

## **INSTRUCTIONS IN RELATION TO INTERNAL EVALUATION**

### **For the trainees of 1 Yr. D. El Ed Bridge Course through ODL Mode**

- ❖ Teaching practice should be done in trainee's own school.
- ❖ Such teaching practice should be supervised by the head of the School where the practice will be held.
- ❖ A trainee for one year Bridge Course is obliged to plan and execute at least 10 lessons on English, having chosen any class from I to V, under the supervision of the head of the School where such practice will be taking place.
- ❖ She/He will be mentored by another teacher of the same School or neighbourhood - School who possesses in the minimum a graduation degree with B.Ed /D.El.Ed or its equivalent Secondary/Primary Teachers' Training and has satisfactory exposure to the techniques, skills and practice of teaching and learning and planning there under.
- ❖ All the lessons should be critically observed and noted duly by the mentors with a view to assessing them in coordination with the supervisors.
- ❖ Each plan should be approved and signed by the mentors and supervisors before its execution each day. The same should also be signed after execution.
- ❖ The remaining 8 Lessons shall be taken for internal evaluation, the maximum mark for which is 15 (30% out of 50 marks).
- ❖ 8 Lesson Plans will be evaluated internally and the remaining two will be evaluated by the External Examiners to be enlisted by the D.I.
- ❖ Division of marks for internal evaluation has been shown in the INTERNAL EVALUATION FORMAT, attached herewith.
- ❖ A minimum of 8 marks (out of 15) will be the pass-marks.
- ❖ Total Marks are to be given after calculating the average of the marks awarded against all the 8 Lesson Plans.
- ❖ An average of the marks given by the Supervisor and the Mentor will be awarded against each trainee.
- ❖ The Headmasters of the concerned schools are requested to send the marks against the trainees on the school pad, in a sealed envelop.
- ❖ The Internal Evaluation Format and the Award List have also to be sent in a sealed envelop.
- ❖ **Last Date of Submission of Marks : 22<sup>nd</sup> February, 2014.**

**\*\*No question of submission of Lesson Plans to the study centres.**

**Marks may be calculated according to the following format of the Award List attached herewith. The concerned persons may get a print-copy of the same:**

**Award List:**

<b>Sl. No.</b>	<b>Name of the Trainee</b>	<b>Roll No.</b>	<b>Lesson Plan No.</b>	<b>Marks Given by the Supervisor</b>	<b>Marks given by Mentor</b>	
<b>1</b>			<b>1</b>			<b>Average (Supervisor + Mentor)</b>
			<b>2</b>			
			<b>3</b>			
			<b>4</b>			
			<b>5</b>			
			<b>6</b>			
			<b>7</b>			
			<b>8</b>			
			<b>Average against 8 L. Plans</b>			
<b>Sl. No.</b>	<b>Name of the Trainee</b>	<b>Roll No.</b>	<b>Lesson Plan No.</b>	<b>Marks Given by the Supervisor</b>	<b>Marks given by Mentor</b>	
<b>2</b>			<b>1</b>			<b>Average (Supervisor + Mentor)</b>
			<b>2</b>			
			<b>3</b>			
			<b>4</b>			
			<b>5</b>			
			<b>6</b>			
			<b>7</b>			
			<b>8</b>			
			<b>Average against 8 L. Plans</b>			

**Signature:**

**Supervisor:** \_\_\_\_\_

**Mentor:** \_\_\_\_\_