



**UNIVERSITY OF KASHMIR**  
**Directorate of Distance Education**  
University Campus, Hazratbal

**Guidelines for IPOT/School Internship B.Ed. 3<sup>rd</sup> & 4<sup>th</sup> Semester (Distance Mode) Batch  
2018/Late Colleges (All Chapters)**

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

**General Instructions:**

- Pupil–Teachers are not required to visit any school or educational institution 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 three 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. This group of students will serve as micro group for the pupil teacher.
- Attendance is not recorded; however, students are bound to prepare internship/lesson plan 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 20. 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=sR\\_woBbjkpw&t=305s](https://www.youtube.com/watch?v=sR_woBbjkpw&t=305s)



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**The various parameters of the IPOT are as under:**

**A. School Internship**

- Students are advised to write a brief profile of any 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 functioning of the school. 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.
- Pupil-teachers 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 or Higher Secondary School and take guidance from him/her to compile the report on internship notebook.

**B. Delivery of Lessons**

**(Language Paper)**

- Pupil teachers are advised to prepare the 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/ Urdu/ Kashmiri/ Punjabi / Hindi* on the topics of their interest as per the prescribed syllabi of Text books of JKBOSE/CBSE. The sample of lesson plan is available on the DDE website.



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- The students are advised to prepare a minimum 10 lessons in the language paper and deliver it to his/her micro student group either in online or offline mode. The number of students should not be less than three.

#### (Methodology Paper)

- 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 of Text books of JKBOSE/CBSE.
- 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 students who are enrolled in the Govt. Or Govt. recognized schools up to 10th class.
- Pupil-Teacher shall maintain lesson plans on notebook and ensure to capture photographs while delivering lecture (only for offline mode) or take screen shot of online class (only for online mode) and should paste them on their notebook. These pictures are not to be uploaded on the DDE website.

#### C. Preparation of Copies

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

#### D. Attendance/Number of Days

- Pupil-Teachers are advised to complete the IPOT within 20 days starting from 12/8/2021 to 07 /9/2021 as per their feasibility. Students can even start their IPOT after 12/8/2021 but have to complete the IPOT with all components by or before 07/9/2021. Pupil-Teachers are not supposed to mark any online attendance on nay portal or DDE website. The timing for delivery of lectures shall be 9 am to 5pm only.



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- Pupil-Teacher 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.

**E. 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	<a href="mailto:bed1@ddeku.edu.in">bed1@ddeku.edu.in</a>
2. Ganderbal, Bandipora and Shopian	<a href="mailto:bed2@ddeku.edu.in">bed2@ddeku.edu.in</a>
3. Kupwara, Baramullah and, Leh	<a href="mailto:bed3@ddeku.edu.in">bed3@ddeku.edu.in</a>
4. Anantnag, Pulwama, Kulgam and Kargil	<a href="mailto:bed4@ddeku.edu.in">bed4@ddeku.edu.in</a>
5. Jammu Chapter	<a href="mailto:jc@ddeku.edu.in">jc@ddeku.edu.in</a>

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**Director**

No.F (IPOT. B.Ed34)DDE/KU/2021

Dated.09 -08-2021