

KUVEMPU UNIVERSITY

Functions , Responsibilities of Quality Assessment Committee and Colleges of Education :

As per the the Kuvempu University Two Year B.Ed. Programme Regulations - (Semester Scheme)-2015-16

There shall be a Quality Assessment Committee to review and advice and monitor the internal assessment marks of Internship and Practicum.

1. Chairman:

Dean, Faculty of Education / senior most Teacher of College of Education by Rotation shall be the chairman of the Quality Assessment Committee

2. Three senior most faculties with minimum 10 years' experience on the gradation list on seniority cum rotation, one from science faculty and one from arts faculty will be the members of the Quality Assessment Committee.
3. The Principal of the visiting college shall be co-opted if he/she is not already a member of the board. The membership of such principal is limited to his/her college.
4. In the event of number of colleges of Education increasing beyond 10 additional Quality Assessment Committee shall be constituted by Kuvempu University. Further the additional committee will consist of new members as mentioned above.
5. The candidate has to appear before the Quality Assessment Committee and submit all the records during the first attempt. There is no provision for submission of records in the forth coming visits of the QAC.
6. The Quality Assessment Committee constituted shall visit the B.Ed. colleges of Kuvempu University during the end of each semester for all the four semesters. The committee that has visited a college in the first semester shall visit the same college in all the other semesters.

Functions and activities of Quality Assessment Committee

I. Responsibilities of the Dean of Faculty

1. The Dean of the Faculty will prepare the visit schedule of the QAC and circulate it to the colleges at least one week before the scheduled visit starts
2. A joint meeting of the Quality assessment committees will be convened before the start of scheduled visit and the members will be informed about the process of assessment and the proformas of assessment will be provided to the members and

3. After the completion of scheduled visit to all the colleges, a final meeting of both the committees will be convened by the Dean and assessment will be finalised after thorough discussions. The same will be communicated by the Dean to the respective colleges and inform them to upload the modified statement of internal marks to the Registrar Evaluation by following the scheduled procedures. A Hard copy of the modified statement of marks should be sent to the Dean, Faculty of Education, Kuvempu University, which will be forwarded to the Registrar (Evaluation) Kuvempu University.

II. Responsibilities of the QAC members visiting the Colleges

1. The Chairman of the committee shall introduce himself/herself and the members of the committee to the teachers and students of the concerned college
2. After the introduction the committee based on allotment of IA marks statement randomly identify 10% of the total no of students from all the subject specialiation giving equal representation to the optional subjects, high/middle and low scorers/male and female students and inform them to be ready for a brief interaction with the members of the committee.
3. The committee members based on their specialisation subjects will verify the records displayed by all the students and provided by the principal and teachers by random method. Seek clarifications wherever necessary.
4. In the end the committee members briefly interact with the selected students regarding their practicum work to identify the authenticity and originality of the work done by the candidates. And finally the committee members may conduct an exit meeting with the teachers of the concerned college and provide further suggestions regarding the modification of IA if necessary to the teachers.
5. The committee members shall record their observation in the proforma provided and submit it to the committee chairman on the same day.

RECORDS AND DOCUMENTS TO BE PROVIDED BY THE B.ED COLLEGES TO THE QUALITY ASSESSMENT COMMITTEE DURING THE VISIT TO RESPECTIVE COLLEGES

I SEMESTER

Sl. No	Subject and code	Documents to be made available		Max Marks	Arrangement and Display of Records
		By Principal/Teacher Educators	By Student-Teachers		
1	<ul style="list-style-type: none"> • PEC 1-Knowledge and Curriculum • PEC 2-Psychology of the Learner • PEC 3-Information and Communication Technology 	Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record Tutorial Time Table.	1. Practicum record book with the signature of the concerned teacher and countersigned by the Principal 2. Tutorial Record book	Test: 10 Practicum: 10 Tutorials: 05 Total: 25 for each PEC subject 25 X 03 = 75	Practicum record books and tutorial record books of all the students should be arranged Subject-wise, register/Roll Number wise in one place in a room
2	EPC 1-Language Across the Curriculum	Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record	Practicum record book with the signature of the concerned teacher and countersigned by the Principal	Test: 05 Practicum: 05 Total: 10	Practicum record books of all the should be arranged register/Roll Number wise in one place in a room
3	Optional Courses	Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record	Practicum record book with the signature of the concerned teacher and countersigned by the Principal	Test: 05 Practicum: 05 Total: 10	Practicum record books of all the students of the each optional subject should be arranged register/Roll Number wise in one place in a room
4	Internship of Two Weeks	<ul style="list-style-type: none"> • Teachers visit book or any other record as proof of teacher-educators visit to the schools • Proof of Students Allotment to the schools(Allotment chart or any other record) • Teachers allotment time table • School Selection permission from the BEO • Students internship 	Observation report of school activities, teachers lesson observation with the signature of the concerned subject teacher educators and countersigned by the College principal	10	The record books of all the students of the each Pedagogical subject should be arranged Subject wise register/Roll Number wise in one place in a room

		attendance Book			
5			Content analysis record of text books of the concerned pedagogical subjects with the signature of the concerned subject teacher educators and countersigned by the College principal	5+5= 10 (5 per pedagogical subject)	
6		<ul style="list-style-type: none"> Teachers visit book or any other record as proof of teacher-educators visit to the schools Proof of Students Allotment to the schools, Consent letters from the allotted school Heads.(or any other suitable record) 	A brief report or collate of documents regarding school system, school calendar, Administration, Admission, Curriculum, School activities, Acquainting with apex bodies . with the signature of the concerned subject teacher educators and countersigned by the College principal	05	
7		CCA, SUPW & Physical and Health Education Grade List	CCA, SUPW and Physical and Health Education Report CTC and Field Trip Experience Report (First or Second Sem)		
8	College General and Method wise attendance				
TOTAL Internship Marks				25	
TOTAL INTERNAL MARKS FOR THE 1st SEMESTER				125	

II SEMESTER

Sl. No	Subject and code	Documents to be made available		Max Marks	Arrangement and Display of Records
		By Principal/Teacher Educators	By Student-Teachers		
1	<ul style="list-style-type: none"> • PEC 4-Contemporary India and Education • PEC 5-Learning Process and Measurement • PEC 6-Instructional Technology • PSS 1A-Pedagogy of School Subject -1 • PSS 2A-Pedagogy of School Subject -2 	<p>Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record</p> <p>Tutorial Time Table.</p>	<p>1.Practicum record book with the signature of the concerned teacher and countersigned by the Principal</p> <p>2. Tutorial Record book</p>	<p>Test: 10 Practicum: 10 Tutorials: 05 Total: 25 for each PEC subject</p> <p>25X05 =125</p>	Practicum record books and tutorial record books of all the students should be arranged Subject-wise, register/Roll Number wise in one place in a room
2	EPC 2-Understanding the Self (Personality Development)	Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record	Practicum record book with the signature of the concerned teacher and countersigned by the Principal	<p>Test: 05 Practicum: 05 Total: 10</p>	Practicum record books of all the should be arranged register/Roll Number wise in one place in a room
3	Internship of Two Weeks	<ul style="list-style-type: none"> • Teachers observation profiles of simulated skill practice • Time Table of Students Allotment for the simulated skill practice 	Record books of Skill based teaching under simulated conditions(At least 5 skills in each Pedagogical subject.) with the signature of the concerned subject teacher educators and countersigned by the College principal	<p>10 for each pedagogical subject. Total 20 marks</p>	The record books of all the students of the each Pedagogical subject should be arranged Subject wise register/Roll Number wise in one place in a room
4			Records of model lesson plans using different methods (at 02 ICT based) and lesson plans with fusion method in each pedagogical subject with the signature of the concerned subject teacher educators and countersigned by the College principal	<p>2.5+2.5= 05 (2.5 per pedagogical subject)</p>	

5		CCA, SUPW & Physical and Health Education Grade List	CCA, SUPW and Physical and Health Education Report CTC and Field Trip Experience Report (First or Second Sem)		
6	College General and Method wise attendance				
TOTAL Internship Marks				25	
TOTAL INTERNAL MARKS FOR THE 2nd SEMESTER				160	

III SEMESTER

Sl. No	Subject and code	Documents to be made available		Max Marks	Arrangement and Display of Records
		By Principal/Teacher Educators	By Student-Teachers		
1	<ul style="list-style-type: none"> • PEC 7 - Educational administration and Management • PEC 8-Inclusive Education • PEC 9-Gender School and Society • PSS 1B-Pedagogy of School Subject -1 • PSS 2B-Pedagogy of School Subject -2 	<p>Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record</p> <p>Tutorial Time Table.</p>	<p>1.Practicum record book with the signature of the concerned teacher and countersigned by the Principal</p> <p>2. Tutorial Record book</p>	<p>Test: 10</p> <p>Practicum: 10</p> <p>Tutorials: 05</p> <p>Total: 25 for each PEC subject</p> <p>25X05 =125</p>	<p>Practicum record books and tutorial record books of all the students should be arranged Subject-wise, register/Roll Number wise in one place in a room</p>
2	<ul style="list-style-type: none"> • EPC 3-Yoga and Health Education • EPC 4-Drama and Art in Education 	<p>Question Paper, Answer scripts of tests conducted with marks list, Test Time Table and invigilator dairy/Record</p>	<p>Practicum record book with the signature of the concerned teacher and countersigned by the Principal</p>	<p>Test: 05</p> <p>Practicum: 05</p> <p>Total: 10 for each EPC subject</p> <p>10x02 =20</p>	<p>Practicum record books of all the should be arranged register/Roll Number wise in one place in a room</p>
3	Internship of Two Weeks	<ul style="list-style-type: none"> • Teacher Educators lesson demonstration time table 	<p>Observation Record books of demonstration lessons given by school teachers/Teacher Educators (At least 5 in each Pedagogical subject.) with the signature of the concerned subject teacher educators and countersigned by the College principal</p>	<p>05 for each pedagogical subject.</p> <p>Total 10 marks</p>	<ul style="list-style-type: none"> • The record books of all the students of the each Pedagogical subject should be arranged Subject wise register/Roll Number wise in one place in a room • The TLMs should be exhibited each pedagogical subject wise of all the students in class rooms (All social science TLMs in one room, Science and Mathematics in one room and Language subjects in another room)
4			<ul style="list-style-type: none"> • Preparation of at least 02 TLMs in each pedagogical subject and exhibiting them (the exhibits should bear the candidates name, Exam Registration Number, Subject name) 	<p>05+05= 10</p> <p>(05 per pedagogical subject)</p>	

5		<ul style="list-style-type: none"> • Proof of Students Allotment to the schools, Consent letters from the allotted school Heads. (or any other suitable record) 	<ul style="list-style-type: none"> • Report based on Continuous comprehensive evaluation. Students 'learning for feedback into curriculum and pedagogic practice. Identification of performance indicators for scholastic and co-scholastic activities. • The report of each student should bear signature of the concerned subject teacher educators and countersigned by the College principal 	05 marks	
6		CCA, SUPW & Physical and Health Education Grade List	CCA, SUPW and Physical and Health Education Report		
7	College General and Method wise attendance				
TOTAL Internship Marks				25	
TOTAL INTERNAL MARKS FOR THE 3rd SEMESTER				175	

IV SEMESTER

School Internship
Teaching Practice and Practical Work-I
(Elementary/Secondary/Higher Secondary Schools) Eight Weeks

Sl. No	Activities	Documents to be made available		Max Marks	Arrangement and Display of Records
		By Principal/Teacher Educators	By Student-Teachers		
1	Regular Class room teaching-Delivery of at least 20 lessons (10 in each school subject)	<ul style="list-style-type: none"> • Observation profiles provided by observers (teacher educators/ School teachers) of each student arranged student wise and subject wise • School Permission letter from BEO • Teacher Educators allotment for observation (time table). 	Records of lessons with signature of the Concerned subject teacher educator and observers	10 marks for each pedagogical subject 10+10= 20	<ul style="list-style-type: none"> • The record books of all the students of the each Pedagogical subject should be arranged Subject wise register/Roll Number wise in one place in a room • Teacher educators observation profiles should be arranged subject wise and student wise and should be made available to the QAC on demand.
2	Participation in any two co-curricular activities and preparation of report		Report with signature of the Concerned teacher educator and counter signed by the principal	5 marks for each activity 05+05=10	
3	Two ICT based lessons in each teaching subject	Observation profiles of the students by teacher educators	Lesson notes with signature of the Concerned teacher educators and counter signed by the principal	5 marks for each ICT based lesson 05+05=10	
4	At least two lessons in each teaching subject integrating the concepts of population concerns/environmental concerns/peace/values etc.,	Observation profiles of the students by teacher educators	Lesson notes with signature of the Concerned teacher educators and counter signed by the principal	10 marks for each integrated lesson 10+10=20	
5	Observation of lessons (at least 20 in each subject) and submitting the observation report		Lesson observation records with signature of the Concerned teacher educators and counter signed by the principal	05 marks for each subject 05+05=10	

6	Preparation of Unit plan and unit test for each school subject and administering it.		Unit plan records, Unit test records including blue print, marks list, analysis of the results and answer scripts of unit test conducted on school students (record books to be signed by concerned teacher educators and countersigned by the Principal)	10 marks for each unit plan and unit test 10+10=20	
7	Resource Unit for each school subject		Resource unit record book to be signed by concerned teacher educators and countersigned by the Principal	05 marks for each Resource unit 05+05=10	
8	Preparation, administration and analysis of diagnostic tests followed by remedial teaching (for each school subject)		Diagnostic test question paper, answer scripts of school students, Remedial teaching lesson plan and follow up report to be signed by concerned teacher educators and countersigned by the Principal	05 marks for each record 05+05=10	
9	School/Classroom based research project (Action Research)		Action research report to be signed by concerned teacher educators and countersigned by the Principal	10 marks	
10	Student teachers function in liason with the regular teachers in the school in all day-today functioning along with teaching-learning and writing a daily diary		Daily diary including all the day today functioning during the entire internship to be signed by concerned teacher educators and	10 marks	

			countersigned by the Principal		
11	Participation in various 'out of classroom activities' in school and organising of events		Report of the participation with photographs to be signed by concerned teacher educators and countersigned by the Principal	10 marks	
12	Peer group teaching in each subject using ICT (two lesson plans)	<ul style="list-style-type: none"> • Observation profiles provided by observers (teacher educators) of each student arranged student wise and subject wise • Teacher Educators allotment for observation (time table) 	Lesson plan records to be signed by concerned teacher educators and countersigned by the Principal	05 marks each lesson 5+5=10	
13	Working with School and community including co-curricular activities and submitting an activity report		Report of the participation with photographs to be signed by concerned teacher educators and countersigned by the Principal	10 marks	
14	Term end lessons (two lessons-one in each school subject)	<ul style="list-style-type: none"> • Allotment of Term and lesson time table • Teacher Educators allotment for observation (Time table) • Observation profiles by the observer teacher educators 	Lesson plans to be signed by concerned teacher educators and countersigned by the Principal	20 marks for each lesson 20+20=40	
Students Internship attendance Book					
Total marks for Teaching Practice and Practical work -I				200	

Teaching Practice and Practical Work-II

(Elementary/ Secondary/ Higher Secondary Schools) Six Weeks

Sl. No	Activities	Documents to be made available		Max Marks	Arrangement and Display of Records
		By Principal/Teacher Educators	By Student-Teachers		
1	Regular Class room teaching-Delivery of at least 20 lessons (10 in each school subject)	<ul style="list-style-type: none"> • Observation profiles provided by observers (teacher educators School teachers) of each student arranged student wise and subject wise • School Permission letter from BEO • Teacher Educators allotment for observation (time table). 	Records of lessons with signature of the Concerned subject teacher educator and observers	10 marks for each pedagogical subject 10+10= 20	The record books of all the students of the each Pedagogical subject should be arranged Subject wise register/Roll Number wise in one place in a room Teacher educators observation profiles should be arranged subject wise and student wise and should be made available to the QAC on demand
2	Participation in any two co-curricular activities and preparation of report		Report with signature of the Concerned teacher educator and counter signed by the principal	5 marks for each activity 05+05=10	
3	Two ICT based lessons in each teaching subject	Observation profiles of the students by teacher educators	Lesson notes with signature of the Concerned teacher educators and counter signed by the principal	5 marks for each ICT based lesson 05+05=10	
4	At least two lessons in each teaching subject integrating the concepts of population concerns/environmental concerns/peace/values etc.,	Observation profiles of the students by teacher educators	Lesson notes with signature of the Concerned teacher educators and counter signed by the principal	10 marks for each integrated lesson 10+10=20	
5	Observation of lessons (at least 20 in each subject) and submitting the observation report		Lesson observation records with signature of the Concerned teacher educators and counter signed by the principal	05 marks for each subject 05+05=10	

6	Preparation of Unit plan and unit test for each school subject and administering it.	Observation profiles of the students by teacher educators	Unit plan records, Unit test records including blue print, marks list, analysis of the results and answer scripts of unit test conducted on school students (record books to be signed by concerned teacher educators and countersigned by the Principal)	10 marks for each unit plan and unit test 10+10=20	
7	Resource Unit for any one school subject		Resource unit record book to be signed by concerned teacher educators and countersigned by the Principal	05 marks	
8	Preparation, administration and analysis of diagnostic tests followed by remedial teaching (for each school subject)	Observation profiles of the students by teacher educators	Diagnostic test question paper, answer scripts of school students, Remedial teaching lesson plan and follow up report to be signed by concerned teacher educators and countersigned by the Principal	05 marks for each record 05+05=10	
9	School/Classroom based research project (Action Research)		Action research report to be signed by concerned teacher educators and countersigned by the Principal	10 marks	
10	Student teachers function in liason with the regular teachers in the school in all day-today functioning along with teaching-learning and writing a daily diary		Daily diary including all the day today functioning during the entire internship to be signed by concerned teacher educators and countersigned by the Principal	10 marks	

11	Working with School and community including co-curricular activities and submitting an activity report		Report of the participation with photographs to be signed by concerned teacher educators and countersigned by the Principal	10 marks	
12	Term end lessons (two lessons-one in each school subject)	<ul style="list-style-type: none"> • Allotment of Term and lesson time table • Teacher Educators allotment for observation (Time table) • Observation profiles by the observer teacher educators 	Lesson plans to be signed by concerned teacher educators and countersigned by the Principal	20 marks for each lesson 20+20=40	
Students Internship attendance Book					
Total marks for Teaching Practice and Practical work -I				175	
GRAND TOTAL FOR IVTH SEMESTER INTERNSHIP				200+175= 375	