



Swami Vivekanand Shikshan Prasarak Mandal,
Swami Vivekanand College of Education, Udgir
(Approved by NCTE, Recognized by Govt. of Maharashtra and Permanent Affiliated to S. R. T. M. University Nanded)
ISO 9001 : 2015 Certified Institute

Dr. Gopal Pawar (M.Sc., M.A. (English), M.Ed., DIT., DSM., Ph.D.)
Principal

Prof. [Dr.] Sudhir Jagtap (M.Sc. M.Phil.Ph.D.)
Founder & President

Ref. No.SVCOE/

Date : 01/01/2023

To

The Principal

JaiHind Public School

Udgir

Subject: Request for Permission to Conduct B.Ed. IV Semester 14-Week Internship Program

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am writing on behalf of SVSPM, Swami Vivekanand College of Education, Udgir, to request your kind permission to conduct the 14-week Internship Program for our B.Ed. IV Semester students at your esteemed institution, JaiHind Public School, Udgir.

The internship is a mandatory part of the B.Ed. curriculum and aims to provide students with hands-on teaching experience. Through this program, our students will have the opportunity to:

- Engage in classroom teaching under the guidance of experienced mentors.
- Learn about lesson planning, classroom management, and student evaluation.
- Gain practical insights into the teaching-learning process in a real-world environment.

The internship program is scheduled to commence from 09/01/2023 and conclude on 15/04/2023. During this period, our students will strictly adhere to the rules and regulations of your school and will ensure that their activities align with your academic schedule.


We assure you that the students will maintain discipline, professionalism, and respect for the ethos of your institution. Should you require any additional documentation or further clarification, please do not hesitate to contact us.

We sincerely appreciate your cooperation and support in facilitating this internship program, which will contribute significantly to the professional development of our teacher trainees.

Thank you for your kind consideration.



Yours sincerely,


(Dr. Gopal Pawar)
Principal



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Date : 01/01/2023

To

The Headmaster

Ujwal Vidyalaya Udgir

Subject: Request for Permission to Conduct B.Ed. IV Semester 14-Week Internship Program

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am writing on behalf of SVSPM, Swami Vivekanand College of Education, Udgir, to request your kind permission to conduct the 14-week Internship Program for our B.Ed. IV Semester students at your esteemed institution, Ujwal Vidyalaya, Udgir.

The internship is a mandatory part of the B.Ed. curriculum and aims to provide students with hands-on teaching experience. Through this program, our students will have the opportunity to:

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Founder & President

Ref. No.SVCOE/

Date : 01/01/2023

To

The Principal

Ramkurshna International,
CBSC Public School, Udgir

Subject: Request for Permission to Conduct B.Ed. IV Semester 14-Week Internship Program

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am writing on behalf of SVSPM, Swami Vivekanand College of Education, Udgir, to request your kind permission to conduct the 14-week Internship Program for our B.Ed. IV Semester students at your esteemed institution, Ramkurshna International, CBSC Public School, Udgir.

The internship is a mandatory part of the B.Ed. curriculum and aims to provide students with hands-on teaching experience. Through this program, our students will have the opportunity to:

- Engage in classroom teaching under the guidance of experienced mentors.
- Learn about lesson planning, classroom management, and student evaluation.
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Yours sincerely,


(Dr. Gopal Pawar)
Principal

SVSPM, Swami Vivekanand College of Education, Udgir

Affiliated to SRTMU, Nanded.

B. Ed. Fourth Semester

BEDPC 406 PRACTICAL COURSES (PC)

Internship program of 14 weeks (Date: 09/01/2023 to 15/04/2023) is introductory program and it will include following:

A. INTERNSHIP (14weeks) (07Credits) 1Credit/2weeks

During the Internship, a student-teacher shall work as a regular teacher and participate in all the school activities, including planning, teaching and assessment, interacting with school teachers, community members and children.

1. School Internship shall be designed to lead to the development of a broad repertoire of perspectives, professional capacities, teacher dispositions, sensibilities and skills.
2. Student teachers shall be equipped to cater to diverse needs of learners in schools.
3. Student-teachers are to be actively engaged in teaching at least two levels, namely, upper primary and secondary.
4. They should be provided opportunities to teach in government and private schools with systematic supervisory support and feedback from faculty.
5. Internship in schools is to be done for a minimum duration of 15 weeks.
6. This should include an initial phase of one week for observing a regular classroom with a regular teacher and would also include peer observations, teacher observations and observations of interns' lessons by faculty.
7. It is important that the student-teachers consolidate and reflect on their teaching experience during and after the school internship.
8. Therefore, along with writing reflective journals during the internship programme, there shall be space for extended discussions and presentations on different aspects of the teaching experience after the internship.
9. However, if the institute wants to provide an opportunity to understand the context of teaching in a government and private school or the dynamics of teaching at elementary and senior secondary levels, this period can be divided into two blocks.
10. Internship may be arranged in two blocks in such a way that teaching in one school at a particular level (for example elementary or senior secondary) during one block, is followed by the teaching in another school or the same school at another level during the second block.
11. Under any circumstances, the student-teacher should not be sent to more than two schools during her/his internship period.

12. Internship should not be reduced to the 'delivery' of a certain number of lesson plans, but should aim for meaningful and holistic engagement with learners and the school.
13. Moreover, teaching should not be practiced through the reductionist approach of 'Micro teaching' of isolated 'skills' and simulated lessons.
14. Internship program shall include following activities.

(a) Lessons (6 lessons): (01 Credit)

Preferably lesson should be related to School subject Methodology and it is expected that lessons will be conducted on different levels (i.e. Upper primary, Secondary and Higher secondary level).

(b) Plan of evaluation: (01 Credit)

Student teacher has to plan a unit test related to any one method with blue print, administrate the test and prepare results with appropriate feedback.

(c) Study of the records maintained by the school: (01 Credit)

Student teacher will study records & documentation and its system keeping, maintenance, evaluation etc. of school and will prepare a report.

(d) Organization of co-curricular/cultural/literary activities: (01Credit)

Student teachers have to organize minimum 02 co-curricular/cultural/ literary activities.

(e) Observation of Peers: (01 Credit)

Student teacher shall observe minimum 10 lessons and provide appropriate feedback.

(f) Other School Activities/Programs: (01 Credit)

Other activities may include conducting Psychological testing, parent-Community related activities, remedial teaching, sports activities, awareness programs etc. Student teacher shall conduct minimum two activities from this category.

(g) Interviews & Interaction with teachers: (01 Credit)

Student teacher shall conduct interviews of minimum two experienced teachers regarding issues in classroom teaching-learning, their professional development, experiences in the field etc.

NOTE: Write the report on activities, events, lessons, evaluations, programs etc in Internship programme work book.

14-week internship timetable aligning with the provided activities. The program is structured to ensure smooth completion of all components, allowing time for reflection and reporting:

Week 1: Orientation & Planning

Day 1-2:

- Introduction to the school, staff, and infrastructure; orientation on internship expectations.

Day 3-5:

- Understand school curriculum, timetable, and methodology.
- Familiarization with school records and documentation.

Day 6:

- Outline lesson plans and select topics for 6 lessons across levels (Upper Primary, Secondary, Higher Secondary)

Week 2: Lesson Preparation & Co-curricular Planning

Day 1-3:

- Prepare detailed lesson plans with teaching aids and methodologies.

Day 4-5:

- Plan two co-curricular/cultural/literary activities with guidance from school staff.

Day 6:

- Finalize the unit test topic, blueprint, and evaluation criteria.

Week 3-5: Lesson Execution (3 weeks)

Conduct 6 lessons

Week 3: Lessons 1 & 2 (Upper Primary).

Week 4: Lessons 3 & 4 (Secondary).

Week 5: Lessons 5 & 6 (Higher Secondary).

- Use remaining time for self-reflection and peer observation (minimum 3 lessons per week).
- Begin organizing the first co-curricular/cultural activity (Week 5).

Week 6: Peer Observations & Co-curricular Activity 1

Day 1-3:

- Complete 10 peer observations and provide feedback.

Day 4-6:

- Execute the first co-curricular activity.

Week 7-8: Evaluation & Report Compilation (2 weeks)

Week 7:

- Administer the unit test, collect responses, and evaluate.
- Begin compiling results, feedback, and observations.

Week 8:

- Finalize and submit the unit test report.
- Study and document school records (e.g., attendance, progress reports, etc.).

Week 9: Psychological Testing & School Activities

Conduct two school activities from the following:

- Psychological testing.
- Parent-community activities.
- Remedial teaching.
- Sports or awareness programs.

Week 10-11: Co-curricular Activity 2 & Teacher Interviews

Week 10:

- **Organize the second co-curricular/cultural/literary activity.**

Week 11:

- **Conduct interviews with two experienced teachers and document their insights.**

Week 12-13: Reflection & Reporting

Finalize all documentation, including:

- Lessons conducted.
- Peer observations.
- Unit test results and feedback.
- Co-curricular activities.
- School records.
- Teacher interviews.
- Prepare a comprehensive report in the Internship Workbook.

Week 14: Submission & Feedback

- Submit the Internship Workbook.
- Seek feedback from school mentors and supervisors.
- Wrap up with a reflection session and school acknowledgment.

This timetable ensures balanced coverage of all activities while allowing time for preparation, execution, and reflection.


Week 1 to 14: School wise distribution of Students & Asst. Professor

Sr. No.	Assigned School	Roll No.	Name of the Teacher
01	JaiHind Public School, Udgir Bodhan Nagar Jalkot Road, Udgir	1 to 40	Mr. Dubal Mahesh Bhimrao Mr. Torane Ganesh Dinkar Mr. Honkalas Mahadeo Nivrutti Mr. Pandhare Vinayak Krishnadeo
02	Ujwal Vidyalaya Udgir Bodhan Nagar, Jalkot Road, Udgir	41 to 80	Smt. Ghodke Meenakshi Sambhaji Dr. Swami Durgadevi Sadashiv Dr. Mori Vajesang Balu Dr. Tele Shahaji Sopan Ms. Jadhav Sangita Kachru
03	Ramkurshna International CBSC Public School, Udgir	81 to 110	Mr. Hatte Sanjay Sangram Mr. Giri Abhijeet Balaso Dr. Jagtap Kiran Ashok Dr. Gadekar Rohidas Jayaji

General Guidelines:

1. **Attendance:** Maintain punctuality and attendance throughout the program.
2. **Documentation:** Ensure daily records of observations, lessons, and activities are updated.
3. **Reflection:** Regularly reflect on experiences to enhance learning.
4. **Reports:** Submit weekly reports at the end of each week.

Smt. Ghodke Meenakshi Sambhaji
HOD Internship program


Principal
Principal
S V S P Mandal,
Swami Vivekanand College of
Education, Udgir Dist.Latur