



UNIVERSITY OF KASHMIR
Directorate of Distance Education
University Campus, Hazratbal

NOTICE

**Guidelines for IPOT/School Internship B.Ed. 1st & 2nd Semester (Distance Mode)
Batch 2020**

Pupil –Teachers are advised to adhere the following guidelines for the smooth conduct of IPOT/Internship.

General Instructions:

- Pupil –Teachers are required to visit physically Middle/High school or any educational Institution to complete the IPOT as per their operational feasibility.
- It is mandatory on the part of pupil-teachers to prepare practical notebooks as per the prescribed guidelines reflected below.
- Pupil-Teacher working in Govt./Govt. recognized Middle or High school can also accomplish internship at their respective schools.
- The total number of working days for completion of IPOT is 20 days. No extension shall be granted regarding the last date of IPOT (i.e. 15/06/2022).
- Pupil teachers are required to get the attendance certificate from the concerned head of the institutions, where the pupil-teachers have completed the internship programme.
- All the copies shall be duly signed and certified with necessary feedback by the concerned Head of the Institution.

The various parameters of the IPOT are as under:

A. School Internship

- Pupil –Teachers are advised to prepare a brief profile of the Anganwadi Centre (AC) functioning in their catchment area by describing the purposes and operation of the Anganwadi Centres. Pupil-teachers should physically visit the Anganwadi centre of their area to know more about the objectives of these centers. Kindly prepare a detailed report of your visit to Anganwadi centre on your internship notebook along with relevant photographs.
- Pupil –Teachers are advised to write a brief profile of any Primary or Middle school functioning in their area. The profile should mention the activities of the school like morning assembly, classroom facilities, sports facilities, staff strength and other activities (viz. Stock register, Attendance register, Result, Time table, etc.) carried out in the school. The same should be reported on the internship copy.



UNIVERSITY OF KASHMIR

Directorate of Distance Education

University Campus, Hazratbal

- Pupil-teachers are also directed to prepare a brief profile of any High or Higher Secondary School located in their educational zone. The aim of this brief profile is to know about the structure, functioning and role of these schools in our education system. The pupil-teacher should observe the school activities and record the same in internship file; here the Head of the institution will play the role of facilitator. Take the necessary photographs of all such activities.
- Pupil-teachers are also advised to write a brief profile of DIET functioning in their district. The profile should mention the activities of the DIET like teacher training activities, action research, staff strength and other activities carried by the DIETs. It is advised to visit the DIET of your district to know more about the role and functioning of DIETs. The same should be reported in the internship copy. Students can visit the websites of various DIETs and can also take help from the study material of Teacher Education where the detailed discussion has been given about the role and functioning of DIETs.

B. Micro-Teaching Activity

- Pupil –Teachers are advised to prepare the micro-teaching notebook on different skills of micro-teaching. The sample lesson of Micro-Teaching plan is available on the website of the Directorate.
- Pupil –Teachers are advised to prepare a minimum five lessons on different microteaching skills and deliver it to their micro student group. The number of students in a group should not be less than five to ten.
- Each Micro lesson should be appended with observation-cum-7 point Rating Scale for assessing the mastery on a particular skill.
- Pupil -Teachers can deliver lessons to the students who are enrolled in the Govt. or Govt. Recognized schools up to 10th class in offline mode following all SOPs of COVID-19. The Head of the institution or the nominee of the Head shall personally monitor this activity.

C. Preparation of Notebooks

- The total number of the notebook(s) to be prepared by the students of 1st and 2nd semester is two. One for school internship and second for Micro-teaching. Students can use any **plain notebook for internship and micro-teaching activity.**
- Pupil –Teachers should focus on preparing low-cost improvised teaching aids.



UNIVERSITY OF KASHMIR
Directorate of Distance Education
University Campus, Hazratbal

D. Number of Days

- Pupil –Teachers are advised to complete the IPOT within 20 days starting from 16/05/2022 to 15/06/2022 as per their feasibility. Even Students can start their IPOT after 16/05/2022 but have to complete the IPOT with all components by or before 15/06/2022.
- *Pupil –Teachers are not required to mark any online attendance. They have to get the attendance certificate from the concerned school principal in offline mode.*
- *Note: only those students will be eligible to appear in the examination who get the Course Completion Certificate from the concerned department.*

E. Evaluation of the IPOT/Internship

The Directorate shall conduct the examination of the IPOT/School Internship for which the syllabi and date(s) shall be notified separately.

- Pupil –Teachers are directed to remain in touch through 'official Whatsapp Group' already created for the purpose of sharing information. They should also frequently visit the DDE website for latest updates. For any further information, please feel free to contact on below *Whatsapp* numbers during official hours:

1. Srinagar and Budgam	9419029245
2. Ganderbal, Bandipora and Shopian	9469490050
3. Kupwara, Baramullah and, Leh	9419008818
4. Anantnag, Pulwama, Kulgam and Kargil	9906611628
5. Jammu Chapter	7006474350

Sd/= **(Prof. T.A. Chesti)**
Director

No.F(IPOT. B.Ed12)DDE/KU/2022
Dated.09-05-2022