



UNIVERSITY OF KASHMIR
Directorate of Distance Education
University Campus, Hazratbal

NOTICE

**Guidelines for IPOT/School Internship B.Ed. 1st & 2nd Semester (Distance Mode)
Batch 2019 (All Chapters)**

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

General Instructions:

- Pupil–Teachers are not required to visit school or any educational institutions physically to complete the IPOT.
- This is a home based model where Pupil –Teachers (B.Ed. Students) can take the help of online mode to complete the various parameters of the IPOT.
- Pupil–Teachers can create the group of minimum five students either in online or offline mode of Middle or Higher School and deliver the lessons to the said group either in online or offline mode.
- Attendance is not recorded, however students are bound to prepare internship copies and have to preserve them for the future evaluation.
- **Pupil-Teacher working in Govt. /Govt. recognized schools can also deliver the lessons to their respective students.**
- The total numbers of days for the IPOT are only 15. No extension shall be granted in the last date for the completion.
- Pupil –Teachers are advised to watch the online lecture delivered by Dr. Habibullah Shah in the year 2020 related to the various aspects of home based model of IPOT. The lecture can be accessed at <https://www.youtube.com/watch?v=-zJ1WuJ33WA>

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 vicinities by describing the purposes and functioning of the AC. Pupil-teachers can contact the *Anganwadi* workers of their vicinities over the phone to know more about the purposes of these centers. If *Anganwadi* workers are not available, there is enough material available online regarding the purposes of AC.
- Pupil–Teachers are advised to write a brief profile of any Primary School or Middle school functioning in their areas. The profile should mention the activities of the school like morning assembly, classroom facilities, sports facilities, staff strength and other activities carried in the school. It is better to contact any teacher from the school over the phone to know more about the school functioning and its profile. The same should be reported in 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 School (HS) or Higher Secondary School (HSS) located in their educational zones. The aim of this brief profile is to know about the structure, functioning and role of these schools in our education system. It is advised to contact any teacher of these concerned schools over the phone to know more about the HS or HSS and take the guidance from him/her to compile the report on the internship copy.
- Pupil–Teachers are also advised to write a brief outline of DIET functioning in their districts. The profile should mention the activities of the DIET like teacher training activities, action research, the conduct of 8th class examination, staff strength and other activities carried by the DIETs. It is suggested to contact any Lecturer of a Higher Secondary or DIET over the phone to know more about the role and functioning of DIETs. The same should be reported in the internship copy. Pupil–Teachers 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 should be not less than three.
- Pupil–Teachers shall record Micro Teaching skills on any available notebook and will ensure to capture pictures while delivering class (only for offline mode) or take screen shot of online class while delivering lecture and should preserve them as a reference of record. These pictures are not to be uploaded/mailed to the DDE emails/website. They have to be preserved in your cell-phones for future reference and record.
- Pupil–Teachers can deliver micro lessons to any students who are enrolled in the Govt. or Govt. Recognized schools up to 10th class either in online or offline mode.

C. Delivery of Lessons

- Pupil–Teachers are advised to prepare the lesson plans well in advance on a separate notebook in their language paper; which Pupil–Teachers have opted in



UNIVERSITY OF KASHMIR

Directorate of Distance Education

University Campus, Hazratbal

B.Ed. programme like *Teaching of English/ Urdu/ Kashmiri/ Punjabi / Hindi etc.*
The sample of a lesson plan is available on the website of the Directorate.

- Pupil–Teachers are advised to prepare a minimum of 15 lessons in the language paper which they have opted in B.Ed. programme and deliver them to their micro student group.
- Pupil–Teachers shall maintain lesson plans on notebook and will ensure to capture pictures while delivering lecture (only for offline mode) or take screen shot of online class while delivering lecture (only for offline mode) and should preserve them as a reference of record. These pictures are not to be uploaded on the DDE website. They have to be preserved in your cell phones for future reference and record.
- Pupil –Teachers shall deliver one class on daily basis as per their convenience to the concerned groups and shall ensure all the norms of social distancing and COVID-19 protocol while delivering the lecture.
- Delivery of lessons is not a part of IPOT in B.Ed. 1st and 2nd semester as per the existing course structure in the offline mode. However, to compensate the internship component in the online mode, it will be valued in the final assessment of IPOT.

D. Preparation of Notebooks

- The total number of the notebook(s) to be prepared by the students of 1st and 2nd semester is three. One for school internship, second for Micro-teaching and third for delivery of lessons. Pupil–Teachers can use any **plain notebook for the preparation of lesson plan, internship, and micro-teaching activity.**
- Pupil–Teachers can use any relevant teaching aids available to them for delivering of the lesson.

E. Number of Days

- Pupil –Teachers are advised to complete the IPOT within 20 days starting from **10/7/2021 to 30/7/2021** as per their feasibility. Even Students can start their IPOT after **10/7/2021** but have to complete the IPOT with all components by or before **30/7/2021.**
- ***Pupil –Teachers are not required to mark any online/offline attendance. They have to prepare and preserve the concerned copies.***



UNIVERSITY OF KASHMIR
Directorate of Distance Education
University Campus, Hazratbal

F. Evaluation of the IPOT/Internship

The Directorate shall conduct the online examination of the IPOT/School Internship for which the syllabi and dates shall be notified separately.

- Pupil –Teachers are directed to remain in touch on '*Whatsapp Group*' already created for the purpose of sharing information and online class links. They should also frequently visit the DDE website for latest updates. For any further information, please feel free to contact on below email address

- | | |
|---|--|
| 1. Srinagar and Budgam | bed1@ddeku.edu.in |
| 2. Ganderbal, Bandipora and Shopian | bed2@ddeku.edu.in |
| 3. Kupwara, Baramullah and, Leh | bed3@ddeku.edu.in |
| 4. Anantnag, Pulwama, Kulgam and Kargil | bed4@ddeku.edu.in |
| 5. Jammu Chapter | jc@ddeku.edu.in |

Sd/= **Director**

No.F(IPOT. B.Ed12)DDE/KU/2021
Dated.05-07-2021