



# RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)

Belur Math, Howrah - 711 202, West Bengal

*2.4.11\_ Institution adopts effective monitoring mechanisms during internship programme.*

**Documentary evidence in support of the response**



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



## ● Role of Teacher Educators:

The role of the teacher Educator is to observe the trainees during their teaching in School internship period. A senior faculty functions as the ‘**School Internship Coordinator**’ for smooth functioning of internship programmes. The ‘**School Internship In-charge**’ coordinates the activities of all the student teachers with the group leaders of the school. Following the ‘Internship Supervision Duty Roster’ teacher Educators regularly visit the schools to supervise the internship programme of the trainees particularly their classroom teaching performance and their involvement in the other school assignments. They also observe the classroom teaching and give the necessary feedback in the trainees’ ‘**Practice Teaching Comments Book**’. One of their regular activities also includes checking and signing the learning designs prepared by the trainees and thereby helping the trainees to perfect their learning designs.



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College with Potential for Excellence (CPE)

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

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

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

Website - www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal

### RAMAKRISHNA MISSION SIKSHANAMANDIRA

#### B.ED.(4<sup>TH</sup> SEM.) INTERNSHIP INVIGILATION DUTY, 2023

SCHOOL	TEACHERS
Uttarpara Amarendra Vidyapith	SM, SC, RD, BM
Uttarpara Govt. High School	HB, SD, AP, AKM
Belur Girls High School (H.S)	AG, RF, SK, PS
Belur Boy's High School	AG, RF, SK, PS
Sapuipara Janta Adarsh Vidyalaya	RK, AJ, SG, MM
Baranagar Sree Sree Ramkrishna Vidyapith.	PKS, MMM, SB

Sd/-

Swami Vidyamritananda

Principal (Offg.)

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

- Swami Vivekananda

#### Invigilation Duty list of Teacher Educators

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

- Swami Vivekananda



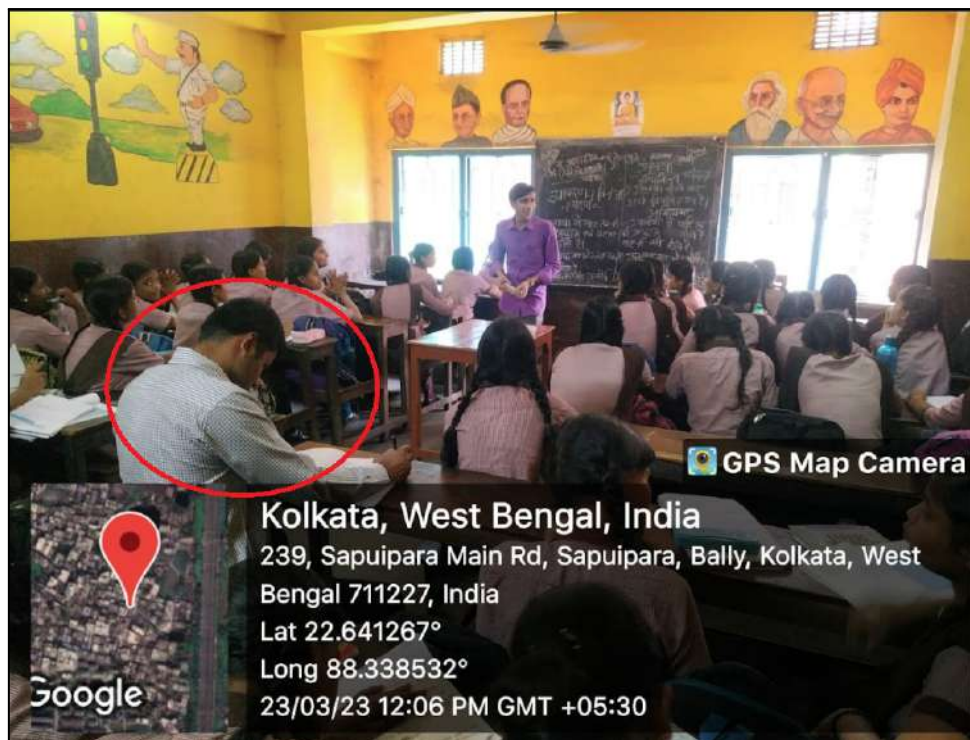
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**Observation of Teacher Educators during School Internship**



**Observation of Teacher Educators during School Internship**

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## RAMAKRISHNA MISSION SIKSHANAMANDIRA Belur Math, Howrah-711202

OBSERVATION SHEET FOR MICRO TEACHING (Supervisor)

NAME OF THE SCHOOL: Liluah R.K. in R. Khemra High School  
 NAME OF THE STUDENT: Abhijit Das  
 COURSE: B.Ed. 2<sup>nd</sup> Sem. (Session 2021-22)  
 ROLL NO.: FGO  
 SUBJECT: Geography  
 TOPIC: Rainfall  
 CLASS: VII

N.B.	
Very Good	5
Good	4
Average	3
Poor	2
Very Poor	1

SKILLS	COMPONENTS	RATING					TOTAL OUT OF 25
		5	4	3	2	1	
1) INTRODUCING A LESSON	Securing student attention	✓					19
	Assessing motivational level		✓				
	Relate to prior knowledge			✓			
	Specifying the points to be taken for teaching			✓			
	Using appropriate devices			✓			
2) EXPLANATION	Objective of the unit		✓				17
	Clarity and precision of language			✓			
	Continuity and relevance			✓			
	Using relevant examples			✓			
	Stimulus variation for maintaining attention		✓				
3) QUESTIONING	Precision and clarity of language		✓				17
	Linking with specific learning objectives		✓				
	Reinforcing and re-directing			✓			
	Using student response			✓			
	Prompting		✓				
4) BLACK BOARD	Clarity and purpose			✓			13
	Legibility of Handwriting and drawing			✓			
	Line, Space and time			✓			
	Use of proper equipment/ device			✓			
	Use of proper student's response				✓		
5) REINFORCEMENT	Appropriateness of reinforcement		✓				16
	Positive and negative reinforcement		✓				
	Verbal and non-verbal reinforcement			✓			
	Interactive reinforcement			✓			
	Immediate or delayed reinforcement			✓			
6) CLOSURE	Summarization		✓				18
	Link with future lesson		✓				
	Link with real activities		✓				
	Evaluation			✓			
	Adequacy of assignment		✓				

SUGGESTION (IF ANY): Hand writing on black board should be distinct. Should make learners attentive. Explanation should be more lucid.

EVALUATOR'S SIGNATURE WITH DATE

Sikhan Das  
24.03.2022

N. B.	Skill score
21-25	Very Good
16-20	✓ Good
11-15	Average
6-10	Poor
Below 6	Very Poor

### Feedback Sheet of Teacher Educators

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

- Swami Vivekananda



## ● Role of School Principal/ HM:

The role of the School Principal or Headmaster/Headmistress (HM) in a school internship programme is crucial in ensuring the program's success and the overall growth of the interns in the school. The School Principal/HM plays several key roles during the internship program. Throughout the internship period, the Principal/HM regularly monitors the progress of the interns and their overall performances. They provide support to interns and mentors/supervisors to address any challenges or issues that may arise during the internship.

The attendance of the internees are directly monitored by the school Principals/ HMs. As the internees daily report to the principal/HM like other regular teachers of the schools. The school Principal/HM also directly assign the other duties & responsibilities to the internees like - engaging in mid-day meal related work, data entry in “*Banglar Shiksha*” portal (school education related Govt. portal), arrangement of cultural & sports events, record keeping, student mentoring, school time table preparation, examination and evaluation related duties, etc.

The school Principal/HM also gives his/her valuable feedback on the performance of the internees’ classroom teaching which helps them to improve their teaching skills.

At the end of the internship programme the school Principal/HM gives his/her comprehensive internship appraisals of each internee assigned to his/her school which reflects the overall performance of the individual internees during the internship period.



**Trainees are instructed by the Principal/HM to maintain Proper sanitation in Schools**



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**Trainees are instructed by the Principal/HM to supervise the Mid-day Meal distribution in Schools**



**Trainees are instructed by the Principal/HM to conduct Morning Assembly in Schools**

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Internee Attendance register kept and maintained by the HM

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<b>TEACHERS ATTENDANCE</b>												<b>REGISTER (DOUBLE SIGNATURE)</b>										
For the Month of												March 2022										
Debangshu Mukherjee				Tathagata Mandal				Srikanta Mandal				Robin Mandal			Anshu Dutta			Tapan Sen				
DATE	Arrival	Signature	Departure	Signature	Arrival	Signature	Departure	Signature	Arrival	Signature	Departure	Signature	Arrival	Signature	Departure	Signature	Arrival	Signature	Departure	Signature		
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21	10:30	AB	4:30	AB	10:30	Tathagata	4:40	Tathagata	10:30	Srikanta Mandal	4:40	Srikanta Mandal	10:30	Robin Mandal	4:40	Robin Mandal	10:30	Anshu Dutta	4:40	Anshu Dutta		
22	11:15	AB	4:20	AB	11:00	Tathagata	4:20	Tathagata	10:30	Srikanta Mandal	4:40	Srikanta Mandal	10:30	Robin Mandal	4:40	Robin Mandal	10:30	Anshu Dutta	4:40	Anshu Dutta	AB	AB
23	11:05	AB	4:40	AB	11:05	Tathagata	4:40	Tathagata	10:30	Srikanta Mandal	4:40	Srikanta Mandal	10:30	Robin Mandal	4:40	Robin Mandal	10:30	Anshu Dutta	4:40	Anshu Dutta	AB	AB
24	12:00	AB	4:30	AB	12:00	Tathagata	4:40	Tathagata	10:30	Srikanta Mandal	4:40	Srikanta Mandal	10:30	Robin Mandal	4:40	Robin Mandal	10:30	Anshu Dutta	4:40	Anshu Dutta	AB	AB
25	11:45	AB	3:00	AB	11:30	Tathagata	3:00	Tathagata	10:30	Srikanta Mandal	3:00	Srikanta Mandal	10:30	Robin Mandal	3:00	Robin Mandal	10:30	Anshu Dutta	3:00	Anshu Dutta	AB	AB
26	11:30	AB	1:00	AB	11:30	Tathagata	1:50	Tathagata	10:30	Srikanta Mandal	1:50	Srikanta Mandal	10:30	Robin Mandal	1:50	Robin Mandal	10:30	Anshu Dutta	1:50	Anshu Dutta	AB	AB
27																						
28	11:15	AB	4:00	AB	11:15	Tathagata	4:40	Tathagata	10:30	Srikanta Mandal	4:40	Srikanta Mandal	10:30	Robin Mandal	4:40	Robin Mandal	10:30	Anshu Dutta	4:40	Anshu Dutta	AB	AB
29	11:10	AB	4:10	AB	11:10	Tathagata	4:15	Tathagata	10:30	Srikanta Mandal	4:10	Srikanta Mandal	10:30	Robin Mandal	4:10	Robin Mandal	10:30	Anshu Dutta	4:10	Anshu Dutta	AB	AB
30																						
31	12:30	AB	4:30	AB	12:30	Tathagata	4:40	Tathagata	11:15	Srikanta Mandal	4:40	Srikanta Mandal	11:15	Robin Mandal	4:40	Robin Mandal	11:15	Anshu Dutta	4:40	Anshu Dutta	AB	AB
		Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	
Casual																						
Sick																						
Special																						
Leave without pay																						
Child care leave																						
<b>TOTAL</b>																						

Attendance register of the trainees are maintained by the Principal/HM

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**Trainees are instructed by the Principal/HM to check students Home assignments**

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## মাখনা হাই স্কুল (উচ্চমাধ্যমিক) কো-এড MAKHLA HIGH SCHOOL (HIGHER SECONDARY)

GOVT. SPONSORED CO-EDUCATION SCHOOL

ESTD: 1965 • INDEX NO T1-039 • H S CODE NO 117394

U-DISE CODE 19122802306

MAKHLA GOVT. COLONY NO 1, P.O. MAKHLA, P.S. UTTARPARA, DIST. HOOGHLY, PIN - 712 245

Phone: 033-2663 6647, Whatsapp No: 06976 09288, E-mail: schoolmakhlahigh@gmail.com

Ref. No. B.T/0/22/03

Date 27/06/22

### To Whom It May Concern

This is to certify that the B.Ed. trainees of 4th semester, mentioned below of Ramakrishna Mission Sikshanamandira have completed their 2<sup>nd</sup> phase Internship (2020-2022) in our school (MAKHLA HIGH SCHOOL) on 21-05-2022. The duration of the Internship was from 21-03-2022 to 21-05-2022.

Name and Roll no. of the trainees:

Sl. no.	Roll no.	Name of the trainees
1.	F-26	GOPAL CHANDRA SAHA
2.	F-05	SUDIP DAS
3.	F-06	BISWAJIT SAMANTA
4.	F-20	SHOUVIK CHAKRABORTY
5.	F-39	SAILEN MONDAL
6.	F-72	DEEPAJ SARKAR
7.	F-03	PROSHANTA MONDAL
8.	F-18	ABHIK GUPTA
9.	F-67	SOUMYA RANJAN MUKHERJEE
10.	F-68	ATANU DOLUI
11.	F-30	SHIBAYAN BOSE
12.	F-25	SOUVICK KARMAKAR
13.	F-50	SUBHADEEP GHOSH
14.	F-36	PROBHAS BANERJEE
15.	F-33	CHANDAN MAITY
16.	F-11	SANTANU HOWLADER
17.	F-54	SURAJIT PAL



*[Handwritten signature]*  
27/06/22

Issuing of Internship certificates to the trainees

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## ● Role of School Teachers:

1. The subject teachers of the school are an integral part of the internship programme. Trainee teachers/ internees observe the art & science of classroom teaching of the subject teachers in the real classroom during the first week of the internship programme. The different teaching techniques & methodologies, classroom management techniques, use of TLMs, etc in accordance with the demand of the situation adopted by the subject teachers are keenly observed by the internees which they incorporate into their own teaching in the later course of time.
2. They also regularly check and sign the Learning Designs prepared by the trainees and thereby help the trainees to perfect their Learning Designs.
3. The school teachers also give their valuable feedback on the performance of the internees' classroom teaching which help them to improve their teaching skills.



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## - ক্রিয়মান নকশা - ৬

বিদ্যালয়ের নাম - স্মাশ্রমী ২২ স্কুল শ্রেণী - ২য় বিভাগ - 'ক' শ্রমসং - ৪০ ছি: তারিখ - ২৯.০৬.২০২২ শিক্ষকের নাম - মৈত্রেয় সন্দন	বিষয় - বাগ্মী প্রকার - চিঠি প্রেরণ উদ্দেশ্য - ১. চিঠি পেশ... উদ্দেশ্য প্রোগ্রাম ২. চিঠি পেশ... অধ্যয়ন নিয়ন্ত্রণে আবেদনের পাঠ ১. নং উদ্দেশ্য
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## ক্রিয়মান নকশা / উদ্দেশ্য

স্মরণ কল্পনা	<ul style="list-style-type: none"> <li>• একই দিনে স্মরণ কল্পনা করতে পারবে (উদ্দেশ্য)</li> <li>• চিঠি পেশ করে কবি কী কী পেশ করেন করতে পারবে (উদ্দেশ্য)</li> </ul>
অনুভবিত কল্পনা	<ul style="list-style-type: none"> <li>• স্মরণ কল্পনা কীভাবে বাজবে করতে পারবে (উদ্দেশ্য)</li> <li>• কবিতাটি কোন প্রকৃতি বিষয়ক তা করতে পারবে (সিদ্ধান্ত)</li> </ul>
প্রস্তোত কল্পনা	<ul style="list-style-type: none"> <li>• নকশা কতটুকু সঠিক বাবে প্রস্তোত করতে পারবে (সিদ্ধান্ত)</li> </ul>
বিশ্লেষণ কল্পনা	<ul style="list-style-type: none"> <li>• চিঠি পেশ করে কবি কোন কোন বিষয়ক বাবে করতে পারবে (সিদ্ধান্ত)</li> </ul>
সুশীল কল্পনা	<ul style="list-style-type: none"> <li>• চিঠি পাঠ্যের কোন কোন অংশকে সুশীল জীবন বিচার করতে পারবে (সিদ্ধান্ত)</li> </ul>



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শুভ্রক বঙ্গা	• ঐক্যবোধের বিকল্প নামকরণ করতে চাও (অর্থহীন)
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## পাঠের ক্ষেত্রে শিক্ষার্থীর বিশ্লেষণ

শিক্ষক বর্তমান পাঠের ক্ষেত্রে শিক্ষার্থীদের প্রশ্ন করবেন -

১. চিহ্ন একে লেখা হয়?
২. চিহ্ন কোন লেখা হয়?
৩. ভাষায় ব্যবহৃত কখন চিহ্ন লেখা?

## শিক্ষণ সহায়ক উপকরণের প্রস্তুতি ও নির্বাচন

স্বাধীন উপকরণ - ছবি, ছায়াচিত্র, স্লাইড প্রজেক্টর

বিশেষ উপকরণ - ১. কবি পরিচিতির চার্ট  
 ২. চিহ্ন ক্রম কীর্তিমালা  
 ৩. সমসাময়িক উপস্থিতির ছবি  
 ৪. সিদ্ধান্তের দল

## শিক্ষণ কৌশল

শিক্ষণ বৈশিষ্ট্য	শিক্ষণ কৌশল
<u>পাঠ পরীক্ষা - ১</u> কবি পরিচিতি কবি - জগদীশচন্দ্র কবে - ১৯০৬ খ্রি: জন্ম - ১৯০৬ খ্রি: উপস্থাপনা (প্রশ্ন) নকশা কবিতার মাঠ 'সবুজ' - ইত্যাদি	আনুমানিক প্রশ্নের মাধ্যমে শিক্ষার্থীদের জ্ঞান পরীক্ষা করা হবে। কবি পরিচিতির চার্ট প্রদর্শনের মাধ্যমে দিনের পার্থক্য বুঝান এবং শিক্ষার্থীর প্রশ্নের মাধ্যমে শিক্ষার্থীদের







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College with Potential for Excellence (CPE)

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

Belur Math, Howrah - 711 202, West Bengal.



### Feedback From Practice Teaching School Teachers

Name of the Practice Teaching School..... SAPUIPARA JANATA

ADARSH VIDYALAYA

Name of the Observer..... RASHMI MISHRA

Name of Trainee..... SAMSER THAKUR

Roll No..... F88

Session..... 2021-2023



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CLASS: VIII

SUBJECT: Hindi

DATE: 20/02/2023

1. VOICE; PRESENTATION:

(a) Voice: voice is very clear and, loud and audible to the last bench.

(b) Presentation: Presentation skill is very impressive, interesting and clear.

2. QUESTIONING: covering all aspects of the topic, asking different type of questions which is very influential.

3. USE OF TEACHING AIDS: using all the teaching aids like, black board, charts etc.

4. USE OF BLACK BOARD: His use of Blackboard is very impressive, try to cover all side of topic, which is very good.

5. STUDENT PARTICIPATION: all students showing their ~~own~~ interest in ~~the~~ class, students are very attentive in the class.

6. LESSON PLAN: His lesson plan is very good, covering all sides of the topic.

7. ATTENTION TO THE WHOLE CLASS: whole class are very attending in all the class.

8. CLASSROOM MANAGEMENT: skill of classroom management is very good and effective.

9. REMARKS (if any):

10. OVERALL EVALUATION : A+ / A / B+ / B / C+ / C

B. Mishra  
Observer's Signature



## ● Role of Peers:

1. Among the peers two selected students discharge the duty of the internship leaders who work as the liaison between the college and the school. They also prepare the substitutional (stop-gap) time-table for daily class management.
2. Furthermore, the peers also play an important role by observing and giving their valuable feedbacks of classroom teachings to their fellow students



**Observation of Peers**



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## RAMAKRISHNA MISSION SIKSHANAMANDIRA BELUR MATH, HOWRAH

PRACTICE TEACHING 20...22/20...23.....

### PEER FEEDBACK PROFORMA

Name of the Trainee : *Hemanta Sarkar* Roll No. : *F50*

Class : *VIII/A* Subject : *Sanskrit* Date : *21/05/23*

- 1 a. Voice :- *read and clear*  
b. Exposition :- *good*  
c. Delivery :- *well delivered,*
2. Questioning :- *effective.*
3. Use of Teaching Aids :- *used.*
4. Use of Blackboard :- *used.*
5. Student Participation :- *well participated.*
6. Lesson Plan :- *used.*
7. Command over the Subject :- *good.*
8. Attention to the whole class :- *was.*
9. Classroom Management :- *very good.*
10. Remarks (if any) :- *A*

Name of Observer Trainee :

*Hemanta Sarkar*

Roll No. : *F10*

### Peer feedback

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

- Swami Vivekananda