

No. EDN(SE)-H(10)F(13)03/2025
Directorate of School Education
Himachal Pradesh

Dated Shimla-171001

the

Directorate of School Education
06/01/2025
06 JAN 2025
Himachal Pradesh, Shimla-171001

To

All the Dy. Directors of School Education
(Secondary/Elementary/Quality)
Himachal Pradesh

**Subject: Allotment of Schools for Teaching Practice to the trainees of
BEd/DEIEd Courses.**

Sir/Madam,

It has come to the notice of this Directorate that the existing provision of allotment of Schools to B.Ed/D.El.Ed trainees is highly unsystematic and impractical. Some Schools particularly situated near to the training institutes are overcrowded with these trainees whereas the without teacher schools/single teacher schools located in far flung areas remain without any such trainee. If the trainees are allotted such Schools where there is a deficiency of teachers that will help them to understand the practical realities & challenges of classroom teaching in a better way. On the other hand, the students of these schools will also get benefitted as they will get a teacher for some months.

Therefore, in order to systematize and streamline this allotment process, the following directions are being issued:

1. Each of the BEd/DEIEd Institute will be allotted specific Schools. The Deputy Director of School Education will be the competent authority to allot Schools to each of the BEd/DEIEd Institutes located within the District. The Without Teacher/Single Teacher/Higher enrollment Schools shall be given priority while making allotment.
2. The concerned BEd/DEIEd institute can send their Trainees to the schools allotted to the concerned institute.

3. Not more than two BEd trainees of a particular stream of (Medical/Non Medical/Arts) shall be allotted the same school.
4. Not more than three JBT trainees shall be allotted the same school.
5. Taking into consideration the convenience of the stay arrangements of a trainee, he/she should be allotted a school of his/her native place/other places of choice. In such cases a trainee can also be allowed to choose a school in another District in relaxation of condition mentioned at point no 2 above, provided the total no of trainees do not exceed the limit fixed at point no 3&4 above.
6. The allotment of Schools to the trainees shall be made by the Institute in the following manner :
 - a. First of all the institute will allot trainees to each of the Without Teacher Schools.
 - b. Once the available seats in each of the without teacher Schools are filled up then the allotment to Single Teacher Schools shall be done.
 - c. Then the Schools with enrollment equal to or more than 60 but having vacancies of teachers shall be considered for allotment.
 - d. Thereafter the preference shall be given to Schools with enrollment equal to or more than 60 but without any vacancy of teachers.
 - e. At the last the schools with enrollment less than 60, with or without vacancy shall be taken up for allotment.
7. The Deputy Director School Education (Elementary) will supply at least one month in advance the list of without teacher/ single teacher/enrollment & vacancy wise Schools to all the training institutes located within the District.

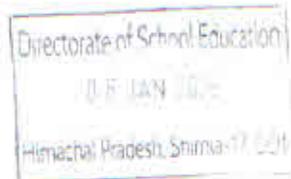
8. The Principal of the complex School shall be authorized to issue a certificate of successful completion of the prescribed teaching practice. He shall also assign a Teacher from same School/nearby School for observation of the Trainees.
9. The Observations/Evaluations/Supervisions of Trainees by the faculty members of the training Institutes shall be done as per the prescribed norms of NCTE in virtual mode if not practically possible to visit the schools physically.

In view of above you are therefore directed to take necessary action accordingly and ensure compliance of these instructions in letter and spirit.

Director School Education
Himachal Pradesh.

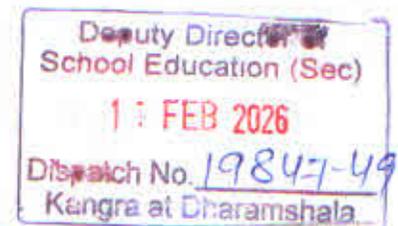
Copy to:

1. Worthy Secretary (Education) to the Govt. of HP for information please.
2. Registrar HP University Shimla for information and necessary actions please.
3. Principals of all the B.Ed and D.El.Ed institutes in HP for information and compliance.
4. All the Principals of Govt. Sr. Sec. Schools in HP for information and compliance.
5. All the B.E.Os in HP for information and compliance.
6. Nodal Officer IT Cell for uploading these instructions on the official web site of the Directorate of School Education.
7. Guard file.



Director School Education
Himachal Pradesh

EDN-KGR(G-3) Internship/2026-
O/o Deputy Director of School Education Secondary
Kangra at Dharamshala



Dated Dharamshala-176215 10.02.2026

Copy forwarded to :-

1. The Director of School Education Shimla for information.
2. Principals of all the B.Ed. institutes in H.P. for information and compliance.
3. All the Principals of Govt. Sr. Sec. Schools in H.P. for information and compliance.

Deputy Director of School Edu. (Secondary)
Kangra at Dharamshala