



# All India Mahila Sangh

Registered Under Societies Registration Act 27 of 1975 Govt of Tamilnadu

Recognized by Women's Empowerment Act



## ASSESSMENT OF TEACHING COMPETENCY RECORD

### B.T.Ed – 1 Year (Semester Pattern)

**Purpose:** To document teaching practice, self-reflection, feedback, and evaluation in a comprehensive and standardized format.

### Content Structure of the Record

#### 1. Cover Page

- Name of the Institution:
- Title: Assessment of Teaching Competency and Records
- Name of the Student:
- Register Number:
- Teaching Subject(s):
- Name of the Mentor/Supervisor:
- Internship School Name:
- Session/ Year:
- Date of Submission

#### 2. Certificate by the Institution

Official declaration by the Principal and Subject Mentor certifying that the student has completed the required teaching practice and prepared the record.

#### 3. Acknowledgement

Expression of gratitude to the teaching staff, internship school faculty, peers, and others who supported the practicum.

#### **4. Table of Contents**

Organized list of sections with page numbers for easy navigation.

#### **Main Sections of the Record**

##### **Section 1: Introduction to Teaching Competency**

- Definition of Teaching Competency
- Importance of Teaching Competency in B.Ed.
- Objectives of Assessment
- Overview of Internship / Practice Teaching

##### **Section 2: Institutional Internship Details**

- Name and Address of the School
- Duration of Internship (Dates)
- Class Assigned (Grade level)
- Subject(s) Taught
- School Timetable and Period Allotment
- Mentor/Guide Details

##### **Section 3: Lesson Plans**

Each plan should be prepared using standard format.

For Each Lesson Plan Include:

1. General Information (Date, Class, Subject, Period, Duration)
2. Content / Topic
3. Instructional Objectives
4. Teaching-Learning Materials
5. Teaching Methods and Approaches
6. Teaching Process
  - Introduction
  - Presentation
  - Recapitulation
  - Evaluation Techniques
  - Blackboard Summary

## 7. Reflection / Self-Evaluation

Include at least 15–20 lesson plans (10 major + 10 minor if applicable)

### **SECTION 4: Teaching Aids (Photographic Evidence or Description)**

- Charts
  - Models
  - PPT slides
  - Worksheets
- (Attach photos or sketches of teaching aids used)

### **SECTION 5: Peer Observation Record**

- At least 5 peer lesson observations
- Include:
  - Name of Peer Teacher
  - Subject and Class
  - Date and Time
  - Observation Remarks (Strengths & Suggestions)
  - Signature of Observer

### **SECTION 6: Supervisor Observation and Feedback**

- Feedback given by School Mentor and B.T.Ed. Supervisor
- Include rubrics or checklist used by the observer
- Attach observation proformas (signed and dated)

## **SECTION 7: Self-Reflection and Evaluation**

- Daily Reflection (What went well, challenges faced, how you improved)
- Weekly Summary
- Final Reflection (What you learned, areas for growth, impact of internship)

## **SECTION 8: Sample Teaching Materials**

- Worksheets
- Assignments
- Handouts
- Assessment tools (quiz, tests, answer key)

## **SECTION 9: Assessment of Teaching Competency**

- Based on institutional rubrics or formats
- Include:
  - Communication skills
  - Content mastery
  - Classroom management
  - Use of ICT
  - Student engagement strategies
  - Assessment and feedback techniques

## **SECTION 10: Co-curricular and Community Activities (if any)**

- Details of any extracurricular events, awareness programs, or community service conducted during the internship

## **SECTION 11: Attendance Record**

- Intern's attendance log signed by the school and B.T.Ed. coordinator

## **SECTION 12: Conclusion**

- Summary of teaching practice experience
- Key takeaways
- Personal and professional growth during the internship

## **APPENDICES**

- Observation proformas
- Feedback forms
- Lesson plan templates
- Teaching evaluation rubrics
- Institutional internship guidelines

## **Instructions for Preparing the Record**

All students are expected to maintain their records in a neat, structured, and standardized format. Kindly follow the below guidelines strictly:

### **1. General Format**

- No. of Pages: Minimum 40 pages (excluding index and cover page).
- Paper: A4 size, ruled white paper or printed format issued by the institution.
- Binding: Spiral binding with transparent cover.

### **2. Font and Text Format (Should be typed)**

- **Font Type:** Times New Roman
- **Font Size:**
  - **Headings:** 14 pt (Bold, Underlined)
  - **Sub-headings:** 12 pt (Bold)
  - **Main Text:** 12 pt (Regular)
- **Line Spacing:** 1.5 lines
- **Text Alignment:** Justified
- **Margins:**
  - Left: 1.5 inch
  - Right, Top, Bottom: 1 inch

#### **4. Record Structure**

Each record should contain the following sections in order:

##### **1. Cover Page**

- Name of the Institution
- Title of the Record
- Name of the Student
- Roll Number / Register Number
- Course & Year
- Date of Submission

##### **2. Index Page**

- Serial Number
- Title of the Activity / Exercise
- Page Number

##### **3. Introduction** *(if required for the subject)*

##### **4. Each Activity / Task / Exercise** should include:

- Title
- Objectives
- Materials/Tools Used (if any)
- Procedure/Steps
- Observation/Execution
- Result/Outcome
- Reflection or Conclusion

##### **5. References / Bibliography** *(if applicable)*

## **5. Presentation Guidelines**

- Pages should be numbered.
- Maintain uniformity in formatting throughout the record.
- Avoid plagiarism – all content must be written in your own words.
- Illustrations, charts, or tables (if used) should be clearly labelled.

## **6. Submission**

- Submit on or before the specified deadline.
- Late submissions may lead to deduction of marks or rejection.