



All India Mahila Sangh

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MASTER OF EDUCATION (M.Ed.) INSTITUTIONAL INTERNSHIP MANUAL Semester II (MED08)

1. Introduction

The Institutional Internship Programme is a compulsory practical component of the M.Ed. programme. It provides opportunities for students to understand institutional administration, educational planning, research, assessment, and innovative teaching practices through supervised field experiences.

2. Objectives

- Understand the functioning of educational institutions.
- Develop administrative, supervisory and leadership competencies.
- Apply educational research and psychological testing techniques.
- Analyse institutional records and planning processes.
- Develop innovative teaching-learning practices.
- Prepare professional reports based on field experiences.

3. Duration

The internship shall be conducted during Semester II in a recognised educational institution under the supervision of a faculty guide and the Head of the Institution.

4. Internship Activities

Book Reviews and Content Analysis

Review educational books, journals and curriculum materials. Submit at least two book reviews and one content analysis.

Review of Institutional Records

Study admission register, attendance, timetable, examination records, staff records, stock register, service registers and academic records while maintaining confidentiality.

Study of Annual Budget

Analyse the institutional budget, sources of income, expenditure pattern and financial planning.

Preparation of Institutional Plan

Prepare an annual institutional development plan covering academics, co-curricular activities, infrastructure, ICT, quality initiatives and community outreach.

Psychological Tests/Experiment

Administer appropriate educational or psychological tests under supervision and prepare interpretation reports.

Educational Research Abstracts

Prepare abstracts of five educational research articles highlighting objectives, methodology, findings and implications.

Innovative Teaching Methods

Prepare a report on innovative teaching-learning methods observed or implemented.

Innovative Lesson Plan

Prepare and demonstrate at least five innovative lesson plans using ICT, activity-based learning, collaborative learning or other modern pedagogies.

Other Assigned Activities

Participate in seminars, meetings, extension activities or other tasks assigned by the institution.

5. Internship Record (Portfolio)

- Attendance Certificate
- Daily Diary
- Observation Records

- Book Reviews
- Content Analysis
- Institutional Record Review
- Budget Analysis
- Institutional Plan
- Psychological Test Report
- Five Research Abstracts
- Innovative Teaching Report
- Lesson Plans
- Self-Reflection Report

6. Guidelines

- Maintain confidentiality of institutional records.
- Follow professional ethics and institutional rules.
- Complete all activities within the prescribed period.
- Obtain signatures from the institutional mentor wherever required.
- Submit the internship portfolio before the notified date.