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## **1. THE INSTITUTE**

### **1.1 A District Institute of Education & Training (DIET)**

A DIET is a District Level Institute with seven branches working collectively for the upliftment of elementary education in its District jurisdiction.

### **1.2 Teacher Education:**

The major thrust of a DIET is education of teachers working in the field of elementary education through:

- Training of fresh incumbents to be full-fledged teachers
- and
- Refresher programmes on various areas of education for teachers with a considerable span of experience

Linkage:

Emergence of a DIET is to fulfill the needs of education at the elementary level in accordance with the national policy of education

DIET, as a district level organization complements the task taken up by the State Level educational bodies.

### **1.3 Role and Mission:**

As a micro-level unit of the network of education, a DIET is sensitive to the problems and needs of elementary education within its jurisdiction. Besides teacher education, it undertakes research studies in the lab areas, and finds solutions to difficulties arising in the fields of enrolment, stagnation and wastage. It attends to children's achievement attainments, methods and materials of teaching and attainment of 100% literacy under National Literacy Mission etc.

DIET shoulders a major responsibility of conducting Pre-service Training course for fresh incumbents in the form of DIPLOMA IN EDUCATION course.

### **1.4 DIET, Porvorim:**

Following the up-gradation of the erstwhile Govt. Teachers' Training College at Porvorim, the institute came into existence as a DIET in June 1990. This DIET runs under the Centrally Sponsored Scheme of the Union Government of India under the Ministry of Human Resource Development, Department of Elementary Education and Literary

### **1.5 Tasks and Achievements.**

At present DIET is engaged in the task of in-service and pre-service education of the elementary teachers in the State.

Besides, the Diploma in Education (D.Ed) Programme which is a major activity this institute has identified more than 15 training areas and has been provided training and orientation to teachers already on the job.

### **1.6 Diploma in Education:**

This institute runs a two year duration course in Education in English as well as in Marathi medium with an intake of 50 teacher trainees in each division every year.

## 1.7 Enrolment:

The course starts in the month of June. There are 14 training courses the teacher trainees have to undergo during D. Ed. course. .

At the end of the second academic year (D.Ed. II), the trainees are eligible to secure their training qualification, on successful completion of the required tests and examination, there are 1340 diploma holders passing out from this institute since June 1992.

This institute has produced 1340 diploma holders in education since June, 1992.

## 2. THE COURSE

### 2.1 Duration of the Course:

The Diploma in Education (D.Ed.) Course is of two years' duration

### 2.2 Objectives of the course

Main objective of the Course is to enable the teacher trainees to

- Develop acquaintance with the theories and methodologies of teaching the school subjects from Standards I to VII
- Study the subject contents as per the curriculum of elementary education in the State.
- Practice different methods of teaching in actual classroom situations.
- Be effective teachers able to bring about qualitative change in elementary education.

### 2.3 Syllabus (New Curriculum if approved will be implemented.)

(The trainees are advised to go through the details of the curriculum.)

School Subjects	
D.Ed. I	D. Ed. II
English/Marathi/Urdu	Hindi
Mathematics	Science
Konkani/Marathi	History-Civics & Adm.
Environmental Studies	Geography
Work Experience	Health and Physical Education

Educational Theory	
Educational Psychology	Teacher in Emerging India
Curriculum & Evaluation	Teacher functions

Other Subjects	
Drawing & Performing Arts	
Physical Education	
Music	
Special Training Programme	
Pre-Primary Education	Pre-Primary Education
Multi-grade Teaching	Population Education
Education for All	Non-Formal Education
Girls Education	Mass Media and Distance Education
Education for Backward Classes	Value Education

Activities	
Working with Community	Internship programme

Practice teaching and practical work related to subjects.

Every year Educational Tour for D. Ed. II Teacher Trainees is conducted outside Goa. The transport facilities are made available to the teacher trainees and the remaining expenditure is to be borne by the teacher trainees. During the year 2006 – 07 the tour was conducted at Hyderabad and for the year 2007 – 08 the tour was conducted at Mysore – Bangaluru in Karnataka state. The educational tour for the academic year 2008 -09 was taken to Mysore – Bangaluru and 69 teacher trainees and six teacher educators participated in the Educational Tour. The educational Tour for the year 2009 – 10 was conducted to Kanyakumari and the places of visits were Kanyakumari, Thiruvananthapuram and Cozicode (Cochin). The tour for the year 2009 – 10 was organized at Hyderabad and 80 teacher trainees participated in the Educational tour. During the year 2011 – 12 the tour was conducted to Agra – Jaipur. The Educational tour for 2012 – 13 was organized at Udaipur – Ahmedabad in which 84 teacher trainees and Teacher Educators participated.

## **2.4 Examinations.**

A trainee is required to appear for FOUR unit tests during an academic year. The tests will be conducted at regular intervals, two in each term.

There will be one terminal examination at the end of the first term tentatively in October based on the portion covered in the first term.

There will be Preliminary Examinations by the end of the second term before the FINAL Examinations. These examinations will be based on the portion covered during both the terms.

Each trainee will require appearing for all the tests and terminal examinations and securing minimum 40% of marks to be eligible to appear for the final examinations.

The overall gradation or merit of the trainee will depend upon his/her overall performance in the internal tests and examinations as well as in the external examination.

## **2.5 Features of Course**

Medium of Instruction:

The D.Ed. Course is available in English and Marathi medium.

Approach and Curriculum Transaction:

It would normally be through lectures and discussions. Workshops on various core areas are also conducted. Trainees are given opportunities to participate in a variety of curricular activities such as group-work, tutorials, interactions, visits, projects, etc.

## **2.6 Submission:**

Trainees will be required to submit at the end of the year:

- Observation diaries
- Micro-teaching lesson plans
- Papers related to practical work in the various subjects
- Lesson plan journal for their internal assessment
- These submissions will be in addition to other relevant tasks given to the trainees for time to time.

### 3. ADMISSION

#### 3.1 Eligibility

A candidate seeking admission to the Diploma in Education (D.Ed.) Course should:

- Be resident of Goa state
- Have passed 10 + 2 pattern (Higher Secondary) in **single attempt** only.
- Have passed 10 + 2 Pattern with MARATHI at Std. XII to apply for MARATHI MEDIUM D. Ed. Course.
- Have 50% and above aggregate percentage at Higher Secondary level
- Should have the following elementary school based subject at Higher Secondary level.

1. **English (Compulsory) with minimum 50 % Marks**
2. **Hindi / Marathi / Konkani / Sanskrit / Kannada / Urdu (Any one)**
3. **Mathematics,/Science (Physics/Chemistry / Biology) /Computer Science (Any one)**

**OR**

4. **History / Geography / Political Science / Sociology / Psychology / Economics (Any one)**

#### 3.2 Reservation

The reservation of seats is as follows;

No	Category	Percentage	D.Ed. I Eng	D. Ed. I Marathi
1	SC	2	1	1
2	ST	12	6	6
3	OBC	19.5	10	10
4	PH	3	2	1
5	FF	1	-	1
6	CSP	6	3	3
7	ESM	1	1	-
8	NRI	1	-	1
9	General	54.5	27	27
	Total	100	50	50

NOTE: The vacant seats will be allotted to General Category

The candidate shall be required to furnish along with the application one attested copy of each of the following certificates.

**THE ORIGINAL CERTIFICATES SHOULD NOT BE ATTACHED TO APPLICATION FORM**

- ❖ **Birth Certificate**
- ❖ **Domicile / residential Certificate of 15 years**
- ❖ **School Leaving Certificate**
- ❖ **Certificate of passing Higher Secondary Examination from a recognized Board.**
- ❖ **Statement of marks of Higher Secondary Examination**
- ❖ **In case of a candidate belonging to Reserved Category, a certificate from the competent authority and other authentic documents about his/her caste.**
- ❖ **In case of candidates already In service an Experience Certificate as well as No Objection Certificate from the authorizations of the Institute where serving.**
- ❖ **Any other relevant document the candidate feels necessary to furnish.**

The candidates shall be required to produce original documents and certificates at the time of oral interview for verification.

An application form duly filled in but not enclosed with the required attested copies of certificates will not be accepted.

### **3.3 Procedure of Admission**

The Institute notifies the date of availability of admission form for the ensuing academic year in the local newspapers, in the second week of February of the current academic year. The prospectus and the application forms will be available in the Office of Principal DIET Porvorim from **25.02.2013 to 18.03.2013**. The last date of submission of duly completed application form **29/03/2013**.

Candidates are required to fill in the admission forms and submit them to this Institute (**through proper channel, if already in service**) along with all the documents and certificates as mentioned at 3.3. Application received after the date mentioned above will not be considered as valid.

After scrutiny of the applications received by this Institute the candidates found to be eligible will be called for an interview.

The list of selected candidates will be displayed on the Notice Board in the first week of **June 2013**.

The candidates seeking admission will be required to pay the fees at the time of joining the course as shown in para 3.5.

Candidates may seek admission for D.Ed (English), D.Ed. (Marathi) as well as D. Ed. (Urdu) through separate application. However, the candidates will have to choose any one of the three by way of declaration in writing if selected for two or more.

The oral interviews will be conducted as per the schedule given on the back page of prospectus.

### **3.4 Rules for Admission**

1. Every year admission for D.Ed. (I) course only will be open.
2. Candidates admitted to the D.Ed. Course shall not attend any other full/part time course.
3. Reservation of seats for S.C., S.T., O.B.C., P.H., CFF, Ex Servicemen, C.S.P. and NRI will be as per norms laid down by the Directorate of Social Welfare, Govt. of Goa.
4. The admission will be confirmed only after the approval of the Government.
5. Admission will be finalized considering –
  - a. Percentage of marks secured in the subjects at Higher Secondary examination.
  - b. Proficiency of the candidates in various extra-curricular activities such as Drawing, Music, Singing, Games/Sports, etc.
  - c. Proficiency in Computer Education.
  - d. The candidate's participation in the above activities as well as activities like Speech-Writing, Cultural Programmes, N.C.C., N.S.S etc.
  - e. Teaching Experience
  - f. Performance in oral interview.

### 3.5 Fees

The candidates seeking admission shall be required to pay fees as shown below:

	<i>Item</i>	<i>First Term</i>	<i>Second Term</i>
1.	<i>Admission fee</i>	<i>Rs.500/-</i>	<i>-</i>
2.	<i>Tuition fees per term</i>	<i>Rs.3000/-</i>	<i>Rs.3000/-</i>
3.	<i>Term fees</i>	<i>Rs.250/-</i>	<i>Rs.250/-</i>
4.	<i>Identity card</i>	<i>Rs.50/-</i>	<i>-</i>
5.	<i>Library Deposit</i>	<i>Rs.500</i>	<i>-</i>
6.	<i>Laboratory Deposit</i>	<i>Rs.500/-</i>	<i>-</i>
7.	<i>Journals</i>	<i>Rs.50/-</i>	<i>-</i>
	<i>Total</i>	<i>Rs.4850/-</i>	<i>Rs.4250/-</i>

The candidate will be required to pay the amount of Rs. 4850/- at the time of the admission to the D.Ed. I Course.

He/she will be required to pay the amount of Rs. 4250/- towards second term fee before 30<sup>th</sup> Nov. of the year.

A candidate seeking admission to D.Ed. II course shall pay the amount of Rs. 4250/- at the beginning of both the terms before 30<sup>th</sup> June and 30<sup>th</sup> November respectively.

The amount paid towards library and laboratory deposit will be refunded within four months of completion of the course.

### 3.6 Cancellation of Admission

- i. Admission will be finalized only after the required amount of fees has been received.
- ii. If admission sought is to be cancelled, the selected candidate will be required to request the Principal in writing, giving reason for such a cancellation
- iii. On cancellation of admission, the candidate will get back only the amount of deposits paid for library and laboratory within four months of cancellation.
- iv. The admission will be cancelled if the Teacher Trainee remains absent continually for **six days and above** without the written permission of the Principal.
- v. Principal reserves the right to cancel the admission in case of the following
  - 1) The candidates remain absent in June 2013 without permission
  - 2) Irregular attendance
  - 3) Late arrivals
  - 4) Non participation in Micro Teaching activities etc
  - 5) Leaving the premises without prior permission during the working hours.

### 3.7 Disqualification of admission

A candidate seeking admission to the course will be considered disqualified if;  
- He/She furnishes false, unattested, tampered documents.  
- He/She joins any other part/full time course simultaneously.



## **4. GENERAL RULES**

### **4.1 Payment of fees**

A candidate shall make the full payment of fees as shown in 3.5 on or before the due date.

### **4.2 Attendance**

Candidate/trainees shall remain present in the Institute's premises and attend the classes regularly.

To be eligible to appear for the examinations, a trainee is required to have an attendance of at least 80% of the total working days in the academic year.

### **4.3 Discipline and Conduct**

A trainee shall

- behave respectfully with his/her fellow-trainees, members of faculty and the personnel of the Institute.
- Handle the property of the institute with care and responsibility
- Be punctual and responsive to the institute's activities.
- Utilize his/her free time in the institute for his/her personal development in the library or laboratory
- Abide by the rules and regulations laid down by the authorities from time to time.
- Wear dress suitable to ideal teacher.

### **4.4 Eligibility to appear for Examinations**

To be eligible to appear for the final examination at the end of both the years, a trainee shall:

- Keep at least 80% attendance in each academic year.
- Appear for all the tests/terminals and preliminary examinations, and attain the required score of marks as per the norms given in the curriculum.
- Attend the Community Participation activities/Social Service Camp and Internship Programme.
- Participate in visits organized under Special Training Programme.

### **4.5 Participation in activities**

A trainee shall participate in the following activities and programmes organized by the institute.

- Working with the community or social service camp
- Internship Camp

Celebration of the National days

- Excursion or study tour
- Visits under the Special Training Programme

### **4.6 Library and Laboratory use**

This institute practices open access system for the use of library and laboratory. Hence a trainee is required to be careful and responsible in handling the books from the library and apparatus from the laboratory.

Costly reference books will be available only for reference in library and will not be allowed to take home.

Trainees should bring to the notice of the librarian or the laboratory in-charge, damage, if any, caused to the books or apparatus issued to him/her at the time of issue.

If the material issued to the trainee, while being returned, is found to have been damaged, he/she will be required to pay the full cost of the item within 15 days of the detection. He/She will not be issued any material till the amount is paid.

#### **4.7 Penalties:**

In erring cases, trainees will be required to abide by the decision of the Principal. Such a decision may even amount to rustication in serious cases.

#### **4.8 Uniform**

Uniform is compulsory. Light blue (Sky colour) top and navy Pant. Navy blue Dupatta for ladies.

### **5. AWARDS**

#### **5.1 Diploma Certificate**

A trainee completing the course successfully (and on passing both D.Ed. I and II examinations) will be eligible to get:

- Mark lists of the respective examinations
- The Diploma Certificate at the end of the two years course.

#### **5.2 Free-ships**

Free ships will be awarded to the trainees belonging to reserved categories and orthopedically handicapped as per the norms of the Govt. of Goa.

However, the trainees belonging to the said categories shall apply to the office of the institute as and when the free ships are notified.