



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

STUDY CENTRE:

ROC No: B.Ed(DM)/BTP/ 2017

Date: 17/05/2017

Dear Candidate,

It is to inform you that after attending the Second Contact Programme Classes you are required to undergo block teaching practice programme for a period of **30 clear working days of your choice during 17-07-2017 to 31-08-2017**. In this context you can undergo block teaching practice/Internship Training either in the High School if you are working in a High School or in a High School that is nearer to you. **You need to choose a High School where trained teachers in your concerned subjects with a minimum of 2 years of experience at high school level are available.** Under their supervision you need to teach **20+20 lessons** of your two methodology subjects for any of the classes of **VII/IX/X only**.

Hence, you are required to obtain permission from the Head of the Institution where you want to undergo Block Teaching Practice/Internship and the willingness of the guide teachers as per proforma enclosed. The filled in proforma along with the letter should be returned to your Co-ordinator of your Study Centre on or before **10-07-2017 by registered post/speed post only**.

Enclosure: Acceptance Proforma

COORDINATOR

CO-ORDINATOR

Directorate of Distance Education
Sri Padmavathi Mahila Visvavidyalayam
(Women's University)

TIRUPATI 517 502 (A. T. S.)



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

STUDY CENTRE:

INSTRUCTIONS TO THE SUPERVISOR METHOD - I

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 20 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, pupil - teacher interaction etc.
5. Each sub items on Page 2, carries maximum marks of 10 only.
6. Each lesson carries 10 sub items of 10 marks each i.e. $10 \times 10 = 100$ marks maximum.
7. At the end, calculate the grand total of the marks for all the 20 lessons and convert them to 100 marks.
8. A maximum mark in each methodology is 100 for Block Teaching Practice.

COORDINATOR

CO-ORDINATOR

Directorate of Distance Education
Sri Padmavathi Mahila Visva Vidyalayam
(Women's University)
TIRUPATI 517 502 (A.P.)



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

STUDY CENTRE:

INSTRUCTIONS TO THE SUPERVISOR METHOD - II

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 20 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, pupil - teacher interaction etc.
5. Each sub items on Page 2, carries maximum marks of 10 only.
6. Each lesson carries 10 sub items of 10 marks each i.e. $10 \times 10 = 100$ marks maximum.
7. At the end, calculate the grand total of the marks for all the 20 lessons and convert them to 100 marks.
8. A maximum mark in each methodology is 100 for Block Teaching Practice.

COORDINATOR

CO-ORDINATOR

Directorate of Distance Education
Sri Padmavathi Mahila Visvavidyalayam
(Women's University)

TIRUPATI 517 502 (A) T

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 2nd Year of 2015-17 batch – Block
Teaching Practice from 17-07-2017 to 31-08-2017– 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/ 2017, dt.17/05/ 2017.

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 from 17-07-2017 to 31-08-2017 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 PADMAVATHI MAHILA VISVAVIDYALAYAM, TIRUPATI**

STUDY CENTRE:

B.Ed(DM) Programme 2nd Year of 2015-17 batch

Acceptance Proforma to undergo Block Teaching Practice

17-07-2017 to 31-08-2017

| Name & Address of the High School | Method – I | | | Method – II | | |
|-----------------------------------|---------------------|---|--|---------------------|---|--|
| | Name of the teacher | Qualification & Length of Experience at High School level | Willingness & signature of the teacher | Name of the teacher | Qualification & Length of Experience at High School level | Willingness & signature of the teacher |
| | | | | | | |

- Name of the candidate :
- Reg. No :
- Methodology Subject I :
- Methodology Subject II :
- Willingness of the H.M :

Signature of the Headmaster
& Seal/Stamp

DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATI MAHILA VISVAIDYALAYAM, TIRUPATI -517 502
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 – I 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. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |

Method – I:

| 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 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 100 | | |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| | | | | | | | | | | Grand total | | | |

Signature of the Supervisor with Office seal

Designation _____

DIRECTORATE OF DISTANCE EDUCATION
SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI -517 502
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 – II 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. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |

Method – II:

| 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 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 100 | | |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| | | | | | | | | | | Grand total | | | |

Signature of the Supervisor with Office seal

Designation _____