

511.2.3 Rating Scale for Maintenance of Records and Registers (School Based Activities)

Name of the Teacher Trainee :

Enrolment No. :

Name & address of the school :

Name of the records maintained (each record will be evaluated as per the rating scale out of 35 and the average of five records as under will be taken to consolidate the mark of trainee in this activity)

- (i) Progress report of the students
- (ii) Anecdotal record (based on specific observation)
- (iii) Lesson diary/ Notes
- (iv) Conducting arrangement/substitute class teaching in school situation
- (v) Record in library, laboratory and sports activities of learners

Rating need to be done according to the following criteria

Criteria	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
(i) Knowledge of basic principle of maintenance of report/ record	5	4	3	2	1
(ii) Efforts to motivate the pupils	5	4	3	2	1
(iii) Keeness of keeping record update	5	4	3	2	1
(iv) Cleanliness of the records maintained	5	4	3	2	1
(v) Clarity of the information put forth	5	4	3	2	1
(vi) Description of the problem encountered in maintaining the records	5	4	3	2	1
(vii) Solution suggested to overcome the problem	5	4	3	2	1

Total marks out of 35:

Counter signature by the Head Master with official seal

**Signature of Mentor
(Authentication)**

**Signature of Supervisor
(Assessment)**