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# SCHOOL <sup>INTERNSHIP</sup> EXPERIENCE PROGRAMME

## INTRODUCTION

Health and education are the most important in human life. Human health is very important because a healthy brain lives in a healthy body. Healthy brain maintains the health of a person.

So that education and health are complement to each other, many kind of educational programmes are performed on national and international level.

Central Board of School education  
Haryana Board of School education

School education Programme are established in D.ed and B.ed Course.

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S.E.P According to this programme  
Student of B.ed and D.ed  
Course went to the school and gain experience  
of teaching

⊙ In this pupil teacher's went to their  
respected schools which are allotted to them  
for gaining experience in teaching in  
on actual teacher.

⊙ Pupil teacher gain direct knowledge  
from school environment.

⊙ Pupil teacher gain experience from teaching  
so that they can use their knowledge in  
future.

⊙ S.E.P is a limited teaching period,  
which is to be completed by each  
pupil teacher.

## TEACHING PROGRAMME

It is an programme of 16 week

⊙ Student of B.ed and D.ed

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go to school and gain experience of teaching.

⑥ on basis of which they are graded.

## AIM OF S.E.P.

1. Pupil teacher gain experience of teaching.

2. Pupil teacher's knowledge improvement

3. P.T gets to know about the mental and physiological level of student.

4. Pupil teacher starts to understand about student. level of education.

5. Pupil teacher start to understand about physical growth of student.

6. P.T also get to know about student.

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SCHOOL : .....

YAMUNA PUBLIC SENIOR  
SECONDARY SCHOOL .....

ENTRANCE OF SCHOOL

main entrance of school is located in east direction. A large entry gate in school for entrance of all student and bushes.

SCHOOL DESCRIPTION

SCHOOL NAME - The Yamuna Public Senior Secondary School.

Address : Kalsora, Karnal, Haryana  
Postal Code : 132054



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Block Name . Indus

School type . Co- educational

School Category Primary, Secondary, Senior type.

School Headmaster : Mrs. Rita Goyal

School Chairman Ranbir Goyal

math's teacher Mr. Devender Singh

Computer teacher Ms. Sonia

School Management Private un- Aided

Mid-day meal not applicable

medium of Instruction Hindi, English

Founded in year 2004

Location type : Rural



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School Building type	Private building
No. of Books in library	1200
No. of Computer	30
No. of class Room	35
No. of Teacher	25
Classes	Pre-Nur to Senior. Sec.
Drinking water type	Tap water
Playground	✓
Book's library	✓
Residential Facility	X
Pre-primary section	✓
Medical check-up	✓





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Computer aided learning ✓

Ramps for disabled ✓

CCE Curriculum ✓

## SCHOOL GROUND

It has a very large play ground. water facility are available in the ground.

## ARRANGEMENT OF ROOM

in the school there are a number of rooms located in an row facing one another.

① All the rooms have proper doors and window

## MORNING ASSEMBLY

In school the first activity is morning Assembly in it all students and teachers

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# MORNING ACTIVITY IN SCHOOL

1. First of all assemblage of student in ground.
2. Recitation of Prayer
3. National Anthem
4. Speech by :- Teachers  
Headmaster,

## TEACHING STAFF

There are a number of staff member in school.

- (a) Teaching staff
  - (b) non-teaching staff
- ⊙ All teacher are hard worker
  - ⊙ Highly qualified.



# SERVICES PROVIDED BY INDIAN GOVERNMENT

① Free and compulsory education to 6 to 14 year old children.

② Free uniform and shoes to poor kids.

So that other students can get knowledge from them.

## PRINCIPAL'S ROOM

It is a large room a number of books are present in it.

- Principal Sir do all important work in that room

- It's surrounding environment is calm

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# SCHOOL EXPERIENCE

## WEEK-1

On very first of our teaching practice we reached to the Yamuna Public Sr. Sec. School around 8. a.m. We went in and met to the principal of the school. Principal asked about our document after checking them.

① Teacher's show a great interest in sharing their experiences of teaching.

② In first week we were provided our schedule of teaching.

## BUILDING STRUCTURE

School look attraction, well equipped room.

Entrance gate is large

Ground was large

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## WEEK-2

### TEACHER STUDENTS RELATION :

Teacher is the person who taught a number of things to the student by learning them students can achieve their goal easily

● In second week there is an relation develop in between us and students.

● Pupil's teacher start to understand the behaviour of the student.

## WEEK-3

### TEACHING LEARNING METHOD :

● A large number of teaching material and method start to used up like

● Reinforcement

● Punishment

## WEEK-4

### TEST AND EVALUATION OF STUDENTS:

In week fourth pupil teacher take a test and diagnose the level of knowledge of student.

- Student appear in exam, so that we get to know what they have learnt what not.

## WEEK-5

### TEST CONDUCT

In week number of examination are conducted by the schools.

- Students get to know about their level.

## WEEK-6

### PARENTS-TEACHER MEETING

In week 6<sup>th</sup> Parents teacher meeting is conducted. We assist the school teacher in P.T.M. So that we get to know how to interact with parents regarding student's performance.

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## WEEK-7

### REGULAR TEACHING

The teaching process come in regularity  
A number of classes are conducted by us.

- We gave the knowledge and experience to the pupil.

## WEEK-8

### REPUBLIC DAY CELEBRATION

In week 8<sup>th</sup> there was conduction of an  
national function Republic Day students  
take part in no. of activities like  
marching, National Song performance.

## WEEK-9

### TEACHING

Pupil Teacher taught a number of  
things to the student.

- on regular basis classes conducted  
so that syllabus

## WEEK-10

Pupil teacher taught a number of things to the student.

● on regular basis classes conducted so that Syllabus can get completed.

## WEEK-11

### TEST

A test is to be taken from the whole Syllabus.

● To get to know about weakness of students in an particular subject.

## WEEK-12

### SPORTS

A number of regular activities including games like Kabaddi, Kho-Kho, Basket Ball, Cricket etc.

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## WEEK-13

### VARIOUS ACTIVITY

Regular classes are taken along with other function annual function preparation Cultural and Social

## WEEK-14

### REVISION.

Student starts to revise their Syllabus for final examinations.

## WEEK-15

### FINAL EXAM CONDUCTOR

final exam's are taken

- ⊙ they come with the problem and we help them to solve their doubt in syllabus



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## WEEK-16

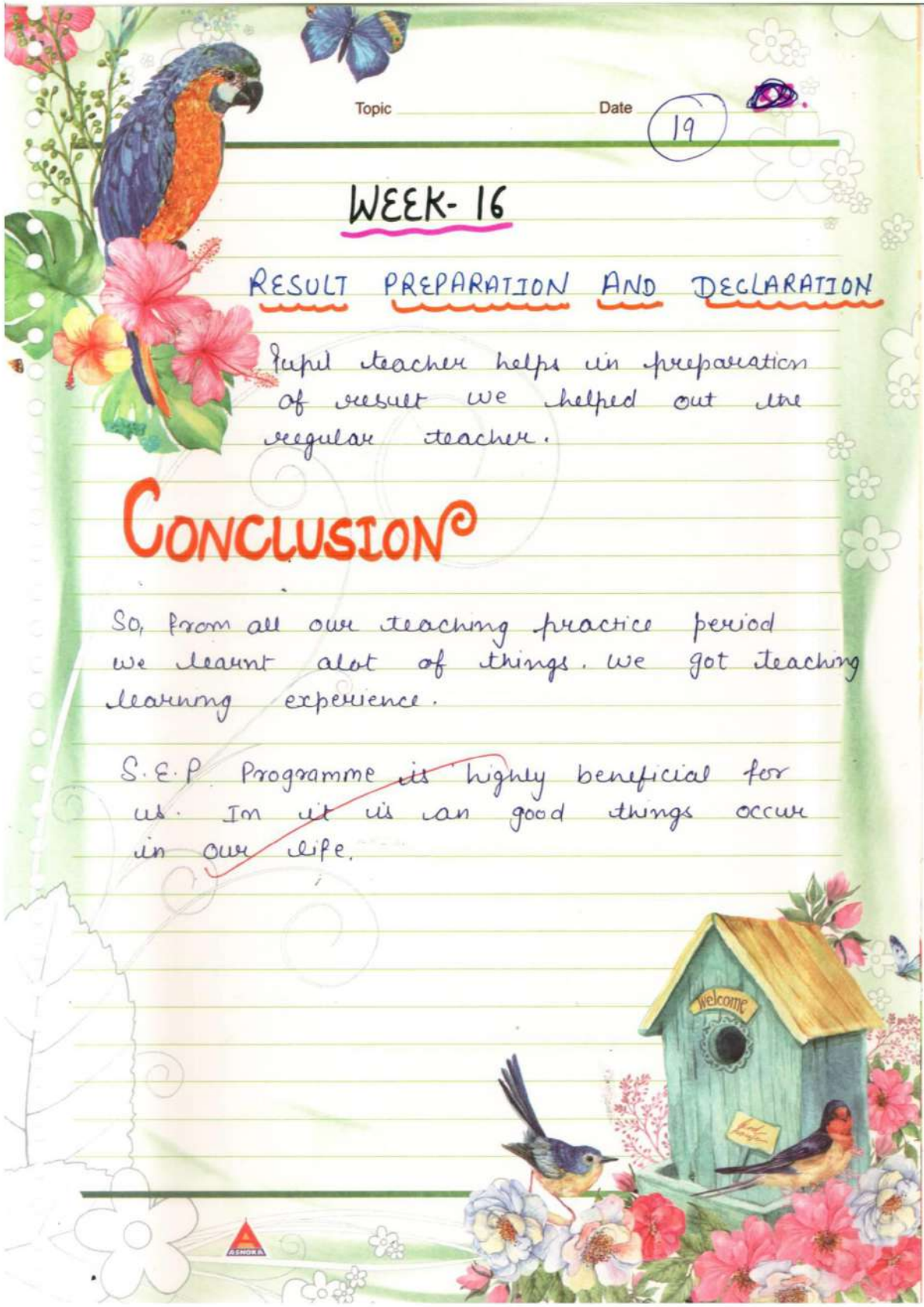
### RESULT PREPARATION AND DECLARATION

Pupil teacher helps in preparation of result we helped out the regular teacher.

## CONCLUSION

So, from all our teaching practice period we learnt alot of things, we got teaching learning experience.

S.E.P. Programme is highly beneficial for us. In it we can good things occur in our life.





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# ORGANISATION OF CO-CURRICULUM ACTIVITY



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# SCHOOL ASSEMBLY

School Assembly is a gathering of an of school for any purpose such as special programme communicating information on a daily or weekly basis.

## HISTORY

The act of morning assembly also present in 'gurukul'.

① All the student were used to gather, meditate and discuss the daily routine in assemblies.

## ELEMENT OF MORNING ASSEMBLY

① New headline discussion from student.

② Students talk

③ yoga

④ Discussion

⑤ Meditation

# PRAYER

four to five students  
sing in a rhyme and  
other children recite behind them.

☺ Prayer are a tool to remember God  
and to thank him for blessing us  
good school, good education facilities  
etc.

# GAAYTRI MANTRA

ॐ

भूर् भुवः स्वः  
तत् सवितुर्वरेण्यं  
भर्गो देवस्य धीमहि  
धियो यो न प्रचोदयात्

# OTHER ACTIVITY

- yoga
- Today's thought
- Today's News
- Discussion
- Morning Assembly
- P.T training
- speech
- Play monoacting
- games

# NATIONAL ANTHEM

Jana Gana Mana Adhivayak Jaya Hai  
Bhaarat Bhagya Vidhaata.

Punjab, Sindhu, Gujarata, Maratha.  
Deccan Utkal Banga.

Vindhya Himachal Yamuna Ganga.

Uttarakhal Jalodhi Taranga.

Tav Shub Naamey Jaagey

Tav Shub Aashish Maange.

Gaahay Tav Jaye gatha.

Jana Gana Manga bhayak

Jaya hai Bhaarat Bhagya Vidhaata

Jaya Hai Jaya Hai, Jaya Hai

Jaya, Jaya, Jaya, Jaya, Hey.

# CO-CURRICULAR ACTIVITY

① Co-curricular refers to the activities, programmes and learning experience that complement in some way what students are learning in school, i.e., experiences that are connected to the academic curriculum.

Example: Newspaper reading  
Musical performance  
Art show  
Mock trials  
Debate competitions  
Mathematical competitions  
Robotics.

## CO-CURRICULAR VS. EXTRA CURRICULAR

Co-curricular activities are an extension of formal learning experience in a course (or academic program).

# EXAMPLE AND TYPES OF CO-CURRICULAR ACTIVITY

- ① Sports
- musical activities
- Debate
- Model
- Art
- Music
- Drama
- Debate & Discussion
- Declamation contest
- Story writing competitions
- Art craft
- Recitation competitions
- Wall Magazine decoration
- write ups for school Magazine
- Folk songs
- Folk dance
- Flower show
- School decoration
- Sculpture decoration
- Preparation of chart & Model
- Album making

# ROLE OF CO-CURRICULAR ACTIVITY IN STUDENT LIFE

Theoretical knowledge gets strengthened when a relevant co-curricular activity is organised related to the content though taught in class room while aesthetic development.

- It help to develop - co-ordination, adjustment, speech fluency, etc among the student.

## IMPORTANCE AND BENEFITS OF CO-CURRICULAR ACTIVITY

Co-curricular activities stimulate playing, acting, singing, speaking in students.

- It enables the student to express themselves freely through debates.

- Games and sport help to be fit and energetic to the child
- Helps to develop the spirit of healthy competitions
- It makes you perfect in decision making.
- CCA provide motivation for learning.

● CCA Develop the values like Physical, Psychological, ethical, academic civic, Social, aesthetic, cultural, disciplinary values.

## ROLE OF TEACHER IN OR- GANIZING CO-CURRICULAR ACTIVITY...

The teacher must be a good planner so that activities could be



It should be the duty of the teacher to give more and more opportunities to the child while performing Co-Curricular Activity.

● The teacher should act as Innovator by introducing some innovation programmes.

● The teacher must be a good organiser that student experienced maximum of it.

## LIST OF OUTDOOR CO-CURRICULAR ACTIVITY

Mass parade

Mass drill

Yoga

Athletics

Bicycling

Cricket

Football

Khabaddi

Kho-Kho

Hand ball

Mass Prayer

Morning Assembly

Excursion

Village Survey

# LIST OF INDOOR CO-CURRICULAR ACTIVITY

Dramatics  
music and Dance

Rangoli

Drawing and Painting

Book Binding

Decoration

card board work

weaving

leather work

clay modeling

Student Self  
Government

first aid

Tailoring

Art and  
craft

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# MAINTAINANCE OF SCHOOL REPORT

# SCHOOL TIME TABLE

A School time table is a table for Co-ordinary these four elements.

1. Student
2. Teachers
3. Room
4. Time slots.

⊙ School time table usually cycle every week.

Acc. to DR. Jaswant Singh:

School time table is a switch plug which allow the different activities to carried out in appreciate manner.

## NEED AND IMPORTANCE OF SCHOOL TIME TABLE

- ① By the help of school time table the time is allotted to

different class according of Teacher availability.

② Students also get info about which teacher going to teach them.

③ Teachers also have an appropriate plan for different classes.

(4) It is helpful to manage time, so that students get best education of each subject in daily routine.

## TYPES OF SCHOOL TIME.

### ↑ TABLE

- ① Morning Assembly time table
- ② class time table
- ③ Teacher Time table
- ④ Free lecture time table
- ⑤ Practical time table
- ⑥ Entertainment activity
- ⑦ Co-curricular activities.

# SCHOOL RECORD

The information that is kept about a child at school including biographical information and exam result.

○ These records present in Individual School and other more general educational matter, educational Policy etc.

## BUILDING

new Building accomodation  
• For teacher repair, renovation etc.

## ATTENDANCE FILE

These files provide statistics on daily or weekly attendance of children.

## OTHER FILE:

- Establishment of School
- School Inspection Report
- cleaning
- Complaining

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# STAFF RECORD

Register and Record of Service Staff employed by educational department

Record of Service Register

Teaching Staff Register

Commencement Book

# SCHOOL RECORD

The Staff Record office hold Record from over 400 Individual or more.

## Student admission cards

Name of the student, date of the student date of the admission, date of birth, Name and occupation of parents religion.

## Student Admission Register

It record Student name date of admission date of birth, Place of birth, last attendance.

## School Journals

are the headmaster/head mistress's diary of event and activities at the school.

## Inspector's Record

are a record of district Superintendent summary of standard of the school inspection made on a twice-yearly basis.

## Punishment Book

are a record of punishment of the student. they record name, date, and instrument of punishment.



# SCHOOL LEAVING CERTIFICATE

SLC is a certificate obtained by a student on successful completion of a year in the school. Usually primary and secondary school leaving certificates are used to study in different schools after completion of 5th or 10th class in a particular school.

• Along with it a student wants to shift from one school due to any reason he/she has complete right to change their school.

① SLC is provided or signed by Headmaster of previous school and its original copy get submitted to next joined school.

# ACADEMIC CALENDER

Academic Calender are System by which you defined the landmark dates of Holidays, function. All extra activities at any school or college.

Monthly activities like.

→ Holiday

Any educational function.

→ Science fair

→ Co-curricular activities

Annual function

National Holidays

Summer break

First term test

Final exam

P.T.M Detail

Annual function

Session start date.

School function.



# ATTENDANCE REGISTER

Attendance registers are a helpful tool that allow you to record student presence at or participation in course related sessions.

## TYPES OF ATTENDANCE REGISTER

Students attendance register

- ② Staff attendance register
- ③ non-teaching staff

## STRUCTURE OF ATTENDANCE REGISTER

① In an register total information is stored when student attend class.

② Each class has separate attendance register.

# IMPORTANCE OF ATTEN- DANCE REGISTER

- 1) We get info about how much days a student had attended the classes.
- 2) Teacher's get information about students grade point in classes.
- 3) About student presence information.
- 4) Easy to maintain all the record of previous student.
- 5) If a student does not attend class 4-5 days continuously, their name can be cut from the school.

## IMPORTANT POINT

- 1) if student present mark as 'P'
- 2) if student absent mark as 'A'
- 3) if leave app is given 'L'

# FEE RECORD

A Payment made to the School by students or their parents in exchange of providing valuable knowledge.

(i) The fee system of each other vary from each other especially Govt. and private schools.

It is a record book in which all the record of student, along with date of admission, roll no., class, registration no., their real brother & sister record, their fee all information are mentioned.

## DIFFERENT SUB-TYPE OF FEES

- (1) Academic fees
- (2) Annual fee.
- (3) monthly fees.
- (4) Examination fees
- (5) Tution fee.

# STRUCTURE OF FEE'S SLIPS:

1. On upper part of fees slip School Name is written

① In Different Column Student Name

Father Name

Class

Roll No

Register no

Admission No

③ on middle part different type of fees are mention like:

Tuition fee

Exam fee

Security Fund

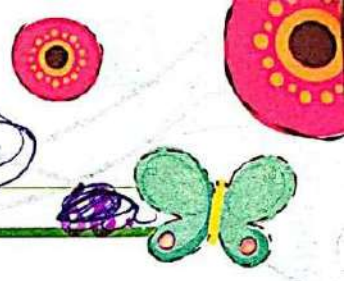
Building Fund

Previous Balance

Total

④ In last signature of administrative staff and fee clerk are mentioned.

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# REPORT CARD

A Teacher written assessment of a pupil's work, progress, sent home to a parent or guardian.

\* Report card communicates a student performance academically.

\* A typically report card uses a grading scale to determine the quality of a student school work.

# GRADING SCALE

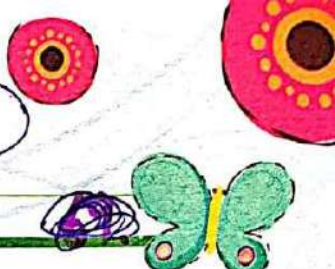
O' - Excellent	B- Average
A+ - Very good	B- Poor
A - good	S - V. Poor.





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# TRADITIONAL SCHOOL



## REPORT CARD

Contain a section for teachers to record individual comments about the students work and behaviour.

### Report Card:-

Is used to describe any systematic listing and evaluation of something for information.

## CONSTRUCTION OF REPORT CARD

which are:-

1. School Name \_\_\_\_\_
2. Permanent address \_\_\_\_\_  
Phone no \_\_\_\_\_

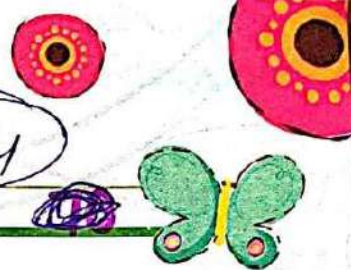
Student Name \_\_\_\_\_







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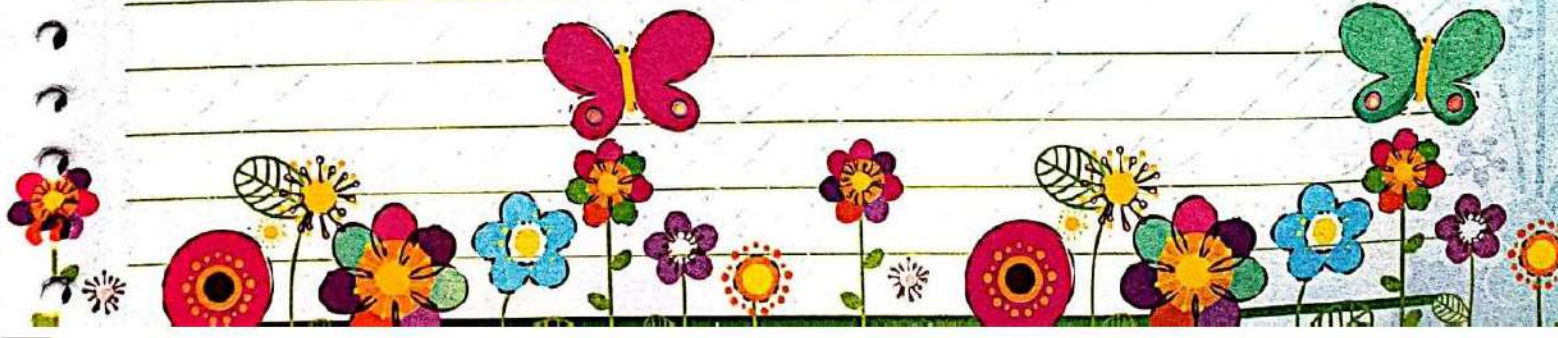


Class Teacher name \_\_\_\_\_  
Father name \_\_\_\_\_  
Class \_\_\_\_\_

Subject \_\_\_\_\_ Total marks \_\_\_\_\_  
achieved marks \_\_\_\_\_  
Grade point \_\_\_\_\_  
Total \_\_\_\_\_  
Percentage \_\_\_\_\_

Staff Sign \_\_\_\_\_

Principal Sign \_\_\_\_\_ etc.



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COMMUNITY  
BASED  
ACTIVITY

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# PARENTS TEACHERS MEETING

Parents teacher meeting is a short meeting between parents and teacher of students to discuss a child's progress at school and find solution to academic and behavioural problem.

## TYPES OF PARENT'S TEACHER MEET

P.T.M exists in a variety of different forms.

### MODE

face to face meeting  
electronic meeting for ex.

### PARTICIPANT

one on one meeting b/w one parent & one teacher.

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# IMPORTANCE OF PARENTS TEACHER'S MEETING

- (1) Social and emotional skill develop
- (2) Cognitive skill
- (3) To bring home and school in close contact.

## P.T.M

P.T.M were held by school authorities mostly on Saturday or may be other day.

★ Parents and Teacher discuss their problem with each other.