



Office of the Principal
GOVERNMENT COLLEGE OF EDUCATION

Institute of Advanced Studies in Education

CLUSTER UNIVERSITY, SRINAGAR

Maulana Azad Road Srinagar (J&K)

(NAAC RE-ACCREDITED GRADE "A" (CGPA 3.52))

Telephone No. : Fax: 0194 2479807 / Email: gcoe.sgr@gmail.com / http://www.gcoekmr.org



The HOI

No:GCOE/ASE/24/ 1950

Date: 24/8/2026

Sub: Conduct of internship for B.Ed. (Semester-04:Supplementary Batch-2026) in your institution.

Sir/Madam,

For the preparation of effective teachers for School Education department we are required to conduct internship that acquaints prospective teachers about various school levels ranging from ECCE, Elementary and Secondary Schools to Higher Secondary.

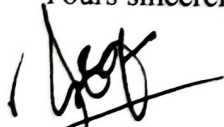
In the present semester our **B.Ed. (Semester-04:Supplementary Batch-2026) interns** are required to immerse themselves predominantly in teaching practice and other school pertinent school activities. In this regard, we are hereby deputing the interns to your school for the said internship starting from **August, 27, 2026 to September, 30, 2026.**

The Roll No's of deputed interns to your school are given in the internship school schedule attached herewith. They have to deliver 20 planned lessons formulated on the lesson plan book each in language and subject pedagogy.

Be assured that our interns will not disturb the academic atmosphere in your institution. We would highly appreciate monitoring and assessment of our interns at your end for the said period.

We are sure our interns will benefit under your tutelage. The faculty/mentor/coordinator from our institution will be visiting your school for guiding the interns and monitoring their progress.

Yours sincerely,


Principal

Copy to:

1. Director, School Education Department.
2. All concerned HOIs/coordinators/mentors
3. POT/Internship Committee/Office file



Internship Committee

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Schedule for Internship

B.Ed. Semester IV (Batch-2024 Supplementary)

The students of B.Ed. Semester IV (Batch-2024) are hereby informed that their in-school internship will be held from August, 27, 2026 upto September, 30, 2026. The deputed interns together with their Roll Nos, Schools, Team leaders and mentors are mentioned hereunder:

School	Roll Nos	TL/Techie	Mentor
Govt. Middle School Batamaloo	13, 14, 15, 10	TL : Ruvida Muzaffar (7889833398) Techie: Shogufta Majeed (9103310910)	Prof. Abdul Gani Kumar
Govt. High School Bemina	3, 6, 7, 8	TL : Uzma Rasheed (9796531986) Techie : Kaneez Akhtar (7889730327)	Prof. Mansoor Ahmad Lone
Govt. Girls High School Hazratbal	1, 2, 4, 5	TL : Mohd Naim ul haq (9797928267) Techie : Masrat Iqbal (6005893262)	Dr. Tawheeda Rasool
Govt. Girls High School Chattabal	12, 18, 19, 23, 01 (Backlog-Batch 2024-26)	TL : Ayat Shafi (9103030658) Techie: Asra Assad (9682194610)	Prof. Syed Shabana Shabir

Govt. Middle School Jawahar Nagar	9, 16, 17, 20, 21	TL : Fozia Manzoor (9103256866) Techie : Aksa Ashraf (6006789740)	Prof. Abdul Rashid Shiekh
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Instructions

For interns/TLs/Techies:

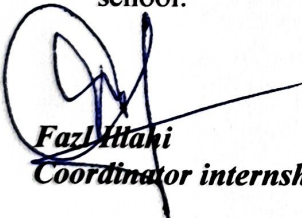
- ✓ Interns are required to formulate 20 lesson plans each in subject and language.
- ✓ Each lesson must to be legibly written on the lesson plan book issued by the college.
- ✓ Any lesson which is not written on the lesson plan book cannot be taken for demonstration. Lesson plans made on rough sheets will not be accepted. Each lesson must have a legibly mentioned date of delivery at the top of the lesson. This date must match with actual lesson delivery.
- ✓ No more than 01 lesson each in subject and language must be formulated for delivery on a particular day. Making more than one lesson is not permissible. Some students write 04-05 lessons in advance on the lesson plan book which is strictly prohibited.
- ✓ Learning resources (TLMs) must be taken care of for each lesson. Care must be taken for making attractive TLMs including static, working models & leveraging ICT.
- ✓ The interns must not disrupt the syllabus coverage in the classroom by teaching whatever they wish to teach. They must teach what is presently to be taught to the students.
- ✓ TLs must work diligently to ensure that lesson formulations and demonstrations take place as per time table. The time table must be formulated on the very first day of joining the school. TLs must also keep a record in soft form of their activities which could help the internship committee to make the Internship Bulletin for the present year.
- ✓ TLs can also work on carrying out some specific best practice in the school. Interns must work in collaboration under the team leader.
- ✓ In addition to teaching practice the interns are required to plan and organize various co-curricular activities during their stay in the school. However the first two weeks must be exclusively reserved for teaching practice.
- ✓ The record of activities conducted must be recorded on reflective journal (RJ). The reflective journal is to be maintained separately on loose sheets which must be bound up in a file cover at the end of the internship. RJs are accepted only in handwritten form. We would appreciate if some interns make a smart e-journal that includes well edited videos

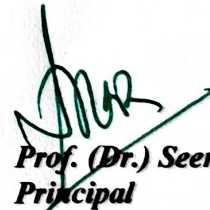
and photographs. E-RJs are accepted in typed form. A pdf soft copy must be submitted to the coordinator for upload on the college website.

- ✓ Techies must develop videos each day and submit for upload on social media. Techies could also make documentaries of whole internship at the end mixing all their previous videos for upload on the IASE YouTube channel.
- ✓ The internship must be conducted as per the attached criteria manual text attached herewith.
- ✓ The students must take advantage of IASE Mentorbot which has been specifically developed for internships. Each student must download and open their account on the bot. The internship committee can gauge the usage of bot by each intern during the period of internship, therefore, the bot must be optimally used.
- ✓ The usage of IASE mentor bot will be accounted for during assessments.

For Pedagogues/mentors:

- ✓ A blended mode of monitoring must be put in place in the form of personal visits and zoom meeting.
- ✓ The mentors must ensure punctuality & regularity of each intern under their mentorship.
- ✓ Mentors must mentor and guide the interns as per the need of each intern.
- ✓ The mentors are required to make on-spot formative assessment of the lessons demonstrated by interns. They must keep in mind CBAs for final assessment of internship.
- ✓ The coordinator could also guide TLs in conduct of useful and impactful activities in the school.


Fazl Ullahi
Coordinator internships


Prof. (Dr.) Seema Naz
Principal

No - CEOE/IASE/26/1931

Date 21/8/2026