

Selection / identification of schools for internship

PAC Code No. 24.22

ABSTRACT

1	Title of the Programme	:	Organization of School Internship in Pre-service Teacher Education(B.Ed and Four Year Integrated B.A.B.Ed., B.Sc.B.Ed) Programme of RIE ,Bhubaneswar
2	Type: (Research /Development / Training / Extension /Other etc)(Please mention only one of the above mentioned types)	:	Extension
3	Category (New/ On-going/ Carried over) If new, give justification in brief; if on-going, mention the progress; if carried over, give reasons for extension	:	New
4	Specific Objectives	:	a. To design activities and organise school internship programmes for pre-service teachers. b. To study the effectiveness of school internship programme on development of skills, competencies among pre-service teachers.
5	Methodology	:	<ul style="list-style-type: none"> <li>• Development of methods and strategies of the programme through workshop mode.</li> <li>• Organisation of the school internship programme at different JNVs and other selected schools of eastern region</li> <li>• Evaluation and reflection on the internship programme</li> </ul>
6	Total Budget	:	Rs 10,36,050/-
7	Plans for utilization and dissemination of the end product(s)	:	On the basis of the findings, the school internship programme of the institution and other teacher education institutions will be improved. Other institutions for quality improvement of teacher education programmes will follow the strategies adopted

### PROFORMA FOR PROGRAMME PROPOSALS

- |    |  |  |
|----|--|--|
| 1. | Name of the NCI/RT<br>Constituent/Department   | Regional Institute of Education,<br>Bhubaneswar  |
| 2. | Type of Programme  | Extension  |
| 3. | (a) Title of the Programme<br>(Research/Development/Training/<br>Extension/Development-cum-<br>Research etc.)  | <b>Organization of School Internship in<br/>Pre-service Teacher Education (B.Ed<br/>and Four Year Integrated BA.B.Ed,<br/>B.Sc.B.Ed) Programme of RIE<br/>,Bhubaneswar</b> |
|    | (b) Category of the Programme<br>(New/on-going/carried over)   | New  |
|    | (c) If the programme is on-going or<br>carried Over mention the PAC Code<br>No. and Year of Approval   | NA   |
| 4. | Total Duration of the Programme as<br>Phased in Col.10 a (Months)  |  |
|    | (a) Date on which programme<br>commenced/to Be commenced   | 1st April,2021   |
|    | (b) Target Date of completion  | 31 <sup>st</sup> March, 2022   |
| 5. | Target Groups  |  |
|    | (a) If the Programme is meant for a<br>group with Special needs (Special<br>groups, SC, ST, Minority, Girls etc.)                                      | All  |
|    | (b) Stage of Education to which the<br>programme is meant (Pre-Primary,<br>Primary, Upper Primary, Secondary,<br>Senior Secondary Tertiary, Any other) | Secondary Level Teacher Education  |
|    | (c) If programme is<br>state/Region/agency<br>Specific, please specify.  | Eastern region   |
| 6. | Beneficiaries  | Student teachers and Teacher Educators   |

#### 7. Needs and Justification

(If an on-going/carried over programme, please also state briefly the progress achieved by the end of the current financial year.)

Internship, a component of field engagement is a bridge between student career and professional career. A part of internship is based on emotional relationship between student teacher, co-operative teachers, students and school authority and school environment. It has been often observed that student teachers after finishing the internship teaching get more motivated for teaching profession as professionals. During internships, student teachers are

provided with experience that will make them stronger. In addition to this, their work ethic will be enriched, and they will be confident in their abilities. Internship will also allow students to learn about time management and discipline. So, internship programme is a very important practical phase in student teacher's preparation for regular teaching at any level of school education. It develops the student teachers, theoretical knowledge on foundation courses, content knowledge, methods and techniques of curricular activities and evaluation, class and school management in actual school situations. As a curricular programme, the student teachers of integrated B.Sc.BEd B.A.BEd and B.Ed programme will be placed for sixteen weeks in Navodaya Vidyalayas or other selected schools of eastern region of the country.

**8. (a) Specific Objectives:**

- c. To design activities and organise school internship programmes for pre-service teachers.
- d. To study the effectiveness of school internship programme on development of skills, competencies among pre-service teachers.

**(b) Methodology:**

The 7<sup>th</sup> semester student teachers of BA.BEd and B.Sc.BEd and thirds semester student teachers will be placed in different JNVs selected schools if any.

- Development of methods and strategies of the programme through workshop mode.
- Development of tools through workshop mode.
- Organisation of the school internship programme at different JNVs and other schools of eastern
- Study of the effectiveness of the internship programme

Preparation of report and based on the findings modification of programmes next session.

**9. Collaborating Agencies (if, any): Name of Agency Nature of Collaboration**

- (a) NCERT Constituents- DTE, NCERT Academic
- (b) Outside Agency – NVS, Patna and Bhopal Region Academic

**A. (B.Ed. Internship Component)**

**A 10 (a) Phasing of programme with precise information on Activities proposed (including in-house activities involving expenditure (FOR B.ED. PROGRAMME))**

Sl No.	Activities proposed to be organized	Proposed dates	Estimated Expenditure (in Rs.)
1	Development of methods and strategies of the programme through workshop mode (two days) In-house	May June 2021	5,000
2	2 day Workshop for Development of Tools and detail design of the study and details of data collection strategies(In-house)	June-July 2021	22,000
3	Workshop and orientation of cooperating schools, student teachers on school internship	July 2021	2,20,850

	50x45x2		
v	Stationary, Contingency, Miscellaneous	6,000/-	
	<b>Total</b>	<b>2, 20,850/-</b>	

11.4 Student teachers Placement at different schools

Proposed Dates: July-Dec 2021- January 2022

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
i	TA and DA	1,00,000/-	Team members
ii	2 days Post conference workshop for documenting the reflection of student teachers	18,000/-	Snacks/Tea
iii	Stationary, Contingency, Miscellaneous	5,000/-	
	<b>Total</b>	<b>1, 23,000/-</b>	

11.5 Workshop for evaluation of student's activities and records

In-house RIE, Bhubaneswar December 2021

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Snacks and stationeries	8,000/-	
2	Materials and misc. expenditure	1,000/-	
	<b>Total</b>	<b>9,000/-</b>	

11.6 Activity No.6

Title: Printing/Preparation of Report

Proposed Dates: March, 2022

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Printing/Preparation of Report	10,000/-	
	<b>Total</b>	<b>10,000/-</b>	

**B. (B.Sc.B.Ed Internship Component)**

**B. 10 (a) Phasing of programme with precise information on Activities proposed (including in-house activities involving expenditure (For Integrated B.Sc.BEd)**

Sl. No.	Activities proposed to be organized	Proposed dates	Estimated Expenditure (in Rs.)
1	Two day Workshop for Development of Activity sheets, model lesson plans and Formats (In-house)	June 2021	32,000/-
2	Pre Conference/Workshop for orientation of cooperating schools, student teachers on school internship	July 2021	3,25,900/-

3	Student teachers Placement in schools at different schools and supervision	July-October 2021	3,000/-
4	Post Conference and reflection workshop	October - November 2021	12,600/-
5	Report	March 2022	10,000/-
<b>Total</b>			<b>3,83,500/-</b>

**Total Expenditure = Rs. 3, 83,500/-**

**Amount required in the proposed year rupees Three Lakh Eighty three Thousand five Hundred only**

**B. 11. Detail of each Budget Activity under Item No. 10(a) (in the following format)**

11.1. Activity No. 1

Title: Two day Workshop for Development of Activity sheets, model lesson plans and Formats (In-house)

Proposed Dates: June 2021

Venue: RIE, Bhubaneswar

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Refreshments and stationeries	5,000/-	
2	Materials and misc. expenditure	2,000/-	
3	Development / photocopy/multiple copies of activity sheets and internship guideline hand book, Lesson Plans	25,000/-	
<b>Total</b>		<b>32,000/-</b>	

11.2. Activity No.3-Pre-Conference/Workshop for orientation of cooperating schools, student teachers on school internship,

Venue: RIE, Bhubaneswar (Three days for student Teachers and last two days for Cooperating Schools and Mentor Teacher Educators)

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	TA/DA and Honorarium for RPs/cooperating school Heads, teachers(30 members) 2x15 schools	3,00,000/-	
2	Working Lunch ,Water and refreshment @ 165 x 35 x 2days	11,550/-	
3	Refreshment for student teachers and mentors teacher educators@ 30x115x3 days	10,350/-	
4	Stationary, Contingency, Miscellaneous	4,000/-	
<b>Total</b>		<b>3,25,900/-</b>	

11.3. Student teachers Placement in schools at different schools and Supervision

Proposed Dates: July -August to October 2021

Venue-JNVs of eastern region

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
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		Rs.)	
1	Stationary, Contingency, Miscellaneous	3,000/-	
	<b>Total</b>	<b>3,000/-</b>	

11.4. Two days Post Conference and reflection workshop  
Proposed Dates: October November 2021

Venue: RIE, Bhubaneswar

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
i	Snacks/refreshment for student teachers and mentors(110x2x30)	6,600/-	
ii	Stationary, Contingency, Miscellaneous for learning resources exhibition, programme evaluation sheets/formats	6,000/-	
	<b>Total</b>	<b>12,600</b>	

11.6 Activity No.6

Title: Preparation of Report

Proposed Dates: March, 2022

Sl. No.	Item of Expenditure	Estimated Expenditure (In Rs.)	Remarks if any
1	Preparation of Report	10,000/-	B.Sc.B.Ed
	<b>Total</b>	<b>10,000/-</b>	

C. (B.A.B.Ed. Internship Component)

C.10 (a) Phasing of programme with precise information on Activities proposed (including in-house activities involving expenditure (For Integrated B.A.BED)

Sl. No.	Activities proposed to be organized	Proposed dates	Estimated Expenditure (in Rs.)
1	Two day Workshop for Development of Activity sheets, model lesson plans and Formats (In-house)	June 2021	22,000/-
2	Pre Conference/Workshop for orientation of cooperating schools, student teachers on school internship	July 2021	2,15,100/
3	Student teachers Placement in schools at different schools and supervision	July-October 2021	3,000/-
4	Post Conference and reflection workshop	November 2021	12,600/-
5	Report	March 2022	10,000/-
	<b>Total</b>		<b>2,62,700/-</b>

Total Expenditure = Rs. 2, 62,700/-

C. 11. Detail of each Budget Activity under Item No. 10(a) (in the following format)

11.5.Activity No. 1

Title: Two day Workshop for Development of Activity sheets, model lesson plans and Formats (In-house)

Venue: RIE, Bhubaneswar

Proposed Dates: June 2021

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Refreshments and stationeries	5,000/-	
2	Materials and misc. expenditure	2,000/-	
3	Development / photocopy/multiple copies of activity sheets and internship guideline hand book, Lesson Plans	15,000/-	
	<b>Total</b>	<b>22,000/-</b>	

11.6. Activity No.3:Pre-Conference/Workshop for orientation of cooperating schools, student teachers on school internship,

Venue: RIE, Bhubaneswar (Three days for student Teachers and last two days for Cooperating Schools and Mentor Teacher Educators)

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	TA/DA and Honorarium for RPs/cooperating school Heads, teachers(20 members) 2x10 schools	2,00,000/-	
2	Working Lunch ,Water and refreshment @ 165 x 20 x 2days	6,600/-	
3	Refreshment for student teachers @ 30x50x3 days	4,500/-	
4	Stationary, Contingency, Miscellaneous	4,000/-	
	<b>Total</b>	<b>2,15,100/-</b>	

11.7. Student teachers Placement in schools at different schools and Supervision

Proposed Dates: July -August to October 2021

Venue-JNVs of eastern region

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Stationary, Contingency, Miscellaneous	3,000/-	

11.8. Two days Post Conference and reflection workshop

Proposed Dates: October November 2021

Venue: RIE, Bhubaneswar

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Snacks/refreshment for student teachers and mentors(110x2x30)	6,600/-	

ii	Stationary, Contingency, Miscellaneous for learning resources exhibition, programme evaluation sheets/formats	6,000/-	
	<b>Total</b>	<b>12,600</b>	

11.6 Activity No.6

Title: Preparation of Report

Proposed Dates: March, 2022

Sl. No.	Item of Expenditure	Estimated Expenditure (In Rs.)	Remarks if any
1	Preparation of Report	10,000/-	BA. B.Ed.
	<b>Total</b>	<b>10,000/-</b>	

**Total Budget for B.Ed, B.Sc.B.Ed, and BA.B.Ed**  
 Rs. 3, 89,850/- + Rs. 3, 83,500/- + Rs. 2, 62,700/- =Rs. 10, 36,050/-

**12. Scheme of Evaluation:**

The materials and programme will be revised after getting g feedback from student teachers, teacher educators and cooperating school personnel.

**13. Dissemination of the findings:**

The report will be disseminated to the region and will be utilized for designing effective programme.

**14. Plans for follow up/feedback on utilization of the outcome:**

The materials prepared and output will used for organization of internship programme during the next session in effective manner.

**15. (a) Name and designation of the programme coordinators:**

Dr. Laxmidhar Behera, Professor, For B.Ed.  
 Mr A.K. Saha, Assistant Professor, For B.Sc. B.Ed  
 Dr. Kalinga Ketaki, For B.A.B.Ed.

**(b) Name and designation of other faculty members(s) involved**

Prof S.R.Sahoo, Dean(I) Overall

B.Sc.B.Ed

(Prof M.K. Satapathy)

B.A.B.Ed.

(Prof Ritanjali Dash)

B.Ed.

(Prof. R.K.Moahalik)

(Prof M. Goswami)

Signature of the Head of Department  
 Date:

(Dr. Eligabeth Gangmei)

Signature of the Programme Coordinators  
 Date:



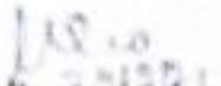


Regional Institute of Education, Bhubaneswar  
(National Council of Educational Research & Training)


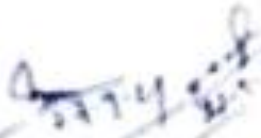

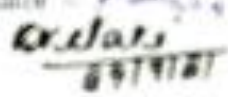
Notice

Dr. 27.09.2021

A meeting will be held on 28.09.2021 at 11.00 AM in the Staff Common Room of Institute to discuss and finalize all the modalities of Internship in Pre-service Teacher Education programme for the session 2021-22. All the Heads of Departments and Programme coordinators are requested to attend the meeting.

  
Prof. Sandhyaarani Sahoo  
Overall Coordinator

Copy to :

- ✓ 1. P.A. to Principal - 
- ✓ 2. All Head of Departments (D.E., D.E. SM, D.E. SM, D.E. SM) - 
- ✓ 3. Prof. Laxmidhar Behera, Programme Coordinator - 
- ✓ 4. Dr. Kalinga Ketaki, Programme Coordinator - 
5. Dr. Arup Saha, Programme Coordinator
6. Office Copy

No - 3202

24.08.10.2021

Prof. P. C. Agarwal  
Principal

To  
The Principal Secretary  
Department of School & Mass Education  
Government of Orissa  
Bhubaneswar

Subject: School Internship of Student Teachers (Integrated B.A. /B.Sc. B.Ed. and B.Ed. student teachers in Schools of Odisha)

Sir,

During the session 2021-22, our students from B.Sc. B.Ed., B.A. B.Ed. and 2 year B.Ed. programmes of Regional Institute of Education, Bhubaneswar may be given an opportunity to be engaged in offline/online classes held in the schools under Odisha Adarsha Vidyalaya Sangathan and to interact with teachers and Heads of schools for their valuable guidance. Our Internship in Teaching Programme is scheduled to be held from 1<sup>st</sup> November 2021 to 18<sup>th</sup> February 2022. Students will follow the Covid norms and guidelines spelt out by the office of the Odisha Govt. within the frame work of Department of School and Mass Education, Govt. of Odisha.

Ten (10) to Fifteen (15) OAVs with accommodation facility may please be asked to extend all possible support for this programme and the Headmaster/Head Mistress may please be communicated to extend necessary support and help to our student teachers. Our respective coordinators shall be writing soon to the concerned Head Master / Head Mistress separately and workout the details.

It is also to inform you that during the state coordination meeting 2020-21, it was suggested by Odisha Adarsha Vidyalaya to undertake internship programme of RIE, Bhubaneswar in schools of Odisha Adharsha Vidyalaya Sangathan.

In this context, our Institute may be permitted to undertake the Internship programme in the schools of OAVS.

Thanking you,

With regards

Yours faithfully,

  
(P. C. Agarwal)

Copy to the Commissioner, Odisha Adarsha Vidyalaya Sangathan, N 1/9, Near Doordarshan  
Kendra, Po - Sainik School Nayapalli, Bhubaneswar, Odisha - 751005

No - 3201  
Dt - 08.10.2021

**Prof. P. C. Agarwal**  
**Principal**

**To**  
**The Joint Commissioner**  
**Academic**  
**Kendriya Vidyalaya Sangathan**  
**18, Institutional Area**  
**Shaheed Jeet Singh Marg**  
**New Delhi - 110 016 (India)**

**Subject:** School Internship of Student Teachers (Integrated B.A. /B.Sc. B.Ed. and B.Ed. student teachers in KVs of eastern region of the country)

Sir,

Thank you for your support during earlier years for smooth conduct of School Internship of our student teachers in different KVs of eastern region of the country. During the session 2021-22 students from B.Sc. B.Ed., B.A. B.Ed. and 2 year B.Ed. programmes of Regional Institute of Education, Bhubaneswar missed the opportunity of having experience of the prestigious KVs as interns due to the Pandemic. Now the situation has been improved. The schools have started offline classes. Our students may be given an opportunity to be engaged in offline/online classes held in these schools and to interact with teachers and heads of schools for their valuable guidance. Our Internship in Teaching Programme is scheduled to be held from 1<sup>st</sup> November 2021 to 18<sup>th</sup> February 2022. Students will follow the Covid norms and guidelines spelt out by the office of the commissioner within the frame work of KVs.

Some of the schools located in the states of Assam, Andaman & Nicoland Islands, Bihar, West Bengal, Jharkhand, Odisha and other North Eastern states may please be asked to extend all possible support for this programme and the Principals of KVs in their Jurisdiction may please be communicated to extend necessary support and help to our student teachers. Our respective coordinators shall be writing soon to the concerned Principals separately and workout the details.

Thanking you,

With regards

Yours faithfully,

  
8/10/21  
(P. C. Agarwal)

No- 3200  
Dt -08-10-2021

Prof. P. C. Agarwal  
Principal

To  
The Joint Commissioner  
Academic  
Navodaya Vidyalaya Samittee  
B-15, Institutional Area, Sector – 62  
Noida - 201309

Subject: School Internship of Student Teachers (Integrated B.A. /B.Sc. B.Ed. and B.Ed. student teachers in JNVs of eastern region of the country)

Sir,

Thank you for your support during earlier years for smooth conduct of School Internship of our student teachers in different JNVs of eastern region of the country. During the session 2021-22 students from B.Sc. B.Ed., B.A. B.Ed. and 2 year B.Ed. programmes of Regional Institute of Education, Bhubaneswar missed the opportunity of having experience of the prestigious JNVs as interns due to the Pandemic. Now the situation has been improved. The schools have started offline classes. Our students may be given an opportunity to be engaged in offline/online classes held in these schools and to interact with teachers and heads of schools for their valuable guidance. They will follow the Covid norms and guidelines spelt out by the office of the commissioner within the frame work of JNVs.

The schools located in the states of Bihar, West Bengal, Jharkhand and Odisha as mentioned below may please be asked to extend all possible support for this programme.

Stream	States	JNVs	Co-ordinator(s)	Durations
4 Year Integrated B.A.B.Ed	Bihar	Begusarai, Muzaffarpur	Dr. Kalinga Ketaki	1 <sup>st</sup> November 2021 to 18 <sup>th</sup> February 2022
	West Bengal	Hoogly, Purulia		
	Jharkhand	Bokaro		
	Odisha	Angul, Gajapati, Mayurbhanj, Koraput, Kalahandi		
4 Year Integrated B.Sc.B.Ed	West Bengal	Alipurduar, Dakshin Dinajpur, South 24 Parganas, Purba Medinipur, Murshidabad	Dr. Arup Saha	
	Bihar	Darbhanga, Vaishali, Patna, Madhepura		
	Jharkhand	Dumka, Jamtara, Koderma, Deoghar		
	Odisha	Khordha, Nayagarh, Nabarangpur, Deogarh, Jharsuguda, Kendrapara, Boudh, Cuttack		

Contd..P/2

Stream	States	JNVs	Co-ordinator(s)	Durations
2 Year B.Ed.	Bihar	Samastipur, Nalanda, Gaya	Dr. Dhanya Krishanan, Prof. L. Behera	1 <sup>st</sup>
	West Bengal	Burdwan, Bankura, Birbhum		November 2021
	Jharkhand	Dhanbad, Ranchi, West Singhbhum		to 18 <sup>th</sup>
	Odisha	Puri, Jagatsinghpur, Ganjam, Bhadrak, Baragarh, Balasore		February 2022

Apart from these schools, you are requested to add any other schools in your Jurisdiction.

In this context, I request you to kindly inform the Deputy Commissioners of Bhopal and Patna to communicate to Principals of JNVs (as listed above) in their Jurisdiction to extend necessary support and help to our student teachers. Our respective coordinators shall be writing soon to the concerned Principals separately and workout the details.

Thanking you,

With regards

Yours faithfully,

  
8/10/21  
(P. C. Agarwal)

Copy to :

1. The Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, 135, Gate No. 2, Alkapuri, DRM Road, Habibganj, Bhopal, MP -462024,  
Email - nvsrobpl.acac@gmail.com
2. The Deputy Commissioner, Navoday Vidyalaya Samiti, Patna Region, Karpuri Thakur Sadan, Ashiana Digha Road, Patna - 800025.

No - 3275  
Date - 21.10.21

**Prof. Sandhyarani Sahoo**  
**Dean of Instructions**

To  
**The Deputy Commissioner**  
**Navodaya Vidyalaya Samiti**  
**Regional Office, A-135**  
**Alkapuri, DRM Road**  
**Bhopal, Madhya Pradesh - 462024**

Subject: School Internship of Student Teachers (Integrated B.A. /B.Sc. B.Ed. and B.Ed. student teachers in Schools of Odisha)

Dear Madam,

This has reference to the office letter no. 3499, dt.18.10.2021, NVS, Regional Office, Bhopal.

Thank you very much for the copy of the above mentioned letter sent to the Principal, Regional Institute of Education, Bhubaneswar. Only five JNVs are mentioned here. We need more schools for our internship programme, in each district of Odisha as the number of students in B.A. B.Ed., B.Sc. B.Ed. and Two Year B.Ed. is around 250. Kindly permit us to go to more schools for internship. Our internship programme will start from 1<sup>st</sup> November 2021.

Kindly do the needful at the earliest.

Thanking you,

With regards

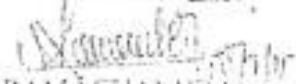
Yours faithfully,

  
(Sandhyarani Sahoo)



5. Similarly the experience of design of testing and evaluation will also be imparted to the interns while such processes are carried by the regular teacher in the vidyalaya.
6. Interns may be allotted all the duties as applicable to the teachers inside the vidyalaya except escort duty related to journey of the students outside the campus as this involves higher order of responsibilities. In all activities allotment of duties like incharge of activities/MOD/House Master/Programme Incharge/Morning PT/ Assembly/Mess Incharge/additional responsibilities the assistance of the interns may be obtained to give them the training of understanding the processes. The degree of freedom given to the interns may depend upon the teacher who associates the interns.
7. To provide appropriate comforts to the intern students, it may be ensured that female interns are always attached with the female teachers.
8. The RO may devise an appropriate report format for the mentor from the mentor teacher to the Principal in respect of performance of the intern students so that the intern will keep working fruitfully.
9. In view of the requirement of appropriate attention on the intern by the vidyalaya authorities it may be good to restrict the number of interns for school only up to 5 per JNV at a given point of time.
10. All rules of conduct as applicable to employees of the vidyalaya are applicable to Interns. It will also be essential to get an undertaking from the individual intern regarding their proper conduct during the tenure of internship, duly countersigned by the authority of Parent Institute.
11. In case of any mal adjustment/mis-conduct by the intern/s in view of the residential nature of the JNVs, strict action shall be taken to return back the intern to the parent institution apart from initiating any other action as deemed fit in the interest of the vidyalaya. In any case the parent institution will be responsible to handle such events.
12. The Teacher Interns will deposit in advance the mess charges. Since all the interns will have the meals served to the students on regular basis, no special arrangements will be made on this account. Nor visiting interns demand for special treatment. Stay arrangements may be made as per availability in the JNV concerned. However, visiting faculties from RIEs may be provided accommodation in the Guest House, as per availability, on chargeable basis.

Yours faithfully,



(A.N. RAMACHANDRAN)  
JOINT COMMISSIONER (ACAD.)

Copy to: Concerned RIEs



## नवोदय विद्यालय समिति

शिक्षा मंत्रालय, भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)  
क्षेत्रीय कार्यालय, कर्पूरी टाकुर सदन, केन्द्रीय कार्यालय  
परिसर, ब्लॉक-ए और बी, 5वीं मंजिल  
अशियाना दिगा रोड, पटना - 800025  
दूरभाष : 0612&2579920@2271092  
फैक्स : 0612&2266085



(शैक्षणिक अनुभाग)  
(Acad. Section)

## NAVODAYA VIDYALAYA SAMITI

Ministry of Education, Govt. Of India  
(Deptt. of Education & Literacy)  
Regional Office, Karpuri Thakur Sadan,  
Kendriya Karyalay Parisar, Block - A & B,  
5<sup>th</sup> Floor, Ashiyana Digha Road,  
Patna - 800025.  
Tel : 0612-2579920/2271092  
Fax : 0612-2266085  
Email : [nvspatna.acad@gmail.com](mailto:nvspatna.acad@gmail.com)

F-1-101/Acad/NV5/PTR/2021-22/ 6537

Date : 21.10.2021  
Email

✓ To,

The Principal

JNV Alipurdwar / Dakshin Dinajpur / South 24 Parganas / Purba Medinipur / Murshidabad / Darbhanga /  
Vaishali / Patna / Madhepura / Dumka / Jamtara / Koderma / Deoghar / Samastipur / Nalanda / Gaya /  
Burdwan / Bankura / Birbhoom / Dhanbad / Ranchi / West Singhbhoom

Subject:- Internship in teaching for RII Bhubneswar students B.A, B. Ed / B.Sc. B. Ed Program  
Ref.:- RIE Bhubneswar letter no. 3200, dated 09.10.2021

Sir / Madam,

With reference to the subject cited above, RIE Bhubneswar vide its letter referred above has requested for internship of RIE students w.e.f.10.11.21 to 18.02.22.

The letter of RIE is enclosed with the request to permit the student teacher to take online/offline classes subject to the following conditions:-

1. The interns will be will pay the charges of lodging and boarding facilities as per NVS norms
2. The daily routine of the JNV will not be disturbed due to permission given to the internees
3. The academic atmosphere and discipline should not be affected.
4. The supervisor will be present /observe during the classes conducted by the interns.

The guidance for teacher interns in JNVs is also enclosed for ready reference.

Yours faithfully

(M. Marriappan)  
Deputy Commissioner

Encl:- As above

Copy to:-

The Principal, RIE Bhubneswar for information pl.

REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR-751022  
DEPARTMENT OF EXTENSION EDUCATION

Sanction Order

No.: 18/DEE/24.22/2021-22/3565

Dated: 27-10-2021

Sanction is hereby accorded to incur expenditure not exceeding Rs. 10, 36,050/- (Ten Lakhs Thirty-Six Thousand Fifty Only) by Prof. Sandhyarani Sahoo, Dr. Laxmidhar Behera, Dr. Dhanya Krishnan, Mr. A. K. Saha and Dr. Kalinga Ketaki Programme Coordinator(s), for organizing programme entitled "Organization of School Internship in Pre-service Teacher Education (B.Ed and Four Year Integrated B.A.B.Ed. B.Sc.B.Ed) Programme of RIE, Bhubaneswar. (PAC Code No-24.22)" for phase (A),(B), (C) and (D) break-up in activities A(1), A(2), A(3), A(4), A(5), A(6), B(1), B(2), B(3), B(4), B(5), C(1),C(2), C(3), C(4) and C(5) in accordance with the NCERT rules.

The non-local participants may be paid T.A., incidental charges and D.A. The local participants may be paid actual conveyance hire charges only (no Daily Allowance) on the concluding day of the programme. These claims may be settled as per the NCERT rules. The Programme Coordinator may appoint four external resource persons at the venue as per the need. They may be paid honorarium @ Rs.2000/-per day for their actual work at the venue of the programme besides the TA/DA or conveyance charges up to 8 K.M. as per the NCERT rules. If the distance exceeds 8 K.M. supporting receipt should be attached with the claim limited to the amount approved by the NCERT rules. The Programme Coordinator may further incur contingent nature of expenditure as per the instruction contained in the NCERT rules.

The unspent amount if any, out of the advance provide to the Programme Coordinator should be deposited within seven days in the Accounts Section of this Institute immediately after the completion of the programme. The Head-wise statement of expenditure, in duplicate, along with the original vouchers duly signed by the Programme Coordinator should be submitted to the Coordinator, Extension Services Department through the concerned Head of the Department within 10 days after the completion of programme.

Expenditure, out of this sanction is debitable to Revenue Head (PAC Programme), 2021-22.

This issues with the approval of the competent authority.

  
Administrative Officer

Encl: 1) Detailed break-up

**Copy forward to:**

1. The Chief Account Officer, NCERT, Sri Aurobindo Marg, New Delhi-110016.
2. Prof. Sandhyarani Sahoo, Dr. Laxmidhar Behera, Dr. Dhanya Krishnan, Mr. A. K. Saha and Dr. Kalinga Ketaki Programme Coordinator(s), Regional Institute of Education, Bhubaneswar for information and necessary action. The Programme Coordinator is requested to kindly contact the Accounts Branch immediately with necessary requisition papers for withdrawal of advance in respect of the sanction amount and for any clarifications regarding accounting procedure and rules to follow. The Programme Coordinator is requested to furnish the working paper/approach paper of the programme and day-to-day schedule before leaving the headquarters for approval of the Principal. He/she may devote one session for conducting the evaluation of this programme seeking the suggestion for follow up work to the extent possible so that it may serve as sort of feedback and make our future programme more meaningful and useful. The activity completion report of this programme in duplicate in the enclosed proforma may be furnished after the completion of the programme immediately within four days.
3. Accounts Officer, RIE, Bhubaneswar

# नवोदय विद्यालय समिति

शिक्षा मंत्रालय

लोक शिक्षा एवं साक्षरता विभाग) भवन संख्या 2,  
केन्द्रीय कार्यालय 135 जलकपुरी,  
डी आर एम रोड, भोपाल



NAVODAYA VIDYALAYA SAMITI

Ministry of Education  
(Dept. of School Education and Literacy)  
Govt. of India Regional Office  
A-135 Alkapuri, DRM Road,  
Bhopal (MP)-462024

Phone 0755 2480627 2480143 2489946 email nvsrbhopal@gmail.com web site <https://navodaya.gov.in/nvs/ro/bhopal/en/home/>

फ १०-१/२०२१-न वि स (बी पी ल)/शौ/ 3399  
To

दिनांक १८-१०-२०२१

The Principal,  
JNV Angul, Gujapati, Mayurbhanj, Koraput & Kalahandi

Sub :- Internship in teaching for RIE students B.A, B.Ed./ B.Sc. B.Ed Programme

Ref :- RIE Bhubneswar letter No. 3200 dated 08-10-2021

Sir,

With reference to the subject cited above, RIE Bhubneswar vide its letter referred above has requested for internship of RIE students w.e.f. 10-11-21 to 18-02-22.

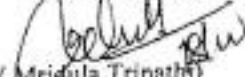
The letter of RIE is enclosed with the request to permit the internees to take online/offline classes subject to the following conditions :-

1. The internees will pay the charges of lodging and boarding facilities as per NVS norms.
2. The daily routine of the JNV will not be disturbed due to permission given to the internees.
3. The academic atmosphere and discipline should not be affected.

The guidance for teacher interns in JNVs is also enclosed for ready reference.

Encl :- As above

Yours faithfully,


  
(Mridula Tripathi)

Deputy Commissioner (I/c)

Copy to :-

The Principal, RIE, Bhubneswar- for information pl.

MSW  
20/10/21  
Dear Sir  
AC

  
18/10/21

नवोदय विद्यालय समिति  
राज्य महापठन विद्यालय  
सं. 12-3/2017-NVSE/Trg



Navodaya Vidyalaya Samiti  
Ministry of Human Resource Development  
Government of India

Date: 07.07.2017

To  
The Dy. Commissioner,  
All Regional Offices.

Sub: Permitting Teacher Interns from RIE for Internship in JNV.

Sr. Mahan,

With reference to above stated subject, it is to recall that some request have come from RIE for permitting students interns in JNVs for interruptive term period of 30-45 days. Permissions have already been given. It is further proposed that necessary instructions have been issued to the JNVs regarding the same with detailed guidelines on how to handle the internship programme in the JNVs. However, some of the guidelines which may be of good use are being communicated herewith for supporting the said activity in JNVs.

1. Permitting interns in the JNV may be viewed as an opportunity to nurture the future generation of teachers. Through this our regular teachers will get the chance to train the future generation of teachers to all important the cycle of the teacher in Navodaya Vidyalaya System.
2. The regular teachers in the JV should be able to hand hold the interns in managing them in terms of the subjects of teaching, marking, testing and evaluation, residential components, co-curricular activities, Self study classes, remedial teaching and expertise in the co-curricular framework and projects.
3. Teacher interns will be permitted to teach the concepts in those subjects as permitted by the teacher concerned.
4. Teaching by the interns will take place in the presence of teachers of JNV in the classroom, on a consistency made so that the regular teacher may supplement and complement the required classes. Carefully the subject teachers should invariably be present to ensure that teaching learning process inside the class takes place at the desired level and the components of formative assessment are also followed as per CBSE norms.

4	Student teachers Placement in schools at different schools and collection of data	July-October 2021	1,23,000
5	Workshop for evaluation of student's activities and records In-house	November-December 2021	9,000
6	Report	March 2022	10,000
<b>Total</b>			<b>3,89,850</b>

A 10. (b) Expenditure on Project Staff: Nil.

A 10. (c) **Total Expenditure (10a+10b) = Rs. 3,89,850**

**Amount required in the proposed year Rupees Three Lakh Eighty Nine Thousand Eight Hundred Fifty only**

**11. Detail of each Budget Activity under Item No. 10(a) (in the following format)**

**11.7 Activity No.1**

Title: Development of methods and strategies of the programme through workshop mode.

Proposed Dates: May- June 2021(In-house)

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Snacks and stationeries	4,000/-	
2	Photocopy, materials and misc. expenditure	1,000/-	
<b>Total</b>		<b>5,000/-</b>	

**11.8 Activity No. 2**

Title: 2 day Workshop for Development of Tools and detail design of the study and details of data collection strategies

Proposed Dates: June -July 2021

Venue:

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
1	Snacks and stationeries	6,000/-	
2	Materials and misc. expenditure	1,000/-	
3	Development of tools photocopy/multiple copies	15,000/-	
<b>Total</b>		<b>22,000/-</b>	

**11.9 Activity No.3:**

Venue: RIE, Bhubaneswar

Sl. No.	Item of Expenditure	Estimated Expenditure (in Rs.)	Remarks if any
i	TA/DA and Honorarium for RPs/cooperating school Heads, teachers 45 members	2,00,000/-	
iii	Working Lunch @ 115 x 45x 2	10,350/-	
iv	Tea and Refreshments including water @	4,500/-	



क्षेत्रीय शिक्षा संस्थान, भुवनेश्वर  
REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR-751022  
(राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्)  
(National Council of Educational Research & Training)

No.F.1-1/2015/ESL-RIEB/ 4029

ORDER

Dated: 16-12-2021

As per approval of the Competent Authority dated 15.12.2021, the following faculty members of this Institute are hereby deputed to different JNV located in different district/States during the period as mentioned against their name to supervise the B.Sc. B.Ed., B.A. B.Ed., and Two Year B.Ed. Student-Teacher in connection with the Programme entitled "Organization of School Internship in Pre-service Teacher Education (B.Ed. and Four Year Integrated BA. B.Ed, B.Sc. B.Ed.) programme of RIE, Bhubaneswar (PAC-24.22).

S.No.	Name of the faculty Members	Name of the JNV	Period
01	Prof. B.N. Panda	JNV, Puri, A/Po-Konark, Dist-Puri, Odisha, Pin-752111	10.01.2022 to 12.01.2022
02	Prof. A.K. Mohapatra	JNV, Koraput, Odisha, Pin-764021 JNV, Rayagada, Odisha, Pin 765018	10.01.2022 to 15.01.2022
03	Prof. Ritanjali Dash	JNV, Khurda, Odisha JNV, Nayagarh, Odisha	07.02.2022 to 11.02.2022
04	Prof. I.P. Gowramma	JNV, Gaya-1, Jethian, Dist: Gaya, Bihar-823311 JNV, Nalanda, Rajgiri, Dist: Nalanda, Bihar-803116	17.01.2022 to 22.01.2022
05	Prof. Pritish Acharya	JNV, Murshidabad, West Bengal JNV, South 24 Paraganas, West Bengal	31.01.2022 to 04.02.2022
06	Prof. M. Goswami	JNV, Kendrapara, Odisha JNV, Gajapati, Odisha	17.01.2022 to 22.01.2022
07	Prof. M.K. Satapathy	JNV, Munduli, Cuttack, Odisha JNV, Sundargarh, Odisha	10.01.2022 to 15.01.2022
08	Prof. S.K. Dash	JNV, Khurda, Odisha JNV, Mayurbhanj, Odisha	20.12.2021 to 24.12.2021
09	Prof. D.L. Dash	JNV, Kalahandi, Odisha	03.01.2022 to 05.01.2022
10	Prof. Ch. A. Ramulu	JNV, Angul, Odisha JNV, Deogarh, Odisha	03.01.2022 to 08.01.2022
11	Prof. S.P. Mishra	JNV, Dhenkanal, Sarang, Dist: Dhenkanal, Odisha Pin-759146	22.12.2021 to 24.12.2021
12	Prof. L. Behera	JNV, Sonepur, Tarbha, Dist: Sonepur, Odisha-767016 JNV, Jajpur, Panikoli, Dist: Jajpur, Odisha-755043	03.01.2022 to 08.01.2022
13	Prof. R.K. Mohalik	JNV, Ranchi, Mersa, Dist: Ranchi, Jharkhand, Pin-835215	10.01.2022 to 12.01.2022
14	Dr. R.R.Sethy	JNV, Dhanbad, Besagoria, Dist: Dhanbad, Jharkhand, Pin-828205	17.01.2022 to 19.01.2022
15	Ms. Shampa Das	JNV, Munduli, Cuttack, Odisha JNV, Angul, Odisha	10.01.2022 to 15.01.2022
16	Dr. E. Gangmei	JNV, Jagatsinghpur, Saini, Rahama, Jagatsinghpur, Odisha-754140	03.01.2022 to 05.01.2022
17	Dr. Kumar Parag	JNV, Darbhanga, Bihar JNV, Madhepura, Bihar	20.12.2021 to 24.12.2021
18	Dr. Kalinga Ketaki	JNV, Koraput, Odisha, Pin-764 021 JNV, Rayagada, Odisha, Pin-765018	17.01.2022 to 22.01.2022
19	Dr. Debabrata Bagui	JNV, Hoogly, West Bengal JNV, Dakshin Dinajpur, West Bengal	17.01.2022 to 22.01.2022
20	Dr. S. Kapoor	JNV, Bikram, Patna, Pin-801 104 JNV, Vaishali, Bihar, Pin-844 123	17.01.2022 to 22.01.2022
21	Dr. D. Krishnan	JNV, Balasore, Bagudi, Minsowahan, Balasore, Odisha-756045 JNV, Bhadrak, Chandimal, Sipur, Bhadrak, Odisha-756125	20.12.2021 to 24.12.2021

No.	Name of the Faculty Members	Name of the JNV	Period
22	Mr. A.K. Saha	JNV, Alipaduar, West Bengal JNV, Birbham, West Bengal	10.01.2022 to 15.01.2022
23	Ms. Rupa Gupta	JNV, Muzaffarpur, Kharanadih, Patahi, Muzaffarpur, Bihar, Pin-843113	10.01.2022 to 15.01.2022
24	Dr. Sweta Sandilya	JNV, Samastipur, Biraoli, Dist-Samastipur, Bihar, Pin-848113	17.01.2022 to 22.01.2022
25	Dr. Upasana Ray	JNV, Purulia, Dabar-Balrampur, Dist-Purulia, Pin-723103	31.01.2022 to 02.02.2022
26	Mr. Harichandan Kar	JNV, Bankura, Kalpathar, Dist-Bankura, W.B. Pin-722146 JNV, East Midnapur, West Bengal	17.01.2022 to 22.01.2022
27	Ms. Kalpana Priya	JNV, West Singhbhum, Botampur, Jharkhand, Pin-833215 JNV, Koderma, Jharkhand	17.01.2022 to 22.01.2022
28	Dr. P.K. Gupta	JNV, Deogarh, Jharkhand, Pin-814113	03.01.2022 to 05.01.2022
29	Ms. Saraswati Maharana	JNV, Ganjam, At-Surangi, Dist- Ganjam, Odisha-761037 JNV, Bargarh, Paskamal, Dist- Bargarh, Odisha-768039	03.01.2022 to 08.01.2022
30	Ms. Misamita Som	JNV, Bardwan, Sect-2A, Badhan Nagar, Durgapur, WB-743212 JNV, Nadia, West Bengal	10.01.2022 to 15.01.2022
31	Ms. Sejati Chowdhury	JNV, Jamtara, Jharkhand, Pin-814158 JNV, Dumka, Hansaliba Village, Dumka, Jharkhand	17.01.2022 to 22.01.2022
32	Ms. Shalpee Dhali	JNV, Nyagarh, Odisha	03.01.2022 to 05.01.2022
33	Dr. Sangram Keshari Mohanty	JNV, Boudh, Odisha, Pin-762026	05.01.2022 to 07.01.2022
34	Dr. Prayabrata Mukhi	JNV, Sambalpur, Odisha, Pin-768025 JNV, Jharsuguda, Odisha, Pin-765018	20.12.21 to 24.12.2021

The period of their deputation including journey period for the aforesaid purpose will be treated as on-duty. TA/DA will be paid by this Institute as per Council's norms. They are requested to submit their approved tour programme prior to their onward journey for transmission to Accounts Section.

This issues with the approval of the competent authority.

  
(Puskar Behera)  
Administrative Officer

Copy to:-

1. Faculty concerned (34)
2. The Head, DI/ERSM/DESSH/DEE, RIE, Bhubaneswar.
3. The Accounts Section, RIE, Bhubaneswar
4. Office Order File.

# Orientation to School Principals/ teachers and students

**REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR**  
(National Council of Educational Research & Training)

**Internship in Teaching of B.A. B.Ed. and B.Sc. B.Ed. Semester-VII from 29.10.2021 to 06.11.2021**  
(For cooperating schools and student teachers)

<b>Inauguration of Pre-Internship Orientation Programme</b>			
<b>Day – 1, Date : 29.10.2021 (Friday)</b>			
<b>Time</b>	<b>Theme</b>	<b>Venue</b>	<b>Facilitators</b>
09.30 AM to 12.00 (B.Sc. B.Ed.)	Registration Inauguration Welcome Address Concept and Purpose of Field Engagement Different Activities of Internship Programme Address by I/c Principal	New Auditorium	Dr. Arup Saha Prof. M. K. Sathpathy Prof. A. K. Mohapatra Prof. B. N. Panda Prof. I. P. Gowramma Prof. S. Sahoo
12.00 AM to 1.00 PM (B.A. B.Ed.)	Registration Inauguration Welcome Address Concept and Purpose of Field Engagement Different Activities of Internship Programme Address by I/c Principal	New Auditorium	Dr. Kalinga Ketaki Prof. Ritanjali Dash Prof. B. N. Panda Prof. I. P. Gowramma Dr. Rasmi R. Sethy Prof. S. Sahoo Dr. Sonalee Biswal
<b>Day – 2, Date : 01.11.2021 (Monday)</b>			
09.30 AM to 11.30 AM	Concept and Purpose of Field Engagement : Internship Activities of School Internship	New Auditorium	Prof. B. N. Panda Prof. I. P. Gowramma
11.45 AM to 01.00 PM	Unit Plan and Content Analysis	New Auditorium	Prof. Laxmidhar Behera Dr. Rasmi Rekha Sethy
2.00 PM to 3.30 PM	Lesson Plan, Lesson Notes and Concepts Map	New Auditorium	Dr. Rasmi Rekha Sethy Dr. Upasana Ray
3.45 PM to 5.30 PM	Group Activity on Preparation of Unit Plan, Lesson Plan, Lesson Notes and Concept Map	New Auditorium	Prof. Ritanjali Dash Prof. Manasi Goswami
<b>Day – 3, Date : 02.11.2021 (Tuesday)</b>			
<b>Conference of Cooperating JNV Heads and Teachers</b>			
09.30 AM to 10.00 AM	Registration of Cooperating JNV Heads and Teachers (Online)	New Auditorium	DESSH, DESM, DEE
10.00 AM to 11.30 AM	Interaction with Principals and Teachers of Cooperating JNVs	New Auditorium	Principal, Dean(I), Dean(R), Prof. H. K. Senapaty, Head, DESSH, DE, DESM, DEE and Coordinators



11.45 AM to 01.00 PM	Modalities of Internship, Role and Responsibilities	New Auditorium	Prof. I. P. Gowramma Prof. Laxmidhar Behera
2.00 PM to 3.30 PM	Peer / Mentor Classroom Observation & Preparation of Learning Resources	New Auditorium	Prof. S. K. Dash Dr. Rasmi Rekha Sethy
3.45 PM to 5.30 PM	Internship from the Perspective of NEP 2020	New Auditorium	Prof. H. K. Senapaty Prof. B. N. Panda Dr. L. D. Behera

**Day – 4, Date : 03.11.2021 (Wednesday)**

09.30 AM to 1.00 PM	Art and Sports Integration School Education	Old Auditorium	Prof. P. C. Acharya Dr. Rasmi Rekha Sethy
2.00 PM to 3.30 PM	ICT Integration in Pedagogy	Old Auditorium	Prof. S. P. Mishra Prof. R. K. Mohalik
3.45 PM to 5.30 PM	Group Activity on Preparation of ICT Integrated Lesson	Old Auditorium	Prof. Manasi Goswami Dr. Upasana Ray Mr. Pramod Gupta

**Day – 5, Date : 06.11.2021 (Saturday)**

09.30 AM to 10.30 AM	School Profile and Organization of Activities in the School	New Auditorium	Prof. I. P. Gowramma Dr. E. Gangmei Dr. Kalinga Ketaki
10.30 AM to 11.30 AM	Student Anticipation Reflection Guide and Reflective Diary and Action Research	New Auditorium	Prof. Laxmidhar Behera Prof. Prithish Acharya Prof. Dhanalaxmi Dash
11.45 AM to 01.00 PM	Assessment Strategies : Assessment Profile	New Auditorium	Prof. R. K. Mohalik Dr. Dhanya Krishnan
2.00 PM to 3.30 PM	Creating Teacher Identity : Field Engagement as a Medium	New Auditorium	Dr. Rasmi Rekha Sethy Dr. Kalinga Ketaki Dr. Upasana Ray
3.45 PM to 5.30 PM	Reflection, Group Leader Section and Summing-up	New Auditorium	Prof. M. K. Satpathy Prof. Ritanjali Dash Dr. Kalinga Ketaki

**Dr. Kalinga Ketaki**  
Coordinator

**Mr. Arup Saha**  
Coordinator

**Prof. Sandhyarani Sahoo**  
Overall Coordinator

**Principal**

Copy to :

1. APC to Principal
2. Dean of Instructions and Dean of Research
3. Heads of Depts. (DESSH, DESM, DE, DEE)
4. All Facilitators
5. In-charge of Sections (Academic Section, C&W Section & ICT Studio)
6. Coordinator of B.A. B.Ed., B.Sc. B.Ed. and Two Year B.Ed.
7. Office Copy

**REGIONAL INSTITUTE OF EDUCATION (NCERT) BHUBANESWAR-751022**  
**Conference of Two Year B.Ed. Programmes from 29.10.2021 to 6.11.2021**  
**For Student Teachers (29.10.2021 to 6.11.2021)**  
**For Cooperating Schools and Student Teachers (03.11.2021)**

<b>For Student Teachers (29.10.2021 to 6.11.2021)</b>			
<b>DAY 1- Date : 29.10.2021(Friday)</b>			
<b>Time</b>	<b>Theme</b>	<b>Venue</b>	<b>Facilitators</b>
2.30 pm- 5.00pm	Registration	OA	DE/DE
	Inauguration Field Engagement activities of RIE for Teacher Development		Principal, Dean(T),Dean (R) Prof. H.K. Samapati Head, DE, DESSII, DESSM, DEE Coordinators
<b>DAY 2-Date : 01.11.2021(Monday)</b>			
9.30 am – 11.30 am	Concept and Purpose of Field Engagement: Internship Activities of School Internship	OA	Prof. L. P. Gowramma Prof L. Babara Rapporteurs: Pratyush R Sahoo, Raj Kinshori Rout
11.45 – 1.00 pm	Unit Plan and Content Analysis	OA	Dr. Dhanya Krishnan Dr. Sweta Sandhya Rapporteurs: Ma P.Arham, Ma H.Senapati, Sabyasachi Das, Niharika Panda
2.00pm -3.30 pm	Lesson Plan, Lesson Notes and Concept Map	OA	Prof. M.Gowami Dr D Krishnan Dr Upasana Ray Mrs K.Priya Dr P.K.Gupta Rapporteurs: Ma Sonali S Sahoo and Manu Kumar Tripathy
3.45 pm-5.30 pm	Group Activity on Preparation of Unit plan, Lesson Plan Lesson Notes and Concept Map	OA	Dr. Dhanya Krishnan Dr Upasana Ray Mrs K.Priya Dr P.K.Gupta Rapporteurs: Ma Sonali S Sahoo and Manu Kumar Tripathy
<b>DAY 3(02.11.2021, Tuesday)</b>			
9.30am- 11.15am	ICT Integration in Pedagogy	OA	Prof R.K. Mohalik Prof S.P.Mishra Rapporteurs: Pratima Arham, Dr Sweta Sandhya
11.30 am to 1.00 pm	Group activity on preparation of ICT integrated Lesson	OA	Dr Upasana Ray Rupa Gupta Sonali S Sahoo Pramod Gupta
2.00 pm -5.30 pm	Art and Sports Integrated School Education PA & RRS	OA	Prof. P.C.Acharya Dr. R. R. Sethy Rapporteurs: Ma Manrita Soni & Dr P.K. Gupta

DAY 4 Date : 03.11.2021(Wednesday) Conference for Cooperating JNV Heads and Teachers			
9.30 am-10 am	Registration of Cooperating JNV Heads and Teachers(Online-google form)	New Auditorium	DE,DEE
10 am -11.30 am	Interaction with Principals and teachers of Cooperating JNVs	New Auditorium And online	Principal, Dean(D), Dean(R) Prof H.K.Senapati Head, DE, DESSH, DEISM, DEE Coordinators Rapporteurs: B.Senapati, Harichandan Kar
11.45am -1pm	Modalities of Internship and role, responsibilities	New Auditorium And online	Prof. L. P. Gowramma Prof L. Debra Rapporteurs: Niharika Panda, Sarawati Mahanna
2pm-3.30 pm	Peer/ Mentor Classroom Observation & Preparation of Learning Resources	New Auditorium	Prof. Animesh Mohapatra Dr E.Ganeshi Rapporteurs: Mr Khageswar Dhari & Subyashchi Das
3.45 pm - 5.30pm	Internship from the perspective of NIP 2020	New Auditorium	Prof. B.N.Panda Prof. L. Debra Rapporteurs: Dr Harichandan Kar Mr Sarawati Mahanna
DAY-5 (06.11.2021, Saturday)			
9.30 am -10.30 am	School Profile and Organization of Activities in the School	CA	Prof L.P.Gowramma Mr Mounita Som Rapporteurs: Niharika Panda, Kalpana Priya
10.30 – 11.30 am	Student Anticipation Reflection Guide & Reflective Diary and Action Research	CA	Prof L. Debra Rapporteur: Mr P.R.Sahoo
11.45 am- 1.00pm	Assessment strategies: Assessment Profile	CA	Prof H.K. Senapati Prof R.K.Mohalik Rapporteurs: Dr U.Ray and Sonali S Sahoo
2.00pm-3.30 pm	Creating Teacher Identity :Field engagement as a medium	CA	Shri A.Mishra Rapporteurs: Dr Shweta, Manzi Tripathy
3.45pm- 5.00pm	Reflection, group leader selection and Summing up	CA	Coordinators

(Coordinator)

(Principal)

Copy to:

(1)APC to Principal(2),Dean of Instructions(3),Heads(DE,DEE,DEISM,DESSH)(4) All members (5)Ac Academic Section(6) Coordinators of BAIED and BSC.BEID(Internship) for information (7) office file

Streamling mode/s of assessment of student performance

Guidelines

नवोदय विद्यालय समिति  
मानव संसाधन विकास प्रशासन  
विद्यालय विकास विभाग  
एन.ए. बंगला  
एन.ए. बंगला, नवोदय, पिन- 751 001  
फ. नं. 12-7/2012-NVS(Trg)



Navodaya Vidyalaya Samiti  
Ministry of Human Resource Development  
Scheme of Navodaya Vidyalaya  
Government of India  
एन.ए. बंगला, नवोदय, पिन- 751 001  
फ. नं. 12-7/2012-NVS(Trg)

Date: 07.07.2012

To

The Dy. Commissioner,  
All Regional Offices.

Sub: Permitting Teacher Interns from RIE for Internship in JNVs.

Sir/Madam,

With reference to above stated subject, it is to recall that some request have come from RIE for permitting students interns in JNVs for internship for a period of 30-45 days. Permissions have already been given. It is further pointed that necessary instructions have been issued to the JNVs regarding the same with detailed guidelines on how to handle the internship programme in the JNVs. However, some of the guidelines which may be of good use are being communicated herewith for supporting the said activity in JNVs.

1. Permitting interns in the JNV may be viewed as an opportunity to transfer the future generation of teachers. Through this our regular teachers will get the chance to train the future generation of teachers in all aspects of the cycle of the teachers in Navodaya Vidyalaya System.
2. The regular teachers in the NV should be able to hand hold the interns encouraging them to learn all the aspects of teaching learning testing and evaluation, residential components, co-scholastic activities, Self study classes, remedial teaching and expertise in the particular framework and concepts.
3. Teacher interns will be permitted to teach the concepts in those subjects as permitted by the teacher concerned.
4. Teaching by the interns will take place in the presence of teachers of JNV in the classroom, as a co-teaching mode so that the regular teacher may supplement and complement the required factors. Therefore, the subject teachers should invariably be present to ensure the teaching learning process inside the class takes place at the desired level and the components of formative assessment are also followed as per CISE norms.

### GUIDELINES FOR TEACHER INTERNS IN DNVs

#### Professional Responsibilities of Teacher Interns

- 1. The teacher intern must be ready for teaching & learning responsibilities, and the standards and expectations should reflect the seriousness of this responsibility.
- 2. The Teacher Intern must behave in a professional manner at all times, respecting the confidentiality, reliability, and integrity of the school and the community.
- 3. The Teacher Intern should exercise his/her authority and responsibilities in the following ways:
  - a. Respect the student as a person
  - b. Recognize the worth of each student
  - c. Recognize what is reasonable to expect from students in terms of maturity, motivation and responsibility and
  - d. Transfer leadership to the students gradually
- 4. The Teacher Intern should adopt teaching and classroom procedures as suggested by the supervising teacher. However, to meet the changing needs of the class, they may be developed. Other strategies may be utilized in the evaluation of the supervising teacher.
- 5. The Teacher Intern should cooperate in collecting records of student performance, including observations of behavior, achievement data, disciplinary measures, etc. and assume the responsibility for handling confidential information.
- 6. The Teacher Intern should strive to meet or exceed the DNV's expectations and the assigned school's dress code while on the premises at an authorized job site.

#### II. What is expected of a Student Intern?

- Teacher Interns are expected to take a proactive approach to their own learning and to participate constructively in a total range of professional experiences.
- They engage fully in the life of the school and take active and constructive roles in learning and work alongside other teachers.
- They are expected to seek out and accept, not be afraid of, constructive feedback from their supervising teachers and others.
- It is expected that Teacher Interns will ensure that their history is a supported one consistent with their stage of development. This should be done in line with DNV's own standards and the policies of the host school (in particular homework, attendance and other relevant teaching and learning policies). In doing so, they should always be conscious that pupils'/students' needs are paramount and that a day of their studies.
- At all times, a school community will expect that a Teacher Intern will engage with a 100% commitment and standards. However, regard for the values and standards set out in the Code of Professional Conduct for Teachers and for the school's code of conduct, child protection policy, Gender Equality and other relevant policies.

#### III. Roles of Student Interns in DNVs

DNV only should not expect the student intern would have all these roles simultaneously under the guidance of supervised teachers of DNVs. The maximum is 20% include:

- 1. Teaching of subject or specific topic lessons
- 2. Understanding & conducting self-reflection & reflective assessment
- 3. Manage work of supervised study classes & research teaching
- 4. Learning how to support & monitor school activities
- 5. Participate in a Learning Assembly & other school activities
- 6. Understanding and participating in professional support committees

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

**REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR-751022**

**INTERNSHIP IN TEACHING**

**Student Teaching Profile**

Name of the Cooperating JNV:

Class:                      Subject:

Topic:

Period:

Date:

Name of the Student Teacher:

Name of the Course: **B.Sc.B.Ed.**

Roll No:

Name of Supervisor/Mentor Teachers:

SI No	Aspects/ Criteria	Rating: Very Poor to Excellent (1-10)									
		1	2	3	4	5	6	7	8	9	10
1	<b>Lesson Planning:</b> (Concept map is prepared by indicating relations between and among concepts/ideas, learning objectives are stated in behavioural terms, appropriate learning resources/methods are identified )										
2	<b>Introducing Lesson:</b> (Readiness among students created, suitable climate set in classroom, appropriate techniques used for introducing lesson)										
3	<b>Presentation of Topic:</b> (New topic is presented with simple and interesting ways, appropriate learning resources are used, appropriate strategy is used for teaching )										
4	<b>Participation of Students:</b> (Students are involved by asking questions, class work and group work are undertaken, interaction among peers/ teachers )										
5	<b>Classroom Management:</b> (Equal opportunity to all students, reinforcement for continuous participation, management of student activity )										
6	<b>Assessment:</b> (Students understanding is assessed during and at end of teaching, all learning objectives are evaluated, asked questions that encourage divergent thinking, creative and critical thinking among students)										
7	<b>Overall Personality:</b> ( Proper speed, intonation and pitch, pleasing appearance, positive manners and confidence)										

**Signature of Supervisor/Mentor Teacher**

**REGIONAL INSTITUTE OF EDUCATION (NCERT), BHUBANESWAR-751022**  
**INTERSHIP-IN TEACHING**

Supervision and Monitoring Report of B.Sc.B.Ed..

Name of the JNV .....

Name of the Institute Supervisor.....

Period of Supervision From.....To.....

**Details of Monitoring and Supervision**

Name of the Student	Class and Roll No. (Arts/Science)	Pedagogy Subjects	Programme in different activities								
			Unit plan	No of Observation of regular teachers classes	No. of lessons completed	No. of peer lesson observation completed	Achievement Test Report	Learning resources Report	Action Research	School site and activities	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											

**N. B.:** Please submit one copy to the programme Coordinator after your visit.

**Signature of the Supervisor(s)**

**Regional Institute of Education, Bhubaneswar-751022**  
**Activity Schedule for Internship**  
**From 29<sup>th</sup> October 2021 to 18<sup>th</sup> February 2022**

<b>Sl No</b>	<b>Name of Activity</b>	<b>Schedule</b>
1.	Reporting to the cooperating JNVs	9.11.2021
2.	Collecting time table and consultation with cooperating teacher	10.11.2021
3.	Maintaining reflective diary	From 10.11.2021
4.	Observation of classes of regular teachers	From 12.11.2021
5.	Development of unit plan	From 12.11.2021
6.	Taking regular classes	From 19.11.2021
7.	Peer observation	From 19.11.2021
8.	Selecting action research problem	Fourth week of November 2021
9.	Completion of peer observation classes	30.11.2021
10.	Completion of at least 10 lessons in both subjects	4.12.2021
11.	Completion of 30 lessons in each pedagogy subject	22.12.2021
12.	Development and finalisation of student assessment/Achievement test	First week of January 2022
13.	Administration of student assessment	Second week of January 2022
14.	Action research interventions	Second week week of January 2022
15.	Completion of action research and reflection	25.1.2022
16.	Completion of 50 lessons in each pedagogy subjects	25.1.2022
17.	Completion of 60 lessons in each pedagogy subject(with 10 lesson notes each)	10.2.2022
18.	Completion of school observation process	12.2.2022
19.	Counter signature of Principals on all records	12-14February 2022
20.	Relieving order from the Principals	17-18 February 2022
21.	Reporting back to the Institute	20.02.2022
22.	All records to be submitted to the Coordinators.	On or before 10 am of 21.2.2022
23.	Post internship conference and reflection sessions	21-24 February 2022

**Coordinators, Internship-in-Teaching**



**Regional Institute of Education, Bhubaneswar**  
**Final Internship Reflection**

Name of the Student Teacher \_\_\_\_\_

Roll No \_\_\_\_\_

These reflection questions ask you to connect your learning experience to key competencies of Experiential learning.

- Reflection, Critical Analysis, and Synthesis
- Opportunities for students to take initiative, make decisions, and be accountable for the results
- Opportunities for students to engage intellectually, creatively, emotionally, socially, and/or physically
- Designed learning experiences that include the possibility to learn from natural consequences, mistakes, and successes

To support your reflections with concrete examples make reference to your weekly journal and feedback from mentors/ supervisors, and feel free to reference achievements, challenges, and observations. Your response to each prompt should be 250--500 words.

1. Please evaluate ways in which you achieved or struggled with each of the learning goals you set in your proposal.
2. If you were to continue the experience, what learning goals would you set now and what strategies would you use to achieve them?
3. What contributions did you make through this activity? What did you do that seemed to be effective and what personal strengths did you discover?
4. Identify and describe an example of a different decision or action you could have made and discuss the potential impact of such a change. What areas for personal improvement did you find through the experience?
5. How has this experience affected your development as a student and emerging professional, and how might it influence your approach to academics, work, and career in the future?

Your feedback on your internship site will help us continue to provide interns with high quality experiences.

1. Please describe your experience of the site. In what ways has it been positive or negative? Why?
2. Would you recommend this site for future interns? Why or why not?

**Activity Schedule for Internship  
From 29<sup>th</sup> October 2021 to 18<sup>th</sup> February 2022**

<b>Sl No</b>	<b>Name of Activity</b>	<b>Schedule</b>
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**Coordinators, Internship-in-Teaching**

**REGIONAL INSTITUTE OF EDUCATION (NCERT), BHUBANESWAR-751022**

**OVERALL ASSESSMENT OF TRAINEE BY THE PRINCIPAL OF COOPERATING SCHOOL**

Name of the Principal:

Name of the School:

Name of the Course: **B.Sc.B.Ed.**

<b>Roll No</b>	<b>Name of the Student Teacher</b>	<b>1* (2)</b>	<b>2** (3)</b>	<b>3*** (2)</b>	<b>4**** (3)</b>	<b>Total (10)</b>

**NB: This form is to be sent in a closed cover to the Coordinator, Internship in Teaching, RIE, Bhubaneswar-751022. Please specify the course i.e.B.Sc.B.Ed.**

1\*-Personal characteristics in terms of punctuality, initiatives, self confidence, capacity to manage class, relationship with school staff, cooperativeness etc.

2\*\*-Participation in co scholastic activities such as games and sports, cultural activities, science/literary exhibition, participation in special programmes, community service etc.

3\*\*\*-School work, arrangement of classes, laboratory, library work etc.

4\*\*\*\*-Teaching: Preparation of lesson, classroom teaching, correction of students work, testing and reporting, originality and novelty in teaching.

**Name and Signature of the Principal with Seal**

# Exposure to variety of school set ups

## Multicultural Placement Programme of B.Sc. B.Ed (VI Sem) 2021-2022

Programme Coordinator

**Dr. Sourabh Kapoor**

Assistant Professor of Mathematics

RIE (NCERT), Bhubaneswar



**Regional Institute of Education**  
(National Council of Educational Research and Training)  
Bhubaneswar : 751022

**March 2022**

Academic Report on  
Organisation of Multicultural Placement Programme  
for Four-Year B.A. B.Ed. Students (2021-22)

PAC Code : 24.23

Coordinator :  
Dr. Debabrata Bagui



**Regional Institute of Education**  
(National Council of Educational Research and Training)  
Bhubaneswar : 751022

March 2022