



NETAJI SUBHAS OPEN UNIVERSITY
SCHOOL OF EDUCATION

25/2 Ballygunge Circular Road, Kolkata-700019
Phone Number: 03340047570/1, Email: schooledu@wbnsou.ac.in

Memo No.: SoE/303

Date: 10.07.2014

BACHELOR OF EDUCATION(B.Ed.)
ODL M ODE (2013-2015)

PRACTICAL WORK
Practice Teaching and Final Teaching Schedule for
Second Year B.Ed. (ODL) Students

PRACTICE TEACHING

- a) According to the NCTE norm Lesson Planning and Teaching in real classroom situation school including internship is compulsory.

**Forty lessons are to be completed of which
Twenty lessons will be from each teaching subject.**

Out of prescribed practice teaching lessons at least fifty percent (20 lessons) would be **monitored** fully by the **Mentor** (the Head of the Institutions or one of his/her nominated Senior Teacher having B.Ed. or B.T Degree, at least 5 years of teaching experience). Feedback given to the practicing teacher will be given verbally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained properly. Improvements suggested by the Mentors should be incorporated in the lesson plans.

- b) **The practice teaching will start on and from 11 August 2014 and continue till 12 Sept 2014 (both days inclusive).**

- c) Study Centre Coordinators will organize practice teaching as per the schedule in the respective schools of the student teachers where they work as Resident Teacher.

d) Government Order

An Order from the Govt. of WB (School Education Department) has been issued in this regard [No. 656(21)-SE/PTTI-7/2011(Pt-1) Dt. 02/07/2014] and this has been given in the annexure for circulation to all study centres and Mentors for information and necessary action.

A Copy of this Order is to be given to the student teachers for their respective schools for necessary action.

The Mentor (the Head of the Institution or one of his/her nominated Senior Teacher having B.Ed. or B.T Degree) will assign marks in **20 practice teaching lessons**. All the lessons Plans are to be signed by the Mentor with date, Official Seal and comments.



Full Marks in Practice teaching is 50. This will be assigned by the Mentor and handed over to the Principal/ Coordinator with proper seal, signature and stamp.

e) Teaching Aids/ Models and Lesson Plan Notebooks

Students Teachers will develop at least two teaching aids/models to present their lessons effectively. These are to be developed by them only and will be endorsed by the Mentors.

Students Teachers must prepare TWO LESSON PLAN NOTEBOOKS, one for each method subject, to maintain the record of lessons delivered and that should be available with them while delivering lesson in the classroom during practice teaching classes.

FINAL TEACHING

- I. Final Teaching is to be completed during **15 September 2014 to 27 September 2014 (both days inclusive)**. This will be organised by the Principal/Coordinator. For this purpose, Principals/Coordinators will identify Schools/Madrasas for conducting the Final Teaching Examinations.
- II. Final Teaching Examinations will be conducted by both Internal Examiner (Principal or Coordinator) and External Examiners. A list of External Examiners will be given to the Principal/ Coordinator from the Controller of Examinations' Office.
- III. One Examiner will conduct examination of 25 students (50 Lessons) in each day. So for 100 students 4 days are required and for 200 students another 4 days are to be required. A study centre may engage two external examiners for two schools on the same day but this may be done for 200 students only and two internal examiners are also required for this purpose. The Controller of Examinations will send the list of Examiners for external examination.
- IV. FINAL TEACHING will be evaluated by both External and Internal Examiners. **The distribution of marks of Final teaching is as follows:**

Allotment of Marks in Final teaching

Total Marks: 150

<u>Internal Examiner:</u>	=	50
<u>External Examiner:</u>	=	100
		<hr/>
Total	=	150



V. Duties and Responsibilities of the External Examiners:

- a. Two lessons of two Method subjects of each student;
- b. Evaluate them (100 marks for each student);
- c. Evaluate school based activities (50 marks for each student) the records of which are with the Study Centers.

**HONORARIUM TO EXAMINERS FOR TEACHING PRACTICALS AND
SCHOOL BASED ACTIVITIES**

1. Internal examiners will get Rs. 10/- per candidate (two lessons);
2. External Examiners will get Rs. 20/- per candidate (Rs. 10/- for School Based and Rs. 10/- for Final Teaching evaluation);
3. Above bills are to be submitted to the Controller of Examinations' Office for payment;
4. Any other expenditure, like Travelling Expenses, Refreshment etc., will be paid by the respective Study Centres from the Contingency grant as paid by the SoE, NSOU.

A.N. Dey
Director, SoE, NSOU

S. K. Sarkar
HOD, SoE, NSOU

D. Mukhopadhyaya
Professor of Education
SoE, NSOU

ANNEXURE-1

GOVERNMENT OF WEST BENGAL
SCHOOL EDUCATION DEPARTMENT
ELEMENTARY EDUCATION BRANCH
BIKASH BHAWAN, SALT LAKE, KOLKATA-700 091

No. 656(21)-SE (EE)/PTTI-7/2011 (Pt-I)

Date : 02.07.2014

From: S. C. Ghosh,
Joint Secretary to the Govt. of West Bengal

To : The District Inspector of Schools (SE),.....
.....(all districts)

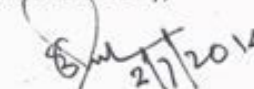
Ref: Memo No. VC/576 dt. 13.06.2014 of the Vice Chancellor, Netaji Subhas Open University.

Sir,

I am directed to enclose copy of the letter as above and would request you to extend all sorts of co-operation to Netaji Subhas Open University (NSOU) so that the ongoing teacher training programme of in-service Upper Primary School Teachers through ODL mode conducted by them may run and complete smoothly. In this connection I would further request you to issue instruction to the Head of the schools to extend necessary support to NSOU to conduct the teaching practical programme of student-Teachers at their respective schools and they can play the role of Mentor by supervising lessons of schools. All such teaching practical programme may be completed before Puja holidays.

Encl: As stated.

Yours faithfully,


2/7/2014
Joint Secretary

No. 656(21)/1(2)-SE (EE)/PTTI-7/2011 (Pt-I)

Date : 02.07.2014

Copy forwarded to:

- 1) Commissioner of School Education, West Bengal
- 2) Vice Chancellor, Netaji Subhas Open University (NSOU),
25/2, Ballygunge Circular Road, Kolkata-700 019


2/7/2014
Joint Secretary

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