

SCHOOL INTERNSHIP PROGRAMME

FOR TWO-YEAR B.Ed. COURSE

UNDER

GAUhati UNIVERSITY



B-Report on Internship Experiences

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INTRODUCTION

In recent years, there has been a significant modification in the B.Ed. course across India. The transition from a one-year to a two-year B.Ed. programme is an exciting and demanding endeavor. Any teacher education course seeks to train teacher having requisite teaching skills. Practicum approach adopted in the modern teacher education course is to place a student teacher in a classroom situation under the supervision of a qualified teacher. The concept of Internship introduced in the two year B.Ed. course throughout the country is quite challenging one for all the teacher education institutions.

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 give them an opportunity to integrate theory and practice, plan and deliver lessons properly, critically analyze 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 field of education.

Internship is pre-requisite for a teacher trainee. A teacher has to perform many functions in the school where he/she is adjusted during the practice of teaching. The pupil teacher has to work as an apprentice under the guidance of an experienced teacher of any school for about four months. During these days, he/she has to do certain things practically, so that he/she becomes aware of the role which he/she has to play in the field of education. Maintenance of school records is very essential in every institution. Schools are established by the society with certain objectives. Achievements of those objectives are measurement of progress. The Internee has to master the basic skills acquired for the maintenance of school records (i.e. admission, attendance, stock, examination etc. He/she has to learn to frame the time table as well as class and has to give his comments on the lessons which he/she has observed at least of their school teachers. During this period, the trainee learns certain abilities, attitudes to shape himself/herself as an effective teacher.

In the Nagaon Model School, morning assembly starts at 08:50 a.m it continues to till 9:00 a.m. All students and teachers assemble in school porch for the morning assembly. Some activities that are performed in the morning assembly are given below –

- Line up
- Poem/ Rhymes recitation((when assembly is conducted by students of lower classes)
- Prayers
- Discipline-check up uniform, hairs nails etc.
- Encouraging Speech by headmaster
- National anthem

In the Afternoon assembly, all teachers and students gathers in the field at 2:00 pm (Monday to Friday) and at 12:00 pm (Saturday) and performed Jatiya Sangeet "*O Mur Apunar Desh*". Students then leave the school for the day. The pupils performed admirably in both the morning and closing assemblies. Even pupils from primary levels are self-assured enough to stand up for the assembly.

Every morning, with the exception of days with exams, there is a morning assembly. The assembly is a delightful occasion when the students' vibrant uniforms illuminate the porch.

The above mentioned every activities are performed very well in the school. Often in the school the students and teachers are asked to deliver valuable speech on different topics. Even the students were also given the opportunity to give speech in the assembly.

Participating in various activities of prayer and assembly I can say that in Model English School every activity related to prayer and assembly performed well.

2. SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC)

SMDC play a significant role in the overall development of school. It builds a critical bridge between the community and the school, playing the additional role of providing over right in school to ensure all basic requirements of the school.

National achievement of survey of NCERT indicated poor performance of the students of

secondary schools. The enrollments of students in the government managed schools are decreasing and the qualities of education imparted in their schools are also in questions. To overcome these problems, SMDC is formed in every school. The school management and development committees have a major role in improvement of quality in schools and many responsibilities have been delegated to the SMDC'S, like selection of Principal/Head master/Teacher/Financial management.

The RMSA (Rashtriya Madhyamic Siksha Abhiyan) framework provides that every secondary school will constitute a SMDC at the School level. This committee will be responsible for all the activities including: Planning, Collection of data, Implementation, Monitoring Evaluation, Making annual works plans etc.

As per the framework, SMDCs should include representatives for local authorities, academicians, subject experts, officials, representatives of disadvantaged groups, women and parents/guardians of students. The ultimate aim is to ensure wide participation of all stakeholders in the management of schools. The meeting of SMDC is held minimum once in every three month.

Powers and functions of SMDC:

In terms of school development, the SMDC wields considerable power. SMDC performs the following critical functions:

- The SMDC shall take necessary steps for overall growth and development of the school leading to conducive educational environment for academic excellence
- It will pay special attention to the disabled weaker section, girls and out of young persons.
- The SMDC should generate a school development fund by collecting grants- in- aid from govt., RMSA and any other sources including collection of subscription donations etc. for the development of school infrastructure.
- The SMDC should select candidates for the appointment of teaching and non-teaching staffs as per rules and procedures prescribed by the government.
- The SMDC should ensure that the school is functioning as per as the academic school calendar circulated by the government in respect of time duration and number of working days.

SMDC's Activities in Model English School

In Model English 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 headmaster 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. . They organize meeting to discuss for improvements of the school.

Members of SMDC of Model English School, Nagaon are-

Name	Qualification	Designation
Swapan Kumar Talukdar	M.A, B.Ed	President
Bishnu Prasad Bora	B.A	Vice President
Subhash Chandra Mandal	M.A, B.Ed	Principal cum Secretary
Mahesh Pandey	B.A	Assistant Secretary
Sarat Kumar Bora	B.Sc	Treasurer
Mahesh Pandey	B.A	Member
Sarat Kumar Bora	B.Sc	Member

The development of SMDC is necessary for every school; it can be inferred from the discussion above. The SMDC discusses a variety of school-related topics, including academics, facilities, parent-teacher associations, and the hiring of teaching and non-teaching staff, in addition to looking for potential solutions to issues.

3. TIME TABLE PREPARATION

The time table is a framework to run the school. Time table is a mirror that reflects the entire educational programme followed in the school. School time table is the complete guidelines for the teachers. 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 where. 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 where.

The main importance of school time table are-

1. The school time table ensures smooth and orderly working of the school.
2. It prevents waste of time and energy.
3. Time table gives a summary of the work allotted to each teacher.
4. It helps in adjusting of school work according to need of pupils.
5. School time table helps in formulation of good habits.
6. School time table directly aids discipline in the school to a great extent.
7. A good time table not only facilitates work, it also adds efficiency in various sphere.

In Model English School, there is a good routine for effective management of the school. At 08:55 am the assembly bell rings and the class begins from 9:00 AM. The first class goes for 50 minutes and the rest of 45 minutes. There is a lunch break of 45 minutes from 12:00 to 12:45 pm. After the lunch break two classes are held and the classes end at 2:00 pm and Evening assembly started from 2:00 pm-2:05pm. On Saturday four classes are held till 12 noon.

Below are the schedules of class time:

- Morning assembly: 08:55 AM to 9:00 AM
- 1st Period: 09:00 AM to 09:50 AM
- 2nd Period: 09:50 AM to 10:35 AM

- 3rd Period: 10:35 AM to 11:20 AM
- 4th Period: 11:20 AM to 12:00 noon.
- Break time/Recess: 12:00pm to 12:45pm
- 5th Period: 12:45 PM to 01:20 PM
- 6th period: 01:20 PM to 2:00 PM
- Evening assembly- 2:00 PM -2:05 PM

Throughout my internship, I have observed that each instructor is assigned a subject in which they are proficient. The school's scheduling offers teachers remedial hours to enhance student learning and give academically lagging students more attention.

Each activity at the Model English School in Nagaon has a designated timetable, and as a result, the schedule is followed. The class timetable runs smoothly.

4. GRIEVANCE REDRESSAL SYSTEM

Grievance Redressal is a management and governance related process used commonly in India. Grievance Redressed 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.

With term grievance Redressal primarily covers the receipt and processing of complaints from citizens and consumers, a wider definition includes action taken on any issues raised by them to avail services more efficiently.

In order to preserve a positive learning environment in the institute, the Grievance Cell's goal is to foster a responsive and accountable attitude among all stakeholders. For the purpose of resolving issues raised by students at the school, a grievance cell has been established with the following goals:

- Upholding the dignity of the school by ensuring strife free atmosphere in the school through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block and Academic Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the school.
- Advising Students of the school to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and school administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

Grievance Redressal System of Model English School, Nagaon:

In Model English School, Nagaon there is no any separate cell which looks after the complaints lodged by any students and judge its merit. All the mater goes to the class teachers first and if the situation is complicated then Head master handles the matters. During the period of my internship no such complicated issues have taken place. Only some complaints like missing eraser, pencil, fighting etc which the respective teachers solve it out. At the parents teachers meeting while taking feedbacks of the parents no such complaints put forward and need for redressed did not arise.

5. OBSERVATION OF STUDENTS' UNION ACTIVITIES

Students' Union is commonly observed in colleges and universities; it is rarely seen in schools. During my time as an intern in Model English School, I have not come across the Students' Union body. As such, no activities performed by the association of students are observed.

competition. A majority of the students took part in Art competition, lesser number of students took part in Essay writing competition. The competition started at 10:30 am in the morning and continued until 12 pm in the noon. The winner of Art Competition were Atul Kumar Singh, Sohail Nibir and Joshim Hussain, while that of Essay Competition were Biswajit Bora, Muskan Agarwal and Pushpakhi Deka. The winners of the competition were given prizes on the 8th of February 2023.

10. COMMUNITY FESTIVAL

Every individual, as well as every school, is a part of a community. School existed solely due of the community. Community festivals are destined to promote peace and cooperation among various communities throughout the state and country. It also taught pupils the value of having people from many communities in a school. It also teaches pupils about the values and relevance of various communities, as well as fosters a sense of human brotherhood and camaraderie among students at the school.

Assam being a land of diversity state comprises of variety of cultures and customs. During my time at Model English School, we could not organize any festivals at the school itself due to financial constraints. However, in collaboration with my fellow interns at Morikolong High School, we organized community festival at the school itself. It was graced by the presence of the principal of College of Education, Nagaon as revered guest. The event is a multi-cultural event. During the event, many cultural dances and songs were performed. The most prominent ones are the Bihu dance and Bihu songs. Students belonging to Bodo, Karbi and Mising tribe also performed their cultural items in the program.

11. CLEANLINESS DRIVE

On the 30th of May 2023, interns from the College of Education who were doing their internship at Model English School conducted a community service. The purpose of the initiative was to raise student awareness about the need of keeping our surroundings clean. A clean-up campaign was launched to safeguard the environment from pollution caused by plastics and other litter. The programme prodded pupils to strive for a cleaner atmosphere that is conducive to healthy living. Students from classes VI through IX take part in the event. The cleanliness drive began at 11:20 a.m. and lasted until 2 p.m. The principal of the school oversaw the program organised.

12. OBSERVATION OF PEER TEACHERS' TEACHING

Experience is one of the paths to perfection. Observation from others makes learning experience better and faster. During my time at Model English School, I learnt a lot by observing my peer teachers while they perform their duty. It provided the opportunity to reflect and improve on my knowledge and skill. It helped me enhance my quality of teaching method. An observing teacher is a good teacher. Teachers should inculcate the habit of observing from other and incorporate the good values into their life.

My days at Model English School were full of learning opportunities. Learning from the regular teachers about their methods and skills of teaching were some of the important ones. Classroom management is the one area that I had improved a lot after joining the institution as an intern teacher.

In the school, I got the opportunity to learn from teachers every day. I was very content with their ability to keep students under their control. The ways they introduce a lesson to the students were fantastic. They were creative in their duty, from making of teaching aids to explanation, the teachers excel in their duty. The teachers also present interesting questions to the students so that they can work out their knowledge.

My observation of peer's teaching included three steps. In the first, I took permission from the teacher in whose class I wanted to observe. Here, I observed the activities of the teacher and their proficiency. In the second step, I observed the classroom activity which include the behaviour and performance of the students and collected the data to refer to and improve my teaching skill. The third step includes analyzing the data collected and putting it to use for personal and professional improvement. I found out that the teachers there are very efficient in their duty.

13. ROLE OF THE PRINCIPAL

The school's leadership is the principal. He is entirely liable for how the school runs. The principal's aptitude, disposition, and professional background all affect the school's standard. A school's principal is obligated to multitask and permeate a variety of tasks in the school.

Role of the Principal of Model English School, Nagaon

The Model English School's principal is Subhash Chandra Mandal. He is a highly active and uncompromising individual. He shows up early at the school to observe and make sure

everything is going smoothly. He also considered the attitude and demeanor of the school's teachers and students. Along with being an excellent principal, he served as a mentor to the teachers and the interns doing their internship in the school.

Given below are the brief role of the principal of the school based on my observation from the time I joined the school as an intern to the time I completed the internship.

a) **Academic:** Academically, the principal portrays the following role in the school

- i. Guide for the teachers.
- ii. Allotment of works to the teachers.
- iii. Preparation of school timetable.
- iv. Prescribing books.
- v. Undertaking action research programmes when required.
- vi. Formulating academic programmes and planning of events to be arranged in the school.
- vii. Maintenance of registers and other daily needs of teachers and students for teaching and learning activities.

b) **Supervision:**

- i. Observation of classroom teaching and learning progress and provide suggestion wherever required.
- ii. Supervise curricular as well as co-curricular activities.
- iii. Keep an eye on student behaviour and analyse it. then make recommendations to assist them in becoming a better person.
- iv. Oversee the cleanliness of the school.

c) **Administration:**

- i. The principal is responsible for the smooth functioning of the school.

- ii. Addressing issues and complains.
- iii. Makes sure that the teachers and the students are regular in their classes.
- iv. Make guidelines for conducting exams and tests.
- v. Organise parents-teachers meet etc.

From my days at Model English School, I find the principal as a man of culture, efficient and excellent in his duty. He is a go-to-person for any kind of issues related to school.

CONCLUSION

In my life as a B.Ed. student, internship is a crucial time. It helped me enrich my knowledge and polish my skills of teaching and managing classes. It served as the foundation for me to become an enhanced version of myself. As an intern at Model English School, I am very pleased with the opportunities that have been given to me during my internship period. Although the school is relatively new, it excels in various areas of academics. Its contribution to education is immense in many seen and unseen manner. I received a tonne of assistance from the staff members there, including the professors and kids, throughout my internship stay. The principle has been kept in touch with us regularly and given us all of the assistance we necessitate. They helped foster my knowledge and skill expansion.

I also had the great fortune of having Mrs. Mitali, ma'am, as my mentor during the internship. I was able to both uncover and maintain my skills with the help of her advice. She was always there to help her students with their issues. Her guidance helped me become a better person. She assisted me with tasks relating to my internship and was available to point out any shortcomings in my work. I owe her a huge debt of gratitude for all of the support and advice she provided me with while I was a student at the institution.

During my internship, Model English School in Nagaon has served as my spiritual home. It provided me with the chance to grow, learn, and advance in the areas where I was lacking. I am very appreciative that Model English School hosted me during my internship.

Last but not least, I would want to express my gratitude to the Nagaon College of Education for providing me with the excellent opportunity to work as a teacher in this school and develop both as a better human and a teacher.

Handwritten signature and date: 13/6/23

PHOTO GALLERY



In Pic: A group photo of the Model English School's Staff



Photo: Students claded in White uniform on Wednesdays & Saturdays and regular dress on normal days lined up for assembly.

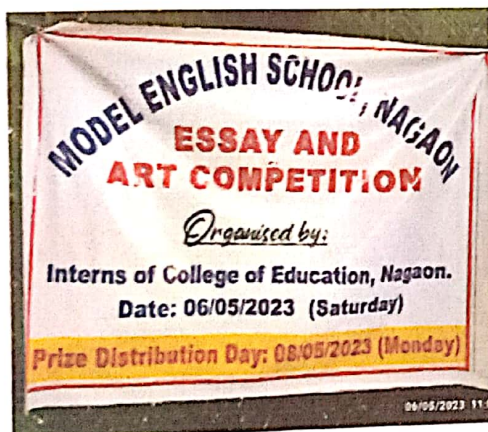


Photo: Examination Duty

1. Tree plantation



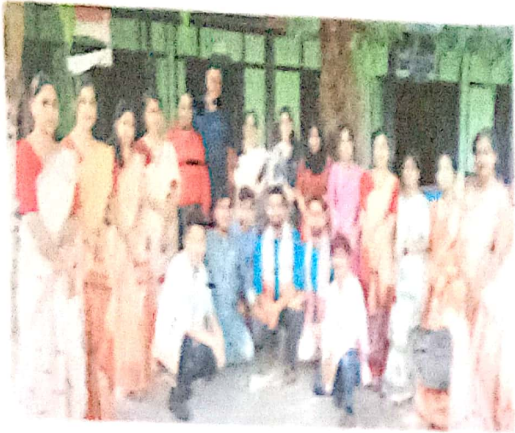
2. Art and Essay Competition





3. Community Festival





4. Cleanliness Drive



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