



Ref :

Date :

## 2.4.13 Format for criteria and weightages for interns' performance appraisal used

Sem III		SI: 3 Internship			Compulsory Marks : 200			
<b>Objectives</b>								
<b>To enable the prospective teachers:</b>								
<ul style="list-style-type: none"> <li>• To develop ability to handle school activities independently.</li> <li>• To develop the proficiency in imparting lessons.</li> <li>• To develop the proficiency in conducting curricular and co-curricular activities.</li> <li>• To develop the ability to analyze and review books and literary texts.</li> <li>• To develop skills for identifying problem and conducting action research.</li> <li>• To develop the ability to report the administrative and management system of school.</li> <li>• To develop the ability to reflect on their daily routine in schools.</li> </ul>								
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>



# Institute of Language Teaching

Ref :

Date :

Curriculum Framework Bachelor of Education (2-Year) 2020

Sem  
**IV**

**SI 4 : Block Teaching and 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 preparing blueprint.
- To develop the ability to administer psychological test.
- To develop the ability to reflect on their daily routine in schools.

Type of Activity	Credit	Hrs.	Lessons		Total	Marks		
Block Teaching			M1	M2		Int.	Ext.	Total
Lessons	4	120	4	4	10	100		100
Test			1	1				
Observation			5	5				
Test Result Analysis and Remedial Lesson Planning (1+1)						10		10

Type of Activity	Credit	Hrs.	Activity	Marks		
Internship				Int.	Ext.	Total
Internship	4	120	Internship Lessons and activities assigned by school. Submission of Internship report with reflective Journal+ Observation of lessons of School teachers and peers	20		20
Submissions			Blue Print in each method of 50 marks	30		30
			Science Practical/ / Map Reading/ Literary Activity/ Math Puzzle/ Budget Analysis /any other related activity to the subject	10		10
			Psychological Test	20		20
			Institutional Visit	10		10
<b>Total</b>			<b>200</b>	<b>--</b>	<b>200</b>	

Type of Activity	Credit	Hrs.	Lessons		Total	Marks		
Annual Lesson	-	-	M1	M2	2	Int.	Ext.	Total
Annual Lesson	-	-	1	1	2	-	100	100



# Institute of Language Teaching

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Date :

## 2.4.13\_2 Five filled in formats for each of the aspects claimed

Students' Present Sheet		July Month		2022 Year - 23		STUDENT MUSTER	
Name of Class Teacher		Chetan Saldasiya		Std./Class		6 <sup>th</sup> C	

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.	2	4	6	-	-	-	-	1	-	-	1	4	5
	S. T.	-	-	-	-	-	-	-	-	-	-	-	-	-
	Nomadic	5	1	6	-	-	-	-	-	-	5	1	6	-
	SEBC	8	3	11	-	-	-	1	-	-	6	3	9	-
	EBC	3	-	3	-	-	-	-	-	-	3	-	3	-
Minority	1	2	3	-	-	-	-	-	-	-	2	2	-	
Others														
Total	19	10	29	-	-	-	2	-	-	16	9	24	-	

--: 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
Boys	18	-	-	18	2	5	8	3	-	18	-	-	-	-	-	1	19
Girls	8	-	-	8	4	1	3	3	-	16	-	-	-	-	2	10	
Total	26	-	-	26	6	6	11	6	-	34	-	-	-	-	3	29	

--: 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										



# Institute of Language Teaching

Ref :

Date :

General Register No.	Caste	Category	Birth Date	Details of fees	Roll No.	Name of Student		
						Write the Surname, Name and Father's Name in Alphabetic order		
						Surname	Name	Father's Name
5497	Vankar	SC	15/05/11		1	Chavda	Mohit	Umeshbhai
5685	Marsi	SC	09/10/11		2	Harijan	Pavan	Suyayram
5012	Devip	Norm	16/10/10		3	Vaghela	Jagdish	Madi
6037	Devip	Norm	13/05/10		4	Vaghela	Sunil	lalabhai
6036	Devip	Norm	22/10/10		5	Vaghela	vijay	lalabhai
4995	Devip	Norm	07/10/08		6	Vaghela	Jagmal	Kavaz
6292	Devip	Norm	13/10/11		7	Vaghadiya	Yashpal	
5057	Rajput	SEBC	03/12/11		8	Narola	Meet	Ashokbhai
4960	Bhasvad	SEBC	22/10/12		9	Vakatar	dhruv	Mahavir
6007	Luhar	SEBC	23/10/12		10	Rathod	dipesh	Rajeshbhai
5483	Rajput	SEBC	21/12/11		11	Narola	Paravraj	V.
4969	Bhar	SEBC	06/12/11		12	Bambhava	devang	Suresh
6199	Kam.	SEBC	11/11/11		13	Chavda	Bansil	Mahesh
6386	Luhar	SEBC	13/11/11		14	Marsi	veer	Jignesh
6464	Kadi	SEBC	13/12/12		15	Baraiya	Suyal	Ashvin
6462	Mus.	Minor	18/12/11		16	shekh	Faizal	Ahmed
5572			05/11/07		17			
6345	Nepal	BC	13/10/09		18	Mansuri	Atif	Akhtar
6382	Patel	BC	11/09/11		19	Patodiya	shubh	sanyay
4904	Vankar	SC	23/10/11		20	Chauhan	Jshika	Dinesh
4911	"	SC	20/10/12		21	Makwana	krishna	J.
5379	"	SC	25/10/12		22	Vaghela	Urvasi	lalji
4915	"	SC	01/10/11		23	Vata	Manisha	Anil
5040	Vagzu	Norm	28/10/11		24	lolasiya	kanchar	C.
4920	Rajput	SEBC	03/10/10		25	Hada	Pooja	Ravjibhai

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 : <u>25</u>





# Institute of Language Teaching

Ref :

Date :

Report of the Students getting Govt./ School/ Other Scholarship											
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
4704	Chauhan Ishika		good	good		5546	Muskan		good	good	
4811	Krishna		"	"		5353	Ajanabi		"	"	
6379	Uvashti		"	"		6282	Yashpal		"	"	
4815	Manisha		"	"		4995	Jagmal		"	"	
5040	Kanchan		"	"		6036	Vijay		"	"	
4920	Pooja		"	"		6037	Sunil		"	"	
4898	Madhu		"	"		6057	Meet		"	"	
5828	Sanjana		"	"		4960	Ohuv		"	"	

-: Report of New Admitted Students :-

Sr. No.	G.R. No.	Name of the students	Date of admission	Remarks
	6454	Prayapati Thems B.	16/07/2022	
	6462	Shelish Faizal K.	21/07/2022	

-: Report of the students left the school :-


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
	6268	Harsh P.	15/07				No		
	6399	Thems B.	21/07				No		

Above information are Correct as per school General Register.

Class Teacher

Verifier

Date :

  
Principal



# Institute of Language Teaching

Ref :

Date :

Year : 2022-23

### GENERAL REGISTER

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./Bani)	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
5532	Aghera Jay Arvindbhai	Hindu ST	Raykot	15/03/2007 Fifteenth March two thousand seven	Re-admi- School No.93
5533	Vegde Nirmal Manharbhai	"	Keshod	12/05/09 twelve May two thousand nine	Bhandwaje Cent. School
5534	Damor Sachin C.	Hindu ST	Dahod	29/08/12 twenty eighth Aug two thousand twelve	New admit..
5535	Rawat Hiren A.	"	U.P	16/12/13 sixteen dec two thousand thirteen.	"
6062	Makati Mayank D	Hindu EBC	Raykot	27/12/06 twenty seven Dec. two thousand six	Bet Boys School
5380	Dafda Pooja H.	Hindu ST	"	23/02/2008 twenty three Feb, Two thousand eight	Chibhela P.S. School
5384	Rathod Vaishali H.	Hindu EBC	"	16/04/07 Sixteen April Two thousand seven	Shri Jetevala P.S. School
5383	Vyas Vibhal H.	"	"	16/02/08 Sixteen Feb two thousand eight	Adarsh School
5382	Ramanandi Bhavesh A.	Hindu others	Mandvi (Kutch)	30/12/06 thirty Decem. two thousand six	Valmiki P.S. School.
6063	Maheta Dev V.	Hindu EBC	Raykot	27/12/06 twenty seven Dec. two thousand six	Bet Boys School.



# Institute of Language Teaching

Ref :

Date :

**Daily Presence Book of Students** SHIKSHAN SETU

Date: 23/08/2022 Day: Tuesday

Std. & Class	No. of students on pre. day	New Admitted (Today)	Left the School (Today)	Remaining Students (Today)	No. of Present Today	Absents			Total Nos.	Sign Of Class Teacher
						With Leave	Sick	Without Leave		
6 <sup>th</sup> A	07	-	-	31	13	-	-	-	31	
6 <sup>th</sup> B	05	-	-	31	17	-	-	-	31	
6 <sup>th</sup> C	4	-	-	31	8	-	-	-	31	
7 <sup>th</sup> A	7	-	-	34	17	-	-	-	34	
7 <sup>th</sup> B	6	-	-	34	22	-	-	-	34	
7 <sup>th</sup> C	8	-	-	34	25	-	-	-	34	
7 <sup>th</sup> D	13	-	-	34	18	-	-	-	34	
8 <sup>th</sup> A	10	-	-	42	22	-	-	-	34	
8 <sup>th</sup> B	20	-	-	41	31	-	-	-	34	
8 <sup>th</sup> C	06	-	-	41	27	-	-	-	34	
8 <sup>th</sup> D	05	-	-	41	23	-	-	-	34	

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# Institute of Language Teaching

Ref :

Date :

SHIKSHAN SETU

**L.C. VERIFICATION FORM**

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. 6393, Outward No. 336, Dated: 27107122 given by your school.

1. Student's Full Name: Vagheta Nikita Govindbhai.  
2. Cast & Religion: Dalit - Chamar, Hindu  
3. Birth Place: Raykot. 4. Birth Date: 3010812008  
5. Last Exam. Passed: Std. 8<sup>th</sup>

Outward No. _____
Date: <u>2010712022</u>
File: <u>C.R.</u>

Clerk \_\_\_\_\_ Principal \_\_\_\_\_

----- (Cut from here) -----

Name of the School: Vinoba bhave School no 1930 Outward No. 336  
Address: Nana mauva circle, Raykot Date: 27107122  
To,  
The Principal, \_\_\_\_\_

In subject to your Letter No. 336 Dated 27107122, the details shown for our student Shri Vagheta Nikita C. 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: <u>C.R.</u>
Date: <u>27107122</u>	

Principal





# Institute of Language Teaching

Ref :

Date :

SHIKSHAN SETU

Name & stamp of school

**SCHOOL LEAVING CERTIFICATE**

Sr.No. 335 Year:: 2022 G.R.No. 6397

1. Name of the pupil in full : Mother's Name: Unique I.D.No.:	<u>Deviwadiya Mahir</u> <u>Abdulkadarbhai.</u> <u>240919019031610096</u>
2. Religion and Caste :	<u>Muslim, Mino.</u>
3. Place of Birth :	<u>Raykot</u>
4. Date, Month, Year (In words & figures) of Birth according to the Christian Calendar :	<u>Twenty two november (Eleventh) two thousand ten.</u>
5. Last School attended :	<u>School no. 66 Raykot</u>
6. Date of admission :	<u>29 10 22</u> std- <u>7<sup>th</sup></u>
7. Progress :	<u>Good</u>
8. Conduct :	<u>Good</u>
9. Date of leaving the school :	<u>20 10 2022</u>
10. Standard studying in (since when) (In words & figures)	<u>Std- 7<sup>th</sup> from May 2022</u>
11. Reason for Leaving the School :	<u>changing the place</u>
12. Present Days :	
13. Remarks :	<u>Gave certie without fees</u>

Certified that the above information is in accordance with the school General Register. No change in this Certificate shall be made except by the authority issuing it. The concern student will be rusticated from the school for any infringement. No Duplicate of this Certificate will be issued without affidavit.

Place: Raykot  
Date: 20/10/2022 Sign of Class Teacher

Sign of Principal  
With stamp  
SHIKSHAN SETU

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# Institute of Language Teaching

Ref :

Date :

**DAILY LESSON PLANNING  
(LOG BOOK)**

Date: 14/07/2022 Day: Thursday

Period No.	Std. & Class	Subject	Plan of Lesson	Teaching Aids	HomeWork
1			Prayer		
2	7 <sup>th</sup> C	Guy	Poem-2 Question-Answer		
3	7 <sup>th</sup> A	Eng	Smile in the mirror chap-1		
4	6 <sup>th</sup> A	Guy	Chap-2 Question-Answer		
5	7 <sup>th</sup> B	Hin	chapter-2 Question-Answer		
6	7 <sup>th</sup> B	Eng	class assessment		
7	7 <sup>th</sup> A	Eng	Chap-1, Activity-6		
8	7 <sup>th</sup> A	Eng	Fill in the blanks of chap-1		

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

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



# Institute of Language Teaching

Ref :

Date :

**LEAVE APPLICATION**

Name of Teacher :: Niraliben Mehta  
Address :: Nandbhumi App- Uni. Road  
Date :: 28.10.22

Subj: Leave Report

Dear Sir/ Madam,  
Please sanction my C.L. Leave for Dt. 28.10.6 To  
Dt. 29.10.6 of 2 Days for under given reason.  
Reason of Leave : Out station

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.	
	2			✓		1	2			

Yours Faithfully  
[Signature]  
(Sign)

To, Niraliben Mehta  
Your above mention Leaves for ..... Days is/are sanctioned/ not sanctioned.  
Place : Rajkot  
Date : 28.10.6.22

Sign [Signature] Tiger  
[Signature]

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# Institute of Language Teaching

Ref :

Date :

8<sup>th</sup> - C

Name of the School :: Shri Vinobabhai School Educational Year :: 2022-23

**CLASS TIME TABLE**

Effective from :: DT. 15/08/22

Period No.	WEEK							Period Allotment	
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Subject	Periods	Time
1	Guj	Guj	Guj	Guj	Guj	Bal Sabha	English	4	2h
2	S.S	Eng	S.S	S.S	S.S	R-W	Gujarati	5	2.5h
3	Maths	S.S	S.S	Science	Hindi	phy. Edu	Hindi	4	2h
4	S.S	Science	Maths	Science	Science	Library	Sanskrit	2	1h
5	Science	Hindi	Sanskrit	Sanskrit	Eng		Social Sciences	8	3:30
6	English	Maths	Science	Hindi	Maths		Science & Technology	7	3:30
7	Science	S.S	Hindi	Maths	Science		Mathematics	5	2:30
8							Phy. Edu.	1	1h
							Computer	-	
							Drawing	1	1h
							TOTAL	36	18h

Principal

Class Teacher