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Faculty Exchange Programme

Activities of Academic Year- 2022-23 Dated: 12/10/2022

S.No.	Session	Name of The	Institution	Date		
		Faculty	(From- to)			
1.	2022-23	Mrs. Kirti Saraswati	B.T.T.C, Muzaffarpur to	12-10-2022		
			L.P.S.C.E, Muzaffarpur			
2.	2022-23	Mrs. Manisha Singh	B.T.T.C, Muzaffarpur to	12-10-2022		
			L.P.S.C.E, Muzaffarpur			
3.	2022-23	Dr. S.P.Diwedi	B.T.T.C, Muzaffarpur to	12-10-2022		
			L.P.S.C.E, Muzaffarpur			
4.	2022-23	Mrs. Sushma Kumari	B.T.T.C, Muzaffarpur to	12-10-2022		
			L.P.S.C.E, Muzaffarpur			
5.	2022-23	Mr. Ajay Kumar Mauriya	B.T.T.C, Muzaffarpur to	12-10-2022		
			L.P.S.C.E, Muzaffarpur			

Principal
Basundhara Teachers
Training College, Silout
Muzatterpur, Bihar

Scerctory Staff Council Staff Council BTTC, Muzaffarpur



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FACULTY EXCHANGE PROGRAMME

Dated: 12-10-2022

Collaborative College: L.P. Sahi College of Education

Report on Faculty Exchange Programme

The Faculty Exchange Programme between Basundhara Teachers Training College and L.P. Shahi College of Education, Muzaffarpur, aimed to foster collaboration, professional development, and cultural exchange among faculty members. This report presents an overview of the activities conducted during the exchange programme and its outcomes.



Basundhara Teachers' Training College teachers come for teach at L.P. Shahi College of Education Dated 12/10/2022

Faculty members from both institutions engaged in a series of activities designed to facilitate knowledge exchange and collaboration. These activities included lectures, workshops, classroom observations, research collaboration, and cultural exchange events. The lectures and workshops covered various topics such as pedagogy, curriculum development, educational technology, and assessment strategies. Collaborative research projects were initiated to address



Guiding the Teaching-Learning Journey Insights Shared by Our Dedicated Teacher Dated 12/10/2022

research gaps in the field of education and promote interdisciplinary collaboration. Additionally, faculty members participated in classroom observations and visits to each other's institutions to gain insights into different teaching methodologies and classroom management techniques.



Embarking on the Path of Pedagogy A Student's Journey in Teaching Dated 12/10/2022

Cultural exchange events were organized to promote mutual understanding and appreciation of each other's cultures, including cultural performances, traditional cuisine tastings, and visits to local landmarks.



The Teacher Exploring Diverse Perspectives A Gateway to Insightful Exchanges and Idea Generation Dated 12/10/2022

The Faculty Exchange Programme yielded several positive outcomes for both institutions. Firstly, it facilitated enhanced professional development opportunities for faculty members through exposure to diverse teaching methodologies and research collaboration. Secondly, it strengthened collaboration between Basundhara Teachers Training College and L.P. Shahi College of Education, Muzaffarpur, laying the foundation for future joint initiatives and



A Teacher's Insight into Language Across the Curriculum in Education Dated 12/10/2022

Thirdly, it resulted in improved teaching practices as faculty members gained insights into effective pedagogical approaches through observation and interaction with colleagues from the partner institution. Lastly, the cultural exchange component fostered cultural



Faculty Exchange Unlocks Pathways for Professional Growth and Collaboration in Education Dated 10/12/2019

programme underscore the importance of such initiatives in promoting excellence in education and fostering global connections. We look forward to further collaboration and partnership opportunities in the future.

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STUDENTS EXCHANGE PROGRAMME

Dated: 19-10-2022

Collaborative College: L.P. Shahi College of Education, Muzaffarpur



Student's Exchange Programme conduct between Basundhara Teachers' Training College, Muzaffarpur to L.P. Shahi College of Education, Muzaffarpur. 19/10/2020

Basundhara Teachers' Training College, Muzaffarpur, and L.P. Shahi College of Education, Muzaffarpur, embarked on a transformative journey of cultural exchange and academic collaboration through a meticulously planned student exchange programme. The primary objective of this initiative was to provide students from both institutions with a unique opportunity to broaden their horizons, deepen their understanding of different teaching methodologies, and foster cross-cultural appreciation.



L.P. Shahi College of Education, Muzaffarpur, Teacher Delivered Lecture to our Students' Through Students Exchange Programme. 19/10/2020

The programme commenced with a warm welcome extended to the visiting students from L.P. Shahi College of Education, Muzaffarpur. They were greeted with enthusiasm and hospitality, setting the tone for the days ahead.



L.P. Shahi College of Education, Muzaffarpur Faculty Taking Lecture through Students Exchange Programme . 19/10/2020



L.P. Shahi College of Education, Muzaffarpur Faculty Taking Lecture through Students Exchange Programme 19/10/2020

Over the course of the exchange programme, students actively participated in a variety of activities designed to facilitate meaningful interaction and learning. Classroom observations were a key component, allowing students to witness firsthand the teaching practices and pedagogical approaches employed at the host institution. This provided invaluable insights and inspired thought-provoking discussions among the participants.



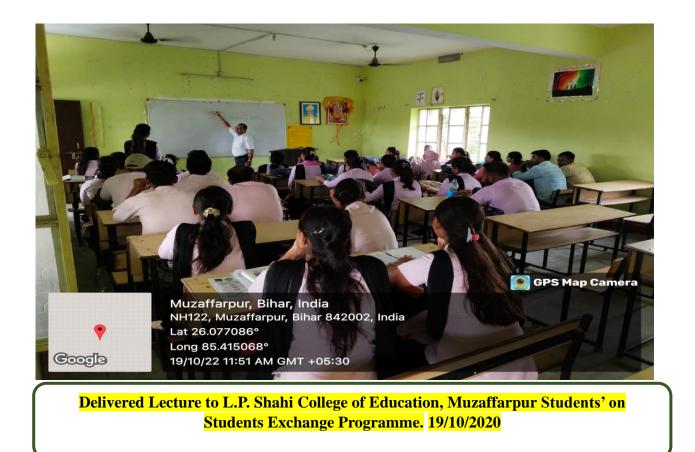
Assistant Professor of L.P. Shahi College of Education, Muzaffarpur teach to Students' on Students Exchange Programme. 19/10/2020

In addition to classroom observations, workshops were conducted on topics of mutual interest, ranging from innovative teaching techniques to intercultural communication. These workshops provided a platform for students to exchange ideas, share best practices, and collaborate on projects, thereby enriching their learning experience.



Student's Exchange Programme conduct between Basundhara Teachers' Training College, Muzaffarpur to L.P. Shahi College of Education, Muzaffarpur. 19/10/2020

Furthermore, cultural immersion activities were organized to expose students to the rich cultural heritage of the host region. Visits to local landmarks, traditional performances, and culinary experiences served to deepen their appreciation for cultural diversity and foster friendships that transcended geographical boundaries.



Interactive sessions were another highlight of the programme, where students from both colleges engaged in lively discussions on various educational topics. These sessions encouraged dialogue, critical thinking, and reflection, empowering students to broaden their perspectives and embrace new ideas.

As the exchange programme drew to a close, it was evident that the experience had left a lasting impact on all participants. Friendships were forged, cultural barriers were overcome, and valuable lessons were learned. The bonds of collaboration and mutual respect established during this exchange will undoubtedly endure, paving the way for future partnerships and opportunities for growth.

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Dated: 10/5/2023

<u>REPORT</u>

National Seminar

Topic: Quality Enhancement in Teacher Education Through Academic and Administrative Audit (AAA).

Dated: 7-8 May, 2023

Venue: Multipurpose Hall

Chief Guest: Dr. K.S. Sekher, Registrar, L.N.Mishra College, Mzn.

Guest Speaker: 1. Prof. (Dr.) Manoj Chaudhary, (SCOE, Moga, Punjab)

- 2. Dr. Sandeep Kumar, Dean, S.V. Subharti University, Meerut
- 3. Mr. Sachidanand Singh, Ex. Journalist, Loksabha
- 4. Dr. Narander Kumar, Roy College of Education, Raypura

Today our college organised a two days national level seminar on the topic related to academic and administrative audit (AAA). It was started with the lamp lightning by all the guest.



Seminar Inaugural Session 7/5/2023



Mr. Sachidanand Singh By The Media Educational Development in Present Scenario

Here and now, the tough time of wide changing in education at global labels. In this time of hardship for education transforming, it is essential to understanding all the present scenario and past education system. During this period of digitalisation and changing world with education transforming, talking about the primary concerns.



Dr. Manoj Chaudhary Says about Quality and excellence in teacher education and major initiatives Dr. Manoj Chaudhary Says that Quality and excellence in teacher education is one of the major initiatives of the government of India. To achieve the better outcomes at all levels of education, government of India has been focusing on quality and excellence in teacher education. Because the quality of the outcomes of education is depends upon the quality of its teachers.



Delegates and Students are taken benefits of the key note speakers thoughts

Different studies are conducted in these perspectives and most of the studies revealed that there is a positive correlation exist between the quality of the outcomes of education and quality of its teachers. But now a day in India the quality of teacher education was decreased day by day due to some problems. If these problems are resolved in the field of teacher education, then maybe we can reach our determined goal.



Dr. Sandeep Kumar specified Quality has become the global perspective in each field of development. Quality is defined as delighting the customer by continuous meeting and improving upon agreed requirement. India is a developing country in the world and providing the mass education at elementary and higher education. Teacher education system is an important vehicle to improve the quality of education. Therefore, teacher preparation needs to give more thinking into the different roles a teacher needs to meet the new challenges in the information society. After Independent the emerging socioeconomic and political situations influenced the national scenario of Teacher Education. The Government of India setup different Committees and Commissions for addressing to the specific issues of Teacher Education.



clearing any remaining doubts and many questions asked from audience out of curiosity

It was a recommendable step taken by the national seminar to overcome the confusion and cluelessness among students. At last, a Query session introduced for clearing any remaining doubts and many questions asked from audience out of curiosity and need which made this event extremely successful and worthy.

> Coordinator Research & Development Committee

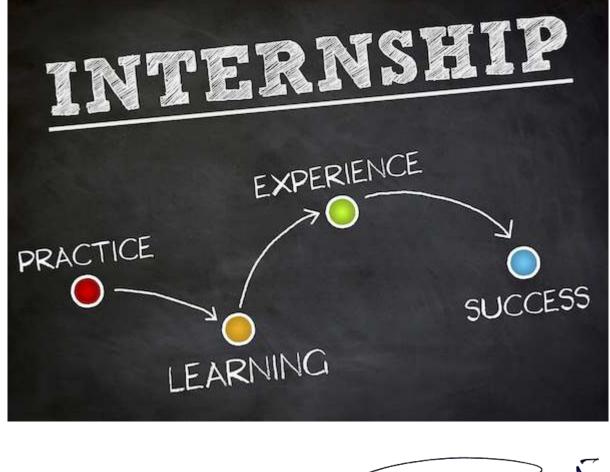
> > Research and Development Committee BTTC, Muzaffarpur

Principal

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<mark>2.4.11</mark>

Report on Internship Programme School Wise



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BTTC, Muzaffarpur



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<mark>Report</mark>

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 charification of misconceptions

Basundiara Training College, Silout Training College, at the same time, and the students and teacher must interpret and process these Muzaffarpur, Bihar 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

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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 Principal Basundhara Teachers Training College, Silouit Muzaffarpur, Bihaf 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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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.

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

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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.

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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.

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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 Coordinator Isaching Practice Commillee RTTC zaffarour Muzaff **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.

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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 oflearning of distance



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

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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 Basundhara Teachers Training College, Silout Muzaffarpur, Bihaf

Report on Assessment of students learning Tests

Test 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.

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need improvement, and

Exams provide a measure of a stude

help students develop essential skille and a sume 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.

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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.

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Report on Organizing Academic and Cultural events



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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 'selfesteem. 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.

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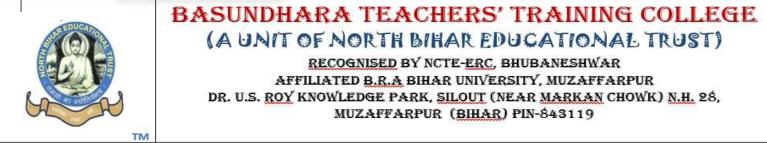
Reports on Maintaining documents

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



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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Report on Preparation of progress report



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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.

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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.

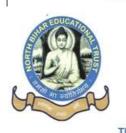


The Pupil Teacher is teaching the students and solving their problems under the teaching learning process.

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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TM



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, Silout

Coordinator

Muzaftarpur, Bihar ask for me as a mentor to tackle such unexpected issues and concerns but lee I uncumy cost to deal with each of these issues taking into consideration the problem are problem and 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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A pupil teacher mentor may also allow a student to get involved in the mentor's workplace to learn about the field and make connections

Mentor encourages mentees, helps with problem solving, and uses active-listening techniques. Mentor serves as a guide for mentees' behavior, values, and attitudes. Mentees benefit from engaging with mentor who shares values and deep-level similarity with them. Allows mentees to see themselves as future academics.

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Report on Time- table preparation



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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.

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Report on Student Counselling

BTTC, Muzaffarpur



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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.

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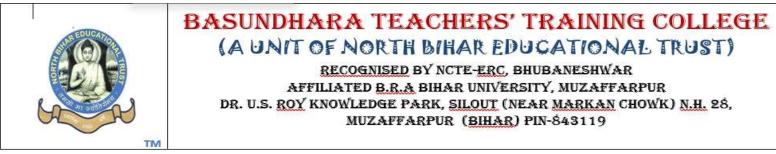
Report on PTA Meetings

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.



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.

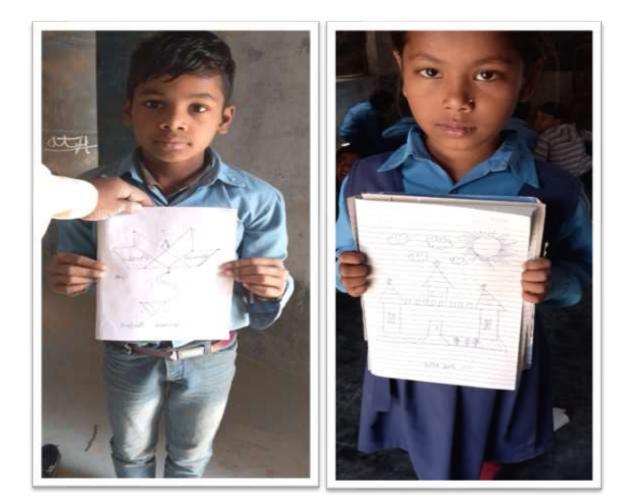
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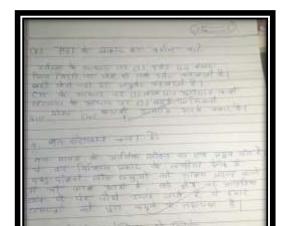
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Report on Assessment of students learning Home Assignments An Assessment Report is the culmination of the assessment cycle. In it you will document the path that you have taken from the initial considering and writing of learning outcomes to your analysis 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.

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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.

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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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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

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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.





ports 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.

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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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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.

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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.

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