



Estd. 1953



**LETTER OF LINKAGE**  
**ON**  
**TO SHARE RESOURCES FOR ACADEMIC ACTIVITIES**  
**BETWEEN**  
**ST. JOSEPH'S CONVENT GIRLS HIGHER SECONDARY SCHOOL, KOTTAYAM**  
**AND**  
**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN, KOTTAYAM**

St. Joseph's Convent Girls' Higher Secondary School, Kottayam and Mount Carmel College of Teacher Education for Women, Kottayam establish this letter of linkage to foster co-operation and mutual exchange of resources for the educational and professional development of Student Teachers and Faculties.

I. Both parties agree to consider and foster the following areas to promote academic cooperation.

- Internee engagement
- Academic Counselling/Mentoring
- Comprehensive appraisal of interns performance
- ICT integrated Teaching learning process
- Conduct of school based practical works
- Facilitating Inclusive Education
- Remedial Learning Engagement
- Engagement in time table preparation, assessment and evaluation
- Sharing of human resources in scholarly pursuits
- Student Development Programmes
- Collaboration in the area of Sports/ Games/Arts and Literary Activities
- Sharing of the administrative responsibilities- experience/exposure
- Preparation of progress reports
- Collaborations for Seminars/Webinars/Workshops
- Extension Activities

- Social action (community development)
- Exchange of information, teaching materials, technological and scientific research
- Sharing Library and Laboratory facilities
- Any other area of mutual interest that may emerge in future.

## **II. PURPOSE**

To train the student teachers to equip them with the necessary skill and knowledge in the field of education and to mould them as efficient and proficient teachers in future. For this Mount Carmel College of Teacher Education for Women has established an induction and internship programmes as per the curriculum and selected some of the schools in the locality with the view to develop the competencies needed for a successful teacher.

## **III. PERIOD OF INDUCTION/INTERNSHIP**

The period of Induction is one month and Internship is four months.

## **IV. CONTENT**

The content of the programme and the manner in which it shall be assigned will be determined through consultation among all namely, the college authority, the Heads of the school and the student teacher. The internship supervisor will be assigned by the Head of the practice teaching School.

## **V. CODE OF CONDUCT**

The Internee shall abide by the code of conduct of the institution in which she is employed. The internee also agrees to follow and accept all corrections and guidance provided by the school authority.

## **VI. EVALUATION**

The internship supervisor and faculty supervisor will monitor the Internees' progress by visiting and evaluating the internees' performance during induction and internship programme. The Head of the institution and the supervising teachers shall evaluate the performance of the student teachers comprehensively throughout the programme.

The internee is expected to maintain an Internship diary as a record of the student teacher engagement during the internship programme.

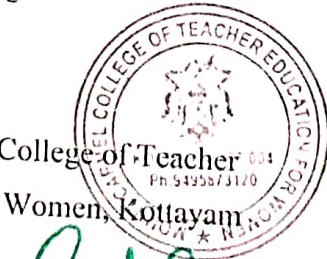
## **VII. AGREEMENT**

Both parties shall agree on the objectives and outcomes of the institutions and enter into a specific activity agreement for the benefit and development of the institutions.

This letter of linkage is committed to counselling and supporting faculty and students on exchange through advice on academic and administrative procedures, Induction, Internship programmes as well as to foster their integration, inviting and encouraging student teachers to become involved in student life.

1. This letter of linkage will act as facilitating all the activities, but will have no obligation what so ever in terms of the actions, behaviours or financial aspects of the students / participants involved in the exchange.
2. This letter of linkage will provide all the rights and privileges as regular students/faculty, and shall observe the norms and rules of the Host Institution.
3. This letter of linkage is subjected to termination if any violation of the laws of the receiving State and/or the rules of the Host Institution by an exchange participant' in the context of this Agreement.
4. This letter of linkage shall become effective as of the date of signatures of both the parties. It may be amended by the written consent of the both the parties.
5. This letter of linkage should be reviewed every five year and evaluate the progress and the quality of the activities/programmes undertaken. It may be extended for another two years with the written consent of both the parties.
6. This letter of linkage may be terminated by either party with a minimum of 60 days in written notice. Activities in progress at the time of termination shall be permitted to conclude as planned
7. Each party shall designate a person or office to serve as liaison for implementing this letter of linkage.

**For: Mount Carmel College of Teacher Education for Women, Kottayam**



*Prof. (Dr.) Suma Joseph*  
Principal

Signature with seal

Mount Carmel College of Teacher Education for Women  
Kottayam- 686 004

Date:

Witnesses

*Bindhumol T*

Dr. Bindhumol T  
Asst. Professor in education

**For: St. Joseph's Convent Girls' Higher Secondary School, Kottayam**

*Suminamol K. John*

Signature with seal

Date:

SUMINAMOL. K. JOHN  
Headmistress  
St. Joseph's CGHS  
Kottayam



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