

SCHOOL INTERNSHIP PROGRAMME

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



B-Report on Internship Experiences

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CONTENT

- INTRODUCTION
- OBSERVATION OF SUPERVISION AND MONITORING SYSTEM OF THE SCHOOL
- PRAYER AND ASSEMBLY
- SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDG)
- TIME TABLE PREPARATION
- GRIEVANCES REDRESSAL SYSTEM
- STUDENT UNION OF KHAGARIJAN NIGHT HIGH SCHOOL ACTIVITIES
- CONDUCTION OF ACHIEVEMENT TEST AND ACTION RESEARCH
- CONTENT ANALYSIS AND TEXTBOOK ANALYSIS
- ROLE OF TEACHERS IN ORGANIZATION OF CO CURRICULAR ACTIVITIES
- COMMUNITY FESTIVAL
- OBSERVATION OF PER TEACHERS TRAINING
- ROLE OF HEADMISTRESS OF THE SCHOOL
- CONCLUSION

INTRODUCTION

Education is a noble profession. Through this profession teacher can give shape to his country and the world also. Teachers are not born but they can be made by teacher education. Teacher education is divided into pre-service teacher education program and in-service teacher education program. Internship is an important component of pre-service teacher education program to provide field experience to the trainees. It provides not only practice teaching but opportunities to participate in activities of the school like a regular teacher. Internship program in teacher education is very important to shape the trainees into an effective teacher of tomorrow.

An internship is a short- time experience in which we receive training and can build skills in a specific field or career area. Internship is the first footprint of the student in the professional career. In the whole phase of internship, the student or a trainee who works in order to gain experience of works is called an intern. Internship provides a practical exposure of the theoretical aspects learned in the course. It provides an exposure to taste the bricks and part of professional life. It helps in the development of professional competencies within the students. Internship is an important part of the Teacher's Training Program. It provided a direct learning experience to teacher trainees on various roles of a teacher including teaching the subject. School internship is designed to lead to the development of a broad repertoire of perspectives, professional capacities, teacher dispositions, sensitivities, and skills. Student teacher shall be equipped to cater to the diverse needs of learners in school. There are certain objectives of internship program for behavior modification of teacher trainee with special reference to develop teaching competency and positive attitudes toward teaching profession. Under internship program the teacher trainees are sent to schools to observe the supervision and monitoring system of the school.

Our teacher training institution; College Of Education, Nagaon which is under Gauhati University, sends the B.Ed. 2nd year student trainee for internships in different schools every year. Therefore, as a student of B.Ed. 2nd year I had been sent to Morikalong High School, for completion of four month of internship program. I have joined as an intern in this school on 02-02-2023 and I have completed my internship period on 31-05-2023. During this internship period, I have earned a lot of experiences regarding teaching and learning management of school administration and role of a good teacher. I observe all rules and regulation, system of the school and I study the all management system of the school. I have a good experience regarding the activity of a school with teacher, students, guardians and administration of school.

GENERAL INFORMATION OF THE SCHOOL



(a) Name, Address, etc. :

Name of School: Morkalong High School.

Address :Borghat, Nagaon, Assam.

Date of establishment: 1964

Name of the Headmaster: Sri Padma Kantasaitkia

Status of the School: Provincialised.

Number of classes: Eleven (K to X)

(b) Employees' information:

Number of teaching staff: 22

Number of non-teaching staff: 02

Number of male teacher: 10

Number of female teacher: 12

Total number of trained teacher: 16

Total number of non-trained teacher: 06

(c) Students' details (for class K & X):

Total number of students (for the academic year 2023):

Number of students in class K-18

Number of students in class I -24

Number of students in class II -25

Number of students in class III -29
Number of students in class IV -28
Number of students in class V -23
Number of students in class VI ~~16~~
Number of students in class VII -35
Number of students in class VIII -41
Number of students in class IX-34
Total number of enrollments - 340

(d) School infrastructure:

Type of building: Assam type
Floor: cement plastered.
Ventilation system: available and sufficient.
Headmaster room: Available and spacious
Library room: Not available.
Computer room: Not available.
Teachers' common room: Available and spacious.
Total number of classrooms: 11
Store room: Available.
Science laboratory: Under construction.
School playground: Available.
Conference/theatre hall: Available.
Electricity accommodation: Available.
Drinking water facility: Available (both tube well and water filter).
Urinal and toilet: Available (separate provision for students and teachers).
Sports facility: Available (Badminton, Football, Discuss, Weight, Skipping, Ludo, Carrom etc.
Musical instruments: Available such as tabla, Harmonium.

OBSERVATION OF SUPERVISION AND MONITORING SYSTEM OF THE SCHOOL

In this report, I have included 10 points which are instructed to supervise and monitor as an internee and come into the supervision and monitoring system of the school. They are as follows :

1. Prayer and Assembly.
2. School Management Development Committee.
3. Time table preparation.
4. Grievance Redressal System.
5. Observation of Student Union's activities.
6. Role of teacher in organizing of Co-Curricular Activities(CCA).
7. Organization of educational field trip.
8. Community festival.
9. Observation of peer teacher's teaching.
10. Role of the Headmaster/Headmaster

Now I am going to describe my observation on all the 10 points mentioned above one by one separately.

PRAYER AND ASSEMBLY

Prayers are a good source of passing the moral and values to the student. Morning assembly conducted in the schools everyday plays a vital role in imposing good morals among the students and it gets registered in their mind quickly. Prayers have a power of creating a pious atmosphere that helps instill certain values such as humility and discipline in the students. It is the most productive community building activity in a school. It makes student feel fresh, energetic and spiritual to start their day with positive vibration. The behavior, attitude and the personality of

the students can be developed through the morning assembly. It is an attractive program of the school. The objective of morning assembly is to develop correct audience habit, to provide moral training, to motivate activities etc.

A) Observation of Prayer and Morning Assembly at Morikalong High School:

The prayer and morning assembly always starts at 9 am and ends at 9.10 am. in this school. The school follows the "Saptadhara" program of morning prayer and assembly under R.M.S.A. which consists of a good number of students' activities. As soon as the warning bell for the morning assembly is rung, all the students come out in lines from their respective classrooms and gathered in the playground making rows and columns with discipline. The teaching staff and the respected Headmaster too come and stand in lines. Then the assembly starts under the supervision of the teachers assigned for morning assembly.

Following activities are usually performed by different students on different days in the morning prayer and assembly session :

1. Singing a prayer song: **"TUMI KORUNAMOI JOGOTORE PRAN"**.
2. Oath taking.
3. Singing the National Anthem.
4. Observing cleanliness of the students, i.e. their clothes, nails etc.
5. Reading newspaper headlines from Assamese daily or English daily of the day.
6. Delivering a short speech on a well known person from different fields such as literature, Science, Art, Sports, Politics, etc.
7. Performing some basic physical exercises.

These are all activities performed by the students under the guidance of the supervisor - teacher and the co-operation of the other teachers in the morning assembly through which a peaceful and an energetic environment is created for the day in the school. The Morning Prayer and Assembly develops social, moral, physical aesthetic values in the minds of the students. Hence it is one of the very important activities in the school.



SCHOOL MANAGEMENT AND DEVELOPMENT COMMITTEE (SMDC):

At the school level, a School Management and Developments Committee (SMDC) constituted, which is responsible for making the perspective and annual work plans at the school level. The RMSA (Rastriya Madhyamik Siksha 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 three month.

School Management and Development Committee of Morikolong High School:

The SMDC of this school was formed on.

The structure of the SMDC in this school is given below :

1. President: Mrs. Geeta Kalita.

2. Vice President: Sri Ganakanta Bora.

3. Secretary: Sri Padma Kanta Saikia .

4. Teacher Members:

- a) Dipak Saikia.
- b) Smiriti Rekha Laskar.
- c) Moinul Hoque.
- d) Geeta Roy.

5. Guardian Members:

- (a) Joyram Bora
- (b) Sundar Ali
- (c) Anuwara Begum.
- (d) Jyoti Das
- (e) Dibangya Kalita Bora.

The SMDC of the school mentioned above is very active and has been working very hard, as informed by the respected Headmaster and observed by me during the internship period, for the overall development of the school. Members of the SMDC frequently visit the school to check the smooth running of the school. The SMDC holds meeting in every two months to discuss various activities and development of the school. The mutual co-operation between the members of the SMDC, the Headmaster and the school staff is very appreciative and hence the school has been able to constantly show better performance in different fields of education including the HSLC Examination every year.

1. TIME TABLE PREPARATION:

The daily time table of a school is a methodical and a prearranged scheme of studies and activities. It is a plan showing the daily allotment of time for various subjects of different classes and other activities. It shows the working hours in the school, length of time for each period, time of interval, time for co-curricular activities etc. It is really a mirror that reflects the entire

educational program of the school. It is the time table that supplies the framework within which the school activities move on and ensures smooth and orderly working of the school. It prevents

waste of both time and energy. The time table of the school shows exactly what is to be done at a particular time while in school. Thus it helps both the students and the teachers to form good habits and be disciplined.

Observation of daily time table of Morikalong High School:

A minute observation of the daily time table of Morikalong High School shows that it is a perfect daily time table for Class VI to Class X. It shows that the formal school activities start with the "Morning Prayer and Assembly" session at 9 am and ends at 9:10 am. Then the classes are started. From Monday to Friday, four periods are taken from 9:15 am to 12 noon and after that there is leisure time for 35 minutes. At 12:35 pm the classes are again started and continued up to 2:35pm, the final bell of the day is rung as the schooling hour is over. On Saturdays, the school closes at 12 noon after taking four periods. As far as my knowledge gets it, I think that the daily time table of the school has ensured equal and balanced distribution of time to different subjects per week. The time table has also ensured the equal distribution of work and activities for the teachers. The time table has also included varieties of co-scholastic activities such as yoga, sports, guides in the last periods which are very essential for the all round development of the students. I think all credit goes to the respected Headmaster who has been observed as a very dynamic person and the concerned teacher(s) to some extent. 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

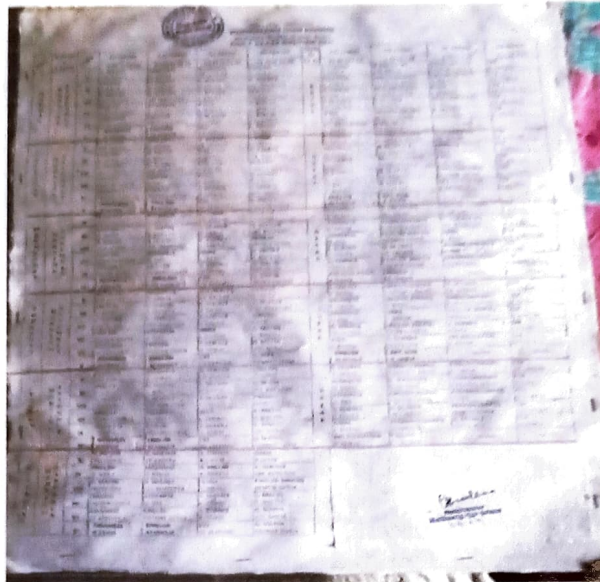
4th Period - 11:20am to 12:00am

Leisure - 12:00am to 12:30pm

5th period- 12:35-pm to 1:15pm

6th Period – 1:15pm to 1:55pm

7th Period – 1:55pm to 2:35pm



GRIEVANCE REDRESSAL SYSTEM:

The objective of the Grievance cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. Grievance redressal is a management and governance related process used commonly in schools and colleges. Grievance redressal mechanism is a part and parcel 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 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.

7	Environment Secretary	SasankaKalita
8	Asstt. Environment Secretary	Tanusree Das
9	Advisor (Asstt. Teachers)	1. Smriti Rekha Laskar. 2. Dipak Saika. 3. Geeta Roy. 4. TulumioniHanseipi. 5. Nipa Saikia 6. Rekha Moni Saikia. 7. DebojyotiSaikia. 8. BipulanandaSaikia 9. BedanandaBhattacharjya. 10. Pranab Saikia.

It is important to note that there is a teacher-in-charge for each of the dept. of Student Union to supervise the activities so that every activity is performed or completed smoothly and satisfactorily. I got to know significant information about the functioning of the student union through the respected Headmaster is that there is a group leader from each class who divides different works and activities among the students of the class. I observed different activities of the members of the Student Union at different times during my internship period of four months. 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.





2. ROLE OF TEACHERS IN ORGANIZATION OF CO-CURRICULAR ACTIVITIES:

Co-curricular activities occupy an important place in modern education system. Scout and Guide, NCC, Games and Sports, Debates, Dramas, Quiz Program, Drawing, Yoga, Physical Exercise, Social Service, Gardening and Project Work are some of the co-curricular activities included in the curriculum of secondary level education. It can develop physical, mental, social, emotional and cultural values in the minds of the students. It tremendously helps in the socialization process of the students. Besides, it can reorganize the personality of the students. Co-curricular activities also help the students develop the sense of belongingness. Students learn basic qualities such as co-operation, team work, discipline, punctuality etc. mainly through co-curricular activities. It also encourages the students to express their thoughts freely. There is a significant role in the organization of co-curricular activities in school. The teacher is considered as the innovator as they can introduce innovative programs in teaching learning process as well as in co-curricular activities. The teacher should be good planner so that different activities can be carried out systematically throughout the year. It should be the duty of the teacher to give more and more opportunity to the child while making or planning programs of co-curricular activities. They should act as the director, recorder, evaluator, manager, adviser, coordinator, communicator for the students at school.

Role of Teacher in organization of co-curricular activities at Morikolong High School:

So as a teacher I got that opportunity in the school is to attend a farewell meeting of class X outgoing batch on 6th of February. There I had that moment of felicitation and also a small

speech for wishing their success in future. Though we are new to them but we got to know them and to interact with them after meeting was over. There I had observed those students who participated in many performances like singing, poem recitation etc. On 10th may we organised a community festival for the students, there I observe their multi-dimensional talent like from performing various traditional dance to modern dance, bihu dance, different songs, from solo to group, from giving speech to manage the day along with us they show their tremendous talent. Apart from this we also organise art competition, poem recitation competition, extempore speech etc. to showcase their talent.

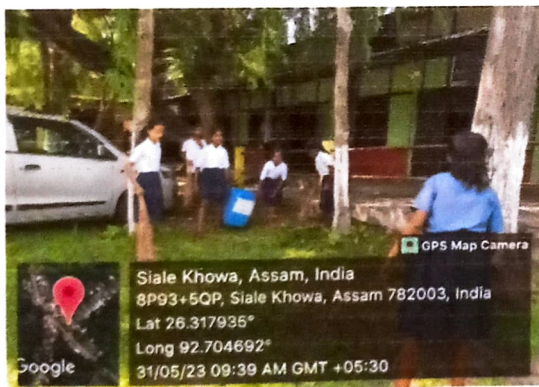


ORGANIZATION OF EDUCATIONAL FIELD TRIP/COMMUNITY SERVICE/NCC & NSS/SCOUT AND GUIDE:

- (a) **EDUCATIONAL FIELD TRIP:** A field trip or an excursion is a journey by a group of people to a place away from their normal environment. When it is arranged for students, the main purpose is usually observation for education, non-experimental research or to provide students with experiences outside their everyday activities. Field trips provide alternative educational opportunities to students for learning that are not available within the four walls of the classroom. Field trips are beneficial to students because they learn from the real world and hence accumulate firsthand experience. Field trips also provide students the opportunity to take a break from their normal routine and experience more hands on learning. The purpose of a field trip is to help students learn and absorb new experiences in unfamiliar and casual environments. Though they are essentially meant to educate, they can also turn out to be a great bonding experience. New places and discoveries make students curious, and give them a chance to learn in a much better way.

Experiences are also engraved in memories, and it becomes easier to retain learning and knowledge. The new approach to teaching-learning process believes in visual and practical learning. That is why a few years ago the govt. has started the scheme of "field trip" under the banner of "Gyanyatra" for the students of Class ix every year under the directives of the parent body for secondary education in India --- Rashtriya Madhyamik Shiksha Abhijan (RMSA) by providing financial aid.

(b) COMMUNITY SERVICE: Community service is a non-paying job performed by someone or a group of people for the benefit of the public or institution. Performing community service is not the same as that of the volunteer service as it is not always performed on voluntary basis. The teachers and the students of Morikolong High School as informed by the respected Headmaster and other teachers, perform various community service at different times of the year like cleaning the school campus and its surroundings, cleaning work at local public campus or place under Swachha Bharat Abhijan, tree plantation in school campus, helping poor students financially who suffer from sever diseases through voluntary donation, gardening in school campus etc. During our internship period, we observed and participated in a few such activities ----- cleaning of the school campus (on 31st may), and tree plantation (on 16th February).



NCC AND NSS: There are no units of NCC and NSS at Morikolong High School.

SCOUT AND GUIDE: There is no Scout Master at this school. But of course there is a Guide Captain the name is Mrs. Smiriti Rekha Laskar who regularly takes guide class two days per week in the school playground.

COMMUNITY FESTIVAL:

School is a part of community, the school thrives because of the community, the various events or festivals at the school are designed to foster connections amongst school community members. Festival plays an important role in the field of education. Festivals increase the unity, cooperation, brotherhood, faith among the students. They contribute to bringing shared consciousness and unity to community life. community festival in a school is important part of our educational procedure. It communicates with other people freely in the society. It controls our tradition culture and respect various social activity. All student aren't equal in education activity, sometime community festival help to foster creativity and talent of educationally weak student.

Observation of Community Festival at Morikalong High School:

That's why lots of community festival are celebrated in a year of the school programme. In our internship period we have organized community festival. On the program both the teachers and students co-operate by participating in it. All the students who were participated in the program wearing traditional dresses which made them look very beautiful. At the beginning of the program, the headmaster addresses the program by giving a brief description of festivals to the students. After that a chorus was performed by the students of the school. Then a bihu was performed by class VI students. Many students also performed bihu dance, goalporiyalukogeet, poem recitation, group dance from different classes.. All the teachers, students and not teaching staff enjoyed the program. At the end of the program lunch was served to all.

Organization of various competitions-

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



OBSERVATION OF PEERS TEACHERS' TEACHING:

Peer observation is one of the most important element of school internship. Peer teacher are those teachers in internship programme who were the Student-Teacher or teacher trainee. Naturally the activities of peer teacher influenced each other and encouraged to do better in the teaching-learning process. Peer teaching can enhance learning by enabling learners to take responsibility for reviewing, organizing and 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. Also I got the chance to be an invigilator for their examination, which is another a new lesson and also a achievement too. It helps me to understand the process more clearly.



In my internship phase I was observed by two of my peers. They observed my class when I was dealing with the topic, where I used model and charts. From the peer observation of my class and their valuable feedback, I was able to develop different skills in which I was lagging behind. Their feedback helps me a lot in developing my teaching. Total 6 teacher-trainee of B.Ed. 2nd year were allotted to the Morikalong High School for internship program. As an intern, I noticed the teaching process of two of my fellow teachers to improve my teaching style and learn from other teachers. As an observer, I learned new ideas and techniques and how to manage classroom conditions. From the teaching of fellow teachers, I noticed that some teachers are very innovative and creative who use various creative teaching aids. They introduce a text very interestingly. They ask important questions during the text. I had amassed various experiences about learning methods and also interacted with other fellow interns and teachers to improve my teaching and improve the education of students.

Therefore, I can say that peer observation plays a major role in the development of different skills among the student interns and makes the internship phase an effective one.

ROLE OF HEADMASTER

“Headmaster is a keystone of the arch of school administration.” – S.N. Mukerjee.

The headmaster of the school may be considered as the solar orbit round whom all the teacher planets revolve. A Headmaster is someone who is the leader of an entire community within a school. He is responsible for managing the major administrative tasks and supervising all students and teachers. Headmaster holds the key position in the school. She/he is the hub of the school activity.

Observation of the Role of the Headmaster at Morikalong High School:

The name of the Headmaster of Morikalong High school is Mr. Padma KantaSaikia. Mr. Saikia is a very disciplined and hardworking person. From what we observed during our internship period, I can say that the respected Headmaster is a good administrator, supervisor and organizer. He is very punctual, dynamic and energetic person. He is very sincere, systematic and orderly in his duties. The role of a headmistresses to provide strategic direction in the school system. A brief outlines of some major roles played by the headmaster of the school are discussed below that I have observed during my internship period.

- Academic
- Supervision
- Administration

Academic :

- Guiding teachers of their own subjects in particular and others in general.
- Set the work allotment to the teacher.
- Preparation of school time table.
- 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.

Supervision:

- Observation of classroom teaching of teachers during working day and provide suggestions.
- Supervise the activities going on in the playground, hall, meetings and workshop both inside and outside classroom activity.
- Heoversee the Mid- Day- Meal Scheme (MDMS) so as to ensure its proper and uninterrupted functioning in the schools.
- Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school)

Administration:

- Principal take the responsibility for all that is being done in or by the school.

- Issue necessary orders and get their compliance
- Ensure human and materials resource of school
- Organize Parent-Teacher Association (PTA)

To conclude I can say that the Headmaster performed his role in school very well so that the smooth functioning of the school is very well maintained

