

## 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: