



**DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATHI MAHILA VISVAIDYALAYAM, TIRUPATI**

STUDY CENTRE:

ROC No: B.Ed(DM)/BTP/ 2019

Date: 24-05-2019

Dear Candidate,

It is to inform you that after attending the 1st Contact Programme Classes, Demonstration and Teaching Practice Classes, you are required to undergo block teaching practice programme for a period of 4 weeks (24 clear school working days) of your choice during **19-08-2019 to 21-09-2019**. In this context you can undergo block teaching practice (Internship) either in the High School/Upper Primary School where you are working or in a High School/Upper Primary School that is nearer to you. **You need to choose a High School/Upper Primary School where trained teachers in your concerned subjects with a minimum of 2 years of experience of teaching VI and/or VII classes are available.** Under their supervision you need to teach **15+15 lessons** of your two methodology subjects for any of the classes of **VI/VII only**.

Hence, you are required to obtain permission from the Heads of the Institution where you want to undergo Block Teaching Practice and the willingness of the guide teachers as per proforma enclosed. The filled in **Acceptance proforma** along with the letter should be returned to this office on or before **31st July 2019 by registered post/speed post only through the Principal/Coordinator of your Study Centre.**

You are required to submit 2 proformas for each methodology subject to your concerned guide teachers which need to be posted after filling them by the guide teachers to DDE, through your principal/coordinators of your study centre.

Wishing you all the best

DIRECTOR

- Enclosure: 1.Acceptance Proforma
2.Proformas related to the lessons taught in 2 methods
3.Proformas related to marks allotment for 2 methods

Place:

Date:

From:

To
The Director
Directorate of Distance Education
SPMVV, Tirupati.

Madam,

Sub:- Directorate of Distance Education – S.P.Mahila Visvavidyalayam,
Tirupati -B.Ed.(DM) Programme 2019 calendar batch – Block
Teaching Practice from 19-08-2019 to 21-09-2019– Submission of
consent of Head Master & the concerned subject teachers to
undergo Block Teaching Practice – Information – Regarding.

Ref:- Your letter No B.Ed.(DM)/BTP/ 2019, dt.20-05-2019.

As per your instructions cited in the reference, I am hereby
furnishing the particulars of supervising teachers of High School where I
would like to undergo Block Teaching Practice for 24 clear working days
during 19-08-2019 to 21-09-2019 as per the proforma supplied by DDE,
SPMVV after obtaining their willingness along with their signatures.

Yours faithfully,

(Signature of the Candidate)

Enclosure: Filled in Acceptance Proforma.



**DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI – 517 502 (A.P.)**

STUDY CENTRE:

B.Ed. (D.M) Programme 2019 Calendar year batch
Acceptance Proforma to undergo Block Teaching Practice

School Internship for Classes VI – VII

Name & Address of the High School	Method - I			Method - II		
	Name of the Teacher	Qualification & Length of Teaching Experience at Upper Primary/High School Level	Willingness & Signature of the Teacher	Name of the Teacher	Qualification & Length of Teaching Experience at Upper Primary/High School Level	Willingness & Signature of the Teacher
		Qualifications: Teaching Experience:	Willing Signature		Qualifications: Teaching Experience:	Willing Signature

- Name of the Candidate : _____
- Reg. No. : _____
- Methodology Subject I : _____
- Methodology Subject II : _____
- Willingness of the H.M : Willing

Signature of the Study Centre Coordinator/
Principal with seal

Signature of the Headmaster
& Seal/ Stamp



**DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATHI MAHILA VISVAVIDYALAYAM, TIRUPATI**

Method - I

STUDY CENTRE:

Dear Sir/Madam,

Thank you very much for guiding the candidate under your able supervision in the methodology subject. You are required to guide, supervise, assess the lesson given by the candidate and provide feedback for making her to be effective in teaching. You are also required to provide constructive feedback on her performance (Strengths and weakness) provide guidelines in the preparation of the lesson plans, delivery of lessons and suggestions for corrections.

You are requested to follow the following points:

INSTRUCTIONS TO THE SUPERVISOR

1. All the entries in the Teaching Profile format shall be in the Supervisors own hand writing only.
2. Each Teacher Trainee has to take 15 lessons in each Method, under the Supervision of Senior School Assistant.
3. Please fill the particulars of the Teachers Trainee on the left hand corner and your particulars on the right hand side.
4. Entries into the Items I, II & III on the Page 2 shall be made on the basis of the lesson plan prepared by the candidate, lesson presentation, student - teacher interaction etc.
5. Each sub items on Page 2, carries maximum marks of five only.
6. Each lesson carries 10 sub items of 5 marks each i.e. $5 \times 10 = 50$ marks maximum.
7. At the end, calculate the grand total of the marks for all the 15 lessons and convert them to 50 marks.
8. A maximum mark in each methodology is 50 for Block Teaching Practice.

Director



DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI – 517 502 (A.P.)

Method - I

STUDY CENTRE:

Year: _____

Particulars of the Student Teacher:

Name: _____

Enrolment No. given by the DDE office:

METHODOLOGY SUBJECT _____ /Medium _____
Class _____

Name of the Co-operating School: _____

Place & Address with Pin Code: _____

Particulars of the supervising teacher: _____

Name: _____

Qualifications: _____

Method of Specialization: _____

Lesson Number	Date	Topic	Remarks on General Performance Good/Average/Poor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Signature of the Study Centre Coordinator/
Principal with seal

Signature of the Headmaster
& Seal/ Stamp

Lesson Number	I.Lesson Plan			II.Teaching – Learning Situation				III.Pupil – Teacher Activity			Total	Initial of the Guide Teacher
	Objectives and Specification	Planning of the lesson	Motivation	Presentation of the lesson	Pupil Participation	Usage of teaching aids	Chalk board work	Evaluation of the lesson & Assignment	Personality	General class room climate		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
Max. marks	5	5	5	5	5	5	5	5	5	5	50	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
										Grand total		
Signature of the Supervisor with Office seal						Designation_____						



**DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATHI MAHILA VISVAVIDYALAYAM, TIRUPATI**

Method - II

STUDY CENTRE:

Dear Sir/Madam,

Thank you very much for guiding the candidate under your able supervision in the methodology subject. You are required to guide, supervise, assess the lesson given by the candidate and provide feedback for making her to be effective in teaching. You are also required to provide constructive feed back on her performance (Strengths and weekness) provide guidelines in the preparation of the lesson plans, delivery of lessons and suggestions for corrections.

You are requested to follow the following points:

INSTRUCTIONS TO THE SUPERVISOR

1. All the entries in the Teaching Profile format shall be in the Supervisors own hand writing only.
2. Each Teacher Trainee has to take 15 lessons in each Method, under the Supervision of Senior School Assistant.
3. Please fill the particulars of the Teachers Trainee on the left hand corner and your particulars on the right hand side.
4. Entries into the Items I, II & III on the Page 2 shall be made on the basis of the lesson plan prepared by the candidate, lesson presentation, student - teacher interaction etc.
5. Each sub items on Page 2, carries maximum marks of five only.
6. Each lesson carries 10 sub items of 5 marks each i.e. $5 \times 10 = 50$ marks maximum.
7. At the end, calculate the grand total of the marks for all the 15 lessons and convert them to 50 marks.
8. A maximum mark in each methodology is 50 for Block Teaching Practice.

Director



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SRI PADMAVATI MAHILA VISVA VIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI – 517 502 (A.P.)

Method - II

STUDY CENTRE:

Year: _____

Particulars of the Student Teacher:

Name: _____

Enrolment No. given by the DDE office:

METHODOLOGY SUBJECT _____ /Medium _____

Class _____

Name of the Co-operating School: _____

Place & Address with Pin Code: _____

Particulars of the supervising teacher: _____

Name: _____

Qualifications: _____

Method of Specialization: _____

Lesson Number	Date	Topic	Remarks on General Performance Good/Average/Poor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Signature of the Study Centre Coordinator/
Principal with seal

Signature of the Headmaster
& Seal/ Stamp

Lesson Number	I.Lesson Plan			II.Teaching – Learning Situation				III.Pupil – Teacher Activity			Total	Initial of the Guide Teacher
	Objectives and Specification	Planning of the lesson	Motivation	Presentation of the lesson	Pupil Participation	Usage of teaching aids	Chalk board work	Evaluation of the lesson & Assignment	Personality	General class room climate		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
Max. marks	5	5	5	5	5	5	5	5	5	5	50	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
										Grand total		
Signature of the Supervisor with Office seal							Designation _____					



**SRI PADMAVATI MAHILA VISVA VIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI – 517 502 (A.P.)
DIRECTORATE OF DISTANCE EDUCATION**

Certificate of School Internship

This is Certify that Mrs/Ms. _____,
Address _____ has successfully
completed her School Internship from _____ to _____ Under the Guidance of
(Name of the Teacher in Method I) _____ and (Name of the
Teacher in Method II) _____ in our school.

Signature of the Headmaster /
Head mistress with seal

Signature of the Supervising Teacher
in Method I : _____

Signature of the Supervising Teacher
in Method II : _____



**DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY), TIRUPATI – 517 502 (A.P.)**

**Consolidated Table Showing the details of Supervising Teachers for School Internship From 19-08-19 to 21-09-19
School Internship for VI &/ VII**

Name of the Study Centre:

S.No	Name of the Student Teacher	Method - I		Method - II		Name of the School with Address
		Name of the Supervising Teacher	Qualifications & Experience	Name of the Supervising Teacher	Qualifications & Experience	

Signature of the Principal/Coordinator
& Seal/ Stamp