

2.4.11

Report on Internship Programme
School Wise



Principal
**Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar**

[Signature]
Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur



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DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,
MUZAFFARPUR (BIHAR) PIN-843119

Report

Government Senior Secondary School, Maniari

1) Report on Classroom teaching

Teaching is the centre of all education related topics. So, as a student of the Institute of Education & Research, we had to teach in real classroom environment. Before starting teaching in a real classroom environment, it helps a practice teacher to acquaint them with the process, method, of teaching if they observe a class of a certain level before entering a class as a teacher.

Teacher develops and communicates to student lesson objectives and/or learning goals that are related to content/academic standards and aligned with the lesson's assessment.



Pupil Teacher demonstrates thorough content and pedagogical content knowledge by providing students with accurate and clear explanations and clarification of misconceptions

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

[Signature]
Coordinator
Teaching Practice Committee
BITE, Muzaffarpur

Classroom teaching and learning is a complex, multilayered, and social experience. Many things happen at the same time, and the students and teacher must interpret and process these

events with considerable rapidity. Teaching is not a one-way transmission of information; it is the social and psychological activities and responses of each student that determines what he or she learns.



The teacher plays an extremely important role in establishing a meaningful classroom environment for students

Principal
**Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar**


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur



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2) Report on Mentoring

A student mentor differs in that mentorship relationship is specifically tailored to help students succeed in school. Student mentors may meet weekly with students to encourage, listen and make suggestions on their current activities and classes.



A mentor assists students in making decisions, but they are available to provide support, knowledge, and instruction over time

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

[Handwritten Signature]
Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Mentors pass on their expertise and experience to you so that you can benefit from it. You may then apply what you've learned in class to your personal and professional life. Mentors are typically well-connected and well-liked, which is why they choose to mentor! They can connect you with their professional network and assist you to put yourself up for career success.



A student mentor may also allow a student to get involved in the mentor's workplace to learn about the field and make connections

A student mentor will assist in achieving academic goals. Student mentors may help students with academic, personal, and professional issues, as well as give emotional support when needed. Mentorships provide students with essential skills such as networking, research and internship opportunities, and a unique perspective from someone with greater experience or knowledge in your profession.

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Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar


Coordinator
Teaching Practice Committee
B.T.T.C, Muzaffarpur



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MUZAFFARPUR (BIHAR) PIN-843119

Report on Time- table

Preparing school timetables must be followed by a well-thought process of prioritising the children's academic performance and the talents, skills and working time of the teachers. It navigates around the two most important stakeholders of your educational institution- teachers and students. Effective timetable management is crucial for the smooth functioning of any educational institution. However, creating and managing school timetables can be a complex task, requiring careful planning and coordination.

(विद्यार्थी समय सारणी)


वर्ग →	पहली	दूसरी	तीसरी	चौथी	पञ्चम	शुक्र	शनि	रविवार	सोम	मंगल	बुध
सं. ↓	8:50-10:50	10:50-11:50	11:50-12:50	12:50-2:50	2:50-4:50	4:50-7:00	7:00-9:00	9:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00
I		Md. Samir	Purnima Kumari	Kaksha Praveen		Kumari Rashmi	Md. Samir	Kaksha Praveen			
II		Kaksha Praveen	Md. Samir	Purnima Kumari		Kaksha Praveen	Purnima Kumari	Md. Samir			
III		Purnima Kumari	Kumari Rashmi	Md. Samir		Purnima Kumari	Kaksha Praveen	Kumari Rashmi			
IV		Kumari Rashmi	Kaksha Praveen	Kumari Rashmi		Md. Samir	Kumari Rashmi	Purnima Kumari			
V		Laeni Kumari	Shivangi Kumari	Preeth Kumari		Vishal Kumari	Laeni Kumari	Shivangi Kumari			
VI		Shivangi Kumari	Preeth Kumari	Vishal Kumari		Laeni Kumari	Shivangi Kumari	Preeth Kumari			
VII		Preeth Kumari	Vishal Kumari	Laeni Kumari		Shivangi Kumari	Preeth Kumari	Vishal Kumari			
VIII		Vishal Kumari	Laeni Kumari	Shivangi Kumari		Preeth Kumari	Vishal Kumari	Laeni Kumari			

A well-structured timetable ensures that students and teachers have a clear schedule, maximizing learning opportunities and minimizing conflicts

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

A Timetable Management Module allows the managers and schedulers of education centres to form school timetables using online scheduling tools effortlessly. A competent Timetable or Classroom Management Tool is a user-friendly platform that allows the teachers to take the liberty of planning or rescheduling. It also inherits the capability of using the auto-planning mode, where an automated timetable generator will be updated when any variation or a new course or teacher is entered into the system or when a student enters his/her or preferred subject selections.


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur


Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar



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Report on Student Counselling

Counselling is designed to facilitate student achievement, improve student behaviour and attendance, and help students develop socially.

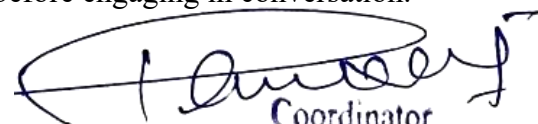
Counselling is often provided to those individuals who are considered healthy, but who need special attention to deal with a few particular situations. Many of the parents have a communication gap with their children, and for which the children find it difficult to deal with some of the simplest issues in life.



Pupil Teachers play an important role in guiding and counselling their students

A teacher should have compassion for the student and show interest in their welfare without passing judgement or expressing their personal opinions. Teachers can build a friendly rapport with their children by making them comfortable before engaging in conversation.

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Report on PTA Meetings

A Parents-Teachers Meeting was organised for Class 6-8 students by the respective class Pupil Teacher. The programme formally began with the welcome address by school Principal

Pupil Teacher Miss Juli Kumari interacted with the students and their parents. She talked on the responsibilities and duties of both the students and the parents in upbringing the students as responsible citizens of the country.

Pupil Teacher Mr. Nachiketa also highlighted the weak point of the students who are not regular for class. He urged the parents to keep track of the pupils about the friend circle they are in and also check their daily notes given by the teachers. He provided phone numbers of the Professors for the parents to call them if they are in a doubt whether he/she is attending the college lectures or not. Pupil Teacher Mr. Ramesh Kumar and Mr. Heeralal assured the parents that every teacher will give extra efforts and attention if the students find any difficulty in any subject.

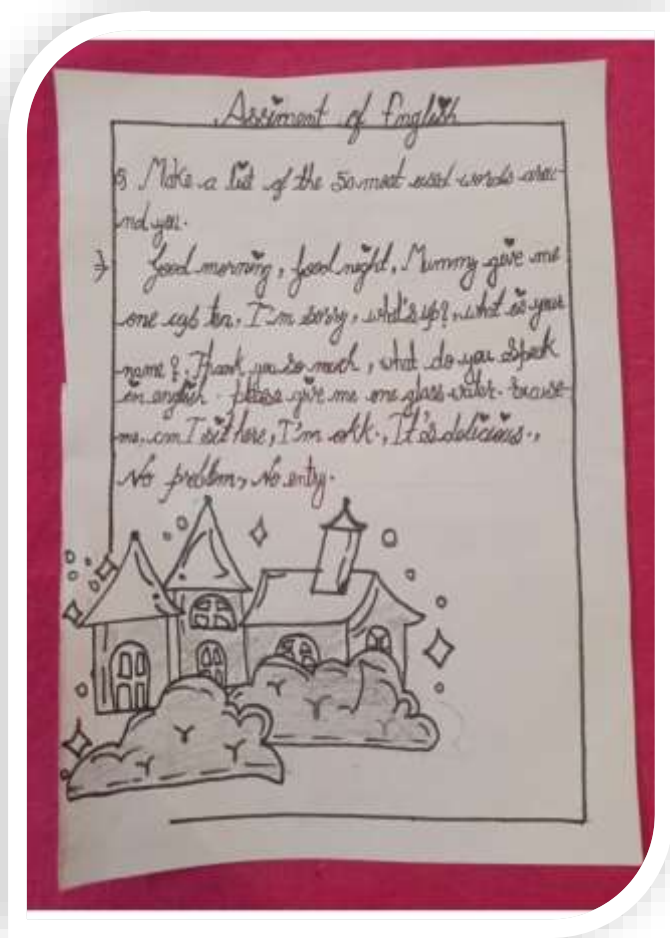
Parents were encouraged to appreciate student's participation in all academic activities. This helped to create the necessary consciousness among parents to stimulate their interest in the students and the school.

Principal
Basundha
Training
Muzaff


Coordinator
Teaching Practice Committee
BITE Muzaffarpur

Report on Assessment of students learning Home Assignments

The measurement of student learning through assessment is important because it provides useful feedback to both instructors and students about the extent to which students are successfully meeting course learning objectives.



Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar

Ananya Kumar
 Coordinator
 Teaching Practice Committee
 BTTC, Muzaffarpur

Assignment is taken as a compulsory component of formative assessment process and also a component of teaching and learning in distance education system. Most of learning of distance



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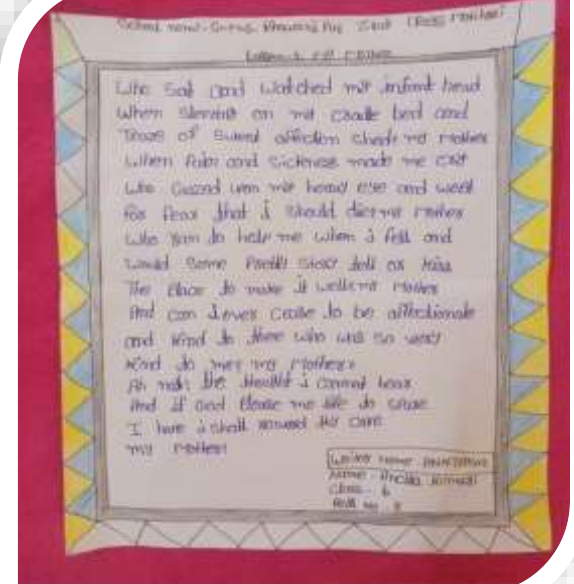
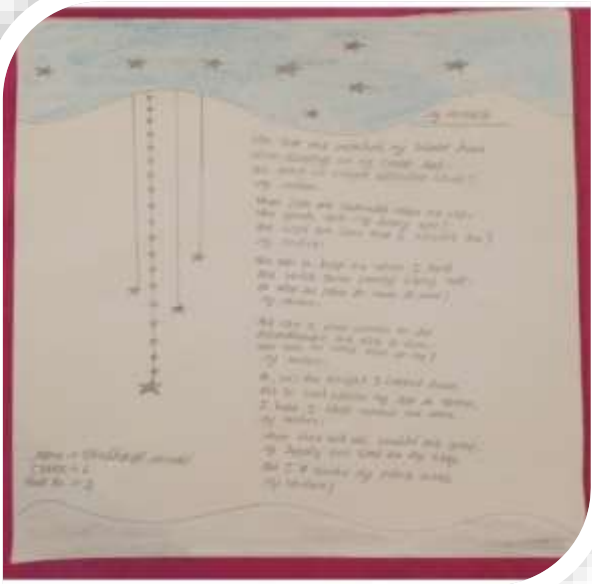
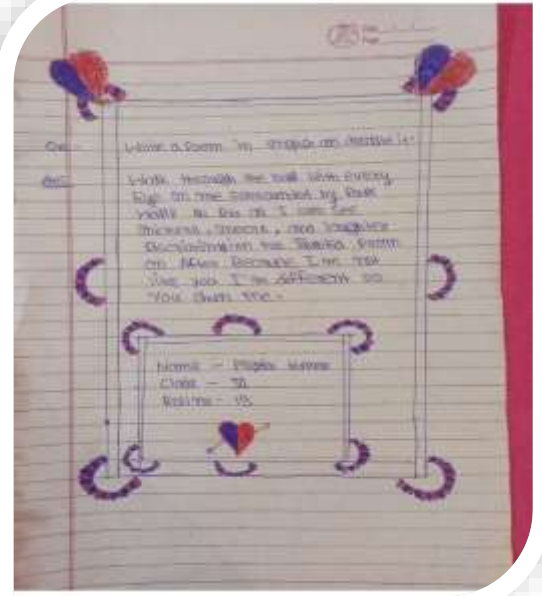
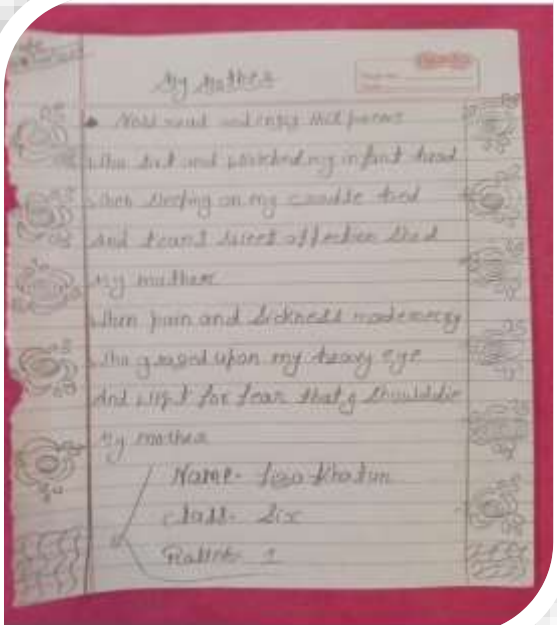
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learners took place through assignments. Academicians work hard to propose such assignments that can help learners to cover course and get valuable learning experiences in learning process.



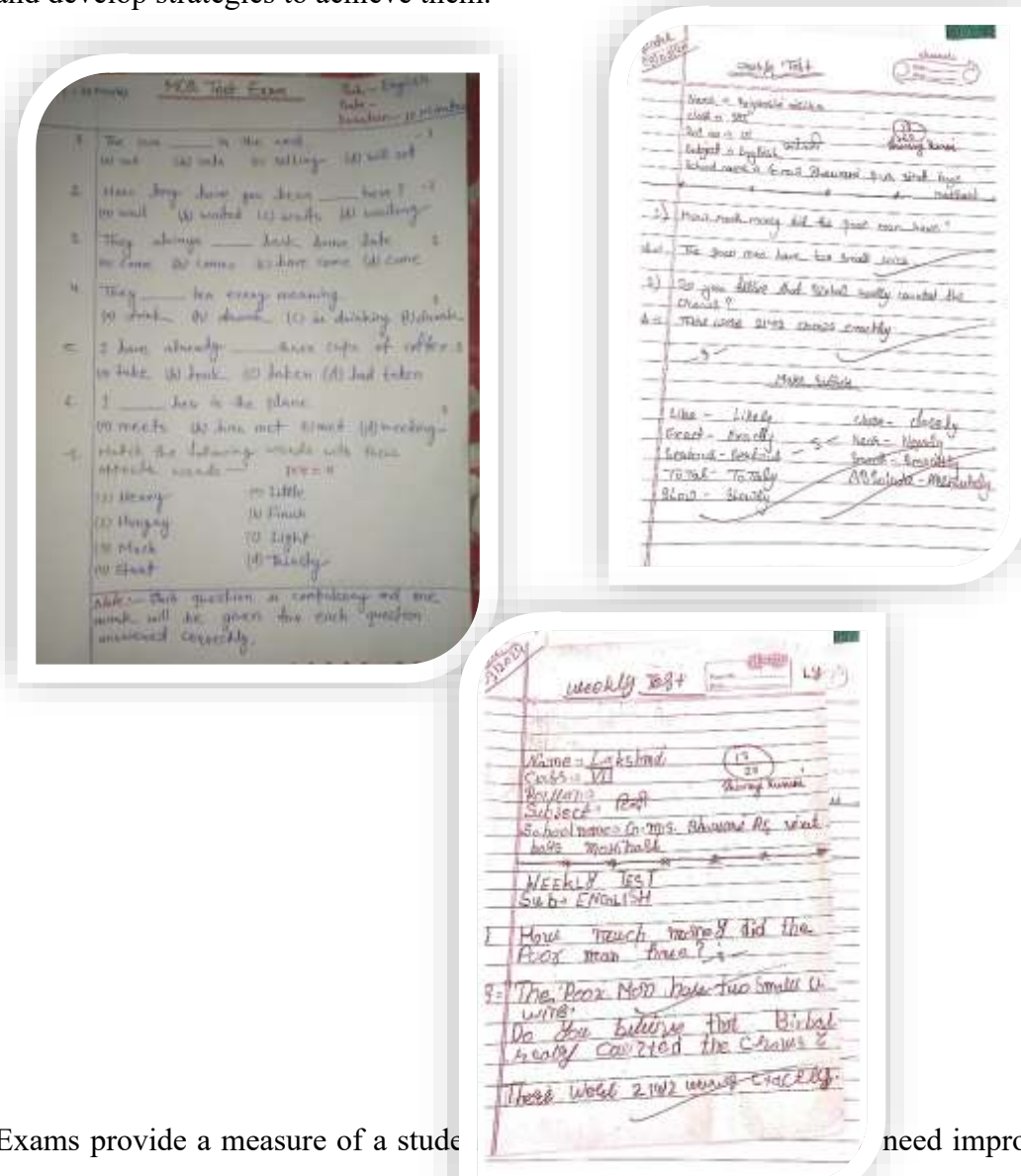
Home assignment is a part of academic work. It provides opportunity for students to learn, practice and demonstrate they have achieved the learning goals.

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

[Signature]
Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Report on Assessment of students learning Tests

Tests are an essential tool that helps students to self-assess their academic abilities and areas where they need improvement. By reviewing their performance on exams, students can gain insights into their strengths and weaknesses, which can help them set realistic academic goals and develop strategies to achieve them.



Exams provide a measure of a student's academic performance and help students identify areas where they need improvement, and help students develop essential skills such as time management and critical thinking. Below are some important areas in which exams play a pivotal role and therefore it is necessary for a student's overall academic and personal growth.

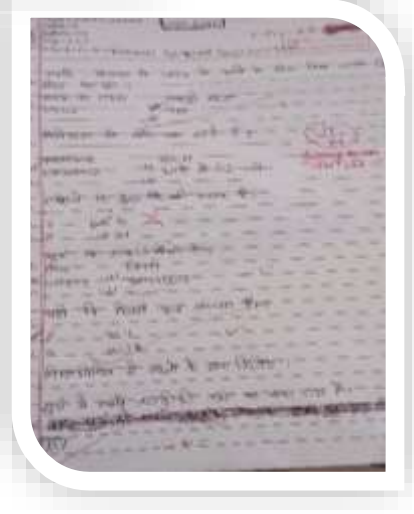
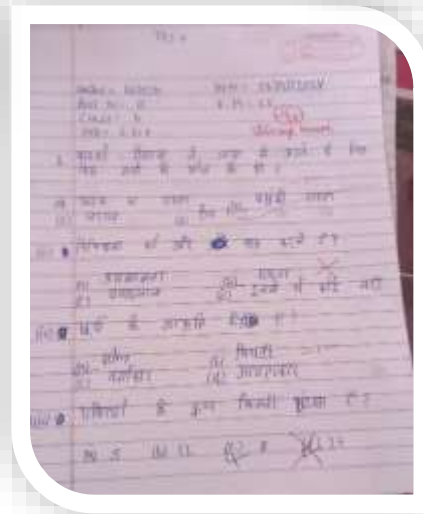
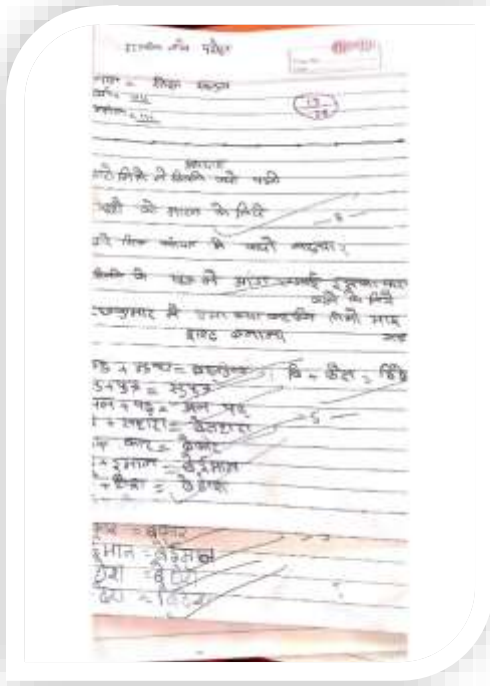


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Exams are a crucial component of a student's academic journey. It not only helps students to evaluate their knowledge and understanding of the subject but also plays a vital role in building their confidence. Additionally, receiving positive results in exams serves as a morale booster and encourages students to work harder and aim for better scores. Therefore, exams are not only an assessment tool but also a confidence-building exercise for students.



Exams are an integral part of a student's academic journey, and they play a crucial role in assessing a student's knowledge, understanding, and skills.

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur



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Cultural activities provide students opportunities to express themselves, build confidence, and develop social skills that are essential for their development, and it is important to consider them as a crucial part of the education.



Participation in cultural activities can improve the academic performance of students

Participating in cultural activities and achieving success in them can boost students' self-esteem. Each student has their own skills and interests. When they are given opportunities to explore what they are passionate about, it improves their confidence and self-esteem.

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Reports on Maintaining documents

Maintaining official school documents, books, and files containing information that is highly crucial about actions and events that take place in schools. The school office keeps and preserves these records for use and retrieval of information as needed. The head of school, principal, teachers, counsellors, or administrative staff is in charge of this responsibility at various levels. The purpose of recordkeeping and management is to ensure accurate and up-to-date records of students' achievements and growth. As a result, the school and parents can easily access information on the child's school activities at any time. For the school system to be effective and efficient, it must value record keeping.



The school office keeps and preserves these records for use and retrieval of information as needed

School documents management must be accurate and streamlined so that administrators can better track everything in the school to manage budgets, staffing needs, and students. Students




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MUZAFFARPUR (BIHAR) PIN-843119

and parents can also access records to identify discrepancies and note concerns, while teachers can access detailed reports to identify potential areas of concern


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

Report on Preparation of progress report



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MUZAFFARPUR (BIHAR) PIN-843119

A progress report is exactly what it sounds like a document using simple and straightforward language that explains in detail what has been achieved and what else is needed for project completion. Essentially this document is a status update before the final report, outlining tasks completed by a team member, project manager, or team, along with what else needs to be done. The purpose of a student progress report is to present a view of how a student is developing over a period longer than a single term. It contains more detailed information than a standard report card. Teachers can use it to help both students and parents participate in developing an educational plan to meet their students' needs.

One of the most common difficulties teachers face when it comes to writing progress reports is not knowing where to begin. You can treat the report like a question-and-answer form, where you begin answering key questions about the student's progress.


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

Report

Senior Secondary School, Purushottampur

Report on

1) Classroom teaching

Internship program in Teacher Education is of great significance because it ensures the professional preparation of prospective teachers. It provides them a practical opportunity to develop true understanding of the teaching profession and future prospects of working conditions in that profession. This study looks at issues and challenges that the prospective teachers experience during internship program. The study also deals with the perception and experience of the principals of cooperative schools involved in the internship program.



Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar

Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur



The Pupil Teacher is teaching the students and solving their problems under the teaching learning process.

The main objective of teaching-learning is to create a conducive classroom environment so that the students learn and grow in more productive ways. Teaching methods are the broader techniques used to help students achieve learning outcomes, while activities are the different ways of implementing these methods. Teaching methods help students: master the content of the course. Teaching helps in transmitting the social and cultural norms, values, beliefs and ideas from one generation to another; It includes evaluation and assessment of learning outcome of students which make them know their strengths and weaknesses.





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The Pupil Teacher is teaching in the classroom and the students are clearing their doubts from the Pupil Teacher


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

Report on Mentoring


Mentoring has become a necessity to resolve problems relating to academics and other related issues faced by the students. Mentoring can build a healthy relationship between the students and teachers in building their discipline, performances and also for the overall positive growth of the students. This batch of students was mentored by me during the pandemic. There was no physical presence of students in the department. They were at home but attending the classes in online mode. Some of the issues and concerns raised by the students were:

1. Network issues for attending the online classes.
2. Non-availability of books and reference materials.
3. Not being able to perform the practical assignments properly.
4. Other issues were related to anxiety, depression and motivation.



A pupil teacher assists students in making decisions on their problems , but they are available to provide support, knowledge, and emotions over time

**Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar**


**Coordinator
Teaching Practice Committee
BTC Muzaffarpur**

ask for me as a mentor to tackle such unexpected issues and concerns but I tried my best to deal with each of these issues taking into consideration the problems faced by every individual student. The following are some of the means that I adopted to help and facilitate the problems faced during such difficult times.





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उच्चतर माध्यमिक विद्यालय साहिबगंज
मुजफ्फरपुर

School - Internship
Activity calendar
Date - 15-11-2022 to 18-04-2023
Year - 2022-23

S. no.	Activity	Date
1	Classes started	15-11-22
2	Swakshta Abhiyan	18-11-22
3	Plantain Programme	29-11-22
4	Women Mahadd Buthool	2-12-22
5	Sargali Competition	8-12-22
6	Cultural Programme	13-12-22
7	Voter Awareness	30-12-22
8	Cultural Republic Day	26-01-23
9	Yoga classes	14-02-23
10	Unit Test	27-01-23
11	Annual Sportsday	4-02-23
12	Quiz competition	15-02-23
13	water conservation	24-02-23
14	Rungoli competition	6-03-23
15	Debate competition	12-04-23

Admission
Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

A timetable is a structured schedule that outlines the timing and duration of classes and other academic activities

A time table is a detailed plan showing the schedule of time allotment to various subjects and activities. Usually, time table is prepaid for a week, to be repeated. All the work in school is carried out systematically in tune with the time table. The successful working of a school depends on a suitable time table. Hence time table is said to be second school clock. A time table is necessary for the proper management of the affairs of a school. Through this, the head master knows the work every class and every teacher. The time table will help him in carrying out the work of the school effectively.

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

[Signature]
Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Report on Student Counselling



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The primary motive behind counselling at school level is to address the emotional, social and behavioral needs of the students. And to create a seamless and friendly environment to help each one of them with different approaches. Always remember that school-based professionals provide counselling and not psychotherapy. Counselling can be helpful for individuals who are experiencing stress, anxiety, depression, or other mental health issues. It can also be beneficial for those who are going through a difficult life change or seeking personal growth.



Child counselling plays an important role in breaking the negative attitudes and help children to inculcate rational thinking. Physical development. Cognitive development. Social development. There might be times when you may counsel students who are victims of bullying, body issues or family issues. In such situations, it is important for you to be empathetic to their problems and guide them with compassion. It is advisable to have an empathetic attitude when listening to them.

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Report on PTA Meetings

The parents teacher meeting is an integral part of a student's life. Moreover, it sheds light on what a student is doing in school. Therefore, it is the school's responsibility to arrange a parents teacher meeting. The school invites parents via a formal letter in parent-teacher meetings. Moreover, this letter has all the details about the meeting. Hence, the school must write it appropriately. For instance, we have given parents teacher meeting format for you. This format will help you write a good letter inviting the parents.



Teacher and parents come together to discuss student's performance and devise ways to enrich their learning experience.

School and students work hard to outshine in exams. Moreover, parents must also know how their children are performing. For instance, teachers usually keep track of every student's academic, social, and mental growth. Therefore, to showcase all of these, schools arrange parents teacher meetings.



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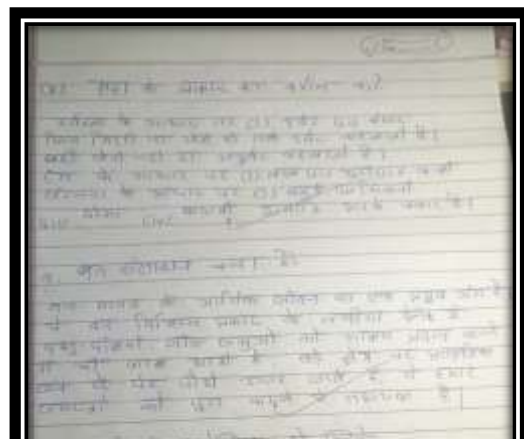
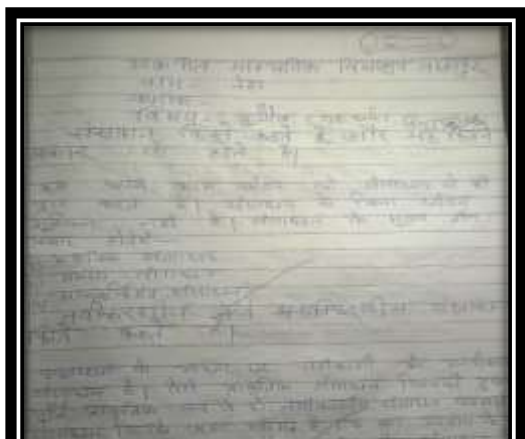
On the other hand, parents are also eager to hear about their children. Therefore, you have to invite them to the school. Parents teacher meeting format is tricky as you and the parents have limited time.


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

**Report on Assessment of students learning
Home Assignments**

An Assessment Report is the culmination of the assessment cycle. In it you will document the path that you have taken from the initial considering and writing of learning outcomes to your analysis of evidence and conclusions. The outline for the assessment report should look very similar to the assessment plan. The measurement of student learning through assessment is important because it provides useful feedback to both instructors and students about the extent to which students are successfully meeting course learning objectives.





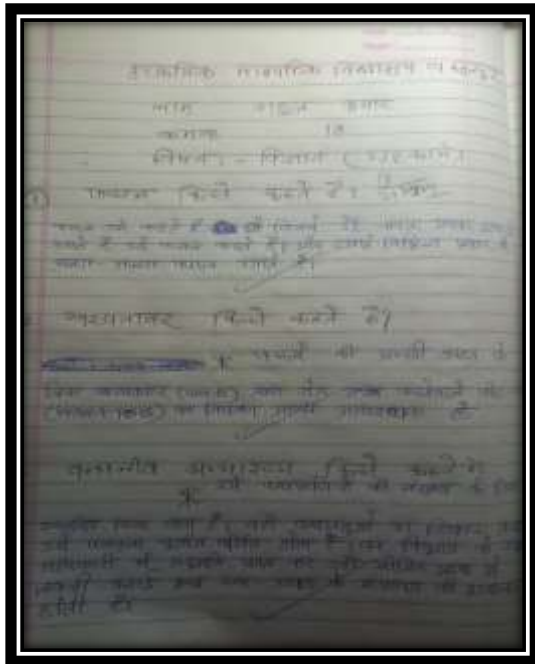
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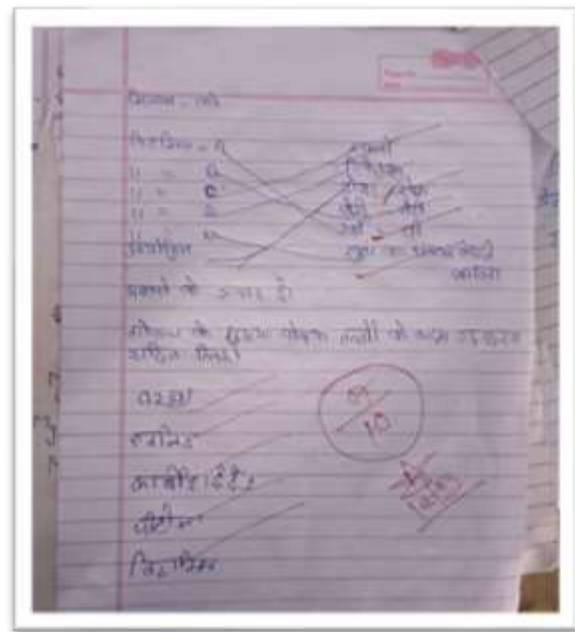
Assignment is taken as a compulsory component of formative assessment process and also a component of teaching and learning in distance education system. Most of learning of distance learners took place through assignments. Academicians work hard to propose such assignments that can help learners to cover course and get valuable learning experiences in learning process.

**Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar**

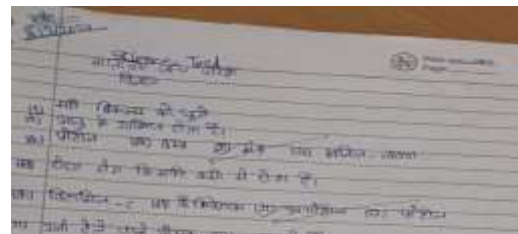
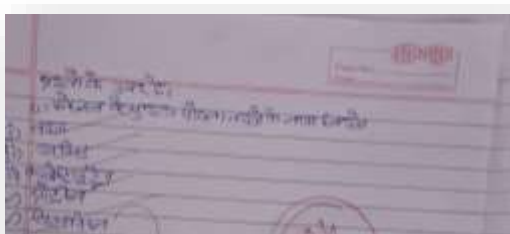
[Signature]
**Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur**

Report on Assessment of students learning Tests

Assessment testing is the process of evaluating an individual's skills, abilities, knowledge, or other characteristics through the use of tests or other assessment tools. It is often used in the hiring process to evaluate candidates for a particular job or role. An assessment exam, also known as an assessment test or evaluation exam, is a standardized method of measuring an individual's knowledge, skills, or abilities in a specific subject or field. Assessment exams are typically used to evaluate student learning, employee performance, or professional competency. They can take many forms, such as multiple-choice questions, open-ended questions, or performance tasks.



Exams are an integral part of a student's academic journey, and they play a crucial role in assessing a student's knowledge, understanding, and skills. Exams provide a measure of a student's progress, identify areas that need improvement, and help students develop essential Assessment testing is the process of evaluating an individual's skills, abilities, knowledge, or other characteristics through the use of tests or other assessment tools. It is often used in the hiring process to evaluate candidates for a particular job or role. skills such as time management and critical thinking. Below are some important areas in which exams play a pivotal role and therefore it is necessary for a student's overall academic and personal growth.





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RECOGNISED BY NCTE-ERC, BHUBANESHWAR
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,
MUZAFFARPUR (BIHAR) PIN-843119



Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur

Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar

**Report on Organizing Academic and
Cultural events**


Today, organizations not only look at a candidate's academic achievements, but also their participation in cultural activities. These activities help students develop a range of skills and knowledge in different contexts and more importantly, allow them to learn about themselves. Cultural activities provide students opportunities to express themselves, build confidence, and develop social skills that are essential for their development, and it is important to consider them as a crucial part of the education.



Cultural activities are non-academic pursuits that provide students a platform to explore their interests and develop aesthetically, artistically, historically, intellectually, or socially. Different types of activities are carried out in schools, such as sports, dance, painting, music, festival celebrations, and photography are important for the overall development of the children.



Cultural activities can be an effective way to foster commitment among students


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur


Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar



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MUZAFFARPUR (BIHAR) PIN-843119

Report on Sports

Sports are very essential for every human life which keeps them fit and fine and physical strength. It has great importance in each stage of life. It also improves the personality of people. Sports keep our all organs alert and our hearts become stronger by regularly playing some kind of sports. Sports develop the physical as well as mental strength in students. Daily physical exercise is essential for students because exercise not only helps students to stay healthy, but it also helps to improve their emotional fitness.






Sports are important in schools because it helps to teach various skills to students like leadership, patience, patience, team efforts, and social skills

Sports should be a major part of the school curriculum because if students stay emotionally and physically healthy, they can easily focus on their studies. Students have to participate in school sports to increase confidence, mental alertness, and self-esteem.

Sports and games are a great way to keep children active and healthy without the need for them to miss out on their academic studies. Moreover, physical activity has been medically proven to increase cognitive and memory functions, which can help children perform better in school.


Coordinator
Teaching Practice Committee
BTTC, Muzaffarpur


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Basundhara Teachers
Training College, Sitout
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MUZAFFARPUR (BIHAR) PIN-843119

Reports on Maintaining documents

Maintaining official school documents, books, and files containing information that is highly crucial about actions and events that take place in schools. The school office keeps and preserves these records for use and retrieval of information as needed. The head of school, principal, teachers, counsellors, or administrative staff is in charge of this responsibility at various levels. The purpose of recordkeeping and management is to ensure accurate and up-to-date records of students' achievements and growth. As a result, the school and parents can easily access information on the child's school activities at any time. For the school system to be effective and efficient, it must value record keeping.



School documents management must be accurate and streamlined so that administrators can better track everything in the school to manage budgets, staffing needs, and students. Students and parents can also access records to identify discrepancies and note concerns, while teachers can access detailed reports to identify potential areas of concern



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Teaching Practice Committee
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Principal
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MUZAFFARPUR (BIHAR) PIN-843119

Report on Preparation of progress report

A progress report is exactly what it sounds like a document using simple and straightforward language that explains in detail what has been achieved and what else is needed for project completion. Essentially this document is a status update before the final report, outlining tasks completed by a team member, project manager, or team, along with what else needs to be done. The purpose of a student progress report is to present a view of how a student is developing over a period longer than a single term. It contains more detailed information than a standard report card. Teachers can use it to help both students and parents participate in developing an educational plan to meet their students' needs.

प्रगति रिपोर्ट
श्री. 308

नाम: सुनील कुमार
कक्षा: दशम
विषय: गणित

दिनांक	अध्ययन	प्रश्न	उत्तर
1	अध्याय 1	प्रश्न 1	उत्तर 1
2	अध्याय 2	प्रश्न 2	उत्तर 2
3	अध्याय 3	प्रश्न 3	उत्तर 3
4	अध्याय 4	प्रश्न 4	उत्तर 4
5	अध्याय 5	प्रश्न 5	उत्तर 5

प्रगति रिपोर्ट
श्री. 308

क्र.सं.	कार्य	अवधि	प्रगति	टिप्पणी
1	विषय	अध्याय 1	अध्याय 2	अध्याय 3
2	अध्ययन	अध्याय 1	अध्याय 2	अध्याय 3
3	प्रश्न की प्रकृति	अध्याय 1	अध्याय 2	अध्याय 3
4	प्रश्न की संख्या	अध्याय 1	अध्याय 2	अध्याय 3
5	प्रश्न का प्रकार	अध्याय 1	अध्याय 2	अध्याय 3
6	अभिप्रेत	अध्याय 1	अध्याय 2	अध्याय 3
7	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
8	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
9	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
10	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
11	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
12	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
13	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3
14	अध्ययन के माध्यम से	अध्याय 1	अध्याय 2	अध्याय 3

टिप्पणी: A - अध्याय 1, B - अध्याय 2, C - अध्याय 3
D - अध्याय 4, E - अध्याय 5

दिनांक	अध्ययन	प्रश्न	उत्तर
1	अध्याय 1	प्रश्न 1	उत्तर 1
2	अध्याय 2	प्रश्न 2	उत्तर 2
3	अध्याय 3	प्रश्न 3	उत्तर 3
4	अध्याय 4	प्रश्न 4	उत्तर 4
5	अध्याय 5	प्रश्न 5	उत्तर 5

प्रगति रिपोर्ट
खंड - XIII

विद्यार्थी का नाम: राहुल कुमार
 विद्यालय का नाम: प्रमुख शिक्षक, सिद्धार्थ शिक्षण संस्थान, मुजफ्फरपुर
 कक्षा: 10 वि. सं. 10 वि. सं. 10
 पता: सिद्धार्थ शिक्षण संस्थान, मुजफ्फरपुर
 शिक्षक का नाम: प्रमुख शिक्षक
 वि. सं. 10 वि. सं. 10

क्र. सं.	विषय	अंक	पूर्णांक	प्रतिशत	संदर्भ
1	भूगोल	10	10	100	
2	इतिहास	10	10	100	
3	संस्कृत की प्रथम	10	10	100	
4	संस्कृत की द्वितीय	10	10	100	
5	संस्कृत की तृतीय	10	10	100	
6	संस्कृत की चतुर्थ	10	10	100	
7	संस्कृत की पंचम	10	10	100	
8	संस्कृत की षष्ठ	10	10	100	
9	संस्कृत की सप्तम	10	10	100	
10	संस्कृत की अष्टम	10	10	100	
11	संस्कृत की नवम	10	10	100	
12	संस्कृत की दशम	10	10	100	
13	संस्कृत की अंतिम	10	10	100	
14	संस्कृत की कुल	10	10	100	
15	संस्कृत की औसत	10	10	100	

कुल अंक: 100 पूर्णांक: 100 प्रतिशत: 100

विद्यार्थी का नाम: राहुल कुमार
 शिक्षक का नाम: प्रमुख शिक्षक

प्रगति रिपोर्ट
खंड - XIII


विद्यार्थी का नाम: राहुल कुमार
 विद्यालय का नाम: प्रमुख शिक्षक, सिद्धार्थ शिक्षण संस्थान, मुजफ्फरपुर
 कक्षा: 10 वि. सं. 10 वि. सं. 10
 पता: सिद्धार्थ शिक्षण संस्थान, मुजफ्फरपुर
 शिक्षक का नाम: प्रमुख शिक्षक
 वि. सं. 10 वि. सं. 10


क्र. सं.	विषय	अंक	पूर्णांक	प्रतिशत	संदर्भ
1	भूगोल	10	10	100	
2	इतिहास	10	10	100	
3	संस्कृत की प्रथम	10	10	100	
4	संस्कृत की द्वितीय	10	10	100	
5	संस्कृत की तृतीय	10	10	100	
6	संस्कृत की चतुर्थ	10	10	100	
7	संस्कृत की पंचम	10	10	100	
8	संस्कृत की षष्ठ	10	10	100	
9	संस्कृत की सप्तम	10	10	100	
10	संस्कृत की अष्टम	10	10	100	
11	संस्कृत की नवम	10	10	100	
12	संस्कृत की दशम	10	10	100	
13	संस्कृत की अंतिम	10	10	100	
14	संस्कृत की कुल	10	10	100	
15	संस्कृत की औसत	10	10	100	

कुल अंक: 100 पूर्णांक: 100 प्रतिशत: 100

विद्यार्थी का नाम: राहुल कुमार
 शिक्षक का नाम: प्रमुख शिक्षक

One of the most common difficulties teachers face when it comes to writing progress reports is not knowing where to begin. You can treat the report like a question-and-answer form, where you begin answering key questions about the student's progress.


 Coordinator
 Teaching Practice Committee
 BTTC, Muzaffarpur


 Principal
 Basundhara Teachers
 Training College, Sitout
 Muzaffarpur, Bihar