

SCHOOL INTERNSHIP PROGRAMME

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



B-Report on Internship Experiences

Months: February – May 2023

SUBMITTED BY : SANTANU BISWAS

COLLEGE OF EDUCATION. NAGAON

ROLL NO : UA -211-243-0087

*Examined
[Signature]*

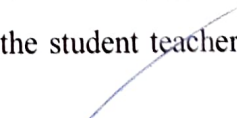
CONTENT

- **INTRODUCTION**
- **OBSERVATION OF SUPERVISION AND MONITORING SYSTEM OF THE SCHOOL**
- **REPORT ON MORNING ASSEMBLY**
- **SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC)**
- **GRIAVANCE REDRESAL SYSTEM**
- **TIME TABLE PREPARATION**
- **OBSERVATION OF STUDENTS' UNION ACTIVITIES**
- **ROLE OF TEACHERS IN ORGANIZING CO-CURRICULAR ACTIVIES**
- **COMMUNITY FESTIVAL**
- **OBSERVATION OF PEERS TEACHERS' TEACHING**
- **ROLE OF THE PRINCIPAL**
- **CONCLUSION**

INTRODUCTION

Internship program is the most important part of any teacher education program which will include full time engagement in real school situation for a period of 4 month duration. It gives pupil-teachers hands- on experience to be acquainted with total school practice including teaching, evaluation, administration, clerical works, community involvement, handling student issues, student support services and the like. In short the trainees have to stay for a period of time with school as real employee of that school. Internship programme in Teacher Education is of great significance because it ensures the professional preparation of prospective teacher. It provides us a practical opportunity to develop true understanding of the teaching profession and future prospects of working conditions in that profession. It will help the prospective teacher to learn about different skills, methods of teaching, time management, discipline, class management and others activities related to schools. 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 field of education.

As a teacher trainee as curriculum role, myself Santanu Biswas attend in Khagorijan Night High School, Nagaon from 2nd February,2022 to 31st May,2023 for 4 months for the acquisition of these skills. I have done lots of that mentioned school. I am heartily thankful to College Of Education, Nagaon for giving me the opportunity to be a part of the school. I practically observed various activities which are very important to achieve the educational goal. The internship programme for four months gives enough experience to the students. These four months are very helpful towards making oneself a better teacher and gaining proper knowledge in the teaching field. The objectives of school internship are developing professional qualities, teacher sensibilities and sustained engagement of teachers with learner's and schools and also exposing the student teacher to multicultural contexts of the society and its functioning.



OBSERVATION OF SUPERVISION AND MONITORING SYSTEM OF THE SCHOOL

• PRAYER AND ASSEMBLY

In schools, morning assemblies are essential to begin the day with. A school assembly is a gathering of all or part of a school in order to communicate information. Important announcements may be made and routine attendance checks are typically done in such gatherings. Here I present my four months of internship report on prayer and assembly in the school.

In Khagorijan Night High School the prayer time strats from 9:00 AM to 9:15 AM. In the morning assembly, the entire students, teachers of the school and we, the teacher trainees is to be present. I always reached school before the morning assembly and took active participation in it. Morning assembly is started with Jatiya Sangeet. Some other activities that are performed in the school are given –

- Thoughts of Great Men
- Reading of important headlines from the Newspaper
- Give a speech on importance cleanness and health related good habits.
- Physical exercise

The above mentioned activities are performed very well in the school. Often in the school teachers are asked to deliver valuable speeches on different topics. Even the students were also given the opportunity to give speeches in the assembly. Participating in various activities of prayer and assembly I can say that in Khagorijan Night high School, every activity related to prayer and assembly performed well.

SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE

The RMSA (Rashtriya Madhyamik Shiksha 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 under SEMIS, implementation, monitoring, evaluation, making annual works plans etc. The ultimate aim is to ensure wide participation of all stakeholders in the management of school. The meeting of SMDC is held minimum once in every month.

SMDC'S Activities in Khagorijan Night 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 month. In the meeting all the members discuss about the development of the school such as academic, curricular, co-curricular, infrastructure etc.

They participated 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 remedial actions, monitors and evaluate on all the components of the scheme- infrastructural as well as academic and others 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 of Khagorijan Night High School included the following:

President- Hem Kanta Sarma

Vice President- Hemanta Kr. Saikia

Member secretary- Shaema Fahmida

One Senior Teacher- Amrit Prabha Sut

Department OF Education Member: Samim Yasmin

Member of Anchalik Panchayat: Ambika Mazumdar

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 organize meeting to discuss for improvements of the school.

GRIVANCE REDRESAL SYSTEM

Grievance Redressal System is used to establish a fair, independent and consistent system for redressal of various issues faced by the stake holders in private or public institutions and to develop a responsive attitude among all the constituents, thereby making harmonious atmosphere in the campus. Grievance redressal system is a 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.

Grievance Redressal System of Khagarijan Night High School -

In Khagarijan Night High School, two senior teachers are playing a vital role putting all the grievances of the teachers and also of the school before the SMDC and the Principal.

Here is also a student's body that can put forward the problems faced by the students to the SMDC and the Principal. In the Parents-teacher meeting often this grievance is raised and suitable solutions come into play.

TIME TABLE PREPARATION

In Khagarijan Night High School all the teachers, students, principal 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 work to one teacher. All the activities are done as the set time table. Below are the schedules of class time: Morning assembly 9:00 am to 9:15 am

- 1st Period - 9:15am to 10:00 am
- 2nd Period – 10:00 am to 10:45 am
- 3rd Period - 10:50 am to 11 :30am
- 4th Period – 11:30am to 12:10pm

- Leisure – 12:10pm to 12:45pm
- 6th Period – 12:45pm to 1:25 pm
- 7th Period – 1:25 pm to 2:05pm

During internship period I have observed that each teacher is assigned subject they are qualified to teach. The time table of the school provides remedial periods to the teachers to increase students learning and to take extra care of the backward students to develop their learning. There is a fixed time table in Khagorijan Night High School for every activity and accordingly activities are done as the set time table. The time table of the school is well prepared which ensures a balance distribution of work to each teacher and it also prepared in keeping in view to fulfill mental, social, physical needs of the students.

Daily Routine – 2023-24

Khagorijan Night High School

		RECESS 12-10 to 12-45				
		(10.40 to 10.50) 10 Minutes				
Days	Class	9.15-10.00	10.00-10.40	10.50-11.30	11.30-12.10	12.45-1.25
Monday	VI	English(P.5)	Science	S.Science(BR)	Maths(P.5)	Hindi(S.V)
	VII	S.Science(B.R)	Hindi(S.V)	Maths	Assamese(B.R)	Assamese Science
	VIII	Assamese(A.S)	English ()	Hindi(SV)	Maths(A.P.5)	S.Science
	IX	English(S.F)	S.Science(P.5)	Maths(APS)	Science (D.B.)	Assamese(A.S)
Tuesday	X	Maths (A.P.5)	English(SF)	S.Science(F)	Assamese(A.S)	Science(D.B.)
	VI	English(P.5)	Science	S.Science(BR)	Maths(P.5)	Hindi(S.V)
	VII	S.Science(B.R)	Hindi(S.V)	Maths	Assamese(B.R)	Assamese Science
	VIII	Assamese(A.S)	English ()	Hindi(SV)	Maths(A.P.5)	S.Science
Wednesday	IX	English(S.F)	S.Science(P.5)	Maths(APS)	Science (D.B.)	Assamese(A.S)
	X	Maths (A.P.5)	English(SF)	S.Science(F)	Assamese(A.S)	Science(D.B.)
	VI	English(P.5)	Science	S.Science(BR)	Maths(P.5)	Hindi(S.V)
	VII	S.Science(B.R)	Hindi(S.V)	Maths	Assamese(B.R)	Assamese Science
Thursday	VIII	Assamese(A.S)	English ()	Hindi(SV)	Maths(A.P.5)	S.Science
	IX	English(S.F)	S.Science(P.5)	Maths(APS)	Science (D.B.)	Assamese(A.S)
	X	Maths (A.P.5)	English(SF)	S.Science(F)	Assamese(A.S)	Science(D.B.)
	VI	English(P.5)	Science	S.Science(BR)	Maths(P.5)	Hindi(S.V)
Friday	VII	S.Science(B.R)	Hindi(S.V)	Maths	Assamese(B.R)	Assamese Science
	VIII	Assamese(A.S)	English ()	Hindi(SV)	Maths(A.P.5)	S.Science
	IX	English(S.F)	S.Science(P.5)	Maths(APS)	Science (D.B.)	Assamese(A.S)
	X	Maths (A.P.5)	English(SF)	S.Science(F)	Assamese(A.S)	Science(D.B.)
Saturday	VI	English(P.5)	Science	S.Science(BR)	Maths(P.5)	Hindi(S.V)
	VII	S.Science(B.R)	Hindi(S.V)	Maths	Assamese(B.R)	Assamese Science
	VIII	Assamese(A.S)	English ()	Hindi(SV)	Maths(A.P.5)	S.Science
	IX	English(S.F)	S.Science(P.5)	Maths(APS)	Science (D.B.)	Assamese(A.S)
X	Maths (A.P.5)	English(SF)	S.Science(F)	Assamese(A.S)	Science(D.B.)	

OBSERVATION OF STUDENTS'S 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 stand to solve the problems that are faced by students in schools. During the internship period I have observed that all members of Students Union of the school are very active. They participated in all the school activities. They help the teaching staff in organization school meeting, functions, co-curricular activities, community festivals, morning assembly etc. Students' Union body tries to fulfill the needs of the students. They behave in a proper way so that they can handle different situations in school a better way.

In Khagorijan Night High School, the union Body comprising members holding the positions

are -

- President- Shaema Fahtima
- General Secretary- Jiten Ingti
- Assistant General Secretary- Mintu Hira
- Sports Secretary- Paplu Urang
- Cleaning Secretary- Sahil Fatima
- Assistant cleaning Secretary- Sujjan Mandal

During the internship period I observed that the Union body of Khagorijan Night High School participated in all school activities. These are:

- The members of students' union works as a interacting medium for all students and teachers.
- In the morning assembly, the class representative and members of union body arrange all students in a disciplined way.
- Assisting or leading the students in cleaning activities of the school campus, classroom in special events.
- Helping the teacher in organizing, celebrating events.
- They also share their view point to different school, classroom and student related issues.

The students' union of the school plays a vital role in school management. All the members of students union of the school work co-operatively. They perform the role very well and work for maintaining school discipline.

ROLE OF TEACHERS IN ORGANIZING CO-CURRICULAR ACTIVITIES

Co-curricular activities are those activities which are organized 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 cant not be separated from curriculum.

The teachers have to perform multi-dimensional functions in organizing and executing co-curricular activities. The teachers of Khagorijan Night High School very sincerely take the responsibility to organize co-curricular activities. All the teachers of Khagorijan Night High School are very co-operative and interested to organize different innovative co-curricular activities in school. Sometimes the teachers get some difficulties while organizing and executing such activities. But due to all the teachers are very co-operative and also with the help of the school Principal and school authority they solve such kind of problems and beautifully organise the co-curricular activities in School.

In khagorijan Night High School, we teacher trainees with other teaching staff organize some co-curricular activities. Those are mentioned below:
Art Competition: On 10th of may we organized and art competition in our school. The competition started from 1:00 PM. We invited our respected Mithun Sir n Bandana madam as a chief guest and judge. We gave one hour to the students for the competition. We got to see lot of creative painting and our sir also appreciated them and wished them good luck for the future. As soon as the bell rang all the students stopped painting. We collected the paintings and gave those to our judge for the result. One student from class vi won the first prize.

Plantation Programme :

All the interns along with school teachers organized 'Tree Plantation Program' on 22 February 2023 in the school campus of 'Khagorijan Night High School'. We united all the teachers and the students to participate in the programme. We planted 8 trees of Bokul and Neem collected from College of Education Nagaon in different areas of the school. I along with other interns also have lecture on the importance of tree plantation to support the environment.

Quiz Competition: On 19th may we organized a quiz competition. We decided to split the students in groups and do 5 rounds of questioning. Students were active during each round and answering the questions within seconds. As the questioning rounds going on team A able to score highest and won the competition by 5 points and team C became the runners up. Our head Ma'am gave team A the trophy for scoring highest. After that we took some group photos with the students and the teachers.

Poem Recitation: On the same day itself we organized the poem recitation competition where from each class two students had participated. All the participants did their best and at the end class viii student was declared as the winner the competition. Our school head madam congratulated her and wished her all the best. By doing this activity we were able to understand the ability of the students.

Field Study: On 26th may we organized a field study to the nearest kalong river. We took the students on the river bank and made them observed the water condition. Students gained knowledge about the river's pollutant level and how nagaon's drainage system is polluting this river even more. After that we discussed the solution of this condition with the students and also made them realizes how people's life is depending on this river and also how the water bodies is affecting because of this pollution.

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. Though there are number of community festivals celebrated in Khagorijan Night High School throughout the academic year. But, during my internship period I had experienced Bohag Bihu. Bohag Bihu is the most important festival celebrated in Assam welcoming the new year. In Khagorijan Night High School, Pre Bihu is celebrated on 29.04.2023. All teachers and students co-operatively welcome new assamese year by wearing traditional Assamese dress, sang folk and perform bihu dance on Bihu Geets.

OBSERVATION OF PEER'S TEACHER 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. To improve my teaching style and learn from other teachers I observed the teaching process of all the peers' teachers and other teaching staff of the school. As an observer, I learnt new ideas and techniques and how to manage a classroom situation. Not only the internship trainees but also other teaching staff is very cooperative they allow us to observe their teaching. From peer teacher teaching I observed that some teachers are very innovative and creative who uses different creative teaching aids. They introduce a lesson very interestingly. They ask significant questions during the lesson.

My observation of peers teaching includes three steps. In the first step I take the permission from the teachers from whom I will observe the class. In the second step i.e. observation I observe the whole class and collect data. In the third step i.e. post observation, I discussed with teaches with the data collected from the classroom to improve my teaching and enhance students learning. The observe teacher also benefited from the discussion. Thus, peer teacher teaching benefits both the observers and observed teachers. From the observation of peer teacher teaching I observed that the teachers of the school are very efficient in teaching. They follow the some steps of lesson plan.

ROLE OF PRINCIPAL

The efficiency of the school depends on the ability of skilled personality, professional experience of the principal. A Principal is the Educational Supreme authority holds the key position in a school. The Principal has to play a number of roles for smooth functioning of a school. The Principal of the school is very active and strict person. The principal of the school observe every day everything for the maintenances of the school. The principal observed students discipline, teachers activities and even observe we teacher trainee also. The principal not guided only the students and teachers of the school in their activities but also guided us in our activities. The Principal performs his role in school very well so that the smooth functioning of the school is very well maintained some of the important roles played by the principal are-

- He guides teachers in their subject teaching and sets the allotment for the teachers.
- He checks the final preparation of the time table and decides the textbooks prescribed for the students.

- He checks the class registers once in a month.
- He formulates minimum academic programmed and institutional plan and implements it.
- He sometimes observes classroom teaching of teachers during working day and provides suggestions.
- He supervises the activities going on in the playground, hall, meetings etc.
- He takes lead and looks that each student and teachers attend school regularly.
- He looks that daily assembly, examinations, parents' teachers meetings and all other programmed are organized timely.