

**Internship in Teaching/Practice Teaching (For CDOE Students)**  
**(Admitted in January, 2025)**

Dear students,

You all are directed to visit your nearby “**Government School**” for one month practice teaching w.e.f.: 9<sup>th</sup> June, 2025 to 29<sup>th</sup> September, 2025. All B.Ed. students are directed to go through a teaching practice for one month (4 weeks) duration during first year of the course. These four weeks shall include an initial phase of two weeks for observing regular classroom transaction process of senior trained teachers (of upper primary or secondary stage of education) of government school only. The candidates will prepare twelve observation lessons (6 in each teaching subject) and get them verified from the concerned subject teacher of the schools. During the remaining two weeks of practice teaching in first year, the candidates are required to deliver 12 macro/practice lessons (6 in each teaching subject) in the same school. The macro/practice lessons will be supervised/assessed by the concerned government school teachers (of upper primary or secondary stage of education) and feedback will be provided to the candidates on his/her performance and shall be countersigned by the school head.

*Katoch*  
*31/05/25*  
Prof. Kuldeep Singh Katoch  
**HoD cum Programme Co-ordinator**  
Department of Education (CDOE)  
H.P. University, Shimla-5

Dated: 31-05-2025

*[Signature]*  
*31/05/2025*  
**Director (CDOE)**

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*[Signature]*  
*31/05/2025*

*Programmer* →

## Certificate by the Head of School

**TO WHOM IT MAY CONCERN**  
*(For CDOE Students Admitted in January, 2025)*

This is to certify that Mr/Ms.....Son/Daughter of Sh.  
..... a student of B. Ed. 1<sup>st</sup> Year, CDOE, H. P. University, Shimla for  
the Academic Session 2024-2025 (Admitted in January 2025) under  
CDOE/University Examination Roll Number.....has  
delivered & completed his/her **12 Macro Teaching Lesson Plans** (6 in each  
teaching subject) and **12 Observation Lessons** (6 in each teaching subject) in this  
school w.e.f.....to .....

Name and Signature of Student

Signature of the Head

Name:

Designation:

Dated:

Rubber Stamp/Seal:

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## Authority Letter

**Centre for Distance and Online Education**  
**Himachal Pradesh University, Summer Hill, Shimla-5**  
(NAAC Accredited "A" Grade University)

**Dated: 31-05-2025**

To  
The Principal/Headmaster

**Subject: Request Letter for One Month Teaching Practice**

**Dear Sir/Madam**


On behalf of Centre for Distance and Online Education (CDOE), Himachal Pradesh University, Shimla, I wish to submit that as per NCTE and university norms, one month teaching practice is mandatory for all B.Ed. 1<sup>st</sup> Year trainees who took admission in B.Ed. programme through CDOE. The main objective of this internship is to orient and train prospective teachers in real classroom settings.

In the light of above one of our student namely Mr/Ms.....Son/Daughter of Sh. .... a student of B. Ed. 1<sup>st</sup> Year, CDOE, H. P. University, Shimla for the Academic Session 2024-2025 (Admitted in January 2025) under CDOE/University Examination Roll Number.....will visits your school for this practical training. Therefore, your good self is requested to provide him/her an opportunity to complete this essential training in your school.

We shall be highly grateful if you kindly provide this opportunity to our student to compete this mandatory training in your school.

Thanking you in anticipation and for soliciting your kind cooperation for the cause of teacher education.

  
HoD cum Programme Co-ordinator

  
Director (CDOE)