



**PALAMURU UNIVERSITY**  
**MAHABUBNAGAR – 509 001 (T.S)**

To  
The Principals  
College(s) of Education  
Under the jurisdiction of Palamuru University

Sir/Madam

**Sub:-** B.Ed III Semester Practical Examinations (Final Lesson), 2015-17 – Schedules of Examination – Regarding.

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You are aware that the existing B.Ed curriculum, 2015-17 includes the Practical Examination (Final Lesson) in the Pedagogy subjects. Practical examinations shall be conducted in Two Phases.

PHASE	DATES
First Phase	27-02-2017 to 03-03-2017
Second Phase	06-03-2015 to 10-03-2017
Hindi Pedagogy	04-03-2017 (For all Phase-I&II) colleges School will be decided by the University
Urdu Pedagogy	13-03-2017 (For all Phase-I&II) colleges School will be decided by the University

You are requested to prepare the practical examination schedules for Pedagogy subjects (along with internal examiners) accordingly as per the format given below:

Name of the College :  
College code :  
Address :  
Subject : Mathematics / Biological Science / Social Studies / Physical Science / English / Telugu / Hindi / Urdu

S. No.	Name of the school	Date of Examination	Time of Examination	Roll No's	Total	Internal Examiner	External Examiner

You can allot a maximum of **6 (Six) Students per sitting 8.30 am to 12.30 pm is considered as one sitting (Morning) and 12.30 pm to 3.30 pm as another sitting (Afternoon)**. You can allot one sitting per day or two sittings per day depending upon the strength of the students. The pedagogy teacher educator of your college will act as Internal Examiner while the university will appoint External Examiner. Prepare separate practical examination schedules for different methodology subjects. **You are advised to allot only one subject for a school on one day, that is, examination for two subjects should not be held simultaneously in the same school on the same day.**

Further, you are requested to submit the **(03) Copies of schedules** of practical examination along with a copy of the Registrar approved staff list and furnish a copy of the **D.E.Os order in which the teacher trainees were allotted for Macro Teaching practice schools and also produce school wise students allotment details of Macro teaching** on or before **17-02-2017** to the **Controller of Examination, P.U, Mahabubnagar.**

**Note :-**

1. Students have present their school certified lesson plan books **(with 30 lessons)** at the time of practical examination and get it certified by both internal and External Examiners of the subject concerned (students without teaching practice will not be allowed for practical examination)
2. Students shall prepare a lesson plan & teaching aids for a topic from the high school for the subject concerned in advance and produce the same on the day of examination.

## **Guidelines for Examiners for conducting Practical Examinations / Final lessons**

1. The internal Examiner shall collect the following Examination material from the Principal of his/her college:
  - i. Attendance Statement
  - ii. D – Forms
  - iii. Remuneration Bills (TA & DA for Internal & External examiner and Chief Superintendents )
  - iv. Award list
2. The Internal examiner shall instruct and ensure with the candidates, the Final lesson plan with teaching aids and Teaching Practice Record of 30 lesson plans (Certified by the Head Master / Head Mistress of the Teaching practice school) in the concerned methodology subjects on the day of Practical examination to present before the external examiner.
3. The examiners shall report to the Chief Superintendent (Head Master / Head Mistress of the school) at least half-an-hour before the schedule time. If the Co-examiner does not report on schedule time, alternate examiner will be appointed in consultation with the District Coordinator & Unit Coordinator. In case of exigencies, the concerned examiner should report in writing assigning valid reasons for his / her absence. Otherwise, university will initiate disciplinary action.
4. The examiner shall take the signatures of the candidates in the prescribed attendance statement and complete the prescribed D-Form for forwarding them to the Unit Coordinator.
5. Every student teacher shall prepare a lesson plan & teaching aids in advance.
6. The examiners (internal & external) shall verify and certify the Teaching Practice Record of 30 lessons of the candidate in the concerned methodology in the proforma given below:

### **CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ bearing Roll No. \_\_\_\_\_ has completed (20) lessons in the Pedagogy of \_\_\_\_\_ in the \_\_\_\_\_ School.

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**Sd/-**  
**Internal Examiner**

**Sd/-**  
**External Examiner**

7. Viva-voce examination will be conducted soon after the completion of examination of the trainees of that batch and he/she should ask only the questions relevant to the lesson given by the trainee. They should abstain from asking any other personal and irrelevant questions. Criticism of teaching personnel of the college should be avoided.
8. The maximum marks for the practical examination (Final lesson) will be fifty (50) marks as detailed below:

i.	For Writing lesson plan	: 10 Marks
ii.	For teaching aids	: 10 Marks
iii.	Class room teaching	: 20 Marks
iv.	Viva-voce Examination	: 10 Marks
	<b>Total</b>	<b>: 50 Marks</b>

The minimum pass marks for the Practical examination is 50% of 50 Marks i.e., 25 Marks

9. The examiners (internal & External) shall assess the performance of the trainees and award marks in award list.
10. The Internal examiner is requested to collect the sealed award lists, remuneration bills, TA & DA bills from external examiner, his / her and Chief Superintendent respectively and submit the same to the Unit Coordinator (Principal of the concerned College of Education)
11. After the Practical Examination, the internal examiners shall instruct the candidates to submit the Teaching Practice Record Book of 30 lessons in their respective colleges.

**Sd/-**  
**Controller of Examinations**  
**Palamuru University**

**PALAMURU UNIVERSITY :: MAHABUBNAGAR**  
**B.Ed PRACTICAL SCHEDULE**

**(Model format-I)**

Name of the college : \_\_\_\_\_ Name of the Pedagogy : \_\_\_\_\_  
College code : \_\_\_\_\_ Name of the Lecturer : \_\_\_\_\_

S. No.	Name of the school	Date of Examination	Time of Examination	Roll No.s	Total	Name of the Internal Examiner with Mobile No.	Name of the External Examiner with mobile No.
01.	----- School	Day1		3299-15-701-001 to 006	06		
02.		Day2					
03.		Day3					
04.		Day4					
05.		Day5					

**Note :-1) 6 students for session (Maximum 2 sessions for a day)**

**2) Students should submit 30 Lesson Plans Record along with certification on the day of the Examination failing which he/ she will not be allowed for Examination.**

**PALAMURU UNIVERSITY :: MAHABUBNAGAR**  
**TEACHING STAFF PROFILE**  
**(Model format-II)**

Name of the College: \_\_\_\_\_

College Code : \_\_\_\_\_

Sl. No.	Name of the Faculty	Name of the Pedagogy	Date of Joining of the College (Approval of the Date)	Total Teaching Experience	Mobile No.	Email id	Photo	Signature

**Note :- 1. (01) Set copy Original and (02) set copies of Xerox copies of Teaching staff profile**  
**2. Copy of the Registrar approved staff list.**