



University of Kashmir

Sub-Office cum Regional Centre for Distance Learning

Bathindi, Jammu-181152

NOTICE

Guidelines for IPOT/School Internship B.Ed. 3rd & 4th Semester Batch 2019/Late Colleges (Jammu Chapter Only)

Students are advised to adhere the following guidelines for the smooth conduct of IPOT/Internship.

General Instructions:

- Pupil-Teachers are required to visit the school/educational institution physically to complete the IPOT/Internship.
- Pupil-Teachers shall create their groups of 03 to 10 members to deliver lessons in Middle or High Schools selected for IPOT in offline mode, however they can accomplish the necessary IPOT/Internship components individually without group but there shall be no entitlement for honorarium to school supervision.
- Attendance is compulsory and must be attested by the Head of the School/Institution for consideration during external POT examinations. Students shall prepare Internship/Lesson plan copies and must preserve the same for future evaluation.
- Every group is advised to select the school (Middle or High School) as per their convenience and feasibility, therefore, get consent from the concerned Headmasters/Principals regarding the conduct of IPOT/Internship in the respective schools and upload the consent letter through Google form.
- The format for the consent letter can be obtained physically by the Pupil-Teachers (if required in any case) from the office at Regional Centre for Distance Learning, Bathindi Jammu **during official hours (Monday to Friday)**.
- Once, 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 leaders



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are directed to upload the required information/documents by or before 10/07/2022.

The Google form link is available here: <https://forms.gle/DpbZwQmL1HNrAZuH8>

- The teaching practice shall be conducted for 20 working days and during this period of time; each student has to undergo the teaching practice as per the prescribed syllabi.
- 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 with group but outside Jammu and Kashmir.
- Group representative/leader is responsible for overall coordination of the team.
- Change of school is not allowed without written permission of the Director, DDE, once choice of school is submitted by the group/student.
- The total number of days for the IPOT 3rd/4th semester B.Ed. is only (20) and no extension shall be provided for its completion once the last date (10-08-2022) is over.

The various parameters of the IPOT/Internship are as under:

A. School Internship

- Students are advised to write a brief profile of any Middle school functioning in their area. The profile should mention the school activities like morning assembly, classroom teaching, maintenance of admission register, maintenance of attendance register, maintenance of the stock register, time table, sports facilities, staff strength and other related activities carried out in the school.
- Pupil-Teachers are also directed to compile a brief profile of any High School. The aim of this short profile is to know more about the structure, functioning and role of these schools in the education system.
- Pupil-teachers are advised to acquaint themselves with knowledge regarding maintenance of school records, minutes of staff meetings, managing co-curricular and other related activities of the school.



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B. Delivery of Lessons

Pupil-Teacher can deliver lessons to students who are enrolled in the Govt. or Govt. recognized schools up to 10th class.

(Language Paper)

- Pupil-Teachers are advised to prepare lesson plans well in advance on a separate notebook for the language paper they have opted in B.Ed. 2nd semester like *Teaching of English/ Hindi/Urdu/ Kashmiri/ Punjabi* on the topics of their interest as per the prescribed syllabi of text books of JKBOSE/CBSE.
- The students are advised to prepare a minimum 10 lessons (including observation and criticism lessons) in the language paper and deliver the same to student group in offline mode.

(Methodology Paper)

- Students are advised to prepare lesson plans well in advance on a separate notebook for methodology paper they have opted in B.Ed. 3rd Semester like *Teaching of History and Civics/ Geography/ Bio-Sciences/ Physical Sciences /Mathematics* on the topics of their interest as per the prescribed syllabi of text books of JKBOSE/CBSE.
- The students are advised to prepare a minimum 10 lessons (including observation and criticism lessons) in the methodology paper and deliver the same to student group in offline mode.

C. Preparation of Copies

Pupil-Teacher shall maintain lesson plans on notebook and ensure to capture photographs while delivering lectures and paste the same on their notebook. **The total numbers of notebooks to be prepared by the students of 3rd and 4th semester are only two;** one for school internship and second for the lesson planning. Students can use any plain notebook



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for the preparation of lesson plan and internship. Students should use relevant teaching aids available to them for delivering these lessons.

D. Attendance/Number of Days

Pupil-Teachers are advised to complete the IPOT/Internship within 20 days starting from 10/07/2022 to 10/08/2022 as per their feasibility. Students can even start their IPOT before 10/07/2022 but have to complete the IPOT/Internship with all components by or before 10/08/2022. Pupil- Teachers are required to get their internship files and lesson plan copies counter signed by Head of the School which they have selected for IPOT/Internship. Pupil-Teachers shall deliver one class on daily basis to the students as per their convenience.

E. Evaluation of the IPOT/Internship

The Directorate of Distance Education shall conduct the examination of the IPOT/Internship for which the syllabi and dates shall be notified separately. Pupil – Teachers are directed to remain in touch with the 'Whatsapp Group' already created for the purpose of sharing information. Students should also frequently visit the DDE website for latest updates. For any further information, please feel free to contact on the email jc@ddeku.edu.

No: F1.(IPOT. B.Ed34)DDE/KU/22

Dated: 21-06-2022

Sd/-

Liaison Officer
RCDL, Bathindi Jammu