

**GUIDANCE AND COUNSELLING, 2ND YEAR, COURSE-11(D), UNIT -02,
TECHNIQUES AND PROCEDURES OF GUIDANCE, -----BY RAJU KUMAR
(LECTURE SERIES NO.- 09)**

Importance in Teaching

- i) The cumulative record of an individual student indicates if the achievements are in proportion to his/her mental abilities. If the student is under achieving he/she can be guided as to what steps he/she should take to remedy the defect.
- ii) The cumulative records of different students help the teacher in classifying students in accordance with scholastic aptitudes and mental abilities.
- iii) The cumulative records of different students of a class help the new teacher in understanding the needs of students.
- iv) They are diagnostic tools to analyze a behavior problem or an educational one. For example, why is a student backward in academic performance? What steps can be taken to remove his/her backwardness?
- v) Cumulative records indicate to teachers about students who need individual attention.
- vi) Cumulative records help the teachers in writing reports about individual students, and the principal in writing a character certificate most objectively.
- vii) Teachers can locate children needing special help and adjust the teaching accordingly.
- viii) For making case studies the cumulative record is very useful to teachers, because there is some similarity of items collected.

Importance to Administrators –

Cumulative records give enough information to the juvenile courts, probation officers for understanding the delinquent behavior of a student.

The cumulative record is needed by teachers/counselors for the same reason as that a cumulative record is maintained by a physician. Records maintained over a long period of time tell the story of growth and deterioration of the client.