



!! पढमं नाणं तओ दया !!

SHRI JAIN VIDYA PRASARAK MANDAL  
**COLLEGE OF EDUCATION**

ESTD 8/9/1927

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Ref.

Date :

## 2.4.11: Institution adopts effective monitoring mechanisms during internship programme

### 2.4.11 Monitoring Mechanisms during Internship

#### Role of Mentor Teachers

Some competent and willing teachers of the 'internship schools' are designated as "Mentor Teachers". In an academic session, 3-4 student-teachers are attached with a mentor-teacher keeping in view his/her subject specialization. The identified mentor-teachers are treated as members of the extended teacher education faculty shall be provided intensive orientation to the responsibilities of a mentor-teacher to avoid wastage of resources. It is very helpful in giving personal attention to the internees for appropriate guidance.

#### Regular Visits by College Teachers

The College teachers regularly visit the schools to monitor the internee's progress. The teachers visit schools to check the lesson plan files and observe the pupil teachers in their classes. The monitoring by the college teachers helps in improving the performance of the students.



  
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## Peer Observation

The student teachers are also observed by their peers in their classes. They also give suggestions to each other for further improvement

## Assessment

The assessment of the student teacher's performance and achievements at different stages is done. The assessment of interns' performance in tasks undertaken by them is done jointly by the teacher education faculty, school principal and mentor teachers.

## TEACHING COMPETENCIES IV

Internship: 8 credits (16 weeks) 200 marks

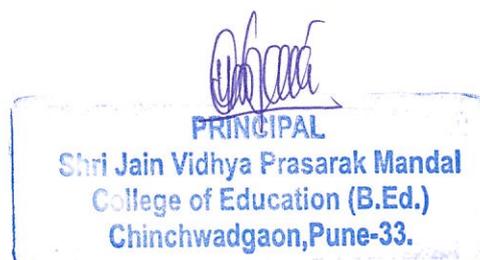
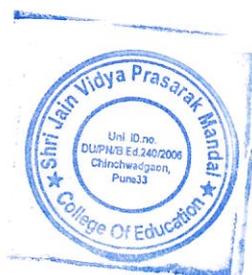
It is expected that student teachers are exposed to a variety of approaches teaching, observation of children in multiple socio-cultural environment and involve themselves in reflective thinking. It is also expected that student teachers engage themselves in CCE through planning of formative and summative evaluation. The activities should be planned in such a way so as to facilitate mentoring, supervising and assessing the student teachers mutually by the teacher educators and school teachers.

**Activity 1: 6 Lessons: 3 credits (75 marks)**

**Name of the activity-BLOCK TEACHING: EVALUATION**

### SCHEME

**Introduction:** During internship student teachers should adopt a variety of approaches for teaching, use CCE, observe children in multiple socio-cultural environment and involve themselves in reflective thinking.,



- **Guidelines:** The student teacher will select one unit from the school subject in consultation 7 F with the school teacher and faculty. S/he will prepare the lesson plan for that unit. S/he will E teach that unit for at least three periods under the guidance and observation of the school teacher /teacher educator. The same shall be repeated for other school subject. These lessons shall be engaged preferably at upper primary, secondary or higher secondary level.

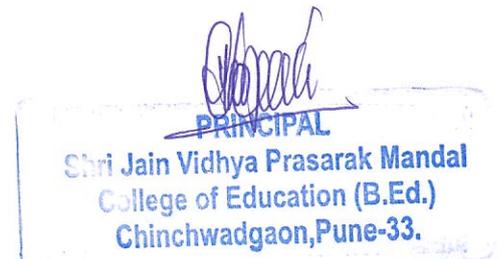
### **Activity No.: 2: Plan of Evaluation 1 credit - 25 marks**

**(Unit Plan + Unit Test+ Blue Print with Model Answers & Marking scheme)**

#### **Name of the Activity: 2A: Unit Plan**

**Introduction:** As Activity 1 & 2 in Internship are interconnected scope of the unit for an plan should be defined. The student teacher will prepare a Unit Plan to complete 3 leas 3 specified in Activity 1. Success of the unit pan is based on goal of the unit, proper content analysis, appropriate learning experiences, relevant teaching methods & fortified evaluation tool. It helps the student teacher to plan classroom interaction strategies via Inclusion of various activities, examples & questions for concept formation.

- **Guidelines:** The student teacher will prepare a Unit Plan with well measured weightage assigned to the each subunit, instructional objectives & types of questions for selected unit. S/he should include formative and summative evaluation plan in the unit plan. The same shall be repeated for other school subject.



## **Activity No.: 2B: Plan of Evaluation: Development and conduct of unit test**

**Introduction:** Unit test is an effective instrument of evaluating Academic achievement, it has to be structured according to a pattern which covers objectives, different areas of content, different forms of questions, scheme of questions etc.

- **Guidelines:**

The student teacher will develop and conduct a unit test with prior preparation of a blueprint, model answer and marking scheme. Proper instructions should be given on unit test paper about duration of the test, length of answers, Compulsory questions, Use of calculator, etc.

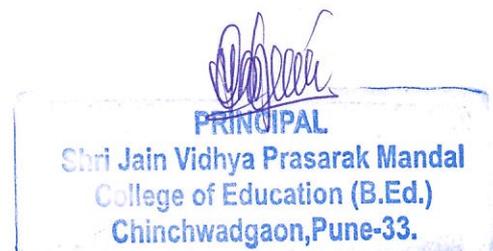
The same shall be repeated for other school subject. However there will be independent evaluation of the blue print, model answer and marking scheme.

## **Activity no: 2-Plan of Evaluation-1 credit-25 marks**

### **Activity 2C: Developing a Blue print with model answer and marking Scheme.**

**Introduction:** A blue print gives the details of the unit test design, it describes the 3 dimensions of the question paper namely the objectives, the content area and the form of questions used.

- **Guidelines:** Student teacher should develop blue print of the Unit test to evaluate school student related to the Unit taught. He/She should also prepare Model Answers & Marking Scheme of the test. The same procedure shall be repeated for the unit test of other school subject



### Activity 3: Study of records mentioned by schools

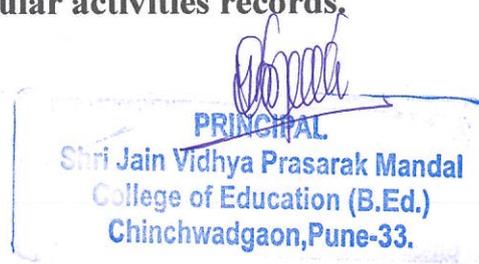
**Introduction:** School Administration and curriculum transaction need to maintain many records which are kept in the school office. As a teacher, he / she should know about these records, the method of maintaining the records and various registers. The records of human source and infrastructural facilities are normally kept by the office.

#### Guidelines:

- Student teacher should visit the school administrative office and observe the records kept by the office.
- They should take note based on actual observation of the records, registers & Interaction with school officials about records.
- Each student should observe minimum four records maintained by the school and write a report regarding this observation.

#### Following records maintained by school can be observed.

- Administrative records -
  - Inward-outward register, Budget, Salary records, Daily cashbook, Ledger book, stock register, dead stock register etc.
- Records related to teachers and non-teaching staff
- Service book, Personal files, self-appraisals, Leave record, PF record etc.
- Records related to students -
- General Register, School leaving certificate book, bonafide certificate book, scholarship records, students welfare schemes records, leave records, medical records.
- Other records -
- Study groups/ clubs activity records, working with community record, cultural activities
- records, sports activities records, co-curricular activities records.



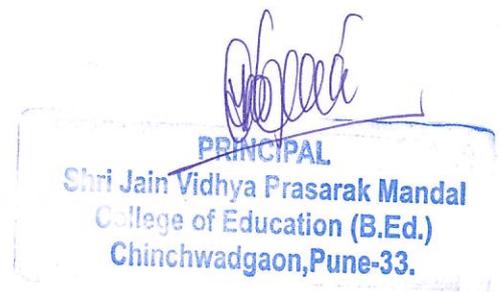
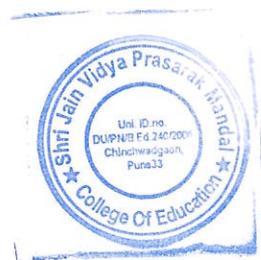
**Activity no: 4-Organization of co-curricular/extracurricular activities:  
1 credit -25 marks**

**Introduction:** Organization of co-curricular activities enhances the organizational & material skills of the student teacher. It gives encouragement & opportunities to the students to enhance confidence & leadership quality. This experience will help her/him in understanding and addressing her/his professional identity as a teacher.

- **Guidelines:** The student teacher will participate in the organization of the co-curricular and extracurricular activities arranged regularly during the internship period in the school. The student teacher will plan & execute co-curricular activity in the school with proper time management. The student teacher will write details of Preparation of the activity like Venue, guest, Invitation, Practice. Rehearsal & Schedule etc. S/he can participate in activity by giving speech/ anchoring/ Coaching/demonstration/ Direction etc. S/he has to maintain a detailed record of the same. It is expected that s/he shall reflect and write a report on its management. It will help her/him in understanding and addressing her/his professional identity as a teacher.

**Activity 5: Observation of peers: 1 credit (25 marks)**

**Introduction:** Peer learning is an important and integral part of learning process of an individual. It will assist in boosting the confidence of the student teachers. individual student teacher shall observe, reflect and give feedback to her/his peers on the 6 lessons conducted



## **Other School Activities/Program: 1 credit (25 marks)**

### **Activity 6 A: Community related work**

**Introduction:** To get a feel of the working of the school, the student teacher shall complete any one activity from those given below. She shall write a report and enlist the process outcomes of the same.

- Professional organization of teachers
- Practices of inclusion.
- Provision for slow learners.
- Activities for gifted students.
- Community related work.
- Activities for professional growth of teaching and nonteaching staff.
- Any other innovative/special practices adopted by the school.

## **Other School Activities/Programmes: 1 credit (25 marks)**

### **6B: Name of the Activity Information regarding parent teacher association, PTA. (1 credit-25 marks)**

**Introduction:** PTA is essential to involve parents in school affairs related to student achievements and their personality development.

- **Guidelines:** Student teacher should collect information about PTA from in-charge school teacher and attend a meeting during their Internship period with prior permission. She will prepare a report of PTA based on its structure & responsibilities.



  
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**Activity No. 6C: Practices of Inclusion/Provisions for Slow learners/  
Activities for gifted students.**

**Other School Activities/Programmes: 1 credit (25 marks)**

To get a feel of the working of the school, the student teacher shall complete my one activity from those given below.

- **Guidelines: The student teacher should observe and participate in Practices of Inclusion/Provisions for Slow learners/ Activities for gifted students. S/he shall write a report and enlist the process-outcomes of the same.**



  
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## EVALUATION SCHEME

### ACTIVITY-1- BLOCK TEACHING

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Steps	Criteria	1	2	3	4	5
1	Lesson Note	Neat, Correct and Complete					
2	Introduction	Relevant and Stimulating					
3		Revival of Previous Knowledge and Linking with the Topic					
4	Presentation	Statement of Aim and Title Writing					
5		Clarity and Fluency in Narration/ Illustration					
6		Questions- Clear, Concise and Grammatically Correct					
7		Questions -Logical and Thought Provoking					
8		Distributions of the Questions and Reinforcement					
9		Black Board Work					
10		Clarity in Reading/ Ease in Demonstration					
11		Explanation: Use of Examples					
12		Mastery over the Content					
13		Use of Teaching Aids/ Use of ICT Copponent					
14	Formative Evaluation	Student's Participation					
15		Teacher's Preparedness					
16		Classroom Management & Time Management					
17		Recapitulation as per objectives					
18		Application- Use of Evaluation Tools: MCQ, Matching Item, Group Discussion, Project, Puzzle etc.					
19		Homework- Appropriate/ Activity based					
20		Overall Impression (Effectiveness of Teaching)					
Total Marks Out of 100							

Qualitative Feedback: \_\_\_\_\_

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**EVALUATION SCHEME**  
**ACTIVITY 2- A1 - UNIT PLAN**

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Steps	Criteria	1	2	3	4	5
1	Preparation of Unit Plan	Selection of Unit & its division into subunits with proper teaching Learning Management					
2		Aims & Onjectives of Unit Plan Proper Content Analysis in Unit Plan					
3		Sequencing the content with suitable learning experiences					
4		Unit Plan Note, Neat, Correct & Complete,					
5		Time management					
6		Selection of Teaching methods for each subunit					
7		Use of various types of Questions in Unit Plan					
8		Suitable learning experiences with suitable examples					
9		Relevant teaching aids					
10		Use of ICT components					
11		Student- Teacher interaction Strategies					
12		Inclusion of Life Skills/ Values/ Core Elements					
13		Brief Revision after delivery of each content module					
14		Scope for developing interest					
15		Execusion Plan & View of Constructivist teaching Learning					
16	Formative Evaluation	Use of Formative Evaluation tools in final recapitulation					
17		Use of evaluation tools in application					
18		Home Work/ Assignment for self-Study					
19	Summative Evaluation	Unit Test as per Blue Print					
20		Educational Implication & Overall Impression					
		Total Marks Out of 100					

Qualitative Feedback: \_\_\_\_\_

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## EVALUATION SCHEME

### ACTIVITY 2- A2 - UNIT PLAN

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Criteria	1	2	3	4	5
1	Unit Analysis					
2	Objectives & Specifications					
3	Learning experiences by Teacher					
4	Student's Participation					
5	Plan for Formative Evaluation					
6	Plan for Summative Evaluation					
7	Teaching Method					
8	Time Schedule					
9	Educational Implication					
10	Overall Impression					
Total Marks Out of 50						

Qualitative Feedback:

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## EVALUATION SCHEME

### ACTIVITY 2- B- UNIT PLAN DEVELOPMENT & CONDUCT OF UNIT TEST

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Steps	Criteria	1	2	3	4	5	
1	Development of Test	Proper instructions given on Unit Paper						
2		Weightage given to Objectives						
3		Fulfilment og objectives through different types of questions						
4		No. of questions and time sufficiency						
5		Weightage given to different types of questions						
6		Inclusion of all types of questions						
7		Proper sequence of questions as per difficulty level						
8		Questions based on specified content						
9		Consideration of content length and importance of subunit						
10		Grammatically correctness and Clarity of Unit Test paper						
11		Length & Validity of the test						
12		Adequacy of the Unit Test						
13		Objectivity of the Test						
14		Printing & Format of Unit Test Paper. Font Size, Allignment, Spacing						
15	Administration of Unit Test	Feasibility of the Test						
16		Seating arrangement for Unit Test						
17		Supervision: Measures taken to avoid malpractices						
18		Time Management						
19		Educational Implication						
20		Overall Impression						
Total Marks Out of 100								

Qualitative Feedback: \_\_\_\_\_

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## EVALUATION SCHEME

### 2-C DEVELOPING A BLUE PRINT WITH MODEL ANSWER & MARKING SCHEME

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Criteria	1	2	3	4	5
1	Structure of Blue Print as per the Objective					
2	Structure according to sub units & mark Distribution					
3	Structure according to question type					
4	Overall 3 dimensional design: Correct & Complete					
5	Accuracy of Model Answers					
6	Model Answer as per objectives of the question					
7	Expected outline of the answers in Model answers					
8	Marking scheme according to the scope					
9	Point-wise/ Sub questions wise Marking Scheme					
10	Overall Impression					
Total Marks Out of 50						

### Qualitative Feedback:

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## EVALUATION SCHEME ACTIVITY- 3

### STUDY OF RECORDS MENTIONED BY SCHOOL

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Steps	Criteria	1	2	3	4	5
1		Introduction, Need and Importance					
2		Objectives of the activity					
3	Record I	Title, Format, Style of maintaining the record					
4		Nature and scope of the record					
5		Related to student/s teacher/ GO/ NGO/ Mother Institute/ Other					
6		Opinion about Record I					
7	Record II	Title, Format, Style of maintaining the record					
8		Nature and scope of the record					
9		Related to student/s teacher/ GO/ NGO/ Mother Institute/ Other					
10		Opinion about Record II					
11	Record III	Title, Format, Style of maintaining the record					
12		Nature and scope of the record					
13		Related to student/s teacher/ GO/ NGO/ Mother Institute/ Other					
14		Opinion about Record III					
15	Record IV	Title, Format, Style of maintaining the record					
16		Nature and scope of the record					
17		Related to student/s teacher/ GO/ NGO/ Mother Institute/ Other					
18		Opinion about Record IV					
19		Educational Implications					
20		Overall Impression					
Total Marks Out of 100							

**Qualitative Feedback:**

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## EVALUATION SCHEME ACTIVITY- 4

### ORGANIZATION OF CO CURRICULAR/ EXTRA CURRICULAR ACTIVITIES

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Criteria	1	2	3	4	5
1	Selection & Planning of Co curricular activity					
2	Preparation of student teacher for co and extra activities					
3	Organization of co-curricular Activity					
4	Participatory role of student teacher in the activity					
5	Co-ordination between Student Teacher & School Staff					
6	Managerial skills displayed in execution of the program					
7	Encouragement & Opportunities given to the students					
8	Student response & scope for other skill development					
9	Problem faced during activities & its overcoming strategies					
10	Educational Implication & Overall Impression					
Total Marks Out of 50						

### Qualitative Feedback:

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## EVALUATION SCHEME ACTIVITY- 5

### OBSERVATION OF PEERS

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Steps	Criteria	1	2	3	4	5	
1	Introduction	Previous Knowledge						
2		Curiosity arousing/ Motivating, Attractive						
3		Statement of Aim						
4	Presentation	Use of Illustration, Clarity of Thought						
5		Use of teaching Aids & Demonstration						
6		Classroom Interactions						
7		Participation of Students, Interest Created						
8		Mastery over the content						
9		Black Board Work						
10		Student Response						
11		Reinforcement ( +ve, -ve)						
12		Evaluation	Types of Questions					
13			Types of Application Questions					
14	Homework/ Assignment							
15	Class Control							
16	Time management							
17	Lesson Details							
18	Feedback (+ve, -ve)							
19	Remarks as per Checklist							
20		Neat & Complete Lesson Note (Name, Sub, Date, etc.)						
Total Marks Out of 100								

Qualitative Feedback: \_\_\_\_\_

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## EVALUATION SCHEME ACTIVITY 6- A

### COMMUNITY RELATED WORK

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Criteria	1	2	3	4	5
1	Nature & Relevance of Activity					
2	Objectivity					
3	Need & Importance					
4	Planning & Implementation					
5	Resources Used or Prepared					
6	Generation of Funds/ Management of Expenses					
7	Social Contribution					
8	Promotion of Activity					
9	Parameters of Success					
10	Overall Impression					
Total Marks Out of 50						

### Qualitative Feedback:

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## EVALUATION SCHEME ACTIVITY 6- B

### INFORMATION REGARDING PARENT TEACHER ASSOCIATION (PTA)

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Criteria	1	2	3	4	5
1	Objectives- Need & Importance					
2	Structure of PTA (Information of Committee)					
3	Responsibility undertaking by PTA					
4	Fund generation and its Utilization-					
5	Co-operation & Activities done by PTA (Appendix)					
6	Record updating like Meeting, Fund, Duties etc.					
7	Future Plans & Relevance of PTA					
8	SWOT Analysis of PTA					
9	Educational Implication					
10	Overall Impression					
Total Marks Out of 50						

Qualitative Feedback: \_\_\_\_\_  
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## EVALUATION SCHEME ACTIVITY 6- C

### OTHER SCHOOL ACTIVITY/ PROGRAM

(Practices of Inclusion/ Provisions for Slow Learners/ activities for Gifted Students)

Rating Scale: 1) Unsatisfactory 2) Average 3) Satisfactory 4) Good 5) Excellent

Sr. No	Criteria	1	2	3	4	5
1	Enlisting Practices of Inclusion					
2	Involvement of Teacher-Parent Association					
3	Facilities for Under Priviledged/ Gifted Students					
4	Facilities for Physically Disable/ Slow Learner					
5	Availability of Teaching Learning Material					
6	Availability of Guidance & Counseling Center					
7	Infrastructural Modifications					
8	Awareness workshop for parents					
9	Opportunities through Co-curricular Activity					
10	Overall Impression					
Total Marks Out of 50						

Qualitative Feedback: \_\_\_\_\_

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