



DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF KASHMIR
BATHINDI, JAMMU-181152
WWW.DDEKU.EDU.IN

Instructions for Practice of Teaching, B.Ed Batch-2018

1. Students are advised to constitute a group of minimum 05 and maximum 10 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 school (Middle School or High School) as per this convenience and feasibility and get consent letter addressed to "THE LIAISON OFFICER" Regional centre for Distance Learning Sub-Office Bathindi Jammu from the Headmaster / Principal regarding the conduct of POT in their School.
4. Group leaders are advised to submit the POT form along with consent letter with the concerned Dealing Assistant at DDE, Headquarter by or before **16th March, 2020**.
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 in due course of time.
7. **The Headmasters/Principals shall be paid honorarium as per the approved rates of the University for Supervision of POT once the internal award of POT are received by the Directorate.**
8. Group leader has to collect the relevant material of POT from the Regional centre for Distance Learning Sub-Office Bathindi Jammu once the dates will be notified.
9. Group leader is responsible for overall coordination of his/her team members.
10. Change of school is not allowed without written permission of the Director, DDE, once choice of school is submitted by the group/student.
11. For any clarification, please contact the concerned programme coordinator.


Liaison Officer