



# GITARATTAN INSTITUTE OF ADVANCED STUDIES & TRAINING ROHINI, DELHI-110085

## Importance of Academic Records

**Importance of School Time Table & Academic Records**

Keynote Speaker  
**Mr. Rajesh Kumar**  
PGT English with Renowned CBSE Senior Secondary School, Delhi

External workshop

Nov 8, 2021 11:00 AM

Live Webinar

**EXCLUDED PRIVILEGES IN KEEPING SCHOOL RECORDS**

**QUALITY OF SCHOOL RECORDS**

**PURPOSE OF SCHOOL RECORDS**

**CONTENTS OF ADMISSION REGISTER**

**STUDENTS' ATTENDANCE REGISTER**

A record is a collection of fields possibly of different data types, typically in a fixed number and sequence or else a thing constituting a piece of evidence about the past, especially an account kept in writing or some other permanent form.

Records are important to keep as with the help of these we can easily find out what all things were done in the past or else what are things going to happen in the future.

Being a would be teacher it is very important for us to learn what are the types of records kept, how are they kept, importance of each and every record. In order to teach this, our college Gitarattan institute of advanced studies and training kept an extension lecture on the topic school records and their importance.

This extension lecture was taken by Mr. Rajesh Kumar sir, post graduate in English with 25 years of experience, via google meet at 10:30am. He was formally invited by the member of our group KirtiGarg. Then the extension lecture started with what does the record mean. Today he taught us about the different type of records which are kept in school such as attendance



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register, report card record, admission register, material record, teacher's attendance register, school cash book, fees register, examination register, etc

Not only he told us about the different types of records kept in school. He also informed us about the important point which we should keep in our mind while keeping those records such as when should a student be marked as absent or on leave, and the blank should not be left vacant. We should always mark absent with red pen. Even there should be the different attendance for after the lunch break as students sometimes go home after the lunch due to some issue.

Later on the extension lecture ended on with the discussion regarding records and their and the pupil teacher's view regarding this and with the formal vote of thanks given by Kirti Garg .