

SCHOOL INTERNSHIP PROGRAMME

FOR TWO-YEAR B.Ed. COURSE
UNDER
GAUHATI UNIVERSITY



B-Report on Internship Experiences

Months: February – May 2023

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CONTENT

TOPICS	PAGE NO.
• INTRODUCTION	1-2
• SHORT INTRODUCTION OF MY INTERNSHIP TEAM	3
• ABOUT THE SCHOOL	4
• EXPERIENCES OF SUPERVISION OF VARIOUS ACTIVITIES AND MONITORING SYSTEM AT THE SCHOOL:	
➤ PRAYER AND ASSEMBLY	5
➤ SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC)	6
➤ TIME – TABLE PREPARATION	7
➤ GRIEVANCE REDRESSAL SYSTEM	8
➤ OBSERVATION OF STUDENTS' UNION ACTIVITIES	8
➤ TEACHERS' COMMONROOM AND SMART CLASSROOM	8-9
➤ MID- DAY MEAL AND THE KITCHEN GARDEN PROVISION	10
➤ OBSERVATION OF PEER TEACHERS' TEACHING	11
➤ ROLE OF THE TEACHERS IN ORGANISING CO-CURRICULAR ACTIVITIES	11-13
➤ COMMUNITY FESTIVAL	14-15
➤ OBSERVATION OF ANNUAL SPORTS DAY AND VARIOUS CELEBRATION DAYS	16
➤ ROLE OF HEADMASTER	16-18
• CONCLUSION	19

• INTRODUCTION:

An internship program plays an important role in the field of teacher training education programmes. The aim of this is to train teachers to educate and teach effectively in order to facilitate learning in the classroom. Internship experience enhances students' self-confidence, values and attitudes and leads to an increase in student independence, social maturity and interpersonal skills. It ensures the professional preparation of prospective teachers and provides them a practical opportunity to derive true understanding of the teaching profession and future prospects working conditions in that profession.

'Internship' is an integral part of B.Ed. program. It is regarded as the pre-requisite for a teacher trainee. The student- teacher has to work as a trainee under the guidance of an experienced teacher of any school. The aim of internship program is to incorporate teaching skills among the student teachers. Internship program is an effective way to give training to the student-teachers about real world of work. It gives them an opportunity to integrate theory and practice, plan and deliver lessons properly, critically analyse their own and peers teaching styles and improve them in the light of feedback given by supervisors. Through this program they understand the role and responsibilities of professional teachers. Internship program also give them opportunity to understand different aspects of school program and improve their skills and abilities in teaching profession. An effective and improved internship program is required in developing student-teachers personalities as true professionals in the field.

According to the University of Wisconsin-Madison, "An internship is a work based learning experience that involves on the job training to prepare for a future career in a given field, with the emphasis being placed on the development of skills and knowledge pertaining to that particular field of work. A student-teacher intern is expected to gain experience and knowledge and develop vital teaching skills."

The internship is an educational experience combining daily experiences in the classroom setting, time allocated to work or assignments and exam preparation and time spent in co-curricular activities. Student-teacher interns follow the calendar of a school and work partnership with members of the teaching staff. Basically, it is a form of experimental learning that integrates knowledge and theory and learned in the classroom with practical application and skills development in a progression setting. Internship gives student teachers

the opportunity to gain valuable applied experiences and connections in professional fields they are considering for career paths.

The intern is expected to provide information on the organization, in which he or she worked, description of specific work completed and specific sports and or recreational aspects relevant to the assigned tasks. The report also provides information on the intern's communication skills and should indicate critical thinking skills. Since a major part of the intern's experience should be related to either sports or recreation that should be demonstrated in the intern's report.

As an intern of B.Ed. program I joined Govt. Urban High School, Nagaon for my four month of internship program. As a student-teacher, I had to teach Social Science and Assamese which were my method subjects from class VI to class X at the mentioned school. It has given me an immense experience covering the school's all round condition and environment. I rendered teaching beside internal and external observations in the school from 2nd February to 31st May, 2023.

The total experience that I had during the internship period in this particular school is going to be presented by me through this brief report regarding academic and administrative environment of the school. I particularly observed various activities which were very important for achieving the educational goal.



A picture of Govt. Urban High School

• SHORT INTRODUCTION OF MY INTERNSHIP TEAM:

As a B.Ed. trainee of College of Education, Nagaon of the session of 2021-2023, I got the opportunity to complete four months internship program in Government Urban High School, Nagaon. I along with my 10 student-teacher interns have joined the school from 2nd February, 2023. The name of my team members of this program has been provided below –

Sl. No.	Name of the interns
1	Sabita Borah
2	Bhaswati Saikia
3	Momtaz Alom
4	Sanskrita Devi
5	Pallavi Borua
6	Priyanka Bora
7	Shagufta Khan
8	Manpreet Kaur
9	Indrani Borua
10	Nilanjan Nath
11	Tara Prasad Sarma



A photo of all the interns of Govt. Urban High School

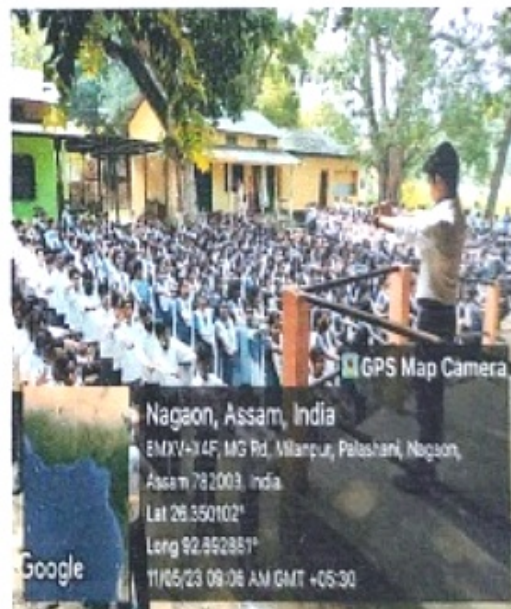
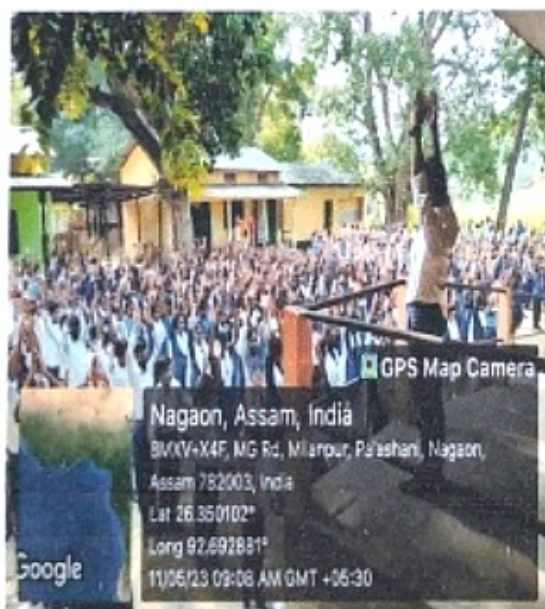
Some general information of the school were presented in the below table –

- **EXPERIENCES OF SUPERVISION OF VARIOUS ACTIVITIES AND MONITORING SYSTEM AT THE SCHOOL:**

- **PRAYER AND ASSEMBLY:**

Prayer and assembly is the most important feature of the school where students learn the values of collective prayer and are exposed to inculcate moral and ethical values. Prayer develops each individual's faith on God that helps to gain the confidence to deal with any negativity of life. The morning works helps each child to showcase of his or her talent and ensure a peaceful start of the day. They are guide to the path of spiritualism through educational tasks.

In Govt. Urban High School, I observed everyday that the prayer starts at 9:00A.M. positively with the full participation of students and teachers. It is held in school field. The students of this school are very punctual and regular in arriving the school time. All the students stand in rows and then perform prayer and other activities very peacefully. The morning assembly begins with the school prayer "Sarva Dharma Prarthana" and it is very attractive. After that various activities like pledge taking, thought of the day, hygiene check and warm up exercises are taken place. At the end, national anthem was sung by all the teachers and students present there. After that, all students go back to their respective classes in a disciplined way. In this way, morning assembly ends with a happy and peaceful mind.



Images of morning assembly

➤ SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC):

The school management and development committee has a major role to play for the development of school administration. It takes necessary steps for overall improvement of school infrastructure as well as academic and other aspect of a school.

The SMDC regularly visits the school and parents meeting according to the needs of the school for various topics related to the improvement of school are discussed and remedial measures are taken. It maintains all relevant records for recurring as well as non-recurring expenditures that are to be placed before the committee in the meeting.

During my internship period, I observed that the SMDC of Govt. Urban High School actively served for the welfare of the school. Moreover, the committee calls for meeting to prepare agendas for the upliftment of the school infrastructure. They prepare plans for curricular, academic, infrastructural, co-curricular activities for overall development of the school.

The School Management and Development Committee members are constituted as follows –

SMDC MEMBER GOVT. URBAN HIGH SCHOOL	
1. Sri Pallab Goswami	- President
2. Sri Pranjal Salkia	- Vice-President
3. Sri Partha Sarathi Laskar	- Member Secretary
4. Sri Mira Bora	- Member (Sr. Teacher)
5. Sri Rajen Salkia	- Member (Sr. Teacher)
6. Sri Sumit Das	- Member from Education (ICT)
7. Sri Bijoy Gupta	- Ward member (Ward No. 11)
8. Sri Kamalesh Mazumder	- Parents Member
9. Sri Upen Bora	- Parents Member
10. Sri Babulal Kar	- Parents Member
11. Sri Sahina Mandal	- Parents Member
12. Sri Sakuntala Chouhan	- Parents Member
13. Sri Babulal Roy	- Expert in Art & Craft

Names of SMDC members of Govt. Urban High School

➤ TIME – TABLE PREPARATION:

Time table is a mirror that reflects the entire educational programme followed in the school.. it eliminates wastage of time and energy both of the teachers and students. Time table gives a clear vision and comprehensive picture of school activities i.e. what is being done during which period, where, by whom and when.

In Govt. Urban High School all the teachers, students, headmaster and other teaching staff follow a fixed time table. In preparation of time table of the school is given consideration in fulfilling physical, social, psychological needs of the students. The school time table is also well prepared in ensuring not allotment of too much or too less works to one teacher. All the activities are done as the set time table. In positively 9:00A.M. morning assembly begins for 15 minutes. After that, the first class started at 9.15A.M. and it ends at 10:00 A.M. Then, another three classes is held. Each class takes 40minutes. At 12:00 P.M. break time is started for the 45 minutes. After leisure, three classes is taken place. Finally, at 2:40 P.M. school hour is ended. Our vice headmistress ma'am and head sir strictly observed and ensured that there should be a teacher in each class on time.

DAILY ROUTINE - 2023-24									
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	9:15 - 10:00	10:00 - 10:40	10:40 - 11:20	11:20 - 12:00	12:45 - 1:25	1:25 - 2:05	2:05 - 2:45		
Ka-man	Asa-Bhaya Iyoti	Eng-Kisu mudi	Math-Durga	Games-Monkur	X	X	X		
I	Math-Juri	Art-Monkur	Eng-Iyoti	Asa-Monkur	E.V.S - Nabanita (S)	X	X		
II	Asa-Monkur	Art-Iyoti	E.V.S - Sadgur	Math-Juri	Eng-Iyoti	X	X		
III	E.V.S - Sadgur	Asa-Monkur	Math-Juri	Eng-JLI	Art-Monkur	X	X		
IV	Eng-Iyoti (S)	Asa-Monkur (S)	Math-Kajib	E.V.S - Nabanita (S)	Art-Juri	X	X		
V	Asa-Kisu	Math-Kajib	Eng-JLI	Social-Sadgur	Art-Durga	X	X		
VI(A)	Asa-Durga	Eng-Iyoti (S)	Science-Chanda	Math-Iyoti (S)	Art-Monkur	Social-Nabanita (S)	Hindi-Chanda		
VI(B)	Eng-JLI	Math-Nabanita	Social-Iyoti	Hindi-Mira	Sonnet-Iyoti(S)	Asa-Durga	Art-Monkur		
VII(A)	Eng-Iyoti	Hindi-Juli	Math-Nabanita	Asa-Kisu	Social-Sadgur	Science-Chanda	Art-JLI		
VII(B)	Asa-Satari	Math-Iyoti (S)	Hindi-Juli	Social-Satari	Science-Chanda	Eng-Iyoti	Art-Kisu		
VIII(A)	Math-Monkur	Eng-Iyoti	Hindi-Chanda	Asa-Rashmi	Science-Rajan	Social-Raja	Eng-Gro-Monkur		
VIII(B)	Science-Chanda	Asa-Monkur	Social-Iyoti (S)	Hindi-Chanda	Math-Nabanita	Eng-Iyoti	Eng-Gro-Satari		
IX(A)	Social-Rashmi	Asa-Dipali	Math-Rajan	Science-Purabi	Mira,Dipali,Nabanita,Ju-lee	Eng-Barnali	Asa-Gro-Monkur		
IX(B)	Social-Raja	Math-Kishna	Science-Purabi	Eng-Barnali	Mira,Dipali,Nabanita,Ju-lee	Asa-Satari	Eng-Gro-Iyoti		
X (A)	Social-Nabanita (S)	Eng-Muket	Math-Kishna	Asa-Dipali	Mira,Dipali,Nabanita,Ju-lee	Science-Purabi	Eng-Gro-Raja		
X (B)	Science-Purabi	Math-Mira	Eng-Iyoti	Social-Monkur	Asa-Rashmi	Science-Mira,Dipali,Nabanita,Ju-lee	Eng-Gro-Barnali		
XI(B)	Eng-Barnali	Science-Rajan	Asa-Nabanita (S)	Math-Mira	Social-Muket		Asa-Gro-Rashmi		

An image of school time table of periods

➤ GRIEVANCE REDRESSAL SYSTEM:

Grievance Redressal System is part of the machinery of any administration. No administration can claim to be accountable, responsive and user friendly unless it has established an efficient and effective grievance redress system. This system of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration.

In Govt. Urban High School, grievance plays a great role. The headmaster and the vice headmistress ma'am are actively participated in it. There is also a student's body that can put forward the problems faced by the students to the school head. In the parent- teacher meeting often this grievances are raised and suitable solutions come into play.

➤ OBSERVATION OF STUDENTS' UNION ACTIVITIES:

A students' union is a student's organization present in many high schools, colleges, universities. Students union and activities promotes students success by offering a variety of programs, activities, services and facilities that when taken together, represent a well considered plan for the development of community and school. The team students union mostly in schools acts as a medium between college authorities and students. Students union stands to solve the problems that are faced by students in schools.

During my internship period I have noticed that all members of students union of the school are very active. They participated in all the activities organized by school. They help school in organizing morning assembly, community festivals, co- curricular activities etc. beside the students' union, every class has a class representator who also helps the union bodies in their works.

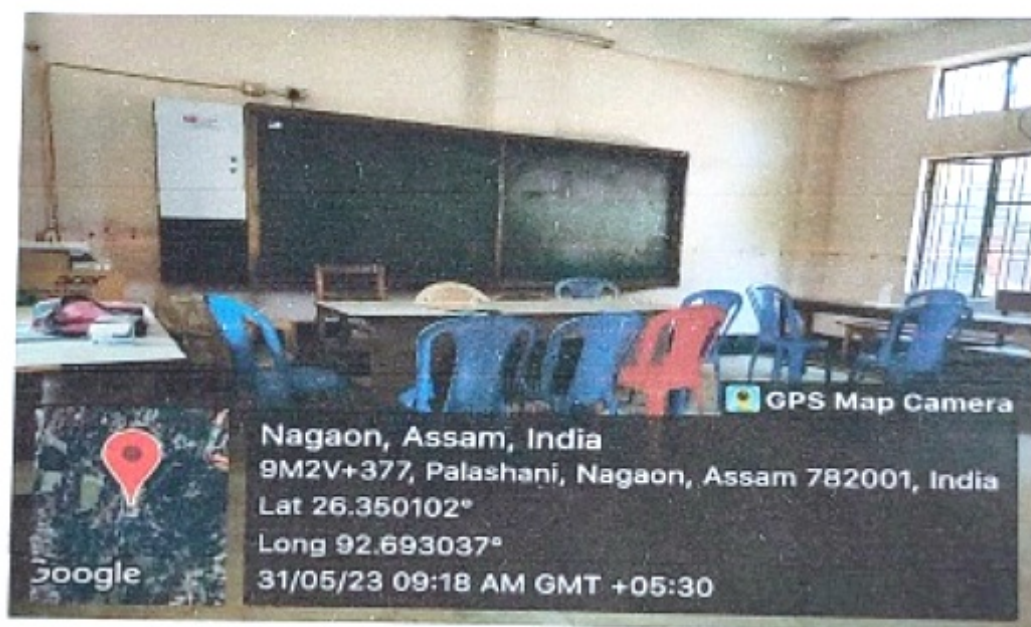
➤ TEACHERS' COMMONROOM AND SMART CLASSROOM :

As Govt. Urban High School has a good number of teaching staff so there are three separate teacher's common. One is near the head sir's office room and other two are in the backside of the school. The condition of all those common rooms is good. It has sufficient seating capacity with complete electrification light and fan.

A smart classroom uses digital teaching methods like videos and audio to attract their students and keep them engaged. They can also provide some advanced technical methods like using virtual reality for experimenting. In Govt. Urban High School, there is a smart classroom.



An image of teachers' common room



An image of smart classroom

➤ MID- DAY MEAL AND THE KITCHEN GARDEN PROVISION

The mid-day meal serves to the students of class VI to VIII in all over India. In Govt. Urban High School, almost all students of class VI to VIII take mid-day meal. The mid-day meal is combination of various food items. Food items are varied for everyday as per scheduled routine provided by educatory board of the state. The school teacher's along with headmaster also sometimes taken mid-day meal.

In this school, there is a kitchen garden. It is on the roof of the school building. Here, various vegetables like lemons, brinjals, beans, tomatoes, chillis and other green vegetables are grown. In this garden, seasonal vegetables are also growing.



An image of students taking mid-day meal



Image of kitchen garden of the school

PM POSHAN			
Food Norms Under PM-POSHAN			
S. No	Item	Race Street & Primary (Class I - V)	Upper Primary (Class VI - VIII)
1	Food Grains (Rice)	100 gm	150 gm
2	Pulses	20 gm	30 gm
3	Vegetables (Leafy shoot)	50 gm	75 gm
4	Oil & Fat	5 gm	7.5 gm
5	Salt & Condiments	As per need	As per need
6	Egg	Minimum 1 unit	Weekly one
Weekly Menu (Suggested)			
Day	Item		
Monday	Rice, Dal, Leafy Vegetables		
Tuesday	Khichdi, Beans/Leafy Vegetables		
Wednesday	Rice, Egg Curry/ Local option/Leafy Vegetables		
Thursday	Rice, Dal, Leafy Vegetables		
Friday	Rice, Dal, Leafy Vegetables		
Saturday	Khichdi/ Pulao/Local option, Leafy Vegetables		

Weekly menu for MDM under PM-POSHAN

➤ OBSERVATION OF PEER TEACHERS' TEACHING

The observation of peer teacher teaching provides the opportunity to the teachers to reflect on and improve teaching. During my internship period, I observed the teaching process of my peer teachers. As an observer, I learnt new ideas and techniques and how to manage a classroom situation. From peer teaching I observed that some teachers are very innovative and creative who uses different creative teaching aids. They introduce a lesson very creatively. Indeed, it was really helpful to improve my teaching style.



An image of observing peer teaching

➤ ROLE OF THE TEACHER IN ORGANISING CO- CURRICULAR ACTIVITIES:

Co-curricular activities are those activities which are organised outside the classroom situation. These activities help to develop all round development of personality of students. As the modern educational theory and practice give priority on all round development of the

child so in order to fulfill the modern aim of education of all round development the co-curricular activities of the child cannot be separated from curriculum.

The teachers have to perform multi-dimensional functions in organizing and executing co-curricular activities. The teachers of Govt. Urban High School very sincerely take the responsibilities to organize co-curricular activities. All the teachers of Govt. Urban High School are very co-operative and interested to organize different innovative co-curricular activities in school.

In Govt. Urban High School, I along with my intern group had organised some co-curricular activities like quiz competition, essay competition, art competition etc for different classes of students. The quiz competition was organised for the students of class IX. The essay competition was organised for the students of class VIII. The topic for the essay competition was 'Bihu'. The art competition was organised for the interested students of class VII and VIII. The theme of the art competition was 'SAVE ENVIRONMENT'. All the students were actively participated in all those programs. We distributed prizes to all the winners of these competitions. Moreover, we organised a program on tree plantation. In this program we, the interns plant five plants of bokul and neem in different places inside the school.

VARIOUS PHOTOS OF DIFFERENT PROGRAMS ORGANISED BY US ARE SHOWING BELOW –





BELOW SOME IMAGES OF DISTRIBUTING PRIZES TO ALL THE WINNERS OF DIFFERENT PROGRAMS ARE SHOWN:





In one side, a photo capturing at the moment of selecting winners of art competition by respected Dr. Mithun Das Sir And in other side, a photo of tree plantation by the intern group is shown

➤ COMMUNITY FESTIVAL:

School is a part of community. The school thrives because of the community. The various events at the school are designed to foster connections amongst school community members. Through the celebration of community festival in school students learn the qualities of sensitivity, simplicity and creativity. Some festivals also help the students to get in touch with discipline and control.

During the internship period, I along with my intern group celebrated Pre- Bohag Bihu. Bohag Bihu is the most important festival celebrated in Assam by Assamese people to welcome the Assamese New Year. In Govt. Urban High School we celebrated this festival on

13th April, 2023. All the teachers and students co-operatively welcome Assamese New Year by wearing traditional Assamese dress, sang Bihu folk and perfect Bihu dances.



Photos of celebrating Bohag Bihu at school playground

➤ OBSERVATION OF ANNUAL SPORTS DAY AND VARIOUS CELEBRATION DAYS:

Organisation of annual sports and observation of various important days is very important in every school. During my 4 months internship I was not able to attend annual sports day as it was observed on the month of January and I started my internship from 2nd February.

Govt. Urban School celebrates various days like Vidyarambha 2023, science day etc.



Science day celebration at school campus

➤ ROLE OF HEADMASTER:

The efficiency of the school depends on the ability of skilled personality, professional experience of the Headmaster. The HM of the school plays a vital role in the administration of the school. He is responsible for the management and day to day operations and business of the school. The headmaster has provided leadership to the teachers and other staff and the student of the school. All the progress of the school depends upon the role of the headmaster. The characters of the HM should have free Frank, strict, Patience etc. He have to maintain a

good relationship with teaching and non-teaching staff, students, SMDC, parents of the student and with local people also have the ability to solve any issue of the school

The name of the headmaster of Govt. Urban High School is Sri Partha Sarathi Laskar. He is very active and strict person. The head of the school observe every day everything for the maintenances of the school. The head observed students discipline, teachers activities and even observe we teacher trainee also. The head not guided only the students and teachers of the school in their activities but also guided us in our activities.



A photo of Headmaster of Govt. Urban High School at his office

Brief outlines of some major roles played by the Principal of the school are discussed below that I have observed during our internship period. These are:

A. ACADEMIC:

- i. Guiding teachers of their own subjects in particular and others are in general.
- ii. Set the work allotment to the teachers.
- iii. Preparation of school time table.
- iv. Announced prescribed textbook.
- v. See the various registers needed for different purposes in the school.
- vi. Undertake action research program.
- vii. Formulate minimum academic program and institutional plan with the help of her assistant and implement it.

B. SUPERVISION:

- i. Observation of classroom teaching of teachers during working day and provide suggestions.
- ii. Supervise the activities going on in the playground, hall, meetings and workshop both inside and outside classroom activity.
- iii. Supervise the proper use and keep up of school materials. Supervise the behaviour of the students; provide facilities for them to maintain cleanliness of the campus.

C. ADMINISTRATION:

- i. Principal take the responsibility for all that is being done in or by the school.
- ii. Issue necessary orders and get their compliance.
- iii. See that the teachers and pupils attend their duties regularly.
- iv. Ensure human and materials resources of school.
- v. Conduct test, examination of the school.
- vi. Organize Parents-teachers Association.

By concluding I can say that the headmaster of Govt. Urban High School performed his role in school very well so that the smooth functioning of the school is very well maintained.



A photo of all the interns with the school's headmaster and vice headmistress ma'am

• CONCLUSION:

In the conclusion, it can be mentioned that the internship period of 4 month provides us with valuable experiences which can be helpful for future situation. During this 4 month, I observed lots of things regarding the school or school works which are discussed above. Finally, I have completed my internship period on 31 May, 2023. The internship period remain as memorable part of life. I have gain knowledge regarding various things. Govt. Urban High School offered me opportunities to learn and develop myself and also rectify the limitation which were in my teaching to some extent. Through this internship period, I also learnt valuable things from my fellow trainees. I feel heartily thank full to the Headmaster sir, Sri Partha Sarathi Laskar, our in charge madam Mrs. Minakhi Bezboruah, and all the teaching staff and non-teaching staff and to the students of class – I to X for helping me to finished my 4 month internship in their school properly and perfectly At last, I can say that it is such a great period from which I acquired many experiences which will be helpful in future and also in improving my qualities such discipline, punctuality etc.

V. Good.