Observation Report of School Internship

**Trainee - Student’s Name :**

**University Roll No. :**

**Name of School : Date :**

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| --- | --- |
| Name of Activities | Observation |
| 1. **School Assembly-**
2. Observing :-
3. Conducting :-
4. Addressing :-
 | ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. |
| 1. **School Office Experience-**
2. Knowledge and Observation of Functions of-
3. Cashier :-
4. Accountant :-
5. Other Office Activities :-
 | …………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………….. |
| 1. **School Administration Experience**
2. Knowledge and Observation of Functioning of-
3. Various Committees :-
4. Role of Head of the School :-
5. Teacher’s Council :-
6. Staff Council :-
7. **Teaching**
8. Observing Classes :-

 1. Conducting Classes :-
 | ……………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………… |
| 1. **Other relevant Academic Activities**

**&****Co-Curricular Activities of the School** |  |

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Signature of the Trainee-Student Signature of the Head of the Institution with Seal and Date