

12.0 Practical Activities: Types, Executing and Assessment

The practical activities are commonly accepted as the backbone of any professional programme. In the absence of practical activities, teacher education programmes may prove a futile exercise. The practical activities of this programme are grouped as under in Table 4.

Table- 4: Practical Activities with Credits and Study Hours

S.N.	Practical Component	Credits	Total hours of study
i.	School Based Activities (SBA)	4	120
ii.	Workshop Based Activities (WBA)	8	240
iii.	Practice of Teaching (PT)	8	240
	Total	20	600

(1 credit = 30 hrs)

12.1 Executing

The practical activities in three broadness will be organized in different situations according to the nature of each activity. The School Based Activities (SBA) will be organized in the school where the trainee is working as a teacher under the guidance of his/her mentor. The workshop based activities will be organized at Study Centre. The duration of the workshop will be of 24 days (12 days in each year). Practice of teaching will normally be done by each trainee at his/her work place. The complete details about organization of all these kinds of activities are discussed in different heads.

12.2 Assessment

The main purpose of assessment is to judge the quality of the product trainees, who come out successful after completion of the course. Mere organization/conduct of the activities will not serve any useful purpose unless the trainees are assessed and evaluated objectively, accurately and thoroughly keeping in view the objectives of the Programme. It is on the basis of evaluation it can be said whether the objective of the Programme have been achieved. The process of evaluation of the practical activities is mentioned under respective heads.

(i) School Based Activities (SBA)

The School Based Activities constitute an essential component of the D.El.Ed programme. Apart from the classroom teaching, a school teacher is also responsible for a number of scholastic and school management related activities. As an efficient and competent teacher each trainee has to always maintain a comprehensive record of entire learners' performance pertaining to continuous and comprehensive evaluation, socio-emotional behaviour, and other significant information about their aptitude, interests etc. Starting from addressing morning school assembly in general and many others specific activities are regularly conducted in the school system. They are expected to develop skills and competencies in them conducive for organizing such activities in actual school settings.

School based experiences activities provide firsthand exposure to the systematic schooling procedure. It enables them to develop their own understanding of the realities of working with mentors and children in school situations. They will carry out scientific observation in school setting under the supervision of

mentors/supervisor who is asked to guide their performance. School Based Activities enables them to develop the professional expertise and understanding as a Qualified Teacher in practical sense.

This programme will be conducted during the first year of the course, given weightage of 4 credits. They are required to conduct the activities in their respective school settings. Some senior teachers or head teacher or CRC coordinator or competent retired teachers or senior teacher from nearby Secondary/Senior Secondary school will be their mentors/ supervisors. From the observation, they need to make reports on their activities and have to make a portfolio. There will be no final examination for this course as the main focus is on their participation.

These activities have been selected out of a long range of activities on the basis of their needs and importance in school functioning. The total number of activities identified for this purpose is listed below under each group. They are required to conduct activities according to the list mentioned under each group. They will organize/conduct these activities under the active guidance/supervision of the mentor/supervisor

511-SCHOOL BASED ACTIVITIES (SBA)

The whole of activities involve 120 study hours.

511.1 Case study of a school child 1 Credit(30 study hours) 30 marks

**511.2 Maintenance of school/class records and registers
1.5 Credit (45 study hours) 35 marks
(7x5)**

511.2.1 Preparation of progress report of the pupils

511.2.2 Anecdotal Record (based on specific observation)

511.2.3 Maintenance of Lesson Diary/Notes

511.2.4 Preparation of schedule and conducting arrangement/substitute class schedule and conducting substitute classes.

511.2.5 Preparation of record of library, laboratory and sports activities for pupils

Note: For the activities of (i) Progress report of the students, (ii) Anecdotal record (based on specific observation), (iii) Lesson diary/ Notes the formats available in the respective working school need be followed. For the activities (iv) Conducting arrangement/substitute class teaching in school situation and (v) Record in library, laboratory and sports activities of learners the formats are provided for reference.

511.3 Contribution to School programmes 1.5 Credit(45 study hours) 35 marks (7x5)

- 511.3.1** Organizing morning assembly and other assemblies and preparing a report of the process and outcome achieved
- 511.3.2** Reporting the process of PTA/MTA/SMC (School Management Committee) meeting and outcome achieved
- 511.3.3** Organisation of social festivals in the schools
- 511.3.4** Organization of Annual sports or Annual day of the school
- 511.3.5** Organisation of Excursion/fields visit

Note: The report need to contain description in the light of criteria given in the rating scale.

Note: (The activities need be conducted from the beginning of the first year in the school itself)

Execution

The school based activities as listed above are to be organized at your work place. The schedules of these activities are to be prepared by them in consultation with the mentor/supervisor and the head of the school. They will conduct these activities under the guidance/supervision of the mentor who may be one of their colleagues or the head of the school. The mentor/supervisor will supervise the organization of these activities. They are required to submit the reports to the mentor for assessment under the **authentication of the head of the school.**

Assessment

Since the school based activities constitute one of the essential components of the programme having a weightage of four credits, their evaluation becomes important. It is, therefore, impressed upon the mentor and the supervisor to be fairly objective in assessing their performance by the help of rating scale.

The assessment of the school based activities is the responsibility of the mentor and the supervisor. In this process the mentor will observe these activities while they are being conducted/ organized by them. For each activity, after it is being organized, they will prepare reports mentioning the process of organization, difficulties faced, if any, personal experiences about the conduct of the activity and feedback received from the learners involved. **Each report will be authenticated by the mentor** with his/her observations/remarks. The mentor will retain all these reports with him/her and pass them on to the supervisor. The supervisor may also observe some of the activities at the time they are being organized. **The final assessment will be done by the supervisor.** S/he will award mark to each activity on the basis of observation of the mentor and his/her own observations. The supervisor will use appropriate rating scales for awarding marks to the activities conducted by you. S/he will also make an overall rating of their activities in a five point scale on their keenness of maintaining records, nature of suggestion given by them to solve the school based problems, comprehensiveness and clarity of their reports. After assessing each activity separately, an overall grade will be calculated for all the activities. The award list will be submitted to the Study centre coordinator for further necessary action. **The reports are to be returned to the teacher trainees to produce those for verification during the workshop-I at study centre.**

The formats and the rating scales are given here as under-

511.1-CASE STUDY OF A CHILD

511.1.1-Format for the CASE STUDY

1. Name of the Teacher Trainee :
2. Enrolment No:
3. Name and Address of the Study Centre:
4. Name and Address of the School:

A) IDENTIFICATION DATA:

1. Name of the Student:
2. Date of Birth:
3. Male/Female:
4. Natural/ Guardian's Name: Father:
 Mother:
 Guardian:
5. Class in which Studying:
6. Postal Address:
7. Monthly income of the parents/Guardian:
8. Profession and Educational Qualification of Father /Guardian:
9. Profession and Educational Qualification of Mother:
10. No. of : Brothers Sisters
11. Ordinal Position of the Child among the Siblings:

B) RECORDING OF THE PROBLEM AND SOLUTION

1. Objectives of the case study.
2. Nature of the Problem- Scholastic/Co- Scholastic/ regularity, punctuality etc. (Viz-Attendance, emotion ,recreation ,playing ,speaking, writing, listening etc)
3. Probable reasons for the problems of the child:
4. What are the strengths with the child:
5. Details of intervention carried out with the child:
6. Effect of the intervention:

Counter signature by the Head Master
with office seal

Signature of the Teacher Trainee

Signature of Mentor

Signature of Supervisor

Note:- Case Study report need be written basing on the points mentioned above. Additional information may be added if need be.
-Procedure of conducting the study need be mentioned in the report
- Study may be carried out within 3 months.

511.1.2-Rating Scale for CASE STUDY (School Based Activities)

Name of the Teacher Trainee :

Enrolment No. :

Name and address of the school :

Rating need to be done according to the following criteria

Criteria	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
Identification of the learner with problem	5	4	3	2	1
Collection of family history of the learner (Income & qualification of parents, sibling status etc.)	5	4	3	2	1
Formulation of objectives of the case study	5	4	3	2	1
Appropriateness of intervention (Remedial measure adopted)	5	4	3	2	1
Procedure adopted to collect data about the student with problem	5	4	3	2	1
Clarity of conclusions drawn	5	4	3	2	1

Total Marks out of 30:

Signature of Mentor
(Authentication)

Signature of Supervisor
(Assessment)

511.2- MAINTENANCE OF SCHOOL/CLASS RECORDS AND REGISTERS

511.2.1 Format for Conducting Arrangement/ Substitute Class Teaching in School Situation

1. Name of the Trainee: :
2. Enrolment No: :
3. Name and Address of the School :
4. Date of Substitute Teaching :
5. Subject Taught :
6. Topic: (Each trainee should conduct /deliver substitute teaching activities related in any scholastic/co-scholastic area that has some educative values which can influence the learners)
7. Substitute Activities Conducted in the class: (Give detail report about the substitute activities/ teaching). (Use Separate Sheet if necessary)
 - (i) Area (Specification of the Activity)
 - (ii) Process/Method of activity conducted (Details)
 - (iii) Outcome of the activity (Specific):

Signature of the Teacher Trainee

Signature of Supervisor

Signature of Mentor

Counter signature by the Head Master with office seal

NOTE: A trainee is need to prepare report on minimum 4 arrangement/substitute classes taken during the year. He/she has to attach the copy of the daily schedule developed in the school system for arrangement of the classes in the absence of teacher(s).

511.2.2 Format Schedule for Assessment of Library, Laboratory and Sports Resources by Teachers Trainee

Name of Teacher Trainee :

Enrolment No. :

Name and Address of the School:

Total no. of books in library :

No. of books in different subject area:

List of equipment and chemicals in the laboratory (list to be attached):

List of Sports material available in school (list to be attached):

The teacher trainee conducts a study of the school library, laboratory and sports resources on the basis of the following criteria:

Components	Yes/No
(i) Provision of separate library room in the school	
(ii) Adequacy of library books in different subject area	
(iii) Provision of enrichment materials in different subject area	
(iv) Provision of suitable newspapers, magazines, journals, periodicals etc.	
(v) Teacher helps to develops proper study habits with the pupils by	
a) Providing study guidance	
b) Monitoring the type of books being frequently issued	
(vi) Mode of issue of books including provision of issue card	
(vii) Adequacy of laboratory equipments and chemicals	
(viii) Process of arranging of equipment and chemicals	
(ix) Adequacy of sports materials	
(x) Process of arranging of sports materials	

Signature of Mentor

Signature of the Teacher Trainee

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Master with office seal*

Signature of Supervisor

511.2.3 Rating Scale for Maintenance of Records and Registers (School Based Activities)

Name of the Teacher Trainee :

Enrolment No. :

Name & address of the school :

Name of the records maintained(each record will be evaluated as per the rating scale out of 35 and the average of five records as under will be taken to consolidate the mark of trainee in this activity)

- (i) Progress report of the students
- (ii) Anecdotal record (based on specific observation)
- (iii) Lesson diary/ Notes
- (iv) Conducting arrangement/substitute class teaching in school situation
- (v) Record in library, laboratory and sports activities of learners

Rating need to be done according to the following criteria

Criteria	Ratings				
	(5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Unsatisfactory)				
(i) Knowledge of basic principle of maintenance of report/ record	5	4	3	2	1
(ii) Efforts to motivate the pupils	5	4	3	2	1
(iii) Keenness of keeping record update	5	4	3	2	1
(iv) Cleanliness of the records maintained	5	4	3	2	1
(v) Clarity of the information put forth	5	4	3	2	1
(vi) Description of the problem encountered in maintaining the records	5	4	3	2	1
(vii) Solution suggested to overcome the problem	5	4	3	2	1

Total marks out of 35:

Signature of Mentor
(Authentication)

Signature of Supervisor
(Assessment)

511.3 CONTRIBUTION TO SCHOOL PROGRAMMES

511.3.1 Format for Organising the Morning School Assembly

Mentor/Supervisor is to rate the student teacher according to the comments provided by the mentor/supervisor.

Name of the Teacher Trainee :

Enrolment No. :

Name of the School :

- (i) Description of the preparatory activities
 - Organization of the morning assembly
- (ii) Objectives of the activity
- (iii) Steps taken for conducting the activity
 - Arrangement of the class-wise gathering
 - Maintenance of discipline
 - List of the activities conducted
- (iv) Procedures of conducting the activity
 - Communication skill

 - Language clarity
 - Readiness of the speaker
 - Capacity of holding the attention of listeners
- (v) Problems encountered during the activity:
- (vi) Solution envisaged relating to the problem:
- (vii) Impact of the activity on school environment

Have the resume' for the all assembly address been appended? Yes/No

Signature of the Teacher Trainee

Signature of Mentor
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Master with office seal

Signature of Supervisor

511.3.2 Format for Reporting about PTA/MTA/SMC meeting

Name of the Teacher Trainee :
Enrolment No. :
Class :Date:

- (i) Description of the preparatory activities for conducting PTA/MTA/SMC meeting:
.....
- (ii) Objectives of the meeting :
- (iii) Steps taken for conducting the meeting:
- (iv) Procedures of conducting the meeting in the school:
- (v) Problems encountered for conducting the meeting :
- (vi) Solution envisaged relating to the problem:
- (vii) Impact of the meeting on school environment:

Signature of the Teacher Trainee

Signature of Mentor

Signature of Supervisor

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with office seal*