



UNIVERSITY OF KASHMIR

Directorate of Distance Education

University Campus, Hazratbal

Guidelines for IPOT/Internship
B.Ed. 3rd & 4th Semester

Batch 2017

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

A. School Internship

- Students are advised to write a brief profile of any Primary School or Middle school functioning in their vicinity. The profile should mention the activities of the school like morning assembly, classroom teaching, maintenance of admission register, maintenance of attendance register, maintenance of the stock register, Framing time table, sports facilities, staff strength and other related activities carried in the school. It is suggested to contact any teacher of the school over the phone to know more about these school activities and school functioning. The same should be reported in the internship notebook.
- Pupil-teachers are also directed to compile a brief profile of any High School or Higher Secondary School located in his/her educational zone. The aim of this short profile is to know more about the structure, functioning and role of such type of schools in the education system. Students are advised to know about the maintenance of school records, staff meeting minutes, managing co-curricular activities and any other related activities of the school. It is advised to contact any teacher of the school over the phone to know more about the functioning of High School and take guidance from him/her to compile the report on internship notebook.

B. Delivery of Lessons

- Students are advised to prepare the lesson plans well in advance on a separate notebook in the language paper; they have opted in B.Ed. like Teaching of English/ Urdu/ Kashmiri/ Punjabi / Hindi on the topics of their interest as per the prescribed syllabi. The sample of a lesson plan is available on the DDE website.
- The students are advised to prepare a minimum 10 lessons in the language paper and deliver it to his/her micro student group. The number of students should not be less than three.



UNIVERSITY OF KASHMIR

Directorate of Distance Education

University Campus, Hazratbal

- Students are advised to prepare the lesson plans well in advance on a separate notebook in the methodology paper; they have opted in B.Ed. like Teaching of History and Civics/ Geography/ Bio-sciences/ Physical Sciences /Mathematics **on the topics of their interest** as per the prescribed syllabi.
- The students are advised to prepare a minimum 10 lessons in the methodology paper and deliver them to his/her micro student group through online or offline mode.
- Pupil-Teacher can deliver lessons to any students who are enrolled in the Govt. or Govt. Recognized schools up to 10th class.
- Students 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 online mode) and should preserve them. **These pictures are not to be uploaded on the DDE website.** They have to preserve them in their cellphones for reference and record.

C. Preparation of Copies

- The total number of notebooks to be prepared by students of 3rd and 4th semester is two. One for school internship and second for the lesson planning. Students can use any plain notebook for the preparation of lesson plan and internship.
- Students can use any relevant teaching aids available to them for delivering of the lessons.

D. Attendance/Number of Days

- Students are advised to complete the IPOT within 20 days starting from 18/5/2020 to 30/6/2020 as per their feasibility. Students can even start their IPOT after 18/5/2020 but have to complete the IPOT with all components by or before 30/6/2020. The attendance links shall be available only up to 30/6/2020 on the DDE website. The timing for delivery of lectures shall be 9 am to 5pm only.
- Students are advised to upload their attendance (**without any photograph**) on the attendance portal against each lecture and ensure that data is filled correctly. Those who have internet access issues can upload their attendance together later on as link for previous days shall also be available on the attendance portal of DDE till 30/6/2020.



UNIVERSITY OF KASHMIR
Directorate of Distance Education
University Campus, Hazratbal

- Students shall deliver one class on daily basis as per his/her convenience to the concerned group and shall ensure all the norms of social distancing and COVID-19 protocol while delivering the lecture.

Students are advised to visit the DDE website frequently for updates. *In case any difficulty, the concerned can mail on following:*

1. Students belonging to Central Kashmir
(habibullah@kashmiruniversity.ac.in)
2. Students belonging to South Kashmir
(drishfaqqowher@gmail.com)
3. Students belonging to North Kashmir
(javedap@kashmiruniversity.ac.in)
4. Students belonging to Jammu and Ladakh
(showkatrashid@rediffmail.com)

Stay Home, Stay Safe

With regards

Habibullah Shah PhD
Assistant Professor (Education)
Directorate of Distance Education
University of Kashmir, Srinagar
Email: habibullah@kashmiruniversity.ac.in