

Govt. College of Teacher Education, Dharamshala (Kangra) HP 176215

School Internship Programme-I (Duration – One Month (4 weeks))

Activities will perform by the student-teacher under the guidance/supervision of opted school:

1. School Internship Programme -I (Duration – One Month (4 weeks) Activities to be performed by the student teacher in the school as under:

A. Roles and Responsibilities of School opted for School Internship Programme-I

a) School will work as Lab School.

- Identify well-qualified and adequately-motivated teachers to be associated with Teacher Education Institution as Mentor teachers.
- Make available all school facilities to the student-teachers such as library, laboratories, playgrounds etc.
- Permit the student-teachers to participate and contribute in all activities of the school such as school assembly, cultural activities, PTA meetings, games, inter-house competitions, etc., and guide in the subject practice teaching by student-teachers.
- Participate in the assessment of student-teacher's performance.
- Address promptly the problems and difficulties of student-teachers.
- The School will provide the Annual Calendar to the Teacher Education Institution.

B. Roles and Responsibilities of Mentor (School Teacher)

- A group of 10 to 15 Student-teachers of Teacher Education Institution will work under the guidance/supervision of teachers of concerned school, which is opted by the Teacher Education Institution for School Internship Programme.
- The In-charge of time table/class/activities/clubs/others activities etc. will act as Mentor of the group of student-teachers. In the absence of Mentor teacher, the substitute teacher will act as Mentor.
- The In-charge of time table/class/activity/club/others activities etc. of school will provide the proper guidance/supervision as mentor to the group of student teacher and help them to maintain the records/reports/activities as per schedule provided by the affiliating Institution and Teacher Education.
- The Mentor will give valuable suggestions in writing and share his/her experiences with the group of student teachers during the performing/maintaining the different records/activities/reports etc during school internship programme.
- All activities/records/reports etc. which are maintained by the each student teacher will be carefully observed and feedback is provided and certified by the Mentor himself.
- The Mentor, Head of the institution and Teacher Educator will develop a mechanism to evaluate the student teachers performance jointly in the school immediately after the completion of One Month School Internship Programme (4 Week).

C. Roles and Responsibilities of Head of the Institution (School)

- A group of 10 to 15 Student-teachers of Teacher Education Institution will work under the guidance/supervision of Head of the Institution of the concerned school, which is opted by the Teacher Education Institution for School Internship Programme -I.
- The Head of the institution will maintain the attendance records/leave records of all student teachers in his/her office i.e. arrival and departure of student teachers as per school time table.
- The Head of the institution will work as a facilitator and provide the infrastructure facilities to the teacher education institution to conduct the first phase of the school internship programme in his/her institution smoothly.
- In the absence of Mentor teacher, the substitute teacher as mentor will deploy/provide by the Head of the institution to facilitate the student teachers.
- The Head of the institution will give valuable suggestions in writing and share his/her experiences with

each student teacher during the performing/maintaining the different records/activities/reports etc. accordingly.

- All activities/records/reports etc. which are maintained by the student teacher will be certified by Head of the institution, Teacher Educator and Mentor jointly in school campus.
- The Head of the Institution will also visit/supervise/monitor the activities performed by the student teacher and Mentor (teacher), time to time.
- The Mentor, Head of the institution and Teacher Educator will develop a mechanism to evaluate the student teacher performance jointly in the school.

D. Roles and Responsibilities of Teacher Educator of the Education Institution

- The Teacher Educator is overall in-charge of the allotted group of 10 to 15 Student-teachers and work as group in-charge in the allotted school.
- The Group In-charge provides guidance/supervision/consultation to student teacher of his/her group time to time in the school during School Internship Programme-I.
- The Group In-charge appoints a group leader among the student teachers group to facilitate and coordinate the group and also maintains the attendance records/leave records of the student teachers separately.
- The Group in-charge appoints the student-teacher for teaching/activities in the absence of regular student teacher, the substitute student teacher will be provided by the Group In-charge to conduct the smooth the routine activity of the school accordingly.
- The Group In-charge works as a facilitator and provide facilities to the student teacher to conduct the first phase of the School Internship Programme.
- The Group In charge will give valuable suggestions in writing and share his/her experiences with student teacher during the performing/maintaining the different records/activities/reports etc. time to time accordingly.
- All activities/records/reports etc. which are maintained by the student teacher will be certified by the Group In-charge, Head of the Institution, and Mentor jointly.
- The Group In-charge also supervises/monitors all activities performed by the student teacher time to time and gives his/her valuable suggestions for enrichment of student teacher.
- The Group In-charge, Mentor and Head of the Institution will develop a mechanism to evaluate the student teacher performance jointly in the school and submit the evaluation sheet to Teacher Education Institution with in time frame.
- The Group In-charge maintains and kept all the activities/records/reports etc. for record purpose and send the evaluation sheet to the affiliating institution.
- The Group In-charge will act as controlling authority of group maintain the discipline among the student teachers and facilitate to the Head of Institution time to time.

E. Roles and Responsibilities of Student Teacher of the Teacher Education Institution

- He/she will join the allotted group in allotted school of 10 to 15 Student-teachers of Teacher Education Institution.
- He/she will maintain the discipline and decorum in allotted school and bound to follow the rules and regulations of the allotted school and self responsible for any misconduct.
- The Student teacher will responsible to maintain hand written record of all scheduled activities/records/reports etc. under the guidance/supervision/consultation of Mentor, Group In-charge and Head of Institution.
- All student teachers advise to participate in all regular activities of the school such as morning

assembly, sport activities, cultural activities etc or advised by the Head of Institution time to time accordingly.

- The student teacher will prepare 20 (twenty) observation lessons (10 in each teaching subject) of school teacher and get feedback and them verified from the concerned school teacher.
- The Student teacher will be responsible to get himself/herself evaluated in all scheduled activities/records/reports etc. after the compilation of four weeks School Internship Programme. All activities/records/reports etc. will be submitted to his/her group in-charge in teacher education institution.
- A well developed mechanism of the Group In-charge, Head of Institution and Mentor will evaluate the student teacher performance jointly after the compilation of Four Weeks School Internship Programme in the school.

Student-teachers will write following Reports on School Organization and Management Structure:

<p>A. MANAGEMENT STRUCTURE:</p>	<ol style="list-style-type: none"> 1. Prepare a flowchart of management Structure of the concerned school. 2. Prepare a report on maintenance and organization of Mid-Day Meal Scheme in concerned school. 3. Prepare a report on procedure of Continuous Comprehensive Evaluation (CCE) as done in the school. 4. Prepare a report on functioning of School Management Committee (SMC).
<p>B. SCHOOL ORGANIZATION:</p>	<p>Student-teachers will write the report and prepare Scrap Book on the following:</p> <ol style="list-style-type: none"> 1. School Campus 2. School Building 3. Classrooms 4. Infrastructure 5. Process of Student Admission (in flowchart) 6. Teaching Staff (list with designation and qualification) 7. Non-Teaching Staff (list with designation and qualification) <p>List of Extra-Co-curricular activities done in the School and prepare a report on the Strength and Weakness on observed activities during school internship as under:</p> <ol style="list-style-type: none"> a) Morning Assembly b) Sport Activities c) Cultural Activities d) Others curricular and co-curricular Activities
<p>C. STUDENT-TEACHERS WILL PREPARE FOLLOWING SCHOOL RECORDS</p>	<ol style="list-style-type: none"> 1. Teacher's Diary 2. Time Table of the School 3. Teacher's Attendance Register 4. Students' Attendance Register 5. Admission and Withdrawal Register 6. Stock Register 7. School Academic and Co-curricular Calendar.

School Internship-I (Duration – One Month (4 weeks) Activities to be done in the school as under:

1. The school internship will be of One Month (4 weeks) duration during second semester of the course.
2. These four weeks will include an initial phase of One Week meant for orientation of student-teachers about the school, its management structure, functioning and organization of co-curricular activities.
3. The second week of practice teaching will include study of maintenance of various school records (e.g. CCE records, admission-withdrawal registers, attendance records, stock registers etc.).
4. The student-teachers will prepare separate reports on school management, its functioning and maintenance of different records by both the school authorities.
5. The third and fourth weeks will include observation of senior school teachers of the school by the student teachers.
6. The candidates will prepare twenty observation lessons (10 in each teaching subject) and get them verified from the concerned senior school teacher.
7. Feedback will be provided to the candidates on his/her performance by the school teachers and teacher educator of the institution concerned in which the student is studying.

In charge
School Internship Programme, 2017

Principal
GCTE, Dharamshala

School Internship Programme-II (Duration – Four Month (16 weeks))

Activities to be perform by the student-teacher under the guidance/supervision of the opted school:

2. School Internship Programme -II (Duration – Four Month (16 weeks) Activities to be performed by the student teacher in the school are as under:

F. Roles and Responsibilities of School opted for School Internship Programme

A) School will work as Lab School.

- Identify well-qualified and adequately-motivated teachers to be associated with Teacher Education Institution as Mentor teachers.
- Make available all school facilities to the student-teachers such as library, laboratories, playgrounds etc.
- Permit the student-teachers to participate and contribute in all activities of the school such as school assembly, cultural activities, PTA meetings, games, inter-house competitions, etc., and guide in the subject practice teaching by student-teachers.
- Participate in the assessment of student-teacher's performance.
- Address promptly the problems and difficulties of student-teachers.

B) Roles and Responsibilities: Mentor (School Teacher)

- A group of 10 to 15 Student-teachers of Teacher Education Institution will work under the guidance/supervision of teachers of concerned school, which is opted by the Teacher Education Institution for Second Phase of School Internship Programme.
- The regular class teacher will acts as Mentor of the student-teachers. In the absence of Mentor teacher, the substitute teacher will act as Mentor.
- It is mandatory that regular class teacher will viewed, observed, and monitored the teaching methodology of student teacher in class and provides the proper feedback, guidance, comments and suggestion to the student teacher in writing on given perform as well as in lesson plan note book and help to maintain the proper lesson plans.
- The Mentor will give valuable suggestions in writing on the prescribed performa as well as in daily lesson plan note book of student teacher on daily basis as per the timetable given in the lesson plan note book and actual time table of school and also share his/her experiences with student teacher during the performing his/her classroom teaching activities.
- The students will be assessed by weekly tested of their assigned syllabus by the Mentor.
- All activities/records/reports which are maintained by the student teacher in second phase of school internship programme will be carefully observe and provide valuable feedback/comment and certify by Mentor regularly.
- The Mentor, Head of the institution and teacher educator will develop a mechanism to evaluate/feedback of the student teacher performance in teaching methodology jointly in the school regularly.

G. Roles and Responsibilities of Head of the Institution (School)

- A group of 10 to 15 Student-teachers of Teacher Education Institution will work under the guidance/supervision of Head of the Institution of the concerned school, which is opted by the Teacher Education Institution for School Internship Programme (16 weeks).
- The Head of the institution maintain the attendance records/leave records of the student teacher in his/her office i.e. arrival and departure of student teacher as per school time table.
- The Head of the institution work as a facilitator and provide the infrastructure facilities to the teacher education institution to conduct the first phase and second phase of the school internship programme in his/her institution
- In the absence of Mentor teacher (actual class teacher), the substitute teacher will be provided by the Head of the institution to act as Mentor to facilitate the student teachers accordingly.
- The Head of the institution will monitor teaching methodology of student teacher in his/her class and give valuable suggestions/feedback/ and share his/her experiences with student teacher during the performing his/her methodology teaching in the accordingly.
- All activities/records/reports which are maintained by the student teacher during second phase of school internship and will certify by Head of the institution, Teacher Educator and Mentor jointly.
- The Head of the institution also supervise/monitor the activities performed by the student teacher and teacher time to time and give valuable suggestion for enrichment of student teacher.
- The Mentor, Head of the institution and Teacher Educator will develop a mechanism to evaluate the student teacher performance in methodology of teaching jointly in the school.
- The Head of the institution can deploy the student teacher as a substitute teacher in vacant class of school as per the time table of the school and also use the subject specialization of the student teacher in the school.
- The Head of the institution will issue a certificate to each student teacher after the completion of 20 weeks (4 weeks and 16 weeks) School Internship Programme.

H. Roles and Responsibilities of Teacher Educator of the Education Institution

- The Teacher educator of the institution is overall in-charge of the allotted group in allotted school of 10 to 15 Student-teachers.
- Group In-charge provides guidance/supervision/consultation to student teacher of his/her group time to time.
- The Group In-charge appoints a group leader among the student teachers to facilitate and coordinate the group and also maintains the attendance records/leave records of the student teacher separately.
- In the absence of student teacher, the substitute student teacher will provide by the Group In-charge to conduct the smooth the routine activity of the school accordingly.
- The Group In-charge works as a facilitator and provide facilities to the student teacher to conduct the second phase of the school internship programme.
- The Group In charge will give valuable suggestions/feedback/comments in writing in given performa and daily lesson notebook of student teacher on daily basis and share his/her experiences with student teacher during the performing in methodology of teaching in class time to time accordingly.
- All activities/records/reports which are maintained by the student teacher will certify by Group In-charge, Head of the Institution, and Mentor jointly.
- The Group In-charge also supervise/monitor all activities performed by the student teacher time to time and gives his/her valuable suggestions for enrichment of student teacher.
- The Group In-charge, Mentor and Head of the Institution will develop a mechanism to evaluate the student teacher performance jointly during second phase of school internship in the school.
- The Group In-charge will act as controlling authority of group maintain the discipline among the student teachers and facilitate to the Head of Institution time to time.

I. Roles and Responsibilities of Student Teacher of the Teacher Education Institution

- He/she will join the allotted group in allotted school of 10 to 15 Student-teachers of Teacher Education Institution.
- He/she will maintain the discipline and decorum in allotted school and bound to follow the rules and regulations, time table of the allotted school and self responsible for any misconduct.
- The Student teacher will responsible to maintain hand written record of all scheduled 50 lesson plans include teaching aids of each his/her teaching subjects, 30 observation of peer group in each methodology teaching subjects, activities/records/reports under the guidance/supervision/consultation of Mentor, Group In-charge and Head of Institution.
- The Student teacher will maintain the regular attendance register records of the allotted class of the school.
- No classes will independently be assigned to the student teacher.
- The Student teacher will maintain the Teacher Diary and get them verified on daily basis from Mentor, Head of the institution and Group in-charge.
- The Student teacher will prepare self made teaching aids in the teaching process and he/she can use the recourses as teaching aids/labs etc. of the host school with permission of concerned.
- The Student teacher will prepare the communities based reports under the guidance of Mentor, Head of the institution and Teacher Educator.
- The Student teacher will responsible to maintain hand written record of all scheduled activities/records/reports/lesson plans/teaching aids etc. under the guidance/supervision/consultation of Mentor, Group In-charge and Head of the institution.
- The Student teacher will conduct weekly test and maintain the records of tests as per assigned syllabus with the help of Mentor.
- All student teachers advise to participate in all regular activities of the school such as morning assembly, sport activities, cultural activities other activities etc held in the host institution time to time.
- The student teacher will prepare communities based activities and get them verified from the concerned senior school teacher, Head of the institution and group in-charge of the concerned school.
- The Student teacher will responsible to evaluate himself/herself in all scheduled activities/records/reports after the compilation of sixteen weeks school internship.
- A well developed mechanism scheduled by the HPU Shimla-5 will evaluate the student teacher performance jointly after the compilation of sixteen weeks school internship.

In charge
School Internship Programme, 2017

Principal
GCTE, Dharamshala