

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, BHUBANESWAR
C-1, Institutional Area, Bhubaneswar-751013
Phones:+91-674-2301348, FAX:+91-674-2300349
Admission to B.Ed. Programme-January 2012
LETTER OF OFFER

(This letter contains ten printed pages)

No.IG/BBS/BED.ADMS-12/
Date:

Address slip of the Candidate

Date of Admission: _____
Reporting time – 10 A.M./1 P.M.
Venue: IGNOU Regional Centre
C-1, Institutional Area Bhubaneswar-751013
(Near +2 Council office)

Dear Candidate,

We have the pleasure to inform you that you have been provisionally selected for admission to our B.Ed. Programme commencing January 2012. We congratulate you on your success and welcome you to this Mega University.

"You should note that this offer of admission is provisional and is based on the documents of qualification and teaching experience submitted by you along with the application form. If at a later stage, it is found that the document(s) submitted by you is/are false, your admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation of admission."

Please note that you should be in active service as a full time teacher in a recognized school (teaching at Primary/Middle/Secondary/Sr.Secondary school level), satisfying the prescribed minimum eligibility criteria, from the date of admission till completion of the programme.

1.0 - You are required to submit the following documents at the time of admission.

- 1.1 - The letter of offer (this letter).
- 1.2 - Hall Ticket (Admit Card) of the Entrance Test held on 21.08.2011(Sunday).
- 1.3 - Acceptance-cum-Declaration Form in the enclosed Annexure-I, with proper entries.
- 1.4 - Employment Certificate in the enclosed Annexure-II-A, with proper entries.
- 1.5 - Certificate from the Head Master of the practicing school (a recognized secondary/senior secondary school) to provide facilities for conducting B.Ed. Practicals in the enclosed Annexure-II-B, with proper entries.

- While choosing a practicing school, refer Annexures-III & IV and do the needful.

NOTE: You are required to send the following to the PIC of your Programme Study Centre by Regd./Speed Post latest by 31st March, 2012; in case you are admitted to the programme.

- a) Annexure-III - Duly filled in (original)
 - b) Filled-in Annexure-II - (xerox copy)
 - c) Filled-in Annexure-I - (xerox copy)
 - d) University B.Ed. Certificate of the Mentor(s) having the Method Subjects mentioned.
 - e) University B.Ed. Mark Sheet of the Mentor(s) having the Method Subjects mentioned.
 - f) IGNOU Identity Card - xerox copy attested by the Headmaster of your Working School.
- You are advised to keep Xerox copies of all the above documents.

1.6 - Duly filled-in Annexure-IIC/IID in original and original certificate of S.C/S.T./OBC(Non-creamy Layer)/P.H./ Ward of Ex-servicemen /War-widow/Kashmiri Migrant (issued by the appropriate authority) along with the xerox copy of it, duly attested by a Gazetted Officer. Candidates belonging to OBC(Non-Creamy Layer) need to submit an Income Certificate for the year 2011-12 and OBC Certificate issued by the Tahasildar concerned.

1.7 - Original certificates and marksheets from Class-X onwards along with xerox copy of each, duly attested by a Gazetted Officer.

1.8 -Copies of (i) Letter of appointment (ii) Letter of joining (iii) Experience Certificate(s), duly attested by the Head Master of the Working School along with the originals.

1.9- Xerox copies (duly attested by the Head Master of the working school) of the recent affiliation (preferably 2011-12) and recognition letters in respect of the school where you are working now.

1.10 - Further you are required to submit a Demand Draft for Rs.17, 400/- (Rupees seventeen thousand and four hundred only) from any scheduled bank towards the programme fee. The Draft should be drawn in favour of IGNOU and payable at Bhubaneswar. Please write your full name, enrolment no. and B.Ed. 2012 on its backside.

1.11 - Four copies of recent passport size photograph.

1.12 - A non-judicial stamp paper worth Rs.10/- (Rupees ten only) containing the declaration as mentioned in Annexure-II: Form-D. (The declaration must be written by the candidate in his/her own hand.)

2.0 - Important points to be noted

2.1-IGNOU will not be responsible for postal delay.

2.2-You are advised to report on the stipulated date and time.

2.3-Admission will not be given in the absence of any of the documents as mentioned in para 1.0 above.

2.4-Admission will not be given in absentia.

2.5-Requests for extension of admission date will not be entertained.

2.6-Pogramme Study Centre once allotted will not be changed.

3.0 - Take note of the following and act accordingly.

3.1 - Certifying for self is forbidden.

3.2 - Attesting own documents is forbidden.

3.3 - Photographs should be attested by the HM of your Working School.

3.4 - All other documents should be attested by a Gazetted Officer whose full name, designation, office address, office stamp & date and Telephone No. with STD code need to be mentioned in Annexure-I at para - 12.6.

3.5 - If you are the Headmaster, issuing of experience and employment certificates, etc. are to be done by the next competent higher authority. You should not do it.

4.0 - Other Important aspects

4.1 - While writing to the Programme Study Centre or Regional Centre, you are advised to write

(a) Name of your Programme Study Centre (b) Your full name (c) Your Enrolment No. & (d) date.

4.2 - Keep with you for use in future. (Very Important)

4.2.1 - One set of blank Annexures- I,II & III.

4.2.2 - One set of filled-in Annexures-I,II & III.

4.2.3 - Whenever you send any paper to the PSC/RC, keep a xerox copy of it.

4.3 - Normally, change of Practicing School is not allowed. However, due to genuine unforeseen circumstances or compelling situations, one is permitted to do so informing the PIC and obtaining prior permission from him/her. In that case, you are required to send the following papers to the PIC by Speed/Regd. Post as early as possible and not later than 31.03.2012.

4.3.1 - An application on a plain paper narrating the reasons/circumstances for the change.

4.3.2 - Xerox copy of the Annexure-III of the old Practicing School.

4.3.3 - No claim certificate(NCC) on the School Pad (Original) from the HM of the old Practicing School mentioning that "I have no objection for the change and I shall not claim any remuneration from the PSC or IGNOU".

4.3.4 - No claim certificate (Original) from the Mentor(s), as indicated above (para 4.3.3); counter-signed by the HM with seal & date.

4.3.5 - Filled-in Annexure-III (Original) by the HM & Mentor(s) of the new Practicing School.

4.3.6 - Xerox copy of the affiliation/recognition letter of the new Practicing School, attested by the HM.

4.3.7 - University B.Ed. Certificate and University B.Ed. mark sheet of the new Mentor(s) attested by the HM of the new Practicing School.

4.4 - For taking admission into our B.Ed. Programme, you are advised to obtain permission from the competent authority of your school, other than the Headmaster.

4.5 - Your Programme period is from 01.01.2012 to 31.12.2012(1st Year) & from 01.01.2013 to 31.12.2013 (2nd Year). However, IGNOU has given two more years from 01.01.2014 to 31.12.2015 as an additional period for completing the Programme at the latest.

5.0 - The choice of Method Course(s)/Special Course/Mentor(s)/Practicing School and the Working School given by you at the time of admission shall remain unchanged and it will be binding on you till you complete the Programme.

IGNOU happens to be the largest open university of the world and you should feel proud that you are going to be a student of this esteemed university. The B.Ed. degree of IGNOU is valid all over the world.

With warm welcome to take admission and best wishes for the successful completion of the Program.

NOTE: Besides the above-mentioned documents at Para 1.0, you may be asked to submit some more documents, if required, at the time of admission and we seek your cooperation in the matter.

IMPORTANT - BEWARE OF TOUTS. IGNOU HAS NO AGENTS FOR ADMISSION TO ITS B.ED. PROGRAMME. PLEASE PAY THE PROGRAMME FEE IN THE ADMISSION HALL ONLY; NONE ELSE.

ATTENTION: Try to learn from different sources the techniques of writing the LESSON PLAN and how to teach according to it, immediately after taking admission. MIND IT, you are required to do it in the Workshop-I and thereafter in the Practice Teaching Exercise.

Yours sincerely,

Encl: Annexures-I, II, III & IV (eight pages)

(S.K. TRIPATHY)
REGIONAL DIRECTOR

The IGNOU B.Ed. Programme Study Centres under the Regional Centre, Bhubaneswar are:

1) Dr. PMIASE, Sambalpur - 2148(P)

2) DPIASE, Berhampur - 2149(P)

3) Radhanath IASE, Cuttack - 2150(P)

4) Nalini Devi Women's College of

Teacher Education, Bhubaneswar - 2160(P)

5) College of Teacher Education, Balasore - 2162(P)

6) NKC College of Teacher Education, Angul - 2164(P)

7) KSUB College of Teacher Education, Bhanjanagar-2195(P)

8) College of Teacher Education, Rourkela - 2196(P)

9) A.A. Training College, Fakirpur (Anandpur)-2197(P)

10) U.G. College of Teacher Education, Baripada-2198(P)

Note- There shall be three special courses.

One course is to be opted from among ES-361, 362, 363 & 364.

The other two courses are BESE-065 & BESE-066, which are compulsory for all in 2nd Year.

Staple your passport size photograph here and get it attested by the HM of your Working School with seal & date on its backside.

Annexure-I (2 Pages) - B.Ed. -2012



IGNOU REGIONAL CENTRE, BHUBANESWAR
ADMISSION TO B.Ed. PROGRAMME-2012

Acceptance-cum-Declaration Form

(To be filled-in by the candidate and none else)
(To be signed in the presence of an official of IGNOU)
MAKE ALL ENTRIES IN BLACK INK PEN
(Keep a blank and a filled-in copy of this Annexure)

Full name of the candidate in Capital Letters.

Enrl. No. _____
Prog. Study Centre _____

- 1.0 I Sri/Smt _____ (Full name in capital letters) bearing enrolment no. _____ accept the offer of admission to the B.Ed. Programme – 2012 of IGNOU, offered by IGNOU Regional Centre, Bhubaneswar and I am prepared to accept the Programme Centre allotted to me.
- 2.0 I have obtained a Bank Draft for Rs.17,400/- (Rupees seventeen thousand & four hundred only) towards the programme fee, the details of which have been given hereunder.
- a) Name of the Issuing Bank _____ Place _____ Bank Draft No. _____
- 3.0 **I hereby declare that**
- 3.1 at present I am working as a teacher against a regular post (not on part-time or contractual basis) in the school as detailed below:
Name of the school _____
Postal address with PIN _____
Tel.No. with code _____
- * I am working in this school since _____ (date) till today _____ (date) without any break of service in between and thus the length of my service in this school is _____ (years in word) and _____ (months in word). (No overwriting or corrections in the dates & service period are allowed)
- 3.2 I am neither a pre-primary/Nursery Teacher nor an EGS volunteer.
- 3.3 I am a Teacher on full-time basis.
- 3.4 I am being paid monthly salary regularly and my name is there in the Acquittance Roll of the School.
- Mention here the details of records submitted: (Service Book, Acquittance Roll, Appointment Order, Service Continuity Certificate, etc.)
- | | | |
|--------------------------|---------|----------|
| At present I am teaching | Subject | in Class |
| | (i) | |
| | (ii) | |
- 4.0 **Further I declare** that I had also worked earlier as a teacher against a regular post (not part-time) for a total period of _____ (Years in word) and approximately _____ (months in word); in the school(s) as detailed below.

Name and Address of the school(s)	Period of service in figures		Years	Months	Grand Total in figures
	From	To			
4.1					
4.2					

NO CORRECTIONS/OVERWRITINGS IN THE SERVICE PERIODS ARE ALLOWED.

- I have submitted herewith authentic documents in support of the above service period(s).

Mention the details here.

5.0 I declare that I fulfill all the eligibility criteria for admission to the B.Ed. programme-2012 of IGNOU.

6.0 I declare that the practicing school chosen by me is my working school/another school (strike off that is not applicable) which is a recognized secondary/higher secondary school. It is located within a distance of _____ km (write in word) from my working school and it has qualified Mentor(s) as per IGNOU specifications as well as my requirements.

7.0 Further, I declare that

- 7.1 -I have never received order of suspension or termination.
- 7.2 - I shall submit necessary proformas and relevant papers at the PSC within the stipulated date, if admitted.
- 7.3 -All the documents furnished by me relating to the Practicing School, my educational qualifications, teaching experience and that of the Mentor(s) are genuine ones.
- 7.4 -If a Supervisor will not be available at my place, then, I will take the required leave and deliver (5+5) practice lessons in a high school chosen by the Programme Study Centre as and when directed by the Programme Study Centre to do so.

8.0 I undertake that I will not claim for the refund of the programme fee or a part of it, in case I discontinue the B.Ed. programme or my admission is cancelled for some reason or the other.

9.0 I also undertake that I will abide by the rules and regulations of IGNOU and obey the instructions issued from time to time by the Regional Centre, Programme Study Centre and the Practicing School; failing which disciplinary action may be taken against me and I shall accept it without any protest.

10.0 Further, I undertake that if anything is found dubious or fake or fabricated relating to the entries in my application form or the documents relating to my educational qualifications, teaching experience, etc. or the information papers of the practicing school at any stage of my studentship in IGNOU or thereafter my admission/ conferred B.Ed. degree (as the case may be) may be cancelled; which I would accept without any prejudice or protest.

11.0- I am aware of it that

11.1-Pre-primary/Nursery Teachers/EGS volunteers, part-time/contractual teachers are not eligible for admission to the IGNOU B.Ed. Programme.

11.2-my admission is provisional and IGNOU reserves the right to cancel it at any time without assigning any reason thereof.

11.3-I should furnish requisite information and papers whenever it is sought by the Regional Centre or the Prog. Study Centre or the Headquarters.

11.4-I should be in active service (teaching job) in the school where I am working now from the date of admission till completion of the B.Ed. Programme. Meanwhile if I quit or lose my job of teachership, I should voluntarily discontinue the B.Ed. Programme of IGNOU and inform the Programme Study Centre and the Regional Centre about it in writing. In case of my transfer to another school, I should inform the PSC along with the transfer order and other relevant papers.

11.5-I should give xerox copies of the Guidelines about the School-based Activities and Practice Teaching (Annexure-IV) to the HM of the Working School and the HM & Mentor(s) of the Practicing School prior to getting Annexures-II & III filled in by them.

I should also give a copy of it to the College Supervisor later on prior to the Practice Teaching exercise.

11.6-change of PSC, working school, method courses, special course, practicing school and mentors will not be allowed.

11.7-I will have to write all the theory assignments, reports of school based and workshop based activities and the university examinations in English/Hindi and all assignments are to be submitted at the Programme Study Centre.

11.8-I will have to write the lesson plans and deliver the lessons in the medium of instruction (English/Hindi/Oriya) that is being used in the practicing school; only after obtaining permission from the PIC.

11.9- I should not miss the Counselling Sessions in the first year, because apart from the discussions of the course contents, there will also be discussions on the entire B.Ed. curriculum and the activities of Workshop-I.

11.10- hundred per cent attendance is essential in workshops and I shall have to make own arrangements of accommodation, if hostel is not available; during the workshop period.

11.11- Successful completion of Workshop-I would enable me to deliver the practice lessons and carry out the SBA; and both PT & SBA shall have to be done in one spell (that is, continuously without any gap) and in one school.

11.12- I am required to deliver (20+20) lessons with Lesson Plans written by me and observe (5+5) lessons with TABs from both the Method subjects in Classes – VIII & IX; and I am also required to prepare records and reports of the SBA – all in the Practicing School. It should be a recognized secondary school located nearer (not beyond 3 kms.) to my working school so that I can do my job in the working school as well as do PT & SBA in the Practicing School, simultaneously.

11.13- satisfactory completion of P.T. & SBA as per the guidelines will enable me to attend the Workshop-II.

11.14- it is compulsory to submit the Reports and Records of the School-based activities and records of practice teaching complete in all respects on the first day of the Workshop-II; failing which one will not be allowed to attend the Workshop.

11.15- I should inform the PIC in a postcard about the name and address of the Practicing School, name of its HM/Principal and the Mentor(s), name and address of the Supervisor, and also the date of commencement of Practice Teaching as soon as I would start the Practice Teaching exercise.

11.16 -I should also inform the PIC by a postcard after completion of the P.T. & SBA exercises as per the guidelines.

11.17 – The Mentor(s) chosen by me should have had the same method subjects in his/her/their B.Ed. as those opted by me and I should submit the University B.Ed. Certificate and University marksheet of the Mentor(s) in evidence of the same, whenever I am asked for it.

11.18-The Supervisor chosen by me should be a College Teacher of Education Subject from a nearby(not beyond fifty km.) college/place and he/she should have had at least one method subject from those two chosen by me in his/her B.Ed./BA(Edn.). I shall submit his/her certificate, marksheet, etc., in support of the method subjects whenever I am asked for it.

12.0 - Lastly I declare that

12.1 - the photograph attached herewith is mine

12.2 - all the entries in this proforma have been made by me in my own hand which are true.

12.3 - I have gone through and fully understood the contents of the Letter of Offer (2 pages) and the Annexures-I,II,III & IV.

12.4 - I am fully conscious of the implications of the undertakings and declarations contained in this Annexure and I promise that I will obey them in letter and spirit; failing which I shall accept the decision of the PSC/IGNOU in the matter without any protest.

12.5 - I have fully understood all the guidelines mentioned above at paras 11.1 to 11.18 of this Annexure and shall act

accordingly; without any deviation or defiance.

12.6 - I have got all my certificates, mark sheets, etc. attested by a Gazetted Officer, whose details are as under.

Full name (in CAP letters) Designation.....
Office.....

Place.....PIN..... Dist.....Phone No.(with STD code).....

12.7 - My father's name: _____ (full name).

12.8 - My date of birth: _____ . (As in the Class X Board Certificate)

12.9 - My permanent home address

PIN _____

My land tel. no. with code _____

My mobile tel. no. _____

12.10 – My home/village/town is in the jurisdiction of _____ Police Station.

12.11 – My educational qualifications

Sl. No.	Cert./Diploma/Degree	Division	% of marks	Main Subjects	Board/Council/University	Year of passing
1	HSC					
2	+2					
3	+3					
4	Postgraduate					
5	CT					
6	Any other					

IGNOU Official will write here the name of the PSC allotted _____

Full Signature of the candidate
Date: _____

Signature of the IGNOU Official
Date: _____

(To be signed in the presence of an official of IGNOU on the day of admission)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bhubaneswar

Admission to B.Ed. Programme-2012

(Please do not cut it into three pieces)

Annexure-II (2 pages)

Forms- A, B, C & D

FORM-A

B.Ed.- 2012

Employment Certificate

(To be filled-in by the HM of the candidate's Working School)

This is to certify that Mr/Ms _____ has been teaching in this school since _____ (give date) as Post Graduate/Graduate/Primary/Assistant Teacher, teaching at Sr.Secondary/Secondary/Primary level and he/she is a full time teacher of this school. He/she has _____ years(in word) and _____ months(in word) of teaching experience in this school. This school is Govt./Govt. aided/unaided and is duly recognized by the Central/State Government.

(* Please strike off that is not applicable)

Address of the School with PIN

& tel.no. with code

.....
Signature of the Headmaster

Full Name: _____

Date: _____

Seal of the working school

HM's Seal



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bhubaneswar

Admission to B.Ed. Programme-2012

Annexure-II

FORM-B

B.Ed.- 2012

CERTIFICATE

(To be filled-in by the HM of the Candidate's Practicing School)

I hereby undertake that our school will provide facilities to Mr/Ms _____ needed for carrying out the practical work of the IGNOU B.Ed programme as per IGNOU Guidelines. Certified that this school is a Secondary/Higher/Senior Secondary School recognized by the Central/ State Government.

(Please strike off that is not applicable)

Address of the School with PIN

& tel.no. with code

Name: _____
Date: _____

.....
Signature of the Headmaster

Full

Seal of the practicing school

HM's Seal



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bhubaneswar

Admission to B.Ed. Programme-2012

Annexure-II

FORM-C

B.Ed.- 2012

Category Certificate

(For SC/ST/PH* Candidates)

(To be filled in by the appropriate Authority)

This is to certify that Mr./Ms. _____ Son/daughter/wife of Shri _____ of village & P.O. _____ PIN _____ Town _____ Dist. _____ State/U.T _____ belongs to _____ Caste category which is recognized as a Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste Part C States) Order 1951 read with the SC/ST lists (Modification) Order, 1956.

Mr./Ms _____ and his/her family reside in Village/Town _____ P.O. _____ PIN _____ Dist _____ State/U.T. _____

.....
(Signature of Tehsildar/Commissioner/District Magistrate)

Place: _____

Full name: _____

Date: _____

Seal/Stamp _____

*If the candidate belongs to SC/ST and PH, please provide original certificate of both categories.

* The physically handicapped candidate must provide original PH category certificate from the competent authority which is duly recognized by the Directorate of Social Welfare Department of the Government.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Bhubaneswar
Admission to B.Ed. Programme-2012

Annexure-II

FORM-D
B.Ed.- 2012

UNDERTAKING

(This UNDERTAKING is to be written by the candidate in his/her own hand on a Rs.10/-(Rupees ten) non-judicial stamp paper and it is to be submitted on the day of admission.)

I undertake that I have furnished all genuine documents for my admission in to B.Ed. Program. If anything is found dubious or fake or fabricated relating to the entries in my application form or the documents relating to my educational qualifications, teaching experience, etc. or the information papers of the practicing school, at any stage of my studentship in IGNOU or thereafter my admission/conferred B.Ed. degree (as the case may be) may be cancelled forthwith which I would accept without any prejudice or protest.

I declare that I have written the full text of the Undertaking as in the Annexure-II – Form-D; without any addition or omission or alteration.

Date: _____
Place: _____

Full signature of the Candidate
Full name in CAPITAL letters: _____
Enrolment No. _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Bhubaneswar
Admission to B.Ed. Programme-2012

Annexure-II

FORM-D
B.Ed.- 2012

UNDERTAKING

(This UNDERTAKING is to be submitted on a Rs.10/-(Rupees ten) non-judicial stamp paper on the day of admission)

I undertake that I have furnished all genuine documents for my admission in to B.Ed. Program. If anything is found dubious or fake or fabricated relating to the entries in my application form or the documents relating to my educational qualifications, teaching experience, etc. or the information papers of the practicing school at any stage of my studentship in IGNOU or thereafter my admission/conferred B.Ed. degree (as the case may be) may be cancelled forthwith which I would accept without any prejudice or protest.

Date: _____
Place: _____

Full signature of the Candidate
Full name in CAPITAL letters: _____



IGNOU REGIONAL CENTRE, BHUBANESWAR
ADMISSION TO B.Ed. PROGRAMME-2012

Certificate from the HM/Principal of the Practice Teaching School

(The School should keep a Xerox copy of the filled in Annexure for future reference)

(MAKE ALL ENTRIES IN BLACK INK PEN)

- The filled-in Annexure(this one) along with Mentor's Certificate and Mark Sheet and xerox copies of the IGNOU Identity Card & Annexures-I & II should be sent to the PIC of the Programme Study Centre (PSC) by Speed Post/Regd. Post by the st.tr. within 31.03.2012(see the box under para 1.5 of the letter of Offer)
- The st.tr. should keep a blank copy of this Annexure & also a copy of the filled-in Annexure for use in future.
- The HM/Principal & Mentor(s) should ask for a copy of the Guidelines about school-based activities & Practice Teaching (Annexure-IV) from the St.Tr. before filling in this Annexure and make entries only after reading it.
- The HM/Principal of the school is requested to make the entries in para 3.1 & 4.0 below in his/her own hand to avoid forgery.
- IGNOU seeks full cooperation of the Practicing School in checking forgery and improving the quality of the programme.

PROGRAMME STUDY CENTRE

FULL NAME OF THE CANDIDATE (IN CAP. LETTERS)

ENROL. NO. _____ Method Subjects : (1) _____ (2) _____
He/She will teach _____ subject in Class _____ & _____ subject in Class _____.

Very Important:- Please note that the St.Tr. is required to attend Workshop-I during May/June 2012. He/She will produce the Workshop Completion Certificate(WSCC) in original along with some other papers to you in the first week of July 2012. Keep xerox copies of the WSCC and other papers with you. Then he/she may be permitted to deliver the Practice Teaching(PT) lessons and carry out the School Based Activities(SBA) as per schedule. Please note that both PT&SBA shall have to be done in one spell and in one school. (One spell means PT is to be done from July to Dec. 2012 and SBA from Jan. to April 2013 without any discontinuity).

If any one deviates from the prescribed schedule of PT & SBA, he/she should not be allowed to proceed further doing the exercise and the matter should be reported to the PIC for further instructions.

1.0 A recognized secondary/higher secondary school within the jurisdiction of Orissa will have to be chosen as Practice Teaching (Or Practicing) school which should satisfy the following criteria.

- The St.Tr. is required to select only one practicing school and select qualified Mentor(s) from that school only.
- The St.Tr. may choose his/her own working school as practicing school if it fulfils all the stipulated criteria given below.
- The St.Tr. is required to teach two subjects – one in Class VIII and another in Class IX.

Criteria of a Practicing School & other requirements

- 1.1 -It should be a recognized Govt./Non-Govt. Secondary/Higher Secondary School having classes upto X or XII with recent affiliation with OBSE/CBSE/ICSE and it should be located nearby (within 3 kms.) the candidate's working school so as to enable him/her to do his/her job in the working school as well as do the PT&SBA in the Practicing School simultaneously.
- 1.2 – While choosing the Mentor (Guide Teacher), one should keep in mind that he/she should be a pretty senior B.Ed. trained teacher of that school having both the Method Subjects as those chosen by the candidate and he/she should be teaching those subjects in classes VIII, IX and X at present. The HM/Principal will have to recommend the name of only one teacher from among such teachers; who must be having University B.Ed. Certificate and University marksheet, both in possession.
- 1.3 -If a single Mentor having both the Method Subjects is not available in the school, in that case the HM/Principal may recommend the names of two Mentors, one for each subject and both should be teachers of that school.
- 1.4 – Teachers of other schools other than the Practicing School cannot be Mentors.
- 1.5 The chosen Mentor(s) should not be retiring from service on superannuation or leaving the school or likely to be transferred within eighteen months, that is, during the period from 1st November 2011 to 30th April 2013; so as to enable the St.Tr. to complete the practical exercises under his/her/their guidance and supervision.
- 1.6 –The Mentor(s) is/are required to give xerox copies (attested by the HM of the Practicing School) of University B.Ed. certificate and University mark sheet (having both the Method Subjects mentioned in one/both of them), to the candidate for submission at the time of admission and at other times as and when needed.

1.7 - **IMPORTANT** - One should accept the Mentorship if he/she is having the Certificate & Mark Sheet with him/her and is prepared to give their xerox copies to the St.Tr. (now and at later stages) without any hesitation.

1.8 –If the candidate/St.Tr. is a Headmaster/Principal of a Secondary School, he/she is required to choose another school (not own school) as the Practicing School.

1.9 -The HM/Principal can be a Mentor if he/she fulfils the criteria as mentioned above and can spare time to sit in the class and observe the lessons from the beginning till the end of each lesson. He/she may or may not be teaching now.

1.10 - **IMPORTANT**– A Mentor is permitted to take only two IGNOU B. Ed. Students in a year either of one PSC or of two PSCs; and not more than that.

*** Please Note :** All these things will be enquired in due course and IGNOU seeks full cooperation of the school in this regard for the sustenance and qualitative improvement of the Programme in our State.

2.0- Full name of the HM/Principal of the Practicing School _____

3.0 –(Certificate from the HM of the Practicing School.) Certified that _____

3.1 –Our school is located at a distance of _____ km (please write in word not in digit) from the above-named candidate's working school.

Name of the candidate's Working School _____

Postal Address _____

with PIN _____

Tel.No. with code. _____

3.2-Ours is a Govt./Non-Govt. and recognized secondary/higher secondary school as detailed below.

Name of the Practicing School _____

Postal Address with PIN _____

Tel.No. with code. _____

3.3 – It is affiliated to _____ (OBSE,CBSE,ICSE) since _____ (Year)

3.4 - Attested xerox copy of recent affiliation letter is enclosed (Yes/No) _____

3.5 - It is recognized by _____ (Please write State/Central Govt.)

3.6 - Attested xerox copy of the recognition letter is enclosed (Yes/No) _____

3.7 - It was established in the year _____

3.8 -Its medium of instruction is _____

3.9-It has classes from _____ to _____

3.10-Its student strength is _____

3.11-Its teaching staff strength is _____

3.12-It is located in the Revenue Sub- Division _____ Dist _____

3.13-Its distance by road from the Sub-divisional Headquarters is _____

3.14-It is in the jurisdiction of the Police Station _____

Paste with gum your recent passport size photograph here.

4.0 Willingness and recommendation of the Headmaster/Principal

I have gone through the Guidelines about the School Based Activities & Practice Teaching (Annexure-IV) and also the criteria overleaf. Certified that our school satisfies all the criteria/requirements of IGNOU and I hereby undertake that necessary facilities will be provided by this school to the above named IGNOU B.Ed. Candidate to (i) deliver (20+20)/(15+15) practice lessons, (ii) prepare low cost/no cost teaching aids, (iii) observe (5+5) lessons and (iv) carry out school-based activities as per the guidelines of IGNOU; under my overall guidance and supervision.

I myself intend to act as the Mentor and necessary information in this context is given below, (Or) I recommend the name(s) of the following B.Ed. trained teacher(s) to act as the Mentor(s) of the above named Candidate; as he/she/they had the same Method Subjects in B.Ed. as those opted by the Candidate. It is ascertained that the University B.Ed. Certificate and Marksheet are available with the Mentor(s) and he/she/they is/are willing to give attested Xerox copies of the same as and when demanded by the st.tr./PSC.

<u>Full name of the Mentor</u>	<u>Name of working school</u>	<u>Teaching experience</u>	<u>Method Subjects in B.Ed.</u>	<u>At present teaching subjects in classes</u>	<u>Mention lessons of which subject he/she will guide and supervise</u>
--------------------------------	-------------------------------	----------------------------	---------------------------------	--	---

1.

2.

If the HM/Principal is willing to do the job, he/she is requested to make entries above & below, although he/she may not be teaching now. But he/she is required to make time to sit in the class for the entire period during the delivery of 30(thirty)/15(fifteen) lessons as the case may be.

5.0 Willingness/Undertaking Certificate of the Mentor(s). (To be filled in by the Mentor in his/her own hand)

I/We have gone through the guidelines of IGNOU about PT & SBA (Annexure-IV) and I/we hereby undertake that I/we will guide and supervise the prescribed school-based activities (as given in the Student Teacher's Hand Book and other guidelines) to be carried out and (15+15) practice teaching lessons to be delivered as per the guidelines and instructions of IGNOU (that is, writing lesson plans, delivering lessons, preparing and using teaching aids etc.) by the IGNOU B.Ed. St.Tr. named Sri/Smt. _____ (Full name), bearing enrolment no. _____ who is a teacher of _____ (school) _____ (place) P.O. _____ Dist. _____ PIN _____; located at a distance of _____ km from our school.

*** Further, I/We undertake that we shall give the attested xerox copies of University B.Ed. Certificate and University mark sheet (having the method subjects mentioned) to the candidate now and afterwards, whenever required.**

Mentor-1

Full name in Capital letters

My method subjects in B.Ed. are

- 1.
- 2.

.....
Full Signature

Date:

.....
Usual Specimen Signature**Mentor-2**

Full name in Capital letters

My method subjects in B.Ed. are

- 1.
- 2.

.....
Full Signature

Date:

.....
Usual Specimen Signature**6.0 Certified that all the entries made in this proforma are correct to the best of my knowledge and belief.**

Further certified that the above-named Mentor(s) is/are bonafide and regular teacher(s) of this school; who fulfill(s) all the requisite criteria of IGNOU to become the Mentor(s) of the IGNU B.Ed. student named above.

Full signature of the HM/Principal.....
Usual Specimen Signature of the HM/Principal

School Seal

Full Name in Capital Letters
HM's seal

Date :

Payment norms

After receiving the duly filled-in money receipts of the Headmaster, Mentor(s) & the Supervisor along with the completion Certificates from the HM/Principal of the practicing school certifying successful completion of the following activities as per IGNOU guidelines and instructions by the St.Tr. and also satisfactory performance certificate, from the Programme Study Centre,

- i) *5+5 practice lessons observed by Supervisor*
- ii) *15+15 practice lessons observed by Mentor(s)*
- iii) *Prescribed School based activities*
- iv) *5+5 observation lessons observed by the St.Tr. and*
- v) *other requirements if any*

IGNOU/PSC will pay through A/c payee cheque

- a) *Rs.400/- (Rupees four hundred only) to the HM/Principal of the practicing school.*
- b) *Rs.500/- (Rupees five hundred only) to the Mentor.*

* *In case of two mentors, each will be paid Rs.250/- (Rupees two hundred and fifty only).*



Guidelines about the School Based Activities & Practice Teaching

(The St.Tr. should give xerox copies of it to the HM/Principal of the Working School & the Practicing School while/before getting the Annexures/Proformas filled-in. He/she should carry it to all the face-to-face programmes.)

The St. Tr. is required to do the following activities in the Practicing School after completing the Workshop-I.

(i) *Carrying out School-based Activities of (2+2) credits prescribed by the PSC plus Group-Project activity.*

(ii) *Teaching (20+20) Practice Lessons in Classes- VIII, IX & X – only one subject in each class.(any two classes)*

(iii) *Preparing and using Teaching Aids besides using procured aids available in the school.*

(iv) *Observation of (5+5) Lessons of the Subject Teachers (relating to own method subjects).*

(v) *All these activities shall have to be done in one Practicing School and in one spell.*

(vi) **A MENTOR CAN TAKE ONLY TWO STUDENT TEACHERS PER YEAR OF ONE/MORE PSC(s).**

(vii) **A SUPERVISOR CAN TAKE ONLY FIVE STUDENT TEACHERS PER YEAR OF ONE/MORE PSC(s).**

(viii) **FOR PRACTICE TEACHING ONLY CLASSES-VIII to X ARE ALLOWED. (CLASS VI & VII ARE NOT ALLOWED).**

(ix) **THE MENTOR SHOULD HAVE TO HAVE BOTH THE METHODS IN B.Ed. AS THOSE OPTED BY THE STUDENT TEACHER.**

(x) **A STUDENT TEACHER MAY CHOOSE A SECOND MENTOR FROM THE SAME SCHOOL IF A SINGLE MENTOR DOES NOT HAVE BOTH THE METHODS IN B.Ed.**

(xi) **THE SUPERVISOR SHOULD HAVE TO HAVE AT LEAST ONE METHOD SUBJECT IN B.Ed./BA(Edn.) AS THOSE OPTED BY THE ST. TEACHER & HE/SHE IS REQUIRED TO GIVE THE DULY ATTESTED XEROX COPIES OF THE UNIVERSITY CERTIFICATE & UNIVERSITY MARKSHEET IN SUPPORT OF IT; AS AND WHEN REQUIRED BY THE PSC.**

(xii) **HE/SHE SHOULD BE A TEACHER OF EITHER A B.Ed. TRAINING COLLEGE OR OF A DEPTT. OF EDN. IN A GENERAL COLLEGE OF ORISSA.**

(xiii) **RETIRED PERSONS BELONGING TO THE ABOVE TWO CATEGORIES(PARA-XII) ARE ALSO ELIGIBLE TO BECOME SUPERVISOR.**

(xiv) **THE COLLEGE/RESIDENCE OF THE SUPERVISOR SHOULD BE WITHIN 50(FIFTY) KM ON ROAD/RAIL FROM THE PRACTICING SCHOOL OF THE STUDENT TEACHER.**

1.0 School-based Activities

1.1 -The student teacher (St.Tr.) is required to carry out the prescribed school-based activities in the practicing school (As per the instructions available in the Student Teacher’s Hand Book – STHB and hand-outs given in the Workshop-I) under the guidance of the Mentor(s) and over-all supervision of the HM/Principal of that school. The St.Tr. is required to give one set of xerox copies of those pages of the Hand Book containing the details of school-based activities and also the hand-outs to be distributed in Workshop-I, to the HM/Principal and the Mentor(s) of the Practicing School.

1.2 –All the details of the School-based Activities(SBA) will be discussed in Workshop-I. So, there is no bar in attending Workshop-I.

1.3 -The St.Tr. is required to carry out the activities as per the STHB and hand outs and prepare reports on those activities and submit them along with relevant records/papers having the signature of the Mentor(s) and that of the HM/Principal certifying the successful completion of the work.

2.0 Practice Teaching Exercise

2.1 -The St.Tr. is required to deliver (20+20) lessons belonging to two Methods under the practice teaching programme. He/she will be allowed to start the practice teaching work only after attending the workshop-I and obtaining a **completion certificate** to that effect from the PIC/workshop Director. The St.Tr. is required to produce that certificate in the Practicing School and request the HM/Principal to allow him/her to start the practice teaching exercise as per the schedule given below at para – 2.7.

2.2 -In the practice teaching exercise, the St.Tr. is required to write the lesson plans as per the IGNOU format and deliver the lessons in the medium of instruction (English/Hindi/Oriya) used in the school (No other medium is allowed).

2.3 -The St.Tr. is advised not to buy Lesson Plan notebooks sold in the market. He/she has to prepare two volumes (One for each method) with good quality white foolscap paper (no other size is allowed) bound by hard cardboard and draw the columns as per the IGNOU format which will be supplied and explained in the Workshop-I. Spiral binding of the Lesson Plan note books is not allowed.

2.4 -The St.Tr. is required to deliver 20 (twenty) lessons relating to one method subject in one class and 20 more lessons relating to the other method subject in another class (only classes- VIII, IX & X are allowed for this purpose – preferably VIII & IX).

2.5 -Out of (20+20) lessons, (15+15) lessons will be delivered in the Practicing School as per the schedule given below at para 2.7 and those lessons will be observed by the Mentor(s).

2.6 – The remaining (5+5) lessons called as SUPERVISION LESSONS will be observed by a Supervisor, who should be a Teacher of either a B.Ed. Training College or the Department of Education of a General College. Retd. Persons belonging to the above two categories are also eligible to become Supervisor. (also see para 6.13 overleaf).

2.7 -Lessons are to be delivered as per the schedule given below; which should be strictly adhered to by each and every practicing school and the St.Tr. as well. If anyone deviates from it, his/her lessons will be cancelled.

If the Workshop-I is held in the Summer vacation(May/June), then the practice teaching exercise should start from the 2nd week of July as per the schedule below and it should be completed by the end of December of the same calendar year at the latest.

Month	July			Aug.				Sept.				Oct/Nov.				Jan. to April
Week	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	School-based
No. of lessons	1+1	1+1	1+1	1+1	1+1	2+1	1+2	2+1	1+2	2+1	1+2	2+1	1+2	2+1	1+2	Activities
Gap between lessons	(2 days)			(2 days)		(1 day)		(1 day)				(1 day)				

2.8- The St. Tr. Should inform the **PIC of the Programme Study Centre** by a Post Card as soon as he/she starts the Practice Teaching exercise; mentioning the Programme Study Centre , the date of commencement of teaching, Address of the School and Names of the HM, the Mentor(s) and the name and address of the College Supervisor.

2.9- *At the initial stage of preparing the lesson plan, the student teacher (St.Tr.) is required to discuss in detail with the Mentor/Supervisor (preferably the Supervisor) about the salient features of lesson planning, preparation of teaching aids etc. and this exercise has to be done in case of at least first (5+5) lessons. The St.Tr. should go to the Supervisor’s place for this purpose and give him/her a copy of the Guidelines (this paper) and other papers to be distributed in Workshop-I; prior to the discussion of matters.*

2.10-While delivering the lesson too the St.Tr. is required to have pre-delivery and post-delivery discussions with the Mentor/Supervisor in order to enable him/her to be aware of own strengths and limitations and get proper feed-back for further improvement. This exercise has to be done in case of each and every lesson.

2.11-Lessons are to be delivered as per the progress of the syllabus in the school without hampering the continuity of the course contents on the one hand and without causing any loss of studies of the students on the otherhand. In view of this the St.Tr. is advised to keep in close touch with the subject teachers/Mentor(s) almost everyday during the practice teaching period and prepare the Lesson Plans accordingly.

2.12-Lessons are to be delivered from both the subjects every week and the progress in both should be almost parallel

2.13- In addition to the teaching aids procured from the school, the St.Tr. is required to prepare low-cost/no-cost handmade teaching aids and use them appropriately. He/she is further required to prepare a list of those hand made aids and another list of procured aids (lesson wise serially) and get them certified by the HM/Principal and countersigned by the Mentor(s). They are to be submitted in Workshop-II.

2.14-*The Mentor/Supervisor is required to sit in the class from the beginning till the end and observe the live transactional mode of the lesson along with the Lesson Plan and the Teaching Assessment Battery (TAB). The TAB is available in the Student Teacher’s Hand Book and its xerox copies are to be supplied by the St.Tr. every time to the Mentor/Supervisor.*

2.15-The Mentor/Supervisor is required to write constructive remarks in the body of the lesson plan and he/she has to assess the degree of performance (quality) on a five-point scale pertaining to each item in the TAB. This procedure is to be followed in case of all forty lessons.

2.16-The Mentor & Supervisor should see that their remarks/observations made in the Lesson plan/TAB are incorporated in the subsequent lessons and there is progressive improvement in the quality of the lessons; with regard to the techniques of writing the lesson plan and its implementation in the class accompanied by appropriate teaching skills and teaching aids.

2.17-The Mentor/Supervisor is required to sign with date at the end of each lesson plan and in the TAB format too.

2.18-The College Supervisor (Teacher Educator) is required to fill in the Proforma-IV (to be supplied in Wokshop-I). If the IGNOU requirements are fulfilled, then he/she is allowed to visit the practicing school **only for five times** (neither less nor more) and observe **only two lessons (one from each subject) per visit**. On such occasions the student teacher is allowed to deliver two (1+1) lessons in a day with a gap of at least one period in between. If someone delivers more than two, such lessons will be cancelled.

2.19-The College Supervisor should make a schedule of five visits in consultation with the HM and the St.Tr. His/her visits between 3rd to 5th lessons of each subject would be more beneficial to the St.Tr. So, he/she is requested to visit the school in the 1st & 2nd week of August.

2.20- *If a lesson (*either planning or its transaction in the class*) is not satisfactory, it is to be cancelled and the St.Tr. should be asked to rewrite the plan and redeliver the lesson. The Supervisor/Mentor(s) are requested to look into this aspect meticulously.

* All the TABs (20+20) should be signed by the St.Tr. & the Mentor/Supervisor and countersigned by the HM with date and Office stamp.

• The HM is required to certify the completion of 20 lessons in the inner cover page of each volume of Lesson Plan Note Book.

3.0 Lessons to be observed by the Student Teacher (Observation Lessons)

3.1-The St.Tr. is required to observe (5+5) lessons delivered by the regular experienced teachers (may be Mentors) of the practicing school in the subjects opted by him/her and record his/her observations on the TABs.

3.2-He/she is required to get those TABs countersigned by the Mentor and the HM.

4.0- The HM/Principal is required to issue certificates (with office stamp and date)

4.1-certifying the successful completion of (15+15) practice lessons guided and observed by the Mentor(s).

4.2-certifying the successful completion of (5+5) practice lessons guided and observed by the Supervisor.

4.3-certifying the successful completion of the prescribed school-based activities.

4.4-certifying the successful completion of (5+5) observation lessons.

4.5-certifying on the body of the lists of hand made and procured teaching aids used by the St.Tr. during Practice Teaching.

4.6-certifying other papers as per the instructions of the PIC/Workshop Director (WSD).

5.0-After completion of the work (PT & SBA)

5.1- the St.Tr. is required to submit the following along with the HM's Certificates (as per para 4.0 above) in the Workshop-II on the first

day in the first session; failing which he/she will not be permitted to attend the Workshop.

- i. Lesson plans (20+20) in two volumes complete in all respects along with the TABs (20+20)
- ii. Lists of teaching aids (Handmade and procured aids)
- iii. TABs of observation lessons (5+5)
- iv. Records and Reports of School-based Activities
- v. Other papers as per the instructions of the PSC/RC (Regional Centre)

6.0- Important to note:

6.1- Successful completion of the Workshop-I would enable a st.tr. to take up the practice teaching (PT) exercise and carry out the School-based Activities (SBA), i.e., one cannot take up PT and SBA without attending Workshop- I and obtaining a certificate in support of it.

6.2- Successful completion of both PT & SBA together would enable a st.tr. to attend the Workshop-II. One should not attend the Workshop-II without completing both the above-mentioned assignments (Lesson Plans, TABs and records & reports of SBA).

6.3- If the performance of a St.Tr. would be satisfactory in the Workshop-I, then only the PIC/Workshop Director will issue a Workshop-I completion certificate. In case of unsatisfactory performance, the St.Tr. will have to attend the Workshop-I again, the next year.

6.4- The St.tr. has to preserve the Workshop-I completion certificate and has to produce it at the time of registration of Workshop-II; without which he/she will not be permitted to attend the Workshop-II.

6.5- If the records and reports of SBA(School Based Activities) will be found to be unsatisfactory during scrutiny/evaluation, then the St.Tr. will have to do the exercises again and resubmit the relevant papers having the signatures of the Mentor & Headmaster at the Prog. Study Centre.

6.6- If the Lesson Plans will be found to be unsatisfactory (without corrections, comments, etc.) during scrutiny/evaluation, they will be cancelled in toto. The St.Tr. will be asked to write the Lesson Plans again in new volumes and deliver the lessons again under the guidance and supervision of the same Mentor using TAB and following the IGNOU guidelines. Such plans need to be resubmitted at the Prog. Study Centre and no additional remuneration will be paid to the Mentor and the HM in this regard.

6.7- The Practice Teaching exercise should be carried out as per schedule given at para 2. 7 above. St. Trs. are advised to start the exercise in July 2012 and complete it by December 2012 at the latest. If anyone has any problem in this regard, he/she should inform the Prog. In-charge in writing by Regd./Speed Post stating the reasons and carry out the exercise only after obtaining permission from him/her(PIC).

6.8- The School Based Activities should be carried out from January 2013 and it should be over by April 2013. If anyone has any problem in this regard, he/she should inform the PIC in writing by Regd./Speed Post stating the reasons and do the needful as per his/her instructions. In such cases (6.7 & 6.8) doing PT&SBA without obtaining prior permission from the PIC, his/her records relating to the exercises shall be cancelled.

6.9- **It is very important to note that both PT & SBA shall have to be done in one spell without any break in between the two exercises.** That means, PT is to be done from July to Dec. and SBA is to be done from January to April in two consecutive calendar years. Doing the exercises in parts or in different spells will not be allowed and such exercises shall be cancelled.

6.10- If the performance of a student would be found to be unsatisfactory in the Workshop-II activities, he/she will be directed to attend the Workshop-II, the next year again. In such cases, the St.Tr. should collect the Lesson Plans, TABs, Records & Reports of SBA from the PSC and resubmit them while attending Workshop-II the next year.

6.11 – If some one attends the Workshop-I and obtains the Workshop-I Completion Certificate, but does not do PT & SBA that year, then he/she should inform the PIC about it by Regd./Speed Post in July; so that call letter for Workshop-II will not be issued.

6.11.1 - The next year, when the St.Tr. intends to do PT&SBA in the same practicing school with the same Mentor(s), HM and Supervisor; then, he/she is required to send the following papers to the PIC in the month of April by Regd./Speed Post.

- (i) An application on a plain paper mentioning the reasons for not doing the exercises as per schedule.
- (ii) Service continuity certificate from the HM of the working school countersigned by the competent authority.
- (iii) Consents of the HM & Mentor(s) in Annexure-III and that of the Supervisor in Proforma-IV.
- (iv) Attested xerox copies of the old proformas & annexures that were submitted earlier.

6.11.2 – In the event of the Mentor/HM transferred or retired, the St.Tr. is required to either change the Mentor (if available) in the same practicing school or change the practicing school; as the case may be.

* In such circumstances, in addition to the papers mentioned at para- 6.11.1 above, the St.Tr. is also required to send the following papers to the PSC by Regd./Speed Post.

- (v) No claim certificates(NCC) from the Mentor(s) and the HM of the previous practicing school.
- (vi) Consents of the Mentor(s) and HM of the new practicing school in Annexure-III.
- (vii) Xerox copies of the Affiliation/Recognition letters of the school attested by the HM.
- (viii) Xerox copies of University B.Ed. certificate(s) and University marksheet(s) of the new Mentor(s) attested by the HM of that school.

• **After submitting the papers at the PSC, if permission would be granted by the PIC to do PT&SBA from July onwards, then the St.Tr. is required to collect the Guidelines about PT&SBA along with all other papers distributed in the Workshop-I of that year; and do PT&SBA as per the instructions given in those papers.**

6.12 – Due to some reason or the other, if a Workshop cannot be held in May/June, steps shall be taken to hold it in Sept./Oct. (during Puja holidays) of the same calendar year. St. Trs. are advised to attend it.

6.13 – (5+5) Supervision Lessons (Refer para – 2.6 above) are required to be observed by a College Teacher of Education faculty.

6.13.1 If a Supervisor is available in the area to do the job; then the st.tr. is permitted to deliver (5+5) Supervision Lessons in the Practicing School itself; under the guidance & supervision of the Supervisor.

6.13.2 If a Supervisor is not available in the area, then the st.tr. will have to deliver the supervision lessons in a high school of the town where the Programme Study Centre(PSC) is located and the school will be arranged by the PSC.

6.13.3 In that case, the st.tr. is required to come on leave for six days or so and deliver (1+1) lessons per day and complete (5+5) Supervision Lessons in one spell as per the schedule. Such lessons will be observed by a Supervisor nominated by the PIC of the PSC concerned and the st.tr. should contact the Supervisor and the PIC well before delivering lessons.

6.13.4 Such matters(Paras- 6.13.2&6.13.3) should be discussed and decided during the Workshop-I and the st.tr. should act accordingly.

6.13.5 Delivering supervision lessons by changing or choosing a Supervisor without the knowledge and approval of the PIC is forbidden. If some one does so, his/her lessons will be cancelled and remuneration to the concerned Supervisor will not be paid.