

**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 ::**

**Name :: \_\_\_\_\_**

**Contact No. :: \_\_\_\_\_**

### 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.

Type of Activity	Credit	Hrs.	Lessons		Total	Marks		
			M1	M2		Int.	Ext.	Total
Lessons	5	150	4	4	8	80		80
Curricular and Co-Curricular Activities			Participation in school activities and completing all work assigned by Intern school			20		20
Submissions	2	60	Book Review			20		20
			Action Research in Intern School			20		20
			Case Study			20		20
			Report on Administration and Management of School			20		20
			Reflective Journal			20		20
			<b>Total</b>			<b>200</b>		<b>200</b>

# INDEX

No.	Items	Page No.
1	Preface	04
2	Certificate	05
3	Guideline for Internship Program	07
4	Daily Log Book	08
5	Lesson Planning	32
6	Observation of Teacher	52
7	Overall Reflections upon Stray Lessons	54
8	School Report	57
9	Report of Interview	60
10	Study of School Registers & Forms	62
11	Types of Leave for Teachers	63
12	In-Service Teacher Training	65
13	Scholarship for Students	66
14	Bulletin Board	68
15	Prayer Assembly	70
16	School Calendar	73
17	Handwritten Journal	77
18	Co-curricular Activities	80
19	Public Awareness Program	84
20	Educational Scheme.....	87
21	<b>Appendices: Different Registers &amp; Forms</b> <ul style="list-style-type: none"> <li>• Student Muster Roll</li> <li>• Teacher Muster Roll</li> <li>• General Register</li> <li>• Students' Daily Presence Book</li> <li>• Leaving</li> <li>• Log Book</li> <li>• Leave Application</li> <li>• Class Time Table</li> </ul>	90

## **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 requirement 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 "√" mark at any one place against each item.

Sign with stamp of Principal/ I.C. Principal

(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 requirement 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 “√” mark at any one place against each item.

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:

- Internship Period will be from Dt. 20/08/2021 to Dt. 20/10/2021.
- Remain full time present in working hours of school.
- 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:

- Participation in the *Prayer Assembly* and maintenance of its record.
- 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.
- Analysis of school syllabus and textbooks.
- 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.
- Teaching as a substitute teacher.
- Mobilization and development of teaching-learning resources.
- Preparation of a question papers and other assessment tools.
- 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.
- Conduct any one Psychological Test and prepare a detailed Report,
- Identify the areas of interest among students and compile a handwritten magazine/booklet with educational articles submitted by the students.

#### ■ Administration related works:

- Maintain the teachers' Log book during whole Internship program.
- Make a Report on *Types of Leaves* granted to teachers.
- 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.



**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short	Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short	Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor



**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short	Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short	Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor



**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short	Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	short	Teaching Points in	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor

**DAILY LOG BOOK**

Date: \_\_\_\_\_

Day : \_\_\_\_\_

No.	STD / Class	Subject	Teaching Points in short	T.L.M. & Ref. Materials To be use

Sign of Trainee

Sign of Principal/Mentor



# Lesson Planning Forms

**Lesson : 1**                      Subj: \_\_\_\_\_                      STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_      Day : \_\_\_\_\_      Time: \_\_\_\_\_      Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

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

**Lesson : 2**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

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

**Lesson : 3**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

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

**Lesson : 4**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

**Black Board Work**

Subject :  
Topic :

Std.:  
Date:

**Home Work**

\_\_\_\_\_  
Sign of Trainee

\_\_\_\_\_  
Sign of Observer



**Lesson : 5**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

**Black Board 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 techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

**Black Board 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 techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

**Black Board Work**

Subject :  
Topic :

Std.:  
Date:

**Home Work**

\_\_\_\_\_  
Sign of Trainee

\_\_\_\_\_  
Sign of Observer

**Lesson : 8**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

Black Board Work	
Subject :	Std.:
Topic :	Date:
Home Work	
<hr/> Sign of Trainee	<hr/> Sign of Observer



**Lesson : 9**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

**Black Board Work**

Subject :  
Topic :

Std.:  
Date:

**Home Work**

\_\_\_\_\_  
Sign of Trainee

\_\_\_\_\_  
Sign of Observer

**Lesson : 10**

Subj: \_\_\_\_\_

STD/Class: \_\_\_\_\_

Unit : \_\_\_\_\_

Date : \_\_\_\_\_

Day : \_\_\_\_\_

Time: \_\_\_\_\_

Peri.No. \_\_\_\_\_

Methods and techniques : \_\_\_\_\_

Teaching Material /Aids : \_\_\_\_\_

<b>Steps</b>	<b>Specific Objectives</b>	<b>Teachers' Activities</b>	<b>Students' Activities</b>

Steps	Specific Objectives	Teachers' Activities	Students' Activities

**Black Board Work**

Subject :  
Topic :

Std.:  
Date:

**Home Work**

\_\_\_\_\_  
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						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

No	Details	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Presentation and Skills related to Contents															
2	Given References & Examples															
3	Use of new methods/ Techniques															
4	Use of Educational Technology / Aids															
5	Evaluation/ Assignment															
6	Quality of Questioning and Re- Enforcements															
7	Classroom Interaction with pupils															
8	Black Board Work															
9	Control over the class Discipline															
10	Overall Personality as a Teacher															
Put the Grade as : <b>A = Best, B= Medium &amp; C = Ordinary</b> in above table for each Lesson you have observed																

## Overall Reflections upon Stray Lessons

**You may reflect upon following points:**

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

**Continued...**

**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::

<b>Std.</b>	<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup></b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>	<b>Total</b>
No. of the students								

**:: PHYSICAL AMENITIES OF THE SCHOOL ::**

(1) Building of the School:

(2) Detail of Rooms::

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

(3) Details of school Library::

<b>No.</b>	<b>Nos. of Books</b>	<b>Nos. of Periodicals</b>	<b>Nos. of News Papers</b>
1			

(4) Details of Computers Room::

<b>No.</b>	<b>Detail</b>	<b>Nos.</b>
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.**

<b>Year</b>	<b>Result of Std. 10<sup>th</sup> (%)</b>	<b>Result of Std. 12<sup>th</sup> (%)</b>
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

<b>No.</b>	<b>Date</b>	<b>Items</b>	<b>Your Contribution</b>
Continued....			





## **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**

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

**OCTOBER - 2021**

<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
31					1	2  <b>GANDHI JAYANTI</b>
3	4	5	6	7	8	9
10	11	12	13	14	15  <b>DUSHHERA</b>	16
17	18	19  <b>EID-E- MILAD</b>	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.)


# HANDWRITTEN JOURNAL

# HANDWRITTEN JOURNAL



## CO-CURRICULAR ACTIVITIES

Integrated Table

<b>No.</b>	<b>Date</b>	<b>Name of Activity</b>	<b>No. of Participants</b>	<b>Your Contribution</b>

## **Short Report of Co-curricular Activities**

**Continued...**



## Photographs of Co-curricular Activities


## AWARENESS 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.

<b>No.</b>	<b>Date</b>	<b>Name of the Project</b>	<b>Activity done by the students</b>	<b>Remarks</b>

**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 Sheet	Month	Year	<b>STUDENT MUSTER</b>
Name of Class Teacher		Std./Class	

Category Of Students	No. of students On 1 <sup>st</sup> Day			New admitted in this month			Left during this month			No. of students on last day			Remarks	
	Boys	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)	Boys	Girls		Total
Paying Full Fees														
Details of RTE Students	S. C.													
	S. T.													
	Nomadic													
	SEBC													
	EBC													
	Minority													
Others														
<b>Total</b>														

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

Classification	Non Backward				Backward Class (Hindu & others)						Grand TOTAL	Average Presence of this Month	Minority students					
	Hindu	Jain	Christian, Shikh, Buddhist, Parsi	Total	S.C.	S.T.	Nomadic	SEBC	EBC	Total			Christian	Shikh	Buddhist	Parsi	Muslim	Total
Boys																		
Girls																		
Total																		

**-: Summary of fees :-**

Admission Fee		Term Fee		Monthly fee		Other fee		Remaining			Total Amount	Date	Payer	Rec
Nos.	Amount	Nos.	Amount	Nos.	Amount	Nos.	Amount	Number	Term fee	School fee				

Class Teacher	Accountant	Principal
---------------	------------	-----------







# Muster Roll for Teachers

		Year		Total Leaves	
				E.L.	C.L.
		Upto last month		Total Leaves	
				E.L.	C.L.
		During this Month		Total Leaves	
				E.L.	C.L.
		31			
		30			
		29			
		28			
		27			
		26			
		25			
		24			
		23			
		22			
		21			
		20			
		19			
		18			
		17			
		16			
		15			
		14			
		13			
		12			
		11			
		10			
		9			
		8			
		7			
		6			
		5			
		4			
		3			
		2			
		1			
		Designation			
	<b>Name of the Employee</b>				
<b>No.</b>					









**L.C. VERIFICATION FORM**

SHIKSHAN  
SETU

Name of the School:  
Address:  
To,  
The Principal,

Outward No:  
Date:

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:  
Address:  
To,  
The Principal,

Outward No.  
Date:

In subject to your Letter No. \_\_\_\_\_ Dated \_\_\_\_\_, the details shown for our student Shri \_\_\_\_\_ 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





# DAILY LESSON PLANNING (LOG BOOK)

Date

Day

Period No.	Std. & Class	Subject	Plan of Lesson	Teaching Aids	HomeWork

\_\_\_\_\_  
(Teacher's Sign)

\_\_\_\_\_  
(Principal's Sign)

## LEAVE APPLICATION

Name of Teacher :: \_\_\_\_\_

Address :: \_\_\_\_\_

Date :: \_\_\_\_\_

Subj:: Leave Report

Dear Sir/ Madam,

Please sanction my ..... Leave for Dt..... To Dt..... of ..... Days for under given reason.

Reason of Leave : \_\_\_\_\_

Previous Leave taken				Leave for sanction		Total Leaves			
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

-----  
(Sign)

To,

Shri .....

Your above mention Leaves for ..... Days is/are sanctioned/ not sanctioned.

Place : .....

Date:: .....

Sign of sanctioning officer  
(with stamp)



Educational Year :: 2019-20

Name of the School :: \_\_\_\_\_

**CLASS TIME TABLE**

Std.: \_\_\_\_\_ Class :: \_\_\_\_\_

Effective from :: Dt. \_\_\_\_\_

Period No.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1						
2						
3						
4						
5						
6						
7						
8						

Period Allotment	
Subject	Periods Time
English	
Gujarati	
Hindi	
Sanskrit	
Social Sciences	
Science & Technology	
Mathematics	
Phy.Edu.	
Computer	
Drawing	
<b>TOTAL</b>	

Class Teacher

Principal

Educational Year :: 2019-20

Name of the School :: \_\_\_\_\_

**CLASS TIME TABLE**

Std.: \_\_\_\_\_ Class :: \_\_\_\_\_

Effective from :: Dt. \_\_\_\_\_

Period No.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1						
2						
3						
4						
5						
6						
7						
8						

Period Allotment	
Subject	Periods Time
English	
Gujarati	
Hindi	
Sanskrit	
Social Sciences	
Science & Technology	
Mathematics	
Phy.Edu.	
Computer	
Drawing	
<b>TOTAL</b>	

Class Teacher

Principal

Educational Year :: 2020-21

Name of the School :: \_\_\_\_\_

**CLASS TIME TABLE**

Std.: \_\_\_\_\_ Class :: \_\_\_\_\_

Effective from :: Dt. \_\_\_\_\_

Period No.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1						
2						
3						
4						
5						
6						
7						
8						

Period Allotment	
Subject	Periods Time
English	
Gujarati	
Hindi	
Sanskrit	
Social Sciences	
Science & Technology	
Mathematics	
Phy.Edu.	
Computer	
Drawing	
<b>TOTAL</b>	

Class Teacher

Principal





