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. Program-January 2015 LETTER OF OFFER OF ADMISSION

(This letter contains <u>eleven</u> printed pages)

Address slip of the Candidate

No.IG/BBS/BED.ADMS-14-15/ Date:

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 2015. We congratulate you on your success and welcome you to this Mega University.

"You should note that this offer of admission is <u>provisional</u> 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 of admission (this letter).
- 1.2 Hall Ticket (Admit Card) of the Entrance Test held on 17.8.2014 (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, 2015; in case you are admitted to the programme.

- Annexure-III Duly filled in (original)
- b) Filled-in Annexure-II (Xerox copy)
- Filled-in Annexure-I (Xerox copy) c)
- d) University B.Ed. Certificate of the Mentor(s) having the Method Subjects mentioned.
- University B.Ed. Mark Sheet of the Mentor(s) having the Method Subjects mentioned. e)
- 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 and blank copies of Annexure- I, II & III.
- 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 Exservicemen /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 2013-14 and OBC Certificate issued by the Tahasildar concerned, and it should not be older than three years.
- 1.7 Original certificates and mark sheets from Class-X onwards along with Xerox copy of each duly attested by a Gazetted Officer.
- 1.8 Copies of your (i) Letter of present 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 2014-15) 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.20,000/- (Rupees twenty thousand only) obtained 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. 2015 on its backside.
- 1.11 Four copies of recent passport size photograph attested by the HM of your working school.
- 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.)
- 1.13 Duly signed Annexure-II Form-E.

NOTE: Working School means the School where you are working now.

- 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. It is to be done by the competent higher authority.
- 3.2 Photographs should be attested by the HM of your Working School only with office stamp and recent date.
- 3.3 All other documents may be attested by a Gazetted Officer whose full name, designation, office address, etc or selfattestation will do.

- **3.4** 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.
- 3.5 If you are the Headmaster of a Secondary or Senior Secondary School, you have to choose another school as your Practicing School.

<u>NOTE</u>: 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.

3.6 – For taking admission into our B.Ed. programme, you are advised to obtain No Objection Certificate (NOC) from the competent authority of your present working school other than the Headmaster.

4.0 - Be aware of the following and do the needful

- 4.1 You are required to take three special courses in the 2nd year; which are to be chosen at the time of admission, as indicated below. One course is to be opted from among ES-361, ES-362, ES-363 and ES-364 and the other two courses are BESE-065 and BESE-066, which are compulsory for all.
- 4.2 After your admission is over, requests for changing Method & optional courses, practicing school and working school and the programme study centre(PSC) shall not be entertained.
- 4.3 After taking admission you should keep yourself in close touch with your PSC and collect information regarding the Induction Meeting, counselling sessions and workshops etc.
- 4.4 Contact your PSC only in case of any clarifications you seek, relating to the IGNOU B.Ed. Programme.
- 4.5 Keep with you one set of blank Annexures-I, II & III for use in future.
- 4.6 Keep with you one set of filled-in Annexures-I, II & III for use in future.
- 4.7 Right now procure the textbooks of Classes VIII & IX relating to your Method Courses and work hard to be thorough in the contents well before the workshop-I as the content knowledge is the chief component of the workshop-I activities.
- 4.8 In the workshops you will have to appear written exams, oral tests and do simulation teaching exercises on the content matter of Class VIII and Class IX textbooks relating to your two Method Courses.
- 4.9 In the Induction Meeting you will come to know all about the IGNOU B.Ed. Programme. DO ATTEND IT.
- 4.10 Your anxiety relating to the academic load shall be reduced to a great extent by attending the counseling sessions. NEVER MISS THEM.

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

Yours sincerely,

(Abhilash Nayak) REGIONAL DIRECTOR

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

Annexure-1 2 pages
Annexure-II 2 pages
Annexure-III 2 pages
Annexure-IV 3 pages

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, Balangir 2161P
- 6) College of Teacher Education, Balasore 2162(P)
- 7) NKC College of Teacher Education, Angul 2164(P)
- 8) KSUB College of Teacher Education, Bhanjanagar-2195(P)
- 9) College of Teacher Education, Rourkela 2196(P)
- 10) A.A. Training College, Fakirpur (Anandpur)-2197(P)
- 11) U.G. College of Teacher Education, Baripada 2198(P)

Important: Beware of Touts. IGNOU has no agents for admission to its B Ed Program. Please pay the program fee in the admission hall only and not any outsider.

Please Note: Guest/Part-time/Honorary teachers are not eligible for admission to IGNOU's B Ed program.

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.-2015

IGNOU REGIONAL CENTRE, BHUBANESWAR ADMISSION TO B.Ed. PROGRAMME-2015

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 – 2015 of IGNOU, offered by IGNOU Regional						
	Centre, Bhubaneswar and I am	prepared to accept the	Programme Cer	tre allotted to n	ne.		
2.0	I have obtained a Bank Draft	for Rs.20, 000/-(Rupe	es twenty thou	isand only) tov	vards the programme	fee, the details of which	
	have been given hereunder.				1 0		
	a) Name of the Issuing Bank	:	Place		Bank Draft No.		
3.0	I hereby declare that						
	at present I am working as a te	acher against a regular i	post (not on par	t-time or contrac	ctual basis) in the sch	ool as detailed below:	
	· •						
	Postal address with PIN						
	Tel.No. with code						
	I am working in this school sir					oreak of service in	
	between and thus the length of						
	(No overwriting or corrections					(
	I am neither a pre-primary/Nu			/			
	I am a Teacher on full-time ba						
	I am being paid monthly salary		e is there in the	Acquittance Rol	ll of the School.		
	Mention here the details of rec			-		ce Continuity Certificate	
	etc.)	oras sasimitea. (Service	e Book, riequiti	ance ron, rippe	ontinent order, servi	ce community commence,	
	At present I am teaching	Subject	i	n Class			
	The present I am teaching	(i)	1	ii Ciuss			
		(ii)					
4.0	Further I declare that I had a	` /	eacher against a	regular post (no	ot part-time) for a tota	al period of	
		ord) and approximately					
	(1 cars in we	——————————————————————————————————————	(1110)	, in word,	tile sellooi(s) us deta		
	Name and Address	Period of service	in figures			Grand Total	
	of the school(s)	From	To	Years	Months	in figures	
	or the sensor(s)		10	rours	Williams		
4.1							
4.2							
	NO CORRECTIONS/OVERWR	ITINGS IN THE SERVIC	CE PERIODS AR	E ALLOWED.			
	• I have submitted herewith	authentic documents	in support of th	e above service	period(s).		
	Mention the details here						
	I declare that I fulfill d						
	I declare that the practicing						
	recognized secondary/higher						
	my working school and it has						
	7.0 Further, I declare that	quanticu ivicinoi(s) as p	ci ioivou spec	incanons as we	ii as my requirements		
	7.0 ruimei, i deciare mat						

- **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 IGNOU Headquarters at New Delhi.
- 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 courses, 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/Odia) 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 Workshop-I Completion Certificate, Reports & 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.
- 11.19-as almost all the activities of the Workshop-I are related to Class VIII and Class IX contents, it is essential on my part to procure the relevant textbooks and read them thoroughly right from now to enrich my content knowledge in order to meet the requirements of the Workshop-I.
- 11.20- as I am required to teach in the Classes VIII & IX during the Practice Teaching Exercise(from July to November), it is imperative for me to acquire mastery over the contents of Classes VIII & IX and as such I am required to study the relevant textbooks right from now.
- 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 is true.
- 12.3 I have gone through and fully understood the contents of the Letter of Offer (2 pages) and that of 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 11.20 of this Annexure and shall act

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

accordingly; without any deviation or defiance.

Full name (in CAP letters)	Designation
Office	
PlaceDist	
12.7 - My father's name:	,
12.8 - My date of birth: (As in the Class X Board Cert	ificate)
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	
SI Cert /Diploma/Degree Division % of Main Subjects	Roard/Council/ Vear

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

o hiny 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

Annexure-II (2 pages) Forms- A, B, C, D & E

Regional Centre, Bhubaneswar Admission to B.Ed. Programme-2015 (Please do not cut it into three pieces)

FORM-A B.Ed.- 2015

Employment Certificate

	To be filled-in by the HM of the ca	andidate's Working School)	
This is to certify th	hat Mr/Ms		has
	this school since		
	at Sr. Secondary/Secondary/Primar		
	in word) andmonths(in		in this school. This school is
	unaided and is duly recognized by the	ne Central/State Government.	
-	ff that is not applicable)		
Address of the Sch	ool with PIN		
& tel.no. with code	<u> </u>	••••	• • • • • • • • • • • • • • • • • • • •
	•	Sign	ature of the Headmaster
		Date:	
			
	Seal of t	he working school	HM's Seal
(5)	INDIRA GANDHI NATION	AL ODEN UNIVEDSITY	
	Regional Centre,		A TT
	Admission to B.Ed. I	rogramme-2015	Annexure-II
			FORM-B
			B.Ed 2015
	CERTIFIC	ATE	
(T	To be filled-in by the HM of the C)
	e that our school will provide faciliti		4
	g out the practical work of the IGNO		NOU Guidelines mentioned in
the Annexure-IV.	g out the practical work of the 1610	30 B.Eu programme as per 10	1100 Guidennes mendoned m
	school is a Secondary/Higher/Senior	Cooondamy Cahool magagnized b	av the Central/State
	• •	Secondary School recognized i	by the Central/State
	iffiliated to OBSE/CBSE/ICSE.		
	hat is not applicable)		
Address of the Sch	<u> </u>		
& tel.no. with code		••••	•••••
		Signs	ature of the Headmaster
		5	Full
Date:			
	Seal of t	he practicing school	HM's Seal
		ne practicing school	IIIVI 3 Scar
(5)	INDIRA GANDHI NATIONA	L OPEN UNIVERSITY	
•		e, Bhubaneswar	
	- C	d. Programme-2015	Annexure-II
	Aumssion to D.E.	u. Frogramme-2015	
			FORM-C
	Category Cert		B.Ed 2015
	(For SC/ST/PH* Ca		
	(To be filled in by the appro		
This is to certify t	that Mr./Ms	-	·
Son/daughter/wife	of Shri		
of village & P.O.	0		PIN
Town	Dist.	State/U.T	f belongs
to	O Dist Caste category which is re	ecognized as a Scheduled Cas	te/Scheduled Tribe under the
Constitution (Sche	duled Caste Part C States) Order 19	951 read with the SC/ST lists (M	Iodification) Order, 1956.
Mr /Ms			and his/her family reside in
7411 */ 1419	P.O.	DIAT	_ and ms/net talling reside in
	P.O.	PIN_	Dist
State/U.T			
State/U.T		(Signature of Tehsildar/Con	mmissioner/District Magistrate)
		(Signature of Tehsildar/Con	mmissioner/District Magistrate)
State/U.T	Full name:		mmissioner/District Magistrate)

^{*} The physically handicapped candidate must provide original PH category certificate obtained from the competent authority that 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-2015

Annexure-II

FORM-D B.Ed.- 2015

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.

Full signature of the Candidate

Place:	Full name in CAPITAL letters Enrolment No
	INDIRA GANDHI NATIONAL OPEN UNIVERSITY Regional Centre, Bhubaneswar Admission to B.Ed. Programme-2015 Annexure-II FORM-E UNDERTAKINGS & DECLARATIONS B.Ed 2015
1. 2. 3. 4. 5. 6. 7. 8.	I undertake that during the B.Ed. Workshops I shall have to appear one written examination on the contents of Class VIII syllabus relating to one Method course opted by me. appear another written examination on the contents of the Class IX syllabus relating to the other Method course opted by me. appear viva-voce on the contents of the Class IX syllabus relating to one Method course opted by me. appear viva-voce on the contents of the Class IX syllabus relating to the other Method course opted by me. deliver one micro/macro lesson under simulated conditions on the contents of Class VIII syllabus relating to one Method course opted by me. deliver another micro/macro lesson under simulated conditions on the contents of Class IX syllabus relating to the other Method course opted by me. procure the relevant textbooks of Classes VIII & IX right now and read them thoroughly so as to enrich myself to meet the above-mentioned requirements as well as the requirements of Workshop-I. write the Lesson Plans and deliver them in the Practicing School as per the Guidelines mentioned in the Annexure-IV and the instructions to be given in the Workshop-I; during the practice teaching exercise. do the School Based Activities in the Practicing School as per the instructions to be given in Workshop-I.
10.	submitting fake records without doing PT and/or SBA, then I shall accept the decision of the PSC/IGNOU in the matter; without any prejudice and protest.
	I have read all the above ten points and signed.
Date:	Full signature of the Candidate
	Place: Enrolment No.



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	d Mark Sheet and xerox c	copies of the IGNO	U Identity Card &
	Annexures-I & II should be sent to	the PIC of the Programme Sti	udy Centre (PSC)by Speed	l Post/Regd. Post	by the st.tr. within
	31.03.2015 (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.

1 "	<u>*</u>	•	nd improving the quality of the programme.				
PROGRAMME STUDY CENTRE							
	FULL NAME OF THE CAN	DIDATE	(IN CAP. LETTERS)				
			7				
ENROL. NO.	Method Subjects : (1)		(2)				
He/She will teach	subject in Class IX	&	subject in Class VIII				

<u>Very Important</u>:- Please note that the St.Tr. is required to attend Workshop-I during May/June 2015. He/She will produce the Workshop Completion Certificate(WSCC) in original along with some other papers to you in the first week of July 2015. 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 <u>done in one spell and in one school</u>. (One spell means PT is to be done from July to Dec. 2015 and SBA from Jan. to April 2016 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 (other classes are not allowed).

Criteria of a Practicing School & other requirements

3.8 -Its medium of instruction is _

3.12-It is located in the Revenue Sub- Division

- 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.) from 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.
- 1.3 -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 2014 to 30th April 2016; 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 practicing 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 P	racticing School			
3.0 -Certificate from the HM of the Practici	ng School (To be filled in by t	he HM in his/h	er own hand)	
3.1 -Certified that our school is located at a	distance of	_km (please w	rite in word not in digit) fron	ı the
above-named candidate's working scho	ol.		-	
Name of the candidate's Working School				
with DIN				
Tel.No. with code.				Paste with gum
3.2-Ours is a Govt./Non-Govt. and recognized			below.	your
Name of the Practicing School				recent passport size
Postal Address with PIN				photograph here.
Tel.No. with code.				
3.3 – It is affiliated to	(OBSE,CBSE,ICSE) since	(Year)	
3.4 - Attested xerox copy of recent affiliation le	etter is enclosed (Yes/No)			
3.5 - It is recognized by	(Please	write State/Cen	tral Govt.)	
3.6 - Attested xerox copy of the recognition let	ter is enclosed (Yes/No)			
3.7 - It was established in the year				

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

3.14-It is in the jurisdiction of th						
4.0 Willingness and recommenda I have gone through the overleaf. Certified that our school provided by this school to the above cost teaching aids, (iii) observe (overall guidance and supervision	Guidelines about t satisfies all the cri named IGNOU B. 5+5) lessons and	the School Based iteria/requirement Ed. Candidate t	Activities & Practice ents of IGNOU and I of (i) deliver (20+20)	e Teaching (Annexure-I hereby undertake that n 0/(15+15) practice lesso	V) and also the cri ecessary facilities w ons, (ii) prepare lo	vill be ow cost/no
I myself intend to act as the Men following B.Ed. trained teacher(in B.Ed. as those opted by the Ca Mentor(s) and he/she/they is/are	tor and necessary s) to act as the Me andidate. It is asce	entor(s) of the a ertained that the tested Xerox co	above named Candid the University B.Ed. Copies of the same as	ate; as he/she/they had ertificate and Markshe	the same Method et are available w y the st.tr./PSC.	d Subjects with the
1.	working school			subjects in classes		
1.						
2.						
If the HM/Principal is willing teaching now. But he/she is $30(\text{thirty})/15(\text{fifteen})$ lessons as	required to n	nake time to				
5.0 Willingness/Undertaking C			be filled in by the	Mentor in his/her ow	n hand)	
I/We have gone through the guide and supervise the pres carried out and (15+15) practices.	scribed school-base etice teaching less	sed activities (a sons to be deliv	s given in the Studen ered as per the guide	nt Teacher's Hand Boo lines and instructions of	k and other guide of IGNOU (that is	elines) to be
lesson plans, delivering less Sri/Smt						who is
a teacher of P.O			(run name); eed	ol)		(place)
	Dist		_ PIN	; located at a dis	tance of k	m from our
school. * Further, I/We undertake the	hat T/we shall a	aive the attest	ted veroy conies of	F my/our University F	3 Ed Certificat	e and
University mark sheet (having	-		•			
Mentor-1 Full name in Capital letters				Mentor-2 Full name in Capital	letters	
My method subjects in B.E. 1.	d. are			My method subjects in 1.	n B.Ed. are	
2.				2.		
Full Signature Date:				Full Signature Date:		
Usual Specimen Signature				Usual Specimen Sign		
6.0 Certified that all the entries Further certified that the requisite criteria of IGNO	above-named M	(entor(s) is/are	bonafide and regu	lar teacher(s) of this		ill(s) all the
				Full signature of the	HM/Principal	
Usual Specimen Signature of			chool Seal	Full Name in Capital HM's seal	Letters	
				Date:		
* 7 O. KIND ATTENTION	JOETHE UM (R MENTADA	`			
* 7.0- KIND ATTENTION 7.1- It is being observed tha V or so. They are not tryin preparing the documents (I without delivering the lesson	t quite a good num ng at all to study Lesson Plans, etc	mber of IGNO the contents of	U B.Ed. St. Trs. are of Classes VIII & I	X and teach the practi	ce lessons. Instea	ad, they are

- 7.2- Some other St. Trs. are submitting the documents of PT & SBA with forged signatures of the HM & Mentor(s) using duplicate seals/stamps.
- 7.3- Such unethical acts are undoubtedly detrimental and suicidal to the Teacher education programme.
- 7.4- In order to check this unhealthy and sabotaging trend, it is decided to conduct (i) Theory written exams (ii) Viva-Voce and (iii) Simulation Teaching on the contents of Classes VIII & IX; in the workshops.
- 7.5- The performance of a St.Tr. in the exercises mentioned in the para- 7.4 will indicate whether a St.Tr. has actually done the Practice Teaching exercise or not.
- 7.6- Similarly the Records and Reports of the SBA will indicate whether they are genuine or fake ones.
- 7.7- In view of the above circumstances you are requested to ask the St.Tr. to study the contents of classes VIII & IX thoroughly, write the Lesson Plans methodically and deliver the lessons as per the guidelines and do the SBA sincerely.
- 7.8- If some one fails to do so, he/she should not be allowed to do the Practical activities and the matter is to be reported to the PIC in writing and over telephone.

IGNOU EXPECTS FULL COOPERATION OF THE PRACTICING SCHOOL IN THE MATTER FOR A NOBLE CAUSE.



Annexure-IV (3 pages)

B.Ed.-2015

IGNOU REGIONAL CENTRE, BHUBANESWAR **B.Ed. PROGRAMME - 2015**

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 only one subject in each class.
- (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).

All these activities shall have to be done in one Practicing School and in one spell.

A MENTOR CAN TAKE ONLY TWO STUDENT TEACHERS PER YEAR OF ONE/MORE PSC(s).
A SUPERVISOR CAN TAKE ONLY FIVE STUDENT TEACHERS PER YEAR OF ONE/MORE PSC(s).
FOR PRACTICE TEACHING ONLY CLASSES-VIII & IX ARE ALLOWED. (CLASS VI & VII ARE NOT ALLOWED).
THE MENTOR SHOULD HAVE TO HAVE BOTH THE METHODS IN B.Ed. AS THOSE OPTED BY THE STUDENT TEACHER.
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)

METHODS IN B.Ed.
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.
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.
RETIRED PERSONS BELONGING TO THE ABOVE TWO CATEGORIES(PARA-XII) ARE ALSO ELIGIBLE TO BECOME SUPERVISOR.
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.
- -All the details of the School-based Activities(SBA) will be discussed in Workshop-I. So, there is no bar in attending Workshop-I.
- -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

- -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.
- -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 are allowed for this purpose).
- 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).
- -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.

 $\begin{array}{ccc} & Aug. \\ 1^{st} & 2^{nd} & 3^{rd} & 4^{th} \end{array}$ July 3rd 4th Oct/Nov. Month Jan. to April Week School-based 1+1 1+1 2+1 1+2 2+1 1+2 2+1 1+2 No. of lessons 1+1 1+1 1+12+1 1+2 2+1 1+2Activities 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 name of his/her Programme Study Centre, the date of commencement of teaching, Address of the Practicing 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 in a day, 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 1^{st} & 2^{nd} week of August.

- 2.20-*If a lesson (<u>either planning or its transaction in the class</u>) 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 <u>Lessons to be observed by the Student Teacher (Observation Lessons)</u>

- 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)
- v. 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 regarding the workshops:

- 6.1- If a st.tr.'s attendance is 100% and performance is satisfactory in the activities of workshop-I, then only the PIC/Workshop Director(WSD) shall give the Workshop-I Completion Certificate(WCC) to the st.tr.
- 6.2- If the performance of a St.Tr. is not satisfactory in the activities of Workshop-I, then WCC will not be given to her/him and she/he will have to attend the workshop-I again the next year.
- 6.3- a) The Practice Teaching(PT) exercise should be carried out as per the schedule given in at para-2.7 above and other instructions given in workshop-I. St.trs. are advised to start the exercise in July 2015 and complete it by December 2015 at the latest.
 If anyone has any problem in this regard, she/he should inform the Programme In-charge(PIC) in writing either personally or by Speed Post/Regd. Post stating the reasons and carry out the exercise only after obtaining permission from the PIC and as per her/his instructions. Exercises done without informing the PIC or deviating from the instructions shall be treated as cancelled.
- 6.4- a) The School Based ctivities (SBA) should be carried out from the first week of January 2016 and it should be completed by the end of April 2016 as per the guidelines in the Student Teachers' Handbook and instructions given in Workshop-I.b) If anyone has any problem in this regard, she/he should follow the procedure as mentioned in para 6.3 above. Exercises done without informing
- the PIC or deviating from the instructions shall be treated as cancelled.

 6.5- a) 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 December and SBA I to be done from January to April in two consecutive calendar years. Doing the exercises in parts or spells with gaps is forbidden.
 - b) If someone deviates from instructions(as stated at para 6.5-a), such exercises shall be treated as cancelled.
- 6.6- a)If a st.tr. completes the exercises of PT & SBA successfully as per the guidelines & instructions, then only the HM/Principal of the Practicing School shall give the practical course completion certificate (PCCC) to the st.tr.

 b) If the performance(s) of a st.tr. is/are not satisfactory either in PT or in SBA, or in both, then PCCC will not be given to her/him; and the st.tr. will have to do the exercise(s) again the next year in the same practicing school; for which no additional remuneration will be paid to the Mentor(s) and the HM/Principal. However, such cases need to be reported to the PIC by the HM/Principal.
- 6.7- The St.tr. has to preserve both WCC(para 6.1) & PCCC(para 6.6) and has to produce it at the time of registration of Workshop-II. Any plea in this regard will not be entertained.
- 6.8- a) It may be noted that one will not be permitted to attend the workshop-II, if he/she fails to submit either WCC or PCCC and any of the records, papers, etc. as mentioned in the Call Letter.

 On the two days(1&2) of the workshop-II, during the preliminary scrutiny/verification of (i) Lesson Plans & TABs (ii) Records & Reports of SBA
 - On the two days(1&2) of the workshop-II, during the preliminary scrutiny/verification of (i) Lesson Plans & TABs (ii) Records & Reports of SBA and (iii) other relevant papers submitted by the st.tr. in the wokshop-II, if some major discrepancies/errors are detected in the above papers, then the WSD shall ask the st.tr. to quit the workshop on the third day, advising her/him to re-do the defective/erroneous exercises in the same practicing school and attend the workshop next year with fresh Lesson Plan volumes, documents of SBA and other relevant papers.

 c) In such cases all the papers/documents submitted by the st.tr. shall be retained in the PSC; and there is no provision of additional remuneration
 - to the Mentor(s) and the HM/Principal for guiding and observing the re-doing exercises of the st.tr.
 d)Due to some reason or the other if a st.tr. fails to continue the workshop-II after attending it for some days, he/she may go home. However, he/she should collect (i) Lesson Plans & TABs of PT (i) Records & Reports of SBA and (iii) other relevant papers (that were submitted on Day-1)
- from the PSC and submit them while attending the workshop-II next year.

 6.9- a) After workshop-II, during the scrutiny and evaluation of the (i) Lesson Plans, (ii) Records & Reports of SBA & (iii) other relevant papers, if any major discrepancies, faults, adoption of unfair means and such other anomalies are detected, then such exercises shall be cancelled. The st.tr. shall be asked by the PSC over telephone/post to re-do the exercise(s) in the same practicing school under the guidance and supervision of Mentor & HM; and in such cases there is no provision of additional remuneration to the Mentor & HM/Principal. b) Re-doing of the exercises need to be done in consultation with and as per the instructions of the PIC and relevant documents need to be re-submitted at the PSC as per the date(s) fixed by the PIC.
 - c) If the re-submitted documents are okay, then only the PIC will send the Grades to the Regional Centre.
- a) If the performance of a st.tr. would be found to be unsatisfactory in the workshop-II activities, he/she will be asked by the PIC over telephone/post to attend the workshop-II the next year again. In such cases(i) the Lesson Plans & TABs (ii) all the Records & Reports of SBA & (iii) other relevant papers should be given back to the st.tr., advising him/her to re-submit them while attending the workshop-II the next year. b) Attending late, leaving early, dropping sessions, creating unpleasant situations, arguing tiwh the WSD/RPs/Staff of the PSC, misbehaving with peers or involved in such other unlawful activities in the workshop period will be treated as misconduct of the st.tr. and he/she will be debarred from the workshop.
 - c) Attendance in the workshop should be 100%.

$\textbf{7.0-} \ \underline{\textbf{Other important aspects relating to the workshops}}$

- 7.1- If someone 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 nto be issued.
- 7.2- 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 int eh 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.

8.0- If Mentor/HM is transferred

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.
- (i) No claim certificates (NCC) from the Mentor(s) and the HM of the previous practicing school.
- (ii) Consents of the Mentor(s) and HM of the new practicing school in Annexure-III.
- (iii) Xerox copies of the Affiliation/Recognition letters of the school attested by the HM.
- (iv) 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.
- 9.0- **College supervisor** is required to observe (5+5) Supervision Lessons (Refer para-2.6 above) are required to be observed by a college teacher of Education faculty.

 a) 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.
 - b) 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.
 - c) In that case the st.tr. is required to come on leave for sex 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.
 - d) 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.
 - e) Delivering supervision lessons by changing or choosing a supervisor without the knowledge and approval of the PIC is forbidden. If someone does so, his/her lessons will be cancelled and remuneration to the concerned supervisor will not be paid.
- 9.1- 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.
- 9.2- You should contact your PSC for any queries relating to non-submission of Theory Assignments or problems relating to non-attendance in workshops and such other matters; as all such records are available in the PSC only. ANY REQUEST IN SUCH MATTERS WILL NOT BE ENTERTAINED BY THE REGIONAL CENTRE.

10.0- Changing the practicing school

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 31.03.2015.

- 10.1- An application on a plain paper narrating the reasons/circumstances for the change.
- 10.2- Xerox copy of the filled-in Annexure-III of the old practicing school.
- 10.3- No claim certificate (NCC) on the school pad (Original) with office stamp 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".
- 10.4- No claim certificate(Original) from the Mentor(s) of the old practicing school countersigned by the HM.
- 10.5- Filled-in Annexure-III (original) by the HM & Mentor(s) of the new Practicing School.
- 10.6- Xerox copy of the affiliation/recognition letter of the new practicing school, attested by the HM of that school with office stamp and date.
- 10.7- University B.Ed. Certificate and University B.Ed. mark sheet of the new Mentor(s) attested by the HM of the new practicing school.
- 11.0- While writing to the Programme Study Centre or the Regional Centre, you are advised to write
 - a) Name of your Programme Study Centre b) Your full name c) Your Enrolment No. d) Date.

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

- 12.1- One set of blank Annexures- I, II & III
- 12.2- One set of filled-in Annexures-I, II & III
- 12.3- Whenever you send any paper to the PSC/RC, keep a Xerox copy of it.

13.0- B.Ed. Programme period

Your programme period is from 01.01.2015 to 31.12.2015 (1st year) & from 01.01.2016 to 31.12.2016 (2nd year). However, IGNOU has given two more years from 01.01.2017 to 31.12.2018 as an additional period for completing the programme at the latest.

4.0- The choice of Method Course(s)/Special Courses/Mentor(s)/Practicing school and the Working School given by you at the time of admission shall not be changed and it will be binding on you till you complete the programme.

15.0- <u>Term-end Examinations (TEE)</u>

IGNOU conducts the TEE twice in a calendar year – in June and in December. Your first TEE on the 1st year course shall be held in December 2015 and the TEE of the 2nd year course shall be held in December 2016.

16.0- You are required to submit your theory assignments(TMAs) and attend the Induction Meeting, counseling sessions and the workshops at your allotted programme study centre only.