



# West Bengal Board of Primary Education

"Acharya Prafulla Chandra Bhavan", DK 7/1, Sector II, Bidhannagar, Kolkata 700091

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## NOTICE

This is to inform all concerned that as per the Guidelines contained in the Courses of Study for Two Year D. EL. ED. Programme, **School Internship for 45 (forty five) days** is obligatory for all students-teachers. It may be noted that School Internship **does not mean teaching practice or Practice-in-Teaching only, but a lot more.** A list of activities during Internship and some guidelines for effective management and control of School Internship are enclosed herewith.

All the heads of Elementary Teacher Education Institutions, offering Two Year D El Ed. Course (through face to face mode), are requested to send the student-teachers to the selected **Primary and Upper Primary Institutions** for such Internship **from 15<sup>th</sup> February to 9<sup>th</sup> April, 2016 (without break) or for 45 effective learning teaching days, whichever is later,** in accordance with the institutional plan of activities. For selection of Institutions they are requested to sit with the Chairman, DPSCs, the D.I./S (PE) and the D.I./s(SE) of the concerned district, and thereafter, to notify the selected schools for the student-teachers, so that each student-teacher can know which schools (Primary & Upper Primary) have been allotted to him/her.

Teacher-Educators of such Institutions should be assigned the responsibility of overseeing the process of the Internship and assessing internally the Interns in terms of the activities, performed.

Enclosure: As stated.

(Dr. R.C. Bagchi)  
Secretary

No. 109/1(385)/BPE/2016

Dated :29-01-2016

Copy forwarded for information and necessary action to:

1. The Secretary, School Education Department, Government of West Bengal, Bikash Bhavan, 6<sup>th</sup> Floor, Kolkata – 700 091
2. The Commissioner, Directorate of School Education, Government of West Bengal, Bikash Bhavan, 7<sup>th</sup> Floor, Kolkata – 700 091
3. The Chairperson(s) -----District Primary School Council
4. The D.I./s(PE) -----All Districts
5. The D.I./s (SE) ----- All Districts
6. The Principal/Sr. Lecturer-in-Charge/Lecturer-in-Charge/ Teacher-in-Charge ----- **DIET/GOVT/GOVT. SPONSORED/ GOVT. AIDED PTIs /SELF FINANCED PRIVATE PTIs** – with the request to make appropriate arrangements for the Pre-Internship programme as per the enclosed guidelines.

Secretary

**GUIDELINES for the Teacher Educators and Second Year Students of Two Year  
D.El.Ed. Course (Revised Syllabus-2014) regarding School Internship for  
45(forty five) days**

1. Internship requires a student-teacher to
  - analyse and evaluate school textbooks and other resource material critically in the context of children's development and pedagogic approach used
  - develop a repertoire of resources which can be used by the internee later in his/her teaching - textbooks, children's literature, activities and games, excursions
  - identify and write down the learning objectives of an input-material/content
  - plan lesson activities and execute the planned lessons/ activities in elementary schools
  - learn practically to relate to and communicate with children
  - reflect critically on practice by visiting a learning centre
  - experience the school in its totality in the midst of activities
  - assume the role of a regular teacher with appropriate planning taking into account the diverse needs of students and the varying contexts that impact the teaching learning process
  - Innovate within existing systemic limitations.
  - learn to conduct meaningful classroom activities by careful selection and organization of such activities
  - observe children and the teaching learning process in a systematic manner
  - critically reflect on his/her own school experiences and keep records of the same
  - learn to assess different aspects of children's learning without focus only on achievement
  - perform effectively in an inclusive classroom
2. For performance of the above-noted activities a student needs to be oriented first and then sent to the school for 45(forty five) days to **perform and deliver in terms of the said activities under the supervision and control of the teacher-educators of the institutions** to which they (student-teachers) belong.
3. In West Bengal classes I—VIII are not held in single schools under single managing authorities.
4. However, the student-teachers should be oriented on and exposed to the whole of the elementary education system functional in both the Primary and Upper-Primary schools. They are required to practise teaching, evaluate performances, plan activities accordingly, for both the primary and secondary school-learners.
5. **The interns are required to plan and deliver lessons on four areas: Language-I, Language-II, Mathematics and EVS.**

6. A student-teacher is required to deliver **at least 10 lessons on each of the four areas**. Of these ten lessons on each area, at least **five should be planned for and delivered in upper primary classes (VI—VIII)**, while the remaining in the Primary Schools.

7. A student teacher must, therefore, be interned in two types of Schools—Primary and Upper Primary, practising teaching in at least two separate classes, one in the range of classes I to IV/V, while the other in the range of V/VI to VIII.

8. Each student teacher must know what has been done before in each subject/area and take up his/her assignment in continuation to make his/her delivery interesting, effective and fruitful.

9. The student-teachers, not delivering lessons, are required to keep themselves engaged in other activities, earmarked for them by the teacher-educators. These activities include, among others, critical observations of peer-lessons. An observation schedule is prescribed below for use during such observations:

Stages	Rapport				Sharing experiences or otherwise				Time allowed for students to respond				Attention to Back Benchers			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Preparation (Put a Tick in the appropriate box)																

Stages	Freedom To have their say, while sharing				Time allowed for students to respond				Attention to Back Benchers				Use of Resources			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Presentation (Put a Tick in the appropriate box)																

Stages	Contextualization/ Extension Activity or Task				Collaboration and Cooperation				Time allowed for students to respond				Scaffolding/ Supervision/Help/Support			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Application (Put a Tick in the appropriate box)																

**1. Satisfactory 2. Good 3. Average 4. Below Average**

**1. Satisfactory= 75% and above achievement**

**2. Good= 65% --less than 75%achievement**

**3. Average= 50 % --Less than 65% achievement**

**4. Below Average= Less than 50% achievement**

**10. Prescribed( Stage Wise) Lesson-Plan-Format**

**Name of the school: Name of the Student Teacher: Class: Section: Number of pupils in the class: Number of pupils on the roll: Subject: Topic: Units: Today's Lesson:**

**Teaching Aids:**

**Objectives:(a) Broad**

**(b) Specific:**

**Preparation (leading to *engagement, exploration, explanation, elaboration* through learning activities and evaluation through application)**

Input	Teacher's Activity	Rationale	Students' Behaviour	Rationale	Time allotted	Expected Confusion/ Answer

**Presentation (leading to *engagement, exploration, explanation, elaboration* through learning activities and evaluation through application)**

Input	Teacher's Activity	Rationale	Students' Behaviour	Rationale	Time allotted	Expected Confusion/ Answer

**Application/Evaluation**

Input	Teacher's Activity	Rationale	Students' Behaviour	Rationale	Time allotted	Expected Confusion/ Answer

**INTERNAL EVALUATION FOR THE TEACHER EDUCATORS**

1. 100 marks have been set aside for internal evaluation
2. For such internal evaluation three 'best' of all 'other' activities, noted above, in addition to the delivery/execution of the planned lesson should be taken into consideration. 25 marks have been allotted for each activity.

**EVALUATION FORMAT FOR 'BEST' OF ALL 'OTHER' ACTIVITIES**

**Name of the Student Teacher:**

**Roll/ Registration No:**

**Activity No.:**

**Name of the Activity:**

**Where Performed:**

**Date of Performance:**

Clarity of Concept (5)				Innovation in planning(5)				Relevance & Consistency (5)				Communicative Skill (5)				Management and Control (5)			
1	2	3	4	2	3	4	4	1	2	3	4	1	2	3	4	1	2	3	4

**Signature of the Assessors (Teacher Educators):**

**1. Satisfactory 2. Good 3. Average 4. Below Average**

**1. Satisfactory= 75% and above achievement**

**2. Good= 65% --less than 75%achievement**

**3. Average= 50 % --Less than 65% achievement**

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**EVALUATION FORMAT FOR Internal Assessment of Teaching Actions during Internship  
(Over All)  
Full Marks-25**

Teaching done in accordance with the Objectives in Plans (5)				Introduction & Presentation (5)				Resource Matrials and Language used (5)				Management and (5) control of Activities				Individual Attributes reflected in Teaching*			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

\* Personality, Voice, Lesson Note Book, Care and concern etc

**1. Satisfactory 2. Good 3. Average 4. Below Average**

**1. Satisfactory= 75% and above achievement**

**2. Good= 65% --less than 75%achievement**

**3. Average= 50 % --Less than 65% achievement**

**4. Below Average= Less than 50% achievement**

*R. Bagchi*

**(Dr. R.C. Bagchi)  
Secretary**