



UNIVERSITY OF KASHMIR
Directorate of Distance Education
University Campus, Hazratbal

Guidelines for IPOT B.Ed. 1st & 2nd Semester

Batch 2018

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

A. School Internship

- Students are advised to prepare a brief profile of the Anganwadi Centre (AC) functioning in his/her vicinity by describing the purposes and functioning of the AC. Pupil-teacher can contact the Anganwadi worker of his/her vicinity over the phone to know more about the purposes of these centers. If Anganwadi worker is not available, there is enough material available online regarding the purposes of AC. Directorate will also upload relevant material in due course of time.
- Students are advised to write a brief profile of any Primary School or Middle school functioning in his/her area. The profile should mention the activities of the school like morning assembly, classroom facilities, drinking facility, 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.
- Pupil-teachers are also directed to prepare a brief profile of any High School or Higher Secondary School located in his/her educational zone. 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 his/her district. 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. Students can take help from the study material of **Teacher Education** where the detailed discussion has been given about the role and functioning of DIETs.



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B. Micro-Teaching Activity

- Students 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.
- The students are advised to prepare a minimum five lessons on different micro-teaching skills and deliver it to his/her micro student group. The number of students should be not less than three.
- Students shall maintain Micro Teaching 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 on the DDE website.** They have to be preserved in your cellphones for reference and record.
- Pupil -Teacher can deliver lessons to any students who are enrolled in the Govt. or Govt. Recognized schools **up to 10th class.**

C. 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 etc. The sample of a lesson plan is available on the website of the Directorate.
- The students are advised to prepare a **minimum of 15 lessons** in the language paper he/she has opted in B.Ed. and deliver them to his/her micro student group.
- 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 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 cellphones for reference and record.
- 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.
- **Delivery of lessons is not a part of IPOT in B.Ed. 1st and 2nd semester as per the existing course structure. However, to compensate the internship component it will be valued in the final assessment of IPOT.**



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D. Preparation of Notebooks

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

E. 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. Even Students can 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 register their attendance (**without any photograph**) on the attendance portal against each lecture and ensure that data is filled correctly. Those **who may have internet access issues** can upload their attendance later on together as link for previous days shall also be available on the attendance portal of DDE till 30/6/2020.

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
(**drishfaqgowher@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

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