

SCHOOL INTERNSHIP PROGRAMME

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



B-Report on Internship Experiences

Months: February – May 2023

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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.

Myself RIMJHIM SHARMA, roll no-97 and I am a B. ED second year student of college of Education, Nagaon under Gauhati University. Gauhati University in its two-year B. ED course forwards various practical work along with the theoretical paper. In second year, the university enshrined four months of internship programme for the student teacher. As a student of second year I was deputed in Ratnakanta Barkakoti High School for the completion of four months of internship programme along with other 12 students of our college. Our internship period was started from 1st February to 31st May 2023. I had worked energetically during this period in this school. During my internship period various observations and experiences are made by me in this school. My daily activities and school programme had been note down clearly. I had made some reports through these observations.



ABOUT THE SCHOOL:

Name of the School: Ratnakanta Borkakoti High School

Address: Bimala Bora Road, Nagaon, Assam, 782001

Year of Establishment: 1964

Name of the Headmistress: Trishna Bora

Status of School: Provincialized

Number of Classes: Five (class VI-X)

Number of teaching staff: 24

Number of Non-teaching staff: 4

Total number of students: 256

Number of students in class VI: 55

Number of students in class VII: 67

Number of students in class VIII: 54

Number of students in class IX: 53

Number of students in class X: 27

School infrastructure:

Type of building: Assam type

Floor: cement plastered.

Ventilation system: available and sufficient.

Headmaster room: Available and spacious

Teachers' common room: Available and spacious.

Total number of classrooms:6

School playground: 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.



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 Community Service
8. Community festival.
9. Observation of peer teacher's teaching.
10. Role of the Headmaster/Headmaster

These are discussed in detail as follows:

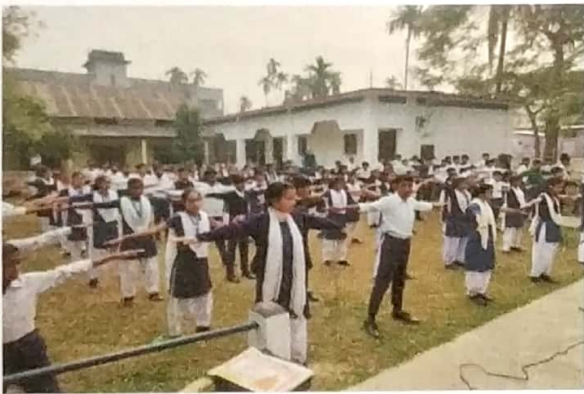
Morning Assembly is a very important ritual of a school. Every new work Start with prayers to God. So, it is happening in Schools too. The day of the school starts from morning assembly. A well-organized morning assembly establishes a positive tone for teachers and students and encourages community involvement. 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 Ratnakanta Barkakoti High School. The school bell rings at 9.00 am 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 X according to their heights.

The assembly starts with the exercise when the general secretary of students' union body gives command to start. Exercise is a must for every student. It makes student feel fresh and energetic. After exercise all the students start to sing the prayer. After prayer there is a very important session in which students get opportunity to learn and experience something new. In this session one or two students read the headlines of a newspaper, 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):

SMDC (School management and Development Committee) 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 head mistress in school development activities, proper utilization of grants, fund release is proper time or not, organizing 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 School Management and Development Committee, SMDC members are empowered on these areas. ‘Ratnakanta Barkakoti High School’ also has the SMDC committee.

There are 8 SMDC members at Ratnakanta Barkakoti High 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 head mistress to solve the problems related to students .For instance, in our internship period two girls from class 9 and class 10 were ready to married for their parents happiness , before completing their secondary education .Then ,the head mistress invite the parents and organize a committee meeting .

Though, the committee try to convinced the parents and decode the facts , the stubborn nature of the people push their child into marriage .

Name of the SMDC members of Ratnakanta Barkakoti High School are

1. President: Sri Satyen Bora
2. Vice President: Sri Kuntal Borah
3. Secretary: Mrs. Trishna Bora (HM)
4. Members:
 - Sri Jatin Das

- Prankrishna Sharma
- Dipak Kumar Baruah
- Anjali Rani Das
- Pradip Kumar Bora

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 RATNAKANTA BARKAKOTI HIGH SCHOOL

In Ratnakanta Barkakoti High School all the teachers, students, Headmistress 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 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 Ratnakanta Barkakoti High 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 RATNAKANTA BARKAKOTI HIGH SCHOOL NAGAON: In Ratnakanta Barkakoti High School there is no any separate cell which looks after the complaints lodged by any students and judge its merit. Principal or Head mistress 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 who 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 student's union is a student's organization present in many high schools, colleges, and universities. Students Union and activities promote 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 the community and school. The Students Union mostly in schools acts 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

During the internship period by dissolution of former Students' Union Body, a new Students' Union Body was formed on **28th April, 2023**. The selection of the Union Body Members was done by poll.

In Ratnakanta Barkakoti High School, the union body comprising members holding the positions are as follows-

- General Secretary- Akash Basumatary
- Assistant General Secretary- Rokibul Hussain
- Games Secretary- Bhabesh Koiri
- Cultural Secretary- Anjan Basumatary
- Magazine Secretary- Tulu Das
- Members- Hifjur Rahman, Suresh Engti and others

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

ROLE OF TEACHERS IN ORGANIZATION OF 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 much is a good planner, innovators, better organizer etc. the teacher much is a flexible being who should act like a motivator, director, recorder, and coordinator so that students could gain the CCA needs.

The role of teachers of **Ratnakanta Barkakoti High School** is very active in organizing CCA activities. We, the interns organized various co-curricular activities during the internship period.

- **ESSAY, ART AND QUIZ COMPETITION:**

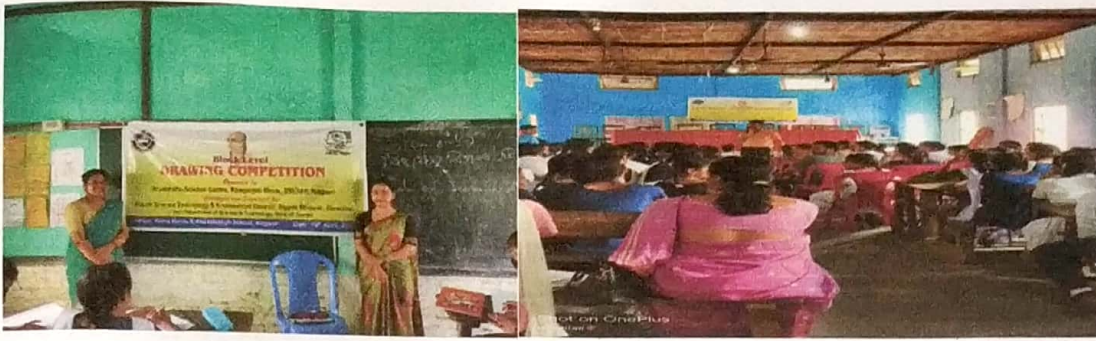
An essay, art and quiz competition were organized on 10th April, 2023 as a part of co-curricular activities during my internship period. With the help of school teachers, staff the competition was a fruitful one where students participated in essay competition, art and open quiz. The teachers of Ratnakanta Barkakoti High School are very good planner, so, different co-curricular activities are carried out systematically in school.





- **SCIENCE EXHIBITION**

A Science Exhibition was also organized at school by **ARYABHATTA SCIENCE CENTRE, KHAGARIJAN BLOCK, SSEAEP, NAGAON** catalyzed and supported by **Assam Science Technology & Environment Council, Bigyan Bhawan, Guwahati and Department of Science and Technology, Govt. of Assam** on **19th April, 2023** where 28 schools participated in the exhibition. The Exhibition included drawing competition, essay competition, model making competition and extempore speech competition.



7. ORGANISATION OF COMMUNITY SERVICE:

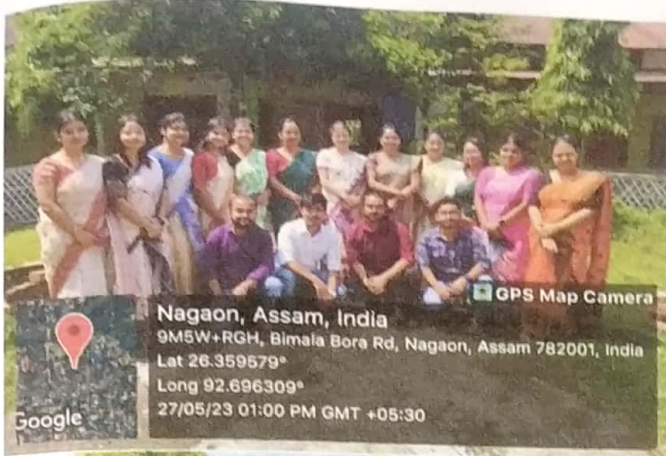
Community service in schools refers to voluntary activities undertaken by students to serve and benefit their local communities. It is often included as a requirement or encouraged as part of a school's curriculum or extracurricular programs. The primary purpose of community service in schools is to foster civic engagement, social responsibility, and empathy among students. It provides an opportunity for students to contribute positively to society and learn about the needs and challenges faced by their community.

Engaging in community service offers several benefits for students. It helps develop leadership skills, teamwork, and problem-solving abilities. Students also gain a sense of fulfillment and personal growth by making a meaningful impact on others' lives. Additionally, community service can enhance college applications and scholarship opportunities. Overall, community service in schools plays a vital role in promoting active citizenship and instilling a sense of social responsibility in students. By engaging in meaningful service activities, students learn valuable life skills and contribute positively to the well-being of their communities.

Organization of Community Services in Ratnakanta Borkakoti High School:

• An Awareness Programme on “Menstrual Health and Hygiene”

We, the B.Ed trainees of College of Education organized an **“Awareness Programme on Menstrual Health and Hygiene”** on **27th May, 2023** to commemorate the “Menstrual Hygiene Day”. Our principal Dr. Manoshikha Baruah ma'am and other teachers also attended the programme. A rally was also organized and after the rally there was an open meeting where the school headmistress Mrs. Trishna Bora ma'am delivered a brief lecture about menstrual health. Principal ma'am also gave a speech on Menstrual Hygiene. After the meeting a documentary was also shown to the students with an aim of creating awareness among the students about the menstrual health and hygiene.



• **Tree Plantation:**

A Tree Plantation Program was also organized by us on 20th February, 2023 as a part of community service. We planted two plant saplings; one Neem and the other Bakul. The plantation programme was also joined by the HM Mrs. Trishna Bora Ma'am along with some students.



8. COMMUNITY FESTIVAL:

A community festival is an event that brings together residents of a particular community or neighborhood to celebrate and enjoy various activities and attractions. These festivals are usually organized by local organizations, community groups, or local governments, and they aim to foster a sense of community, promote local culture and heritage, and provide entertainment for residents of all ages. Community festivals often include live music concerts, dance performances, theatrical shows, or cultural presentations. Local artists, musicians, and performers are usually given an opportunity to showcase their talents. Festivals frequently highlight the cultural diversity of the community, featuring traditional music, dances, costumes, and rituals from different ethnic groups. These celebrations can include performances, demonstrations, and workshops that allow attendees to learn about and appreciate different cultures. The specific activities and features of a community festival can vary depending on the location, culture, and traditions of the community organizing it. It's

always a good idea to check local event listings or community websites for information on upcoming festivals in the area.

•Organization of Pre-Bihu:

During the internship period, we organized community festival in the school as a part of B.Ed. curriculum. All the teachers and students of Ratnakanta Borkakoti High School welcome the Assamese New Year by organizing a Bihu Programme on 12th of April, 2023. The celebration started at 9:30 am in the morning with flag hoisting and a speech from the Headmistress of the school. The students and the teachers wore the traditional dresses which made the programme more elegant. The student participated in “Husori” singing and an open Bihu dance was also organized where the teachers and the teacher trainees from College of Education, Nagaon and HAM-AK Rural College of Education, Nagaon also took part in the traditional “Bihu Dance” along with the students. We enjoyed a lot.



9. OBSERVATION OF PEER TEACHERS' TEACHING:

The objective of observing a peer teacher's teaching in school is to gain insights and knowledge about effective instructional strategies, classroom management techniques and overall teaching practices. It allows educators to learn from each other, share best practices and enhance their own teaching skills. Observing peer teacher's teaching can help identify successful approaches to engage students, promote active learning and create a positive and inclusive classroom environment. It also provides an opportunity to reflect on one's own teaching methods and make improvements based on the observation practices. I had the opportunity to observe my peer teacher during their teaching session. The purpose of this observation was to gain insights into their teaching strategies, classroom management, and overall instructional effectiveness. The following are my observations and reflections:

1. Classroom Environment: The classroom environment was welcoming and well-organized. The desks were arranged in a way that encouraged student interaction and participation.

2. Lesson Planning and Preparation: It was evident that the peer teacher had carefully planned and prepared for the lesson. The learning objectives were clearly defined, and the content was aligned with the curriculum. The materials and resources needed for the lesson were readily available, indicating thoughtful preparation.

3. Instructional Strategies: The peer teacher effectively utilized a variety of instructional strategies to engage students throughout the lesson. They employed a combination of lectures, discussions, and group activities, catering to different learning styles.

4. Classroom Management: The peer teacher demonstrated strong classroom management skills. They maintained a positive and respectful atmosphere, fostering a safe learning environment for all students.

5. Student Engagement and Participation: The students were actively involved in the learning process. The peer teacher encouraged student participation through open-ended questions, group work, and discussions. They also provided opportunities for students to share their ideas and ask questions, promoting a collaborative learning environment.



Overall, the observation of my peer teacher's teaching in the classroom was inspiring and effective. Their dedication to creating a conducive learning environment, engaging instructional strategies, and strong classroom management skills contributed to a successful and meaningful learning experience for the students. It was evident that the peer teacher prioritized student learning and growth, which was reflected in the high level of student engagement and participation.

10. ROLE OF PRINCIPAL/HM: The role of a headmaster in a school is multifaceted and encompasses various responsibilities. The headmaster serves as the academic and administrative leader, working in collaboration with teachers, staff, students, and parents to create a positive and effective learning environment. Some key roles and responsibilities of a headmaster include:

1. Educational Leadership:

The headmaster sets the vision, mission, and goals for the school. They develop and implement strategies to improve academic performance and ensure the delivery of quality education. The headmaster also promotes professional development opportunities for teachers to enhance their teaching skills and stay updated with the latest educational practices.

2. Administrative Management: The headmaster oversees the day-to-day operations of the school. They manage budgets, allocate resources, and ensure compliance with regulations and policies. The headmaster is responsible for coordinating schedules, maintaining discipline, and creating a safe and inclusive school environment.

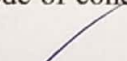
3. Staff Supervision and Evaluation: The headmaster provides guidance and support to teachers and staff. They conduct regular evaluations to assess performance, provide constructive feedback, and identify areas for improvement. The headmaster encourages professional growth and fosters a collaborative culture among the school staff.

4. Student Welfare: The headmaster is responsible for the overall well-being and development of students. They create and implement policies that promote student safety, discipline, and welfare. The headmaster addresses student concerns, supports academic and extracurricular activities, and encourages student engagement and participation in school life.

5. Community Engagement: The headmaster serves as a liaison between the school and the community. They build strong relationships with parents, local organizations, and educational authorities. The headmaster collaborates with stakeholders to foster community involvement in the school, seek support for educational initiatives, and promote the school's reputation.

6. Decision-making and Planning: The headmaster makes informed decisions in consultation with the school's governing body, staff, and stakeholders. They develop strategic plans, policies, and initiatives to ensure the school's growth and improvement. The headmaster also manages crises, resolves conflicts, and addresses any challenges that may arise within the school community.

7. Role Model and Ethical Leadership: The headmaster serves as a role model for students and staff, demonstrating integrity, professionalism, and ethical behavior. They promote values such as respect, honesty, and responsibility among all members of the school community. The headmaster upholds the school's code of conduct and encourages a positive school culture.





The name of the Headmistress of Ratnakanta Borkakoti High School is Mrs. Trishna Bora. Mrs. Bora is a very disciplined and hard-working person. From what we observed during our internship period, I can say that the respected Headmistress is a good administrator, supervisor and organizer. In summary, the headmaster plays a vital role in providing educational leadership, managing the school's administrative functions, supporting the professional growth of staff, ensuring student welfare, engaging with the community, making strategic decisions, and promoting a positive and ethical school environment. Their leadership and guidance contribute to the overall success and growth of the school.

CONCLUSION:

I've completed my internship period on 31st May 2023. Throughout the internship, I had the opportunity to observe and learn from experienced educators, actively participate in lesson planning and delivery, and engage with students on a daily basis. These experiences have deepened my understanding of effective classroom management, instructional techniques, and the diverse needs of learners. The collaborative nature of the internship program, including working closely with mentor teachers and fellow interns, has fostered a sense of camaraderie and allowed for the exchange of ideas and best practices. Through this collaboration, I have gained valuable insights and diverse perspectives that have contributed to my professional growth as an educator. Furthermore, the internship has taught me the importance of reflection and continuous improvement. Regular classroom observations, feedback from mentors, and self-reflection have helped me identify areas for growth and refine my teaching practice. I have developed a greater awareness of the challenges and rewards of the teaching profession, and I am committed to lifelong learning and professional development. I must very first thank the respected Principal Ma'am of College of Education, Nagaon to allow me to join at Ratnakanta Borkakoti High School as an intern. Then I thank the Headmistress of the school to allow me to work in the school and the valuable suggestions and advice she provided during my internship period there. I also offer my thanks to the school staff and the employees of the school who were very supportive and cooperative. They too provided valuable information regarding the functioning of the school, teachers, students and the parents/guardians. Overall, the four-month internship program has been a significant stepping stone in my journey towards becoming an effective and dedicated educator. It has provided me with the practical experiences, knowledge, and skills necessary to make a positive impact on the lives of students. I am grateful for the support, guidance, and opportunities provided during this internship, and I am excited to embark on my teaching career with confidence and enthusiasm.

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14/6/23