



# DIRECTORATE OF DISTANCE EDUCATION

## UNIVERSITY OF KASHMIR

172, A/D Gandhi Nagar, Jammu-180004

Website: [www.ddeku.edu.in](http://www.ddeku.edu.in)

### **Instructions for Practice of Teaching, B.Ed Batch-2015**

1. Students are advised to constitute a group of minimum 05 and maximum ten students and choose their group leader as per their choice.
2. Once, group is constituted, students are advised to download the teaching practice form from the official website of DDE and fill up it carefully.
3. Every group is advised to choose their state Govt./Govt. Recognized School (Middle School or High School) as per this convenience and feasibility and get consent letter from the Headmaster / Principal regarding the conduct of POT in their School.
4. Group Representatives are advised to submit the POT form along with consent letter with the concerned Dealing Assistant at **DDE, Gandhi Nagar Jammu** by or before **20<sup>th</sup> March, 2017**.
5. The teaching practice shall be conducted for 20 working days and during this period of time, each student has to visit Aganwadi Centre, Primary School/Middle School/High School/ DIET and has to prepare a detailed report of their visit and observations in their reflective Journal (Internship copy).
6. At the end of the POT, each candidate shall obtain a POT completion certificate from the concerned Head Master / Principal. The format of the said certificate shall be available on the official website of the DDE (Jammu Chapter) in due course of time.
7. From the Current session, there shall be no evaluation of Internal POT by respective Headmaster / Principal Except Supervision / Monitoring, However, DDE will issue a separate notification for the assessment of internal POT by subject experts.
- 8. The Headmasters/Principals shall be paid honorarium as per the approved rates of the University for Supervision of POT.**
9. Group leader has to collect the relevant material of POT from the Directorate once the dates will be notified.
10. Group leader is responsible for overall coordination of his/her team members.
11. Change of school is not allowed without written permission of the Director, DDE, once choice of school is submitted by the group/student.
12. The detailed schedule of activities regarding POT will also be uploaded on website in due course of time.
13. The schools should be located within the boundaries of Jammu And Kashmir State.
14. For any clarification, please mail on [beddistanceku@kashmiruniversity.ac.in](mailto:beddistanceku@kashmiruniversity.ac.in) / [ddekujc@gmail.com](mailto:ddekujc@gmail.com)

Liaison Officer