

DOCUMENTATION

INSERVICE TRAINING PRACTICES IN VOGUE IN THE SOUTHERN STATES OF INDIA

P. Ramachandra Rao	Task Leader
P. Veerappan	Member
A.S.N. Rao Sindhe	Member

1995

Regional Institute of Education
National Council of Educational Research and Training
Mysore - 570 006

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**DOCUMENTATION:INSERVICE TRAINING PRACTICES IN VOGUE
IN THE SOUTHERN REGION OF INDIA**

INTRODUCTION

The Ministry of Human Resource and Development, Government of India has recently launched the District Primary Education Programme (DPEP) to achieve universalisation of elementary education and to bring about a qualitative improvement in Primary education. In this effort the National Council of Educational Research and Training has initiated steps to undertake certain tasks related to curriculum and training pertaining to Primary Education. One such task is the documentation of the inservice training practices in vogue for various functionaries in primary education. The Regional Institute of Education Mysore - 570 006 has been assigned to undertake this task for the states of Andhra Pradesh, Karnataka, Kerala, Tamilnadu and the Union Territories - Pondicherry and Lakshadweep.

MODUS OPERANDI

The DPEP Cell constituted for this purpose in our Institution developed a letter forwarding of a set of proforma for collecting comprehensive information regarding many areas concerned with Primary Education vide Annexure - 1. The National Council of Educational Research and Training, New Delhi developed a proforma for collection of information regarding Teachers' inservice Training practices and guidelines for filling up the same vide Annexure - 2. These were sent to about two hundred and thirty three institutions/Departments as detailed below :

States	SCERT DTERT/ Govt., Dept.	DIETS	Colleges of Education	Education Departments in Universities	Others NGOs/ CIIL/ FAOs	Total
Andhra Pradesh	3	21	19	6	1	50
Karnataka	4	18	49	8	3	82
Kerala	3	18	18	4	2	45
Tamil Nadu	5	19	20	8	1	53
Pondicherry	1	01	-	-	-	02
Lakshadweep	1	-	-	-	-	01
Total						233

We received responses from sixteen institutions as indicated below:

States	SCERT DTERT/ Govt., Dept.	DIETS	Colleges of Education	Education Departments in Universities	Others NGOs/ CIIL/ FAOs	Total
Andhra Pradesh	-	3	-	2	-	5
Karnataka	-	1	5	-	1*	7
Kerala	-	-	-	-	-	-
Tamil Nadu	1	3	-	-	-	4
Pondicherry	-	-	-	-	-	-
Lakshadweep	-	-	-	-	-	-
Total						16

* NGO - AIM INSIGHTS MANGALORE

DETAILS (Statewise)

A) ANDHRA PRADESH

Index	Programme Title	Institutions
AP-1	Workshop on SUPW	DIET Angalur 521330, Krishna District, A.P.
AP-2	Preparation of Low-cost and no-cost Teaching learning materials	
AP-3	Physical & Health Education	
AP-4	SOPT	
AP-5	Preparation of questions for Question Bank	
AP-6	APPEP - Course V-A	
AP-7	Institutional Planning	
AP-8	APPEP Course V(a), IV, III(R), IV(R), VII Training Programme for Instructors of A.P. Open schools. Health & Physical Education. Identification of difficult concepts in school subjects. Training Programme on A.V. equipment Training Programme on Art & Value education Training Programme on Institutional planning Training Programme on Integrated Science kits	DIET Mynampadu Prakasam District, A.P.

B) KARNATAKA

KA-1	FEEL Teacher (Facilitating Excellence in Effective Leadership)	Aim Insights Velencia Circle Mangalore 575 002
KA-2	Orientation Programmes in various core subjects Evaluation Training M.L.L. Training SOPT Training Gender Training	DIET Bidar 585 401 Karnataka
KA-3	Orientation of Primary School Teachers on Curriculum subjects/New Text books Orientation of Primary school Teachers on Population Education , SUPW & Value education	Dr. T.M.A. Pai Human Resource Development Centre, Udipi-2 D.K.
KA-4	Orientation in Population Education	Kamala Baliga College of Education, Kumta - 581 343 U.K.

C) TAMIL NADU

TN-1	Comprehensive Course Short Theme specific course. Workshop course Course for Heads of Elementary Schools Course for (i) Community leaders and Youth (ii) Assistant Educational Officers and Deputy Inspectors of Schools	DIET, Namakkal - 637 001 Salem District, T.N.
TN-2	Theme specific course	DIET
TN-3	Long-term inservice training for primary & middle school teachers Short term inservice training for HMs of Primary and middle schools	Theroor, Kulasekaranputhoo Ramapuram - 629 303 Kanyakumari District
TN-4	MLL - Training Induction course for Instructors of Non-formal Education Orientation course for Preraks SOPT	
TN-5	Planning & Management	
TN-6	In-service Training for Teachers Seminars for Community leaders & Youth	
TN-7	Curriculum and evaluation	

D) KERALA

No response

E) PONDICHERRY

No response

F) LAKSHADWEEP

No response

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | | |
|-------|---|---|---|
| i. | Title of the Inservice Training Practice | : | Workshop on SUPW |
| ii. | Target Group | : | Teachers (Elementary) |
| iii. | Year of Implementation | : | 1994-95 |
| iv. | Mode of Interaction | : | Face to face contact |
| v. | Duration | : | 5 days |
| vi. | Number of Programmes organised | : | 2 |
| vii. | Number of beneficiaries | : | 76 |
| viii. | Sponsoring organisation/department | : | CSS & SCERT |
| ix. | Name, Designation and Address of the person providing information | : | Sri. C. Venkateswara Rao
M.A. M.Ed.,
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | |
|----|--|--|
| 1. | Objectives : | To enable the teachers to understand the concept of SUPW and plan for its implementation |
| | | To enable the teachers to organise SUPW activities in the schools. |
| 2. | Development of course/Training design | : Residential Orientation Course. |
| 3. | Development of course Material | : a. Hand outs
b. Hand book on SUPW activities |
| 4. | Organisation and Methodology of Training | : Workshop |
| 5. | Monitoring procedures | : Not indicated |
| 6. | Evaluation and Impact | : Not indicated |
| 7. | Institutionalization of the practice | : Not indicated |

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | | |
|-------|---|---|---|
| i. | Title of the Inservice Training Practice | : | Preparation of low cost and no-cost TL materials |
| ii. | Target Group | : | Teachers |
| iii. | Year of Implementation | : | 1994-95 |
| iv. | Mode of Interaction | : | Face to face contact |
| v. | Duration | : | 5 days |
| vi. | Number of Programmes organised | : | 2 |
| vii. | Number of beneficiaries | : | 94 |
| viii. | Sponsoring organisation/department | : | CSS & SCERT |
| ix. | Name, Designation and Address of the person providing information | : | Sri. C. Venkateswara Rao
M.A. M.Ed
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | | |
|----|--|----|---|
| 1. | Objectives : | a. | To enable the teachers to prepare no cost and low cost TL materials |
| | | b. | To enable the teachers to use local resources |
| 2. | Development of course/Training design | : | Residential Orientation Course. |
| 3. | Development of course Materials | : | a. Handouts for each subject
b. Printed material on each subject |
| 4. | Organisation and Methodology of Training | : | Workshop |
| 5. | Monitoring procedures | : | Not indicated |
| 6. | Evaluation and Impact | : | Not indicated |
| 7. | Institutionalization of the practice : | : | Conducted the orientation course in low cost and no cost T.L. materials for the first time. |

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | |
|-------|---|---|
| i. | Title of the Inservice Training Practice : | Physical and Health Education |
| ii. | Target Group : | Teachers |
| iii. | Year of Implementation : | 1994-95 |
| iv. | Mode of Interaction : | Face to face contact |
| v. | Duration : | 5 days |
| vi. | Number of Programmes organised : | 2 programmes |
| vii. | Number of beneficiaries : | 90 |
| viii. | Sponsoring organisation/department : | CSS & SCERT |
| ix. | Name, Designation and Address of the person providing information : | Sri. C. Venkateswara Rao
M.A. M.Ed
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | |
|----|--|---|
| 1. | Objectives : | a. To enable the teachers to implement physical and health education activities in the schools.
b. To enable the teachers to inculcate good health habits among the children |
| 2. | Development of course/Training design : | Residential Orientation Course. |
| 3. | Development of course Material : | a. Hand outs (Cyclostyle)
b. Printed books on Yoga and Games |
| 4. | Organisation and Methodology of Training : | a. Participatory method
b. Practicals |
| 5. | Monitoring procedures : | Not indicated |
| 6. | Evaluation and Impact : | Not indicated |
| 7. | Institutionalization of the practice : | Conducted the orientation course in physical and health education for the first time. |

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | | |
|-------|---|---|---|
| i. | Title of the Inservice Training Practice | : | SOPT |
| ii. | Target Group | : | Primary & Upper Primary School Teachers |
| iii. | Year of Implementation | : | 1994-95 |
| iv. | Mode of Interaction | : | Face to face contact |
| v. | Duration | : | 10 days |
| vi. | Number of Programmes organised | : | 5 |
| vii. | Number of beneficiaries | : | 300 |
| viii. | Sponsoring organisation/department | : | MHRD/SCERT/APPEP |
| ix. | Name, Designation and Address of the person providing information | : | Sri. C. Venkateswara Rao
M.A. M.Ed
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | | |
|----|--|----|---|
| 1. | Objectives : | a. | To enable the teachers to understand the modern trends in Primary education as per NPE-86 |
| | | b. | To enable the teacher to understand the concept of MLLS, activity based learning, child centered education. and social readiness etc. |
| 2. | Development of course/Training design | : | Residential Orientation course. |
| 3. | Development of course Materials | : | Hand books (Printed) |
| 4. | Organisation and Methodology of Training : | | Participatory
Demonstration
Practicals |
| 5. | Monitoring procedures | : | Not indicated |
| 6. | Evaluation and Impact | : | Not indicated |
| 7. | Institutionalization of the practice | : | Not indicated |

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | |
|-------|---|---|
| i. | Title of the Inservice Training Practice : | Preparation of questions for Question Bank |
| ii. | Target Group : | Primary & Upper Primary Teachers. |
| iii. | Year of Implementation : | 1994-95 |
| iv. | Mode of Interaction : | Face to face contact |
| v. | Duration : | 5 days |
| vi. | Number of Programmes organised : | 1 |
| vii. | Number of beneficiaries : | 33 |
| viii. | Sponsoring organisation/department : | CSS & SCERT |
| ix. | Name, Designation and Address of the person providing information : | Sri. C. Venkateswara Rao
M.A. M.Ed
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | | | | | |
|----|---|---|----|---|----|---|
| 1. | Objectives : | <table border="0"> <tr> <td style="vertical-align: top;">a.</td> <td style="vertical-align: top;">To enable the teachers to understand the concept Continuous Comprehensive Evaluation.</td> </tr> <tr> <td style="vertical-align: top;">b.</td> <td style="vertical-align: top;">To enable the teachers to prepare questions for Question Bank in school subjects.</td> </tr> </table> | a. | To enable the teachers to understand the concept Continuous Comprehensive Evaluation. | b. | To enable the teachers to prepare questions for Question Bank in school subjects. |
| a. | To enable the teachers to understand the concept Continuous Comprehensive Evaluation. | | | | | |
| b. | To enable the teachers to prepare questions for Question Bank in school subjects. | | | | | |
| 2. | Development of course/Training design : | Residential Orientation course | | | | |
| 3. | Development of course Materials : | <table border="0"> <tr> <td style="vertical-align: top;">a.</td> <td style="vertical-align: top;">Hand outs</td> </tr> <tr> <td style="vertical-align: top;">b.</td> <td style="vertical-align: top;">Model Test Papers</td> </tr> </table> | a. | Hand outs | b. | Model Test Papers |
| a. | Hand outs | | | | | |
| b. | Model Test Papers | | | | | |
| 4. | Organisation and Methodology of Training : | Participatory
Preparation of questions for some lessons in several subjects (Group wise) | | | | |
| 5. | Monitoring procedures : | Not indicated | | | | |
| 6. | Evaluation and Impact : | Not indicated | | | | |
| 7. | Institutionalization of the practice : | Orientation course in Q.B. Scheme | | | | |

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | | |
|-------|---|---|---|
| i. | Title of the Inservice Training Practice | : | CourseV(a) |
| ii. | Target Group | : | Primary & Upper Primary Teachers. |
| iii. | Year of Implementation | : | 1994-95 |
| iv. | Mode of Interaction | : | Face to face contact |
| v. | Duration | : | 12 days |
| vi. | Number of Programmes organised | : | 8 |
| vii. | Number of beneficiaries | : | 372 |
| viii. | Sponsoring organisation/department | : | MHRD/APPEP |
| ix. | Name, Designation and Address of the person providing information | : | Sri. C. Venkateswara Rao
M.A. M.Ed
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | |
|----|--|--|
| 1. | Objectives : | |
| | a. | To enable the teachers to equip in Activity Based Teaching |
| | b. | To enable the teachers to prepare periodic plans, activity packages for teaching practice. |
| 2. | Development of course/Training design | : Residential Orientation Course. |
| 3. | Development of course Materials | : Hand books (Printed) |
| 4. | Organisation and Methodology of Training | : Demonstration
Discussion
Participatory method |
| 5. | Monitoring procedures | : Supervised the schools and TLPs by HRD staff. |
| 6. | Evaluation and Impact | : Not indicated |
| 7. | Institutionalization of the practice | : Not indicated |

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- | | | | |
|-------|---|---|---|
| i. | Title of the Inservice Training Practice | : | Institutional Planning |
| ii. | Target Group | : | HMs of Primary & Upper Primary Schools |
| iii. | Year of Implementation | : | 1994-95 |
| iv. | Mode of Interaction | : | Face to face contact |
| v. | Duration | : | 5 days |
| vi. | Number of Programmes organised | : | 2 skills |
| vii. | Number of beneficiaries | : | 80 |
| viii. | Sponsoring organisation/department | : | CSS & SCERT |
| ix. | Name, Designation and Address of the person providing information | : | Sri. C. Venkateswara Rao
M.A. M.Ed
Principal
DIET
Angalur 521 330,
Krishna District, A.P |

II. Description of the Practice :

- | | | |
|----|---|---|
| 1. | Objectives : | |
| a. | To enable the HMs of Primary & Upper Primary Schools to prepare Institutional Plans for their schools | |
| b. | To enable the participants to utilise the resources available to the maximum extent. | |
| c. | To enable them to prepare the institutional plans accordingly. | |
| 2. | Development of course/Training design | : Residential Orientation Course. |
| 3. | Development of course Materials: | a. Handouts
b. Model Institutional plan |
| 4. | Organisation and Methodology of Training | : Discussion
Participatory
Preparation of a Model I.P |
| 5. | Monitoring procedures | : Not indicated |
| 6. | Evaluation and Impact | : Not indicated |
| 7. | Institutionalization of the practice | : Not indicated |

PROFORMA FOR COLLECTION OF INFORMATION REGARDING TEACHERS' IN-SERVICE TRAINING PRACTICES

I. Preliminary Information :

i. Title of the Inservice Training Practice

A) Andhra Pradesh Primary Education Project (APPEP) programmes

	Duration (days) (v)	No. of Programmes organised (vi)	No. of beneficiaries (vii)
a) APPEP Course V(a) for Primary School Teachers	12	6	272
b) APPEP Course IV for M.R.Ps	15	2	91
c) APPEP Course III(R) for M.E.Os	3	2	47
d) APPEP Course IV(R) for MRPs	2	1	49
e) APPEP Course VII for T.C Secretaries and Asst. Secretaries	3	2	55
B) Training Programme for Instructors of APOS (Andhra Pradesh Open Schools)	2	1	282
C) Short Theme Specific Programmes (Training Programme on Health and Physical Education. Training Programme on Identification of difficult concepts in school subjects. Training Programme on A.V. Equipment Training Programme on Art and Value education/Training Programme on Institutional Planning/Training Programme on Integrated Science Kit, etc.)	5	8	225
D) Special Orientation Programme for Primary School Teachers (SOPT)	10	5	244

- ii. Target Group :
Primary and Upper Primary School Teachers, Mandal Educational Officers, N.F.E. Project Officers, Supervisors and Instructors.

- | | | | |
|-------|--|--|--|
| iii. | Year of Implementation | : | 1994-95 |
| iv. | Mode of Interactions | : | Face to face contact |
| v. | Duration | | |
| vi. | No. of Programmes Organised | } | Shown in item (I) |
| vii. | No. of beneficiaries | | |
| viii. | Sponsoring Organisation/Department : | Department of School Education
Andhra Pradesh | |
| IX. | Name, Designation and address of the persons Providing information | : | Sri. K.P.A. Choudaru
Principal,
Prakasam District
Mynampadu, A.P. |

II. Description of the Practice

1. Objectives :

To enlighten and train the Primary Schools Teachers on APPEP Programmes.
To enlighten the Primary School Teachers in the field of qualitative education at Primary level

To orient the teachers on O.B.B Scheme

To stress the need of Activity based teaching learning process.

To train the teachers in the preparation of teaching learning materials using low-cost and no-cost materials.

2. Development of Course/Training design :

Andhra Pradesh Primary Education Project has evolved six principles (called APPEP Principles) through which primary education can be made attractive to the children. Primary School Teachers and M.E.Os are being given training in applications of the six principles in the classroom.

Training Programmes are being organised to enlighten the teachers in the improvement for quality of education at Primary Level and on the O.B.B Scheme.

Training Programmes are being organised to train the teachers in the Preparation of teaching learning materials and the activity packages.

3. Development of course materials : Handouts

4. Organisation and Methodology of Training : Discussion, Activity-based practical work

5. Monitoring Procedures :

Follow up action will be taken up after completion of the training programmes to assess the application of the experiences in the Training Programmes in the Class Rooms; Visiting the schools from time to time.

6. Evaluation and Impact : Not reported

7. Institutionalization of the practice : Not reported

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information:

- i. Title of the Inservice Training Practice : FEEL Teacher
 - ii. Target Group : Teachers
 - iii. Year of Implementation : 1991, 1992, 1993, 1994, 1995
 - iv. Mode of Interaction: (a) Face to face contact ✓
(b) Correspondence
(c) Contact cum correspondence
(d) Any other
 - v. Duration : Months - X, Days - 10 days.
There are training programmes of the duration of 3 days and 5 days too.
 - vi. No. of programmes organised:
- | | | | | |
|------|------|--|---|--|
| For: | 30 | lecturers | - | S.V.S. College, Bantwal - '91 |
| | 40 | " | - | St. Aloysius College, Mangalore - '91 |
| | 146 | " | - | SIT Tumkur '92, '93 and '94 |
| | 25 | " | - | Loyola College Madras - '93 |
| | 120 | " | - | St. Joseph's College, Trichy - '93 |
| | 25 | " | - | Holy Cross College, Trichy - '93 |
| | 65 | " | - | Assumption College, Changanacherry - '94 |
| | 120 | " | - | C.M.S. College, Kottayam - '94 |
| | 179 | Primary School Teachers, | | Mangalore - '91 |
| | 68 | Primary School Teachers, | | Mangalore - '91 |
| | 110 | Primary School Teachers, | | Shimoga District - '91 |
| | 123 | H. School Teachers - DDPI / D.K. Zilla Panchayat | | - '92 |
| | 1000 | Teachers - D.K. District - Primary Schools | | - '92 |
| | 800 | " | " | " '93 |
| | 220 | " | " | " '94 |
| | 48 | lectures, social activists - Directorate of Mass Education | | - '94 |
| | 44 | lecturers of DIETS - Directorate of Primary Education | | - '95 |

- vii. No. of beneficiaries : 3163
- viii. Sponsoring Organisation / Department : DIET, DSERT, DDPI, Zilla Panchayath
- ix. Name, Designation and Address of the person providing information:

Sunney Tharappan
Director - AIM INSIGHTS
Valencia Circle,
MANGALORE - 575 002.

II. Description of the Practice:

1. Objectives

- i. To make teachers develop the art of interpersonal communication.
- ii. To help them understand the need for developing self-esteem in students.
- iii. To expose to teachers the methods of supporting and developing the self-esteem of students.
- iv. To influence an attitudinal change in teachers with regard to corporal punishment meted out to students, to accept it as not needed.
- v. To make an analysis of the carelessness in not recognising the feelings of the students and the resultant impact on them.
- vi. To help teachers understand why anger and violence associated with it, should be avoided in a teacher - student relationship.
- vii. To organise the opinions of teachers against cruelty to children, in any form, at the primary school.
- viii. To show models of class-room interaction and management towards developing mind skills in children.
- ix. To develop human relations skills in the teachers.

2. Development of Course/ training design

Far from moulding a student to become successful in leading himself/ herself to influence the building of a humane and enlightened society, educational institutions churn out a poor specimen of a person who is ill- equipped to live with the society, who cannot use his or her leader effectiveness as a mature human being to influence a change. Corporal punishment itself has proved a disastrous model of violence to the younger generation. Perpetual fear and terror of the adult- teacher has killed the natural initiative, the belief in personal worth, the sensitivity and inquisitiveness of the child. To add to all these, there is the mind, confused as to whether it should join the adult to be more violent, at cross purposes with the essential goodness and innocence of its inner self.

Thus, FEEL Teacher programmes are organised with the goal of developing skills in a teacher to become a classroom leader by creating an awareness about the

negative effects of corporal punishment and the need for human relation skills.

The achievement of the objective cannot be ensured by the end of the training programme as it depends upon the interest and resourcefulness of the person who has undergone the training to inculcate the same in his mode of teaching, to influence his colleagues in the same profession with the new insights imbibed by him and on his attitude towards the society as a whole. However it has been noticed that 90% of the participants had reported successful changes in their classroom attitudes and work.

3. Development of Course Materials

All the exercises used by the organisation and the mode of conducting them are our own and original. AIM INSIGHTS trains desirous and worthy persons as Facilitators in 10 days so that these persons can become Resource Persons to conduct similar training programmes. Facilitators are certified only after they conduct two training programmes independently. The exercises used to impart the concepts comprise many a visual material apart from the printed materials.

The strategies AIM INSIGHTS uses for its research and engineering are various. FEEL training programmes are structured on Experiential Learning - a methodology based on the faith that human experience can be the best base for any learning. The exercises offer an experience, the impressions of which are internalised through consultations, discussions and interactions.

Non- correctional methods of instructions are used at all stages in order to avoid destroying the participant's self- esteem and his willingness to use his initiative. Skill development is achieved by building self- esteem and through group activity.

4. Organisation and Methodology of Training

Each FEEL Teacher Facilitator training programme is of the duration of 80hrs. conducted in 10 days. Each batch comprises trainees limited to 20 in number. All the exercises are conducted in durations of 20 to 30 minutes each. One lead theme talk of the duration of an hour is presented everyday. Experiential Learning methodology which is participatory in nature is used.

Participants are selected on the basis of their performance at school, their willingness to undergo the training to propagate the same and such other factors. As these training programmes are sponsored by Government outfits like the D.D.P.I. the DIET and DPI the trainees and the training centres are selected and agreed upon to by the Director of AIM INSIGHTS after holding discussions with the concerned authorities. Thus, training sessions have been conducted primarily in Mangalore at AIM INSIGHTS for the Primary School Teachers of D.K. District while such programmes have also been conducted at various other places like Mandya and Kolar too. The Resource Persons are mainly those trained and recruited by AIM INSIGHTS as Facilitators.

Apart from a wide area or a hall to accommodate the participants, to seat them and a mike in the case of a large crowd while holding a lead theme talk, arrangements for food and lodging are provided to the participants.

The training sessions are conducted in two ways. During the first half of the day only paper exercises are conducted, and in the latter half action exercises. Action exercises are done using materials like wooden blocks, ropes etc. Printed materials are made use of to enable the participants to internalise several skills including argumentation and refutation. Apart from the exercises on self-esteem, there are also those that drive the learning towards self- awareness, self- discovery, group appraisals, group goals, getting desired changes in behaviour, etc.. Narrating stories and grouping the participants for discussions is also used as a mode of interaction.

5. Monitoring Procedures

All said and done, it is difficult to monitor the procedures to find out how much of whatever was done has been understood. The only method resorted to, so far, to find out the same has been by conducting Entry, Exit and mid- course surveys where the attitudinal changes in the participants could be evaluated. It is normally done by the Programme and Research Secretary of the institution (AIM INSIGHTS). The evaluation of survey papers and work done report is presented to the sponsors. This feed back mechanism was always found to be useful in the sense that majority of the participants agreed with the philosophy and concept of the training and volunteered to incorporate the same in their day today life in their designation as the responsible persons who can influence the young minds.

6. Evaluation and Impact

In the last session of the final day of the training programme, evaluations are conducted regarding the course materials used, training techniques involved and the trainers.

7. Institutionalisation of the Practice

The trainers who undergo the 10 day FEEL Teacher training programme are expected to conduct two independent programmes of 3 days' duration each. IID under which AIM INSIGHTS conducts these training programmes, issues certificates to such persons in recognition of their work.

AIM INSIGHTS has placed a proposal with the University to grant affiliation to the organisation, in which case, apart from added credibility, a larger group could be targeted.

8. In your opinion, how can the practice be improved upon?

Any practice may be improved upon by reference to books by authorities on the subject. Likewise implementation of relevant suggestions from participants also help in the process. Also there is a need to periodically add to those of the trainer, the skills and concept clarifications of the participants.

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- i. Title of the Inservice Training Practice :
- a. Orientation Programmes in various core subjects
 - b. Evaluation Training (Setting of question papers)
 - c. MLL Training
 - d. SOPT Training
 - e. Gender Training (Women participants)
- ii. Target Group : Primary School Teachers
- iii. Year of Implementation : 1994-95
- iv. Mode of Interaction : Face to face contact
- | | | a | b | c | d | e |
|--|--|----|----|----|----|----|
| v. Duration (days) : | | 10 | 5 | 8 | 7 | 4 |
| vi. Number of Programmes organised : | | 6 | - | - | - | - |
| vii. Number of beneficiaries (per taluk) : | | 45 | 45 | 35 | 45 | 45 |
- viii. Sponsoring organisation/department : DIET Bidar
- ix. Name, Designation and Address of the person providing information : Sri. Gurunath Rao
Principal DIET
BIDAR - 585 401

II. Description of the Practice :

1. Objectives : To enable the teachers to equip themselves with the latest information in education and to increase their efficiency.
2. Development of course/Training design : Not indicated
3. Development of course Material : written materials & Models

- | | | |
|----|--|---|
| 4. | Organisation and Methodology of Training : | a. Lectures
b. Discussion
c. Field visits |
| 5. | Monitoring procedures : | a. Questionnaire
b. Visits to the schools |
| 6. | Evaluation and Impact : | Not indicated |
| 7. | Institutionalization of the practice : | Not indicated |

KA-3

PROFORMA FOR COLLECTION OF INFORMATION REGARDING TEACHERS' INSERVICE TRAINING PRACTICES

I. Preliminary Information :

- i. Title of the Inservice Training Practice :
 - 1) Orientation of Primary School Teacher on Curriculum subjects/
New text books
 - 2) Orientation of Primary School Teachers on Population Education,
SUPW, Value Education.
- ii. Target Group : Primary School Teachers in and around udipi
Primary School Teacher in Several TACS in
Udipi taluk
- iii. Year of Implementation : 1980
- iv. Mode of Interaction : Face to face contact
- v. Duration : 1, 2, 3 days
- vi. Number of Programmes organised : About 8-10 programmes every
year
- vii. Number of beneficiaries : About 40-50 participants per programme
(About 250-300 every year)
- viii. Sponsoring organisation/department : Dr. T.M.A Pai
Human Resource
Development Centre.
- ix. Name, Designation and Address of the person
providing information : Prof. K.R. HANDE
Director
Dr. T.M.A. Pai Human Resource
Development Centre, Udipi-2 (D.K)

II. Description of the Practice :

1. Objectives :
 - To up date reading/skill of Primary School Teacher
 - To help Primary School Teachers to work with the newly developed Text Books in Kannada/English
 - To orient the Primary School Teachers to integrate population/ environment education with curricular topics.
2. Development of course/Training design : Not indicated
3. Development of course Material :
 - Papers by the Resource persons
 - Course materials prepared by the DSERT/NCERT are freely used
4. Organisation and Methodology of Training : Discussion method; group project/ workshop Techniques; Demonstration
5. Monitoring procedures : Not much is attempted for want of staff at the Centre
6. Evaluation and Impact : not indicated
7. Institutionalization of the practice :
Special efforts are made to organise more and more school programmes with the help of high schools and the co-operation of the college of Education, Udipi-2

Workshop on Institutional Planning for total school improvement is held every year to take stock of the situation

KA-4

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- i. Title of the Inservice Training Practice : Orientation in Population Education
- ii. Target Group : Primary School Teachers
- iii. Year of Implementation : 1985-86
- iv. Mode of Interaction : Face to face contact
- v. Duration : 3 days

- vi. Number of Programmes organised : 14
- vii. Number of beneficiaries : More than one thousand
- viii. Sponsoring organisation/department : DSERT
- ix. Name, Designation and Address of the person providing information : Dr. K.N. Bailkeri
Principal
K.B. College of Education
Kumta

II. Description of the Practice :

- 1. Objectives :
To develop positive attitude towards small family norm
To develop knowledge, understanding and skill in teaching Population-Education to students
- 2. Development of course/ Training design : as per the needs
- 3. Development of course Materials : Prepared by experts and resource persons
- 4. Organisation and Methodology of Training : Lecture Method, discussion, Demonstration of lesson in Population/Education
- 5. Monitoring procedures : a. Questionnaire
b. During visits to the schools
- 6. Evaluation and Impact : Not indicated
- 7. Institutionalization of the practice : Not indicated

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- i. Title of the Inservice Training Practice : *
- a. Comprehensive Course.
 - b. Short Theme Specific Course.
 - c. Workshop Course.
 - d. Course for Heads of Elementary Schools.
 - e. Course for (1) community Leaders and Youth
(2) Assistant Educational Officers and Deputy Inspectors of Schools.

ii. Target Group :

Course	Target Group
a. Comprehensive Course.	Primary & Upper Primary School Teachers.
b. Short Theme Specific Course	- do -
c. Workshop Course.	- do -
d. Course for Heads of Elementary Schools.	Headmasters of Elementary Schools
e. Course for (1) community (2) AEOs and DISs	Leaders and Youth AEOs & DISs.

- iii. Year of implementation : 1995
- iv. Mode of interaction : Face to face contact
- v. Duration :

Course	Duration
a. Comprehensive Course.	28/13 days.
b. Short Theme Specific Course.	5 days
c. Workshop Course.	4/3 days
d. Course for Heads of Elementary Schools.	21/4 days
e. Course for 1) Community Leaders and Youth	3 days
2) AEOs and DISs	2 days

* Please look for the content of each course at the end of the proforma.

vi. Number of Programmes organised :

Course	Nos.
a. Comprehensive course	05
b. Short Theme specific course	18
c. Workshop course	05
d. Course for Heads of Elementary School	18
e. Course for 1) Community leaders & Youth	01
2) AEOs, DISs	01

vii. Number of beneficiaries :

Course	Nos.
a. Comprehensive course	591/443/241
b. Short Theme Specific course	1914
c. Workshop Course	659/152
d. Course for Heads of Elementary School	260/182
e. Course for i) Community Leaders & Youth.	445
ii) AEOs, DISs	68

viii. Sponsoring organisation / Departments : DTERT, Madras-6,
DIET, Namakkal, and
DEE, Madras - 6.

ix. Name, Designation and address
of the person providing information : V. Umapathy,
Senior Lecturer,
DIET, Namakkal.

II. Description of the practices :

1. Objectives :

- a. Comprehensive course : To provide an extensive coverage of all aspects of teaching and testing of different subjects.
- b. Short Theme course : To arouse awareness of the Teacher and develop the necessary professional skills.
- c. Workshop course : To Promote the participatory role of the teachers in developing a variety of teaching aids.
- d. Course for Heads of Elementary School : To plan, manage and organise the various curricular and co curricular activities in the schools.
- e. Course for community leaders & youth (AEOs, DISs) : To train in the MLL aspects and supervise the teachers in the schools.

2. Development of course / training design :
Based on the formulation of DTERT, Madras. Low cost and no cost teaching materials have been prepared. The visit to well run schools around the DIET has been made. To train them to operate the different kits and to use different teaching aids.
3. Development of Course materials :
Various clay models and Graphics have been prepared in different subjects. Instructions in relation to the preparation of teaching aids have been given.
Various charts and printed items in relation to teaching aids have been made available.
4. Organisation and Methodology of Training :
Printed materials have been supplied. TV, VCR, OHP, slide projectors have been used in the teaching methods. They have been given the importance of these mass media in teaching.
5. Monitoring procedure :
By way of Questionnaire, we assess the understanding of the teachers. We have visited the selected schools and give suggestions regarding the methods of teaching.
6. Evaluation and Impact :
At the end of the course, the participants would submit the completed evaluation proforma of the course. In the form of questionnaires, a complete idea of the performance of the course can be attained.
7. Institutionalization of the practice :
Selected schools have been visited by the members of the DIET. A complete follow-up measures have not been done. The DIET is awaiting for the proper guidance and fund in this regard.
8. In Your opinion, how can the practice be improved upon ?
The participants suggest that the training could be given at the different centres in the District.

The DIET could be given academic supervision of the schools in order to improve the practice in the schools.

* Themes :

a) Comprehensive course

1. Universalisation of primary education
2. Identification of MLL competencies
3. MLL concept clarification
4. MLL identification of hard spots
5. Suggesting activities
6. Demonstration classes
7. Developing remedial programmes
8. MLL for non - cognitive areas
9. Preparation of student progress reports
10. Appraisal of MLL projects.

- b) Short theme specific course
 1. Integrated education of the disabled children
 2. Education of the gifted children
 3. Educational technology-concept clarification and significance
 4. Value education and cultural preservation
 5. Population education

- c) Workshop course
 1. Promotion of participatory role of the teachers and others in developing a wide variety of instructional materials and aids.
 2. Preparation of the low-cost, no cost in projected and non-projected visuals
 3. The non-projected material including models and graphics prepared

- d) Course for Heads of Elementary Schools
 1. Planning, management and organisation of the various curricular and co-curricular activities in the school.
 2. Promotion of the main ability to secure the required interface for main school programmes from the community.
 3. Emphasis the overall skill development programmes designed for teachers.

- e) Course for
 - (i) Community leaders & youths
 1. Literacy efforts
 2. Enrolment and in school
 3. School community relation
 4. Population education
 5. Early childhood concepts
 6. Education for the disabled

TN-2

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

- I. Preliminary Information :**
- i. Title of the Inservice Training Practice : Theme Specific Course.
 - ii. Target Group : Primary School Teachers.
 - iii. Year of Implementation : 1994-95
 - iv. Mode of interaction : Face to face contact
 - v. Duration : 5days
 - vi. Number of programmes organised : 02
 - vii. Number of beneficiaries : 50
 - viii. Sponsoring organisation/department : DTERT, Madras - 6.

- ix. Name, Designation and address
of the person providing information : The Director,
DTER, Madras-6.

II. Description of the Practice :

1. Objectives :
To be familiar with the contents and methods of teaching. To make the teaching - learning process child - centered and joyful.
2. Development of course / training design :
Demonstration lessons, Lecture-cum-group discussion, lectures, practical work, etc.,
The participants present the problems in teaching and resolve them by group discussion.
3. Development of course materials :
No material is produced.
4. Organisation and Methodology of Training :
The Course Books prescribed by the Tamilnadu Text Book Society are made use of.
They do experiments in the laboratory.
5. Monitoring procedures: not indicated

TN-3

**PROFORMA FOR COLLECTION OF INFORMATION REGARDING
TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- i. Title of the Inservice Training Practice : Long term Inservice training for primary and middle school teachers.
Short-term Inservice training for Headmasters of primary and middle schools.
- ii. Target Group : Teachers and Headmasters
- iii. Year of Implementation : 1994-1995
- iv. Mode of interaction : Face to face contact
- v. Duration : 14 days for Teachers
4 days for Head masters
- vi. Number of Programmes organised : 3 Programmes for teachers
10 programmes for Headmasters
- vii. Number of beneficiaries : Head masters - 87
Teachers - 132
- viii. Sponsoring organisation / Departments: Education Department

- ix. Name, Designation and address
of the person providing information : V. Lawrence, Senior Lecturer,
DIET, Theroor,
Kulasekaranputhoor Ramapuram
Kanyakumari Dist.

II. Description of the Practice :

1. Objectives : To improve the quality of primary education; to train the teachers to use the latest techniques in education; to afford teachers opportunities of professional growth suited to their individual background, aptitude, talent and choice.
2. Development of course / training design : Specially trained teachers in all subjects give practical training to the teachers.
3. Development of Course materials : Low-cost aids were prepared to teach Science and Maths.
The teachers were given training to draw maps independently.
4. Organisation and Methodology of Training : The teachers who joined service within a period of five years and the teachers who are about to retire are not selected for the In-service training. The use of educational technology - overhead projector, computer, tape-recorder etc. revolutionise in-service courses.
5. Monitoring procedures : The Senior lecturer of the IFIC Branch monitors the quality and efficiency of the In-Service programmes in the DIET.
6. Evaluation and Impact : At the end of each In-service programme, the participants are asked to write an evaluation report and give their suggestions for the improvement of future programmes.
7. Institutionalization of the practice : The University Grants Commission stressed the urgent need for the institution of In-service courses. Every teacher should realise that experience needs to be supplemented by experiment before reaching its fullness. If a teacher wants to keep alive and fresh, he should become a learner from time to time.

Lecture method, group discussion, folk songs, debates, play way method, conversation method, etc.

5. Monitoring procedure :
Not indicated

6. Evaluation and Impact :
Trainees were evaluated with the help of questions.

7. Institutionalization of the practice :
Procedure not indicated.

TN-5

PROFORMA FOR COLLECTION OF INFORMATION REGARDING TEACHERS' INSERVICE TRAINING PRACTICES

I. Preliminary Information :

- i. Title of the Inservice Training Practice : Planning and Management (Branch IV)
- ii. Target Group : Primary Teachers
Primary Headmasters Middle School,
Headmasters
- iii. Year of Implementation : From 1989
- iv. Mode of interaction : Face to face contact
- v. Duration : Five days
- vi. Number of Programmes organised : 1) 5 Inservice Programmes
2) 4 Workshop in a year
- vii. Number of beneficiaries : 320 persons per year
- viii. Sponsoring organisation/Departments : DIET, Theroor,
Kanyakumari District 629 303
- ix. Name, Designation and address of
the person providing information : V. Haran
Senior Lecturer,
DIET, Theroor.

II. Description of the practice :

1. Objectives : a. Maintenance of District Educational profile.
b. Lab area - MLL schools conducting study.
c. Community participation in achieving UEE/UPE
d. Preparation of 5 year and annual plan.
2. Development of course / training design : Based on NPE 1986

3. Development of Course materials : Sets in institutional planning, course work planning for a year, management of multigrade class teaching, pupil management, etc.
4. Organisation and Methodology of Training : Participatory method, group work discussion.
5. Monitoring procedure : Reporting of daily transactions by the participant in writing on the basis of report discussion and feed back activities.
6. Evaluation and Impact : Self evaluation.
7. Institutionalization of the practice : Not in practice because all the Primary Schools in our District do not come under the control of DIET.

All the Primary Schools and offices connected with the Primary School administration will come under the control of DIET in future.

TN-6

PROFORMA FOR COLLECTION OF INFORMATION REGARDING TEACHERS' INSERVICE TRAINING PRACTICES

I. Preliminary Information :

- i. Title of the Inservice Training Practice :
- | | |
|--|---|
| 1. Inservice Training for Teachers | 2 |
| 2. Seminars for Community Leaders and youths | 1 |
- ii. Target Group :
- | | |
|--------------------------------|--|
| a. Primary school teachers | |
| b. Community leaders and youth | |
- iii. Year of Implementation : 1994 - 95
- iv. Mode of interaction : Face to face contact
- | | | |
|-----------------------------------|----|----|
| | a | b |
| v. Duration (days) : | 05 | 10 |
| vi. No. of Programmes organised : | 02 | 03 |
| vii. No. of beneficiaries : | 80 | 30 |
- viii. Sponsoring organisation / Departments : DTERT, Madras 600 006.
- ix. Name, Designation and address of the person providing information :
Faculty of DIET, Theroor, Kanyakumari Dist.

II. Description of the practice :

1. Objectives :
- | |
|--|
| a. Preparation and use of low cost aids to make the Teaching Learning process interesting. |
| b. Use of the latest Educational Technology in the Teaching and Learning process. |
2. Development of course / training design : Giving information about the latest

- Technology using the AV aids, low cost and No Cost aids, Health Education, Community Development and National Integration.
3. Development of Course materials : a. Software materials : Preparation and use of OHP sheets, slides, models, charts, albums etc.
b. Operation of the 16 mm. sound projector and OHP.
c. Use of the computer in the Teaching and Learning process.
d. Art and Health Education.
4. Organisation and Methodology of Training : Theory Classes, Practical Classes, Demonstration, Group Discussion, Field Trips, etc.
5. Monitoring procedure : Not indicated
6. Evaluation and Impact : Evaluation is carried out in the course materials like preparing OHP sheets, slides, charts, models operation of the VCR and the Tape Recorder.
7. Institutionalization of the practice : Institutionalization of the practice is carried out by the individual teachers in their respective schools.
8. In Your opinion how can the practice be improved upon ?
a. The Primary Schools are not supplied with the latest equipments like OHP, Projector etc. They may be supplied.
b. Funds may be allotted for the Primary Schools for getting materials like chart paper, slides, models, etc.

TN-7

**PROFORMA FOR COLLECTION OF INFORMATION REGARDING
TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- i. Title of the Inservice Training Practice : Curriculum and Evaluation
ii. Target Group : Teachers handling classes Std. I to Std. VIII
iii. Year of Implementation : 1989
iv. Mode of interaction : Face to face contact
v. Duration : Days 5
vi. Number of Programmes organised : 6 Inservice Programmes and 6 Workshops per year
vii. Number of beneficiaries : 250 teachers per year.

- viii. Sponsoring organisation / Departments : DIET, Theroor
- ix. Name, Designation and address of the person providing information : C. Prem Athipen,
Lecturer, CMDE Branch
DIET, Theroor 629 303

II. Description of the practices :

1. Objectives : Preparation of materials teaching and learning for general as well as locally developed curricular units. Techniques and guidelines for continuous and comprehensive evaluation and summative evaluation
2. Development of course / training design : Based on National Policy on Education 1986.
3. Development of Course materials : Competence based teaching, learning materials for class I to class V. Evaluation techniques to assess the achievement of Minimum Levels of Learning.
4. Organisation and Methodology of Training : Participatory method and group work.
5. Monitoring procedure : Daily class room activities are reported by the participants in the last session, and feed back will be provided.
6. Evaluation and Impact : Evaluation, topics related to English and Mathematics are included in the Inservice Programme self evaluation.
7. Institutionalization of the practice : Practice has been partially institutionalized. Academic achievement of class V students of six backward area schools of costal villages were assessed. Analysed the reason and suggestions were given by the faculty members of CMDE branch.
8. All the Primary Schools should be brought under the control of DIET.

REGIONAL INSTITUTE OF EDUCATION (NCERT) - MYSORE 570 006

DPEP CELL

No. F. DPEP/95/

Date: August, 1995

Dear Sir/Madam,

Sub: Documentation - Regarding

Ref: District Primary Education Programme (DPEP)

You are aware that the Ministry of Human Resource and Development, Government of India has recently launched the District Primary Education Programme (DPEP) to achieve universalisation of elementary education and to bring about a qualitative improvement in primary education.

In this effort the National Council of Educational Research and Training has initiated steps to undertake certain tasks related to curriculum and training in Primary Education. One such task is the documentation in the areas listed overleaf. Our institution has been entrusted with this task in respect of the southern region. Your kind co-operation in collecting the various information from your colleagues and furnishing the same in the proforma attached herewith is solicited. Also, kindly arrange to enclose a copy of the reprints/documents of each of the studies/innovative practices/training and instructional materials/brief write-up etc.

In case you are aware of similar efforts being undertaken for improvements in the primary education by individuals/organisations including NGOs, kindly furnish the names and their addresses so that we could contact them for details. We also appreciate if you could give a wide publicity in order that our task of documentation becomes 'all inclusive'.

Our tasks under DPEP are time bound. So we appreciate, if the information and materials sought by us reach us with in a month.

Thanking you,

Yours Sincerely

(P.R. Rao & V.V. Anand)
Task Leaders

Enclosure:

Proforma for furnishing information

To

.....

The Director, DSERT/SCERT/SIE/ State

The Principal, DIET, District

The Head of the Department of Education, University

(DPEP)

I List of areas in Primary Education for documentation

A. Researches in the area of

1. Implementation of MLLs
2. Formulations of MLLs in non-cognitive* areas
3. Multigrade teaching
4. Reading and mathematics learning in early grades
5. Learning achievements in cognitive** and non-cognitive* areas
6. Any other

B. Instructional Materials/MLL based textbooks, work books and teachers' hand-books, supplementary learning materials/teaching aids/instructional modules on specific topics both in cognitive and non-cognitive* areas.**

- a) available
- b) not available, but are needed by the states

C. Teacher Education Programmes

Existing practices in teacher education (PRIMARY)

1. Inservice for different functionaries
2. Preservice

D. Training Packages/materials (Print and nonprint) used in inservice and preservice programmes for teacher development (such as module/hand book/guideline/support material/resource book/reference book/etc.).

- a) available
- b) not available, but are needed by the states

II. List of other individuals/institutions/organisations including NGOs working for the betterment of primary education

****Cognitive areas**

1. Language-mother tongue
2. Mathematics
3. Environmental Science I & II

***Non-cognitive area**

1. Art education
2. Work experience
3. Health and Physical education

REGIONAL INSTITUTE OF EDUCATION (NCERT), MYSORE 570 006
(DISTRICT PRIMARY EDUCATION PROGRAMME CELL)

PROFORMA*

Name of the Department/Institution :

Address :

A. Research

Name of the Investigator	Area	Problem Investigated	Whether published*

Effective/Innovative class-room practices

Name(s) of the individual(s)	Class/ Standard	Subject	Topic	Whether documented*

Note: Please attach additional sheets if the space provided is not sufficient.

* If yes, please enclose copies. If not, send a brief write-up.

B. Instruction Materials/Packages

a) Available:

Name(s) of the faculty member(s)	Subject	Topic	Standard	Print/ nonprint [#]	Whether documented*

b) Not available, but are needed by the states

Nature of the material	Area	Topic	Standard	Whether print/ non-print [#]

If non-print, mention the nature of the material

* If yes, please enclose copies. If not, send a brief write-up.

C. Teacher Education Programmes

(i) Inservice Training Practices in vogue.

Title	Duration	Beneficiaries & No. of participants	Theme	Whether self-evolved/ NCERT model	Whether field tested and documented*

(ii) Preservice

A brief write-up/prospectus may please be sent.

D. Training Materials for Teacher Education

a) Available

Names(s) of the faculty member(s)	Beneficiaries@	Area & topic	Print/ non-print#	Whether field tested & documented*

@ Teachers/Inspectors of schools/Non-formal instructors/Master trainers/Personnel in school complex etc.

If non-print, mention the nature of the material

* If yes, please enclose copies. If not, send a brief write-up.

b) Not available, but are needed by the states

Nature of the material*	Beneficiaries	Area	Topic	Whether print/ non-print [#]

If non-print, mention the nature of the material.

* Module hand-book/guideline/support material/resource book/Reference book/etc.

II. Information regarding agencies (NGOs)/individuals working for betterment of primary education

Name of the individual/ organisation (including NGOs)/institutions	Address	Nature of their work

Place:

Date:

Seal

Signature
Head of Department/Institution

**PROFORMA FOR COLLECTION OF INFORMATION
REGARDING TEACHERS' INSERVICE TRAINING PRACTICES**

I. Preliminary Information :

- i. Title of the Inservice Training Practice :
- ii. Target Group :
- iii. Year of Implementation :
- iv. Mode of Interaction :
 - a) Face to face contact
 - b) Correspondence
 - c) Contact-cum-correspondence
 - d) Any other
- v. Duration : Months Days
- vi. Number of Programmes organised :
- vii. Number of beneficiaries :
- viii. Sponsoring organisation/department :
- ix. Name, Designation and Address of the person providing information . :

II. Description of the Practice :

1. Objectives :
2. Development of course/training design :
3. Development of course Materials :
4. Organisation and Methodology of Training :
5. Monitoring procedures :
6. Evaluation and Impact :
7. Institutionalization of the practice :

GUIDELINES FOR FILLING UP THE PROFORMA

General :

- i) The term 'teacher' also includes Head teachers, Teachers-trainers, Education Officers, School Inspectors & Others.
- ii) The aspects provided in the proforma are suggestive in nature. The officers providing information are free to make modifications in the proforma depending upon the specific nature of the practice being reported.

The proforma is divided into two major parts.

- I. **Preliminary information**
- II. **Description of the practice**

The **first part** is self-explanatory regarding basic information about the practice. The **second part** has 8 sub-divisions related to various important aspects of the practice in question. To facilitate provision of requisite information, a few guidelines with regard to each aspect are given below :

1. **Objectives** : Mention the specific objective of the practice and what it purports to achieve on a short term and long term basis.
2. **Development of Course/Training Design** : Describe in brief the process of design development i.e., procedure for the identification of training needs, persons involved, highlights of the major foci of the course. How does it ensure achievement of the objectives mentioned in (1) ?
3. **Development of Course Materials** : Mention the process involved, persons involved, what kinds of materials were developed, unusual strategies used, etc.
4. **Organisation and Methodology of training** : This refers to the criteria of selection of participants and training centres. What kind of infrastructures were provided and the training of resource persons. The methodology aspect should refer to the delivery mode used during implementation of training, the method/ methods used to transact the course content, proportion of theoretical - practical work included and use of print/non print materials. This focuses on the actual process/steps carried out during the transaction of the training practice. Try to be as clear and specific as possible.
5. **Monitoring procedures** : Please write about any kind of Monitoring procedures/ Feedback mechanisms used during the transaction of the practice. Mention clearly who carried it out, when is it done, how is it recorded. Was the feedback mechanism found useful. If yes, was any modification made in the practice. Please mention the modifications or changes incorporated into the practice very specifically.

6. **Evaluation and Impact :** In this section write about how evaluation of the practice was carried out if it was done in terms of - Course design/materials
- training practice itself
 - trainees
 - trainers
 - any other aspect

If follow up or impact studies have been done kindly indicate their outcomes. What suggestions did they provide leading to further improvement of the practice ?

7. **Institutionalization of the practice :** This refers to whether the practice has been institutionalized or not. If yes, when was it done and if not are there any future plans for doing so. What modifications have been proposed or being considered for institutionalisation.

8. In your opinion, how can the practice be improved upon ?