



**St. Joseph College of Teacher Education for Women
Ernakulam**



CRITERION II

2.4.10 Nature of internee engagement during internship

(Time-table preparation)

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



**ST.JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN ERNAKULAM
KOCHI-682035, KERALA**

2.4.10: Time-table preparation

Sl.No	Activities	Page Number
1	Document showing internee engagement during internship	1-4
2	Master timetable prepared by students	5

ST. AUGUSTINE'S HIGH SCHOOL, KALOOR
(Name of the internship school)

This is to certify that **MELISSA XAVIER**... 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	19-10-2022 3-2-2022	Maintaining Discipline
2.	P.T.A Meetings		
3.	Association/ Club Activities		
4.	Tour		
5.	Field Trips		
6.	Library Arrangement		
7.	Laboratory Arrangement		
8.	Designing Timetable	28-11-2022	Time table prepared for Christmas Exam
9.	Setting Question Paper		
10.	Mentoring School Students		
11.	Maintaining Discipline		



12.	Greening the school campus		
13.	Remedial Coaching/ Tutoring		
14.	Supervising Examination	14-16 Nov. 22 12-22 Dec. 22	Invigilator for II nd Mid-Term and Terminal Exams.
15.	Anchoring		
16.	Youth festival		
17.	Science Fair		
18.	Socially Useful Productive activities		
19.	Assessing Cultural Events		
20.	Awareness Classes		
21.	Seminars/ Workshops		
22.	Student Counselling		
24.	Preparation of Progress Report		
25.	Classroom Teaching	19/10/2022 to 03/02/2022	Regular class and Substitution classes.

Signature of the Headmaster/ Headmistress with seal



AT
3/2/23
ANSAMMA THOMAS
Headmistress
St. Augustine's H.S. Kaloof
Kochi - 682017

St. George H.S Edappally

(Name of the internship school)

This is to certify that ... PRANAYA P.M 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	10/01/2023	Maintaining discipline.
3.	Association/ Club Activities	01/11/22 08/12/23	Conducting poem writing competition and poster making competition.
4.	Tour		
5.	Field Trips		
6.	Library Arrangement	23/11/2022 19/01/2023	cleaning and arranging books.
7.	Laboratory Arrangement	16/01/23	Arranging lab equipment.
8.	Designing Timetable	05/12/22	Time-table preparation - Christmas Exam
9.	Setting Question Paper	6/12/2022 20/01/2023	Preparing question paper for students
10.	Mentoring School Students	10/10/2022 26/01/2023	Maintaining discipline in the classes. Conduct moral classes
	Maintaining Discipline	20/09/2022 03/1/2023	Maintain discipline in the classes



12.	Greening the school campus	13/12/2022 18/1/2023	setting garden greening classroom as the part of platinum jubilee
13.	Remedial Coaching/ Tutoring	9/01/2023 to 31/01/23	Providing remedial classes.
14.	Supervising Examination	12/12/2022 to 20/12/2022	Supervised exam.
15.	Anchoring		
16.	Youth festival		
17.	Science Fair	23/11/2022	Helps in the prepara- ration of the science fair
18.	Socially Useful Productive activities		
19.	Assessing Cultural Events	22/12/22	Evaluating star of day competition in Christmas.
20.	Awareness Classes	8/12/2022	Awareness class on lifestyle disease and first aid for wound
21.	Seminars/ Workshops		
22.	Student Counselling		
24.	Preparation of Progress Report		
25.	Classroom Teaching	19/10/22 to 03/02/23	Teaching students through constructivism method.

Signature of the Headmaster/ Headmistress with seal

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

MASTER TIMETABLE

RANIMATHA PUBLIC SCHOOL

TIME : 8:45 am - 2:15 pm

TIME	1	2	3	10:45-11:00	4	5	12:20-12:55	6	7
DAYS	8:45-9:25	9:25-10:05	10:05-10:45		11:00-11:40	11:40-12:20		12:55-1:35	1:35-2:15
		C	L	A	S	S		VIII	
MONDAY	Room No:12 ENGLISH Teacher 1	Room No:12 SCIENCE Teacher 3	Room No:12 MATHS Teacher 1		Room No:12 HINDI Teacher 1	Room No:12 SOCIAL Teacher 1		Room No:12 MALAYALAM Teacher 1	Room No:55 PT Teacher 1
TUESDAY	Room No:12 MALAYALAM Teacher 1	Room No:12 SCIENCE Teacher 3	Room No:12 IT Teacher 1	S	Room No:12 MATHS Teacher 1	Room No:12 SOCIAL Teacher 1	K	Room No:12 ENGLISH Teacher 1	Room No:40 LIB Teacher 1
WEDNESDAY	Room No:12 ENGLISH Teacher 1	Room No:12 MATHS Teacher 1	Room No:12 SCIENCE Teacher 3		Room No:12 SOCIAL Teacher 1	Room No:12 MATHS Teacher 1	A	Room No:12 HINDI Teacher 1	Room No:12 MALAYALAM Teacher 1
THURSDAY	Room No:12 HINDI Teacher 1	Room No:12 SCIENCE Teacher 3	Room No:12 MATHS Teacher 1	S	Room No:20 IT (LAB) Teacher 1	Room No:12 SOCIAL Teacher 1	E	Room No:12 MALAYALAM Teacher 1	Room No:12 ENGLISH Teacher 1
FRIDAY	Room No:12 MALAYALAM Teacher 1	Room No:12 ENGLISH Teacher 1	Room No:12 SCIENCE Teacher 3		Room No:12 MATHS Teacher 1	Room No:12 SOCIAL Teacher 1	R	CCA	CCA
		C	L	A	S	S		IX	
MONDAY	Room No:14 ENGLISH Teacher 2	Room No:14 MATHS Teacher 2	Room No:14 PHYSICS Teacher 2	L	Room No:14 SOCIAL Teacher 2	Room No:14 BIOLOGY Teacher 3	B	Room No:14 HINDI Teacher 1	Room No:14 MALAYALAM Teacher 2
TUESDAY	Room No:14 MALAYALAM Teacher 2	Room No:14 ENGLISH Teacher 2	Room No:14 MATHS Teacher 2		Room No:14 BIOLOGY Teacher 3	Room No:14 SOCIAL Teacher 2		Room No:14 IT Teacher 1	Room No:20 IT (LAB) Teacher 1
WEDNESDAY	Room No:14 ENGLISH Teacher 2	Room No:14 PHYSICS Teacher 2	Room No:14 CHEMISTRY Teacher 1	U	Room No:14 MATHS Teacher 2	Room No:14 SOCIAL Teacher 2	H	Room No:14 MALAYALAM Teacher 2	Room No:14 HINDI Teacher 1
THURSDAY	Room No:14 MALAYALAM Teacher 2	Room No:14 ENGLISH Teacher 2	Room No:14 MATHS Teacher 2		Room No:14 SOCIAL Teacher 2	Room No:40 LIB Teacher 1	C	Room No:34 SCIENCE PRACTICAL	Room No:34 SCIENCE PRACTICAL
FRIDAY	Room No:14 MALAYALAM Teacher 2	Room No:14 MATHS Teacher 2	Room No:14 ENGLISH Teacher 2	L	Room No:14 CHEMISTRY Teacher 1	Room No:14 SOCIAL Teacher 2	N	Room No:14 HINDI Teacher 1	Room No:55 PT Teacher 1
		C	L	A	S	S		X	
MONDAY	Room No:15 ENGLISH Teacher 3	Room No:15 MATHS Teacher 3	Room No:15 CHEMISTRY Teacher 1		Room No:15 PHYSICS Teacher 2	Room No:15 SOCIAL Teacher 2	U	Room No:15 MALAYALAM Teacher 3	Room No:15 HINDI Teacher 1
TUESDAY	Room No:15 MALAYALAM Teacher 3	Room No:15 IT Teacher 1	Room No:15 MATHS Teacher 3	R	Room No:15 SOCIAL Teacher 2	Room No:15 BIOLOGY Teacher 3	L	Room No:40 LIB Teacher 1	Room No:15 ENGLISH Teacher 3
WEDNESDAY	Room No:15 ENGLISH Teacher 3	Room No:15 BIOLOGY Teacher 3	Room No:15 MATHS Teacher 3		Room No:15 SOCIAL Teacher 2	Room No:20 IT (LAB) Teacher 1		Room No:15 MALAYALAM Teacher 3	Room No:34 SCIENCE PRACTICAL
THURSDAY	Room No:15 MALAYALAM Teacher 3	Room No:15 ENGLISH Teacher 3	Room No:15 CHEMISTRY Teacher 1		Room No:15 MATHS Teacher 3	Room No:15 SOCIAL Teacher 2		Room No:15 HINDI Teacher 1	Room No:55 PT Teacher 1
FRIDAY	Room No:15 HINDI Teacher 1	Room No:15 PHYSICS Teacher 2	Room No:15 MATHS Teacher 3		Room No:15 MATHS Teacher 3	Room No:34 SCIENCE PRACTICAL		Room No:15 ENGLISH Teacher 3	Room No:15 MALAYALAM Teacher 3
	Room No:15 ENGLISH Teacher 1 Teacher 2 Teacher 3	Room No:15 MALAYALAM Teacher 1 Teacher 2 Teacher 3	Room No:15 SCIENCE Teacher 1 Teacher 2 Teacher 3		Room No:15 MATHS Teacher 1 Teacher 2 Teacher 3	Room No:15 SOCIAL Teacher 1 Teacher 2		Room No:15 HINDI Teacher 1 PT	Room No:15 IT Teacher 1 LIBRARY



MATHEMATICS
RANIMATHA PUBLIC SCHOOL

A



Josephine Abraham
PRINCIPAL
RANI MATHA PUBLIC SCHOOL
FLOWER JN., JEWS STREET
ERNAKULAM-682 035