

EMMANUEL COLLEGE OF EDUCATION-245

Tamaram, Makavarapalem (Mdl), Visakhapatnam (Dt)-531113.

B.Ed. Programme (Academic Year -2015-2017)

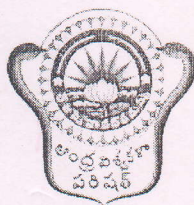
Semester – ~~I~~ / II / ~~III~~ / ~~IV~~

Course : SCHOOL RECORD

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Pedagogy : ENGLISH / SOCIAL SCIENCE



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VISAKAHPATNAM

CERTIFICATE

This is to certify that Mr./ Mrs./ Kumari Chintamani Behera
Reg.No. 215124502019 student of Emmanuel
College of Education Tamaram .has
successfully collected information for the purpose of submission of
his/her **SCHOOL RECORD** as part of **I / II / III / IV Semester** in B.Ed.,
Programme.

Signature of the Teacher



Signature of the Headmaster

(Stamp & seal of the institution)

HEAD MASTER
Kripakamal Elementary School
TAMARAM
Makavarapalem

Signature of the Lecturer

Signature of the Principal

Principal
Emmanuel College of Education
Tamaram (V), Makavarapalem (Md)
75001113

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College Seal



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PART - A

Introduction :-

School :- school is a place where people go to learn skills for future. School is a firm where the students expected life and development of their future walking place in a school.

SCHOOL MEANING :-

The 'School' word derived from the ancient Greek word "skole" which meant either leisure or the things done in one's leisure time or the place where one spent one's leisure time. In Particulars, It was a word used to describe learned discussions and disputations that took place between a teacher and their students.

SCHOOL DEFINITION :-

A school is an institution designed for the teaching of students (or pupils) under the direction of teachers. Most countries have systems of formal education, which is commonly compulsory for these systems. Students progress through a series of schools. The name for these schools vary by country. But generally include primary school for young children and secondary school for teenagers who have

completed primary education school is a system where students gathered at a place & they have no variations and caste feeling the teacher teaches the group of student

OBJECTIVES OF SCHOOL STUDY :-

- (1) Provide a well rounded program of instruction using the best education of practices appropriate to the cultural, intellectual and social needs of the students.

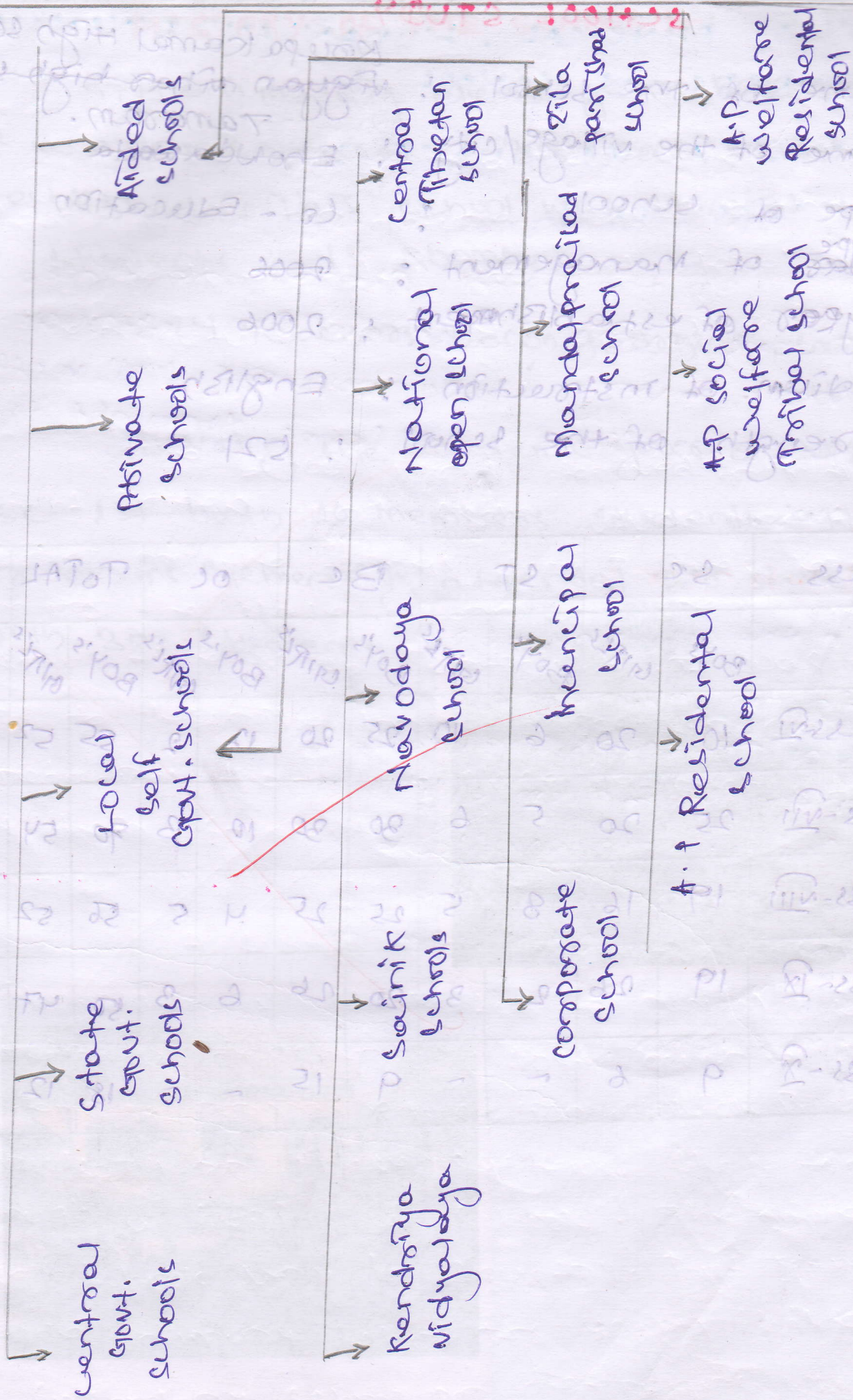
- (2) Provide educational resources for safe challenging tolerant and supportive environment in which students and are actively encouraged to participate

- (3) Prepare students to be independent thinkers and global citizen.
- (4) Foster a sense of individual responsibility, self discipline, self reliance and respect for self and others.

IMPORTANCE OF SCHOOL STUDY :-

- (1) School is a system working with facilities.
- (2) School is a system getting continuous change.
- (3) School is a system that connects a constant relation with other institutions.
- (4) School is a system that connects good attitudes.

TYPES OF SCHOOL



HISTORY OF THE SCHOOL:-

Approximately eleven years back, during the academic years of 2005-2006 school was established. This school was started with 150 students, 15 rooms,

24 Teachers 2 non teaching. Satyanarayana as Headmaster

During the academic years of 2015-2016 SSC 1st batch 10 members students attended for exams. Generally attended for developed with 300 students.



STUDY OF PHYSICAL, HUMAN AND FINANCIAL

RESOURCES OF SCHOOL :-

(a) PHYSICAL RESOURCE :-

1. Classroom :-

in the school, there are three

classrooms, every classroom is constructed very well, every class room are well ventilated and the sunlight are come, through the

windows

2. Staff room :-

In the school there is a

staff room. there are alot of

books of teachers are available

are on the staff room and

also comics are available

at the leisure hour the

teacher comes to the staff room

and they prepare subject

for teaching.



3. H.M Room :-

There is a special room on office situated at the school for the Head master. It was on the ground floor all the documents of school and students attendance are kept in that office.



4) STORE ROOM :-

There is a large store room available at the school. The books of teachers and curriculums of the teachers kept safe at the store room. The store room is utilized for safe keeping of the documents, records, students playing materials and many other important records and items for future etc.

5- COMPUTER LAB :-

There is a computer for utilization. But there is no special computer lab. There is a system in staff room it is used by teachers.

Teachers used the computer for teach basic fundamental to the higher class.



HUMAN RESOURCES:-
 Details of the head of the institute:- H.M.
 Head master:-
 Name:- P. V. Satyanarayana
 Qualification:- M.A. B.E.
 Designated:- H.M.
 Experience:- 10 years
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 Name:- P. V. Satyanarayana
 Qualification:- M.A. B.E.
 Designated:- H.M.
 Experience:- 10 years



The school has a big play ground. Students play at the ground. The play ground is not large to facilitate all games but the students play different games in the small play ground.

PLAY GROUND:-

DUTIES :-

- (1) Duties relating to administrative matters.
- (2) Duties relating to supervision of teaching learning process.
- (3) Duties relating to educational leadership and human relations.
- (4) Duties relating to students.
- (5) Duties relating to community.
- (6) He guides other teachers in the whole.
- (7) He supervises the work of the teachers and other school employees.
- (8) He reinforces the work effective discipline in the school.
- (9) He acts as a lawyer and tries to solve legal issues concerning to the school.
- (10) He acts as an expert in group dynamics as he plans for working effectively with staff pupils public and authorities.

Teaching Staff :-

S.NO	Name of the teacher	Designation	Qualification	Experience.
1.	M. Demundanna	Social	M.A. B.Ed	10 years
2.	D. Marshall Rao	Maths	M.Sc. B.Ed	5 years
3.	M. Atchamma	Telugu	M.A. B.Ed	10 years
4.	S.K. Srinu	Social	MA B.Ed	6 years
5.	K. Konda babu	English	MA B.Ed	12 years
6.	Nagamani P	Telugu	MA B.Ed	10 years
7.	K.V. Ramana	Social	MA B.Ed	4 years
8.	S. Swathi	Telugu	M.A. B.Ed	5 years
9.	V. Sandhya	Hindi	B.Sc. B.Ed	4 years.

- (1) Admissibility of bills
- (2) Salary bills
- (3) General Reg. for maintenance

Duties of the non teaching staff in

S.No	Name of the teacher	Designation	Qualification	Experience
1	Satyamaramayana	Junior Asst	B.A	5 years
2	P. Sujatha	Asst	B.A	10 years
3	G. Rajadurai	Asst	B.A	8 years
4	P. Narayana	Asst	B.A	8 years

Details of the non teaching staff:

S.No	Name of the teacher	Designation	Qualification	Experience
10	S. Vijayarani	Asst	B.A	2 years
11	R. Pournayana	Asst	B.A	4 years
12	K. M. Laxmi	Asst	B.A	5 years
13	T. Suresh	Asst	B.A	2 years
14	K. Laxmi	Asst	B.A	3 years
15	P. Suresh	Asst	B.A	2 years
16	B. Narayani	Asst	B.A	2 years
17	K. Anshu	Asst	B.A	2 years

Duties of Record Assistant :-

- (1) - Pupil attendance register maintenance.
- (2) - Junior assistance should be helped by being.

Parent teacher Association :-

Parent teacher associations conducts for every two months and in this meeting the discuss about the school developments and students welfare progress were discussed in the parent teacher association.

Role of Parent - Teacher in improving school :-

In parent teacher Association, meaning the parent give some valuable suggestions and teachers take the suggestion from parents to present full attendance of the students. They take some measures to improve school and get attendance properly.

Functioning of school :-

Every day starts with Prayers at 9.45 A.M. The school in the morning 10-12.55 P.M. and at 11.25 to 11.35 the recess goes on. In after noon session. The school starts from 1.45 - 4.45 P.M. There are 8 periods every day. The school provides note books, text book and uniforms to students at free of cost.

VII B

1	2	3	4	5	6	7	8
MON	MATH	TEL	SOC	N-S	HINDI	P-S	GAME
TUE	"	"	"	"	"	"	"
WED	"	"	"	"	"	"	"
THU	"	"	"	PS	MATH	"	"
FRI	"	"	"	"	MATH	"	DRILL
SAT	"	"	"	"	"	"	"

class - VIII

1	2	3	4	5	6	7	8
MON	MATH	TEL	SOC	N-S	HINDI	PS	GAME
TUE	"	"	"	"	"	"	"
WED	"	"	"	"	"	"	"
THU	"	"	"	PS	"	SOC	"
FRI	"	"	"	"	MATH	"	DRILL
SAT	"	"	"	"	"	"	"

class - X

1	2	3	4	5	6	7	8
MON	ENG	SOC	N-S	MATH	PS	TEL	GAME
TUE	"	"	"	"	"	"	"
WED	"	"	"	"	"	"	"
THU	"	"	"	"	"	"	"
FRI	"	"	"	"	PS	"	DRILL
SAT	"	"	"	"	"	"	"

class - X

1	2	3	4	5	6	7	8
MON	N-S	TEL	SOC	MATH	HINDI	ENG	SCIE
TUE	"	"	"	"	"	"	"
WED	"	"	"	"	"	"	"
THU	"	"	"	COM	"	"	"
FRI	"	"	"	"	MATH	"	DRILL
SAT	"	"	"	"	"	"	"

Records of registers :-

1. Admission Register :-

- Student's Name
- Father Name
- Mother Name
- Date of Birth
- Coste
- Class of admission
- admission date

2. Previous schools

Register A Register B

3. Term fees Register

4. Central work register

5. stock register - garden tools register

6. salary register.

7. inspection book.

8. visit book.

9. games fee registration

10. Quills fees register.

11. Teachers attendance register.

12. Pupil attendance register.

13. memory register

14. staff order book

15. circular book.

16. movement register book

17. school management book and development book.

18. Text books & note books.

19. Out coming registers.

20. Deduction scheduled registers.

Curricular and Co-curricular activities Planned :-

Curricular and co-curricular activities are an integral part of education in the past. These activities were mainly organised after school hours and so called as extracurricular. But now they are an integral part of the activities of the school at its curricular work and their proper organisations need just as much care and fore thought the secondary education commission network.

"Given a clear pleasant and well maintained school building. In the school there are 6 subject teacher, math, Hindi, Science, Social, English to teach in the school the activities conduct on the basis of education like quiz, seminars and some activities conduct and encourage students Vally ball 1st two boys, in throw ball 1st girls and some activities conduct yoga quiz, debate, song, essay writing competitions on august 15, Participating in drawing, dance programs competitions. Debate topics, categories show during competitions. The staff member will encourage and out the talent of the students.

organizational climate :-

the atmosphere of the school very much and convenient for the students to play various games good teachers with good educational facilities. Teachers the students to make good career generally in the play ground giving pleasant look and good atmosphere

Learning out comes :-

⇒ By teaching and studying in school, we study the behaviour of the students.

⇒ By showing our efforts how can we learn an know by studying in school.

⇒ By teaching in school, we can put the discipline.

⇒ By teaching school, we can know the teacher and student relation.

ROLE AND PERSONAL EXPERIENCES AND REFI OF THE STUDENTS :-

* The teacher should give suggestions to the to comes easily to school.

* The teacher teaches the students how to be with teachers.

* The teacher should know the talent of the students in which they give activity and learning accordingly.

* Teacher has to support the friendly matters among the students.

- * Teacher has to know the reasons why the students is late to the school without scolding and beating the students we can get answers from them.
- * The teacher should be guidance to the students
- ⇒ The teacher should tell the students to be friendly without bothering about their caste religion etc.
- ⇒ The students should ask the students to teacher with out fear and they clarify them.
- ⇒ By telling the students to see less time tv and play games and read more time.

References or Persons Consulted :-

I Chintamani Behera of Emmanuel college of education went for Internship Teaching practice to Vignan Vihar school, Kankurepalem. ⇒ gathered information about school in school management study project.

Appendices :-

Name of the book :- School management and issues in education

Author :-

Publications :- VIKRANTH

Edition :- Latest edition 2016.

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