



SWAMI DHARMABANDHU COLLEGE OF EDUCATION

(B.Ed. & D.El.Ed.)

(Recognised by: ERC-NCTE & Affiliated to Vinoba Bhave University, Hazaribag and JAC, Ranchi)

Harhad, Mukundganj, PO-Banha Nawada, Dist – Hazaribag, (Jharkhand) 825301

Email: sdbce.hzb@gmail.com Website: www.sdce.co.in

Contact No.: 9471176767 / 06546-291700 / 9304397966

Ref. No.:X.....

Date: 05-09-2026

Report on Pre-Observation Orientation for Four-Week School Internship

Swami Dharmabandhu College of Education, Harhad, Mukundganj, Hazaribag, organized a four-day Pre-Observation Orientation Programme from 01 to 05 September 2026 for the first-year B.Ed. trainees prior to their four-week School Internship Programme. The orientation programme was organized under the supervision of IQAC cell Swami Dharmabandhu College of Education to prepare B.Ed. trainees for their forthcoming school internship and to familiarise them with the objectives, activities, responsibilities, observation procedures, teaching practices, assessment mechanisms, and documentation required during the internship. The programme provided trainees with systematic guidance on school observation, classroom teaching, school-based activities, interactions with teachers and school heads, record-keeping, co-curricular activities, and reflective reporting.

Objectives of the Orientation Programme

The major objectives were:

1. To orient trainees about the structure and objectives of the four-week School Internship Programme.
2. To familiarise trainees with the activities to be undertaken during each week of the internship.
3. To develop skills of systematic school observation and documentation.
4. To prepare trainees for classroom teaching and lesson presentation.
5. To develop skills in lesson introduction, presentation, blackboard work, feedback, and evaluation.
6. To familiarise trainees with school records, libraries, laboratories, infrastructure, and administrative activities.
7. To develop professional communication and cooperation with Headmasters, teachers, students, and other school personnel.
8. To encourage participation in co-curricular, cultural, environmental, sports, and literary activities.

9. To develop reflective practices through daily reports and records of internship experiences.

10. To make trainees aware of the role of supervisors, observation schedules, rating scales, and constructive feedback.

DAY-WISE REPORT OF THE ORIENTATION PROGRAMME

Day 1: 01 September, 2026

Introduction to School Internship and School Observation

The first day of the orientation programme focused on introducing the trainees to the concept, purpose, objectives, and structure of the four-week School Internship Programme. The trainees were informed that the internship is an important component of teacher education, providing them with practical exposure to the school environment. They were guided to observe the school's functioning systematically rather than merely visit the school. Special emphasis was placed on the activities planned for Week 1- Observation of the School Site and Activities.

Major areas discussed

- Observation of school site and physical environment.
- Understanding school infrastructure and facilities.
- Framing and understanding the school timetable.
- Attending and organising the morning assembly.
- Interaction with the Headmaster/Principal and teachers.
- Understanding cooperation and division of school work.
- Observation and recording of day-to-day school activities.
- Maintaining a daily observation diary.
- Preparing an in-depth report on one significant activity each day.
- Understanding the organisation of literary activities such as debate, seminar, quiz, and word games.

Trainees were advised to maintain discipline, punctuality, professional behaviour, and respectful communication during their school visits.



**SWAMI DHARMABANDHU
COLLEGE OF EDUCATION**

Harhad, Mukundganj, Hazaribag, Jharkhand

Organized by:
IQAC CELL

5-DAY

PRE-OBSERVATION

ORIENTATION PROGRAMME

For B.Ed. 2nd Semester Student-Teachers

*"Preparing Future Teachers for
Meaningful School Observation"*

Organized by:
IQAC CELL

1st September - 5th September-2026



Day 2: 02 September 2026

Classroom Observation, Teaching Practice and Evaluation

The second day focused on classroom observation and teaching-related activities. Trainees were oriented to the expectations for Week 2 and the skills they would gradually develop during the internship.

The trainees were guided about:

- Participation in school campus cleaning and beautification.
- Creating awareness among students regarding sanitation and ventilation.
- Organising environmental awareness programmes in collaboration with the nearby community.
- Conducting peer-group teaching.
- Preparing and delivering three lessons in the selected subject/pedagogy.
- Understanding the role of the school supervisor in observing student-teacher performance.
- The trainees were also introduced to important areas of teaching evaluation, including:

Teaching Skills for Evaluation

1. Introduction of the Lesson: creating interest, linking previous knowledge and introducing the topic appropriately.
2. Presentation of the Lesson: clarity, sequencing, questioning, explanation, learner participation, and use of teaching-learning materials.
3. Blackboard Work: proper organisation, legibility, accuracy, appropriate use of space, and presentation.
4. Feedback and Evaluation: receiving suggestions from supervisors and using feedback for improvement.

The importance of constructive feedback was highlighted as an essential part of professional development.



Day 3: 03 September 2026

Observation Tools, School Resources and Co-Curricular Activities

The third day concentrated on systematic observation, school resources, student welfare, and co-curricular activities. Trainees were informed about the importance of using appropriate observation schedules and questionnaires during their internship. They were instructed that observation tools should demonstrate reliability, validity, and objectivity as far as applicable to the internship requirements.

The trainees were oriented about the Week 3 activities, including:

- Continuing systematic school observation.
- Delivery of three lessons in the selected subject/pedagogy.
- Maintaining school library records.
- Interaction with the librarian and understanding library-related work.
- Creating awareness among students about physical fitness and exercise.
- Promoting awareness of Yoga and healthy living.
- Visiting and studying different laboratories in the school.
- Understanding laboratory maintenance and organisation.
- Observing available equipment, apparatus, and other resources.
- Organising sports and indigenous games, such as Kho-Kho and Kabaddi.

The trainees were encouraged to understand that a teacher's role extends beyond classroom teaching and includes promoting students' physical, social, emotional, cultural, and environmental development.



Day 4: 05 September 2026

School Administration, Records, Cultural Activities and Internship Documentation

The fourth and final day of the orientation programme focused on school administration, documentation and records, cultural activities, and the preparation of the final internship record. Trainees were oriented about the activities proposed for Week 4 of the internship.

Areas Covered

1. Study of School Resources and Infrastructure

Trainees were instructed to collect relevant information, wherever permitted, regarding:

- Availability of school finance/donations.
- Transportation facilities.
- Physical infrastructure.
- Teacher-student ratio.
- Available teaching-learning resources.
- Other institutional facilities.

2. Suggestions for School Improvement

Trainees were encouraged to critically observe the school's functioning and provide constructive, practical suggestions for improvement across academic, administrative, infrastructural, environmental, and co-curricular activities.

3. School Records

The trainees were oriented about the importance of maintaining and understanding school records, including:

- School academic records.
- Preparation and publication of school results.
- Income and expenditure records.
- Attendance and other relevant institutional records.
- They were advised to maintain confidentiality and use institutional records only with the permission of the concerned school authorities.

4. Cultural Activities

Trainees were encouraged to participate in and organise appropriate cultural activities in the school to promote students' creativity, confidence, teamwork, cultural awareness, and leadership skills.

5. Final Internship Record

The trainees were instructed to maintain a comprehensive record of their four-week internship experience, including:

- Daily observations.
- Lesson plans.
- Teaching practice records.
- Supervisor feedback.
- School activities.
- Co-curricular activities.
- School resource studies.
- Reflective experiences.
- Suggestions for improvement.
- Overall learning outcomes.

Guidance Regarding Professional Conduct

During the orientation, trainees were instructed to:

- Maintain punctuality and regular attendance.
- Follow the rules and regulations of the cooperating school.
- Dress appropriately and maintain professional behaviour.
- Respect the Headmaster, teachers, students, and other staff members.
- Maintain confidentiality of school and student information.
- Avoid disturbing regular school activities.
- Seek permission before accessing institutional records.
- Maintain a respectful and learner-centred approach.
- Accept supervisors' feedback positively.
- Maintain proper documentation throughout the internship.

Expected Outcomes

At the end of the orientation and subsequent internship, the trainees are expected to:

1. Understand the organisation and functioning of schools.
2. Develop systematic observation skills.
3. Acquire basic classroom teaching competencies.
4. Improve lesson planning and presentation skills.
5. Develop classroom management skills.
6. Use blackboard and teaching-learning materials effectively.
7. Develop communication and interpersonal skills.
8. Participate effectively in school-based and co-curricular activities.
9. Understand school records, library, laboratory, and administrative activities.
10. Develop reflective and professional attitudes towards teaching.

Conclusion

The Pre-Observation Orientation Programme, held from 01 to 05 September 2026, successfully prepared the first-year B.Ed. trainees for their forthcoming four-week School Internship Programme. The four-day orientation provided comprehensive guidance regarding school observation, classroom teaching, evaluation, school administration, co-curricular activities, documentation, and professional conduct. The programme helped bridge the gap between theoretical understanding and practical teacher preparation. Through systematic orientation, trainees were made aware of their responsibilities and the activities to be undertaken during each week of the internship. The programme concluded with instructions to all trainees to actively participate in the internship, maintain proper records, follow the norms of the cooperating schools, and utilise the internship as an opportunity for professional growth and development.



SaiKa
05/09/2026
Principal
Swami Dharmabandhu College of Education
Hariad, Mukundganj, Hazaribag