



West Bengal Board of Primary Education

Acharya Prafulla Chandra Bhavan, DK-7/1, Sector-II, Salt Lake City, Kolkata – 700091

ACADEMIC & TRAINING GUIDELINES FOR CONDUCTING THE ODL- COURSES (In-service)

A. Guidelines for Assessment of Assignment and Submission of marks there of:

- Assignments to be set in multiplicity and distributed at random by the respective Counselors to eliminate the chances of copying.
- No printed assignment-answer should be accepted for assessment.
- As per guidelines, issued already by the WBBPE, the assessed assignment –papers are to be handed over to the teacher trainees with suggestions for improvement, if any.
- Photo copies of the assessed assignment may be preserved by the study centres as examples/samples for display or exhibition.
- All papers should be signed duly by the counselors before handing them over to the trainee teachers.
- The total marks – 30 is divided into: 16x1 & 7x2. An assignment question may have parts/divisions and division of the total marks accordingly.
- The answers should be marked and marks should be submitted to the study centre coordinator, who will thereafter record the same in a Register and send all such marks to the District Monitoring Team, the coordinator of which will send it finally to the WBBPE.

B. Guidelines for Practice Teaching and Final Teaching for One Year Course (ODL)

- ❖ Teaching practice should be done in trainee's own school.
- ❖ Such teaching practice should be supervised by the head of the School where the practice will be held.
- ❖ A trainee for one year Bridge Course is obliged to plan and execute at least 10 lessons on English, having chosen any class from I to V, under the supervision of the head of the School where such practice will be taking place.
- ❖ She/He will be mentored by another teacher of the same School or neighbourhood – School who possesses in the minimum a graduation degree with B.Ed /D.El.Ed or its equivalent Secondary/Primary Teachers' Training and has satisfactory exposure to the techniques, skills and practice of teaching and learning and planning there under.
- ❖ All the lessons should be critically observed and noted duly by the mentors with a view to assessing them in coordination with the supervisors.
- ❖ Each plan should be approved and signed before its execution each day. The same should also be signed after execution.
- ❖ Two of the ten such plans should be set aside for final evaluation which will be held immediately after the written examination in the same School and evaluated by the external evaluators to be engaged by the WBBPE.
- ❖ The remaining 8 Lessons shall be taken for internal evaluation, the maximum mark for which is 15 (30% out of 50 marks).
- ❖ Division of marks for internal evaluation shall be such as given below:

- **Macro lesson – Internal: Internal Evaluation of 15 marks on macro lessons shall be mainly on the basis of the :-**
- **Planning Lessons (Lesson note Book) 5 marks**
 - i) Whether the plans are in conformity with given format
 - ii) Whether instructional objectives are written accordingly
 - iii) Whether time allotment for each stage is made rationally.
 - iv) Whether language for writing the plan is upto the mark
 - v) Neatness and get up.
- **Classroom management and conducting activities (overall) 5 marks**
 - i) Whether teacher is less dominant in execution of the lesson
 - ii) Movement for one stage to another
 - iii) Inter linkage and continuity in the whole process
 - iv) Ongoing assessment of performances and adoption of measures there upon
 - v) Supervision of the activities and providing support
- **Use of learning teaching materials, interactive devices to ensure participation of all the students (overall) 5 marks.**
 - i) Relevance of the TLM
 - ii) Rational use of TLM
 - iii) Low/No cost of TLM, being used
 - iv) Easy availability of the TLM
 - v) Teacher's own attachment to the TLM &, also, to the topic, including encouragement of participation, elicitation, allowing sharing of experiences etc.
- **Macro Lesson External :Division of marks for External Evaluation (On Two Lessons Only) shall be such as given below:**
- **Planning Lessons (Lesson note Book) 10 marks (on 2 lessons only)**
 - i) Whether the plans are in conformity with given format
 - ii) Whether instructional objectives are written accordingly
 - iii) Whether time allotment for each stage is made rationally.
 - iv) Whether language for writing the plan is upto the mark
 - v) Neatness and get up.
- **Classroom management and conducting activities (overall) 15 marks (on the demonstrated lesson only)**
 - i) Whether teacher is less dominant in execution of the lesson
 - ii) Movement for one stage to another
 - iii) Inter linkage and continuity in the whole process
 - iv) Ongoing assessment of performances and adoption of measures there upon
 - v) Supervision of the activities and providing support
- **Use of learning teaching materials, interactive devices to ensure participation of all the students (overall) 10 marks**
 - i) Relevance of the TLM
 - ii) Rational use TLM
 - iii) Low/No cost of TLM, being used
 - iv) Easy availability of the TLM
 - v) Teacher's own attachment to the TLM &, also, to the topic, including encouragement of participation, elicitation, allowing sharing of experiences etc.

- 50% or 18 shall be the pass-marks for Teaching Practical (External) Examination, while 50% or 08 shall be the pass-marks for Teaching Practical (internal) Examination respectively.
- The coordinators of each study centre should send both the hard and soft copies of internal marks in a separate sealed envelope, super-scribing Confidential Matter and the name of the Study Centre, Session: Etc to the Chairperson, DPSC/the coordinator of the district who will submit all such marks confidentially to the Secretary, WBBPE immediately after the practice teaching is over.

C. Guidelines for practice Teaching and Final Teaching of Macro Lessons for Two Year D.El.Ed Course (ODL)

- ✚ Teaching practice should be done in the trainee's own school
- ✚ Such teaching practice should be supervised by the Head of the School where the practice will be happening
- ✚ A trainee for two year D.El.Ed course is obliged to plan and execute at least 40 lessons, at least 10 each on L1, English, Mathematics and EVS, having chosen any class from I to V, under the supervision of the Head of the School where such practice will be happening
- ✚ She/he will be mentored by another teacher of the same school or neighbourhood school who possesses in the minimum a graduation degree with B.Ed/D.El.Ed and learning and planning there under.
- ✚ All the lessons should be critically observed and noted duly by the mentors with a view to assessing them
- ✚ Each plan should be approved and signed before its execution each day. The same should also be signed after execution.
- ✚ Four of the forty such plans should be set aside for final evaluation which will be held in the 2nd year of such a Two year course in the same school and evaluated by the external evaluators to be engaged by the WBBPE
- ✚ The remaining 36 and more lessons shall be taken for internal evaluation, the maximum mark for which is 30.
- ✚ Division of marks for internal evaluation shall be such as given below:

Internal Evaluation of 30 marks on macro lessons (overall) shall be mainly on the basis of the

- **Planning lessons (Lesson note book) :** **10 Marks**
 - Whether the plans are in conformity with given formal
 - Whether instructional objectives are written accordingly
 - Whether time-allotment for each stage is made rationally
 - Whether language for writing the plans is up to the mark
 - Neatness and get – up
- **Class room management and conducting activities (Overall):** **15 marks**
 - Whether teacher is less dominant in the execution of the lesson
 - Movement from one stage to another
 - Interlink-age and continuity in the process as a whole
 - On-going assessment of performances and adoption of measures thereupon
 - Supervision of the activities and providing support

- **Use of learning teaching materials, interactive devices to ensure participation of all the students (overall) 5 marks**
- i) Relevance of TLM
- ii) Rational use of TLM
- iii) Low/No cost of the TLM, being used
- iv) Easy availability of the TLM
- v) Teacher's own attachment to the TLM and , also, to the topic, including encouragement of participation, elicitation, allowing sharing of experiences etc.

Division of marks for external evaluation (on four lessons only) shall be such as given below:

- **Planning lessons (Lesson note book) : (On Four Lessons Only) : 20 marks**
 - i) Whether the plans are in conformity with given format
 - ii) Whether instructional objectives are written accordingly
 - iii) Whether time allotment for each stage is made rationally.
 - iv) Whether language for writing the plan is upto the mark
 - v) Neatness and get up.
- **Class room management and conducting activities (overall): 30 (On the demonstrated Lessons only)**
 - i) Whether teacher is less dominant in execution of the lesson
 - ii) Movement for one stage to another
 - iii) Inter linkage and continuity in the whole process
 - iv) Ongoing assessment of performances and adoption of measures there upon
 - v) Supervision of the activities and providing support
- **Use of learning teaching materials, interactive devices to ensure participation of all the students (On the demonstrated Lesson only): 20 marks**
 - i) Relevance of the TLM
 - ii) Rational use TLM
 - iii) Low/No cost of TLM, being used
 - iv) Easy availability of the TLM
 - v) Teacher's own attachment to the TLM &, also, to the topic, including encouragement of participation, elicitation, allowing sharing of experiences etc.

✚ 50% or 35 shall be the pass marks for Teaching Practical (External) Examination, while 50% or 15 shall be the pass marks for Teaching Practical (Internal) Examination respectively.

✚ The Co-ordinators of each Study Centre should send both hard and soft copies of internal marks in a separate sealed envelope, super scribing **Confidential Matter and the name of the Study Centre, Session: Etc to the Chairperson, DPSC/ the Co-ordinator of the District who will submit all such marks confidentially to the Secretary, WBBPE immediately after the practice Teaching is over.**

D. Guidelines for Practice Teaching and Final Teaching of Micro Lessons for Two Year

D.El.Ed Course (ODL)

- ✓ Practice of such teaching should be made in the workshop
- ✓ Such Lessons should be planned on five given teaching skills only in strict adherence to the given format
- ✓ Practice of such teaching skills should be made in small groups of 5/6 trainees under the supervision of the workshop facilitators/Counsellors
- ✓ Every trainee has to plan at least 2 lessons on each of the five skills in the workshop and demonstrate on them for internal assessment
- ✓ Such assessment shall be made in the workshop on 30 marks in the second year, by the internal experts/counselors /workshop facilitators in-pursuance of the pattern, given under:

For Internal Examiners

1. Lesson Notes including demonstration: 10 x 3 = 30 (Over all)

- I) Whether the plans are in conformity with given format
- II) Whether behavioral components are mentioned and shown properly in the plan and during demonstration
- III) Whether planned lesson can be executed within the given time

For External Examiners

(N.B * External Evaluation on micro teaching is to be done by the examiners to be sent by the WBBPE through proper Notification.

** Every Trainee has to plan at least one more lesson on each of the five skills and demonstrate on one of them for external assessment before the external examiner as per his/her choice of the skills.)

- For Lesson Notes only: **50 marks (10 x 5)**
 - Whether the plans are in conformity with given format **(5 x 5=25)**
 - Whether behavioral components are mentioned and shown properly in the plan and during demonstration **(3x5=15)**
 - Whether planned lesson can be executed within the given time **(2 x 5=10)**
- **For Lessons Demonstration only :** **20 marks (1 x 20)**
 - Whether the Teaching Skill, chosen by the examiner, has been presented convincingly with easy movement through every mentioned behavioral component **5 marks**
 - Whether the desired level of interaction would be realized in the limited time for the single skill **5 marks**
 - Whether the demonstrator could present the subject /concept/idea/definition in accordance with the demand of particular skill. **5 marks**
 - Whether the demonstrator could use the props/teaching aids in perfect tune with the chosen teaching skill. **5 Marks**

R. Bagchi
(Dr R C Bagchi)
Secretary

QUESTION – PATTERN FOR WRITTEN (Theoretical) EXAMINATIONS

- All theoretical papers for written examinations shall be of 70 marks each.
- Question-type-wise distribution of marks:
- (a) **Multiple Choice** type questions (*20 marks*) for 20 questions each with 4(four) options. In content and method papers 20 marks would be divided into two equal halves [10marks for content +10 marks for method parts]. Marked as Group-A
- (b) **Very Short Answer** type questions (*20marks*) : 10 questions with 2 marks each- each question to be written within 25 words. In content and method papers marks would be divided into two equal halves
- (c)**Short Answer** type questions (*14marks*): 2 questions of 7 marks each. Each question is to be written within 250 words. In content and method papers marks would be divided into two equal halves
- (d)**Essay** type questions (*16 marks*); 1 (one) question of 16 marks within 500 words. In content and method papers marks would be divided into two equal halves
- No. of questions to be set in each group is shown below in the tabular form:

| Sl. No. | Types of Questions | No. of questions to be set | No. of questions to be answered by students | Weightage | Remarks |
|---------|--------------------|----------------------------|---|-----------|--|
| 1 | MCQ | 20 | 20(out of 20) | 20x1 | Four-options-MCQ (For content and method parts 20 marks would be divided into two equal halves) |
| 2 | VSA | 12 | 10 (out of 12) | 10x2 | Each answer in 25 words (For content and method parts 20 marks would be divided into two equal halves) |
| 3 | SA | 03 | 02(out of 3) | 07x2 | Each answer in 250 words (For content and method parts 14 marks would be divided into two equal halves) |
| 4 | Essay | 2 | 01(out of 2) | 16x1 | To be written in 500 words (same as above) |

R. Bagchi

(Dr. R. C. Bagchi)
Secretary