

# PRE PRACTICE INTERNSHIP PROGRAMME

(17<sup>th</sup> July 2023 to 31<sup>st</sup> July 2023)

Date	Time	Activity	Resource Person/Teacher on Duty	Signature
17/07/23	9:00 A.M-9:30 A.M	Registration	Mrs.Manpreet Kaur Mrs.Harjeet Kaur	
	9:30 A.M-10:30 A.M	Inauguration Ceremony - Lamp Lightening - Introduction about Activities - Address by Principal Ma'am - Vote of Thanks	Dr.Gurwinder Singh	
	10:30- 11:30	Orientation about Internship Programme	Dr. Gurwinder Singh	
	11:30-12:00 P.M	-----Break----		
	12:00 P.M- 2:00 P.M	Macro Lesson Planning: Steps of Lesson planning according to Various approaches	Dr. Amandeep Kaur	
	2:00 P.M-2:50 P.M	Audio Visual Aids-Powerpoint	Dr.Jaspreet Kaur	
	2:50-3:00 P.M	.....Break.....	.....Break.....	
	3:00 P.M- 3:40	Hand on Experience (Computer Lab)		
18/07/2023	9:00 A.M- 9:10 A.M	Attendance	Mrs.Harjeet Kaur	
	9:10 A.M- 10:00 A.M	Preparation of Result by Using Ms.Excel	Mrs.Manpreet Kaur	
	10:10 A.M- 11:10 A.M	Planning and Preparation of Macro Lesson Plans	Dr.Kiran Duggal	
	11:10-11:30 A.M	-----Break----		
	11:30 A.M- 12:30 P.M	Behavioral Objectives	Dr. Manjeet Kaur	
	12:30 P.M-01:30 P.M	Teachings Skill: Black Board Writing	Mrs.Harjeet Kaur	
	01:30 P.M - 01:50 P.M	.....Break.....	.....Break.....	
	01:50- 2:50 P.M	Practice Session (Ms.Excel) Venue: Computer lab	Mrs.Manpreet Kaur	
	2:50-3:40 P.M	Practice Session –Macro Lesson Plan (Social Science/Science/Economics/Computer)	Concerned Subject Teachers	

	9:00 A.M- 9:10 A.M	Attendance	Dr.Geeta Kundi	
	9:10 A.M- 11:10 A.M	Model Based Lesson Plan Inductive Thinking Model (Hilda Taba)	Dr. Ajay Kumar	
	11:10 A.M- 12:10 P.M	Lesson Planning: Prose & Poetry (for Language students)	Dr.Jagminder kaur	
	11:10 A.M- 12:10 P.M	Planning and Preparation of Lesson Plan (Science and Math students)	Dr.Geeta Kundi	
	12:10-12:40 P.M	-----Break----		
	12:40 P.M- 2:40 P.M	Preparation and Practice of Model Based Lesson Plan	Concerned Subject Teachers	
	2:40 P.M-2:50 P.M	----- Break-----		
	2:50 P.M-3:40 P.M	Practice Session- Power Point Presentation Venue- Computer Lab	Mrs.Manpreet kaur	
20/07/2023	9:00 A.M- 9:10 A.M	Attendance	Dr.Geeta Kundi	
	9:10 A.M- 11:10 A.M	Planning, Preparation and Execution of Micro Teaching lesson Plans	Dr. Manjeet Kaur	
	11:10 A.M- 12:10 P.M	Administrative responsibilities- experience/exposure &Preparation of progress reports	Dr.Shally	
	12:10-12:40 P.M	-----Break----		
	12:40 P.M- 2:40 P.M	- Diary Form Lesson planning - Various forms of Time Table	Dr. Kiran Duggal	
	2:40 P.M-2:50 P.M	.....Break.....	.....Break.....	
	2:50 P.M- 3:40 P.M	Practice Session –Macro Lesson Plan (Language/Maths/commerce)		
21/07/2023	9:00 A.M- 9:10 A.M	Attendance	Mrs.Harjeet kaur	
	9:10 A.M- 11:10 A.M	Unit Test Based Lesson Planning: Preparation of Blue Print & Lesson Plan -Assessment of student learning – home assignments & tests -preparation of term papers	Dr. Sarvjeet Kaur	

	11:10 A.M- 12:10 P.M	Internee engagement during internship in conducting/assisting PTA/PTM Meetings and maintain records	Dr. Ajay Kumar	
	12:10-12:40 P.M	-----Break----		
	12:40 P.M- 2:40 P.M	-ICT Based Lesson Planning - Online Assessment Tools	Dr.Gurwinder Singh	
	2:40 P.M-2:50 P.M	Break	....Break	
22/07/2023	2:50-3:40 P.M	Preparation of Charts/Flash Card		
	9:00 A.M- 9:10 A.M	Attendance	Mrs.Harjeet Kaur Dr.Geeta Kundi	
	9:10 A.M- 10:10 A.M	Audio Visual Teaching Aids	Dr. Jagminder kaur	
	10:10 A.M- 11:00 A.M	Internee engagement during Internship in: -Classroom teaching -Mentoring -Student counseling	Dr.Sarvjeet kaur	
	11:00 A.M- 12:10 A.M	Effective Use of ICT in Teaching Learning Process	Dr. Jaspreet Kaur	
	12:10-12:40 P.M	-----Break----		
	12:40 P.M- 01:40 P.M	Model Based Lesson Plan Concept Formation Model	Dr.Geeta Kundi	
	01:40 -2:40	Organizing academic, Cultural, Sports and Community related events during Internship	Dr.Shally	
	2:40 P.M-3:40 P.M	Practice Session : Online Assessment Tools Venue: Computer Lab	Mrs.Manpreet Kaur	
24/07/2023	9:00 A.M- 9:10 A.M	Attendance	Mrs.Manpreet Kaur	
	9:10- 10:10 A.M	Effective use of social media/learning apps/adaptive devices for learning	Dr.Geeta Kundi	
	10:10 A.M-11:10 A.M	Identifying and selecting/ developing online learning resources	Mrs.Pushpinder Kaur	
	11:10 A.M- 12:10 P.M	Evolving learning sequences (learning activities) for online as well as face to face situations	Dr.Jaspreet kaur Dr.Jagminder Kaur	
	12:10 P.M-12:40 P.M	..... Break.....	.....Break.....	
	12:40-2:00 P.M	Administrative Setup and Functioning of CBSE and PSEB Schools		
	2:00 P.M – 3:40 P.M	-Valedictory Session-		

# Simulated Teaching Practice

28-07-2023 to 03-08-2023

9:00 A.M - 11:30 A.M

Pedagogy / 1

11:30 - 12:30 P.M

Break

12:30 P.M - 3:00 P.M

Pedagogy / 2

3:00 P.M - 3:45 P.M

Library / Computer Lab

## On the Spot Teaching Aid Preparation Competition

4<sup>th</sup> & 5<sup>th</sup> August 2023

4-08-2023

Pedagogy / 2

5-08-2023

Pedagogy / 1

## School Internship (Teaching Practice Phase)

7<sup>th</sup> August 2023 - 30<sup>th</sup> November 2023

## Post-Practice and Evaluation Phase

1<sup>st</sup> December 2023 - 10<sup>th</sup> December 2023

Internship Committee





Principal  
S. H. G. Harparkash College  
of Education for Women  
SIDHWAN KHURD (Dist)