

SCHOOL INTERNSHIP PROGRAMME

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



B-Report on Internship Experience
College of Education, Nagaon
Month : February to May, 2023

Submitted by:

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Session: 2022-2023

Rajashree Saikia

DHING GIRLS' HIGH SCHOOL

CERTIFICATE

By The Head Of The School

This is to certify that ..*Rajashree Saikia*..... Roll No. ..*26*...(name of the student teacher) of College of Education, Nagaon (name of the TEI) was present in this school from *February 21*..... to ..*May 31*..... as an intern and participated in all the school activities apart from taking classes regularly.

I conceive, she has learnt a lot and gained valuable experience during the internship period.



Signature of the Head of the Institution

(with Seal) **Head Mistress**
Dhing Girls High School
P.O-Dhing, Nagaon(Assam)

PREFACE AND ACKNOWLEDGEMENT

For four months from 1st February 2023 till 31st May 2023, I did an internship at Dhing Girls' High School. This internship programme was a part of my 2 year B.Ed programme of Guwahati University. In this Internship report I will describe my experience during my internship period. The internship report contains an overview of the school and management system as well as various points which I observed during my internship period.

I am thankful to the Principal madam and all my teachers of Nagaon College of Education for providing necessary guidance and help to complete this internship programme successfully.

I am very much thankful to Head Mistress madam of Dhing Girl's High School for giving us this opportunity to complete our internship programme in that school. Again, I extend my sincere gratitude to our Mentor Mrs. Mitali Devi ma'am for providing necessary guidance, support and encouragement during the internship programme.

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INTRODUCTION

Internship is known for giving the teacher-trainee the opportunity to apply their knowledge in real environment. At the same time they also get sufficient time and scope, as the duration of internship is four months, to develop their skills of teaching which will help them perform better, later in their service as teacher.

Internship also allows teacher-trainee to learn about time management, discipline and effective communication skill. Besides, internship provides the students with experience that will make them stronger, more confident in their abilities and comfortable to tackle any untoward incident related to students that may happen in the classroom as well as in the school. In addition to this, the work ethic of the trainee/trainee-teacher will also increase considerably.

I was deputed at Dhing Girls' High school as an internee for four months from 2nd of February to 31st of May 2023, along with two other teacher-trainee.

Dhing Girls' High School is situated in Dhing Town. The school environment is very peaceful and fine. I can say that the school has necessary ambiance of learning.

During my internship programme I did the entire task and activities which were assigned to me. Apart from regular classes and activities, I tried hard to know inside out of the school system right from the prayer and assembly to the end of day's classes. Throughout the internship, I have also learnt many things about the school management system whose benefits are far beyond what I could learn by reading mere books. It gives me great opportunity in which I have developed myself both academically, professionally and socially.

Following are some of the key points of my observation which beautifully summarises the four month long internship experience in a nutshell.

PRAYER AND ASSEMBLY

In the morning assembly, the entire students, teachers of the school and we the teacher-trainees need to be present.

The day in the school starts at 8:45AM with the first bell of morning assembly for all students gather at the assembly ground. The second bell rings at 8:50 A.M for all the teachers to gather. The assembly starts on the third bell at 8:55 A.M with the students doing the Surya Namaskar. After that the students sing the National Anthem. Then the students do one minute of silent prayer. After that they start the school prayer. After that all the students take pledge. Then the students are asked to read newspaper headlines in the assembly give speeches on great men and also given the opportunity to give speeches and teachers are also asked to give their valuable speeches. After that the students sing the National Anthem. Then the assembly ends and all the students go to their respective classes. After attending the assembly for these months I am sure that the school has very good management in conducting assembly.

SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC)

The Rastriya Madhyamik Siksha Abhiyan assigns special importance to decentralized planning and implementation with active involvement of community members, teachers, local bodies and parents including Panchayati Raj institutions, municipal bodies and other stakeholders in the management of secondary education through establishment of multi-members School Management and Development Committees. The RMSA framework provides that every secondary school will constitute SMDC at the school level. This committee will be responsible for all the activities including- planning, collection of data its implementation, monitoring, evaluation, making annual works plans etc. The ultimate aim is to ensure wide participation of all stakeholders in the management of school.

SMDC'S ACTIVITIES IN DHING GIRLS' HIGH SCHOOL

The members of SMDC of the school are very active; they participate in the meeting of SMDC and gave their view point for the academic and infrastructural improvements of the school. The president of SMDC conducts a meeting every three month. If needed emergency meeting was also held. In the meeting all the members discuss about the development of the school such as academic, curricular, co-curricular, infrastructure etc. They participate in all the school activities and meetings and they always support the principal in every field of work

to develop the school. They also take regular concern, monitor and evaluate all the components of the school- infrastructural as well as academic and other activities of the school. They maintain all relevant records for recurring as well as non-recurring expenditure. SMDC of the school monitors the attendance and punctuality of teachers.

The members of SMDC included the following:

President- Khagen Ch Debnath

Vice President - Gursh Bhatah

Member Secretary - Mrs. Dipali Neog (Headmistress)

Member from Vice Principal - Sayedur Rahman

Senior Teacher - Jabamoni Bora

Member from Education (BEEEO) - Md. Baharul Islam

Member from AP member- Mrs. Pinki Saikia

Member from President of GP/ULB- Priyanka Nayak

Member from Expert of Computer literacy - Lakhi Bora

Parents members- Rinku Hira, Anisur Rahman, Junali Tamuli, Parboti Saha, Rima Robi Das

There are total 14 members of SMDC. The members of SMDC of the school prepare plan for curricular, academic, infrastructural, co-curricular activities for overall improvements of the school. They maintain all the relevant records for recurring as well as non-recurring expenditure. They organise meeting to discuss for improvements of the school.

TIME TABLE PREPARATION:

Time table preparation is another most important task of a school which is very necessary for smooth functioning of the school. It is methodical and pre planned scheme of curricular activities. It is a chart which shows what is going on and where and who conducts the work. Time table is called the second school clock. Just as the clock indicates time, the time table indicates intervals of various types of works and rest. It reflects the entire educational programme of the school. Dhing Girls' High School is also strictly follows the time table right from 9.15 AM to 3:15 PM. As the academic side of the school is basically looked after by the assistant teacher of the school Mrs. Dipali Kakoti Ma'am, she prepares the class timing for the staff as well as other schedules under the esteem guidance of the head mistress ma'am. Each subject is allotted in the time table according to its importance and difficulty. The timetable helps in developing desirable habits in the pupils, for example habits of orderliness and punctuality and discipline.

Morning assembly- 8.55am to 9.10 am

1st period-9.15am- 10.00 am

2nd period -10.00 am- 10.40 am

3rd period -10.40 am- 11.20 am

4th period -11.20 am -12 pm

Recess-12 pm-12.30 pm

5th period -12.30 pm-1.10pm

6th period-1.10 pm-1.50 pm

7th Period- 1.50 pm- 2.30 pm

8th Period- 2.30 pm- 3.15 pm

GRIEVANCE REDRESSAL SYSTEM

Grievance Redressal System is used to establish a fair, independent and consistent system for redressal of various issues faced by the stakeholders in private or public institutions and to develop a responsive attitude among all the constituents, thereby maintaining harmonious atmosphere in the campus. 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. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redress mechanism.

Grievance is a part of a good school management in Dhing Girls' High School. In the Parents-teacher meeting often this grievances are raised and suitable solutions come into play. Every member in the grievance cell plays their active part in the system and solve the problems. The members of the grievance committee are-

- ◆ Dilip Saikia
- ◆ Jabamoni Bora
- ◆ Ellora Kakati

The students complain directly to the class teacher and to the head mistress. It also done through the class captain or through student union of the school. Basically the complain are handle by the head mistress but the if any major problem arrive the SMD Committee look out the problem. Sometimes parents and guardians also can present their grievances in written form to the Head Mistress Ma'am. It is pertinent to mention here that grievances are taken seriously in the school and taken necessary steps for their early solution.

OBSERVATION OF STUDENT UNION ACTIVITIES

The school has a strong student union of which the Head Mistress Ma'am is the president of the union. Some of the selected students from class 8 to 10 formed a union which they called "Satri Ekata Sabha". There are some members of the body such as General Secretary, Cultural Secretary, Games Secretary, Girls' Common room Secretary, Cleanliness department Secretary etc. The members of the body were selected every year. The union body sits once in every six months to discuss the various issues with the head mistress who is the head of the body. During my internship I observed the activities of student union are satisfactory and the departmental secretaries actively work for respective department.

ROLE OF THE TEACHERS IN ORGANISING CO-CURRICULAR ACTIVITY

There is a significant role in the organization of co-curricular activities in school. The teacher is considered as the innovator as they can introduce innovative programs in teaching learning process as well as in co-curricular activities. The teacher should be good planner so that different activities can be carried out systematically throughout the year. It should be the duty of the teacher to give more and more opportunity to the child while making or planning programs of co-curricular activities.

The teachers of Dhing Girls' High School very sincerely take the responsibility to organise co-curricular activities. All the teachers of the school are very co-operative and interested to organise different innovative co-curricular activities in school. The teachers have to perform multi-dimensional functions in organising and executing co-curricular activities. We teacher trainees with other teaching staff also organised some co-curricular activities like art competition, quiz competition, etc. The teachers have very good planning so that different co-curricular activities are carried out systemically in school. Every Saturday there is the class for yoga for all the students. From the observation I can say that all the teachers of the school have played significant role in organising co-curricular activities.

ORGANIZATION OF SCOUT AND GUIDE AND COMMUNITY SERVICE

On the day of 26th January and 15th August the scout and guide group go for Parade every year. In terms of community service the students take part in cleanliness of the locality of the school time to time.

Community Service

Community service is a non paying job performed by someone or a group of people for the benefit of the public or institution. Performing community service is not the same as that of the volunteer service as it is not always performed on voluntary basis.

The teachers and the students of Dhing Girls' High School as informed by the respected Principal and other teachers, perform various community service at different times of the year like cleaning the school campus and its surroundings, cleaning work at local public campus or place under Swachha Bharat Abhijan, tree plantation in school campus, helping poor students

financially who suffer from sever diseases through voluntary donation, gardening in school campus etc.

During our internship period, we organized tree plantation on 18th February. Our B.Ed College distributed 10 saplings to our internship school. We planted five numbers of Bakul saplings and five number of Neem saplings. With the help of the Head Mistress and some students we planted them in the school garden. The Head Mistress also provided net to protect the saplings from animals.

Community Festival

During the internship programme we celebrated Bohag bihu in the school ground. After the morning assembly we decorated the trees with Japis and Gamusas along with some artificial Kopou Ful. We organised the sitting arrangement for the students as well as the teachers. The students also helped us in bringing the chairs and benches after that we started the programme at 10:30 am with a welcome speech. Then we felicitate the Head Mistress with a Fulam Gamusa. We requested her to say few words about the importance of festivals in our life. After that we began the cultural programmes. There were various participants from different classes. The students participated with much enthusiasm and everyone enjoyed the programme a lot. We also danced along with the teachers and students.

OBSERVATION OF PEER TEACHER'S TEACHING

The observation of peer teacher teaching provides the opportunity to the teachers to reflect on and improve teaching. The peer observation of teaching process provides both the observe and observer with the opportunity to mutually enhance the quality of their teaching practice. A teacher or other observers closely observe a lesson or part of a lesson in order to gain an understanding of some aspects of teaching learning or classroom interaction.

When my names announce for Internship at Dhing Girls' High School I came to know that there are two trainees also present there. During my internship period I observe that both of them are very cooperative and active and very dedicated to their own teaching. They used various techniques and strategies methods for their teaching. Both of them did very well in their teaching. I observed them during their classes and always discuss my difficulties and problems with them and asked and consulted our doubts with our mentor madam. At the same time it helped me to develop our confidence level and avoid unnecessary hesitation in the class room. In fact peer teacher's teaching was very helpful during my internship period.

ROLE OF HEAD MISTRESS

The Head Mistress of the school is very active and friendly. She observes everything for the maintenances of the school. She observed students discipline, teachers activities and even observe teacher trainees also. The Head Mistress guides not only the students and teachers of the school in their activities but also guided us in our activities. In the four months of internship she helped us a lot in every respect. She plays a great role in the school's academic, administration and supervision. She checks the final preparation of the time table and decides the textbooks prescribed for the students. She performs her role in school very well so that the smooth functioning of the school is very well maintained.

In academic side, she also takes classes. The total numbers of classes taken by her in a week are 5. Her discipline is social science. She is a member of Dhing Literary Club also. Besides being a democratic and visionary leader she maintains good relationship with staff, pupils, and parents and with the community. The Head Mistress ma'am supervises the working of the school, instructional work and provides necessary guidance to all. She is very co operative and amiable by nature for which she occupies a special position in everybody's heart. In fact she is very able and sound while handling each and every problem of the school.

CONCLUSION

To conclude, the internship period of four months provided me important knowledge and experiences of teaching learning process that is how to deal with the students in the class and how to maintain decorum in the school, how to stay friendly, how to teach the students with different techniques so that they understand etc. The internship period will remain a memorable throughout the life as Dhing Girls' High School offered me opportunities to learn and develop myself and also rectify the limitation which were in my teaching to some extent. I learned a lot from the different interns that I have been working with during my internship At last, I can say that it is such an internship period from which I acquired many experiences which will be helpful in future to be a good teacher and also in improving my qualities in teaching.

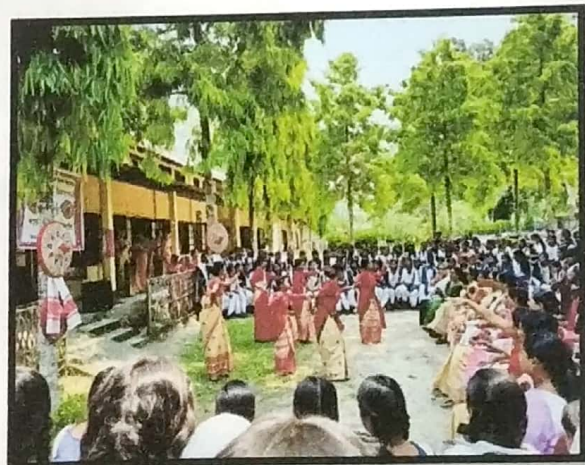
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PHOTO GALLERY

Tree Plantation



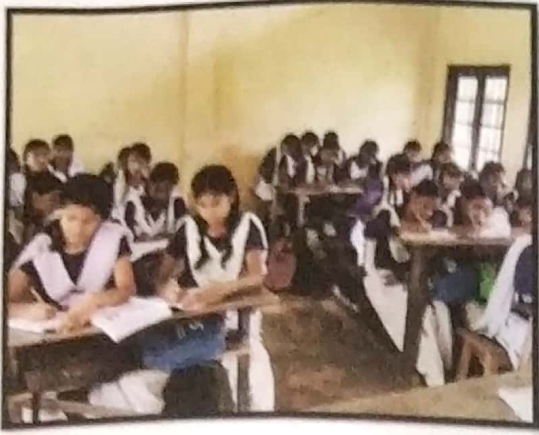
Bihu Celebration



Art Competition



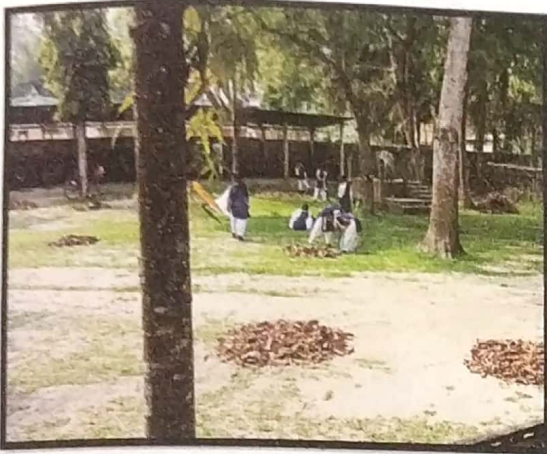
Prize distribution



Achievement Test



Assembly



Cleanliness Drive



With Teaching Staff