

SCHOOL INTERNSHIP PROGRAMME

**FOR TWO-YEAR B.A. COURSE
UNDER
GAUHATI UNIVERSITY**



B-Report on Internship Experiences

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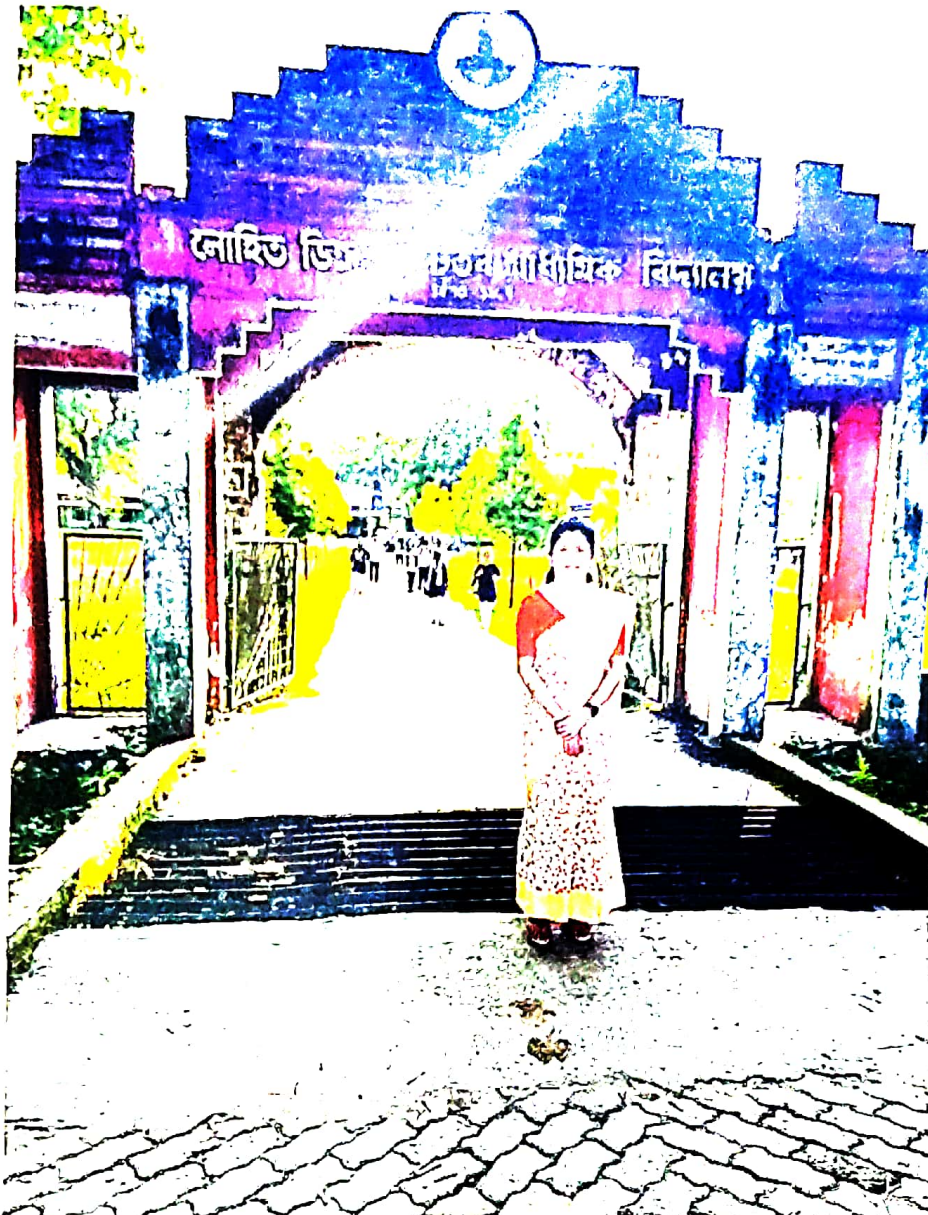
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INTRODUCTION:

Internship program is an effective way to give training to the student-teachers about the real world of work. It gives them an opportunity to integrate theory and practice, plan and deliver lessons properly, critically analyse 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 programs also give them the opportunity to understand different aspects of school programs and improve their skills and abilities in the teaching profession. An effective and improved internship program is required in developing student-teachers personalities as true professionals in the field of education. Internship is prerequisite for a teacher trainee. Internship programme in Teacher Education is of great significance because it ensures the professional preparation of prospective teachers. 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 other activities related to schools. 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 several days. 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 society with certain objectives. Achievements of those objectives are measurement of progress. The Intern has to master the basic skills acquired for the maintenance of school records i.e. admission, attendance, stock, examination etc. 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.





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

As a teacher trainee as curriculum role, I attend in Lohit Dikrong Highest Secondary school, Lakhimpur from 7th February, 2023 to 31st May, 2023 for 4 months for the acquisition of these skills. I am heartily thankful to college of education, Nagaon for giving me the opportunity to be part of the school. I practically observed various activities which are very important to achieve the educational goal.

OBSERVATION OF SUPERVISION AND MONITORING SYSTEM OF THE SCHOOL

PRAYER AND ASSEMBLY

Morning Assembly is a very important ritual of a school. Every new work Start with prayers to God. So it is happening in Schools too. The school day of the school starts from morning assembly. A well-organised morning assembly establishes a positive tone for teachers and students and encourages community involvement. It is essential to understand that morning assembly is not just about standing in long queues and singing prayers or the national anthem, but it's something beyond just prayers. All the activities carried out in the morning assembly by the school staff and students have a great influence in every point of life. The positive effects of attending school assemblies can be felt throughout life.



Morning assembly is an integral part of the school's schedule of Lohit Dikrong Higher Secondary school. The school bell rings at 9.00 a.m then all the students and teachers gather in the school field for the morning assembly. Students arrange themselves into columns according to their classes from VI to XII according to their heights.

The assembly starts with the exercise when the general secretary of the students union body gives command to start. Exercise is a must for every student. It makes students feel fresh and energetic. After exercise all the students start to sing the prayer "Brahma Aadi Kori". After

prayer there is a very important session in which students get the opportunity to learn and experience something new. In this session one or two students read the headlines of a news paper, one student asks quiz to everyone, another student gives some information regarding general knowledge etc. The assembly is completed with the National Anthem.

SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC)

School management and Development Committee (SMDC) are constituted in all government schools of the state as per norm of RTE Act, 2009. SMDC has to play a crucial role for awareness and participation especially parents in school development activities. It has to work to create a conducive learning environment in the school, ensure active involvement of Civil Society Organization, putting in place an institutional mechanism for constant dialogue at the community level. This committee has to look after the involvement of all teachers as well as principal in school development activities, proper utilisation of grants, fund release is proper time or not, organising co-scholastic activities for children, initiating Social Audit etc. - These are few indicators that reflect the efforts made in this regard. For strengthening the function of the School Management and Development Committee, SMDC members are empowered in these areas. 'Lohit Dikrong Higher Secondary School' Also has the SMDC committee. Fortunately, during our internship period we met the SMDC members of the school and were able to talk to them. They told us that, they organise the meetings 4-5 times in a year. It means, in every 2 and a half months the committee members get together and discuss about issues, funds, mid-day-meal, improvements of the school etc. There are 12 SMDC members at Lohit Dikrong Higher Secondary School names are mentioned below. This committee has to play their duties like - giving approval to the school funds, for improvement of the school. Besides these, this committee help the principal to solve the problems related to students.

Name of the SMDC members of Lohit Dikrong Higher Secondary School -

1. PRESIDENT - Dr. Ananda Kumar Bhuyan, M.A., D.D. NO Bihpuria Constituency.
2. CHIEF MEMBER - Sri Satyajit Borah, Principal of Lohit Dikrong Higher Secondary school.
3. TEACHER MEMBERS - Diganta Nong, Assistant Teacher
Sri Jogendra Gupta, Subject Teacher

MEMBERS

1. MRS DEEPSHIKHA BORAH
2. MRS JANMONI HAZARIKA
3. MRS JUNMONI DAS RAJKHOWA
4. MR LOHIT KUTUM
5. MR GHANASHYAM SAIKIA
6. MR NABIN CHANDRA BORDOLOI
7. MRS NIJORA BEGUM
8. MR DUSHMANTA HAZARIKA,

TIME TABLE PREPARATION

Time table is a mirror that reflects the entire Educational programme followed in the school. 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.

TIME TABLE PREPARATION IN LOHIT DIKTRONG HIGHER SECONDARY SCHOOL .

In Lohit Dikrong 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. All the activities are done as the set time table. Below are the schedules of class time:

Morning assembly - 9:00am to 9:15am

1st Period - 9:15am to 10:00am

2nd Period – 10:00am to 10:40am

3rd Period - 10:40am to 11:20am

4th Period – 11:20am to 12:00am

Leisure – 12:00am to 12:30pm

5th period- 12:30-pm to 1:10pm

6th Period – 1:10pm to 1:50pm

7th Period – 1:50pm to 2:30pm

During the 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 Lohit Dikrong Higher Secondary 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 fulfil mental, social, physical needs of the students.

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. By establishing grievance redressal mechanism, institutions can uphold its dignity by promoting cordial student-educator relationship.

Grievance redressal system of Lohit Dikrong Higher Secondary School, Lakhimpur

In Lohit Dikrong Higher Secondary School there is no any separate cell which looks after the complaints lodged by any students and judge its merit. Principal along with all the teachers discusses the matter with the members of SMDC. During my internship days there are two incidents that have taken place. One incident is some of the students don't want to come for the classes. Another incident is of two girls from class 9 and 10 who were married with the will of their parents. This incident can be said as child marriage issue which the teachers along with the members of SMDC tried to resolve.

OBSERVATION OF STUDENTS' UNION ACTIVITIES

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

STUDENTS UNION ACTIVITIES IN LOHIT DIKTRONG HIGHER SECONDARY SCHOOL

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 organisation school meeting, functions, co-curricular activities, community festivals, morning assembly etc. Students' Union body try to fulfil the needs of the students. They behave in a proper way so that they can handle different situations in school in a better way. Beside the Student's union, in every class there was a class monitor/ representative who also helps the Union Bodies in their works.

In Lohit Dikrong Higher Secondary School the union body comprising members holding the positions are as follows:

1. General secretary - Manish Prasad Sarma et al
2. Assistant general secretary - Geetika Sarkar
3. Debate and literary secretary - Devika Bora
4. Maths teacher secretary - Trishna Das
5. Library secretary - Sahana Sheikh
6. Cultural secretary - Nandita Medhi
7. Social service secretary - Darshana Sathia
8. Sports secretary - Jesmina Begum
9. Music secretary - Dulu devi
10. Festival secretary - Ruprekha Kalita
11. Wall magazine secretary - Devika Bora

NAME OF THE CLASS CAPTAIN:

Class vi - (A) Jyotsna Begum

(B) Krishna Das

Class vii - (A) Swagata Gautam

(B) Suhana Begum

Class viii - (A) Trishna Das

(B) Bondita Nath

Class ix - (A) Khusi Saha

(B) Sewashree Gogoi

Class x - (A) Megha Sonowal

(B) Rituraj Borah

During the internship period I observed that the Union body of Lohit Dikrong Higher Secondary 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 organising, 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 cooperatively. They perform the role very well and work for maintaining school discipline.

ROLE OF TEACHERS IN ORGANIZATION OF CO-CURRICULAR ACTIVITIES (CCA)

Teachers have the crucial role to provide opportunities for children to participate in co-curricular activities (CCA). It is very important for holistic Development of children and to stretch out their inner potentials. The teacher must be a good planner, innovators, better organizer etc. the teacher must be a flexible being who should act like a motivator, director, recorder, coordinator so that students could gain the CCA needs.

The role of teacher of Lohit Dikrong Higher Secondary School is very active in organising CCA activities. Various CCA activities like games, cultural activities like dancing and singing Quiz competitions, speech competitions are used to organized in very fruitful manner along with regular classes. The teachers were divided themselves in different groups to focus on specific area of CCA. For singing section Miss Darshana Keot and Garima Saikia were enrolled. For sport section Aadima Ismail and Snigdha Rani Borah were enrolled and the Literary section was led by Sudarsana Hazarika and Barsha Talukdar.

SOME OF THE EVENTS FOR CO-CURRICULAR ACTIVITIES-

ORGANISATION OF SCHOOL WEEK-

All of the teachers actively participated in school week which used to be conducted one time in a year. It is very essential for break the monotony of regular classes and provide multi dimensional opportunities to showcase the individual talents of the students. Teachers used to motivate the students to participate in indoor and outdoor activities. Not only games but also other literary competitions are also organised by teachers.

THE SANIBORIYA SARA-

This is a weekly event which used to organize every Saturdays of the month in last two periods of the day. Saniboriya sara is a platform for CCA activities which provide the time for practice and performance. Teachers were seen to be very enthusiast to organized different activities like singing, dancing, speeches etc. teachers were used to actively participate to break the hesitation of the students and help them to overcome with their stage fear.

ORGANISATION OF VARIOUS COMPETITIONS-

The teachers were always seen to be liberal for me by permitting me to organize any kind of competition. They supported and guided us to organize competitions like singing, Quiz, extempore speech etc. By help of the teachers we were fruitfully gathered the students and successfully organize those competitions.





From our overall observation it is very visible that teachers of Lohit Dikrong Higher Secondary school are very active, open minded and energetic to provide opportunities for students to participate in various CCA which fulfil the goal of implementation of CCA in school level and provide a multidimensional approach for holistic development of children.

OBSERVATION OF NCC/NSS/SCOUT GUIDE/ COMMUNITY SERVICE/ EDUCATIONAL FIELD TRIP :

The NCC/ SCOUT GUIDE/ COMMUNITY SERVICE/EDUCATIONAL FIELD TRIP/ all are essential part of an institution. The NCC/ NSS/SCOUT GUIDES to provide the education of young pupils through a value system based on the promise and law, to assistance , to build an excelling world where pupils are self fulfilled as individuals and play an effective and helpful role in the society. But I didn't observe any such activities during my internship days. The purpose of field trip is usually observation for education, non experimental research or to provide students with experience outside their everyday activities, such as going camping with teachers and classmates. Students who go to field trip tend to become more empathetic. But there was no educational field trip during my presence in the school internship programme.

NDRF EXHIBITION :

The NDRF exhibition in the Lohit Dikrong Higher Secondary School was one of the most exciting experience i have ever had in my life. The commandos of NDRF came to school and showed the life saving tricks during the could save people during the natural disasters. They showed the easy skills and showed us how to apply in emergency situations. Lakhimpur as a flooded place in the monsoon each one of the people should know these tricks and by teaching the students NDRF is making the foundation of knowledge for the people . It was a great experience for me.



COMMUNITY SERVICE

Community service gives students an opportunity to explore academic interests through a real world lens. When students connect what they're learning in school to issues that actually matters in real life, they throw themselves into learning. It is very essential to have some community services from school to create a connection to the developing society. Some of the community services are mentioned below

COMMUNITY FESTIVAL:

Celebrating community festival at school is a great way to understand the rich heritage of India and learn about the importance of various festivals. Along with enthusiasm and fun for the activities, qualities like sensitivity, creativity and togetherness are also inculcated in the students. Children will remember an important day only if they are told about the occasion's significance. The school is such a platform to make the children aware of the world in a more fun way. So, apart from the classroom learning, the school encourages the students to celebrate different festivals. Keeping the values intact, the school wish to offer the right kind of educational system which is based on moral ethics. Such celebrations bring students closed to each other's tradition and cultural beliefs and develop respect and understanding for each other's custom and tradition.

There are number of community festivals celebrated in a year of the school programme. In our four month internship period we have celebrated Bohag Bihu. All the teachers and students of Lohit Dikrong Higher Secondary School welcome Assamese new year by organising a bihu programme on 13th of April. On the bihu programme both the teachers and students co-operate by participating. All the students were wearing traditional dresses which made them look very beautiful. At the beginning of the programme, the *Principal* addresses the programme by giving a brief description of bihu to the students. After that a husori was performed by the students of the school. Students from different classes also performed bihu dance. The trainees also took part in the programme by singing a bihu song and performing a bihu dance in the stage. All the teachers, students and the teaching staff enjoyed the programme.



A picture of the bihu celebration at school

In short when students from different regions experience this joy of festivals, it truly enhances the Indian culture. The school thus believes that education will allow the child to bloom and thrive, giving them the right platform where they will work towards becoming a responsible citizen.

OBSERVATION OF PEER TEACHERS TEACHING IN LOHIT DIKONG HIGHER SECONDARY SCHOOL :

Observation of peer teacher teaching is important during teaching and learning process. It help to modify teaching behaviour and experiences if any mistake done during the internship period. Because it is the period through which we can learn about negative and positive activities practically with self experience.

In my internship period to improve my teaching style and learn from other teachers I observed the teaching process of all the peers' teachers and other teaching stuff 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 stuff is very co-operative they allow us to observe their teaching. From peer teacher teaching I observed that some teachers are

very innovative and creative who use different creative teaching aids. They introduce a lesson very interestingly. They ask significant questions during the lesson.

My observation of peer 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 teachers 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 some steps of the lesson plan. At the 4 month internship period I observed that my peer teachers were also taking their classes very actively by maintaining school discipline. They also tried to improve their teaching process better than better for future profession.



ROLE OF THE PRINCIPAL OR HM



A school principal or head master is a primary leader in a school building. A Principal or headmaster has a very important place in the working of the school. He or she can improve the standard of education in the school. A principal is a central figure in the school. Principals or headmasters develop standardised curricula, assess teaching methods, monitor student achievement, encourage parent involvement, revise policies and evaluate staff and oversee facilities. Other important duties entail developing safety protocols and emergency response procedures.

ROLE OF THE PRINCIPAL OF LOHIT DIKRONG HIGHER SECONDARY SCHOOL :

The name of the Principal of our school is Mr. Satyajeet Borah. He is very active and popular person in the school community and among the students. He has signified role of conducting the school activities in a proper manner. He is the effective administrator of the school who always observed the classes and duties of teachers. He always supervised the works of teachers. He also maintains good relation with the trainee teachers. He also looked after the healthy habit and hygienic condition.

Some major roles played by the Principal of our school are discussed below:

1. He monitor day to day operations of the school.
2. He Create a positive relationship with staff , students, parents, school board and community.
3. He supervise the activities going on in the playground, hall, meetings and workshop both inside and outside classroom activity.
4. He establish and maintain an effective inventory system for all school supplies, materials and equipment provided to carry out the school's programmes.
5. He promotes a positive image of the school within the community.
6. He establish the annual master schedule for instructional programmes , ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
7. He oversee the Mid- Day- Meal Scheme (MDMS) so as to ensure its proper and uninterrupted functioning in the schools.
8. He works with the staff to initiate and facilitate on going curriculum review and development , keeping pace with educational trends and policies of the ministry.
9. He develops clearly understood procedures and provide regular drills for emergencies and disasters.
10. He identify and recommend the expansion of instructional facilities and purchase of equipment.
11. He establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
12. He maintain visibility with students , teachers, parents, school board and community.
13. He maintain a master schedule to be posted for all teachers.
14. His responsibility includes working with parents when disciplinary issues arise, when students are not succeeding academically, and when parents have concerns.
15. In any situation regarding any problem of students our Principal decides whether the student is guilty of a disciplinary infraction and what penalty he should enforce. An effective principal always documents discipline issues, makes fair decisions, and informs parents when necessary.

CONCLUSION:

Ethics makes us all and I have learned that only when students feel comfortable in the class, they can obtain learning efficiently, as they are more integrated in the class and comfortable. The attitude of the teacher, in addition, is absolutely significant in this case, as the teacher is the key of creating classroom atmosphere. Positive classroom atmosphere will any-day contribute to more productive learning which is essential for teaching.

I also think that students take their own time and one should be patient with students, because learning is a process in itself which should not be confused with competition. For example, I would ask questions in my class, first, to students who are willing to answer and then to those left. This way students could take their own time, listen to other students, get prepared and then answer. To my observation, this technique helped student gain confidence.

My overall experience was based on 'give-and-take' strategy. It helped me understand what I'll be signing-up for, while being helpful to others (student and institute). It also helped me contemplate my career choices, while learning more about humans of different age-group. This experience made learn of responsibilities and how students depend on their teachers.

It, indeed, was also a heart-warming experience. Of course, because we have to deal with students and their innocence. The biggest achievement that stays with a teacher, after being appreciated for their work is, how students remember them and stay in contact even after the job is done.

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