

Hanuman Vyayam Shala Krida Mandal's Physical Education College,

Plot No.P-10, 11 MIDC Lohara, Yavatmal

(Affiliated to Amravati University Amravati and recognized by N.C.T.E.)

Practice Teaching School

- 1] Yavatmal Public School
- 2] Sai Vidyalaya
- 3] Veena Devi Darda English Medium School


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Policy and Procedure
Practice Teaching



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Physical Education College, Lohara Yavatmal 445 102

[Maharashtra]

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INTRODUCTION

Practice lesson in the college of teacher education is a very important component of the curriculum. Practice lesson are to be given to the students in both theoretical and practical parts, Micro teaching, Bridge lesson and practice lessons are various components of the lesson. Hanuman Vyayam Shala Krida Mandal Physical Education College make systematic efforts provide students with lesson experiences in different situations. The lesson policy and

procedures are as follows :

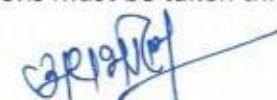
1. Use different teaching methods.
2. Implement various activates to develop lesson skills.
3. Conduct expert guidance, visits, sample lessons, videos, seminars for skill development.
4. For Physical Education Lessons conduct exhibition of guided equipment bibliography, etc.
5. Give them experience in various schools & in different challenging situations.
6. Give them a change to experiment the knowledge undertaking they gained in our college regarding physical education.
7. Provide opportunities for children who are deprived of physical education to reach out to the grassroots through various physical education activities.
8. Make them able to meet the colleges of different situations in the society.
9. Provide hands on experience in conducting physical education for special students.

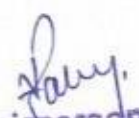
Process of Teaching Program:

The following needs to be done to inculcate in the student teacher all the qualities required in a future ideal teacher through various activities.

1. To give complete information to the students and teachers of B.P.E.S., B.P.Ed., M.P.Ed. at the beginning of the college about the lessons in the curriculum .
2. In a two years course- B.P.Ed. & M.P.Ed. & in three years course of B.P.E.S. no.of lessons must be taken through out the session.

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3. To provide complete information regarding different types of games
4. To give information about the lessons to be taken on specific lesson.
5. The head of the department should give detailed information about the total.
6. After the students and teachers have decided on the subject (preferably according to the subject) in groups by 10:1 guide to determine the guide for each group.
7. To provide all kinds of guidance to be small groups of 10 students teachers and 1 guide as per the time taken by the concerned guiding professors in two & three years.

Demo lesson of micro-teaching:

1. According to each of the skills in micro teaching the professors should take the Demo micro-teaching lesson together in the classroom for the student teachers of all the subject.
2. For example; various skills in micro-teaching (2 lessons for each skill for five minutes) board writing : 1 Question method; 2. Explanation ; 3 Never changes: and bridge lesson (twenty minutes lessons combined with all the above skills)
3. After this, the group should take a sample lesson of all the above skills according to the subject (if required, the respective professors of their respective subject) and discuss the subject matter wisely.
4. Only one lesson of each skill should be shown in a day.
5. How to write the lesson note in a lesson notebook; Student teachers should also be given detailed information on how to observe it, how to report it.
6. Also, the doubts raised by the student teachers should be resolved through discussion.
7. Lessons should be completed on the peer group with guidance at the time fixed according to the daily schedule.

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Sample teaching of student teachers before starting the lesson:

1. First the student teacher should check the rough lesson note and then the guide should check and suggest the corrections. Teacher should guide the student how to write the lesson note in the lesson notebook. Later the student should make it fair in the lesson notebook.
2. Student teachers should decide the lesson component by discussing with the concerned professor for which skill-based lesson to take.
3. The rough lesson note of the lesson should be checked by the concerned professor.
4. To make it easier for student and teachers to take lessons, guides should use some methods/ tricks to give them the courage to come forward and speak:
 - First ask for his opinion on a subject, tell a story, have a discussion, write a panel, sing, gestures etc.
 - Make the student teachers capable of speaking in front of everyone. Helping to adopt to the new environment.
 - Build their confidence through guidance.
 - To help the student teacher if he/ she is under pressure. Giving time.
 - Complete the lessons on time as per the scheduled timetable.
 - Conduct workshops for student teacher on how to use educational tools for lessons.
 - Organize the library exhibition to understand the reference material.
 - Invite different people to gather their thoughts.
 - Working to improve the language style of the student teacher.
5. Demonstrating sample lessons to school children on how to take lesson in a school environment.
6. Lesson department heads to get permission from various schools and student teacher lesson planning.
 - Student teacher to take only one practice lesson each week.
 - 15 days in advance by the Head of the lesson department to display the panned timetable of the school, class, detachment, time, who will be the supervising professor on the notice board.

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- Asking the student teacher to go to the school and meet the concerned school teacher and what element of his/ her subject should be taught.
- Explain how to prepare component lesson note in consultation with relevant mentor professors.
- Inspecting the lesson note by the guiding professor and making the suggested changes, and showing the lesson note again.
- Note down the permanent lesson note only after the guide has given permission for the lesson note to be fixed.
- Obtaining the signature of the guiding professor on the fixed lesson note.
- Every student teacher goes to school as per the scheduled schedule and takes school lessons.
- Each professor observes the lessons of at last five students and gives notes in the student teachers notebook and tells the student teacher who is improving the lesson and the good things. Also giving marks and signing.
- In case the confidence student teacher by encouraging him/her if he/she is not confident while taking lessons. But if he seems to be lacking in confidence, talk to him and help him make the right changes.
- Peer group student teachers also help you in your teaching by observing the lessons of another student teacher in your subject and writing in your own notebook and discussing your observations with the learner and getting his/her signature.
- After the lesson, the subject guides discuss the observations in the peer group and guide them on how to make the expected changes.
- Complete physical education practice lesson in the same way as school lessons in each session.
- Physical Education Micro Teaching Skills Lessons 1) introductory/ Special Movements 2) Demonstration Skills 3) Practice Skill 4) Planning Skills Lessons
- When teaching micro-teaching physical education to a group of peers, make a group of at least fifteen students in a group.
- Practicing physical education lessons in school, however, divided into two classes by one student teacher.

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- To take a lesson, the lessons should be conducted only on student.
- There should be at least 20 student in the class for physical education lessons
- To give students experience in different types of schools for practice lessons while planning lessons.
- (Girls only, boys only, boys and girls together, Municipal, Zill Parishad, as well as literature, grounds and not. Giving experience of various schools with and without good physical education)
- To take lessons on special children's group and to take lessons on full 60 students.
- To take material from the college in the group and return it in proper condition.
- All the rules to be followed by the students in school and physical education will be binding on the students and teachers.
- The Head of lessons department should explain to the students and teachers all the rules and regulations of the college.
- Students and teachers will be bound to follow the rules of conduct while taking lessons in school as well as physical education. To give advance notice to every student teacher in this regard.
- The head of the lesson department should inform the student teacher in advance about the consequences of breaking the rules.

Terms of Reference :

- Compulsory completion of all lessons and observation as per course session
- Attend and complete all lessons as scheduled
- In case of absence, it is mandatory to seek the permission of the concerned group head professor, as well as the head of the lessons department if taking lessons in the school.
- If the lesson is absent without permission, and the reasons is not satisfactory, the lesson should be completed.
- The student teacher should be informed in advance that if the lesson is absent the minimum marks or marks will not be obtained.


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- The principal, the head of the department and the concerned professors will have the right to decide on the marks according to the situation by giving prior idea to the student teacher.
- The course should be completed with the signature of the professor within the allotted time.
- If the material provided for the physical education lesson is not returned, the material should be reimbursed by the concerned student or group.

Absent from lessons due to sports and other reasons :

- Lessons will be taken only if the student teacher has taken permission from the college to play for university competitions, if not allowed, lessons will not be taken again.
- If the student teacher is unable to take the lesson due to illness or other reasons the sudden reason for his absence should be taken in writing and confirmed by the principal as well as the head of the lesson department and the student should be given a chance.
- If the student does not complete the lesson despite the opportunity, he should be given a letter in writing.
- If the lesson is not completed even after this, his parents should be called, and an understanding of the results should be given.
- Inner work should be criticized for being incomplete. Accordingly, no marks of that student teacher should be sent.

General rules regarding student-teacher behavior :

- Student teacher should complete all the lessons included in the syllabus within the stipulated time.
- If the lesson is not completed as per the result, (if the internal work is incomplete) the internal committee should give such remarks. Accordingly, no marks of that student teacher should be sent to the university.
- It is also mandatory for student teacher to teach school physical education within the uniform prescribed by the college.


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- It is mandatory for student teacher to have proper hairstyles. (Beard should not be grown-cutting should be fine)
- Do not wait too long on the school premises without permission except for lesson.
- Do not raise your hand to hit any student during the lesson.
- Do not give or ask personal information to any student during the lesson.
- Contact the concerned professors in case of any difficulty.
- Student teachers should not make any decisions on their own
- It is excepted to behave in a proper and disciplined manner with the students and teachers of the school while taking lesson in the school.
- In case of any violation of school rules during the lesson and any complaint against the concerned student teacher, the seriousness of the complaint should be taken into consideration and severe punishment should be given by the college.

Student Service Program Method and Rules :

- For the student service program, student teachers will be allowed to choose a school near their home, as well as outside the village if they have a student teacher.
- After the student teacher gives the name of the school, the head of the lesson department should contact the concerned school and fix the student service program of that student teacher.
- Student teachers will not be able to take lessons in the school where the persons in the relationship is working.
- The college will have the authority to determine the school for the student service program. Student will not be able to insist on the school they suggest.
- No student teacher can go to school for student service without the permission letter of the college as well as the letter of permission given by the school for student service.
- In case of any written complaint from the school, the principal, the head of the lesson department and the head of the concerned group should discuss and cancel the student service program of this student teacher if necessary.


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- The cost of any kind of travel will be the student teacher's own.
- If the student teacher is out of town after receiving the complaint, it is mandatory to attend college within 24 hours and if he is in Yavatmal immediately.
- Student teacher must be present in the college when called by the college.
- All school and college rules will be binding on student teachers.
- In case of any harassment or misbehavior in the school assigned to the student teachers, immediately contact the Principal, Head of lesson.
- In student service, without the permission of the headmaster, the student teacher should not leave the school and go anywhere at the behest of other teachers. (Travel, Competition)
- In case of personal difficulty, leave should be sanctioned with the prior permission of the headmaster and the concerned headmaster should also be informed accordingly.
- Do not ask for personal information of students and do not give your own information.
- Student teacher should not help anyone in the school without the permission of the headmaster, (Shoes, clothes, money or other help)
- Any misconduct, indecent, obscene, indecent behavior should be dealt with as per the rules of the college, or the complaint should be removed from the college if it is more serious.
- It is mandatory to complete all the aspects of the student service program given in the syllabus within the time given by the student teachers.
- It is mandatory to submit the complete report of the program on the day fixed by the college as soon as the student service program is over.
- Giving hands on experience in various educational and sports activities (Sports Day, Yoga Day, Sports Tests, National Day, Group Exercise) through practice lesson and student service in schools.


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Teaching Skill Development Programme

Important guidelines to be followed for conduct of practice teaching lessons

A. Regarding optional subject lessons :

1. Every candidate must undergo the micro-teaching program in method of optional subject and complete 6 micro lessons, 1 integration lesson and simulation lessons.
2. Total number of theory lessons to be conducted during the three semesters, in optional subject is 14. Out of which 12 will be based on the content matter of the selected method and 2 lessons will be based theory of physical education.
3. Lessons using different methods-Each student teacher will conduct at least two lessons using different methods. (2 lessons)
4. Lessons on value education-Each student teacher will conduct one lesson focusing on value education. The candidate may integrate the content matter of the chosen method with value education. (1lesson)
5. Lesson on theory of physical education-Each student teacher will conduct two lessons based on relevant theoretical aspects of physical education. (2 lessons)

B. Regarding Physical Education Lesson :

1. Every candidate must undergo the micro-teaching program in method of physical education and complete 6 micro lessons, 1 integration lesson and 2 simulation lesson.
2. Total number of practical lessons in physical education during the last two semesters is 24.
3. Lessons in physical education practical-student teacher is required to conduct 4 practice teaching lessons in physical education on the primary classes i.e. grade 1 to grade V. The lessons should be based on the content of fundamental motor skill development and movement concept development.
4. Each student teacher will conduct the remaining practice lessons based on the current school curriculum in real school settings. These lessons are to be given in the secondary school i.e. STd. VI to X.
5. Each student teacher is required to conduct at least 1 practice teaching lesson in physical education on a large class size or 1 practice teaching lesson in physical education on differently abled students/ special children.

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6. Student teacher must design and develop at least two progressive lesson plans based on a same unit. All such lessons from this unit plan should be preferably conducted on the same group of students.
7. For none of the lessons student teacher should employ team teaching technique. Conducting a mass activity or setting up a mass demonstration will be considered as a lesson.
8. The candidate may select any activity from the giving list or area of expertise if any for the unit plan development.
9. Practice teaching lessons in Physical Education should be based on various activates given in the groups below. From the total lessons, the student teacher is required to take minimum one lesson each from each of the groups given below :
 - i. Athletics, gymnastics, combative
 - ii. Games & sports skill teaching/modified game
 - iii. Demonstrative activities- Light apparatus, lezium, marching, dance, aerobics, yoga.
 - iv. Competencies- fundamental movements, movement concept.
 - v. Fitness- HRPF, SRPF


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