

Savitribai Phule Pune University, Pune
B.Ed. Programme -2025-26

Date:29. 05.2026

To,
The Principal,

(Affiliated to Savitribai Phule Pune University, Pune)

Guidelines for Conduct of BED 209 – Portfolio and Viva Examination

All concerned are hereby informed that, as per the guidelines of Savitribai Phule Pune University, Pune, and in accordance with the revised syllabus of the B.Ed. Programme (2025), the course BED 209: Portfolio and Viva shall be conducted at the end of Semester II for the academic year 2025–26.

The following guidelines are issued for the smooth, systematic, and transparent conduct of the said examination.

1. Portfolio Submission

All student-teachers shall submit a duly completed and verified Physical Portfolio (Hard Copy – Records of Semester II only) along with an e-Portfolio (Digital Form – covering both Semester I and Semester II) in the form of a link or PDF. The portfolio shall include the consolidated work of Semester I and Semester II, records of theory courses, internship and practicum activities, EPC (Enhancing Professional Capacities) records, as well as reflective notes and evidence of professional growth. The portfolio must be verified and duly signed by the concerned teacher educators prior to submission.

2. Planning and Conduct of Examination

The college shall prepare a detailed schedule for the conduct of portfolio evaluation and viva examination. All student-teachers shall be informed well in advance regarding the date, time, and batch-wise allocation of the examination. The institution shall ensure the availability of necessary infrastructure, including ICT facilities for e-portfolio presentation and adequate space for conducting the viva and displaying portfolios, to facilitate smooth and systematic conduct of the examination.

3. Conduct of Viva

The viva examination shall be conducted jointly by the Internal Examiner and the External Examiner. The evaluation shall be based on the portfolio contents (both physical and digital), practicum and internship experiences, EPC activities and/or research work, and the student-teacher's reflective understanding and professional growth. During the viva, students shall be provided an opportunity to present their portfolio, explain key learning experiences, and demonstrate the linkage between theoretical knowledge and classroom practice.

4. Instructions for Student-Teachers

All student-teachers shall carry both physical and digital portfolios at the time of examination and must be thoroughly familiar with their work and reflections. They are expected to present their portfolio in a systematic and professional manner. During the viva,

students shall respond clearly and confidently, focusing on reflective understanding rather than memorized responses, and demonstrate honesty while discussing their experiences, challenges, and improvements. All students shall adhere to a formal dress code and maintain professional conduct throughout the examination process.

5. Role of Internal Examiner

The Internal examiner shall verify the authenticity and completeness of all portfolio records prior to the examination. Further, the Internal Examiner shall assist in organizing the viva schedule and overall examination process, and shall participate in the evaluation in coordination with the External Examiner, ensuring fairness and consistency in assessment.

6. Role of External Examiner

The External Examiner shall ensure fairness, objectivity, and standardization in the evaluation process. The examiner shall assess the quality and authenticity of portfolios, along with the student-teacher's reflective thinking and professional competencies. During the viva, the External Examiner shall focus on evaluating conceptual understanding and the application of theoretical knowledge in classroom practice. The examiner shall maintain academic rigor throughout the process, avoiding any form of bias and ensuring transparency in assessment.


7. Evaluation Scheme

The evaluation of BED 209 shall comprise Portfolio Evaluation (25 marks) and Viva (25 marks), making a total of 50 marks. Each student shall be assessed independently by both the Internal Examiner and the External Examiner, and the marks awarded shall be duly consolidated and recorded out of 50. The assessment shall be carried out in accordance with the prescribed evaluation Scheme ensuring uniformity, transparency, and objectivity in the evaluation process.

8. General Instructions

Incomplete or unverified portfolios shall not be accepted under any circumstances. All submitted work must be original and authentic, and any instance of plagiarism or malpractice shall invite appropriate disciplinary action as per institutional and university norms. The institution shall maintain proper and systematic records of all activities related to courses BED 201 to BED 209, including timetables, notices, list of schools for internship and practice teaching, marks awarded (both handwritten and typed), attendance records, and relevant reports, to ensure transparency and accountability.

These guidelines shall be strictly followed by all concerned for the effective implementation of the course.


Dean 29/5/26

Faculty of Interdisciplinary Studies,
Savitribai Phule Pune University, Pune


Director 29/5/26

Board of Examination and Evaluation,
Savitribai Phule Pune University, Pune

Savitribai Phule Pune University, Pune
F.Y. B.Ed. Programme (Semester II) – 2025-26
BED 209 – Portfolio and Viva

College: _____

Name of the Student: _____ Exam Seat No.: _____

Evaluation Scheme

A. Portfolio Evaluation (Physical + e-Portfolio) – 25 Marks			
Sr. No.	Criteria (with Description)	Marks out of	Marks obtained
1	Organization & Presentation: Proper structure, neatness, indexing, and logical arrangement in physical and digital portfolio	5	
2	Completeness & Documentation: Inclusion of all records (Practicum, EPC, theory courses, internship evidence)	5	
3	Quality of Reflection: Depth of reflection on learning experiences, challenges, and improvements	5	
4	Digital Portfolio Quality & Innovation: Use of multimedia (videos, photos, PDFs), navigation, creativity, and ICT integration	5	
5	Integration & Professional Growth: Integration of theory, practicum, and or research; evidence of competencies and teacher development	5	
B. Viva Evaluation – 25 Marks			
6	Understanding of Portfolio: Clarity in explaining portfolio contents and evidences	5	
7	Integration of Theory and Practice: Ability to relate theoretical concepts with internship and classroom experiences	5	
8	Reflective Thinking & Self-Evaluation: Ability to critically reflect on experiences, challenges, and professional growth	5	
9	Practicum Competency: Awareness and understanding of research work / EPC activities, and teaching practices	5	
10	Communication & Professional Readiness: Clarity, confidence, articulation, and teacher-like professional attitude	5	
	Total Marks	50	
Signature of Internal Examiner/ External Examiner			

Marks by External Examiner	Marks by Internal Examiner	Total Marks out of 100	Marks out of 50

Name & Sign. of Internal Examiner

Name & Sign. of External Examiner

Place:

Date:

Savitribai Phule Pune University, Pune

M.Ed. Programme -2025-26

Date:29. 05.2026

To,
The Principal,

(Affiliated to Savitribai Phule Pune University, Pune)

Guidelines for Conduct of MED 207 – Portfolio and Viva Examination

All concerned are hereby informed that, as per the revised syllabus of the M.Ed. Programme (2025), the course MED 207: Portfolio and Viva shall be conducted at the end of Semester II for the academic year 2025–26. The following guidelines are issued for the smooth, systematic, and transparent conduct of the examination.

1. Portfolio Submission

All students shall submit a duly completed and verified Physical Portfolio (Hard Copy – Records of Semester II only) along with an e-Portfolio (Digital Form – covering both Semester I and Semester II) in the form of a link or PDF. The portfolio shall include consolidated academic, research, internship, and professional development work of Semester I and Semester II, records of theory courses, research activities, internship experiences, reflective notes, professional growth evidence, publications (if any), seminar/workshop participation, and other supporting documents. The portfolio must be verified and duly signed by the concerned teacher educators prior to submission.

2. Planning and Conduct of Examination

The college shall prepare a detailed schedule for the conduct of portfolio evaluation and viva examination. All students shall be informed well in advance regarding the date, time, and batch-wise allocation of the examination. The institution shall ensure the availability of necessary infrastructure, including ICT facilities for e-portfolio presentation and adequate space for conducting the viva and displaying portfolios.

3. Conduct of Viva

The viva shall be conducted jointly by the Internal Examiner and the External Examiner. The evaluation shall be based on the portfolio contents (physical and digital), theory courses, research activities, internship experiences, reflective understanding, professional competencies, and evidence of academic growth. During the viva, students shall be provided an opportunity to present their portfolio, explain research and internship experiences, discuss key reflections, and demonstrate the integration of theory, research, and practice.

4. Instructions for Students

All students shall carry both physical and digital portfolios at the time of examination and must be thoroughly familiar with their work, reflections, and research activities. They are

expected to present their portfolio in a systematic and professional manner. During the viva, students shall respond clearly and confidently, focusing on reflective understanding and analytical thinking rather than memorized responses. Students shall maintain a professional attitude, formal dress code, and appropriate communication etiquette throughout the examination process.

5. Role of Internal Examiner

The internal examiner shall verify the authenticity and completeness of all portfolio records prior to the examination. Further, the Internal Examiner shall assist in organizing the viva schedule and examination process and shall participate in evaluation in coordination with the External Examiner.

6. Role of External Examiner

The External Examiner shall ensure fairness, objectivity, and standardization in the evaluation process. The examiner shall assess the quality and authenticity of portfolios, research work, reflective thinking, professional competencies, and internship experiences. During the viva, the External Examiner shall focus on conceptual understanding, research aptitude, critical thinking, and the application of theoretical knowledge in educational practice. Academic rigor, transparency, and impartiality shall be maintained throughout the evaluation process.

7. Evaluation Scheme

The evaluation of MED 207 shall comprise Portfolio Evaluation (25 marks) and Viva (25 marks), making a total of 50 marks. Each student shall be assessed independently by the Internal Examiner and the External Examiner, and the marks awarded shall be duly consolidated and recorded out of 50. The assessment shall be carried out in accordance with the prescribed evaluation Scheme to ensure uniformity, transparency, and objectivity.

8. General Instructions

Incomplete or unverified portfolios shall not be accepted under any circumstances. All submitted work must be original and authentic, and any instance of plagiarism or malpractice shall invite appropriate disciplinary action as per institutional and university norms. The institution shall maintain proper and systematic records of all activities related to courses MED 201 to MED 207, including timetables, notices, internship records, marks awarded, attendance records, research-related documents, and relevant reports.

These guidelines shall be strictly followed by all concerned for the effective implementation of the course.


Dean 29/5/26

Faculty of Interdisciplinary Studies,
Savitribai Phule Pune University, Pune


Director 29/5/26

Board of Examination and Evaluation,
Savitribai Phule Pune University, Pune

Savitribai Phule Pune University, Pune
F.Y. M.Ed. Programme (Semester II) – 2025-26
MED 207 – Portfolio and Viva

College: _____

Name of the Student: _____ Exam Seat No.: _____

Evaluation Scheme

A. Portfolio Evaluation (Physical + e-Portfolio) – 25 Marks			
Sr. No.	Criteria (with Description)	Marks Out of	Marks Obtained
1	Organization & Presentation: Proper structure, indexing, neatness & systematic arrangement of physical and digital portfolio	5	
2	Completeness & Documentation: Inclusion of theory, research, internship, academic and professional records	5	
3	Quality of Reflection: Critical reflection, self-analysis, learning experiences, challenges, and professional growth	5	
4	Digital Portfolio Quality & Innovation: Effective use of digital tools, multimedia evidence, navigation, and presentation	5	
5	Integration of Theory, Research & Practice: Demonstration of linkage among coursework, research activities, internship and professional competencies	5	
B. Viva Evaluation – 25 Marks			
6	Understanding of Portfolio: Clarity in explaining portfolio contents and evidences	5	
7	Integration of Theory, Research and Practice: Ability to connect theoretical concepts, research experiences, and internship activities	5	
8	Reflective Thinking & Self-Evaluation: Critical reflection on achievements, challenges, and future goals	5	
9	Research Competency: Understanding of research work, methodology, findings, implications, and educational relevance	5	
10	Communication & Professional Readiness: Confidence, articulation, analytical ability, and professional attitude	5	
Total Marks		50	
Sign. of Internal Examiner/ External Examiner			

Marks by External Examiner	Marks by Internal Examiner	Total Marks out of 100	Marks out of 50

Name & Sign. of Internal Examiner
 Place: _____ Date: _____

Name & Sign. of External Examiner