



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



CRITERION II

2.4.8 Internship programme is systematically planned with necessary preparedness

(Orientation to students going for internship)

Submitted to

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



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

2.4.8: Orientation to students going for internship

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**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN
ERNAKULAM**

**Rules and Regulations to be followed during the Teacher
Training (Internship) Programme**

Dear Students,

Given below are the rules and regulations for the smooth conduct and effective evaluation of your teacher training programme in schools. After reading through the rules, it is required by all students to put their signature in the respective positions. If any of the rules lack clarity and remain vague, the students can clarify the same with their teachers and then put their signature.

1. The rules of the school (working hours, time table, instructions of the Head Master and the mentor in the school) have to be strictly followed.
2. Handover the time table assigned to you at school to your respective teacher educator within a week after the commencement of the training
3. The dress code should be strictly followed in adherence to the instructions given by the college authorities.
4. Inform the teacher educator in advance, if there are no classes as per the scheduled time table assigned to you.
5. The class periods assigned to the student teachers shall not be handed over without the consent from the teacher educator.
6. Leave is not admissible during training period. In cases of extreme necessity, leave can be taken only with the permission of the School Teacher, Teacher Educator, College Principal and School HM. Note that excess leaves may result in cancellation of the training program. Leave letter must be written and kept in the Students Register with signature of the School HM.
7. Must attend school on Saturdays or when required/asked by the head teacher and sign in those cases.
8. Make sure that the signatures of the Teacher Educator and the school teacher are recorded in the Lesson Plan along with the date before taking the class. If any of these is found to be missing, the Lesson Plan will not be included in the prescribed number.
9. The teaching aids can be demonstrated only with the signature/permission of the teacher educator.
10. There is no permission to be excused during school working hours to come to college or go home .
11. Lesson plans should be submitted on the days instructed by the teacher educators and get it signed promptly.
12. Each student is responsible for safeguarding their records.
13. Taking classes without teaching aids, taking classes inappropriately without following the format of the lesson plans will be considered as invalid.
14. Incomplete lesson plans (without filling the reflection/ response column, without making necessary corrections, using whitener, torn and disfigured paper) will be considered as invalid.
15. It is the responsibility of the student teacher to write the lessons as per the weekly time table prior to the class to be taken and get it signed from the respective teacher in charge before taking the class.

16. If any faults are found in your class, your conduct, fulfillment of duties and participation in programmes conducted in school, the student teacher will be responsible for the consequences

17. Teacher trainees are not allowed to punish students. If any such misbehavior occurs from the part of the student trainee should report it to the respective teacher in charge in the school. If one fails to do that and instead ends up punishing the students they should face the further consequences.

I have read all the above mentioned rules. If I fail to follow them, I will be responsible for the consequences

Sandra Joy
Name of the Internee

Sandra
Signature of Internee



ST JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

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(Affiliated to Mahatma Gandhi University, Kottayam)

ORIENTATION TO THE STUDENTS BY THE PRINCIPAL

As a part of preparing the student teachers for the internship program, our college conducted an orientation session for second-year student teachers on 18th October 2022, at 2:30 PM. The primary objectives of the session were twofold: first, to instill in the students a profound appreciation for the significance of their internship, and second, to articulate the expected code of conduct that they, as aspiring teachers, should uphold.

The gathering took place in the Multipurpose Hall. Dr. Sr. Alice Joseph, the Principal of the college, graced the occasion and assumed the role of the keynote speaker. In her address to the students, she emphasized the intrinsic value of the internship and its significance in their journey towards becoming efficient educators. And provided insights on how the students should conduct themselves and impart knowledge effectively during their internships.

Throughout the session, students had the opportunity to seek clarification and voice any doubts they may have had, resulting in a comprehensive understanding of the internship. In closing, conveyed her best wishes and encouragement to the student teachers, urging them to embrace the internship as a platform for their growth and development as educators.

The program concluded at 4:00 PM, with a prayer. In essence, the orientation program served as a crucial step in preparing the student teachers for the challenges and responsibilities that lie ahead during their internships, equipping them with a clear sense of purpose and conduct as they embark on this transformative journey.





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ORIENTATION BY SENIOR TEACHERS 17 /10/2022

The college organized a meeting with senior teachers of St.Mary's Girls higher secondary school, St. Albertz High School, Ranimatha Public School and St.joseph high school Njarackal on 17th October 2022 at 3.00 PM in the college auditorium. Dr.Alice Joseph, Principal of our College presided over the meeting . Senior teachers from different schools oriented the students regarding their model teaching over there. Student teachers clarified their doubts regarding the internship. The college congratulated the first rank holder Ms.Lilly Riya in that meeting. The meeting ended at 4.00PM with a prayer

