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**Internship in Teaching/Practice Teaching (For CDOE Students)
(Admitted in January, 2026)**

Dear students,

You all are directed to visit your nearby “**Government School**” for one month practice teaching w.e.f.:16th June, 2026 to 30th September, 2026. 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.

Ksatoch
26/05/2026
Prof. Kuldeep Singh Katoch
HoD cum Programme Co-ordinator
Department of Education (CDOE)
H.P. University, Shimla-5

Dated: 26-05-2026

[Signature]
Director (CDOE)
C. D. O. E.
Himachal Pradesh University
Shimla-171005

Authority Letter

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

Dated: 26-05-2026

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. 1st 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. 1st Year, CDOE, H. P. University, Shimla for the Academic Session 2025-2026 (Admitted in January 2026) 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.

Keatoh
26/05/2026
HoD cum Programme Co-ordinator

Omey
Director (CDOE)
C. D. O. E.
Himachal Pradesh University
Shimla-171005

Certificate by the Head of School

TO WHOM IT MAY CONCERN
(For CDOE Students Admitted in January, 2026)

This is to certify that Mr./Ms.....Son/Daughter of Sh.
..... a student of B. Ed. 1st Year, CDOE, H. P. University, Shimla for
the Academic Session 2025-2026 (Admitted in January 2026) 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: