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