

**DIRECTORATE OF TEACHER EDUCATION AND SCERT:  
ODISHA : BHUBANESWAR**

No. 1914.....  
TE-CUR-04/2016

Dated 12/5/20

**From**

**The Director,  
TE and SCERT,  
Odisha, Bhubaneswar.**

**To**

**The Principals  
IASEs / CTEs / Training Colleges / Government. B.Ed. College,  
Kalinga of the State**

**DIET, Jajpur / Bhadrak / Puri / Dhenkanal / Jagatsinghpur**

**Sub: Digital Learning for the B.Ed. and B.H.Ed. Students during  
Lockdown period / Holidays**

**Sir / Madam,**

With a view to engaging the faculties and pupil-teachers to carry forward their academic transaction in the online mode during the Lockdown Period, the following Guidelines are issued by the Directorate of TE and SCERT.

Each Teacher Education Institution shall take the following digital learning at the institutional level during this period.

- a. Each teaching faculty will form a Whatsapp Group consisting of students for the subject he / she is assigned by the Principal.
- b. The faculty will prepare his / her time table (week-wise) on the subject / topic, he / she has to teach through digital mode and submit the same to concerned Principal for its onward transmission to the Directorate.
- c. The teaching faculty shall provide week-wise short note, PPT, exemplars, pictures, small video recordings of each sub-concept / concept in the subject Whatsapp Group along with clear-cut instruction how to use the materials.
- d. Practical activities with the help of school textbooks (Class VIII-X) may also be assigned to the student-teachers to enable them to link the concepts with school curriculum for the method subjects.
- e. Live classes through Google Hangout, Whatsapp Group Video conferencing or any other App with limited students per day shall be taken up, so that all the student-teachers can get enough scope to interact with the faculties once in a week.
- f. Faculties will devote some pre-fixed time (at least One hour in every week), when student-teachers can directly talk to the subject faculties. The time for conversation may be intimated to the students well in advance through their groups.
- g. All the faculties both Regular and Guest Faculties shall maintain a register regarding the activities undertaken per day and shall

report to the Principal. Subject-faculties will keep record of all the materials (notes, videos, links, PPTs) provided to the student-teachers in Whatsapp Group for future reference.

- h. Each faculty will submit the details of the activities performed by him / her to the Principal every week. It is mandatory.
- i. Any innovative activity by student-teachers, teaching faculty during Lockdown which is academic or non-academic, but has societal importance should form a part of learning during lockdown.

**"For Online Teaching, BIET, Gorumahisani in collaboration with TE and SCERT and UNICEF has initiated innovative digital learning of the D.El.Ed. Curriculum through various approaches i.e. live classes by experts, use of recorded video resources, reading resources (Unit-wise PPT, bullet-point notes) exemplary answers, unit-end test and Online MCQ tests, live quiz etc. which may be referred for planning the Online B.Ed. Course teaching."**

Since the B.Ed. Course has no textbook, the reference materials may also be searched and downloaded. The You Tube' may also be searched for preparing the Live Videos on related subjects. Each faculty shall submit his / her online teaching information and the link to the Directorate positively.

The Principals shall review the work of all the faculties (both Regular and Guest Faculty) on weekly basis and weekly consolidated action taken report will be submitted by the Principal to the Directorate positively (Copy of the format enclosed).

The Principals will monitor the progress of each faculty either through phone call or video call every week. The Guest faculties are also required to keep official record of their online learning provided through digital mode for claim of their salary.

I shall personally review the institution-wise progress in this regard.

**Encl : As above**

**Yours faithfully,**

**Director**

**Memo No....1915..... dated ...12/5/20**

Copy submitted to the **Principal Secretary to Government, Department of School and Mass Education, Odisha, Bhubaneswar** for information.

**Director**

**To be submitted by the Principal**

**WEEK – WISE MONITORING FORMAT FOR REPORTING THE ACTIVITIES OF  
THE TEACHING FACULTIES FOR DIGITAL LEARNING**

**Name of the Institution :**

**Period of Reporting :**

<b>Sl. No.</b>	<b>Name of the teaching faculty</b>	<b>Designation</b>	<b>Topic / concepts covered (Paper-wise)</b>	<b>Modalities used by the faculty</b>	<b>Activities done</b>	<b>No. of student-teachers participated</b>	<b>Remark / Suggestions</b>
1.							
2.							
3.							
4.							
5.							

**Signature of the Principal**