

SCHOOL INTERNSHIP PROGRAMME

FOR TWO-YEAR B.Ed. COURSE

UNDER

GAUHATI UNIVERSITY



Report on Internship Experiences

Month: February-May 2023

Submitted by Animesh Agamacharyya

College of Education, Nagaon

Roll No: UA-211-243-0006

*Examined
Nagaon*

Contents

INTRODUCTION	1
• Prayer and Morning Assembly	2
• SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC).....	2
• TIME TABLE PREPARATION.....	3
• GRIEVANCE REDRESSAL SYSTEM	4
• OBSERVATION OF STUDENTS' UNION ACTIVITIES	4
• ROLE OF THE TEACHER IN ORGANISING OF CO-CURRICULAR ACTIVITIES (CCA).....	4
• ORGANIZATION COMMUNITY SERVICE.....	5
• COMMUNITY FESTIVAL.....	6
• OBSERVATION OF PEERS TEACHERS' TEACHING	6
• ROLE OF THE PRINCIPAL.....	6
CONCLUSION	7
ANNEXTURE: Photo Gallery.....	8

INTRODUCTION

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.

As a part of completion of B.Ed an Internship Programme of 4 months is to be completed. Is the privilege of the students to attend such internship programme that is much rewarding so far as the experience is concerned. The internship programme aims to delivers the trainee a real life experience in an academic school.

As a teacher trainee and as part of the internship program I joined the **Bhugeswar Hazarika Girl's Higher Secondary** School for 4 months (Feb-May). During the internship period I have learned a lot in the school and I am thankful to College of Education Nagaon for giving me the opportunity to be part of this prestigious school. During the internship period I tried to acquire knowledge and skill required for a being a good teacher. During the internship period I observed how the whole system of the school operates. I observed and also took part in different activities which are very important for the achievement of educational goals.

This report consists of various program and sessions which were held in the school on regular basis. All these programs and sessions have great influence over the growth of the students, teachers and the whole school itself.

➤ **Prayer and Morning Assembly**

In any good school, morning assemblies are a must thing to begin the day with. A school assembly is a gathering of all the students and teachers. Important announcements may be made and routine attendance checks are typically done in such gatherings. Here I present my four month of internship report on prayer and assembly in the school. In **Bhugeswar Hazarika Girl's Higher Secondary School, Bebejia**, the morning assembly starts at 9:00 am with the "**Jatiya Sangit**". In the morning assembly all the students and teachers of remains present. The Morning assembly continues for 15 minutes. Some other activities that are performed in the school morning assembly are given –

- ❖ Daily morning news headlines in English
- ❖ Daily morning news headlines in Assamese
- ❖ Quiz
- ❖ Quotations of famous personalities
- ❖ Poem recitation
- ❖ Riddle asking

The above mentioned activities are performed very well in the school. All these activities are performed by different class every day. Teachers also give general information to all the students in the morning assembly if there is any.

➤ **SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC)**

SMDC means School Management and Development Committee. The role of the SMDC is that it works for the development of the school. It is the most necessary and much needed for the development of the school. It takes important decision and necessary steps for the overall improvement of the school. They keep eye on the overall functioning of the school. Regular meetings SMDC are organised in the school to discuss about different problem and their possible solution.

In **Bhugeswar Hazarika Girl's Higher Secondary** there are 10 members in the School Management and Development Committee. It consists the President, Secretary, Vice President, 2 members from the school teaching staff, 2 members from the guardians, 1 member who has relation to art and culture, President of Gaon Panchayat and Counsellor.

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 is a mirror that reflects the entire educational programme followed in the school. It prevents any kind of time waste in the school. Time table gives a clear vision and comprehensive picture of school activities. A proper preparation of school time table is very important to run the school and classes smoothly. It mainly coordinates four elements in the school- students, teachers, classrooms and the school time slot. A time table is prepared after proper discussion with teaching staff, Principal and Vice Principal.

In **Bhugeswar Hazarika Girls Higher Secondary 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. During internship period I have observed that a well planned Time Table was prepared for the school. Every teacher follows the time table. Time table has proper distribution of time for classes as well as leisure time. The classes in the school starts from 9:15 am and ends at 3:15 pm from Monday to Friday. On Saturday Time table is followed from 9:15 am to 1:10 pm. From Monday to Friday the school time table has a 30 min break time at 1:10 pm.

1 st period	9:15-10:00
2 nd period	10.00-10:45
3 rd period	10:45-11:30
Break time	(10 minutes)
4 th period	11:40-12:25
5 th period	12:25-1:10
Break time	(30 minutes)
6 th period	1:40-2:25
7 th period	2:25-3:15

➤ **GRIEVANCE REDRESSAL SYSTEM**

Grievance Redressal System is important part of any academic institution. No administration can claim to be accountable, responsive and user friendly unless it has established an efficient and effective grievance redress system. To make schools more student friendly and safe every school has the Grievance and Redressal cell.

Bhugeswar Hazarika Girls Higher Secondary School also has the Grievance and Redressal cell. But during my time of 4 months in school did not find any problem or any such situation.

➤ **OBSERVATION OF STUDENTS' UNION ACTIVITIES**

A students' union is a student's organisation present in many high schools, colleges, universities. Students Union and activities promotes student's 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 act as a medium between college authorities and Students. Students Union stand to solve the problems that are faced by students in schools. They represent all the students.

In **Bhugeswar Hazarika Girls Higher Secondary School**, a union body operates. The union has 11 members who are given different positions in the union. They are responsible for the proper conduction of any program in school. They get support from the teachers. All the members of the union is selected by the teachers. Every year new members are selected.

➤ **ROLE OF THE TEACHER IN ORGANISING OF CO-CURRICULAR ACTIVITIES (CCA)**

Co-curricular activities are those activities other than the academics which are organised in the school for the overall development of the students. These activities enhance the personality of students. As the modern educational theory and practice give priority on all round development of the child so in order to fulfil the modern aim of education of all round development the co-curricular activities of the child cannot be separated from school curriculum.

Role of the teachers in co-curricular activities are:

- ❖ A teacher must be good planner of the activities
- ❖ A teacher should be able to conduct both the curricular and co-curricular activities.

- ❖ A teacher should give equal opportunities to every student to take part in the co-curricular activities.
- ❖ A must be able to encourage the students to take part in the co-curricular activities
- ❖ A teacher must be a good organizer so that the students can get the full experience out of it.

In **Bhugeswar Hazarika Girl's Higher Secondary School**, teachers play active role in organization of co curricular activities. During the internship period all the trainees organized different co curricular activities. All the teachers encouraged us and helped us where ever we needed their help. We organized activities like Art competition, extempore speech, poster making competition, speech competition. They always very encouraging also gave valuable suggestion to make every program a success.

We organized an Art competition in 13th may 2023. We kept environment as the main theme of the competition. We divided the students in two groups and gave them topics to draw accordingly. A good number of students took part in the competition.

After that on the same day we organized an extempore speech competition. Here we divided students in to two groups according to their classes. Different topics were given to the students to choose from and give small speech on that. 3 min was given to each student

On 26th may 2023 we organized a Poster making competition on the occasion No Tobacco Day. Topic of the program was 'Say No to Tobacco'. Many students took part in the competition and made beautiful posters. We selected 6 students and gave them prizes.

➤ ORGANIZATION COMMUNITY SERVICE

Community services are the important part of any kind of school program. It helps to modify and improve the quality of school curriculum for gathering knowledge outside the school and creativity this are needed in our curriculum. During our internship period we did a plantation drive in the plantation drive within the school premise as well as outside the campus on 22nd Feb 2023.

During my internship period in **Bhugeswar Hazarika Girl's Higher Secondary School**, school organized community service where we also gave our contribution. School organized an awareness program on Menstrual hygiene and reproductive health on the occasion of Menstrual Hygiene Day on 27th of May. The school also has an ECO CLUB which has all the students as members. They regularly organize community drives regarding environment safety "Protection of plants."

➤ **COMMUNITY FESTIVAL**

School is a part of community. The school thrives because of the community. The various events at the school are designed to build a healthy relation between school and community. Through the celebration of community festival in school students learn the qualities of sensitivity, simplicity and creativity, sociality.

In **Bhugeswar Hazarika Girls Higher Secondary School** different community festival are celebrated with great enthusiasm. During my internship tenure we organized Pre-Bihu Celebration on 12th April 2023. All the students, teachers collaborated with all the internship trainees to make the program a gran success.

➤ **OBSERVATION OF PEERS TEACHERS' 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. Observation of peer teacher teaching helps allow for the improvement in teaching techniques.

During four-month of internship I observed my peer teacher teaching when they were taking classes. All the teachers take their class very actively and with utmost discipline. They always try to improve their own teaching methods and techniques so that they can teach students more effectively. The school also observe it's teachers teaching and organise review meeting frequently to discuss different issues if there is any and they work together to improve the overall teaching methods and techniques.

➤ **ROLE OF THE PRINCIPAL**

The efficient functioning of the school depends on the ability of skilled personality, professional experience of the principal. A Principal is the Head of an institution who looks after the overall functioning of the school. Principal has to play a number of roles for smooth functioning of a school.

The principal of the school observes every day activity in the school. The principal observed student's discipline, teachers' activities and even observe us the teacher trainees too. The

principal guide the teachers and students in the school so that everyone performs their works in most effective way.

The name of the Principal of **Bhugeswar Hazarika Girls Higher Secondary** School is **Mr. Upen Bora**. He is one of the most capable person. He always motivates and encourages the teachers and students to keep improving. He is a very disciplined person. He uses all his experience for the betterment of the school. He regularly visits classes to check the progress of the students and conducts review meeting with teacher to analyse the performance of students of different classes. During my internship period the principal provided us with all the necessary helps that we needed to effectively complete our internship period.

CONCLUSION

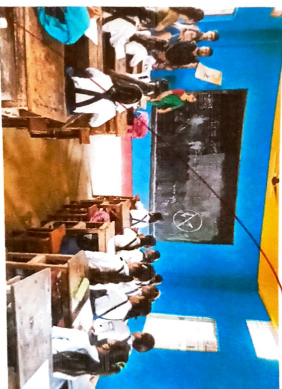
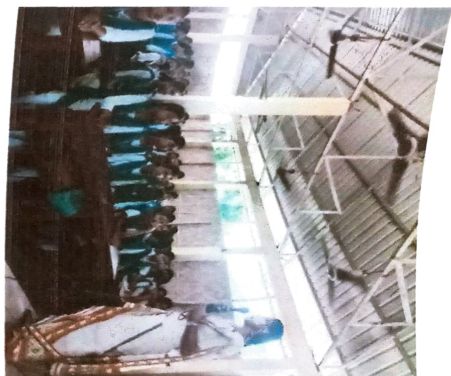
In the conclusion, it can be mentioned that the internship period of 4 month provides us with valuable experiences which can be helpful for future situation. During this 4 month, I observed lots of things regarding the school or school works which are discussed above. The internship period was very productive for me. It allowed me to improve my teaching and learn from other teachers and fellow trainees. I have gain knowledge regarding various things. **Bhugeswar Hazarika Girl's Higher Secondary School** offered me opportunities to learn and develop myself and rectify the limitation which were there in my teaching to some extent. Through this internship period, I also learnt valuable things from my fellow trainees.

I feel thankful to the Principal, Vice Principal and all the Teachers for continuously supporting and helping me during my internship period. Also, all the students from class VI to X who gave the same respect as their teachers and follow our instruction without any hesitation.

ANNEXTURE: Photo Gallery







~~Sandit~~
16/6/23