

## Documents to be submitted to the Study Centre Coordinator

- ✚ The following SBAs are mandatory.
- ✚ Each teacher trainee has to submit all the under mentioned documents.
- ✚ The documents / records must be completed in required format with no errors.

- 1, Rating Scale for CASE STUDY. (School Based Activities)
- 2, MAINTENANCE OF SCHOOL/CLASS **Records** and **Registers** : Format for Conducting Arrangement/ Substitute Class Teaching in School Situation.
- 3, Rating Scale for Maintenance of Records and Registers. (School Based Activities)
- 4, CONTRIBUTION TO SCHOOL PROGRAMMES: Format for Organising the Morning School Assembly.
- 5, Format for Reporting about PTA/MTA/SMC meeting.
- 6, Format for organisation of social/national festivals.
- 7, Format for Organising Annual Sports/Annual day of the school.
- 8, Format for Organising Field Trip/Excursion.
9. 40 Lesson Plans (10 lesson plans for each Subject)
- 10, Two additional lesson plans (exclusive preparation)
- 11, TLMs for Each lesson plan
- 12, Case study / Project Report.
- 13, DECLARATION ABOUT (40) PRACTICE LESSONS.
- 14, Two Assignments for Each Subject ( including 506 & 507)
- 15, One Digital lesson plan for Teaching Science or Any Subject.
- 16, Feedback Proforma for Teacher Trainees regarding Workshop Based Activities .
- 17, Feedback Proforma for Teacher Trainees regarding PCPs and Study Material.

{ Document Serial No. 1 to 13 Should have verified and duly signed by **Mentor / Supervisor** }

{ Document Serial No.14 & 15 Should have verified and duly signed by **Resource persons** }

{ Document Serial No. 16 & 17 Should have verified and duly signed by **Centre Coordinator** }

All the documents mentioned above are mandatory and to be submitted to the Study Centre Coordinator in the stipulated time.

There are some more documents (WBAs ) also need be submitted. This shall be informed at later date.

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