



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION II

2.4.10 Nature of internee engagement during internship

(Administrative Responsibilities-Experience/exposure)

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



2.4.10: Administrative responsibilities

| Sl.No. | Activities | Page Number |
|---------------|-----------------------------------------------------------------|--------------------|
| 1 | School internship report from Govt.GHSS,Tripunithura | 1 |
| 2 | School internship report from St.George High School,Edappally | 2 |
| 3 | School internship report from VHSS,Panangad | 3 |
| 4 | School internship report from St.Augustine's High School,Kaloor | 4 |
| 5 | Document showing internee engagement during internship | 5-8 |

GOVT GHSS, TRIPUNITHURA

As part of B.Ed curriculum 4 months internship programme was done during 19-10-2022 to 03-02-2023. Five internees assigned to Govt. GHSS Tripunithura were Sona Paul (Mathematics), Akshaya K S (Physical Science), Gurumahima M V (English), Keerthana M.S (Natural Science) and Mereena Joy (Social Science). The various duties performed by the trainees during the internship programme are described below:

1. Conducted various club activities that include quiz competition, poster designing competition, caption writing competition and so on.
2. Arranged Science Laboratory
3. Conducted morning and evening classes for NMMS Examination
4. Arranged library books
5. Greened the school campus by planting in grow bags
6. Provided remedial coaching
7. Volunteered Science fair
8. Conducted awareness classes
9. Distributed breakfast and mid-day meal
10. Supervised school election
11. Maintained discipline in classes during free hours
12. Took classes for Red Cross students
13. Helped students in preparing for Kalolsavam
14. Arranged staffroom while shifting the rooms
15. Corrected answer sheets of Christmas examination
16. Uniform distribution




SINIMOL. S. S.
PEN: 288779
HEADMISTRESS
GOVT. GIRLS HSS
TRIPUNITHURA
PIN - 682 301

ST.GEORGE'S HIGH SCHOOL, EDAPPALLY

As part of the B.Ed curriculum, Lekshmipriya T S (Mathematics) and Pranaya P M (Malayalam) did internship programme at St. George's High School, Edappally under the support and guidance of Mrs. Rosh Binu, Faculty of Mathematics and Mrs. Sheeba Elizabeth, Faculty of Malayalam. This four month internship programme was so helpful and useful for both the student teachers. It helped the student teachers to develop various skills that needed for teachers. The student teachers were able to participate in many activities among which most important were classroom teaching and mentoring. Also they were able to transact the content successfully with the use of appropriate teaching aids and teaching strategies. Apart from classroom teaching and mentoring, the various duties performed by the student teachers during the internship programme are:

1. Provided remedial coaching for the students
2. Maintained the discipline among the students during various programmes.
3. Preparing question papers for students of standard 8 and 9.
4. Helped in distributing midday meals for students.
5. Arranged library books.
6. Conducted classes for NMMS Examination.
7. Conducted awareness classes for students.
8. Conducted various club activities that include quiz competition, poster making competition, drawing competition and so on.
9. Served as invigilators of model examination of 10th standard students.
10. Actively participated in various activities as part of annual day celebration.
11. Evaluated answer scripts of Christmas examination.
12. Maintained discipline during school assembly.
13. Assigned various duties as part of sports day.




BENNY P. J.
Headmaster
St. George's H. S., Edappally

VHSS PANANGAD

As a part of the B.Ed curriculum, an internship programme of four months was carried out from 19-10-2022 till 3-02-2023. Five internees were allotted to VHSS Panangad. They were Amala Antony (English), Jinu Joseph (Mathematics), Ranjima V (Natural Science), Raveena K Ramesh (Physical Science), Ancy Abraham (Social Science). The various duties in which the internees engaged in are as follows:

1. Volunteered Sub-District Youth Festival for which the school was the venue.
2. Arranged remedial classes for the academically weak students.
3. Conducted monthly tests for the students.
4. Distributed Mid-Day meals.
5. Maintained discipline in the classes during the free hours.
6. Made judgments for various competitions conducted in the school.
7. Attended PTA meetings along with the teachers.
8. Engaged in four months of classroom teaching using constructivism.
9. Conducted various club activities and quiz competitions as a part of important days.
10. Took extra classes to improve student learning.
11. Conducted awareness classes for students.



Prasanna Kumari

PRASANNA KUMARI C.R.
HEADMISTRESS
PANANGAD VHSS
KOCHI - 682 506



ST. AUGUSTINE'S HIGH SCHOOL, KALOOR

As part of the B.Ed curriculum, Vyshnavi N Sharma (Natural Science), Anjali A C (Social Science) and Melissa Xavier (Mathematics) did internship at St. Augustine's High School, Kaloor under the support and guidance of Ms Shini Thomas, Faculty of Science, Ms. Alfi George, Faculty of Social Science and Ms. Beena Thomas, Faculty of Mathematics respectively. During the three months internship programme, the student teachers were able to explore many aspects of being a teacher in the school. They were part of many activities among which the most important were classroom teaching and mentoring. The teacher trainees were able to transact the subject matter thoroughly with the help of engaging learning materials, ICT and other strategies. Apart from classroom teaching and mentoring, they were part of many other activities in the school.

1. Examination Duty: Student teachers were given the examination duty during Second mid-term examination.
2. Discipline: Student teachers maintained discipline during the whole school assembly and awareness classes.
3. Assessing cultural events: Evaluated long jump event for junior boys
4. Remedial Teaching: Gave remedial coaching after the class.
5. Greening the school campus: Afforestation and cleaning activities
6. School Assembly: Student teachers helped in coordinating assembly.
7. Club Activities: Organised poster making competition and afforestation activity
8. Laboratory Arrangement: helped in organizing lab equipment's.
9. Awareness classes: On kidney disorders and menstrual hygiene for adolescent girls



ANSAMMA THOMAS
Headmistress
St. Augustine's H.S. Kaloor
Kochi - 682017



Riya James (Social Science)

SACRED HEART H.S.S THEVARA

This is to certify that *Rosy Roy*..... has engaged in the following activities during the internship programme in this school from 19/10/2022 to 02/02/2023

| Sl. No | Name of the Activity | Date/Dates | Role of the Student Teacher |
|--------|------------------------------|---------------------------|-----------------------------------|
| 1. | Conduct of School Assembly | | |
| 2. | P.T.A Meetings | | |
| 3. | Association/ Club Activities | 9-1-2023 | Judgement of various competitions |
| 4. | Tour | | |
| 5. | Field Trips | | |
| 6. | Library Arrangement | | |
| 7. | Laboratory Arrangement | | |
| 8. | Designing Timetable | | |
| 9. | Setting Question Paper | | |
| 10. | Mentoring School Students | 19-10-2022 to 2-2-2023 | Classroom teaching |
| 11. | Maintaining Discipline | 19-10-2022 to 2-2-2023 | Floor duty |



FR. JOSEPH M.F.
HEADMASTER
SACRED HEART HIGHER SECONDARY SCHOOL
THEVARA ERNAKULAM - 685013

| | | | |
|-----|------------------------------------------|---------------------------|-----------------------------------|
| 12. | Greening the school campus | | |
| 13. | Remedial Coaching/ Tutoring | 21/10/22 - 3/2/23 | Tutor, maintaining discipline. |
| 14. | Supervising Examination | 13/12/22 - 22/12/22 | Supervisor |
| 15. | Anchoring | | |
| 16. | Youth festival | | Makeup |
| 17. | Science Fair | | |
| 18. | Socially Useful Productive activities | | |
| 19. | Assessing Cultural Events | | |
| 20. | Awareness Classes | 10-1-2023 | Tutor |
| 21. | Seminars/ Workshops | | |
| 22. | Student Counselling | | |
| 24. | Preparation of Progress Report | | |
| 25. | Classroom Teaching | 19-10-2022 to 2-2-2023 | Tutor |

Signature of the Headmaster/ Headmistress with seal



(Handwritten signature)

FR. JOSHY.M.F
HEADMASTER

SACRED HEART HIGHER SECONDARY SCHOOL
THEVARA, ERNAKULAM - 682013

ST. JOSEPHS CGHSS, THIRIPUNITHURA

This is to certify that ..varsha.k.v.... has engaged in the following activities during the internship programme in this school from 19/10/2022 to 02/02/2023

| Sl. No | Name of the Activity | Date/Dates | Role of the Student Teacher |
|--------|------------------------------|--------------------------|-----------------------------|
| 1. | Conduct of School Assembly | | |
| 2. | P.T.A Meetings | | |
| 3. | Association/ Club Activities | 10/11/2022 14/12/2022 | CONDUCTION |
| 4. | Tour | | |
| 5. | Field Trips | | |
| 6. | Library Arrangement | | |
| 7. | Laboratory Arrangement | | |
| 8. | Designing Timetable | | |
| 9. | Setting Question Paper | | |
| 10. | Mentoring School Students | 19/10/23 1/2/23 | MENTORING |



| | | | |
|-----|---------------------------------------|--------------------------------|---------------------------------|
| 11. | Maintaining Discipline | 19-10-22 to 31/02/23 | MAINTAINING |
| 12. | Greening the school campus | | |
| 13. | Remedial Coaching/ Tutoring | 27/01/2023 | TEACHING |
| 14. | Supervising Examination | 14/12/2022 to 22/12/2022 | SUPERVISION |
| 15. | Anchoring | 23/12/2022 | ANCHOR |
| 16. | Youth festival | 18/11/2022 | ESCORTING STUDENTS |
| 17. | Science Fair | 19/10/2022 | ESCORTING STUDENTS ARRANGEMENTS |
| 18. | Socially Useful Productive activities | | |
| 19. | Assessing Cultural Events | 23/12/22 15/12/22 | VALUATION |
| 20. | Awareness Classes | 30/11/22 | AWARENESS CLASS |
| 21. | Seminars/ Workshops | | |
| 22. | Student Counselling | 8/12/22 | COUNSELLING |
| 24. | Preparation of Progress Report | | |
| 25. | Classroom Teaching | 19/10/22 to 3/2/2023 | TEACHING |



Thero

Signature of the Headmaster/ Headmistress with seal

ST. JOSEPH'S C.G.H.S.S.
TRIPUNITHURA

