

511.2- MAINTENANCE OF SCHOOL/CLASS RECORDS AND REGISTERS

511.2.1 Format for Conducting Arrangement/ Substitute Class Teaching in School Situation

1. Name of the Trainee:.....
2. Enrolment No:.....
3. Name and Address of the School:.....
4. Date of Substitute Teaching:.....
5. Subject Taught:.....
6. Topic:.....

(Each trainee should conduct /deliver substitute teaching activities related in any scholastic/co-scholastic area that has some educative values which can influence the learners)

7. Substitute Activities Conducted in the class: (Give detail report about the substitute activities/teaching). (Use Separate Sheet if necessary)
 - (i) Area (Specification of the Activity)

 - (ii) Process/Method of activity conducted (Details)

 - (iii) Outcome of the activity (Specific):

**Counter signature by the Head Master
with office seal**

Signature of the Teacher Trainee

Signature of Mentor

Signature of Supervisor

NOTE: A trainee is need to prepare report on minimum 4 arrangement/substitute classes taken during the year. He/she has to attach the copy of the daily schedule developed in the school system for arrangement of the classes in the absence of teacher(s).