

SCHOOL INTERNSHIP PROGRAMME

FOR TWO-YEAR B.E.E. COURSE
UNDER
GAJEATI UNIVERSITY



B-Report on Internship Experiences

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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 Nagaon International School, morning assembly takes place regularly with prayer song in decent manner. I have seen every day, the prayer starts at the same time from 8.45am to 9.55am. All the students stand in rows and then perform prayer time very peacefully. One student is committed to sing the national anthem and a prayer song and other students and teacher also co-operate her. News heading, Great men speech etc are also presented by the students during prayer and assembly time.

SMDC/PTA/STAFF MEETING

SMDC means school management and development committee. The role of school management and development committee for the development of school administration is very essential. SMDC takes the necessary steps for overall improvement of a school which works are to select the head master of the school, teacher, financial management etc. SMDC regularly visits the school and arrange meeting according to the needs of the school where various topic related for the improvement of school quality are discussed and tried to be solved. The members of SMDC of Nagaon International School included the following:

President-Biju Borah

Secretary –sammujjal Bora

School incharge-Rina Dutta Roy

Parents teacher activity is also associated in the school. It also plays an important role for educational development. But it is held in the school when needed not regularly.

From February to May in our internship period PTA were arranged. And a staff meeting was held. The principal of the school requested all the teachers of the school including B. Ed trainee and the students to co-operate positively in the school programmes.

TIME TABLE PERPETRATION

Preparation of a time table in a school is a table for coordinating these four elements students, teachers, rooms and time slots. School time table usually cycle every week. It largely refers to high school than primary school. It helps to improve school activity and teaching learning process more effectively. So, it should be prepare by the principal after discussing with his/her teaching staff.

Some principle of preparing a time table are-

- I. Time table should based on type of school
- II. Amount of time available
- III. Principle of justice
- IV. Free period for teacher
- V. Principle of play and recreation (leisure period)
- VI. Maximum utilization of resources
- VII. Elasticity or flexibility etc.

In Nagaon International school,' time table of school programme was already prepared. It was properly used keeping relation with the school routine. In the school, the classes of the day are started from 9:00 am to 2 pm every Monday to Friday and Saturday starts from 9:00 am to 12:00 pm. The leisure period is included from Monday to Friday at 12:00 pm for 30 minutes and before that period hard subject classes and after the leisure some easy subject classes are done by the teachers for proper effect and systematically by maintaining the time table.

• 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 Redressal in Nagaon International School:

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

- Biju Borah
- Sammujjal Bora

OBSERVATION OF STUDENT UNION ACTIVITIES

Observation of school union activities of the school should have done very sincerely. It plays an important role to maintain any programmes of school systematically and peacefully. The members of the union body are selected by the teacher of the school. The role of the union member to perform and manage any kind of activities like school week, festival, meeting or different programme of the school moreover, in the school union activity there is a class captain in every classes who have to maintain discipline in the class and try to solve the issues with the help of teachers or principal.

So, the development of school union activity is most give important on observation to its better results which students union body is required.

ROLE OF TEACHERS IN ORGANIZATION OF CCA

CCA means co-curricular activities which earlier known as extracurricular activities (ECA). It helps to develop various fact of the personality development of students/child like intellectual development, emotional development, social development, moral development, aesthetic development also increase creativity, enthusiasm and energetic and positive thinking.

Role of teacher in organization of co CCA.

- I. The teacher must be a good planner
- II. It should be the duty of the teacher to give opportunity to the child while performing CCA.

- III. The teacher should act as innovators
- IV. The teacher must be a good organizer so that student experienced maximum of it
- V. He/ She should too act like as director, recorder evaluator, motivator, coordinator so that students could gained his CCA needs.

The role of the teacher in organization of CCA in Nagaon International school is very active. I organized a speech competition on 27th of may 2023. The students participated sportily .







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We also had planted a tree on the school compound on behalf of our college, COLLEGE OF EDUCATION.



• OBSERVATION OF PEERS TEACHERS' TEACHING

“Peer teaching can enhance learning by enabling learners to take responsibility for reviewing, organizing, and consolidating existing knowledge and material; understanding its basic structure; filling in the gaps; finding additional meanings; and reformulating knowledge into new conceptual frameworks”. 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.

Observation of Peer Teachers Teaching in Nagaon Internatinal School

To improve my teaching style and learn from other teachers I observed the teaching process of all my peers' teachers. As an observer, I learnt new ideas and techniques and how to manage a classroom situation. 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. I collected various experiences regarding the teaching method and moreover discussed with other fellow interns and teachers to improve my teaching and enhance students learning. Thus, peer teacher teaching benefits both the observers and observed teachers.

• ROLE OF PRINCIPAL

A principal is someone who is the leader of an entire community within a school. He or she is responsible for managing the major administrative tasks and supervising all students and teachers. The role of a principal is to provide strategic direction in the school system. Principals develop standardized curricula, assess teaching methods, monitor student achievement, encourage parent involvement, revise policies and procedures, administer the budget, hire and evaluate staff and oversee facilities. The efficiency of the school depends on the ability of skilled personality, professional experience of the principal. The principal has to play a number of roles for smooth functioning of a school. With schools facing increased pressure to improve teaching and learning, the duties and responsibilities of principals expanded further to include the responsibility for leading school reform that would raise student achievement

Role of the Principal in Nagaon International School.

The Principal of the school is very active and friendly. 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 teacher trainees also. The principal 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 he helped us a lot in every respect. The principal plays a great role in the school's academic, administration and supervision. 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 programme and institutional plan and implement it
- He sometimes observes classroom teaching of teachers during working day and provide 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.