



Centre for Distance and Online Education

UNIVERSITY OF KASHMIR

Main Campus, Hazratbal, Srinagar

NAAC Accredited 'A⁺⁺'
NIRF ranking 45

Guidelines for Headmasters/Principals/Heads of Institutions regarding the conduct of IPOT/School Internship for B.Ed. Ist & 2nd Semester Batch 2025-27 and Eligible Late College Students (All Chapters)

1. The students of B.Ed. Ist & 2nd Semesters, enrolled through the Centre for Distance and Online Education (CDOE), University of Kashmir, will carry out their IPOT/School Internship in your schools.
2. All components of the IPOT/Internship must be completed in **physical mode only**. No part of the internship should be conducted online or remotely.
3. Allow B.Ed. students to actively participate in all academic and co-curricular activities conducted in your institution during the internship period.
4. Provide proper guidance and supervision to the intern students throughout their internship.
5. Make the students familiar with the day-to-day functioning and various activities of your institution, including administrative and academic operations.
6. The Head of the Institution will be paid remuneration as per the rates approved by the University for supervising the internship, **only if there are more than 5 students placed in the school**.
7. **No remuneration will be provided** if only one B.Ed. student is placed in your institution for the internship.
8. Remuneration claim bills are available on the official website (**ddeku.edu.in**) of the Centre for Distance and Online Education (CDOE), University of Kashmir.
9. After successful completion of the internship, Heads of the Institution are required to **fill out and submit the remuneration bill** to the concerned office of the University for processing

No: F. (B.Ed. IPOT-Guidelines/HO11,2-2025)CDOE/KU/26
Dated:10/04/2026

Sd/-
DIRECTOR