

**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 2018**

LETTER OF OFFER

No.IG/BBS/BED-2018/

Date:

Address slip of the Candidate

Date of Admission: _____
Reporting time – 9.30 A.M.
Venue: IGNOU Regional Centre
C-1, Institutional Area,
Bhubaneswar-751013
(Near +2 Council office)

Dear Candidate

This is to inform you that you have been provisionally selected for admission to our B.Ed. Program for January 2018 Session.

“On the event of your selection, you should note that your admission will be provisional and 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.”

You are required to report at the Regional Centre at the scheduled date and time with the following documents for your admission.

- The letter of offer of admission (This letter in original).
- Duly Filled in Acceptance-cum-Declaration Form (Annexure-I)
- Original Hall Ticket (Admit Card) of the Entrance Test held on 24.09.2017 (Sunday).
- Employment Certificate in the enclosed Annexure-II-A, with proper entries if you are serving in elementary school or have claimed experience for it.
- Certificate from the Head Master of the practicing school to provide facilities for conducting B.Ed. Practical work including internship in the enclosed Form under Annexure-II-B, with proper entries.
- Duly filled-in Annexure-IIC/IID in original and original certificate of SC/ST/OBC (Non-creamy Layer)/PH/ (issued by the appropriate authority) along with the Xerox copy of it, duly self-attested. **Candidates belonging to OBC(Non-Creamy Layer) need to submit an Income Certificate for the year 2017-18** and OBC Certificate issued by the Tahasildar concerned, and it should not be older than three years.
- Original certificates and mark sheets from Class-X to PG along with Xerox copies of each duly attested by self.
- Copy of Mark sheet and Certificate of **NCTE recognized teacher education programme** completed through **face to face mode** duly self-attested. For NCTE recognized qualification, **Certificate of Authentication** is to be provided by the Certificate Issuing Authority /Institution from where candidates completed the Program stating that the ‘Certificate awarded to the candidate is NCTE recognized and approved teacher education program through **face to face mode**’.
- A Demand Draft for **Rs.50,000/- (Rupees fifty thousand only)** obtained from any scheduled bank towards programme fee. **The Draft** should be drawn in favour of **IGNOU** and payable at **Bhubaneswar**. Please write your full name, your Entrance Roll Number and B.Ed 2018 on its backside.
- One copy of recent passport size photograph.

NOTE: PLEASE NOTE THAT THIS IS NOT A LETTER OF OFFER FOR ADMISISON AND MERE POSESSION OF THIS LETTER DOES NOT QUALIFY YOU TO TAKE ADMISSION IN OUR BED PROGRAMME. SEATS WILL BE GIVEN TO WAITLISTED CANDIDATES ONLY AFTER THE SECOND ROUND OF COUNSELLING IS OVER AND SEATS REMAIN VACANT.

Important points to be noted

- IGNOU will not be responsible for any postal delay.
- Admission will not be given in the absence of any of the documents mentioned in the previous page.
- **Please draw the draft yourself and keep it ready well in advance. Don't allow it to be done by others.**
- Admission will not be given in absentia and requests for extension of dates will not be entertained.
- Programme Study Centre once allotted will not be changed under any circumstances.
- You are required to take **two** content-based methodology courses in 1st year and **one** optional course in the 2nd year [given below] ; which are to be chosen at the time of admission.
- 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.
- In the Induction Meeting you will come to know all about the ODL system in general and the IGNOU B.Ed. Programme in particular. **DO ATTEND IT.**
- Academic counselling sessions aim at clarifying your doubts and boosting your confidence. **NEVER MISS THEM.**
- Submit your Assignments at your Program Study Centre only.

Best wishes

Yours sincerely

[S Mohanty)

REGIONAL DIRECTOR

Content Based Methodology Courses [8 credits] for First year [Choose any TWO]

Course No	Course Name	Credits
BES-141	Pedagogy of Science	4
BES-142	Pedagogy of Social Science	4
BES-143	Pedagogy of Mathematics	4
BES-144	Pedagogy of English	4
BES-145	Pedagogy of Hindi	4

Optional Course [4 Credits] for Second Year (Choose any ONE)

Course No	Course Name	Credits
BESE-131	Open and Distance Education	4
BESE-132	Guidance and Counselling	4
BESE-133	Adolescence and Family Education	4
BESE-134	Vocational Education	4
BESE-135	Information & Communication Technology	4

IGNOU Programme Study Centres for B.Ed. under Regional Centre, Bhubaneswar

1. Dr. PMIASE, Sambalpur – 2148(P)
2. DPIASE, Berhampur – 2149(P)
3. Radhanath IASE, Cuttack – 2150(P)
4. NDWCTE, Bhubaneswar – 2160(P)
5. College of Teacher Education, Balasore – 2162(P)
6. NKC College of Teacher Education, Angul – 2164(P)
7. KSUB College of Teacher Education, Bhanjanagr 2195(P)
8. College of Teacher Education, Rourkela – 2196(P)
9. AATC, Fakirpur, Anandpur, Keonjhar - 2197 [P]
10. UGCTE, Takatpur, Baripada, Mayurbhanj 2198 [P]

Staple you latest self-attested passport size photograph here

**IGNOU REGIONAL CENTRE
BHUBANESWAR**

**ADMISSION TO B.Ed. PROGRAMME-2018
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 _____

I Sri/Smt _____ (Full name in capital letters) bearing enrolment no. _____ accept the offer of admission to the B.Ed. Programme – 2018 of IGNOU, offered by IGNOU Regional Centre, Bhubaneswar and I am prepared to accept the Programme Centre allotted to me.

I have obtained a Bank Draft for **Rs.50, 000/- (Rupees fifty thousand only)** towards the programme fee, the details of which have been given hereunder.

Name of the Issuing Bank _____ Place _____ Bank Draft No. _____

I declare that I fulfill all the eligibility criteria for admission to the B.Ed. programme-2018 of IGNOU.

I declare that the practicing school chosen by me is my working school/another school (strike off that is not applicable) which is a recognized secondary/higher secondary school. It is located within a distance of _____ kms .(write in word) from my working school and it has qualified Mentor(s) as per IGNOU specifications as well as my requirements.

Content Based Methodology Courses [8 credits] [Choose any TWO]

Course Code	Course Name	Credits	Tick your option
BES-141	Pedagogy of Science	4	<input type="checkbox"/>
BES-142	Pedagogy of Social Science	4	<input type="checkbox"/>
BES-143	Pedagogy of Mathematics	4	<input type="checkbox"/>
BES-144	Pedagogy of English	4	<input type="checkbox"/>
BES-145	Pedagogy of Hindi	4	<input type="checkbox"/>

Optional Course [4 Credits] (Choose any ONE)

Course No	Course Name	Credits	Tick your option
BESE-131	Open and Distance Education	4	<input type="checkbox"/>
BESE-132	Guidance and Counselling	4	<input type="checkbox"/>
BESE-133	Adolescence and Family Education	4	<input type="checkbox"/>
BESE-134	Vocational Education	4	<input type="checkbox"/>
BESE-135	Information & Communication Technology	4	<input type="checkbox"/>

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

Regional Centre, Bhubaneswar

Admission to B.Ed. Programme-2018

(Please do not cut it into three pieces)

Annexure-II
Forms- A, B, C, D

FORM-A
B.Ed.- 2018

Employment Certificate

(To be filled-in by the HM of the candidate's Working School)

This is to certify that Mr/Ms _____
has been teaching in this school since _____ (give date) as Post Graduate/Graduate/Primary/Assistant
Teacher, teaching at Sr. Secondary/Secondary/Primary level and he/she is a full time teacher of this school. He/she
has _____ years (in word) and _____ months (in word) of teaching experience in this school. This school is
Govt. /Govt. aided/unaided and is duly recognized by the Central/State Government.

(* Please strike off that is not applicable)

Address of the School with PIN
& tel.no. with code

.....
Signature of the Headmaster

Full Name: _____

Date: _____

Seal of the working school

HM's Seal

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bhubaneswar

Admission to B.Ed. Programme-2018

Annexure-II
FORM-B
B.Ed.-2018

CERTIFICATE

(To be filled-in by the HM of the Candidate's Practicing School)

I hereby undertake that our school will provide facilities to Mr/Ms _____
needed for carrying out the practical work of the IGNOU B.Ed programme as per IGNOU Guidelines mentioned
in the Annexure-IV.

Certified that this school is a Secondary/Higher/Senior Secondary School recognized by the Central/ State
Government and affiliated to OBSE/CBSE/ICSE.

(Please strike off that is not applicable)

Address of the School with PIN
& tel.no. with code

.....
Signature of the Headmaster

Full Name: _____

Date: _____

Seal of the practicing school

HM's Seal

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bhubaneswar

Admission to B.Ed. Programme-2018

Annexure-II
FORM-C
B.Ed.- 2018

Category Certificate

(For SC/ST/PH* Candidates)

(To be filled in by the appropriate Authority)

This is to certify that Mr./Ms. _____
Son/daughter/wife of Shri _____
of village & P.O. _____ PIN _____
Town _____ Dist. _____ State/U.T. _____
belongs to _____ Caste category which is recognized as a Scheduled Caste/Scheduled Tribe under
the Constitution (Scheduled Caste Part C States) Order 1951 read with the SC/ST lists (Modification) Order, 1956.

Mr./Ms _____ and his/her family reside in
Village/Town _____ P.O. _____ PIN _____ Dist _____
State/U.T. _____

.....
(Signature of Tehsildar/Commissioner/District Magistrate)

Place: _____

Full name: _____

Date: _____

Seal/Stamp _____

*If the candidate belongs to SC/ST and PH, please provide original certificate of both categories.

* 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-2018

Annexure-III

FORM-D
B.Ed.- 2018

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.

Date: _____
Place: _____

Full signature of the Candidate
Full name in CAPITAL letters _____
Enrolment No. _____

IGNOU REGIONAL CENTRE, BHUBANESWAR
B.Ed. PROGRAMME - 2018

B.Ed.-2018

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).*
- (v) *All these activities shall have to be done in one Practicing School and in one spell.*

- (vi) **A MENTOR CAN TAKE ONLY TWO STUDENT TEACHERS PER YEAR OF ONE/MORE PSC(s).**
- (vii) **A SUPERVISOR CAN TAKE ONLY FIVE STUDENT TEACHERS PER YEAR OF ONE/MORE PSC(s).**
- (viii) **FOR PRACTICE TEACHING ONLY CLASSES-VIII & IX ARE ALLOWED. (CLASS VI & VII ARE NOT ALLOWED).**
- (ix) **THE MENTOR SHOULD HAVE TO HAVE BOTH THE METHODS IN B.Ed. AS THOSE OPTED BY THE STUDENT TEACHER.**
- (x) **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) **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.**
- (xii) **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.**
- (xiii) **RETIRED PERSONS BELONGING TO THE ABOVE TWO CATEGORIES (PARA-XII) ARE ALSO ELIGIBLE TO BECOME SUPERVISOR.**
- (xiv) **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.

1.2 -All the details of the School-based Activities(SBA) will be discussed in Workshop-I. So, there is no bar in attending Workshop-I.

1.3 -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

2.1 -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.

2.2 -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).

2.7 -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.

Month	July			Aug.			Sept.			Oct/Nov.			Jan. to April			
Week	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	School-based Activities
No. of lessons	1+1	1+1	1+1	1+1	1+1	2+1	1+2	2+1	1+2	2+1	1+2	2+1	1+2	2+1	1+2	Activities
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 other hand. 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 Workshop-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 1st & 2nd week of August.

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

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)
- iv. 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.tr.s. are advised to start the exercise in July 2018 and complete it by December 2018 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 activities (SBA) should be carried out from the first week of January 2019 and it should be completed by the end of April 2019 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.

b) 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 workshop-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 (ii) 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.

6.10-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 with 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%.

7.0- 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 not 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 in the month of April by Regd./Speed Post.
- An application on a plain paper mentioning the reasons for not doing the exercises as per schedule.
 - Service continuity certificate from the HM of the working school countersigned by the competent authority.
 - Consents of the HM & Mentor(s) in Annexure-III and that of the Supervisor in Proforma-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-6.10 above, the st.tr. is also required to send the following papers to the PSC by Regd./Speed Post.

- No claim certificates (NCC) from the Mentor(s) and the HM of the previous practicing school.
- Consents of the Mentor(s) and HM of the new practicing school in Annexure-III.
- Xerox copies of the Affiliation/Recognition letters of the school attested by the HM.
- 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 and non-else.

- 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.
- 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.
- In that case the st.tr. is required to come on leave for six 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.
- Such matters (paras- a, b, c above) should be discussed and decided during the workshop-I and the st.tr. should act accordingly.
- 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.tr.s. 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 30.04.2018.

- An application on a plain paper narrating the reasons/circumstances for the change.
- Xerox copy of the filled-in Annexure-III of the old practicing school.
- 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".
- No claim certificate(Original) from the Mentor(s) of the old practicing school countersigned by the HM.
- Filled-in Annexure-III (original) by the HM & Mentor(s) of the new Practicing School.
- Xerox copy of the affiliation/recognition letter of the new practicing school, attested by the HM of that school with office stamp and date.
- 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

- Name of your Programme Study Centre
- Your full name
- Your Enrolment No.
- Date.

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

- One set of blank Annexures- I, II & III
- One set of filled-in Annexures-I, II & III
- 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 01.01.2018 to 31.12.2018 (1st year) & from 01.01.2019 to 31.12.2019 (2nd year). However, IGNOU has given two more years from 01.01.2020 to 31.12.2022 as an additional period for completing the programme at the latest.

14.0- 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- Term-end Examinations (TEE)

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 2018 and the TEE of the 2nd year course shall be held in December 2019.

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.