

GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA, BORAWAN

NAAC
ACCREDITED
GRADE "B"

TEH-KASRAWAD, DISTRICT-KHARGONE (M.P.)

Recognized by NCTE, Affiliated by Devi Ahilya Vishwavidyalaya Indore



Guidelines for Internship

2021 – 2022

As per the regulations of Devi Ahilya Vishwavidyalaya, Indore, B.Ed. II year student teachers are instructed to go for 16 weeks (80 working days) Internship to selected Government & Private school from 03/07/2022 to 20/10/2022 onwards. Once permission is sought from District Education Officer for internship in a host school, we cannot change the host school. Therefore we request all student teachers to plan well and confirm your host school with the coordinators of teaching practice. We advice you to select medium for internship on the basis of the medium selected for B.Ed. programme.

- The following are general instructions for interns:
- You will collect syllabus and timetable from your host school on 01/07/2021.
- You will be provided syllabus for VI to X standard only due to the closure of school for lower classes.
- You will have to prepare 20 lesson plans in each level and get them corrected by pedagogy teachers.
- Prepare appropriate teaching aids for each topic.
- Prepare lesson plans and related teaching learning materials in advance.
- Ensure the signature of the concerned school mentor in your lesson plans and all teaching aids.
- A Student Teacher should enter their classroom with;
 - Adequate preparation
 - Lesson plans duly signed by the concerned mentor
 - Adequate teaching aids duly signed by the mentor
 - Chalk, duster and pointer
 - Laboratory apparatus and equipment wherever necessary after getting due permission from school
- Get the response column of the teaching competency proforma filled by the school mentor immediately after each class.
- Be regular and punctual.
- Follow the rules of school.
- Maintain dress code and put your hair up.
- Be courteous in your words and actions.
- Wear ID cards without fail.
- Participate in both curricular and co-curricular activities as a dedicated teacher.
- Keep your place clean at school.
- Sign in the attendance register regularly.
- You are not permitted to take leave during internship.
- If you have to take leave owing to unavoidable circumstances, you need to inform the school and college and get permission from them.
- In case of emergency, inform the school mentor and teaching practice coordinators over phone and submit leave letter to school and college on the next working day.



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- In case of rain / festivals, you will have to follow the orders issued by your host school/ government, as the case may be.
- Conduct the diagnostic and achievement tests for your students, value the answer scripts and bring them to college.
- Maintain a daily reflection of your practice teaching experiences and get them signed every week by the Head of the host school.
- Submit a write-up of your experiences at school either in English or in Hindi after your teaching practice.
- Get marks of your class students for Pedagogy I & Pedagogy II other than your pedagogy subject for statistical analysis in Test and Measurement Record.
- Involve yourself in the following activities during internship and submit a report with evidence:
 - Classroom teaching
 - Mentoring
 - Time-table preparation
 - Student counselling
 - PTA meetings
 - Assessment of student learning – home assignments and tests
 - Organizing academic and cultural events
 - Maintaining documents
 - Administrative responsibilities – experience/exposure
 - Preparation of progress reports
- After completion of internship, the following have to be submitted with seal and signature of the Head of the host school:
 - Time table
 - Attendance register
 - Attendance certificate with photo
 - Observation record I & II
 - Lesson plan record I & II
 - Instructional material record I & II.
- At the end of internship, you will have to submit the following records:
 - CCE record
 - Reflective journal
 - Test and measurement record
- Get the following observation and assessment formats duly filled by the respective persons:
 - Self-evaluation form
 - Internship assessment form for school mentor
 - Internship assessment form for peer
 - Internship assessment form for supervising teacher
 - Internship assessment form for school head
 - Internship assessment form for B.Ed. students
 - Common observation form




Prof. P. K. Dwivedi
Principal

Swa. Gulab Bai Yadav Smriti