

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT : DELHI-110054.**

No. DE.23(2)/Sch. Br./2016/ 778

Dated : 24/5/16

CIRCULAR

Sub : Allotment of schools under School Experience Programme for the year 2016-17.

All Heads of Institutes are requested to fill the details of student trainees in the proforma attached for allotment of schools for teaching practice for the year 2016 - 17.

As per the policy approved for students of B.El.Ed. course the schools will be allotted only for 4th year students. For B.El.Ed. 1st, 2nd, 3rd year students the Head of Institute is advised to contact either private schools or Directors of the three MCDs.

The duly filled Programme is to be submitted to Addl. Director of Education (schools) by 31st August 2016 as the teaching practice has to be **completed before December 2016.**

The application will not give the guarantee for allotment of schools as it will be governed by the policy and on availability of schools.

Encl.: Copy of Form to be filled

Sm
24/5/16
(Dr.(Mrs.)Sunita. S.Kaushik)
Addl. D.E (School)

No. DE.23(2)/Sch. Br./2016/ 778

Dated : 24/5/16

To All DDEs/Eos/DEOs through DEL-E

Copy to:-

01. Vice Chancellor, Delhi University.
02. Vice Chancellor, Jamia Millia Islamia University.
03. Vice Chancellor, I.P. University, Dwarka.
04. Dean C.I.E Delhi University.
05. Director SCERT (To forward this Circular for all DIET & its Recognized Institutes).
06. P.S. to Secretary (Education).
07. P.S. Director (Education).
08. All RDEs.
09. OS (IT) to please paste it on the website.
10. Guard File.

Sm
24/5/16
(USHA RANI)
D.D.E. (School)

**FORMAT FOR ALLOTMENT OF SCHOOLS FOR SEP PROGRAMME
YEAR 2016 – 2017**

- 1. Name of the Institution/College :
- 2. Affiliated by :
- 3. Address :
- 4. Name of HOS :
- 5. Phone No. Office/Mobile : (O).....(M).....
- 6. District :
- 7. Name of teacher Co-ordinator :
- With contact No. :
- 8. Course offered : 1.....
- 2.....
- 3.....
- 4.....

2. Number of students enrolled in the Institution

Boys _____ Girls _____ Total _____

Subject to be taught

Total No. of students course wise	Name of Course	Year	Ist	IInd	IIIrd

Sl. No.	Preferred Area of schools to be allotted	Name of Districts	Zone
01.			
02.			
03.			
04.			
05.			
06.			
07.			
08.			
09.			
10.			

(If required attach a separate sheet)

Number of days required for training :

Details of any students with special Needs(Please attach a list of students With residential address)

- (1.)Attach list of schools allotted last year
- (2.)Attach copy of affiliation letter.
- (3) Allotment of schools will be done by Addl. D.E (School) and not by District DDE's /EO's

NOTE:LAST DATE FOR SUBMITTING DULY FILLED FORM 31st August 2016.

Allotment of schools will be done as per the policy approved by the Competent Authority

For teaching practice in Primary classes application should be sent to MCD school.

Schools will be allotted for only those colleges which are situated in Delhi.

Stamp & Signature of Head of Institution.