

Est.: 1980

Pho.: 08482-235209  
+91-8147671269



**H.K.E. SOCIETY'S**

**BASAVESHWAR COLLEGE OF EDUCATION,**

BVB CAMPUS, MANHALLI ROAD, BIDAR – 585 403 KARNATAKA, INDIA.  
(Recognized by SRC NCTE, New Delhi and Permanent Affiliated to Gulbarga University, Kalaburagi)  
E-Mail: [principalbcebidar@hkes.edu.in](mailto:principalbcebidar@hkes.edu.in), website: [www.hkesbcoebidar.in](http://www.hkesbcoebidar.in)



## CRITERION – II

### TEACHING LEARNING AND EVALUATION



#### 2.4: Competency and Skill Development

**2.4.12: Performance of students during internship is assessed by the institution in terms of observations of different persons**

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## INDEX

Sl. No.	Particulars
B	Assessment Criteria

  
**IQAC Coordinator**  
H.K.E.S. Basaveshwar College of Education  
BIDAR - 585 403 (Karnataka)

  
**PRINCIPAL**  
H.K.E.S. Basaveshwar College  
of Education, BIDAR

**H K E SOCIETYS**  
**BASAVESHWARA COLLEGE OF EDUCATION BIDAR**

CODE B 2209

REG NO:-

ROLL NO :

**B.ED IVth SEMESTER**

**LIST OF DOCUMENTS**

SL No	Subjects	No Of Records
01	Gender, School & Society	
02	Educational Management & Organization	
03	Method -I	
04	Method-II	
05	Reflective Reading & Writing 1. Group Activity 2. Criticism	
<b>Activities</b>		
06	School Authority	
07	School Academic Records	
08	Observing Various School Programs	
09	School Calendar & Time Table	
10	School Assembly	
11	SDMC Or Parent Teacher Meeting	
12	Observing Mentor Classes Method-I & Method-II	
13	Observing Headmaster Class	

14	Visit Near By School	
15	Visit Special School	
16	Visit Residential School	
17	Visit To BEO Office/ BRC/DIET/CTE	
18	Institutional Report	
19	5E Based Lesson Plans Method-I & Method-II	
20	Innovative Based Lesson Plan Method-I & Method-II	
21	Unit Test Method-I & Method-II	
22	Diagnostic Test Method-I & Method-II	
23	Remedial Teaching Method-I & Method-II	
24	Improvised Teaching Aids	
25	Co-curriculum Activities	
26	Cultural Activities	
27	School Exhibition	
28	Action Research	
29	Image Charts Method-I & Method-II	

NAME :

SIGNATURE

# Gulbarga University Kalaburagi.

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

Date of Exhibition:

## Evaluation Format of School Records

Sl.No	Criteria to be observed	Grades
1	Importance of School records	A/B/C/D/E
2	Types of School records	A/B/C/D/E
3	Format of School Records observe by you ( minimum 3 photos of records to be paste)	A/B/C/D/E
4	Importance of School record observed by you	A/B/C/D/E

Overall Grade:

Signature of Headmaster/Mentor

School Seal

# **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

## **REPORT FORMAT OF SCHOOL RECORDS**

1. Introduction

2. Meaning

- Records
- School Records

3. Importance of School Records:

- Administrative purpose
- Self evaluation purpose
- Feedback purpose
- Planning purpose

4. Types of School records:

Government Records

Non Government Records

5. Format of School Records observed by you

(Paste photo copy of it; minimum 3 records)

6. Significance of School records observed by you

7. Conclusion

8. References

# FORMAL INTERACTION WITH SCHOOL AUTHORITIES AND SCHOOL STUDENTS

## Interaction with school authorities

1. Establishment of school history.
  2. Physical resources.
  3. Human resources
    - a. staff
    - b. students.
  4. Financial resources
  5. Functioning of school
  6. Examination / evaluation
- 
- I. History/ establishment of school
  - II. Physical resources.
    - a. Total land area
    - b. Number of classrooms
    - c. Head master room/office
    - d. Staff room
    - e. Play ground
    - f. Toilet facilities
  - III. Human resources
    - a. Management
    - b. Head master/mistress
      1. Name
      2. Designation
      3. Qualification
      4. Experience
      5. Subjects taught in school
      6. Special achievements.

c. Staff-1

- 1..Name
- 2.Designation
- 3.Qualifications
- 4.Experience
- 5.Subject taught in school
- 6.Special achievements

d. Staff -2

e. Staff – 3

f. Staff -4

g. Staff-5

h. Staff-6

i. Staff-7

j. Non teaching staff

4. Financial resources

Preparation of budget

5. Functioning of the school

- a. School calendar
- b. Time table
- c. Records and registers
- d. Parent teachers asocial and activities
- e. Curricular and co-curricular activities plan

6. Examination/Evaluation.

- a) Unit test
- b) Semester exams
- c) Preparatory exams
- d) Half yearly exams
- e) Annual examinations



## Gulbarga University Kalaburagi.

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

Date of Exhibition:

### Evaluation Format of Exhibition of teaching aids in Schools

Sl.No	Criteria to be observed	Grades
1	Organization	A/B/C/D/E
2	Teaching aid selection	A/B/C/D/E
3	Presentation	A/B/C/D/E
4	Types of teaching aids	A/B/C/D/E

Overall Grade:

Signature of Headmaster/Mentor

School Seal

# Gulbarga University Kalaburagi.

## Evaluation Tool (Mentor Teacher's Lesson)

Name of the Teacher

Class & Division:

School:

Date:

Sub:

Topic:

S.No.	Items	A	B	C	D	E
1	Organization of the Content					
2	Introduction of the Lesson					
3	Questioning Technique					
4	Pupils Participation					
5	Content Presentation					
6	Use of Teaching Aids					
7	Innovation's used					
8	Use of 5 E's					
9	Teacher's Personality					
10	Classroom Management					

Merits:-

Suggestions:-

Overall Grade:- A/B/C/D/E

Signature  
(Headmaster/Mentor School with Seal)

# Gulbarga University Kalaburagi.

## School Head Master (HM) Assessment Schedule

S.No	Points to be Observed	Grades
1	Regularity	A/B/C/D/E
2	Punctuality	A/B/C/D/E
3	Involvement in school activities	A/B/C/D/E
4	Discipline	A/B/C/D/E
5	Teaching	A/B/C/D/E
6	Interaction with student's and Others	A/B/C/D/E
7	Adjustment with school environment	A/B/C/D/E
8	Personality	A/B/C/D/E
<b>Total</b>		A/B/C/D/E

Overall Grade

Signature  
(Headmaster/Mentor School with Seal)

School Seal

# Visiting to Residential School

Morarji Desai Residential School (MDRS)/Navoday School/ Kittur Channam School/ Other Residential School.

## Suggestive format for visiting residential School

1. Introduction : About Moraji Desai Residential School:
2. Aims of MDRSs
3. Special Features of MDRSs
4. Admission procedure to MDRSs
5. Curriculum in MDRSs
6. Recruitment of Principal
7. Recruitment of Teacher
8. Administration and Organization setup of MDRSs
9. The Scheme in Action

(a) Students, teachers and School Building

(b) Number of talukas Covered and Percentage Coverage of Moraji Desai Residential Schools during 2016-2017

(C) The class-wise enrolment of students in MDRSs of \_\_\_\_\_ as on Nov/.2017.

(d) Pace-Setting Activities Undertaken by the Schools

10. Conclusion:

11. Reference:

# Gulbarga University Kalaburagi.

## Evaluation Format of improvised teaching aids

Name of the Teacher Trainee:

Roll No:

Subject:

Date:

Name of the School:

S.No	Content	Marks/Grade (PSS-I)	Marks/Grade (PSS-II)
1	Selection	A/B/C/D/E	A/B/C/D/E
2	Appropriateness to the content	A/B/C/D/E	A/B/C/D/E
3	Size and colour combination	A/B/C/D/E	A/B/C/D/E
4	Clarity	A/B/C/D/E	A/B/C/D/E
5	Usage	A/B/C/D/E	A/B/C/D/E

Overall Grade

Signature of Headmaster/Mentor

School Seal

# **Gulbarga University Kalaburagi.**

## **Report Format of preparation of content based improvised Teaching Aids**

### **PSS-I and PSS-II**

1. Introduction
2. Meaning of improvised teaching aids
3. Steps in preparing improvised teaching aids
4. Usage of improvised teaching aids
5. Effectiveness of improvised teaching aids
6. Conclusion

## **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

### **REPORT FORMAT OF GOVERNMENT SCHOOL PROGRAMME**

#### **Introduction**

- I. (List of Government School programmes)
- II. Select any two programme (Write its History, purpose /objectives)
- III. Implantation of School programme  
(Discuss with Statistical figures)
- IV. Educational implications
- V. Conclusion
- VI. References

# **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

## **REPORT FORMAT OF SCHOOL TIME TABLE AND CALENDAR**

1. Introduction

2. Meaning

- School Calendar
- School Time table

3. Types of Tables( With formats)

4. Importance

- i. School Calendar
- ii. School Time Table

5. Conclusion



# **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

## **REPORT FORMAT OF DIAGNOSTIC TEST**

- I. Introduction
- II. Meaning & Definitions
- III. Objectives:
- IV. Blue print and Question paper:
- V. Analysis of results area wise
- VI. Identify problematic areas -
- VII. Preparation remedial material and Implementation
- VIII. Evaluating Effectiveness of Remedial class ( Test)
- IX. Conclusion
- X. References

## Gulbarga University Kalaburagi.

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

### EVALUATION FORMAT OF DIAGNOSTIC REPORT:-

Sl.No	Criteria to be observed	Grades
1	Objectives of Diagnostic test	A/B/C/D/E
2	Blue print and Question paper	A/B/C/D/E
3	Area wise analysis of results	A/B/C/D/E
4	Areas diagnosed	A/B/C/D/E
5	Remedial measures on the diagnosed area	A/B/C/D/E
6	Implementation	A/B/C/D/E

Overall Grade

Signature of Headmaster/mentor

School Seal

## **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

No of Participants;

Subject:

Activity:

### **REPORT FORMAT OF CULTURAL ACTIVITIES**

#### **Introduction**

- I. Focus Area:-
- II. Objectives:
- III. Planning & Preparation:
- IV. Involvement of students;
- V. Precautions;-
- VI. Equipments:-
- VII. Procedure and Rules:-
- VIII. Opinion of the Students
- IX. Results Sheets:-
- X. Conclusion
- XI. References

## Gulbarga University Kalaburagi.

Name of the Teacher Trainee:

Roll No;

Name of the School:

No of Participants;

Subject:

Activity:

### EVALUATION FORMAT OF CULTURAL ACTIVITIES

Sl.No	Criteria to be observed	Grades
1	Significance of Activity	A/B/C/D/E
2	Quality of Preparation	A/B/C/D/E
3	Organization of Activity	A/B/C/D/E
4	Reporting	A/B/C/D/E

Overall Grade

Signature of Headmaster/mentor

School Seal

## Interview Protocol for Parents

Name of Parent: \_\_\_\_\_

Name of locality : \_\_\_\_\_

Respected Parents

I undersigned that Mr/Mrs \_\_\_\_\_ Register number \_\_\_\_\_  
Studying in HKE Society's Basaveshwara College of Education, Bidar. I under taken an Activity  
for the partial fulfillment of B.Ed course affiliated to Gulbarga University Kalaburgi.

Thank you for agreeing to talk with me, I just want to let you know that there are no right or  
wrong answers and every parent is different, I will not be evaluating you all, I am just trying to  
get a picture of parent teacher relationships in schools.

1. In what grade/s do you have children?

2. How is your child doing in school?

a. Good.            b. Bad.            c. Can't say

3. Tell me about your Childs class teacher you like ?

a. Yes    b. No

If Yes

4. Why you like about your child class teachers?

\_\_\_\_\_

If you No for the question 3.

5. Why you do not like about your child class teacher?

\_\_\_\_\_

6. What are the ways in which you communicate with teachers about your child  
performance in school ?

a. Email    b. phone SMS    c. Phone Call    d. In personal

7. Does the schoolteacher receive your phone call and immediacy give feed back about your child performance in school?

a. Yes      b. No.      c. Can't say

8. Suppose you not attended student's parent meeting does schoolteacher communicate you later?

a. Yes.              B. No.

9. Do you feel parents meeting concerning about child welfare adequately?

a. Yes.      B. No.              c. Can't say

10. If your answer is yes. State what kind of measures taken in meeting to achieve child's welfare in school.

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## Interview Protocol for Teachers

Name of School teacher: : \_\_\_\_\_

Name of School : \_\_\_\_\_

Respected Teachers,

I undersigned that Mr/Mrs \_\_\_\_\_ Register number \_\_\_\_\_

Studying in HKE Society's Basaveshwara College of Education, Bidar. I under taken an Activity for the partial fulfillment of B.Ed course affiliated to Gulbarga University Kalaburgi.

Thank you for agreeing to talk with me, I just want to let you know that there is no right or wrong answers and every teacher is different, I will not be evaluating you all, I am just trying to get a picture of parent teacher relationships in schools.

1. What grade/s do you teach?
  - a. Lower primary b. Higher primary c. High School. d. Secondary level.
2. What are the ways in which you communicate with parents?
  - a. Email./way to SMS b. Dairy c. Phone d. In person
3. Do you give out your cell phone number or home phone number to parents?
  - a. YES b. NO

If yes
4. If parents call phone to you at after the school time would you receive the phone?
  - a. Yes B. No
5. What kind of information do you solicit from parents?

6. What kind of information do parents offer you?

7. Can you describe the kind of relationships you have with parents?

8. How does your school/principal feel about relationships/interactions with parents,

a. Very Good

b. Good C. Not Good d. Can't say

9. Do you show all test paper scripts of child to parents and discuss about child performances.

a) Yes b) No c) Can't say

10. If any of parent disappoint about their child poor performance, what kind of suggestion you would like give them to improve their child performance?.

11. In Parent -teacher meeting what kind issues will discuss.

a. Student's results b. Administrative Issues c. Student's problems. d) All these



## **Suggestive format for SDMC/ Parent Teacher Association**

1. Cover Page
2. Title Page
3. Certificate
4. Declaration
5. Content/Index
6. Introduction
7. Importance
8. Objectives
9. Methodological procedure/stages/phases/Nature of activity
10. Conclusion
11. Attach enclosures if necessary
12. References

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# Gulbarga University Kalaburagi.

## Evaluation Tool (5 E's)

Name of the Student Teacher:

Roll no:

School:

Class & Division:

Sub:

Date:

Topic:

S.No	Criteria's	Description	Grades				
			A	B	C	D	E
1	Appropriateness of Instructional Objectives of the Organization of the Content						
2	Introduction of the Lesson						
3	Questioning Technique						
4	Pupils Responses						
5	Content Presentation						
6	Appropriate Use of Teaching Aids						
7	Innovation's used/Use of 5 E's						
8	Recapitulations						
9	Evaluation/H.W						
10	Teachers Personality						
11	Student Teachers Interaction						
12	Overall						

Suggestions:-

Overall Grade:- A/B/C/D/E

Signature of the Mentor with Seal

# **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

## **REPORT FORMAT OF SCHOOL ASSEMBLY**

### Introduction

- I. Meaning
- II. Definitions
- III. Objectives:
- IV. Importance
- V. Precautions/ Guidelines for making Assembly programmes ;-
- VI. Benefits for students -
- VII. Conclusion
- VIII. References

## Gulbarga University Kalaburagi.

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

### EVALUATION FORMAT OF SCHOOL ASSEMBLY

Sl.No	Criteria to be observed	Grades
1	Discipline	A/B/C/D/E
2	Time duration	A/B/C/D/E
3	Leadership	A/B/C/D/E
4	Cooperation	A/B/C/D/E
5	Report reading	A/B/C/D/E

Overall Grade

Signature of Headmaster/mentor

School Seal

# Visiting to Residential School

Morarji Desai Residential School (MDRS)/Navoday School/ Kittur Channam School/ Other Residential School.

## Suggestive format for visiting residential School

1. Introduction : About Morarji Desai Residential School:
2. Aims of MDRSs
3. Special Features of MDRSs
4. Admission procedure to MDRSs
5. Curriculum in MDRSs
6. Recruitment of Principal
7. Recruitment of Teacher
8. Administration and Organization setup of MDRSs
9. The Scheme in Action

(a) Students, teachers and School Building

(b) Number of talukas Covered and Percentage Coverage of Morarji Desai Residential

Schools during 2016-2017

( C ) The class-wise enrolment of students in MDRSs of \_\_\_\_\_ as on Nov/.2017.

(d) Pace-Setting Activities Undertaken by the Schools

10. Conclusion:

11. Reference:

## Visit to special school

Institution name:-

School name:-

Type of school: – dumb/deaf/blind/juvenile alignment /me/vi/any other

Year of establishment:-

Place:-

Date of visit:-

Head of the institution:-

Physical infrastructure /resources

Academic entities/resources

Material resources/equipments

Methodology

Evaluation

Physical infrastructure:-

Adequate land area

Classrooms with ramp

Staff room

Office

Play ground

Hostel

Academic entities resources:-

Human resources:-

Institution head/headmaster:-

Name:-

Qualification:-

Experience:-

Staff:-

S.No	Name	Designation	Qualification	Experience	Any other
1					
2					
3					

Material resources:-/Equipments

1. Brail
2. Large print textbook
3. Audio books
4. Speech software
5. Hearing instruments
6. Playing tools.

Methodology:- Speech and Language

Deaf students:- Audiology

1. Inclusion:- Deaf students with non deaf students

2. Main streaming:-

3. Segregation:-

4. Exclusion:-

Deaf student unable to receive any instruction in any school is excluded from school

Physical challenges:-

Physiotherapy occupational therapy

Wheel chair across, outdoor and indoor playing

Dumb- speech and language pathology -

Audiology -

Evaluation:-

Screening test

Individual intelligence tests

Developmental assessments

Individual re-academic achievements tests

Adoptive behavioral scale

Curriculum bases assessments

End of grade/end of courses.

# **Gulbarga University Kalaburagi.**

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

## **REPORT FORMAT OF Visit to B.EO office/ CRC/DIET**

### Introduction

- I. Write brief introduction about you visited to above any of office
- II. Structure of B.E.O/ CRC/ DIET office.
- III. Administrative function of B.E.O/ BRC/ DIET.
- IV. Program initiated to bring quality improve of education.
- V. Write any two programmes initiated by B.E.O/ BRC/ DIET.
- VI. Challenges/ problems of B.E.O DIET in quality improvement of School Education.
- VII. Educational implications
- VIII. Conclusion
- IX. References



# Gulbarga University Kalaburagi.

Name of the Teacher Trainee:

Roll No;

Name of the School:

Subject:

## EVALUATION FORMAT OF VISIT TO B.E.O./ BRC/DIET. REPORT:-

Sl.No	Criteria to be observed	Grades
1	Introduction	A/B/C/D/E
2	Structure of B.E.O/ CRC/DIET Office.	A/B/C/D/E
3	Administrative function of B.E.O/ BRC/ DIET	A/B/C/D/E
4	Program initiated to bring quality improve of education	A/B/C/D/E
5	Write any two programmes initiated by B.E.O/ BRC/ DIET.	A/B/C/D/E
6	Challenges/ problems of B.E.O DIET in quality improvement of School Education	A/B/C/D/E
7	Educational implications	A/B/C/D/E

Overall Grade

Signature of Headmaster/mentor

School Seal