



2.4.9 Average number of students attached to each school for internship during the last completed academic year

**Plan of teacher engagement in school
internship**



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Internship of 8 Weeks 1st Phase (01-09-2022 to 30-11-2022) & Internship of 8 Weeks 2nd Phase (08/02/2023 to 08/04/2023)- A total of 16 Weeks of Internship)

Role of Mentors

- To summarise the teaching, learning, assessment strategies practised in schools
- To prepare the B.Ed. trainees for teaching.
- Senior Faculty as ‘**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.
- To go through the learning designs, guide the student teacher and approve it.
- Observing the classroom teaching of B.Ed. trainees and giving necessary feedback in ‘**Practice Teaching Comments Book**’.
- Allocating tasks to the B.Ed. trainees throughout the week (e.g. PPT / LTM etc.)
- To provide weekly attendance for the B.Ed. trainees in the given format.

Role of the B.Ed. Student Teachers

- Preparing learning designs for assigned subjects and getting them approved by the Teacher Educator.
- Conducting specific subjects with mentor guidance in assigned classes with appropriate teaching learning materials.
- The ‘**Team leader**’, the most active student from the group, is responsible for communicating all the school related updates to the ‘**School Internship In-charge**’.
- Conducting academic, cultural and sports related activities during the School Internship session.
- A ‘**teaching diary**’ is to be maintained by all B.Ed. trainees throughout the programme.



- Assisting and cooperating with the mentor during other classes throughout the week.
- To prepare LTM / PPT as guided by the Mentors.

Role of M.Ed. Student Teachers

- Observing, assisting and cooperating learning designs and LTM, assessment materials prepared by B.Ed. trainees.
- Helping B.Ed. trainees in order to take online classes.
- Monitoring online teaching of B.Ed. trainees and providing necessary feedback.
- Monitoring of B.Ed. trainees while they are in the school internship session and providing them necessary feedback.
- To assist and guide the B.Ed. trainees in all their practical activities.
- Practice Teaching and Peer Observation in an Educational Institution.
- Observation of B.Ed. trainees during their school internship.
- Assessing performance of B.Ed. trainees during their school internship.
- Producing a report on school internship observation and assessment of B.Ed. trainees

Activities to be completed during Internship

Month wise Activities:

September, 2022

- Preparation of a teaching diary is to be maintained by all B.Ed. trainees.
- One or two group leaders may be selected from among the student teachers in each school.
The 'School Internship Incharge' will coordinate the activities of all student teachers with the group leaders of the school.
- Observation of the classes of the Mentor for six days.

October, 2022



- Listening to the audio the teachers gave, following instructions correctly, and practising. They were then asked to take roles and act out the situation.
- Prepare and contribute teaching and learning materials, learning designs for consultants.

November, 2022

- During this period the student teachers shall be attached to the school and he shall undertake such duties as are assigned to him by the Head of the Institution of the school in all school related activities.
- Teaching two classes per week with appropriate learning design and appropriate learning teaching materials (LTM).
- During this semester the student teachers are acquainted with the overall conduct of the school activities and record keeping. It may include morning assembly, class time table, attendance register, stock register, mid-day meal, conduct of periodical meetings, purchase and consumption and co-curricular activities.
- During this internship period at least 30 learning designs deliverables have been developed by the student (duly prepared and approved by the subject supervisors).

February, 2023

- Eight weeks school internship shall be carried out during the fourth semester. Here, the student teachers are required to be placed suitably in the schools.
- Students teachers acquainted with the classroom environment from the Institution appointed ‘**School Internship Coordinator**’, a senior faculty of that school. They cooperated with him/her in order to collect professional experience, present model lessons, evaluate their performance and provide on-site guidance and support during the internship.
- Identify areas of difficulty by conducting a diagnostic test and taking remedial measures.
- Preparation of a report on maintenance of records and Attendance registers etc.
- Preparation and use of self-instructional material.

March, 2023



- Preparation of a Reflective Record on Continuous and Comprehensive from the evaluation of the internship school students.
- All faculty members, based on their availability, visited all schools as ‘Subject Supervisor’ and evaluated the performance of student teachers.
- Doing Action Research on some school related problems.
- Conducting an Achievement Test by preparing a teacher made test from the students of the schools.
- Preparing and using power-point presentations.
- Administering Case Study of one main streamed (Inclusive) student w.r.to
 - a) Role of a parent, b) Role of a teacher: Special School Teacher, General School Teacher, and c) Role of Counsellor.

April, 2023

- During this period the student teacher shall be attached to the school and he shall undertake such duties as are assigned to him by the Head of the Institution of the school in all school related activities.
- Teaching two classes per week with appropriate learning design and appropriate learning teaching materials (LTM).
- During this semester the student teachers are acquainted with the overall conduct of the school activities and record keeping. It may include morning assembly, class time table, attendance register, stock register, mid-day meal, conduct of periodical meetings, purchase and consumption and co-curricular activities.
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College with Potential for Excellence (CPE)

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RAMAKRISHNA MISSION SIKSHANAMANDIRA

B.ED.(4TH 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