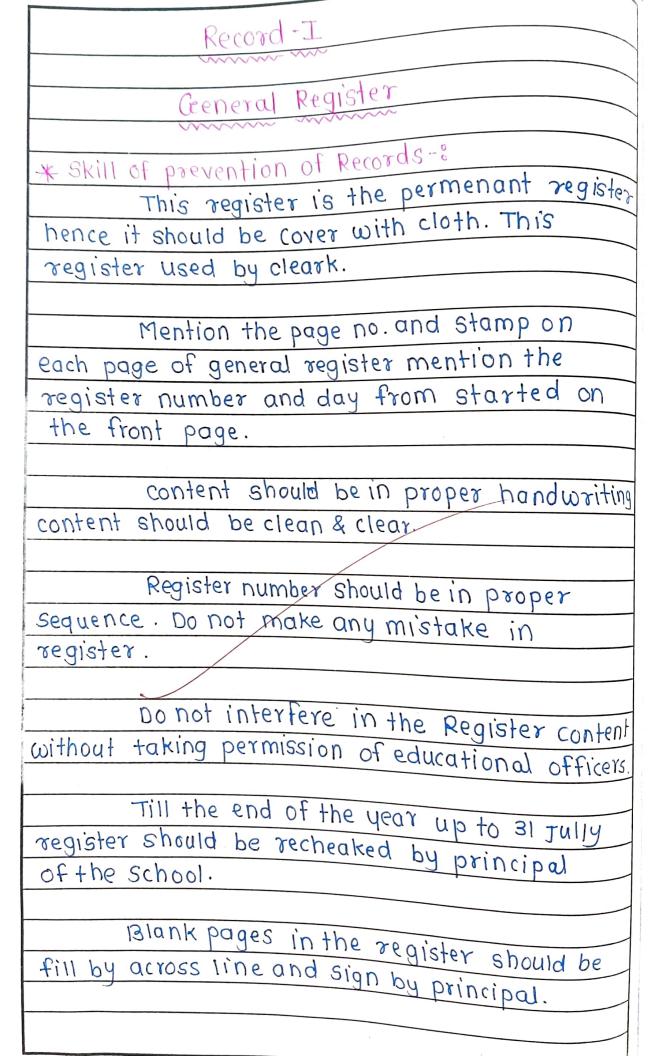
It provide information needed an ex-students by higher and other related institutions and employers of Later adminision or placement.

It provide information needed an exstudents by higher and other related institution and employers planning and decision making by School heads, ministreties of Education and related education authorities.

It provide a buereau 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 transperancy 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.





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

mbout General Register >

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 permanetly 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 responcibility to keep cheak and sign all the Register Required. Record - II

Dead Stock Register

This is Register is maintaining by storekeper in which entries of non Consumable articles such as all machinery lequipment, 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 properly of the School while purchasing equipment or furniture. It must be daily entered in this property register. The head of the School should enteck 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) Guality of articles. 4) Name of firm The authority ordering purchase Signature of authority.

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DEDION O	t the	dead	stock	Reg	ister	7
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Dead stock register is important to keep the all records of purchased equips. It keeps all qualitative details of the assed. 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 asets in the School verified by this stock register easily.

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Record III ibrary Register

A library catlog is a register of an bibilography items found in a Library or group of libraries such as a network of libraries at several Locations.

This is the permenant register in the school. This is keep 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 tearning. 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 independant 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 seperate for student and teacher.

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Record IV

Incoming outgoing Register.

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

The outward /outgoing register recorded the data number and for whome 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 send document status.

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

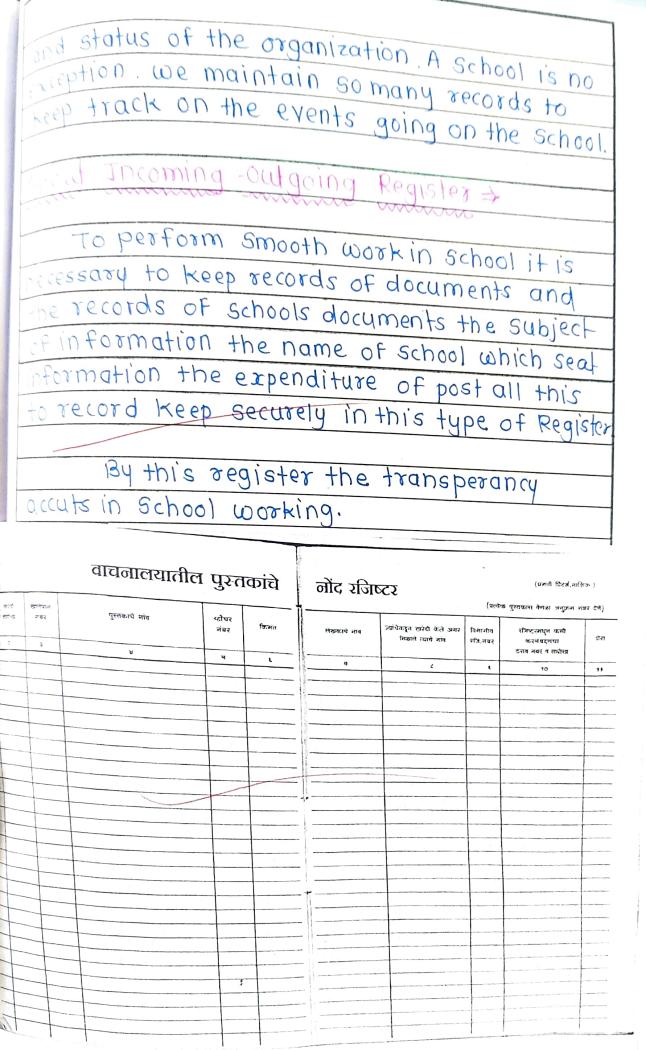
Importance of Incoming & outgoing Register:

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

Register & records from the core of any

organization. They provide deep insight into state





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 mangement.

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

Savitribae phule pune university has introduced Syllabus of B.ed 2021-2022 acdemic 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 <u>Prof. Rabab Bhagat mam.</u> for giving 45 <u>Supportive nature and her Valuable time,</u> <u>guidance For completing my practical.</u>

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