


**Internship in Teaching/Practice Teaching (For CDOE Students)**  
**(Admitted in October, 2022)**

**Dear Distance Learners,**

You all are directed to visit your nearby government school for two months practice teaching w.e.f. **16<sup>th</sup> August to 9<sup>th</sup> November, 2024** along with the authority letter signed by Director & Incharge (B.Ed.) attached with this notice. During the second year of B. Ed. course, the practice teaching shall be of two months (8 weeks) duration. These eight weeks shall include an initial phase of two weeks for observing regular classroom transaction process by senior trained teachers (of upper primary or secondary stage of education) of the school. The candidates will prepare twelve observation lessons (6 in each teaching subject) and get them verified from the concerned senior school teacher. During the remaining six weeks of practice teaching, the candidates are required to deliver 36 macro/practice lessons (18 in each teaching subject). The macro/practice lessons will be supervised and verified/signed by the senior concerned trained school teachers (of upper primary or secondary stage of education) and feedback will be provided to the candidates on his/her performance. Finally your all teaching practice records have to be certified by the concerned school head on the prescribed proforma attached with this notice.

  
**Prof. Kuldeep Singh Katoch**  
**HoD cum Programme Co-ordinator**  
**Department of Education (CDOE)**  
**H.P. University, Shimla-5**

**Dated: 30-07-2024**

## Authority Letter

**International Centre for Distance Education and Open Learning  
Himachal Pradesh University, Summer Hill, Shimla-5  
(NAAC Accredited "A" Grade University)**

**Dated:**

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To  
The Principal/Headmaster  
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**Subject: Request Letter for Two Months Teaching Practice**

**Dear Sir/Madam**

On behalf of International Centre for Distance Education and Open Learning (CDOE), Himachal Pradesh University, Shimla, I wish to submit that as per NCTE and university norms, two months teaching practice is mandatory for all B.Ed. 2<sup>nd</sup> Year trainees who took admission in B.Ed. programme through CDOE. The main objective of this internship is to orient and train prospective teachers in real classroom settings.


In the light of above one of our student namely Mr./Ms. ....  
Roll No. ....will visit your school for this practical training. Therefore, your good self is requested to provide him/her an opportunity to complete this essential training in your school.

We shall be highly grateful if you kindly provide this opportunity to our student to complete this mandatory training in your school.

Thanking you in anticipation and for soliciting your kind cooperation for the cause of teacher education.



Prof. Kuldeep Singh Katoch  
HoD cum Programme Co-ordinator

  
Director  
ICE  
Himachal Pradesh University  
Shimla-171005

# Certificate by the Head of School

**TO WHOM IT MAY CONCERN**  
*(For CDOE Students Admitted in October, 2022)*

This is to certify that Mr/Ms.....Son/Daughter of Sh.  
..... a student of B. Ed. 2<sup>nd</sup> Year, CDOE, H. P. University, Shimla for  
the Academic Session 2022-2024 (Admitted in October, 2022) under University  
Examination Roll Number.....has delivered &  
completed his/her **36 Macro Teaching Lesson Plans** (18 in each teaching subject)  
and **12 Observation Lessons** (6 in each teaching subject) in this school  
w.e.f.....to .....

Name and Signature of Student

Signature of the Head  
Name:  
Designation:

Dated:

Rubber Stamp/Seal: