

MINISTER OF EDUCATION

EDUCATION SECRETARY

ELEMENTARY EDUCATION

**DEPARTMENT OF
SECONDARY EDUCATION**

SIERT

**DEPUTY DIRECTOR OF ELEMENTARY
EDUCATION**

**DIET DISTRICT EDUCATION OFFICER ELEMENTARY
EDUCATION**

PRE-SERVICE TEACHER EDUCATION

**IN-SERVICE TEACHER -
EDUCATION**

DLEd

**IN SERVICE PROGRAMMES, FIELD INTERACTION AND INNOVATION, COORDINATION
(IFIC)
WORK EXPERIENCE
(W E)**

CURRICULUM, MATERIAL DEVELOPMENT & EVALUATION

**PLANNING AND MANAGEMENT
(P & M)**

**EDUCATIONAL TECHNOLOGY
(E T)**

DISTRICT RESOURCE UNIT (DRU)

PRE-SERVICE TEACHER EDUCATION –

As per the norms extended by ‘The National Council for Teacher Education, New Delhi and in accordance to curriculum prescribed for DLD, the primary education (grades 1 to 8) is used to conduct pre-service course in DIETs.

The separate provisions for staff are made to teach this course.

IN-SERVICE TEACHER EDUCATION -

To implement the ‘In-service teacher education programs’ in an effective way through DIET, the functions of seven departments as categorized below:

The following tasks/ functions/ assignments are mainly carried out under the departments listed below -

- In-service teacher trainings
- Seminar / Workshop
- Spreading/dissemination
- Research
- Publications

The provisions for teaching staff for the two structures (pre-service and in-service teachers) has been assigned as per norms by the ‘Ministry of Human Resource Development’, (MHRD) The Government of India and the ‘National Council for Teacher Education’ (NCTE). In accordance, the provisions for teaching staff are prescribed which includes principal, vice-principal, senior lecturers and lecturers as well as the non-teaching staff in the DIET’s at present functioning in the state.

PROVISION FOR PRE-SERVICE TEACHER TRAINING STAFF

The number of the faculty members would be 16 for two basic units having recruitment of 50-50 students. The principal or (the head of departments) the senior

lecturers are included in faculty members. Thus, the subject areas for the faculty is to be classified as below:

ACADEMIC STAFF

SR. NO.	PRINCIPAL	VICE-PRINCIPAL	SENIOR LECTURER	LECTURER	TOTAL
1	1	1	6	18	26

ACADEMIC STAFF

<ul style="list-style-type: none"> • Principal / Head - One-Principal • In perspective education / Learning basis - Three Lecturers • Science - Two Lecturers • Humanities and Social Sciences - Two Lecturers • Mathematics - Two Lecturers • Languages - Three Lecturers • Fine arts / Performing arts - Two Lecturers • Health and Physical Education - One Lecturer / explainer

NON-TEACHING STAFF

Librarian01	Short hand Clerk/Extempore	01
Accountant 01	Technical Assistant01	
Administrative Officer 01	Administrative Assistant 01	
AssistantAdministrativeOfficer01	Jamadar01	

Clerical 01	Grade-I	Grade IV staff 03
Clerical 05	Grade -II	Workshop Assistant01
Statistics Assistant01		

PRE-SERVICE TEACHER TRAINING–

The DL ED ‘two-years course’ has been implemented functional in the new format within the state from 2014-15. In which curriculum principle courses, lab related works, school substitute trainings (internships) and program implementations, survey and research works as per curriculum} are completed by the faculty members. As per the new curriculum, in first year and second year, teaching of the following papers and assessments are carried out by the faculty members. The description of course/ syllabus is categorized below:

CLASS - FIRST YEAR

Sr. No.	Paper	Paper's name
1	First	Children and Childhood
2	Second	Objectives of Education , Knowledge and Curriculum
3	Third	Indian Society and Education
4	Fourth	Language Cognition and Social/ Society
5	Fifth	Hindi Language Teaching and Proficiency
6	Sixth	English Language Teaching and

		Proficiency
7	Seventh	Mathematics Teaching
8	Eighth	Environmental Studies
9	Nineth	Art Education / Art Teaching
10	Tenth	Information and Communication Technology (ICT)

Practical - School Experience (60 Days)

CLASS - SECOND YEAR

Sr. No.	Paper	Paper's name
1	First	Children and Learning
2	Second	School Culture Management and Teacher
3	Third	Schooling in the Modern World
4	Fourth	Hindi Language Teaching and Proficiency
5	Fifth	English Language Teaching and Proficiency
6	Sixth	Mathematics Teaching
7	Seventh	Third Language Teaching Sanskrit / Gujarati / Punjabi / Urdu / Sindhi
8	Eighth	Health and Physical Education
9	Nineth	Social Science Teaching

10	Tenth	Science Teaching
----	-------	------------------

Practical - School Experience (60 Days)

Apart from teaching job, the additional tasks performed by the DIET faculty members –

The Practical Work-

In addition to school – teaching job, under the ‘school practical work experience program’ in the first year and second year 60-60 days in both years school experience (internship) programs are completed by the faculty members. In which the first year and second year student-teachers and school teachers on scheduled working days in the selected schools are being attended by DIET faculty members and the faculty members provide support to them to strengthen the student-teachers and the school teachers. Furthermore, the implementation of following tasks by DIET faculty members are categorized below:

- Admission related tasks
- Examination and Internal Evaluation Work
- School Experience, Preparation, Guidance and Assessment related tasks
- Criticism Lesson and Annual Lesson Plan Preparation, Guidance and Assessment
- Scout Guide Camp (7 days)
- Working as Nodal Agency for Private DL ED Training Institutions within the district.
- Prayer assembly, celebrations, jayantiya / festivals, literature, cultural and sports programs, use of the library, SUPW related work (Work Education), disaster management information, (as per syllabus) survey, action research work, project (project) work (in each subject).

DIET must abide by the norms / standards prescribed by the NCTE, as obedience of these norms are mandatory for the DIET to conducting a two-year DLEd course.

IN-SERVICE TEACHER TRAINING PROGRAM

To execute the recommendations of National Education Policy 1986, and to implement the programme of action 1992, the 'DIET's were established for construction a dynamic educational environment and provide timely interventions to ensure quality education within the district.

To attain the goal of in-service teacher education programs and provide guidance to the teachers to implement the schemes in an effective way through the departments of DIET. The departments establishing in DIET are categorized below:

- WORK EXPERIENCE DEPARTMENT (WE)
- DISTRICT RESOURCE UNIT (DRU)
- IN SERVICE PROGRAMMES, FIELD INTERACTION AND INNOVATION, CO-ORDINATION (IFIC)
- CURRICULUM, MATERIAL DEVELOPMENT & EVALUATION (CMDE)
- EDUCATION TECHNOLOGY DEPARTMENT (ET)
- PLANNING AND MANAGEMENT DEPARTMENT (P&M)

The brief description of the programs to be conducted / completed by the departments:

- **WORK EXPERIENCE DEPARTMENT (WE)**

To develop the work-experience subject related teaching-learning materials. To develop the low cost / cost effective teaching-learning material as well as evaluation methods or tools. To provide cooperation to schools and education authorities for the implementation of the 'Work Experience' related various activities within district. The practical training 'related to different areas of the work experience subject' is to be provided to the in-service and pre-service teachers. Conducting practical classes on work-experience related trends such as cleaning, repairing, maintenance, beautification of the institution etc. During the training programs, to make an observation to the 'community service related activities' and 'work experience centers'.

- **DISTRICT RESOURCE UNIT (DRU)**

To build 'plans related to universalization of education' and to ensure their proper implementation in the district, covering women-empowerment, population - education, adolescence-education, the district schools planned for special abilities approval education and AIDS education related training programs.

Ensure an effective coordination between 'anganwadi workers' and 'elementary education teachers' and organize joint training programs for them. To observe the 'anganwadi-centers' properly and provide them suitable reinforcement/ (strengthening).

Arrange the training programs in order to organize effectively the world population day, the world literacy day, the world AIDS day, the human rights day and the international women's day etc.

- **IN-SERVICE PROGRAMS, FIELD INTERACTION AND INNOVATION, COORDINATION DEPARTMENT (IFIC)**

The DIET's annual calendar to be prepared. To organize the subject-based and theme-based training programs for in-service teachers as per identification of their subject-based and theme-based training needs in different areas within the district. To organize the activities like 'reading the letter' and 'essay competitions' for the professional enhancement of teachers. To act as the nodal branch during the session for the field interaction, action-research and publication related tasks. To develop and implement the annual planning of District Education Researcher Forum (DERF). To address the educational issues of the district, organizing the quarterly meetings of 'The District Committee for Coordination' (DCC) to maintain suitable coordination within different agencies.

- **CURRICULUM, MATERIAL DEVELOPMENT & EVALUATION (CMDE)**

The syllabus and new textbooks to be reviewed. To identify and develop the local / institutional need based teaching and learning materials. To impart trainings related to the 'diagnostic testing' and 'remedial teaching plan'. To impart various trainings related to the peer groups and self-assessment methods, specially for the 'skill-based teaching-learning' and the 'qualitative improvement in evaluation'. To develop the question papers and question banks as a variety of assessment tools. The curriculum is to be allocated as per test wise / exam wise at the district level. To organize training programs for enhancement of the mental competency of teachers. To organize various training programs 'how to develop the question papers for the examinations at various levels.'

- **EDUCATIONAL TECHNOLOGY (ET)**

To organize training programs related to developing and using the low cost teaching-learning materials/ aids and audio- visual contents in order to make sure effective and qualitative teaching-learning process. To impart trainings how to make suitable use of educational technology to materialize effective communication in teaching-learning process.

To organize training programs for awareness towards using the latest technology equipments such as computers, TV, LCD etc. To provide reinforcement through using various equipments of educational technology to develop the competency-based educational materials, radio text drafting and training programs conducted by other departments. Ensure effective monitoring of school broadcasting programs. To establish direct dialogues with experts during the video- conferencing, under the EDUSAT program.

- **PLANNING AND MANAGEMENT DEPARTMENT (P&M)**

To cooperate with 'DIET & District Plan' in collecting various educational data. To organize various types of training programs like - headmasters, school clusters and school planning etc. Decide on the lab area and try to make efforts to ensure the educational enhancement. To hold meetings related to the 'Programme Advisory Committee' (PAC) twice a year and the formation of Library Advisory Committee (LAC) with holding a

meeting once in a year. A self-assessment workshop for school mapping equipments, providing technical support to the education authorities in micro planning. To maintain the teacher profiles and the periodical forms and to conduct the 8th board pattern examinations.

The following tasks / functions / assignments are mainly implemented under the departments listed below –

- In-service teacher trainings
- Seminar / Workshop
- Spreading /dissemination
- Research
- Publications

The following events/ functions under each department are planned to implement throughout the session:

- **pre – preparation:**

Draw an outline of the programs to be held to develop the module and its field testing and to set pre- test question papers as well as necessary coordination related tasks.

- **Coordination and Information Communication:**

To select the candidates on the basis of teacher's profiles and orders to be issued for training of teachers in the DIET by the relevant authorities as well as make sure implementation of the orders and to prepare the content material related to the trainings.

- **Proper arrangements for the training programs:**

To ensure proper seating arrangements for organizing the training programs. To provide proper teaching learning aids, prepare working paper/ work sheets and to make available the reference literature etc.

- **Organizing workshops/ training programs:**

To play a vital role as a facilitator and coordinator for effective organizing the training programs, holding meetings to critique each day's activities and to prepare the next day's strategy, prepare daily reports and on the closing day of training program all necessary formalities to be kept up to date.

- **The completion of training:**

To prepare the record after the completion of teacher's training programs and mark proper remarks in relevant teacher's profile, to read the feedback forms and make a careful analysis of post-test evaluation, based on the feedback and post-test findings and conclusions; prepare the plan for the execution of upcoming trainings / workshop and always be ready to make suitable arrangements to improve the trainings.

- **Research:**

The 'Action Research' is based on the the functions of each department and feedback received by the teachers on perceived problems. The steps of action research includes-

- to choose the problem
- formation of the synopsis
- construction of equipments
- to collect and make compilation of the data
- to classify and analyze the compiled data and conclude

Preparation and the publication of research reports. Action research related tasks assigned by SSA or SIERT to be completed.

- **The Publication work:**

To make sincere efforts for publication of the necessary materials as per the requirements of local needs and the various innovations made in different departments. The compilation of material for the magazine as

well as publishing themagazines quarterly, half-yearly and annually by the institute.

- **The Dissemination work:**

The dissemination work is implemented by the departments ensuring effective monitoring and proper follow-up of the trainings and workshops organized by each department. To make available the publications for the schools to ensure its usefulness by the learners. That is done department wise independently.

To provide reinforcement to the teachers in once a month to make an observation by each lecturer / senior-lecturer and to provide them reinforcement/strengthening for the schools which are located in Labs areas. To address the educational issues / problems monitoring the 'headmaster's wakpit' sanghoshthi, holding at the Panchayat Samiti level in once in a year,

- **School Visits /School Observations:**

The objectives of establishment of DIET is to provide quality education to each and every children that's why to ensure quality education, monthly two schools are observed and reinforcement is provided by the Principal / The head of the departments respectively.

And four schools are observed per month under the education sambalan program and one school under the readings campaign. Reports after observations are to be reviewed to maintain and compliance accordingly.

- **The Monitoring of SSA Training Programs:**

To prepare master trainers / resource persons to guide and train the teachers who are working in primary and upper primary schools and DIET through its senior lecturers/ lecturers keep a watch on the quality of teaching and the on going training programmes under SSA. The 'National Accomplishment Test Program' conducted by SSA to be evaluated annually.

- **The Additional Tasks / Functions –**
- To be conducted the Elementary Education Completion Certificate Examination (EECCE) for Class VIII.
- To receive the various trainings by the DIET faculty members throughout the year at the level of SIERT, DIET, IASE and CTE.
- Monthly meetings-To attend the monthly meetings of CCE and to make observations CCE block -level schools by faculty members and accordingly provide sambalan to them.
- The other DIET's educational tour/ visit (four days) to be organised to improve in training programs by undertaking interaction.
- To take active participation in capacity building programs by faculty members.

‘Training for in-service teachers’ the teachers are to be selected on the basis of the teacher profile, instructions to be given for attending the training program, and necessary preparations to be completed; as making plan for training, prepare the time-table, departmental faculty selection and effective implementation of the training programs. The pre - test and post- test to be conducted and in conclusion training's action plan and the report to be prepared. After successful completion of the training, the feedback and follow-up programs for teachers are executed in schools under in-service teacher training programs. Each department of DIET conducts a minimum of 3 to 4 workshops / trainings per month as per the schedule programs proposed by SIERT and accordingly programs approved by PSC of DIET.

DIET is the most significant educational intervention in the country. DIET is the district's top academic institution where, planning, execution and implementation of the educational action plans are attained. Mainly includes teaching pre-service training, teaching and learning, regional and experimental work, the teacher internship programs, publishing, research and serving various theme-based training programs by the various departments; for construction of educational material and organizing

workshops, meetings, seminars, sambalan programs and school observations/ school visits every month. Furthermore, SIERT, SSA, RMSA, MHRD, NCERT, NUEPA, Educational institutions and other related agencies, the academic assignments are executed / implemented through DIET at the district level.