



### 2.4.10 Nature of internee engagement during internship consists of

1. Classroom teaching
2. Mentoring
3. Time-table preparation
4. Student counseling
5. Assessment of student learning – home assignments & tests
6. Organizing academic and cultural events
7. Maintaining documents
8. Preparation of progress reports

Sample copies for each of selected activities claimed



Swami Vidyamritananda  
Principal (Offg.)  
Ramakrishna Mission Sikshanamandira  
Belur Math, Howrah-711202, W.B.



## **1. Classroom teaching**

Ramakrishna Mission Sikshanamandira students engaged in a fruitful classroom teaching experience at various internship schools. The interns effectively utilised their theoretical knowledge to create engaging learning designs and imparted them with enthusiasm. They fostered a positive learning environment and employed interactive teaching methods to enhance student engagement and comprehension. The interns also collaborated with school faculties, actively participated in co-curricular activities, and provided individualised attention to students with specific learning needs. Through their dedication and commitment, the interns successfully contributed to the holistic development of the students while gaining valuable practical teaching experience.



# RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)  
Belur Math, Howrah - 711 202, West Bengal

NAAC Re-accredited - 'A'

**RAMAKRISHNA MISSION SIKSHANAMANDIRA**  
(An Autonomous Post-Graduate College under the University of Calcutta under section 22 of the UGC Act and duly recognized by the NCTE)

**College with Potential for Excellence (CPE)**  
College of Teacher Education (CTE) & Swami Vivekananda Centre for  
Multidisciplinary Research in Educational Studies (SVCRES)

Phone No. - (033) 2654 - 6081/9281/1635 Fax - (033) 2654 - 4412  
Email - rkmsm@rediffmail.com, rkmsm@gmail.com  
Website www.rkmsm.org  
Belur Math, Howrah - 711 202, West Bengal

Ref: NO. *72/21/2022* Date: 13.08.2022

To  
The Headmaster / Teacher in Charge  
*Belur Panchanantala Mahendra vidyapith (H.S.)*  
*Belur, Howrah -*

**Sub: Request to allow the trainees of B. Ed. 3rd Sem. 2021-23 for 1st Phase of Internship.**


Respected Sir/Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for **1st Phase of Internship** in your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

The **1st Phase of Internship** will commence on and from **1<sup>st</sup> September, 2022 to 30<sup>th</sup> November, 2022** (Except Puja Vacation). Your permission and whole hearted cooperation in this regard is highly requested. A Student's list will be provided later.

Thanking You,

*Receipt and Allowed*  
*Singh*  
Headmaster  
Belur Panchanantala  
Mahendra Vidyapith  
Beurmath, Howrah



With regards,  
*Aswamini* 12/8/22  
(Swami Vidyamritananda)  
Principal  
Swami Vidyamritananda  
Principal (Offg.)  
Ramakrishna Mission Sikshanamandira  
Belur Math, Howrah-711202, W.B.

"Education is the manifestation of the perfection already in man."  
- Swami Vivekananda

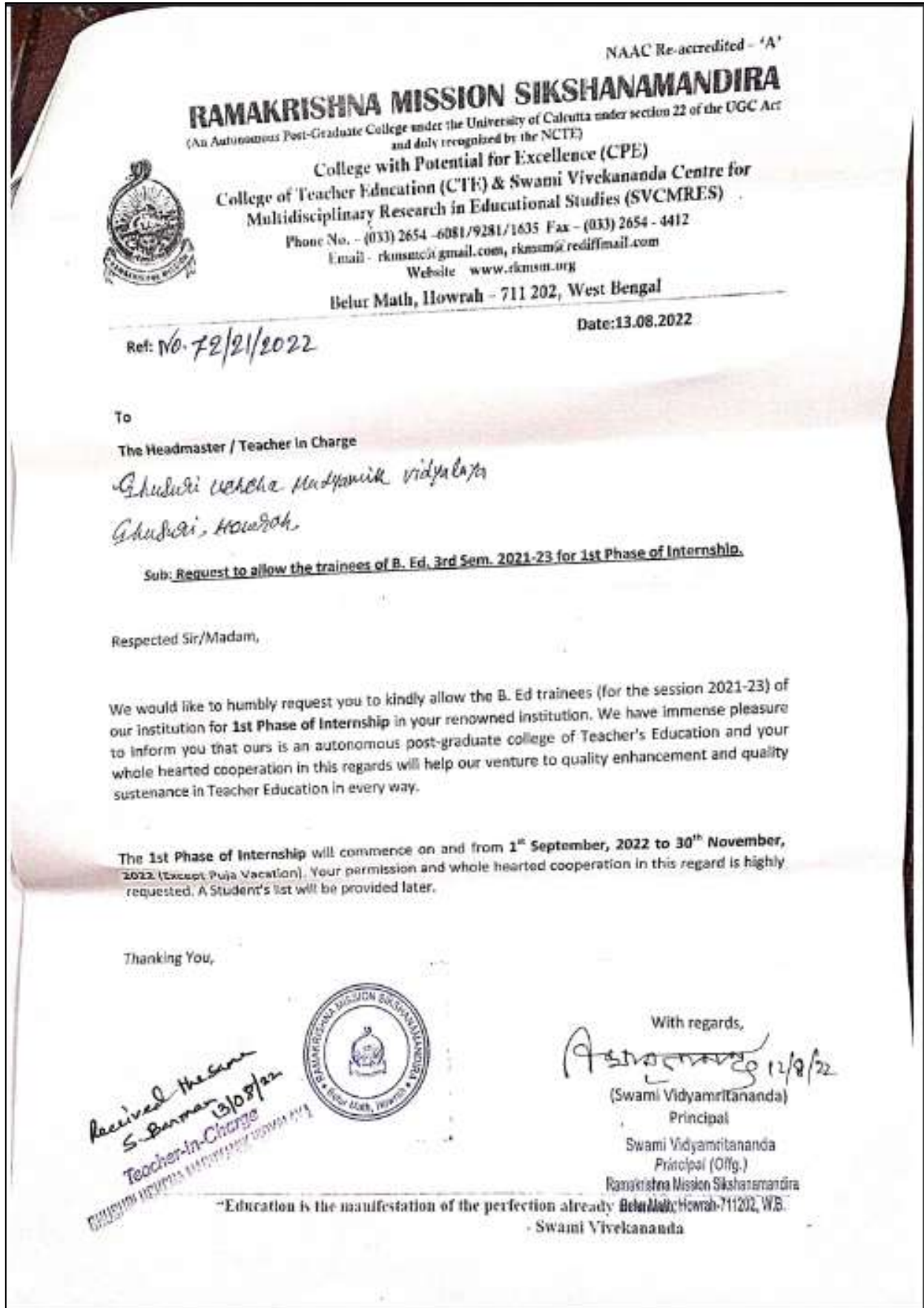
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Website www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal

Ref: No. 72/21/2022

Date: 13.08.2022

To  
The Headmaster / Teacher in Charge  
*Shudhri Uchha Madhyamik Vidyalaya*  
*Shudhri, Howrah.*

Sub: Request to allow the trainees of B. Ed. 3rd Sem. 2021-23 for 1st Phase of Internship.

Respected Sir/Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for **1st Phase of Internship** in your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

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Thanking You,

*Received the same*  
*S. Barman*  
*13/08/22*  
*Teacher-in-Charge*  
CHANDRANIBI HOSPITAL MANDIRAPUR, HOWRAH - 711 014



With regards,  
*(Signature)* 12/8/22  
(Swami Vidyamritananda)  
Principal  
Swami Vidyamritananda  
Principal (O/fg.)  
Ramakrishna Mission Sikshanamandira

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Phone No. (033) 2654-6081/9281/1635 Fax - (033) 2654-4412

Email - rkmamc@gmail.com, rkmam@rediffmail.com

Website www.rkmam.org

Belur Math, Howrah - 711 202, West Bengal



Ref: No. 72/21/2022

Date: 13.08.2022

To

The Headmaster / Teacher in Charge

Khanaspore Jagriti Gini Vidyamandira,  
Howrah.

Sub: Request to allow the trainees of B. Ed. 3rd Sem. 2021-23 for 1st Phase of Internship.

Respected Sir/Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for **1st Phase of Internship** in your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

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Thanking You,

Received  
Mansj Kumar  
Secretary  
18, Haz Chatterjee Bazar Street  
Belur Math, Howrah-711 202



With regards,

(Signature) 13/8/22

(Swami Vidyamritananda)  
Principal

Swami Vidyamritananda  
Principal (Offg.)

Ramakrishna Mission Sikshanamandira  
Belur Math, Howrah-711202, W.B.

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E-mail - rkmsmca@gmail.com, rkmsmca.rediffmail.com

Website www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal



Ref: No. 72/23/2022

Date: 13.08.2022

To

The Headmaster / Teacher in Charge

Belur Girls' High School.  
Belur, Howrah.

Sub: Request to allow the trainees of B. Ed. 3rd Sem. 2021-23 for 1st Phase of Internship.

Respected Sir/Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for **1st Phase of Internship** in your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

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Thanking You,

Received

13.08.2022

Headmistress  
Belur Girls' High School (H.S.)



With regards,

12/8/22

(Swami Vidyamritananda)

Principal

Swami Vidyamritananda

Principal (Offg.)

Ramakrishna Mission Sikshanamandira

Belur Math, Howrah-711202, WB.

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E-mail - rkmsm@rediffmail.com, rkmsm@rediffmail.com

Website - www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal

Ref: NO- 72/21/2022

Date: 13.08.2022

To

The Headmaster / Teacher in Charge

Lituan T.R.R. Manika High School  
Lituan, Howrah.

Sub: Request to allow the trainees of B. Ed. 3rd Sem. 2021-23 for 1st Phase of Internship.

Respected Sir/Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for 1st Phase of Internship in your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

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Thanking You,

Received  
Swami Vivekananda  
13/08/2022



With regards,

Swami Vidyamritananda  
Principal

Swami Vidyamritananda  
Principal (OMG.)

Ramakrishna Mission Sikshanamandira  
Belur Math, Howrah-711202, W.B.

122

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College with Potential for Excellence (CPE)

College of Teacher Education (CTE) & Swami Vivekananda Centre for  
Multidisciplinary Research in Educational Studies (SVCMPRES)

Phone No. (033) 2654 4681/9281/1635 Fax (033) 2654 4412

E-mail: rkmsnrc@gmail.com, rkmsnrcediffmail.com

Website: www.rkmsn.org

Belur Math, Howrah - 711 202, West Bengal

Ref:

Date: 30-01-2023

To  
The Headmaster/ Teacher in Charge  
Belur High School,  
Belur, Howrah-

Sub: 2<sup>nd</sup> Phase of Internship: B. Ed (4th Semester) 2021-2023

Respected Sir/ Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for **2<sup>nd</sup> Phase of Internship** in Your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

The **2<sup>nd</sup> Phase of Internship** will commence on and from **8<sup>th</sup> February, 2023 to 8<sup>th</sup> April, 2023**. Your permission and whole hearted cooperation in this regard is highly requested. A Student's list is attached herewith.

Thanking You,

With regards,

  
(Swami Vidyamritananda)  
Principal

Received  
31/01/2023

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Swami Vivekananda

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Multidisciplinary Research in Educational Studies (SVC/MRES)

Phone No. (033) 2654 6081/9281/1635 Fax (033) 2654 4412

Email rkmsoc@gmail.com, rkmsoc.rediffmail.com

Website www.rkmm.org

Belur Math, Howrah - 711 202, West Bengal

Ref:

Date: 30-01-2023

To

The Headmaster/ Teacher in Charge

Uttarpara Amarendra Vidyapeeth,  
Uttarpara, Howrah,

Sub: 2<sup>nd</sup> Phase of Internship: B. Ed (4th Semester) 2021-2023

Respected Sir/ Madam,

We would like to humbly request you to kindly allow the B. Ed trainees (for the session 2021-23) of our institution for **2<sup>nd</sup> Phase of Internship** in Your renowned institution. We have immense pleasure to inform you that ours is an autonomous post-graduate college of Teacher's Education and your whole hearted cooperation in this regards will help our venture to quality enhancement and quality sustenance in Teacher Education in every way.

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Thanking You,

With regards,

Received  
APM 31/01/23

ABHIJIT PAL  
Secretary & Headmaster  
Uttarpara Amarendra Vidyapeeth  
Uttarpara, Howrah

(Swami Vidyamritananda)  
Principal

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Multidisciplinary Research in Educational Studies (SVCMRIS)

Phone No. (033) 2654 6081/9281/1635 Fax (033) 2654 - 4412

Email - rkmsoci@gmail.com, rkmsamerediffmail.com

Website - www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal

Ref:

Date: 30-01-2023

To

The Headmaster/ Teacher in Charge

Uttarpada Govt. High School,

Uttarpada, Hooghly.

Sub: 2<sup>nd</sup> Phase of Internship: B. Ed (4th Semester) 2021-2023

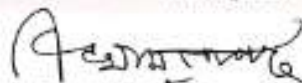
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Thanking You,

With regards,

  
(Swami Vidyanmitrananda)  
Principal



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E-mail - rkusma@gmail.com, rkmsm@rediffmail.com  
Website - www.rkmsm.org  
Belur Math, Howrah - 711 202, West Bengal

Ref: \_\_\_\_\_ Date: 30-01-2023

To  
The Headmaster/ Teacher in Charge  
*Belur Girls' High School*  
*Belur, Howrah,*

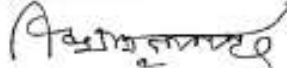
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Thanking You,

With regards,  
  
(Swami Vidyamritananda)  
Principal

  
31.01.2023  
Headmistress  
Belur Girls' High School (H.S.)

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Email - rkmsmc@gmail.com, rkmsmc@rediffmail.com

Website - www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal

Ref:

Date: 30-01-2023

To

The Headmaster/ Teacher in Charge

Paramanand Sree Sree Ramakrishna Vidyalaya,  
Barambar, Kalyani - 96

Sub: 2<sup>nd</sup> Phase of Internship: B. Ed (4th Semester) 2021-2023

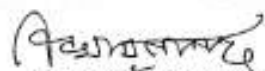
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Thanking You,

With regards,

  
(Swami Vidyamritananda)  
Principal

Received  
and allowed  
for maximum 12  
B.Ed Trainees.

  
31/01/2023  
Headmaster  
PARAMANAND SREE SREE RAMAKRISHNA VIDYALAYA  
89, P.K. Saha Lane, Koi-36

"Education is the manifestation of the perfection already in man."  
Swami Vivekananda

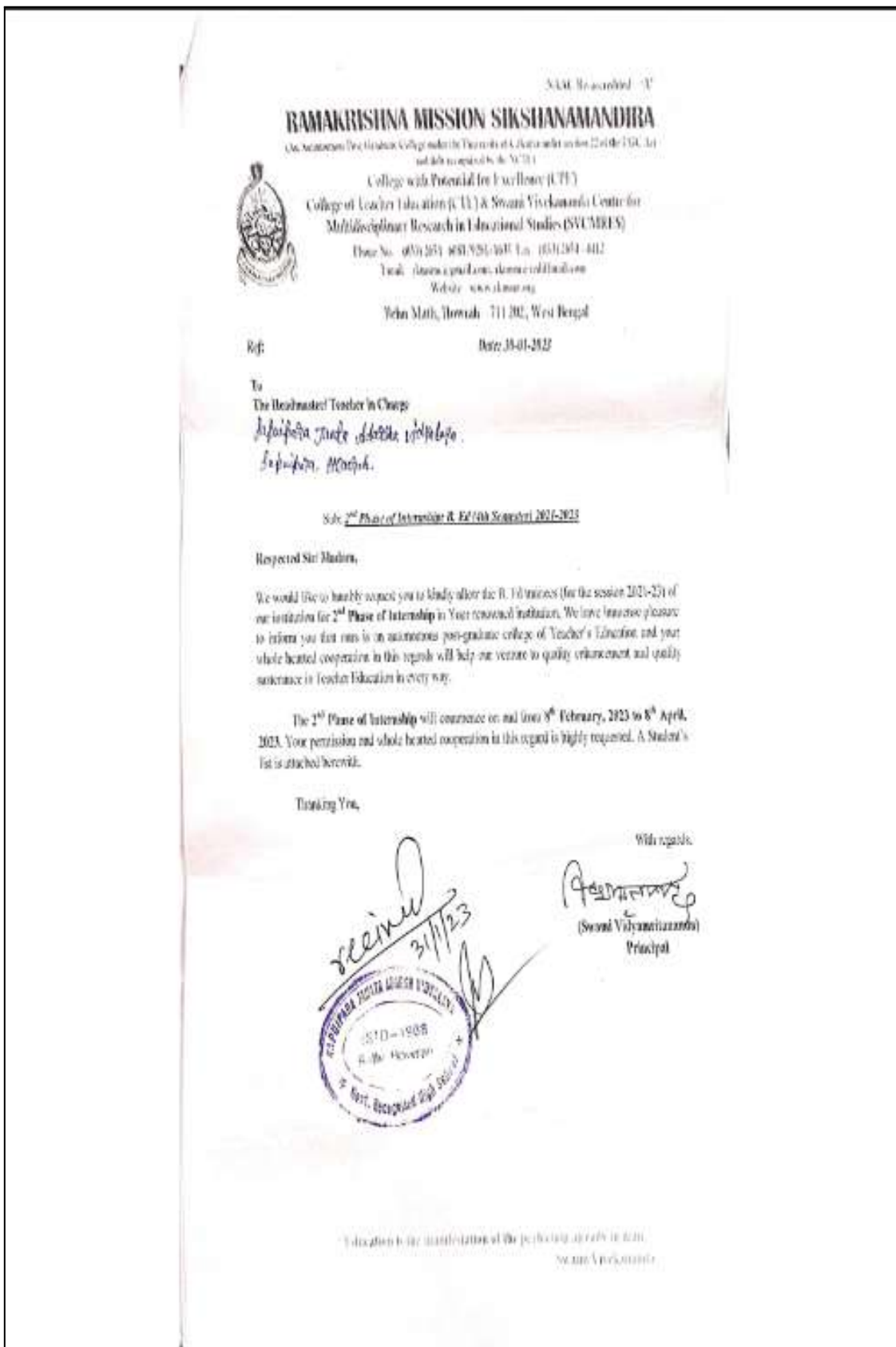
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Classroom Teaching at Sapuipara Janta Adarsh Vidyalaya

## 2. Mentoring

The mentoring of trainees during their school internship period is a crucial component of our educational program. This mentoring process aims to provide guidance, support, and constructive feedback to the trainees, enabling them to make the most of their internship experience.

Each trainee is assigned a dedicated mentor who serves as a mentorship facilitator throughout the internship period. The mentor plays a vital role in assisting the trainee in understanding the organisation's culture, policies, and procedures. They provide valuable insights into the profession, offer career guidance, and help the trainee develop the necessary skills and competencies.

Regular mentoring sessions are conducted to discuss the trainee's progress, address any challenges they may face, and provide constructive feedback on their performance. The mentor also encourages the trainee to reflect on their experiences, set goals, and identify areas for improvement. This personalised guidance and support create a conducive learning environment, nurturing the trainee's professional growth and development.

Furthermore, the mentor acts as a liaison between the trainee and the organisation, ensuring effective communication and fostering a positive internship experience. They help the trainee integrate into the workplace, build professional networks, and gain exposure to real-world scenarios.



Overall, the mentoring of trainees during their school internship period enhances their learning experience, promotes professional development, and prepares them for future career endeavours.



Visit of Mentor Teacher during School Internship

### 3. Time-table preparation

The time table preparation of trainees from Ramakrishna Mission Sikshanamandira during the school internship follows a meticulous process to ensure a well-structured and enriching experience. The objective is to provide trainees with a comprehensive understanding of the teaching profession and enable them to develop essential skills and competencies.

The preparation begins with a thorough assessment of the trainees' individual needs, including their academic background, specialisation, and career aspirations. Based on this assessment, a customised internship plan is developed, outlining the specific areas of focus and desired learning outcomes.

The time table is then prepared, allocating dedicated slots for various activities such as classroom observation, lesson planning, teaching practice, mentoring sessions, and reflective discussions. These activities are carefully scheduled to provide a balanced and holistic approach to the internship.



Regular feedback and assessment mechanisms are incorporated into the time table to evaluate the trainees' progress and identify areas for improvement. This feedback helps guide further professional development and ensures a continuous learning process throughout the internship period.

The time table preparation of trainees, Ramakrishna Mission Sikshanamandira aims to create a conducive learning environment, allowing trainees to gain practical experience, refine their teaching skills, and develop a deeper understanding of the education system. It provides a framework for trainees to integrate theory and practice effectively, fostering their growth as competent and confident educators.

CLASS ROUTINE																			
Teacher	THURSDAY						FRIDAY						SATURDAY						
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4			
SAYAK BANERJEE				HST 7B			HST 7A									HST 8B			
AYAN THAKUR		HST 8B			HST 8A				HST 8A	HST 8B						POL 11C			
SAIKAT SEN	ENGB 8A		ENGB 8B	BNGA 8B			ENGB 10B			ENGB 12C/D	ENGB 7A	ENGB 6A		ENGB 8B	ENGB 12A	ENGB 8A			
ANANTA DHAL	BNGA 6A		SNK 7A		SNK 2A		SNK 7A	BNGA 6A			BNGA 9A	SNK 8A		SNK 6A				SNK 11C	
DURLAV DAS	LSC 7B	LSC 9A	SC 7A		SC 7B		LSC 10A	LSC 11A			LSC 9A	LSC 9B		LSC 9B				LSC 11C	LSC 12A
SUBRATA BERA	MATH 7A	ACCT 11D	MATH 8B				MATH 8A	MATH 8B			ACCT 11D			MATH 8A	ACCT 11D	MATH 8B			
SOURAV NASKAR	SC 8A	SC 7B			SC 8B	PSC 9A	SC 8A	PSC 8B			SC 7B	MATH 8C		MATH 8A	MATH 8B			PSC 9A	
ADITHYAN JANA		BNGA 10A			BNGA 8B	BNGA 7B	BNGA 8B	BNGA 8A			BNGA 8A	BNGA 10A		BNGA 7B				BNGA 7A	
RAKESH BAUTIA	MATH 8B		MATH 8A				MATH 9B							MATH 9C	MATH 8A	MATH 8A			
SUMAN BISWAS		GEGR 8B			GEGR 7A	GEGR 10A		GEGR 8B		GEGR 7A	GEGR 9B			GEGR 7B				GEGR 7B	
KOUSHER HAZRA	HST 12A			HST 9B					HST 9A	HST 8A	HST 10A					HST 8B			HST 8A
DIPANKAR SAHA									HST 7A			SNK 7B							HST 8A
RUNDAR KUMAR RAM					HST 9A			HST 7B				HST 9B		HST 11C				PE 7A	

CLASS ROUTINE																			
Teacher	THURSDAY						FRIDAY						SATURDAY						
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4			
SUBRATA HALDER			BNGA 8A	BNGA 8A		BNGA 7A		BNGA 8A	BNGA 8B	BNGA 8B				BNGA 7A	BNGA 8B			BNGA 10A	
KUSHAL MUKHOPADH		GEGR 7B	GEGR 9B		GEGR 8A			GEGR 8A	GEGR 10A		GEGR 8B			GEGR 8A				GEGR 8A	GEGR 8A
SHRAB SINGHA	SC 6A	MATH 8A		MATH 8A	PSC 10A	PSC 8B		SC 8B	SC 7A		MATH 7B	PSC 11A		MATH 8B	SC 8A			SC 8A	MATH 8B
RAMALESH SAITY			MATH 10A		MATH 8B	GA		MATH 9A	MATH 10A	BB	GA	GA		MATH 7A				MATH 8B	

Class routine in School prepared by trainees during Internship

## 4. Student counselling

During the school internship period, trainees at Ramakrishna Mission Sikshanamandira actively engage in student counselling, playing a pivotal role in providing guidance and support to students. This counselling initiative aims to address the social, emotional, and academic needs of students, fostering their overall well-being and personal development.





Trainees undergo comprehensive training in counselling techniques and skills, equipping them with the necessary tools to effectively interact with students. Under the supervision and guidance of experienced mentors, the trainees engage in one-on-one counselling sessions with students, creating a safe and supportive environment for open communication.

The counselling sessions cover a range of topics, including academic performance, career guidance, goal setting, time management, stress management, and interpersonal relationships. Trainees actively listen to students' concerns, offer empathetic support, and provide guidance to help them navigate challenges effectively.

Regular group counselling sessions are also organised, addressing common issues faced by students. These sessions promote a sense of community, facilitate peer support, and encourage students to share experiences and learn from one another.

The trainees collaborate closely with the school's counselling team and faculty members, ensuring a coordinated approach to student support. They maintain confidentiality and adhere to ethical guidelines to create a safe and trusting environment for students.

Student counselling conducted by trainees during the school internship period at Ramakrishna Mission Sikshanamandira enhances the holistic development of students, empowering them to overcome obstacles, build resilience, and thrive academically and personally.



Students are encouraged to undergo various collage and art related activities by trainees



## **5. Assessment of student learning – home assignments & tests**

The assessment of student learning through the checking of home assignments and tests by trainees at Ramakrishna Mission Sikshanamandira is a critical aspect of the educational process. This assessment method helps evaluate students' understanding of the curriculum, identifies areas of strength and weakness, and provides valuable feedback for their growth.

Trainees are trained in effective assessment strategies and techniques to ensure fair and accurate evaluation. They carefully review and check students' home assignments, providing constructive feedback that guides further learning. The trainees assess the assignments based on predetermined criteria, considering the content, organisation, clarity, and depth of understanding demonstrated by the students.

Additionally, trainees administer and grade tests to assess students' knowledge and comprehension of the subject matter. They follow established guidelines and marking schemes to maintain consistency and objectivity in the evaluation process. The test results are then analyzed to identify patterns and trends, enabling targeted interventions and tailored instruction for individual students.

Regular communication and collaboration with the mentor teachers and faculty members ensure that the assessment aligns with the curriculum goals and learning objectives. This collaborative approach promotes a comprehensive evaluation of student learning and facilitates ongoing improvement in teaching methodologies.

The assessment of student learning by checking home assignments and tests by trainees at Ramakrishna Mission Sikshanamandira serves as a valuable tool for monitoring student progress, identifying areas of improvement, and supporting their academic development. It contributes to a holistic approach to education that fosters continuous growth and achievement among students.



Trainees are engaged in checking students Home assignments

## 6. Organising academic and cultural events

Trainees at Ramakrishna Mission Sikshanamandira actively participate in organising academic and cultural events, enriching the educational experience for students and fostering a vibrant learning environment. These events serve as platforms for showcasing talent, promoting cultural diversity, and fostering intellectual growth.

Trainees collaborate with faculty members and mentors to plan and execute a wide range of academic events such as seminars, workshops, and conferences. These events invite guest speakers, experts, and professionals from various fields to share their knowledge and expertise with students. Trainees play a key role in coordinating logistics, inviting participants, and facilitating interactive sessions that encourage critical thinking and intellectual discourse.

In addition to academic events, trainees organise cultural events that celebrate diversity and promote artistic expression. These events include cultural festivals, music and dance performances, drama competitions, and art exhibitions. Trainees actively engage in event planning, stage management, talent coordination, and publicity to ensure the smooth execution of these vibrant cultural showcases.



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Through their involvement in organising academic and cultural events, trainees develop organisational and leadership skills, enhance their creativity, and gain hands-on experience in event management. These events provide students with opportunities to showcase their talents, develop a sense of pride in their culture, and foster a sense of community within the institution.

The active participation of trainees in organising these events enriches the overall educational experience, creating a dynamic and inclusive learning environment that nurtures both academic and cultural growth among students.



Trainees are taking classes in internship schools



Examination related duties performed by internees in internship school

“Education is the manifestation of the perfection already in man.”

- Swami Vivekananda



Trainees are involving in cultural activities in Internship school

## 7. Maintaining documents

During the school internship period, trainees at Ramakrishna Mission Sikshanamandira are actively involved in maintaining documents to ensure efficient record-keeping and organisational management within the school. This responsibility plays a crucial role in promoting effective communication, accountability, and compliance with educational standards.

Trainees are responsible for organising and managing various documents, including student records, attendance registers, Learning Design (LD), assessment records, and administrative files. They ensure that these documents are accurately maintained, appropriately filed, and easily accessible for future reference.

Trainees also play a vital role in data entry and management, inputting relevant information into digital databases or record-keeping systems. They may assist in generating reports, compiling statistics, and analysing data to support evidence-based decision-making.

Additionally, trainees contribute to the creation and maintenance of a safe and secure environment by handling sensitive documents, such as medical records, consent forms, and emergency contact



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information. They adhere to confidentiality guidelines and data protection protocols to safeguard the privacy of students and staff.

Through their involvement in document management, trainees develop organisational skills, attention to detail, and a sense of responsibility. This experience enhances their administrative capabilities, fosters professionalism, and contributes to effective school operations.

The trainees' diligent maintenance of documents ensures accurate record-keeping, facilitates efficient communication, and supports compliance with regulatory requirements. It contributes to a well-structured and organised school environment, promoting effective administration and overall educational excellence.



Trainees maintains School's student diary in internship school

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Attendance for the month of - February												
Date	Students name and signature with			time of			Arrival and Departure					
	Arrival	Departure	Signature	Arrival	Departure	Signature	ARRIVAL	DEPARTURE	Signature			
01/2/2019	Asif Ali	(FOI)	JYOTIRMOY RAY (F29)				SDURYA BANERJEE - (F16)		KESHAV MISHRA - (F44)			
02/2/2019												
1												
2												
3												
4												
5												
6												
7	School internship starts from			Eight February.								
8	10:30	4:30	Asif Ali	10:50	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	11:00	4:30	Keshav Mishra
9	10:35	4:30	Asif Ali	10:50	4:30	Jyotirmoy Ray	10:50	4:30	Soumya Banerjee	11:00	4:30	Keshav Mishra
10	10:38	4:30	Asif Ali	10:50	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	11:00	4:30	Keshav Mishra
11	10:30	4:30	Asif Ali	10:55	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	11:00	4:30	Keshav Mishra
12	S	U	N	D	A	Y	S	U	N	D	A	Y
13	10:30	4:30	Asif Ali	10:50	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	Ab	Ab	INTERVIEW
14	SCHOOL HOLIDAY			SCHOOL HOLIDAY			SCHOOL HOLIDAY					
15	10:40	4:20	Asif Ali	10:50	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	11:00	4:30	Keshav Mishra
16	10:38	4:30	Asif Ali	10:45	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	11:00	4:30	Keshav Mishra
17	10:38	4:30	Asif Ali	10:50	4:30	Jyotirmoy Ray	10:40	4:30	Soumya Banerjee	10:50	4:30	Keshav Mishra
18	Shivratni Holiday			SHIVRATNI			Shivratni Holiday					
19	S	U	N	D	A	Y	S	U	N	D	A	Y
20	10:40	4:30 PM	Asif Ali	10:50	04:30 PM	Jyotirmoy Ray	10:40	04:30 PM	Soumya Banerjee	10:40	04:30 PM	Keshav Mishra
21	10:30	4:30 PM	Asif Ali	Ab	Ab	HOSTEL DUTY	10:40	4:30 PM	Soumya Banerjee	10:57	4:50 PM	Keshav Mishra
22	10:35	3:00 PM	Asif Ali	10:52	3:00 PM	Jyotirmoy Ray	10:40	3:00 PM	Soumya Banerjee	10:50	3:00 PM	Keshav Mishra
23	10:30	4:30 PM	Asif Ali	10:30 AM	4:30 PM	Jyotirmoy Ray	10:40	4:30 PM	Soumya Banerjee	11:00	4:30 PM	Keshav Mishra
24	10:30	4:30 PM	Asif Ali	10:40 AM	4:30 PM	Jyotirmoy Ray	10:40	4:30 PM	Soumya Banerjee	11:00	4:30 PM	Keshav Mishra
25	10:30	1:30	Asif Ali	10:40 AM	1:30 PM	Jyotirmoy Ray	Ab	Ab	TISSOT EXAM	10:50	1:30	Keshav Mishra
26	S	U	N	D	A	Y	S	U	N	D	A	Y
27	10:40	4:30 PM	Asif Ali	10:40 AM	4:30 PM	Jyotirmoy Ray	10:40	4:30 PM	Soumya Banerjee	10:50	4:30 PM	Keshav Mishra
28	10:40	2:45 PM	Asif Ali	10:50 AM	2:45 PM	Jyotirmoy Ray	11:00	2:45 PM	Soumya Banerjee	10:50	2:45 PM	Keshav Mishra

Attendance register maintained by internees in internship school

## 8. Administrative responsibilities- experience/exposure

During the internship period at Ramakrishna Mission Sikshanamandira, trainees gain valuable experience and exposure to a wide range of administrative responsibilities. These experiences provide trainees with practical knowledge and skills related to the efficient functioning of educational institutions.

Trainees actively participate in office management tasks, including handling correspondence, maintaining records, and organising schedules. They develop proficiency in utilising office software and tools to enhance productivity and streamline administrative processes.

“Education is the manifestation of the perfection already in man.”

- Swami Vivekananda



Additionally, trainees assist in event planning and execution, collaborating with faculty members and mentors. They contribute to logistics coordination, communicate with stakeholders, and ensure the smooth operation of school events.

Trainees also gain exposure to effective communication practices, drafting official letters, memos, and notices. They develop skills in handling inquiries, maintaining confidentiality, and fostering positive relationships with students, parents, and staff.

Moreover, trainees actively engage in data management, assisting in the collection, organisation, and analysis of information for reporting purposes. They learn about data protection and privacy protocols, ensuring the security of sensitive information.

Through these administrative responsibilities, trainees develop organisational skills, attention to detail, and the ability to work in a professional and collaborative environment. These experiences prepare them for future roles in educational administration and contribute to the overall efficiency of the institution.



Trainees supervised the Mid-day Meal distribution in Internship Schools





## **9. Preparation of progress reports**

During the school internship period, trainees of Ramakrishna Mission Sikshanamandira actively participate in the preparation of progress reports for students. This responsibility is crucial in assessing and communicating students' academic performance and overall development.

Trainees begin by collecting data from various sources, such as assessments, observations, and feedback from mentors and subject teachers. They ensure the accuracy and completeness of the data before proceeding with the report preparation.

Next, trainees analyse the collected data to evaluate students' progress in different subject areas, co-curricular activities, and social-emotional development. They consider individual strengths and areas for improvement, providing a comprehensive assessment of each student's growth.

Trainees then collaborate with mentor teachers and faculty members to interpret the data and provide meaningful insights. They incorporate constructive feedback and suggestions to support students' continued development.

Finally, trainees prepare the progress reports, ensuring clarity, organisation, and accuracy. They communicate students' achievements, challenges, and recommendations for further improvement. Trainees maintain confidentiality and adhere to established guidelines while preparing and sharing these reports.

The involvement of trainees in the preparation of progress reports enhances their understanding of students' holistic development and strengthens their communication and data analysis skills. It contributes to the overall assessment and evaluation process, fostering effective communication between the school, students, and parents.