

#### MIER College of Education (Autonomous)

Accredited by the NAAC with 'A+' Grade

## Criteria II- Teaching- Learning and Evaluation

#### KEY INDICATOR- 2.4 COMPETENCY AND SKILL DEVELOPMENT

- 2.4.10 Nature of internee engagement during internship consists of-
  - 1. Classroom teaching
  - 2. Mentoring
  - 3. Time-table preparation
  - 4. Student counseling
  - 5. PTA meetings
  - 6. Assessment of student learning home assignments & tests
  - 7. Organizing academic and cultural events
  - 8. Maintaining documents
  - 9. Administrative responsibilities- experience/exposure
  - 10. Preparation of progress reports
  - 2. School-wise internship reports showing student engagement in activities claimed

# I. PLANNING, TEACHING, ASSESSMENT OF CLASSROOM ACTIVITIES

### **Summary of Lessons Delivered**

S. No.	Approaches to Lesson Plan Used	No. of Lessons Planned	No. of Lessons delivered	No. of Lessons Assessed
1.	Herbartian			
2.	RCEM	30	30	
3.	Constructivist	10	I O	
4.	ICT	4	4	
5.	No. of Observation Less	ons: 10	10	

### II. INTERACTION WITH SCHOOL TEACHERS

#### ATTACH PHOTOGRAPHS



"INTERACTION WITH SCHOOL TEACHERS"

#### **BRIEF INTERACTION SUMMARY**

In the interacted with the teachers of MIER College of Educator, B.C. Road Jammu In the interaction session is was acquainted with various teaching methodology and different etsategies; problems faced by the teachers and how they overcome various situations under different circumstances. They shared how students have lost interest in class scom. Also, they discussed various teaching strategies like the class scom, cooperative teaching, group discussion, etc for supervisor better understanding and Jearning of the (Signature) students. They also made us aware about how they acquainted with and adopted various stratergies under all perent circumstances.

#### V.

### TIME-TABLE FRAMING

The School time table is a mirror which reflects the entire educational programme followed in the school. Time table is an outline of the day's work undertaken by the institution. Every class has its own time table indicating the distribution of subjects/activities with teachers involved in each activity, time, length and number of intermissions etc. The different types of time table followed in the School are

- 1. General time table
- 2. Teacher wise time table
- 3. Class wise time table
- 4. Substitute time table

#### **GUIDELINES**

The following points should be kept in view while framing class time table.

- a) Ensuring suitable duration of periods;
- b) Providing the most appropriate work for each teacher;
- c) Providing variety in terms of change of work to avoid fatigue;

Adding an element of flexibility keeping in view- the age, physical conditions and the needs of children

## TIME TABLE (Sample Copy)

1



## MODEL ACADEMY THE PRESTIGIOUS SCHOOL OF MIER

QF: NO 07 DATE: 06/04/202

Class wise Time Table Session 2023-24

Class	I	II	III	
th A	Math (1,2) Jyotika S. Sc (3-5) Nitika	Games (1) NPT French – (2) Deepika Sc.( 3-5) Reeti	Math (1-5) Jyotika	IV Hindi/Urdu (1-4) Mamta /Zahida Games (5) NPT
	X		BREAK	
	V S.Sc (1-3) Nitika Hindi/Urdu (4-5) Mamta/Zahida	VI Science (1,2,5) Reeti Comp (3,4) Vinita	VII Eng (1-4) Ramneet Comp (5) Vinita	VIII Art (1) Neeraj Lib (2) Sunita Eng (3-5) Ramneet



## MODEL ACADEMY THE PRESTIGIOUS SCHOOL OF MIER

QF: NO 076 DATE: 06/04/2023

Class wise Time Table Session 2023-24

Class	I	II	III	
oth B	S. Sc (1-5) Samiksha	Sc (1,2) Reeti Math (3) Jyotika Comp (4) Vinita Games (5) NPT	English (1-5) N. T (C)	IV Math (1-5) Jyotika
	V S.Sc (1) Samiksha French (2) Deepika Hindi (3) Mamta Lib (4) Sunita Eng (5) N. T (C)	WI Math (1) Jyotika Comp (2) Vinita Eng (3) N. T ( C) Hindi (4,5) Mamta	AK VII Games (1) NPT Sc. (2-5) Reeti	VIII Hindi (1-3) Mamta Art (4) Neeraj Comp (5) Vinita



## MODEL ACADEMY THE PRESTIGIOUS SCHOOL OF MIER

QF: NO 076 DATE: 06/04/2023

Class wise Time Table Session 2023-24

Class	Math (1,2)	II	Ш	IV
th C	Palavi Sc. (3-5) Parul	Hindi (1,2) Asha Math (3-5) Palavi	S.Sc (1-5) Divya	French (1) Deepika  Eng (2,3) Ramneet  Hindi (4-5) Asha
	V	VI	VII	VIII
	Eng (1-5) Ramneet	Sc (1,2,5) Parul Math (3,4) Palavi	Comp (1,2,4) Vinita	Lib (1) Renu Games (2) NPT
5			Games (5) NPT Art (3) Neeraj	Hindi (3,5) Asha S.Sc (4) Divya



#### MODEL ACADEMY THE PRESTIGIOUS SCHOOL OF MIER

QF: NO 0 DATE: 06/04/202

Class wise Time Table Session 2023-24

Class	I	П	III	DATE: 06/0
th A	English (1-5) Ramneet	Math (1-5) Sakshi	French (1) Deepika Comp-(2,3,5) Vinita Games (4) NPT	S.Sc –(1-5) Poonam
	V Sc. (1-5) Reeti	VI	BREAK	VIII
		Eng (1-2) Ramneet Games (3) NPT S.Sc (4) Poonam Lib (5) Sunita	Math (1-2) Sakshi Hindi/Urdu (3-5) Samta/Zahida	Hindi/Urdu (1-3) Samta/ Zahida Sc-(4) Reeti Art (5) Neeraj



#### MODEL ACADEMY THE PRESTIGIOUS SCHOOL OF MIER

QF: NO 076 DATE: 06/04/2023

Class wise Time Table Session 2023 -24 Class II Ш Eng (1-5) N.T IV S.Sc (1-3) Poonam Sc. (1-5) Parul Games (1,2) NPT (C) Hindi (4-5) Asha French (3) Deepika Art (4) Neeraj Lib (5) Renu 7th B BREAK V VI VII Hindi (1-3) VIII Math (1-5) Sakshi S.Sc (1) Poonam Hindi (1) Asha Asha Comp (2,4) Tania S.Sc (4-5) Math (2,3) Sakshi Eng (3,5) N. T./C Poonam Sc (4) Parul Comp (5) Tania



## MODEL ACADEMY THE PRESTIGIOUS SCHOOL OF MIER

QF: NO 076 DATE: 06/04/2023

Class wise Time Table Session 2023 24

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## VI. PARTICIPATING IN AND ORGANIZING MORNING ASSEMBLY

It is a common practice in schools to begin the day's work with morning assembly where the entire body of school population assemble for common prayer or/and listen to the important announcements regarding school life or/and listen to the talks/speeches delivered. It is considered to be orderly, disciplined gathering and reflects the traditions, norms and values that the institution cherishes most. It provides an opportunity to develop desirable behaviour patterns and sense of belongingness. It is the duty of the organizers to make the assembly lively, motivating and purposeful. Everybody has to contribute to its success by adhering strictly to the well-defined jobs and responsibilities.

#### **GUIDELINES**

1. There should be a wide variety of activities in school assembly;

2. Good speakers talking on different aspects of school education especially on developing values and character of students should be invited to participate in assembly programmes;

3. Programmes should be well planned, regularly schedule at the same time of the

day preferably in the beginning of the day.

4. It should furnish opportunities for students to demonstrate their talent;

5. Adequate representation to the different sections of the student community and teacher community should be given in the programmes, on rotation basis, chalked out for the morning assembly.

### RECORD OF PARTICIPATION IN MORNING ASSEMBLY

,					
DATE	TIMII FROM	NGS TO	ANY SPECIAL FEATURE	OBSERVATIONS	SUGGESTIONS
24-07-23	7:30 AM	8:00 AM	Thought of the Day	in proper uniform	Every student stould be given chance to pourticipate
25-07-23	7:30 AM	8:00 AM	Physical excercise	Au students paruticipa	twice in a week
26-07-23	7:30 AM	8:00 RM	Conclucted	All students were participating enthusians	Random quiz test should be done in and outside classioom.
27-07-23	7:30 AM	D.CO HM	Cleanliness was checked	Some studients were in clivity unitoring and some had long now	e Every student should be in clean unipam.

## PHOTOGRAPHS OF INTERACTION/PARTICIPATION OF MORNING ASSEMBLY





"PARTICIPATION IN MORNING

SUPERVISOR (Signature)

AGSEMBLY"

## VII. PARTICIPATING IN AND ORGANIZING CO-CURRICULAR ACTIVITIES

Participation in co-curricular activities whether physical, academic, creative, literary, cultural and social, ensures an all-round development of the child so essential for him to become a worthy citizen of the society. It becomes imperative on the part of school authorities that they provide adequate facilities and opportunities to students to participate in these activities. The school programme should be comprehensive to include activities leading to wholesome development of students.

### Principles for organizing co-curricular activities

- 1. The justification for inclusion of an activity must be in terms of its utility;
- 2. Activities designed should be planned properly and supervised effectively;
- 3. Participation of students in these activities should be ensured;

### RECORD OF ACTIVITIES ORGANISED

S.No.	DATE	ACTIVITY	PARTICIPANTS	LEVELS CLASS LEVEL/SCHOOL LEVEL/INTER- SCHOOL LEVEL	RESULTS	OBSERVATIONS	REMARKS
1.	25/7/23	Badminton Competition	Between Class 10th Students	Class	Mean B was the winner	Putriponts were enjoying and Juliu and Juliu and Juliu	Good team work
2.	24423	Kho-Kho Competition	Class 9th Students	Class heveh	Team A was the winner	All the pauticipants were enthusias	Newy Good
3.	27/7/23	Yoga	Class 9th Students	Class heveh	wat osu	Active particip -ation of all etudents	- well clisciplined class

## PHOTOGRAPHS OF INTERACTION/PARTICIPATION OF ACTIVITIES ORGANISED





PARTICIPATION IN ACTIVITIES"

## VIII. PARTICIPATING IN AND ORGANIZING STAFF MEETINGS

For democratic administration of School, members of staff should occasionally meet to share their experiences for the benefit of the institution. These meetings provide opportunities to the staff for finding solution to the problems being faced by the staff. These meetings suggest unity among staff members and their concern for the professional growth of the institution. For smooth functioning of the institution and creating a conducive environment it is important that a consensus is arrived at with respect to the solution of its problems and drafting of futuristic programmes and plans. There is no better way than arriving at this consensus in staff meetings.

#### **GUIDELINES**

- 1. Agenda for the meeting should be well circulated;
- 2. Minutes of the meeting should be carefully recorded;
- 3. The subject discussed should be of interest to all present;
- 4. The meetings should be staff-centered and the problems for discussion should be child centered.
- 5. The atmosphere should be friendly so that one can express his opinion freely;
- 6. The opinion expressed by the members should be respected;

### RECORD OF PARTICIPATION IN STAFF MEETING

DATE 25/07/2023 TIME 11:0	DAM VENUE Staff Room
STAFF PRESENT	AGENDA ITEMS
1. Shivali Singh (Convener) 1.	Examination Schedule
2. Anandita Trakur Member	2. Substitute classes
3. Ankita Member	3. Paper tramework
4. Barbie Member	4. Activities Schedule
5. Manpreot Kour Member	5. Submission of Award Rolls
6. Asti Thakur Member	6. Discipline duties
7. Laxmi Dow Member	
8. Vasuaha Raim Member	
9 Sandeep Kour (Member Secre	etary)

#### PROCEEDINGS OF THE MEETING

A meeting of stall members was hel	d <u>uelated</u> to conduction
of examination A discussion regarding of	question paper
framing was done in which the whole	e agencia of examination
was thrown light upon including aille	went processes in the
meeting we discussed various sittir	g plane lox ail levent
classes that would be required aut	ing examination along
with the criteria followed for pap	ver marking moseover,
various activities that would make	teaching and Jeauning
more effective was discussed to	oe scheduled The
addition of High order thinking question	ns in exam paper
was also talked about along with	the allotment of autice
was sichayed to teachers to mainte	in discipline while
examination is being conducted	
Concluding the meeting the cuiteria to	ting aumission of aumucl
(NOTE: > The meeting ups conducted	emoothly and
various ideas and strategies	al aulement teachers
Jos different subjects was ad	objected in the
meeting Various kinds of S	reategies & methodo-
- logy were discussed to mo	the learning and
teaching more elective and	productive
Ne de la marie de la	
Dimuli.	Sandeep Kour
CONVENOR (Signature)	EMBER SECRETARY (Signature)

Mundoon STUDENT-TEACHER (Signature)

## PHOTOGRAPHS OF INTERTACTION / PARTICIPATION IN STAFF MEETING



INTERACTION WITH THE STAPP MEETING"

## IX. RECORD AS A SUBSTITUTE TEACHER

S. No.	Date	Class	Subject	Substitution For
<u> </u>	25/07/23	8th	mathematics	Viaushi
2.	25/07/23 27/07/23	qth.	English	Nisviroley Kouy
				* ¥ *
		j.		

## X. RECORD KEEPING OF ATTENDANCE REGISTER

Attendance Register is a very important document and a record of student's daily attendance. This is an important index for teacher to know the behaviour patterns of the students in his charge. It also tells about his regularity and punctuality. It is kept and maintained by the Incharge of the class. In the register, names of the students, roll numbers, admission numbers, parentage etc. are given. Daily attendance of the students is marked by the teacher by using different types of symbols 'P' for present, 'L' for leave, 'A' for absent. At the end of the month, summary of the whole page is prepared at the place provided for the same to analyze the attendance of each student.

#### **GUIDELINES**

- 1. Attendance should be marked for both the sessions, morning and evening;
- 2. The entries should be legible and cuttings should be avoided;
- 3. All the entries in the register should be recorded;
- 4. Holidays, vacation, Sunday etc. should be shown in the register
- 5. Attendance Register should be completed by the teacher concerned and signed by the Principal.
- 6. Attendance register should invariably remain with the teacher In-charge.

## ATTENDANCE REGISTER (Sample Copy)

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S.No	. 33	34	35	36	37	38	39	40 2	41 2	42 1	43 1		, , , , , , , , , , , , , , , , , , ,	- 10

Attendance Chart Report (Model Academy)
Generated By : J.K. Dhiman | Generated : 11-08-2023 11:13:02
Class : VIII A | Class Teacher Name : Manju Raina Vali | Month : Jul-2023 | Session : 2023-24 | Only enrolled students included of Students : 43
\* H - Holiday, P - Present, A - Absent, L - Leave, U - Unmarked, D - Deenrolled
\* H - Holiday, P - Present, A - Absent, L - Leave, U - Unmarked, D - Deenrolled

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### XI. RECORD KEEPING OF AWARD ROLLS

Maintenance of records is very essential in every institution. Records and registers are indispensable for school organization and administration. They are essential for the smooth and successful functioning of the school.

Innumerable things constitute the school records. It is important that records like admission withdrawal, attendance register, and school leaving certificates, cumulative record cards and report cards are maintained properly. They should be up dated all the times.

School records help the school authorities in locating each pupil's whereabouts, significant facts and figures; so as to make important academic and administrative decisions.

Maintenance of records helps a class teacher to know his pupil better in respect of behaviour patterns, and his academic and other achievements so as to provide rich learning experiences and adequate guidance. It also helps the pupil to know his standing, and work for betterment in keeping with his abilities, capacities etc.

### AWARD ROLLS (Sample Copy)

Aspane

SUPERVISOR (Signature)



#### LIST OF STAFF MEMBERS TEACHING CLASSES VI TO X.

S.NO	NAME OF THE STAFF MEMBERS	DESIGNATION
1	MAMTA KOUR	TGT HINDI
2	ANCHAL VERMA	TGT ENGLISH
3	PALAVI SHARMA	TGT MATH
4	VINITA GUPTA	TGT COMPUTER
5	SAMIKSHA DHINGRA	TGT S.SC
6	DIVYANI GUPTA	TGT ENGLISH
7 .	ASHA DEVI	TGT HINDI
8	DIKSHA SAJGOTRA	TGT C.S
9 .	ZAHIDA AKHTER	URDU TEACHER
10	DEEPIKA SHARMA	FRENCH TEACHER
11	PARUL SHARMA	TGT SC.
12	SIMMI GUPTA	TGT HINDI
13.	SAMTA DOGRA	TGT HINDI
14	PARVEN AKHTER	URDU
15	SAKSHI SHARMA	TGT MATH
16	NISHA ARORA	TGT MATH
17	PRIYANKA GUPTA	TGT ENGLLISH
18	MANJU VALI	PGT ENGLISH
19	SWATI GUPTA	TGT ENGLLISH
2.0	POONAM GUPTA	TGT S.SC
21	JYOTIKA BEDI	TGT MATH
22	REETI JAMWAL	TGT SC
23 ·	PREETI TRISAL	PGT S.SC
24	PRINCE SHARMA	TGT SC.
25	ARTI KHAJURIA	PGT MATH
26	DIVYA RATHORE	PGT SOCIOLOGY
27	SHEETAL .	PGT BIOLOGY
28	VIKAS KATAL	PGT I.P
29	NISHA SHARMA	PHE TEACHER
30	IMRAN AHMED	PHE TEACHER
31	NEERAJ MANHAS	PGT PAINTING
32	NARESH SINGH	PGT S.SC
-		

HIJ.K. More Assignments Examination Upload Marks UPLOAD MARKS (KINDLY REFRESH BEFORE UPLOADING MARKS FOR NEW SUBJECTS) Dit Subject Marks ~ 2023-24 Select Session Periodic Test I Select Exam ٧. VIII B L. Subject Marks Select Class Continus Social Science Select Subject 1.1 Single Subject J. Engle Subject Retresh Grade Subjects Marks Obtained Name Admission No. S.No. Da. Grade Subjects PTIMM - 40 d L Grade Subjects Sele v 40.00 Aarav Koundal 1117 Ab v Report Cards 0:00 ADITYA SINGH YADAV 2315 Sele v 40,00 Snow/Hate RC Agrim Mahajan 1119 Sele Y 40.00 AKSHRA SHARMA. Busic Details 2322 40.00 Sele v Alika Datta 1100 O.L. Basic Details 5 40.00 Sele v Alishba Rizwan U/L Basic Details 6 Sele v 19.00 Alokika Joshi 1099 For Employees Sele v 33.00 Anahita Gupta 1120 For Students Sele v 31.00 Angel Dogra 1452 Examination Results 40.00 Sele v Anshika Gupta 1110 10 Subject Wise Report Sele v 38.00 Anwita Ganju 0820 11 Subject Wise % Count Sele Y 40.00 Aradiya Hakhu 1112 Class Wise % Count St. 36.00 ATHARVAN SHARMA 2276 13 Abentees Report Sele v 35.00 Aviral Kohli 1096 Examination Results (XI-XII) 14 36.00 Sele v Ayush Verma Marks Verification Report 1392 15 37.00 Sele v internal Assessment Report Bani Kour 0823 16 Filled Marks Statistics 40.00 Sele v DAKSH BALI 17 Students' Subjects List Subject/ss.pictated With Students 40.00 Sele v Dinakshi Bhat 18 Exam Pattern 26.00 Sele v GARV SHARMA 2314 19 Teacher's Acad. Analysis Sele v 40.00 Ibadat Ullah 0824 20 40.00 Sele v Subject Wise Marks SMS Ishit Sharma 1098 Term Marks SMS 35.00 Sele v JATIN RAINA 2157 20.00 Sele v JIGNESH SETHI 23 1841 39.00 Sele v KUSHAR MOHD KHAN 2282

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### XI.. FRAMING OF QUESTION PAPERS

#### INTRODUCTION

The teacher, the parents and even the students are eager to know to what extent their efforts have been fruitful and for this formal and informal tests are most commonly used for assessment by teachers, administrators and guidance counselors.

#### **GUIDELINES**

1)	A Question Paper (written test) should contain a combination of essay type, structured
	questions, short answer type and very short answer type objective questions and the
	weightage should be decided before hand;

- ii) Questions asked should be strictly according to the syllabus prescribed;
- iii) The Questions should be spread over the entire syllabus.
- iv) Simple and clear language should be used to frame the Questions.
- v) Questions which require similar answers/concepts should not be repeated.
- vi) A key for the short answer type and objective type questions should be made;
- vii) Put questions which call for the exercise of various mental functions i.e., knowledge, skill, understanding, creativity and application.
- viii) Difficulty level of the Questions should be such that maximum children are able to attempt the Questions;
- ix) Questions having internal choice should be of the same difficulty level.
- x) Break up of marks should be specified in the Question paper;

#### **Question Paper**

		1	
Examination. On H-II	Year. 2023 Max	. Marks 30	Class 8th
Subject Mathemat			Paper Mathematics
Time Allowed . L. Lour	L		
Note			
All questi	ons are co	mpwsoku	••••••

Mathematics

Time alloted: 1 hour SAMPLE QUESTION PAPER

Marks 30

Class: 8th

^	<i>C</i>
Section A	(5x1=5)
Q1. Fill in the blanks:	
ci) The ratio 3:4 expressed as percentage is	
(ii) The sum of ab-bc, bc-ca and ca+ ab is	
di PX 31 LO TOOK SHOUPS (iii)	
(iv) The power of notation of -27/64 is	
(V) 17350 expressed in scientific notation is	
Section B	
Q2 Find cube yeart at 25x27x25x8 (	9x4 = 87
02. Find cube 400t of 25x27x25x8 (216x5	NOTO AND INC.
0.3 Factorise: ax - bx + au - bu	
Q3. Factorise: ax-bx tay-by Q4. Verily Euler's Jornula Jos a nexceponal	oxiam
as find a il:	0010110
05. Find p ij: $C-2)^{13} \div C-2)^{11} = C-2)^{2p}$	
Section C CL	1X2 = 8)
$06$ Simplify: $9^2 \times 3^3 \times 7^3$	1/2 - 0 )
06. Simplify: $\frac{2^2 \times 3^3 \times 7^3}{27 \times 4^{-2} \times 49}$	
Q7. Factorise:	and those of the boundary
$a^{4}-2a^{2}b^{2}+b^{4}$	
4. 10.	
Section D C4	.6 x 9 - Q )
08. An unbiased dice is thrown what's the	
ci) an odd number	paroising 8 gening
(iii) multiple of 3 (iii) a number goeater than 4	
	- Pa 1900
09. In how many years will Rs. 6250 am	
at 8% per annum compounded anually	
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Date 25.0.23 Checked by Moderator. Signature of Paper Setter Musicon

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#### XIII. <u>CRISIS MANAGEMENT</u>

During the tenure of my teaching practice, I foced a few problems while teaching and sometime had to follow certain alternatives in order to maintain Jeanning shythm and interest of the students. Finally, there was past ventilation in the classroom and due to which students were not able to pay proper attention. In order to overcome this issue; I engaged students in a group activity which included group discussion and this helped to maintain the students interest and also engaged students in Jeanning.

I Secondly, I observed due to wind flu injection there were number absentees and due to which students were not able to cope up with regular classwork. In order to overcome this issue, before starting the new topic, I revised the previous topic so that absentees could keep up with the class.

Thisally, students were not able to understand the topic without any necounce as it nequired Jew visual nepresentation by the clear concept. So, In order to overcome this issue i took the support of technical necounces like video played through projector and outso flashcands so that students can have cleaner concept.

IV hastly, the students seemed bit stressed out due to assignments and exam prep workload. To divert their mina, I planned Jun Jilled activities like sentence building, Jina the synonym in oxcler to make classroom environment light.