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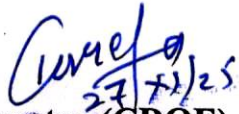
**Internship in Teaching/Practice Teaching (For CDOE Students)
(Admitted in July, 2025)**

Dear students,

You all are directed to visit your nearby “**Government School**” for one month practice teaching w.e.f.: 17th December, 2025 to 30th April, 2026. All B.Ed. students are directed to go through a teaching practice for one month (4 weeks) duration during first year of the course. These four weeks shall include an initial phase of two weeks for observing regular classroom transaction process of senior trained teachers (of upper primary or secondary stage of education) of government school only. The candidates will prepare twelve observation lessons (6 in each teaching subject) and get them verified from the concerned subject teacher of the schools. During the remaining two weeks of practice teaching in first year, the candidates are required to deliver 12 macro/practice lessons (6 in each teaching subject) in the same school. The macro/practice lessons will be supervised/assessed by the concerned government school teachers (of upper primary or secondary stage of education) and feedback will be provided to the candidates on his/her performance and shall be countersigned by the school head.


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

Dated: 27-11-2025


Director (CDOE)
C. D. O. E.
Himachal Pradesh University
Shimla-171005

Authority Letter

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

Dated: 27-11-2025

To
The Principal/Headmaster

Subject: Request Letter for One Month Teaching Practice

Dear Sir/Madam

On behalf of Centre for Distance and Online Education (CDOE), Himachal Pradesh University, Shimla, I wish to submit that as per NCTE and university norms, one month teaching practice is mandatory for all B.Ed. 1st 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.....Son/Daughter of Sh. a student of B. Ed. 1st Year, CDOE, H. P. University, Shimla for the Academic Session 2025-2026 (Admitted in July 2025) under CDOE/University Examination Roll Number.....will visits 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.


HoD cum Programme Co-ordinator


27/11/25
Director (CDOE)
Himachal Pradesh University
Shimla-171005

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Certificate by the Head of School

TO WHOM IT MAY CONCERN
(For CDOE Students Admitted in July, 2025)

This is to certify that Mr./Ms.....Son/Daughter of Sh.
..... a student of B. Ed. 1st Year, CDOE, H. P. University, Shimla for
the Academic Session 2025-2026 (Admitted in July 2025) under CDOE/University
Examination Roll Number.....has delivered &
completed his/her **12 Macro Teaching Lesson Plans** (6 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: