

STANDARD OPERATING PROCEDURE (SOP)

Teacher Education & Pedagogy Club

Gopinath PG College

1. Purpose of the Club

The Teacher Education & Pedagogy Club is established to strengthen foundational teaching competencies among students through structured practice, hands-on demonstrations, and reflective learning. The club ensures that students connect theoretical understanding with practical teaching skills required for effective classroom instruction in schools.

2. Objectives

- Develop strong lesson planning skills aligned with learning outcomes.
- Build confidence in teaching through micro-teaching, peer observation, and reflective practice.
- Foster the ability to design and use innovative teaching-learning materials (TLMs).
- Train students in instructional strategies suitable for diverse classroom settings.
- Support students in conducting demo lessons, simulated classrooms, and practice teaching activities.
- Encourage collaborative learning through peer review, group planning, and feedback cycles.
- Promote competency in classroom communication, reinforcement skills, and questioning techniques.

3. Faculty Mentor Responsibilities

The Faculty Mentor shall:

- Prepare the club's semester-wise activity plan.
- Conduct workshops, simulations, demonstrations, and practice sessions.
- Review lesson plans and maintain quality standards.
- Provide constructive feedback during micro-teaching and peer observations.
- Ensure proper documentation of activities (attendance, photographs, reports, outcomes).
- Guide students during lesson plan exhibitions, presentations, and teaching tasks.

Faculty Mentor: *Chandrakesh Dubey*

4. Club Activities & Workshops (Structured List)

A. Pedagogical Skill Development ★ ★ ★ ★

1. Micro-Teaching Workshop Series

- Set induction
- Explanation & reinforcement skills
- Questioning skills
- Blackboard & presentation skills
- Closure techniques
- Peer observation cycles

2. Practice Teaching Simulations

- Classroom simulation environment
- Topic-based practice lessons
- Peer and mentor feedback

3. Demo Lessons Week

- Full-period model lessons by students
 - Teaching aids integration
 - Assessment sheets maintained by mentor
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B. Lesson Planning & Instructional Design

1. Lesson Plan Masterclass

- Learning outcomes-based planning
- Constructivist lesson planning
- Bloom's Taxonomy integration
- Inclusive lesson plan formats

2. Lesson Plan Exhibition

- Display of well-prepared lesson plans
- Evaluation rubric used for judging
- Best entries documented

3. Peer Review Sessions

- Group analysis
- Reflection discussions

- Improvement cycles
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C. Teaching-Learning Material (TLM) Development

1. TLM Creation Workshop

- Low-cost/no-cost materials
- Subject-wise TLM preparation

2. Teaching Aids Display Event

- Charts, models, flashcards, manipulatives
 - Digital aids (PPT, e-content)
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D. Classroom Communication & Management

- Strategies for large classrooms
 - Reinforcement skills
 - Motivating learners
 - Time management during teaching
 - Handling learning difficulties
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5. Integration With Learning Platforms

Students may be oriented and encouraged to use:

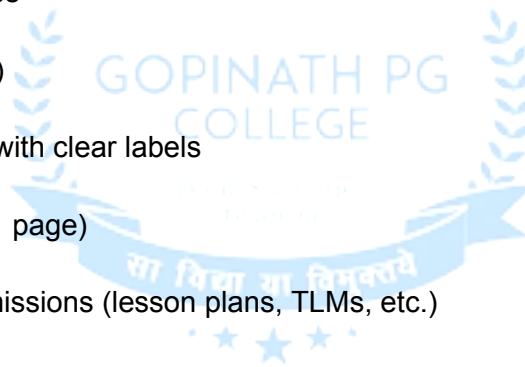
- **DIKSHA Portal:** Teaching skill modules

- **SWAYAM:** Pedagogy & ICT courses
- **NCERT Training Portal:** Short modules
- **NISHTHA:** Holistic teaching training
- **NDLI Club:** Accessing teaching resources

6. Documentation Requirements

Each activity must include:

- Activity Plan & Notice
- Attendance (signed)
- 6–8 activity photos with clear labels
- Mentor Report (½–1 page)
- List of student submissions (lesson plans, TLMs, etc.)
- Learning outcomes achieved



7. Photo Documentation Guidelines

Photo Type	What It Should Capture	Purpose
Wide-Angle Shot	Entire classroom/workshop setup	Shows scale & participation
Action Shot	Students teaching, preparing TLMs, interacting	Demonstrates activity-based learning
Faculty Interaction	Mentor guiding students	Shows academic supervision

Close-Up Outputs	Lesson plans, TLMs, teaching aids	Proof of student work
Group Photo	Participants + banner/board	Activity completion record

Additional Instructions:

- Good lighting and clear visibility.
- Avoid repetitive or posed photos.
- Banner/digital display must be visible in at least one photo.

8. Academic Year Activity Calendar

(Note: The timeline may be modified. Students should contact the coordinator for updated schedules.)

Month	Activity
August	Orientation & Micro-Teaching Basics
September	Lesson Plan Masterclass + Peer Review
October	TLM Workshop & Teaching Aids Display
November	Practice Teaching Simulations
December	Demo Lessons Week
January	Classroom Management & Communication Workshop
February	Micro-Teaching Cycle II
March	Lesson Plan Exhibition
April	Reflection, Improvement & Portfolio Submission

9. Expected Learning Outcomes

Students completing the club activities will be able to:

- Prepare structured lesson plans aligned with outcomes.
- Demonstrate improved teaching confidence and clarity.
- Use TLMs effectively in real classrooms.
- Apply appropriate teaching strategies and questioning techniques.
- Reflect on peer feedback to improve teaching quality.
- Communicate clearly and manage classrooms efficiently.

