

## **SCHOOL BASED ACTIVITY**

### **1. ANNUAL SCHOOL CALENDER AND DAILY TIME TABLE**

Introduction

Annual calendar presentation

Importance of annual school calendar

#### **TIME TABLE**

Introduction

Principle of time table preparation

Importance of class routine

Sample of the class routine: a) any one class.

b) Teachers personal time table.

Acknowledgement

### **2. MORNING ASSEMBLE**

Introduction

Objectives

Execution

Importance

Acknowledgment

### **3. CONDUCTING EXAMINATION**

Introduction

Rules and regulation

Examination routine

Sitting arrangement

Acknowledgement

#### **4. SCHOOL RECORDS AND REGISTER**

Introduction

Needs

Types of records

Teacher's attendance sheet, student's attendance

Log book

Others various records:-

i) Preparation of the school budget.

ii) Purchase and storing of different equipment and materials.

Acknowledgement

#### **5. PARENT TEACHER MEETING**

Introduction

Execution

Importance

Acknowledgment

#### **6. MID-DAY-MEAL**

Introduction

Needs and importance

Execution

Acknowledgment