

PRAYER

We Shall Overcome

We shall overcome, we shall overcome

We shall overcome one day

Oh! deep in my heart

I do believe that

We shall overcome one day

We'll walk hand in hand, we'll walk hand in hand, we'll walk hand in hand one day

Oh! Deep in my heart

I do believe that we shall overcome some day.

We shall live in peace, we shall live in peace.

We shall live in peace one day

Oh! deep in my heart

We shall overcome one day

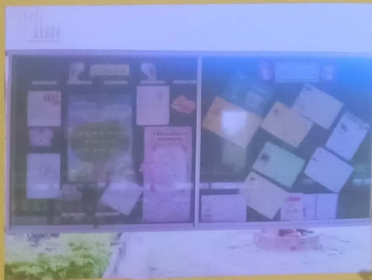
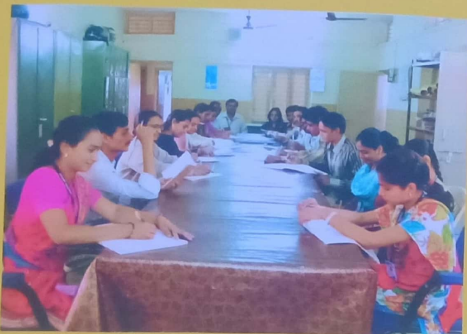
We are not afraid we are not afraid

We are not afraid today

Oh! deep in my heart I do believe

We shall overcome one day.





University Roll No.

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ATTENDANCE REGISTER MAINTAIN

- This is another important register which is maintained in each class and section showing
- The names of the pupils on the roll of the class or section, during a month.
- The attendance is marked in the beginning of the school hour.
- Entries should be made in ink.
- Blanks should not be left.
- Students who remain absent from the school without leave for fifteen consecutive attendance is struck off from the rolls.
- Holidays are marked in red ink.
- Its main function as its name suggests is to show the presence and absence of every student enrolled in the class.

CURRICULUM

The term curriculum refers to the lessons or academic content taught in a school or in a specific course or program.

In dictionaries, curriculum is often defined as the courses offered by a school, but it is more used in such a general sense in schools.

Curriculum typically refers to the knowledge and skills students are expected to learn, which includes the learning standards or learning objectives they are expected to meet, the units and lessons that teachers teach, the assignments and projects given to students, the books, materials, videos and presentation used in courses and the tests, assessments and other methods used to evaluate student learning.





TIMETABLE

A plan of things that need to be done and the times they will be done.

A school timetable is a table coordinating these four elements.

- 1500s
- 1501s
- 20s
- Periods

Other factors include the subjects of the class, and the type of classrooms available.

"School timetables usually cycle every week or every fortnight..... The main difference is the fact that in high schools, students have to be occupied and relieved every hour of the school day, or nearly every hour, the high school teachers generally have much higher teaching loads than is the case in universities".

DAILY DIARY

A diary is a record with discrete entries arranged by date reporting on what has happened over the course of a day or other period.

IMPORTANCE OF DIARY

The school diary is important in the following ways:-

- 1] School diary is helpful to everyone, trust members and management, parents, teachers and students.
- 2] Parents can know various activities of the school their children's progress, complaints against the children, homework given to children etc.
- 3] The diary is helpful to a teacher. He/she can know the progress of students and bring it notice of parents.
- 4] They can note down homework in the diary.
- 5] From the diary, they can know about discipline of the school and various penalties for breaking school

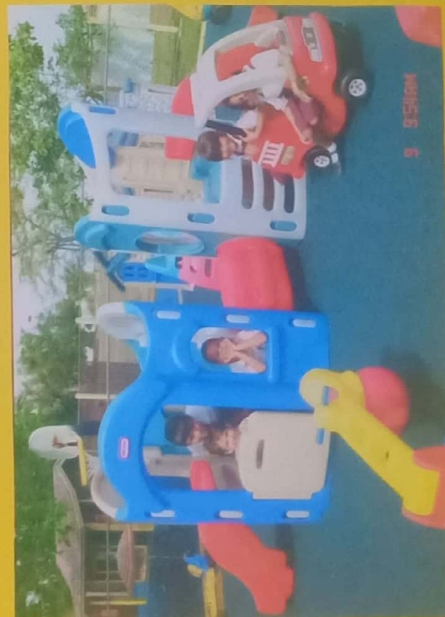
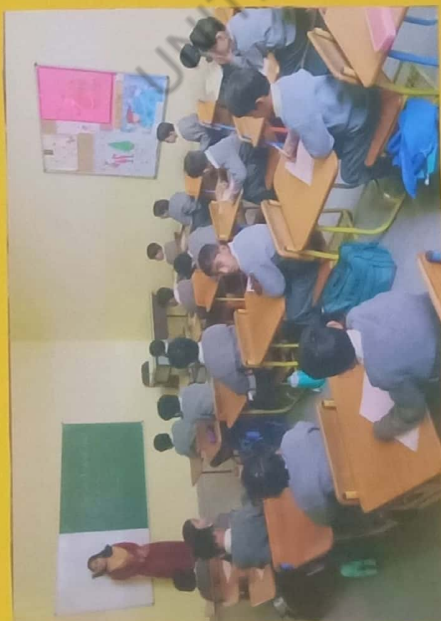


METHODS USE TO TEACH THE TOPIC IN CLASS

The term teaching method refers to the general principles, pedagogy and management strategies used for classroom instruction. Your choice of teaching method depends on what fits your educational philosophy, classroom demographics, subject area and school mission statement. Teaching theories primarily fall into two categories or "approaches": teacher-centered and student-centered.

Teacher-Centered Approach to Learning -

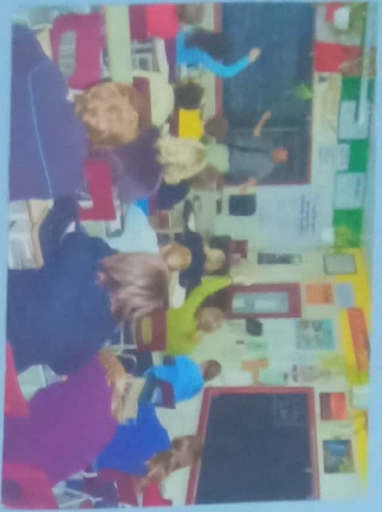
Teachers are the main authority figure in two model. Students are viewed as "empty vessels" whose primary role is to passively receive information (via lectures and direct instruction) with an end goal of testing and assessment. It is the primary role of teachers to pass knowledge and information onto their student. In this model, teaching and assessment are viewed as two separate entities. Students learning is measured through objectively scored tests and assessments.



• Student - Centred Approach to Learning -

While teachers are an authority figure in this model, teachers and students play an equally active role in the learning process. The teacher's primary role is to coach and facilitate student learning and overall comprehension of material. Student learning is measured through both formal and informal forms of assessment including quiz projects, student portfolio and class participation.

To better understand these approaches, it is important to discuss what is generally understood as the three major teaching styles in educational pedagogy: direct instruction, enquiry based learning and cooperative learning. Through these three teaching methods, teachers can gain a better understanding of how to govern their classroom, implement instruction and connect with their students.



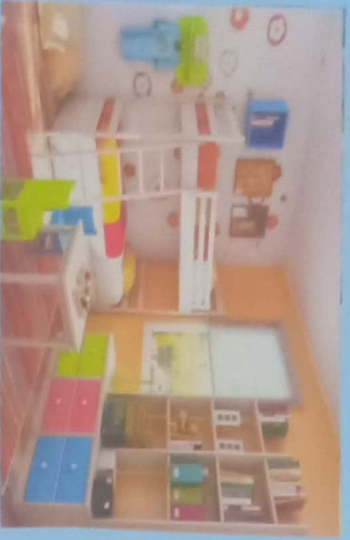
HOMEWORK

- Work that a student is given to do at home.
- Research or reading done in order to prepare for some thing.

Homework is usually given to students by the teachers. It is a practice work, which helps students revise on what they've learned that day. Homework also helps student to remember what they learned. Many student will get more homework and some will get less. This depends on how old they are, what grade/primary/year they are in and how smart/intelligent they are. This could determine what level they are in.

WHY HOMEWORK IS IMPORTANT

- 1.] It improves your skills thinking and memory.
- 2.] Homework encourages your child to use time wisely.
- 3.] It teaches your child to work independently.
- 4.] Homework teaches your child to take responsibility for his or her work.
- 5.] It allows your child to review and practice what has been covered in class.





- 6] If helps your child to get ready for the next day's class.
- 7] Homework helps parents learn more about what your child is learning in school.
- 8] It allows parents to communicate about what he or she is learning.

BENEFITS OF HOMEWORK

- 1] Homework teaches students about time management.
- 2] Homework teaches students how to get priorities.
- 3] Homework teaches students how to solve problems.
- 4] Homework gives students another opportunity to review the class material.
- 5] Homework gives parents a chance to see what their child is learning in school.
- 6] Homework teaches students that they have to do things, even when they don't want to.
- 7] Homework teaches students how to work independently.

ANALYSIS OF LIBRARY

There is one library in school which is neither too big nor too small. It is according to school & students.

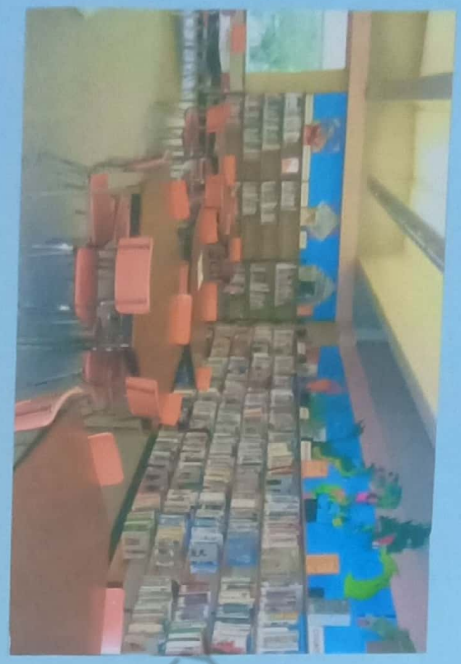
No. of Books:- There are 500 books in this school for the students. These books are provided for the students to impart knowledge. Any school is incomplete without library and books. It is important for all school to have a library and books for the students.

Types of Books (Magazines, Novels, Comics):-

The library of school have a lot of books for the students as well as for the teachers.

In the school there are variety of books. It has a few magazines like Prasthna, Dargah, news daily.

It has few comic books for small and junior students so that with the study students can read comics for their refreshment.



ANALYSIS OF LABS

Computer labs:-

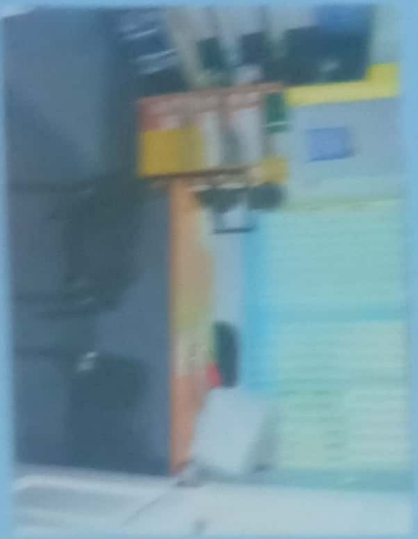
In this school there is one computer lab. For the students but it is small according to the students. Lab is important for studying computer like MS Word, PowerPoint excel etc. Students can enhance their knowledge regarding computer science. Practical work is very important to understand computers and it is possible with the help of computer labs.

No. of computers:-

There are 5 computers in the lab. One computer is allotted for 3-4 students so that, one of them all can use it.

Seating Arrangement:-

There are 17 seats in a computer lab for the students. All class are allowed to use computer and sit in a computer lab. Here there is one class is allotted to go in a computer lab to use and work on it.



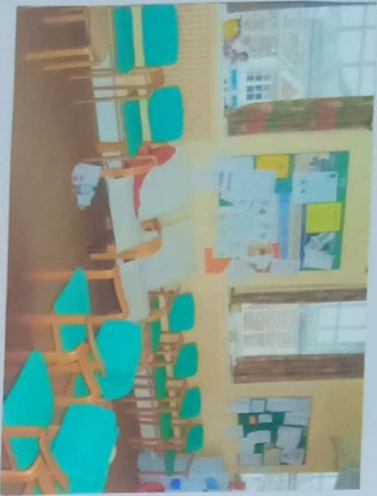
ARRANGEMENT CLASSES

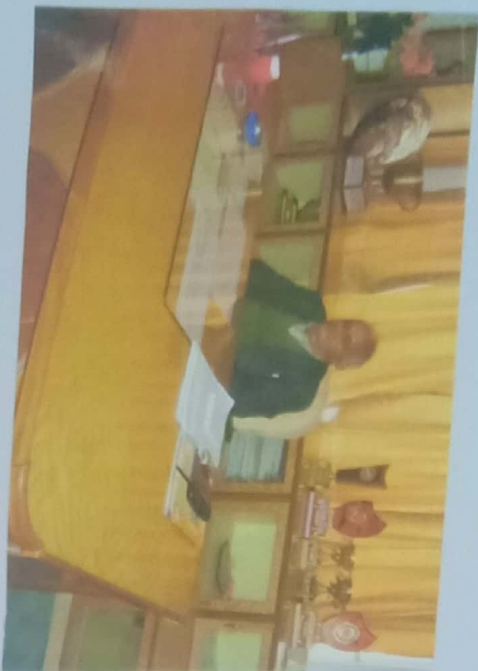
Classroom arrangement is one of the key decisions that teachers need to make when they begin a new teaching year. A few of the items that need to be decided include where to place the teacher desk, how to place the student desks and whether or not to use seating charts.

Where To Place the Teacher Desk

Teachers typically place their desk to the front of the classroom. However, there is nothing that says that this is the way it has to be.

While being in the front of the class affords the teacher a good view of the students' face, there are advantages of placing the desk in the back of the classroom.



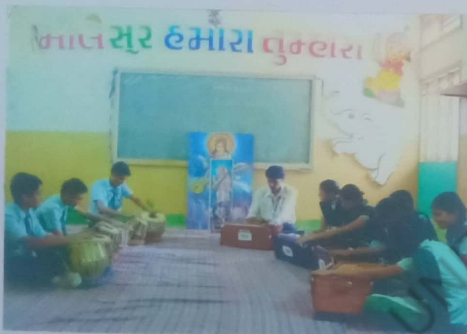


INVIGILATOR DUTY

Invigilator have a key role in upholding the integrity of the examination process. The role of invigilator is to ensure that examinations are conducted in accordance with regulatory requirements in order to ensure that all candidates have an equal opportunity to demonstrate their abilities.

An exam invigilator or exam supervisor is someone who is appointed by the examination board and provides for maintaining the proper conduct of a particular examination in accordance with the exam regulation. It is the duty of the exam invigilator to watch the examination candidates to prevent cheating during the examination.

Exam invigilators are appointed to a position of trust and they should possess the equality of integrity and vigilance to conduct the examination in exact, order accordance with the examination board's instruction.



EXTRA CLASS

All parents in this world have the same intention they hope their children can get the success one day. Parents will send their children to attend tuition classes although they need to pay for the fees. So, extra class at school can give benefits to both parents and their children.

First of all, extra classes at school is free of fees. If children attend extra classes at school, they will help their parents to save money and reduce their parent's burden. Nowadays, each tuition class need to pay an expensive fee each month. It is a big amount. So extra class can be substitute for tuition class.

Children can get more clearly and deeply explanation from teachers. Besides, children will do more exercises or practices at the extra classes. Otherwise children can study together with their friends at extra classes.

AGGARWAL CONVENT SCHOOL, FARIDPUR BILLOCH

Evaluation Report 2017-2018

Student's Name Ishta Kukreja
 Father's Name Sandeep Kukreja
 Mother's Name Rakhi Kukreja
 Date of Birth 02 August 2002
 Class X
 Roll No. 3

Part 1: Academic Performance

Subject	FA1	FA2	Overall Grade	Total
Math	A1	B2	A1	A

Part 2: Co-Scholastics

S.No.	Descriptive Indicators Self Awareness	Grade
1.	She has good awareness Discipline	A
2.	She needs to be discipline Effective communication	B
3.]	She should listen carefully Sports	B
4]	She is not interested in sports Teacher's sign Parents sign	C

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CONCEPT OF CCE

Concept of Continuous and Comprehensive Evaluation

Comprehensive and continuous evaluation is an approach. It aims at assessing those attributes of the personality of students which cannot be assessed through one written examination.

There are three term involved in the framework of continuous comprehensive Evaluation- 'Continuous', 'Comprehensive' and 'Evaluation'.

Continuous + Comprehensive + Evaluation.

CCE provides accommodation for individual difference. It helps the children to realize their potentials. It includes a combination of external and internal evaluation. It provides periodical feedback both to children and the teacher.

CHARACTERISTICS OF CCE

Continuous and comprehensive evaluation is internal evaluation in school carried out by the teachers who teach. Since the teacher knows his pupils well, it is his right to evaluate through CCE.

Student's Name Yasvita Sharma

Father's Name Rakesh Sharma

Mother's Name Anchal Sharma

D.O.B. 08 March 2000

Class XII

Roll No. 32

Part 1 : Academic Performance

Subject	FA1	FA2	Overall Grade	Total
Math	A2	A2	A2	09

Part 2 : Co-Scholastics

S.No.	Descriptive Indicators	Grades
1)	Self Awareness	A
2)	She is a self respecting child	A
3)	Discipline	A
4)	She is a disciplined girl	A
5)	Effective Communication	A
6)	She is a good speaker	A
7)	Sports	A
8)	She is interested in sports	A
9)	Teacher's Sign	Parent's Sign

It develops the habit of self study as well as regular study. It provides the habit of library consultation among students.

ROLE OF TEACHERS IN CCS

During students learning period teacher plays an important role. It is expected and desired that teachers have the best understanding of assessment techniques and process. From this point of view, the following is tried to be known:

- In assessment Processes
 - Previous year knowledge
 - Level of understanding
 - Assessment of learning process are included.
- Frequent testing is necessary
 - Students should be encouraged to give answers by alternative, intraditional methods.
 - Along answers can be used to analyse the level of child's understanding.
 - The traditional remarks such as slow learner, poor performer or intelligent child should be discussed.

(iv) Such activities should be evolved instead of numeric efficiency & conceptual clarity.

WHY TO USE CCE

- Improve Learning
- Evaluation
- Comprehensive Evaluation
- Self Assessment
- Peer Assessment
- Teacher Assessment
- Strength of the student

AREA UNDER CCE

(A) Scholastic Areas

LEVEL	CLASSES/TECHNIQUES	TOOLS	Periodicity and Recording
PRIMARY I & II	Observation	Observation	Day to day observation
	Oral	Schedule oral and recording by	
	Written	Question papers	teachers.
	Diagnostic Test		At the end of competency
			recording after the text.





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III, IV & V	Oral	Oral question	Unit-wise, monthly Terminal, Recording after the test.
	Written papers,	Assignment	
	Project		
	Diagnostic test, Activity		
UPPER VI to PRIMARY VIII	Oral	Oral question	Unit-wise, Monthly, Terminal, Recording after the test.
	Written papers	Assignment	
	Practical	Project diagnostic test, Activity	
STANDARD IX + X	Written	Question paper	Unit-wise, Monthly, Terminal, Recording after the test.
	Practical	Assignment	
	Viva	Project diagnostic test, Activity	
HIGHER STANDARD XI & XII	Written	Question paper	Unit-wise, monthly, Terminal, Recording after the test.
	Practical	Assignment	
	Viva	Project, project after the test.	
		Oral question	



Aims Of CCE

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- i) To make the learners a better learner in every possible way.
- (ii) To improve the achievement of pupils and help them to achieve the desired levels of learning.
- (iii) To provide feedback and guidance to the learners.
- (iv) To reduce the fear of examination from the mind of the student.
- (v) To help the students in getting rid of memorisation or rote learning.
- (vi) To help the learner attain good habits, proper attitudes for learning the language.
- (vii) To make the teaching learning of language a healthy programme.
- (viii) To make the teachers a better teacher with more confidence.

PURPOSE OF CLASSROOM

A good classroom assessment plan gathers evidence of student learning that informs teachers instructional decisions.

Placement Evaluation:-

The purpose of placement evaluation is to ensure that the skills of incoming students are uniformly evaluated that students are placed in courses appropriate to their academic preparation.

Formative Evaluation:-

A formative evaluation is a method to judge the worth of a program while the program activities are forming.

Diagnostic Evaluation:-

Diagnostic Evaluation is a type of assessment which examines what a student knows and can do prior to a learning program being implemented.



METHODS OF ASSESSMENT

Various assessment task can be given to the learners to find out what they know and can do.

This helps the teacher in knowing whether the learning outcomes have been achieved. Differentiated assignment and forms of testing to provide a more comprehensive and more valid assessment of pupils ability, practical skills of presenting reports, analysing data etc and competencies acquired provide a more reliable indicator of the learners performance in the subject. Assessment methods involving analytical thinking and problem solving skills and other competencies can help to acquire the thinking and logical reasoning abilities rather than mere memorisation of facts.

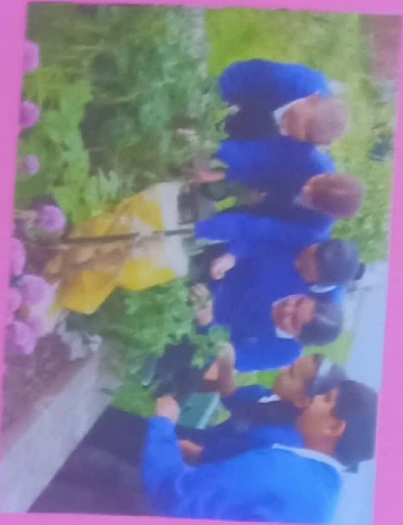
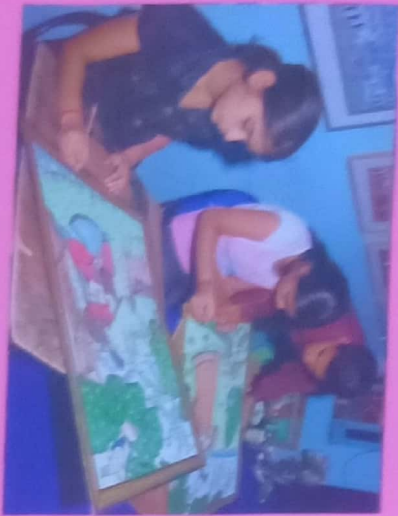


CONCEPT OF LEARNING & LEARNING MATERIAL

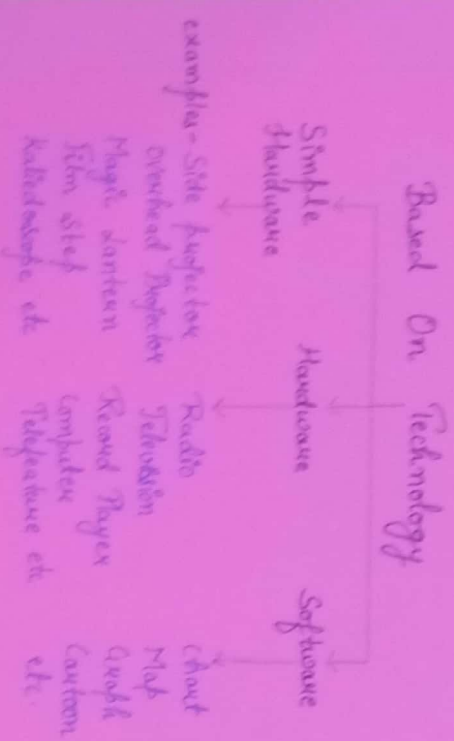
Meaning of learning and learning Material
 Learning is the act of acquiring new or modifying and reinforcing existing, knowledge, skills, behaviour values or preferences which may lead to a potential change in synthesising information, depth of the knowledge, attitude or behaviour relative to the type and stage of experience. Learning produces changes in the organism and the changes produced are relatively permanent.

WHY LEARNING MATERIAL

Learning material are important because they can significantly increase student achievement by supporting student learning materials intended for students we should be appropriate for the subject area and for the given call the students in a class the opportunity to share experiences necessary for new learning. Each teacher requires a range of tools to draw upon in order to assist and support student learning.



CLASSIFICATION OF LEARNING MATERIALS



How To Develop & Produce SIMPLE LEARNING MATERIALS WITH LIMITED

Resources

- Identification of problems and need
- Analysis of the problem
- Format selection
- Content Arrangement
- Develop learning objectives
- Design learning Materials.

Needs & Importance of learning Material.

Learning Material include text and multimedia on all areas of the curriculum. Learning material are important because they can significantly increase student achievement by supplementing the students' learning material can also add important structure and learning planning and the delivery of instruction particularly in lower grades.

LIST OF SOME IMPORTANT LEARNING AIDS

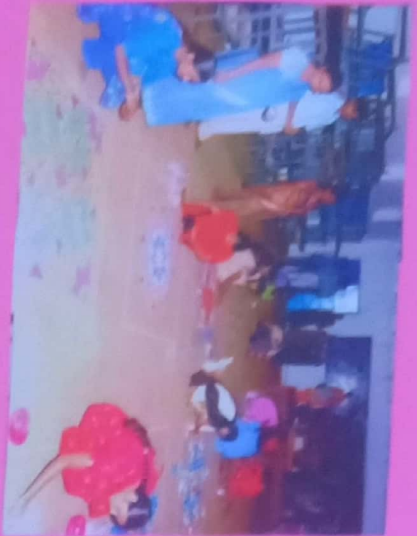
Chalk Board / Black Board:- Blackboard focuses on teaching and serves to help students learn not just one way but the more way. They are mainly used for teaching purpose in educational institution.

Pictures:- Visualisation is deemed a helpful medium for understanding and remembering information.

Radio:- Radio is a scientific device that functions as an effective auditory instrument for communication.

Television:- Educational television or learning shows in the use of television programs in the field of distance education.

Fitness and Information:- An educational film or a film or a movie whose primary purpose is to educate. Educational films have been used in classrooms as an alternative to other teaching methods.



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