

West Bengal Board of Primary Education

ACADEMIC & TRAINING GUIDELINES FOR CONDUCTING THE ODL- COURSES(In-service) FOR PARA & RESIDUAL TEACHERS

A. Guidelines for Assessment of Assignment and Submission of marks there of:

- Assignments to be set in multiplicity and distributed at random by the respective Counsellors to eliminate the chances of copying.
- No printed assignment-answer should be accepted for assessment.
- As per guidelines, issued already by the WBBPE, the assessed assignment –papers are to be handed over to the teacher trainees with suggestions for improvement, if any.
- Photo copies of the assessed assignment may be preserved by the study centres as examples/samples for display or exhibition.
- All papers should be signed duly by the counsellors before handing them over to the trainee teachers.
- The total marks – 30 is divided into: 16x1 & 7x2. An assignment question may have parts/divisions and division of the total marks accordingly.
- The answers should be marked and marks should be submitted to the study centre coordinator, who will thereafter record the same in a Register and send all such marks to the District Monitoring Team, the coordinator of which will send it finally to the WBBPE.

B. Guidelines for Practice Teaching and Final Teaching of Macro Lessons for Two Year D.El.Ed. Course (ODL)

- ❖ Teaching practice should be done in trainee's own school. However, the evaluation of final teaching will be held in a few primary schools to be selected by the district authority. Therefore, an upper-primary para-teacher shall have to deliver lessons for final evaluation on areas/ subjects for primary classes (I–V)
- ❖ Such teaching practice should be mentored by the head of the School where the teaching-practice will be happening.
- ❖ A trainee for Two year D.El.Ed. Course is obliged to plan and execute at least 40 lessons, at least 10 each on L-1,L2 (English) , Mathematics and EVS, having chosen any class from I to IV/ V and/ or V to VIII (for Upper Primary Para Teachers) under the mentorship of the head of the School where such practice will be happening.
- ❖ All the lessons should be critically observed and noted duly by the mentors with a view to assessing them.
- ❖ Each plan should be approved and signed before its execution each day. The same should also be signed after execution.
- ❖ Four lesson plans on four subjects/areas should be made ready in a separate Note-book for final evaluation which will be held tentatively between September-15 and October-15, 2018(dates to be notified later on).
- ❖ The Lessons planned and executed during practice shall have to be documented appropriately for presentation at the time of internal evaluation, the maximum mark for which is 30.
- ❖ During practice in teaching s/he will draw lesson-plans in accordance with the prescribed format which is as follows: