

Date :

2.4.10 School-wise internship reports showing student engagement in activities claimed

	Guidelines for Internship Programme
Trainees' Tasks du	
to classroom	nship, the trainees are required to undertake a variety of activities relating teaching, classroom management, and organization of school-based are activities other than teaching.
community-b	ased activities other than teaching. However, for undertaking the trainees are required to daugless
Important Instru	ctions:
 Internship Peri 	od will be from Dt. 11/07/2022 to Dt. 10/09/2022.
 Remain full tim 	e present in working hours of school.
o, Comply the rule	es & regulations of school and related administrative office.
 There shouldn' 	t be your absence in the school execution with the
case of exigence	t be your absence in the school except holidays declared by the school. In
• You must be pr	7, pre-sanction the leave from the principal and also inform the college. ofessionally dressed up.
Teacher related w	vorks:
 Participationi. 	n the Prayer Assembly and maintenance of its record
 Accessing Sch 	bool Library regularly and motivating students for the same.
 Active particip 	bation in various co-curricular and extra-curricular activities as well as
mentoring of t	he students for the same
 Analysis of sch 	ool syllabus and textbooks.
 Observing the 	classroom teaching of regular teachers.
 Preparation of 	Lesson Plans and Unit Plans.
 Teaching the ι 	inits of the prescribed syllabus in English currently being taught in the
Serroon.	
• Teaching as a s	ubstitute teacher.
o Modifization a	nd development of teaching-learning resources.
 Preparation of 	a question papers and other assessment tools.
o Preparation of	a diagnostic tests and organisation of remedial teaching.
Research related v	vorks.
o Undertake activity report of it.	on research project on at least one problem area of schooling. Prepare a
o Conduct any or	e Psychological Test and prepare a detailed Report,
o Identify the	areas of interest among students and compile a handwritten
magazine/book	det with educational articles submitted by the students.
Administration rel	ated works:
 Maintain the tea 	achers' Log book during whole Internship program.
 Make a Report 6 	on <i>Types of Leaves</i> granted to teachers.
o Perform admini	strative works related to school.
 Maintain the data 	ily work minutes.
 Make a report o 	n continuous & comprehensive evaluation.
	n visit of any administrative officer like Education inspector, CRC, BRC.
if possible.	



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The nature of internee engagement during the internship at our institution is multifaceted, encompassing diverse responsibilities that contribute to their holistic development as future educators. The internship program is meticulously designed to provide internees with hands-on experience in various aspects of teaching and school administration.

Classroom Teaching:

Internees actively engage in classroom teaching, progressively taking on responsibilities from observation to planning and executing lessons independently. This practical experience is crucial for honing their pedagogical skills and adapting teaching methodologies to different learning styles.

Mentoring:

Internees benefit from mentoring relationships with experienced educators. These mentors guide them through the nuances of teaching, offering insights, constructive feedback, and valuable support as they navigate the challenges of the profession.

Time-Table Preparation:

Understanding the intricacies of time-table preparation is a vital aspect of the internship. Internees actively contribute to the scheduling process, gaining insights into the organization and allocation of teaching hours to create an efficient and balanced timetable.

Student Counseling:

Internees are involved in student counseling, addressing academic and personal concerns. This exposure allows them to develop interpersonal skills, empathy, and an understanding of the importance of the teacher-student relationship beyond the classroom.



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PTA Meetings:

Participation in Parent-Teacher Association (PTA) meetings offers internees the opportunity to interact with parents, discuss student progress, and gain insights into effective communication with stakeholders. This engagement fosters a collaborative approach to education.

Assessment of Student Learning – Home Assignments & Tests:

Internees actively participate in the assessment process, designing and evaluating home assignments and tests. This hands-on experience enables them to grasp the importance of fair and constructive evaluation methods.

Organizing Academic and Cultural Events:

Internees contribute to the organization of academic and cultural events, fostering a holistic approach to education. This involvement enhances their event management skills and provides exposure to the broader aspects of school life.

Maintaining Documents:

Internees are responsible for maintaining various documents, including attendance records, lesson plans, and assessment data. This organizational skill is crucial for effective classroom management.

Administrative Responsibilities – Experience/Exposure:

Engagement in administrative tasks provides internees with exposure to the broader administrative aspects of the education system. This includes participation in faculty meetings, curriculum planning, and understanding school policies and procedures.



Date :

Preparation of Progress Reports:

Internees actively contribute to the preparation of progress reports, synthesizing information on student performance and communicating effectively with parents about their child's academic journey.

In summary, the nature of internee engagement during the internship is comprehensive, encompassing various facets of teaching, mentoring, and school administration. This holistic approach ensures that internees graduate with a well-rounded skill set and a deep understanding of the multifaceted role of an educator.

Dr. NIDATT P. BAROT PRINCIPAL, INSTITUTE OF LANGUAGE TEACHING (ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



Date :

At the end of Internship the school issues a certificate

(After completion of Internship program the following Certificate should be sign by the principal with Rubber stamp of the school) CERTIFICATE FOR SEMESTER- III Shree certify that is to This Kalpesh the trainee of Mali Institute of Language Teaching College has successfully completed the Internship program in this School from Dt. 11/07/2022 to Dt. 10/09/2022. He/ She has done the all the work sincerely. lamp atam. P Sign & Stamp of School Principal શ્રી રાજા રામ મોહન સય 7



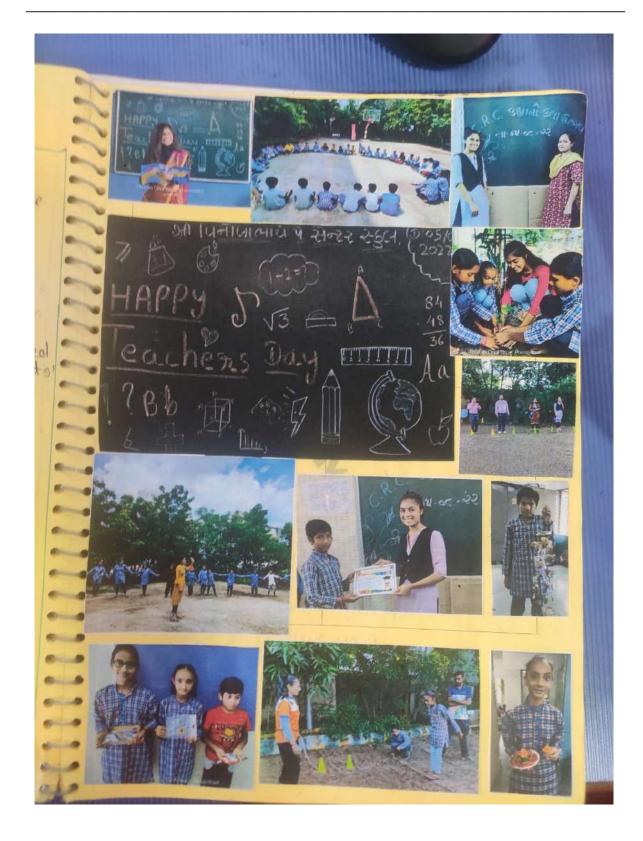
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2.4.10_2 Sample copies for each of selected activities claimed



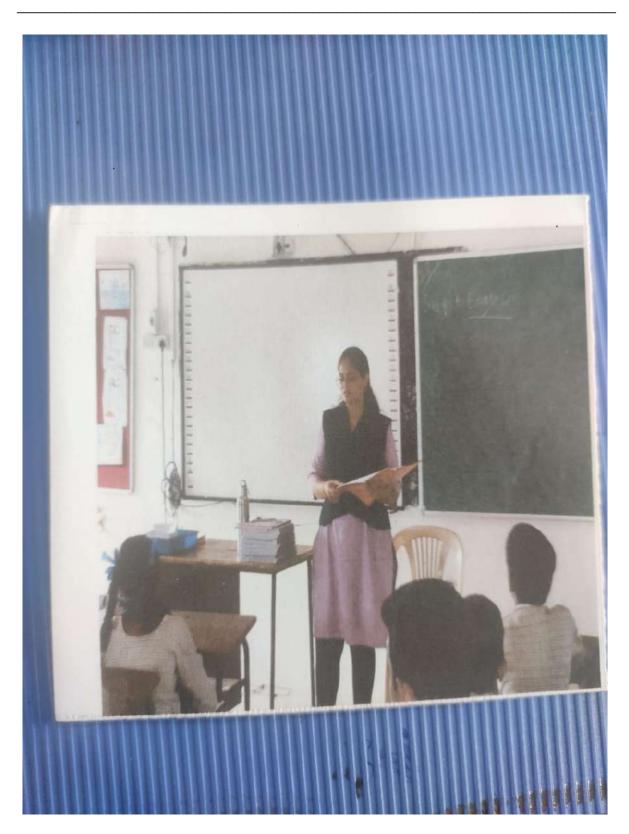


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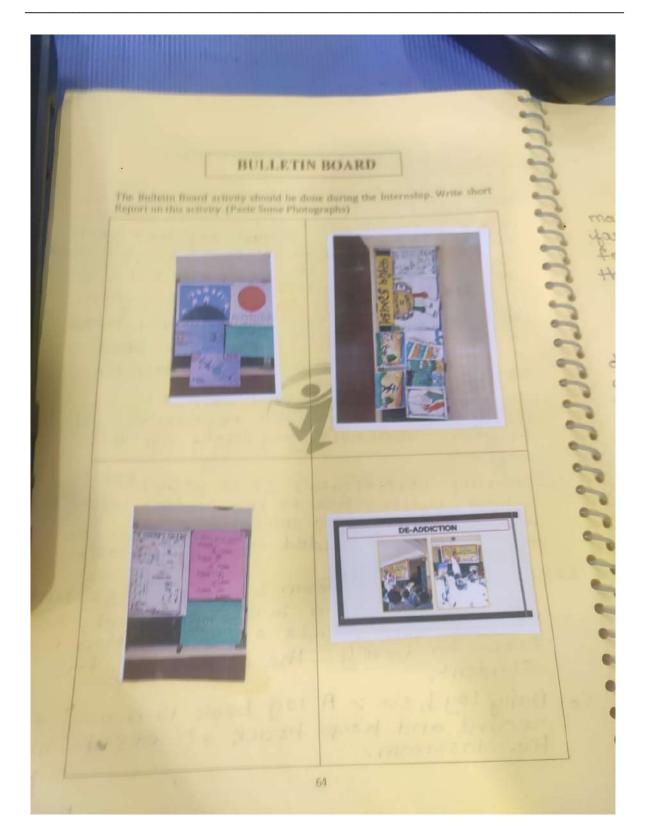


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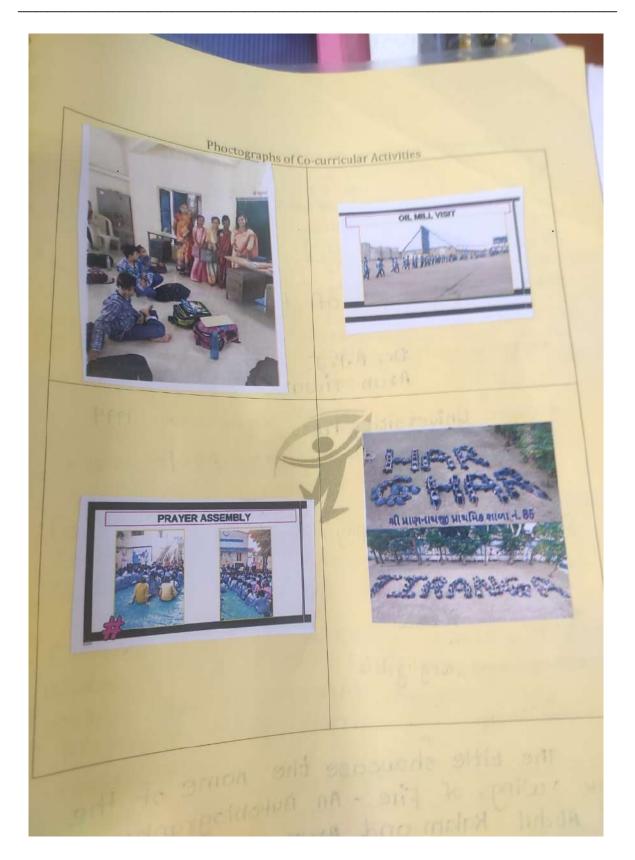


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2.4.10 Nature of internee engagement during internship consists of 1. Classroom teaching 2. Mentoring

- Time-table preparation
 Student counseling

Student counseling
 PTA meetings
 Assessment of student learning – home assignments & tests
 Organizing academic and cultural events
 Maintaining documents
 Administrative responsibilities- experience/exposure
 Preparation of progress reports

SL No. Activities Details* School wise details										
51, 110,	Acuvities	Details"	School 1	School 2	School 3	School 4	School 5	School 6	School 7	School 8
1	Classroom teaching	Subjects: Classes: No. of periods per week:	English 5th, 6th, 7th, 8th 9 Periods	English 5th, 6th, 7th, 8th 10 Periods	English 6th, 7th & 8th 9 Periods	English	English Std: 6,7,8 Periods 18		English Std: 6,7,8 Periods: 15 periods	English Std: 6,7,8 Periods: 12 periods
2	Mentoring	No. of Students mentored: Classes to which students belong: Frequency of sessions per week/month:	10 students 8th 2 periods per week	10 students 8th 2 periods per week	10 students 8th 2 Periods per week	10 students 8th 2 Periods per week	10 students 8th 2 Periods per week	10 students 8th 2 Periods per week	10 students 8th 2 Periods per week	10 students 8th 2 Periods per week
3	Time-table preparation	For all classes: For one class: For tests: For Examination:	6th, 7th, and 8th No No	6th, 7th, and 8th No No No	6th, 7th & 8th No No No	6th, 7th & 8th No No No	6th, 7th & 8th No No No	6th, 7th & 8th No No No	6th, 7th & 8th No No No	6th, 7th & 8th No No
4	Student counseling	No. of Students: Classes to which students belong: Frequency of sessions per week/month:	15 students 7th & 8th 2 periods per week	15 Students 7th & 8th 2 periods per week	15 students 6th & 7th 2 Periods per week	15 students 6th & 7th 2 Periods per week	15 students 6th & 7th 2 Periods per week	15 students 6th & 7th 3 Periods per week	15 students 6th & 7th 3Periods per week	15 students 6th & 7th 3Periods per week
5	PTA meetings	No. of meetings: Dates of meetings: Nature of participation (active participant or observer):								
6	Assessment of student learning – home assignments & tests	Modes of assessment adopted for: Home assignment: Tests:	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test	Written & Oral Yes Unit Test
7	Organizing academic and cultural events	Kinds of activities organised: Cultural: Academic: No. of activities organised by each student:	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.	Academic, Cultural And Co-curricular Rakhi Making competition, Janmastmi celebration etc. Memory Game, Story telling, Discussion, Quiz etc.
8	Maintaining documents	Kinds of documents maintained: Kinds of school records familiarized with:	Administrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register,Daily Presence Book of	Auministrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register, Daily	Aummistrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register, Daily	Administrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register,Daily Presence Book of	Administrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register,Daily Presence Book of	Administrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register, Daily	Administrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register,Daily Presence Book of students, School Calender, L.C. Verification form, School	Administrative Documents, Teachers Docements and Students Documents Muster Roll for Students, Muster Roll for Teachers, General Register, Daily Presence Book of students,
9	Administrative responsibilities- experience/exposure	Kinds of administrative tasks observed and involved:	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.	Outward Register, Dead Stock Register, Khatavahi, Inward Register etc.

10	reports	Results sheet preparation: Report of analysis of test results: Yes/No Progress report preparation:				
		* Data on school wise details to be as average per student. Data for last completed academic year				