INSTITUTE OF LANGUAGE TEACHING B.Ed. (English) College, Rajkot



INTERNSHIP JOURNAL

(BATCH:- 2020-22)

TEACHER TRAINEE NAME	
Enrollment No.:	•
Method:	

Institute of Language Teaching B.Ed. (English) College, RAJKOT

YEAR :: 2021
Name of the Trainee:
Roll Number:
Method: ENGLISH
Date of Internship: Dt. 20/08/2021 to Dt. 20/10/2021
:: Name of the School for Internship::
:: Details of the School Principal ::
Details of the School Pfilicipal Name ::
Contact No. ::

SI 3: Internship

Compulsory

Marks: 200

Objectives

To enable the prospective teachers:

- to develop ability to handle school activities independently.
- to develop the proficiency in imparting lessons.
- to develop the proficiency in conducting curricular and co-curricular activities.
- to develop the ability to analyze and review books and literary texts.
- to develop skills for identifying problem and conducting action research.
- to develop the ability to report the administrative and management system of school.
- to develop the ability to reflect on their daily routine in schools.

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Type of Activity	Credit	Hrs.	M1	M2		Int.	Ext.	Total
Lessons			4	4	8	80		80
Curricular and Co-Curricular Activities	5	150	Participation in completing al			20		20
			Воо	k Review		20		20
			Action Resear	ch in Intern S	chool	20		20
Submissions	2	60	Cas	se Study		20		20
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			Reflect	tive Journal		20		20
				Total		200		200

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PREFACE

Dear Trainees,

Internship program in Teacher Education is of great significance because it ensures the professional preparation of prospective teachers. It provides them a practical opportunity to develop true understanding of the teaching profession and future prospects of working conditions in that profession. The major purpose of the Internship program is to develop and strengthen Trainees' skills and to prepare them for the profession.

NCTE has made internship mandatory for the B.Ed. Course. According to the norms of Saurashtra University, the trainees have to go through the internship programme in the last semester out of the four semesters of their B.Ed. course. Thus, the 'School Internship' is an essential feature of the B.Ed. Course.

A carefully planned internship program may serve the following functions.

- Understanding of the target profession and future prospects of working conditions.
- Can provide valuable exposure on the job
- Can strengthen content competence among trainees
- Develop professional skills and attitudes
- Establish useful contacts with people working in the same profession.

The institutions that allow internship program benefit by having a dedicated and excited intern as a part of their team. Thus, it can be said that the internship work in two ways and are beneficial for both the intern and the organizations.

(After completion of Internship program the following Certificate should be sign by the principal with Rubber stamp of the school)

CERTIFICATE

This is to certify that Shree	the
trainee of	College has
successfully completed the Internship program in this	School from
Dt//2021 to Dt//2021. He / She has done the	all the work
sincerely. The evaluation of his/ her work, as a part of re	quirement of
University is as under.	

EVALUATION SHEET

No.	Detail	Normal*	Good*	Best*
1	Role in planning of Daily Work			
2	Role in preparation of Bulletin board			
3	Role in Assembly program			
4	Role in preparation of Cultural Program			
5	Role in preparation of school Calendar			
6	Study of Internal Evaluation of school students			
7	Role in preparation of co- curricular activities			

^{*}Put " $\sqrt{}$ " mark at any one place against each item.

Sign with stamp of Principal/ I.C. Principal

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Sign with stamp of Principal/ I.C. Principal

Guidelines for Internship Programme

Trainees' Tasks during Internship

During Internship, the trainees are required to undertake a variety of activities relating to classroom teaching, classroom management, and organization of school-based and community-based activities other than teaching. However, for undertaking the activities, the trainees are required to develop a repertoire of understandings, competencies, and skills.

■ Important Instructions:

- o Internship Period will be from Dt. 20/08/2021 to Dt. 20/10/2021.
- o Remain full time present in working hours of school.
- o Comply the rules & regulations of school and related administrative office.
- There shouldn't be your absence in the school except holidays declared by the school. In case of exigency, pre-sanction the leave from the principal and also inform the college.
- You must be professionally dressed up.

■ Teacher related works:

- o Participation in the *Prayer Assembly* and maintenance of its record.
- o Accessing School Library regularly and motivating students for the same.
- Active participation in various co-curricular and extra-curricular activities as well as mentoring of the students for the same.
- o Analysis of school syllabus and textbooks.
- o Observing the classroom teaching of regular teachers.
- Preparation of Lesson Plans and Unit Plans.
- Teaching the units of the prescribed syllabus in English currently being taught in the school.
- o Teaching as a substitute teacher.
- Mobilization and development of teaching-learning resources.
- o Preparation of a question papers and other assessment tools.
- o Preparation of a diagnostic tests and organisation of remedial teaching.

■ Research related works.

- Undertake action research project on at least one problem area of schooling. Prepare a report of it.
- o Conduct any one Psychological Test and prepare a detailed Report,
- o Identify the areas of interest among students and compile a handwritten magazine/booklet with educational articles submitted by the students.

■ Administration related works:

- o Maintain the teachers' Log book during whole Internship program.
- o Make a Report on *Types of Leaves* granted to teachers.
- o Perform administrative works related to school.
- Maintain the daily work minutes.
- Make a report on continuous & comprehensive evaluation.
- Make a report on visit of any administrative officer like Education inspector, CRC, BRC, if possible.

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Lesson Planning Forms

Lesson: 1	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and technic	ques :		· · · · · · · · · · · · · · · · · · ·
Teaching Material /A	Aids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

teps	Specific Objectives	Teachers' Activities	Students' Activities

Blac	ck Board Work
Subject:	Std.:
Topic:	Date:
	Home Work
Sign of Trainee	Sign of Observer

Lesson: 2	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and techniq	ues :		
Teaching Material /A	ids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

teps	Specific Objectives	Teachers' Activities	Students' Activities

Black Board Work				
Subject:	Std.:			
Subject: Topic:	Date:			
	Home Work			
	Home work			
Sign of Trainee	Sign of Observer			

Lesson: 3	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and techniq	ues :		
Teaching Material /A	xids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

teps	Specific Objectives	Teachers' Activities	Students' Activities

Black Board Work				
Subject:	Std.:			
Topic:	Date:			
	TT TAY 1			
	Home Work			
Sign of Trainee	Sign of Observer			

Lesson: 4	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and techniq	ues:		
Teaching Material /A	ids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	chers' Activ	vities	Students' Activities
		Black Bo	ard Work		
Subject : Topic :				Std.: Date:	
		Ното	Work		
		1101116	VVUIN		
	Sign of Trainee			Sign of	Observer

Lesson: 5	Subj:	 STD/Class:
	Unit :	
Date :		
Methods and technic	ues :	
Teaching Material /A	xids :	

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	hers' Activi	ities	Students' Activities
		Black Bo	ard Work		
Subject : Topic :				Std.: Date:	
•					
		Home	Work		
			-		
	Sign of Trainee			Sign of	Observer

Lesson: 6	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and techniq	ues:		
Teaching Material /A	ids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	hers' Activi	ities	Students' Activities
		Black Bo	ard Work		
Subject : Topic :				Std.: Date:	
•					
		Home	Work		
			-		
	Sign of Trainee			Sign of	Observer

Lesson: 7	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and techniq	ues :		
Teaching Material /A	xids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	hers' Activ	vities	Students' Activities
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Subject:		Stack Bo	ard Work	Std.:	
Topic:				Date:	
		Home	Work		
	Sign of Trainee			Sign of	Observer

Lesson: 8	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and technic	ques :		
Teaching Material /A	Aids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	hers' Activi	ities	Students' Activities
		Black Bo	ard Work		
Subject : Topic :				Std.: Date:	
•					
		Home	Work		
			-		
	Sign of Trainee			Sign of	Observer

Lesson: 9	Subj:		STD/Class:
	Unit :		
Date :	Day :	Time:	Peri.No
Methods and techniq	ues:		
Teaching Material /A	ids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	chers' Activ	rities	Students' Activities
		Black Bo	ard Work		
Subject : Topic :				Std.: Date:	
		Home	Work		
	Sign of Trainee			Sign of	Observer

Lesson: 10	Subj:		STD/Class:
	Unit :		
Date :		Time:	
Methods and technique	ies:		
Teaching Material /A	ids :		

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Steps	Specific Objectives	Teac	hers'	Activ	ities	Students' Activities
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Subject:	ŀ	Black Bo	ard W	ork_	Std.:	
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		Home	VVOLK			
	Sign of Trainee			-	Sign of	Observer

IN-SERVICE TEACHER OBSERVATION

(The Trainee has to observe 15 Lessons (10 English Subject + 5 Other Subjects) of Experienced Teachers of the School after taking their prior permission. (Fill the Teacher Evaluation Sheet after every lesson observation)

No.	Date/ Day	Perd. No.	STD. Class	Subject & Topic	Teacher's Name	Teacher's Sign
1						
2						
3						
4						
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12						
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14						
15		_				

N _o	Details	1	7	æ	4	2	9	∞	6	10	11	12	13	14	15
Н	Presentation and Skills related to Contents														
2	Given References & Examples														
ж	Use of new methods/ Techniques														
4	Use of Educational Technology / Aids														
2	Evaluation/ Assignment														
9	Quality of Questioning and Re- Enforcements														
7	Classroom Interaction with pupils														
∞	Black Board Work														
6	Control over the class Discipline														
10	Overall Personality as a Teacher														
Put 1	Put the Grade as : A = Best, B= Medium &	m & C	= Ordin	C = Ordinary in above table for each Lesson you have observed	bove t	able fo	ır each	Lesson	you ha	ive obse	erved				

Overall Reflections upon Stray Lessons

You may reflect upon following points:

- Experiences during Lesson Planning
- ***** Experiences while delivering Lessons
- *** Post Lesson Experiences**

Continued...

Continued...

Preparation of School Report

General Information of the School

(1)	Name of the School :
(2)	Estd. Year of the school :
(3)	Name of the Management/Trust
(4)	Name of the Principal :
(5)	Type of the school: Boys/Girls/Mixed-Govt./Granted/Self Fina.
(6)	Medium of Education : Gujarati/ English
(7)	Time of the School: to
(8)	Unit of the school: Higher Primary/ Secondary/ Higher Secondary
(9)	Index No. of the school for Public Exam.
	S.S. C. ::
	H. S. C. ::
	DISE Code ::
•	Physical Environment of the School

(10) Number of Students::

Std.	6 th	7 th	8 th	9th	10 th	11 th	12 th	Total
No. of the students								

:: PHYSICAL AMENITIES OF THE SCHOOL ::

- (1) Building of the School:
- (2) Detail of Rooms::

Rooms	Class Rooms	Principal Room/ Office	Teachers' Rooms	Computer Rooms	Toilets	Bathrooms
Nos. of						
Rooms						

(3) Details of school Library::

No.	Nos. of	Nos. of	Nos. of
	Books	Periodicals	News Papers
1			

(4) Details of Computers Room::

No.	Detail	Nos.
1	Number of Computer Lab Rooms	
2	Computers	
3	Printers	
4	L. C. D. Projector	
5	Scanner Machine	
6	No. of Classes getting Computer	
	Education	

LAST THREE YEARS' BOARD RESULT OF THE SCHOOL.

Year	Result of Std. 10 th	Result of Std. 12 th
	(%)	(%)
March- 2017		
March- 2018		
March- 2019		

School Environment

(Write short Report: 8 to 10 lines)

Report of the Interview

(Here, you have to submit a report on Interview of a management authority / Principal / Supervisor/ Senior Teacher (Any One) in reference to Educational Responsibilities, Government Aids and facilities, effect of different Educational Schemes etc.)

Report of the Interview

STUDY OF SCHOOL REGISTERS

After the study of school Registers, write the List of such Registers and details in short about it. (Also get the training and fill the forms and Registers given in appendices)

A Report on Types of Leaves granted to teachers during service.

Draft a Sample Leave Report.

THE REPORT OF IN-SERVICE TRAINING FOR TEACHERS

THE REPORT OF THE ALL TYPES OF SCHOLARSHIPS FOR THE STUDENTS

THE REPORT OF THE ALL TYPES OF SCHOLARSHIPS FOR THE STUDENTS

BULLETIN BOARD

The Bulletin Board activity should be done during the Internship. Write short Report on this activity. (Paste Some Photographs)				

The Report of Bulletin Board

PRAYER ASSEMBLY

(Trainee is expected to note down details of his/her Prayer Assembly Participation)

Integrated Table

No.	Date	Items	Your Contribution
	1	1	Continued

No.	Date	Items	Your Contribution

Report of the Prayer Assembly

SCHOOL CALENDER

Here, you have to prepare a school Internship calendar on the basis of Calendar prepared by the school or Education Board. Write a short report on this activity.

SCHOOL CALENDAR: 2021-22

AUGUST - 2021

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 JANM- ASHTAMI	31				

SEPTEMBER - 2021

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10 SAVANT- SARI	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER - 2021

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2 GANDHI JAYANTI
3	4	5	6	7	8	9
10	11	12	13	14	15 DUSHHERA	16
17	18	19 EID-E- MILAD	20	21	22	23
24	25	26	27	28	29	30

HANDWRITTEN JOURNAL (Write a Short Report on Various Activities performed by you. Paste photographs of the same.)

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HANDWRITTEN JOURNAL

HANDWRITTEN JOURNAL

CO-CURRICULAR ACTIVITIES

Integrated Table

No.	Date	Name of Activity	No. of Participants	Your Contribution

Short Report of Co-curricular Activities

Continued...

Phoctographs of Co	o-curricular Activities

AWARNESS PROGRAM

Here, you have to write a Report on Awareness program/s organized during Internship, like Public Health, Environmental Issues, Consumer Protection, Civic Responsibilities, Tree Plantation, Swachchhata Abhiyan etc.

No.	Date	Name of the Project	Activity done by the students	Remarks

Integrated Report on Awareness Program/s (Draft a brief report and paste Photographs)

Integrated Report: Awareness Program

Study of Educational Schemes by Government

(Study of Educational Schemes by Government)

(Study of Educational Schemes by Government)

APPENDICES

	Students' Present She	eet	Month			Year				STUDENT MUSTER					
	Name of Class Teache	er						Std./Class							
	Category Of Students		No. of students On 1st Day			New admitted in this month		Left during this month				No. of students on last day			
			Girls	Total	New	From other Class (paid fees)	From other class without fees	Left School (paid fees)	Left school (Without fees)	Change Class (paid fees)	Change Class (without fees)	Воуѕ	Girls	Total	Remarks
Pay	ing Full Fees														
ıts	S. C.														
Students	S. T.														
Stu	Nomadic														
RTE	SEBC														
of	EBC														
etails	SEBC Hinority SEBC														
	hers														
То															

-: Classification of Students on the last day of month :-

		Non :	Backward			Backward Class (Hindu & others)					,	go e	Minority students						
Classification	Hindu	Jain	Christian, Shikh, Buddhist,Parsi	Total	S.C.	S.T.	lomadic	SEBC	EBC	5)	Total	Grand TOTAI	Average Presence this Month	Christian	Shikh	Buddhist	Parsi	Muslim	Total
Boys																			
Girls							·	•											
Total																			

-: Summary of fees :-

	ission ee	Term	n Fee		nthly Other		er fee	Remaining		ing	Total			
Nos.	Amount	Nos.	Amount	Nos.	Amount	Nos.	Amount	Number	Term fee	School fee	Amount	Date	Payer	Rec

Class Teacher Accountant Principal

						Name of Student
er						Write the Surname, Name and Father's Name
rist				SO .		in Alphabetic order
General Register No.				Details of fees		in Auphacette order
al R No.		>	Birth Date	of	Roll	
ner	O)	Category		ils	No.	
Get	Caste	ate		eta	INO.	Surname Name Father's
	C	Ü	B	Ō		Name
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		1			19	
					20	
					21	
					22	
		1			24	
					25	
					23	
						1.No. of Previous Day :
						2. New Admitted:
						3. Left : School or Class :
						4. Remaining No. of Students:
						5. Present Nos. :
						6. Absent With Leave :
						7. Absent:
						8. Total No. of Student:
						o. Total No. of Student.
		1				

Мо	nth	:						Υ	ea	r:						S	TD	:				С	las	ss:			Sŀ	HIKS	HAI	NSE ⁻	TU		_		
Day	Day	ć	ä	č	d	d					d	à	d	d	d	ú			d					, , ,			į	ä	d			Total W. days of this Month	Total W.Days upto last Month	Total W.Days upto this Month	Remarks
1	2	3	4	5	6	7	8	9	LO	11	12	13	L4	15	L 6	17	L8	19	20	21	22	23	24	25	26	27	28	29	30	31		Ľ	ĭ	ĭ	Ä
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	Report of	the Stu	ıdent	ts get	ting Go	ovt./ S	chool/ Other So	cholars	hip		
G.R. No.	Name of the Students	Type of Scholarship	Progress	Conduct	Presence Days in this	G.R. No.	Name of the Students	Type of Scholars	Progress	Conduct	Presence Days in

		-: Report of New Admitted St	udents :-	
Sr. No.	G.R.	Name of the students	Date of	Remarks
	No.		admission	

		-: Report o	f the stu	idents le	ft the s	chool:	-		
Sr. No.	G.R. No.	Name of the student	Date of leaving the school	Reason for Leaving	Progress	Conduct	Fees paid or not	Remaining Amount	Remarks

Above inform	ation are Correct as per school General	Register.
Class Teacher	Verifier Date :	Principal

		Total Leaves				
		Total Leave	E.L.			
		⊢ ⊃	C.L.			
		ts.				
		달	E.L.			
		Upto last month	C.L.			
			C.L.			
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		ng t	E.L.			
		During this Month	C.L.			
			31			
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	Year		27			
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Year :: 202					
	GE	ENERAL	REGIS	TER	
Name of	the School:				
G.R. No.	Name of pupil in full With Mother's Name (Write Surname First)	Cast & Religion (Indicate if S.C./ S.T./Baxi)	Place of Birth (With Block & District)	Date of Birth With Month & Year, according to the Christian Calendar. (In Word & figures)	Last School attended
1	2	3	4	5	6

GENERAL REGISTER Std.& With Conduct Date of Date of Std.& Reason **Progress** L.C. Admission Class in Fees or Leaving Class for No. & Leaving which the when date of Free admitted School Left the the issue School school 9 12 7 8 10 11 13 15 14

Daily Presence Book of Students

SHIKSHAN SETU

Date::		Day::
) (

Std.	No. of	o. of New Left the Remaining dents Admitted School Studen	Remaining Students	No. of		Absen	ts	Total	Sign Of	
& Class	on pre.	(Today)	(Today)	(Today)	Present Today	With Leave	Sick	Without Leave	Nos.	Class Teacher

SHIKSHAN L.C. VERIFICATION FORM SETU Name of the School: Outward No: Address: Date: To, The Principal, Subject: To Verify the Details of School L.C. Dear Sir, Here with, I am sending the details of a student, came from your school, for verification. Please return it as early as possible after verification. If it will no answer within 10 days, the shown details will be found correct as shown. The details are taken from L.C. No.______, G.R. No. ______, Outward No. ______, Dated: ______ given by your school. 1. Student's Full Name: 2. Cast & Religion: 3. Birth Place: 4. Birth Date: 5. Last Exam. Passed: Outward No. _____ Date : ___ File: -----(Cut from here)-----Name of the School: Outward No. Address: Date: To, The Principal, In subject to your Letter No. _____ Dated _____, the details shown for our has been verified and found/ not found Correct as per our G.R. There is difference in the detail as under. 1. 2. Inward No. File: Date: Principal

SHIKSHAN SETU

Name & stamp of school

SCHOOL LEAVING CERTIFICATE

Sr.No.	Year :: G.R.No.
1. Name of the pupil in full: Mother's Name: Unique I.D.No.:	
2. Religion and Caste:	
3. Place of Birth :	
4. Date, Month, Year (In words	
& figures) of Birth according	
to the Christian Calendar :	
5. Last School attended :	
6. Date of admission :	
7. Progress:	
8. Conduct:	
9. Date of leaving the school:	
10. Standard studying in (since when) (In words & figures)	
11. Reason for Leaving the	
School :	
12. Present Days :	
13. Remarks:	
Register. No change in this Certificate	ormation is in accordance with the school General e shall be made except by the authority issuing it. The om the school for any infringement. No Duplicate of affidavit.
Place:	
Date : Sign of	f Class Teacher Sign of Principal With stamp

SCHOOL LEAVING CERTIFICATE

Sr.No	Year :: G.R.No
1. Name of the pupil in full: Mother's Name: Unique I.D.No.:	
2. Religion and Caste:	
3. Place of Birth :	
4. Date, Month, Year (In words	
& figures) of Birth according	
to the Christian Calendar :	
5. Last School attended :	
6. Date of admission :	
7. Progress:	
8. Conduct:	
9. Date of leaving the school:	
10. Standard studying in (since when) (In words & figures)	
11. Reason for Leaving the	
school:	
12. Present Days :	
13. Remarks:	
Register. No change in this Certificate	ormation is in accordance with the school General e shall be made except by the authority issuing it. The com the school for any infringement. No Duplicate of affidavit.
Place :	
Date: Sign or	f Class Teacher Sign of Principal With stamp

Date	DAILY LESSON PLANNING
Date	(LOG BOOK)

Day	

Period No.	Std. & Class	Subject	Plan of Lesson	Teaching Aids	HomeWork
	(Te	eacher's	Sign)	(Prin	cipal's Sign)

LEAVE APPLICATION

Nan	ne of 1	Геасhе	er ::						
Date ::									
			Subj:: I	Leave I	Report				
Dear S	Sir/ M	adam,							
	Pleas	e san	ction m	ıy	Lea	ve for	Dt		То
Dt		of .	D	ays fo	r under given	reason	١.		
Reas	on of	Leave	·						
Pre	evious	Leave t	aken	Leav	e for sanction		Total	Leaves	5
C.L.	S.L.	E.L.	L.W.P.	C.L.	S.L./E.L./L.W.P.	C.L.	S.L.	E.L.	L.W.P.
Yours Faithfully								nfully	
								(Sig	gn)
					 or Day	s is/ar	 e san	ctione	ed/ not
sancti	oned.								
Place: Sign of sanctioning office (with stamp)					_				

		otment	Periods Time												
Class ::	m :: Ut	Period Allotment	Subject	,	English	Gujarati	Hindi	Sanskrit	Social Sciences	Science & Technology	Mathematics	Phy.Edu.	Computer	Drawing	TOTAL
	Effective from :: Dt		SATURDAY						0, 0,						Principal
ME TABL			FRIDAY												
CLASS TIME TABLE			THURSDAY												
			WEDNESDAY												
н			TUESDAY												Class Teacher
r :: 2020-2			MONDAY												
Educational Year :: 2020-21	Name of the school :; _		Period No.	1	,	7	m	4	2	9	7	8			
Educa	Name				•	-		1	•	. '					

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