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

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. 11/07/2022 to Dt. 10/09/2022.
- 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.

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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.



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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.



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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

This is to certify that Shree Mali Kalpesh the trainee of 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.

Sign & Stamp of
School Principal
श्री राज राम मोहन राय
पि सेक्टर शासन-२४
पॉस्ट नं.-११, २२४०१६

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2.4.10_2 Sample copies for each of selected activities claimed

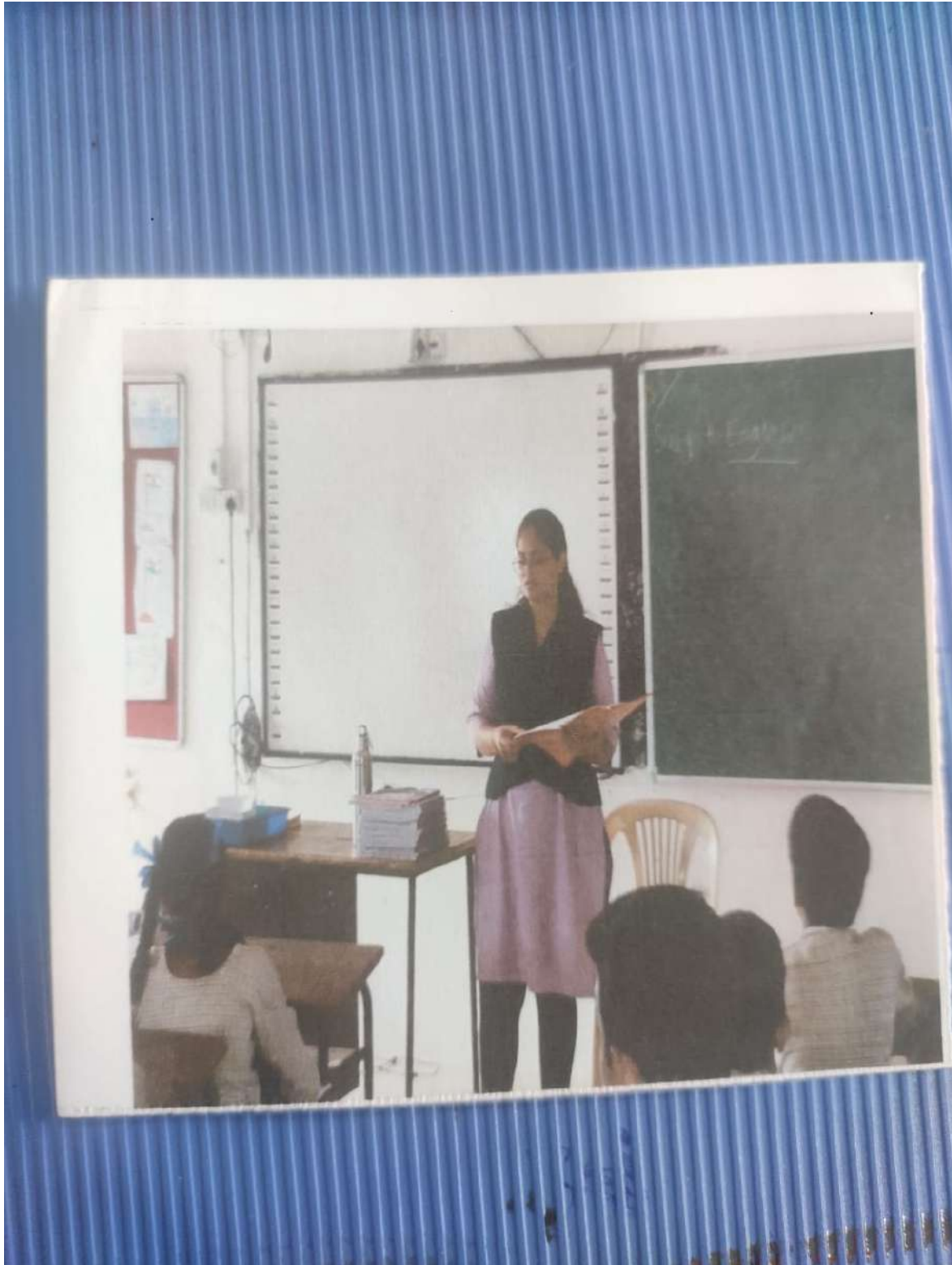




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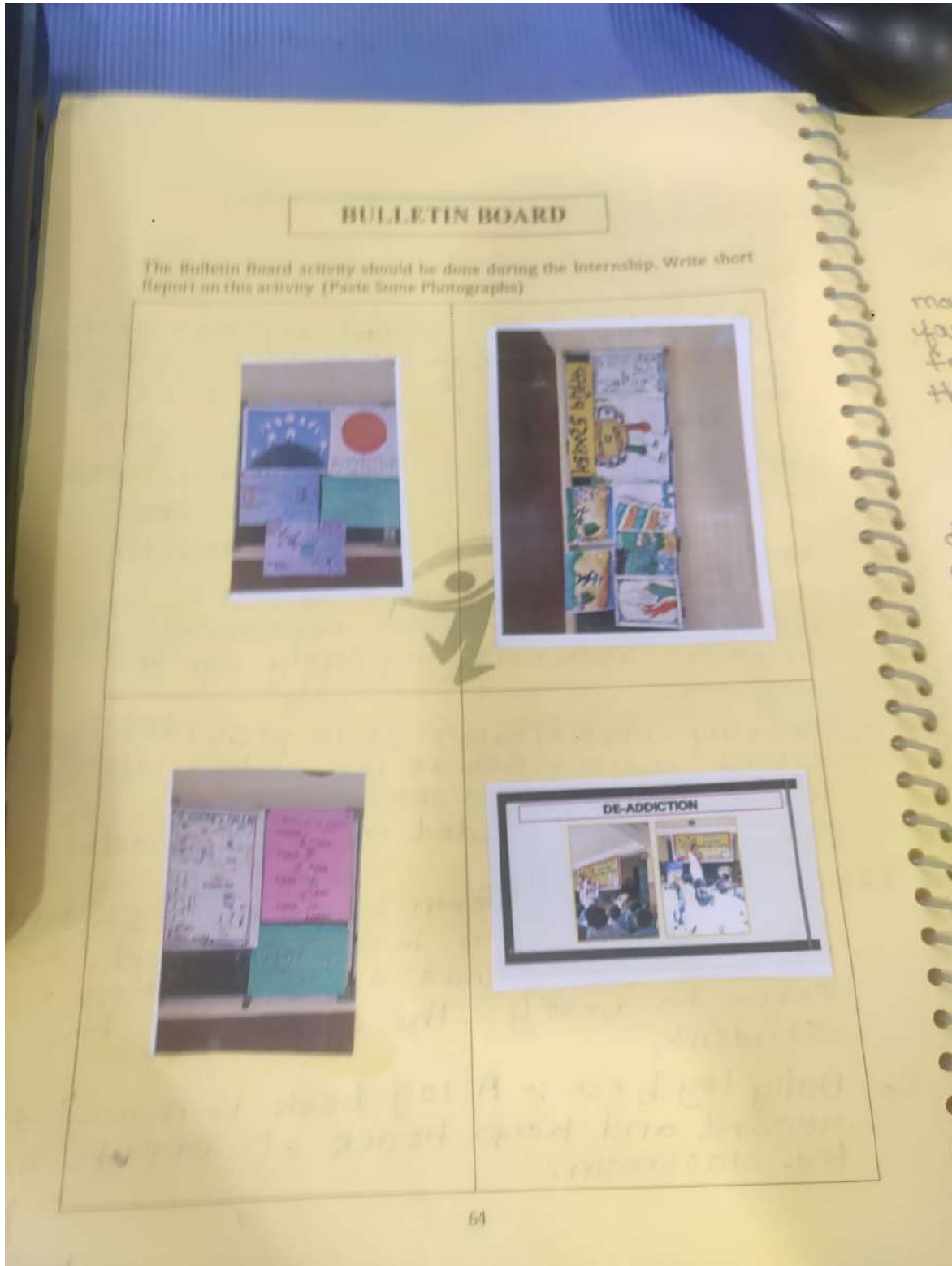
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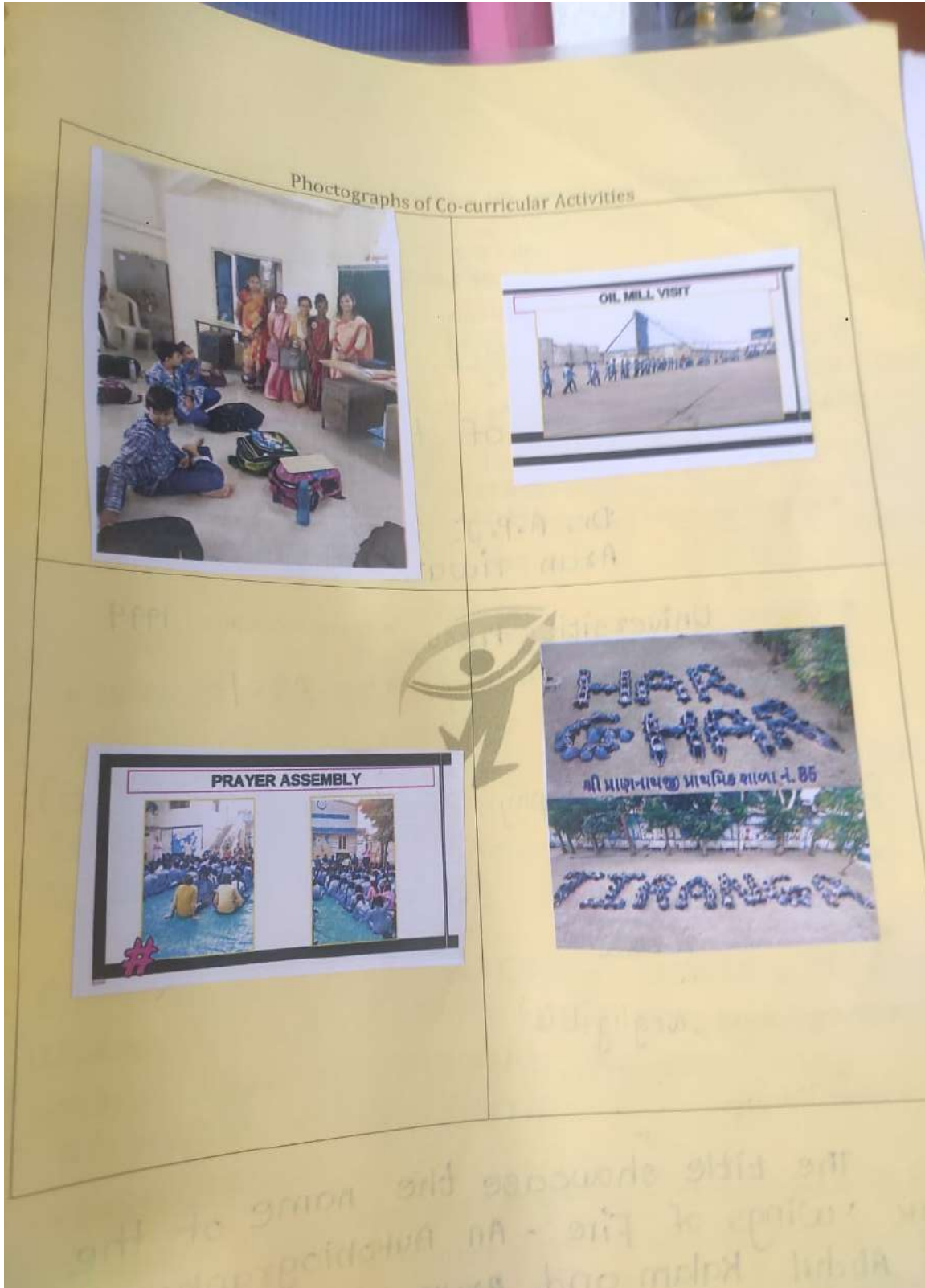




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10	Preparation of progress reports	Results sheet preparation: Report of analysis of test results: Yes/No Progress report preparation:								
		* Data on school wise details to be as average per student. Data for last completed academic year								