



Centre for Distance and Online Education

**UNIVERSITY OF KASHMIR**

NAAC Accredited 'A<sup>++</sup>'  
NIRF ranking 45

Main Campus, Hazratbal, Srinagar

**Guidelines for IPOT/School Internship B.Ed. 1<sup>st</sup> & 2<sup>nd</sup> Semester through  
Distance Mode (All Chapters) Batch 2025-27**

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

**General Instructions:**

- Pupil–Teachers have to visit the school/educational institution physically to complete the IPOT/Internship.
- Pupil–Teachers are required to create the groups of strength (5-10 members) to accomplish IPOT/Internship in offline mode, however they may carry out the necessary IPOT/Internship components individually without group but there shall be no entitlement for honorarium in such cases for the supervision by the institution.
- Attendance is compulsory and must be attested by the Head of the School/Institution for consideration during external POT examinations. Students shall prepare Internship/ Micro-teaching copies and must preserve the same for future evaluation.
- Each group is advised to select a Middle or High School based on their convenience and feasibility. However, pupil-teachers who are already working in schools (in-service) may complete their IPOT/School Internship at their respective institutions, subject to prior approval from the concerned Headmaster/Principal. The consent letter must be obtained and uploaded through the Google Form available on the CDOE website.
- Pupil-teachers employed in Government or Private educational institutions may also fulfill their School Internship requirements at their own schools. However, visits to the nearest Anganwadi Centre and DIET must be undertaken separately as part of the internship requirements.
- Once, the group is constituted and consent from the school Headmasters/Principals is obtained, students are advised to fill the Google form carefully for registration of pupil-teacher groups and uploading of necessary information/documents. The group representatives are directed to upload the required information/documents by or before **15/04/2026**. The Google form link



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is available on official website of the CDOE.

- The IPOT/Internship shall be of 20 working days for completing of all the components.
- The Headmasters/Principals shall be paid honorarium as per the approved rates of University for the Supervision of IPOT, however, **No honorarium** shall be provided for supervision of B.Ed. students accomplishing their IPOT individually without group or less than 5 in number.
- Group representative shall be responsible for overall coordination of the group.
- Change of school is not allowed without written permission of the Director CDOE, once the choice of school is submitted by the group/student through google link.
- The total number of days for the IPOT/Internship 1st and 2nd semester B.Ed. is only (20) and no extension shall be provided for its completion once the last date is over.

### The various parameters of the IPOT /Internship areas under:

#### A. School Internship

- Pupil –Teachers are advised to prepare a brief profile of the Anganwadi Centre (AC) functioning in their vicinity by describing the purpose and functioning of the AC. Pupil-teacher should physically visit the Anganwadi Centre of their vicinity to know more about the rationale of these centers. Kindly prepare a detailed report of your visit to Anganwadi Centre on your internship notebook along with geotagged photographs.
- Pupil –Teachers are advised to write a brief profile of any Primary School 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 carried out in the school. The same should be reported on the internship file.
- Pupil-Teachers are also directed to prepare a brief profile of any High School 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 school education system. It is advised to observe all the educational activities and take the guidance from the head of the institution to compile the report on the internship file. Take the necessary photographs of all such activities to paste on the internship file. **(Note: Only geotagged photographs will be accepted)**



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- Pupil-Teachers are also advised to write a brief outline of DIET functioning in their district. The profile should mention the pursuits of the DIET like teacher training activities, action research, the conduct of 8th class examination, staff strength, training of teachers and other related activities. It is advised to visit the respective DIETs to get acquainted with the role and execution process of these institutions which should be reported comprehensively on the internship file. Students may visit the websites of various DIETs and may also use the study material of paper "Teacher Education" where the detailed deliberation has been given about the various aspects of DIETs. Before, visiting the DIETs kindly get the consent from the DIETs as well.

#### **B. Micro-teaching Activity**

- Pupil –Teachers are advised to prepare the Micro-teaching file on its various skills. The sample lesson of Micro-teaching plan is available on the website of the CDOE.
- Pupil –Teachers are advised to prepare a minimum five (05) lessons on different Micro-teaching skills, deliver it to their micro- group. The number of students of the said micro-group should be not less than five (05).
- Pupil-Teachers have to report the Micro-teaching skill practice on any A4 Size file (available in the market) and also ensure to capture geotagged pictures while delivering class as a reference for record.
- Pupil -Teachers may deliver Micro-lessons to the micro-group off their peers in offline mode. The Head of the institution or his/her nominee shall personally monitor the activity.

#### **B. Preparation of Files**

- The total number of the files to be prepared by the students of B.Ed. 1st and 2nd semester are only (02) two; one for School Internship and another for Micro-teaching activity in English language (Hand written format). Students may use any plain A4 Size notebook for Internship and Micro-teaching activity.
- Pupil –Teachers may use any relevant teaching aid/s available for delivering of micro-lessons.
- The internship file must include work related to the preparation of the Stock Register, Attendance Register, timetable, and other relevant records. All work



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must be completed manually in handwritten form. No ready-made or photocopied (xerox) material will be accepted during the internal or external examination.

**NOTE:** Students are not required to submit the Internship/Micro-teaching files to the concerned B.Ed. Study Centre of CDOE, Main Campus; however, the files are to be kept ready for evaluation at the time of internal/external POT examination.

#### D. Number of Days

- Pupil teachers enrolled across the various study centres of the Kashmir Division are advised to complete their IPOT/Internship within a period of 20 days, commencing from **20.04.2026** to **31.05.2026**.
- Similarly, pupil teachers of RCDL Jammu shall undertake their IPOT/Internship during the period from **15.05.2026** to **15.06.2026**, as per their feasibility
- No extension shall be provided for its completion once last date is over.
- Pupil –Teachers have to get the hard copy of attendance certificate from the concerned head of the School/DIET/Anganwadi. The format for the same shall be shared through official WhatsApp groups

#### E. Evaluation of the IPOT/Internship

- Centre for Distance and online Education (CDOE) University of Kashmir shall conduct the internal examination of the IPOT/School Internship for which the date(s) shall be notified separately before the conduct of external theory examination.
- Pupil –Teachers are directed to remain in touch with 'B.Ed. Official **WhatsApp Groups**' already created by the coordinators for the purpose of sharing information. Students should also frequently visit the CDOE website for latest updates.
- For any further details please contact the concerned coordinators.

Sd/-  
DIRECTOR