



Pre-Service Teacher Education — Two-year course of Diploma in Elementary Education (Class I – VIII) is conducted in line with the norms of National Council of Teacher Education. There is provision of separate teaching staff to conduct the classes for this course.

In-Service Teacher Education — Six departments have been set up to organise in-service teacher education programmes in DIET. Their structure is as follows:—

Following are the activities conducted in each department:—

- In-service teacher education
- Meeting/Workshop
- Extension
- Research
- Publication

As per the norms of Ministry of Human Resources and Development, Government of India and National Council of Teacher Education, there is a provision for staff for both pre-service and in-service teacher education. The staff at DIET consists of Principal, Vice Principal, Senior Lecturers and Lecturers along with non-teaching staff.

Provision of Staff for Pre-Service Teacher Training

The number of faculty members for two basic units of 50 students each will be 16. Principal and Heads of Departments are included in the number of faculties. This number can be categorised subject-wise in the following manner:

Academic Staff

| Sr.No. | Principal | Vice Principal | Senior Lecturer | Lecturer | Total |
|--------|-----------|----------------|-----------------|----------|-------|
| 1 | 1 | 1 | 6 | 18 | 26 |

- | | |
|---|-----|
| 1. Principal/Head | — 1 |
| 2. Learning perspective/Fundamentals of Education | — 3 |
| 3. Science | — 2 |
| 4. Humanities and Social Science | — 2 |
| 5. Mathematics | — 2 |
| 6. Languages | — 3 |
| 7. Fine Arts/ | — 2 |
| 8. Health and Physical Education | — 1 |

Non-Teaching Staff

| | | | |
|----------------------------------|----|--------------------------|----|
| Librarian | 01 | Stenographer | 01 |
| Accountant | 01 | Technical Assistant | 01 |
| Administrative Officer | 01 | Administrative Assistant | 01 |
| Assistant Administrative Officer | 01 | <i>Jamadar</i> | 01 |
| Clerk (Grade-I) | 01 | Peon | 03 |
| Clerk (Grade-II) | 05 | Workshop Assistant | 01 |
| Statistical Assistant | 01 | | |

- **Pre-service Teacher Training**

Since session 2014-15, new curriculum of D.El.Ed. (two-year) has been implemented in the state. The trainee teachers are required to do practical work, internship, survey and research work. As per the new curriculum, following subjects are taught in the first and second year of the programme.

First Year

| Sr.No. | Subject | Paper |
|--------|---|---------|
| 1. | Childhood and the Development of Children | First |
| 2. | Objectives of Education, Knowledge and Curriculum | Second |
| 3. | Indian Society and Education | Third |
| 4. | Language Cognition and Society | Fourth |
| 5. | Hindi Language Teaching and Proficiency | Fifth |
| 6. | English Language Teaching and Proficiency | Sixth |
| 7. | Teaching of Mathematics | Seventh |
| 8. | Environment Studies | Eighth |
| 9. | Arts Education | Ninth |
| 10. | Information and Communication Technology (ICT) | Tenth |

Practical — School Experience (60 days)

Second Year

| Sr.No. | Subject | Paper |
|--------|---|---------|
| 1. | Children and Learning | First |
| 2. | School Culture, Management and Teacher | Second |
| 3. | School Education in Modern World | Third |
| 4. | Hindi Language Teaching and Proficiency | Fourth |
| 5. | English Language Teaching and Proficiency | Fifth |
| 6. | Teaching of Mathematics | Sixth |
| 7. | Teaching of Third Language Sanskrit/Gujrati/Punjabi/Urdu/Sindhi | Seventh |
| 8. | Health and Physical Education | Eighth |
| 9. | Teaching of Social Science | Ninth |
| 10. | Teaching of Science | Tenth |

Practical — School Experience (60 days)

Functions of faculty members apart from teaching

Practical Work — Apart from taking classes, the faculty members act as observer for 60-day practice teaching classes for both first and second year teacher trainees. The faculty members are also involved in:

1. Admission
2. Examination and internal assessment
3. School experience, preparation, guidance and evaluation

4. Criticism lesson and annual lesson – preparation, guidance and evaluation
5. Scout-Guide camp (7 days)
6. Work as a nodal agency for private D.El.Ed. training institutes
7. Prayer assembly, festivals and birthdays, literary and cultural activities, games, use of library, SUPW related work (Work Experience), information regarding disaster management, survey, action research, project work (in each subject)

It is mandatory to abide by the norms of NCTE to conduct D.El.Ed. course in DIET.

• In-service Teacher Training

Following plan of action (1992) for the implementation of National Education Policy (1986), District Institutes of Education and Training (DIETs) were established with a view to make education dynamic. To organise various programmes to achieve objectives of in-service teacher training, following departments were established:

1. Work Experience
2. District Resource Unit
3. In Service Programmes, Field Interaction and Innovation, Coordination
4. Curriculum, Material Development and Evaluation
5. Education Technology
6. Planning And Management

Brief Details of Programmes organized by the above-mentioned departments

1. **Work Experience (WE)** — To develop learning material related to work experience. Development of low-cost learning material and means of evaluation or development of tools. To assist schools and education officers of the district in the implementation regarding various fields of work experience. To provide practical training to in-service and pre-service teachers regarding various fields of work experience. To organize various activities like cleanliness drive, repair, maintenance, beautification of the premises, etc. with a view to promote work experience attitude. To organize activities related to social service during training programmes and to visit work experience centre.
2. **District Resource Unit (DRU)** — To develop and implement plans for the universalization of education in the district. To organize trainings related to women empowerment, population education, teenage education, AIDS awareness programme under special ability permitted education scheme. To organize joint training for *Aanganwadi* workers and elementary school teachers with a view to better coordination between them. To visit *Aanganwadi* centres and provide necessary support to them. To conduct trainings regarding the organisation of World Population day, World Literacy day, World AIDS day, Human Rights day and International Women's day.
3. **In Service Programmes, Field Interaction and Innovation, Coordination (IFIC)** — To prepare annual calendar for DIET. To identify the need of training in the district and organise subject-based and theme-based trainings. To organise paper reading and essay writing contests for the professional development of the teachers. To work as a nodal branch for field interaction, action research and publication

throughout the year. To prepare and implement annual plan of District Education Research Forum (DERF). To conduct quarterly meetings for the solution of educational problems and a better coordination of various agencies.

- 4. Curriculum, Material Development and Evaluation (CMDE)** — To review curriculum and new text books. To identify and develop learning material as per the local environment. To conduct trainings regarding diagnostic tests and remedial teaching. To conduct trainings regarding peer-learning and self-evaluation method with a view to improvement in ability-based teaching-learning and qualitative improvement in evaluation. Development of various evaluation tools like question paper, question bank, etc. To divide the syllabus at district level according to tests and examinations. To conduct trainings for an improvement in the mental capability of teachers. To develop question papers for various level exams and conduct training programmes related to them.
- 5. Education Technology (ET)** — To organise trainings regarding development and use of low-cost teaching aids and audio-visual material. To conduct trainings regarding use of education technology in education with a view to make communication effective. To conduct training programmes aimed at developing awareness about latest tools of education technology, viz., computer, TV, LCD projector, etc. Development of ability-based educational material, drafting of radio lessons and to provide support through tools of education technology to the trainings conducted by other departments.
- 6. Planning and Management (P&M)** —To collect myriad educational data to assist DIET and district plan. To organise various training programmes, viz., Headmasters', Nodal Schools', School Plan, etc. To identify lab area and make efforts for educational improvement. To conduct Programme Advisory Committee (PAC) meetings twice a year and Library Advisory Committee (LAC) meetings four times a year. The constitution of Library Advisory Committee is also the responsibility of this department. To provide assistance in the development of self-evaluation tools and school maps for schools. To provide technical assistance in micro-planning to education officers. To maintain teacher profile and time table. To conduct VIII board pattern exams.
- 7. Following activities are performed under each of the above-mentioned departments:—**
 - a. In-service teacher training**
 - b. Meetings/Workshops**
 - c. Extension**
 - d. Research**
 - e. Publication**

For the organisation of above-mentioned programmes each department works throughout a year as per the plan below:

- **Pre-planning** — Development and field testing of module, preparation of blueprint of the training programme to be organised, development of pre-test and coordination.
- **Coordination and Intimation** — Selection of trainees according to teachers' profile, to get the orders for training issued from the concerned officers, comply with them and prepare content for talks, etc.
- **Arrangement for the organisation of training** — To ensure proper seating arrangement, to prepare base letter, to arrange related literature, material, etc.
- **Organisation of Training/Workshop** — To work as a facilitator and coordinator for effective organisation of the programme. To review each day's activities and plan for the next day, to prepare daily reports, to complete all formalities on the last day of the training programme.
- **After training** — Entry of training attended in the teacher's profile, study of feedbacks given by the trainees, to draw conclusions on the basis of feedback and post-test and on the basis of that prepare strategy for forthcoming trainings/workshops.
- **Research work** — Each department conducts an action research on the basis of works done by the department, teachers' feedback and problems experienced. Various steps of research include: (i) identification of problem (ii) Drawing blueprint (iii) Development of tools (iv) Collection of data (v) Classification and analysis of collected data. Preparation and publication of Research report and summary. To do the research work assigned by *Sarv Shiksha Abhiyan* and SIERT.
- **Publication** — To publish innovations as well as material produced by various departments based on specific needs of a particular area. Compilation and publication of quarterly, half yearly and annual magazines of the institute.
- **Dissemination** — For follow up of the trainings and workshops conducted by each department, the material produced by the department is sent to schools and ensured that it is used as intended. Lecturers/Senior lecturers visit schools in the lab area once a month and provide support to the teachers. To organize *waakpeeth* for Headmasters at *Panchayat Samiti* level once in a year.
- **School Visits** — One of the objectives of the foundation of DIET is to ensure quality education to children. To fulfil it, every month every member of academic staff including Principal visits two schools and provides support. They also visit one school every month under Reading Campaign and four schools every year to provide educational support. To maintain visit reports and ensure the implementation of suggestions provided after school visits.

- **Additional functions —**

1. To organise VIII board exams.
2. To undergo trainings — DIET staff members undergo various training programmes held at SIERT, IASE, CTE and DIET throughout a year.
3. Monthly Meetings — To participate in Block-level meetings of CCE and provide support to CCE schools.
4. Four-day Educational tours to interact with the staff of other DIETs with a view to bring about improvement in training programmes.
5. Academic staff participates in capacity building programmes.

To select teachers on the basis of teacher profiles for in-service teacher training programmes. To issue orders to attend the training programmes, to draft work plan and time table for training, select resource persons and ensure effective conduct of training. To administer pre-test and post-test. To prepare daily reports of the training programmes. To take teacher trainees' feedback and conduct follow up programmes. Minimum 3 to 4 workshops/trainings are organized by each department per month in line with the programme proposed by SIERT and approved by PSC of DIET.

DIET is top level academic institute in the district where educational work plans are made and implemented.