



GOVERNMENT OF SIKKIM
HUMAN RESOURCE DEVELOPMENT DEPARTMENT
DISTRICT INSTITUTE OF EDUCATION AND TRAINING
GANGTOK/GEYZING/NAMCHI



PROSPECTUS
FOR
2-YEAR DIPLOMA IN ELEMENTARY EDUCATION
COURSE
FOR
PRE-SERVICE CANDIDATES
2013-2015 BATCH



GOVERNMENT OF SIKKIM
HUMAN RESOURCE DEVELOPMENT DEPARTMENT
DISTRICT INSTITUTE OF EDUCATION AND TRAINING
GANGTOK/GEYZING/NAMCHI

PROSPECTUS
FOR
2-YEAR DIPLOMA IN ELEMENTARY EDUCATION
COURSE
FOR
PRE-SERVICE CANDIDATES
2013-2015 BATCH

Phone no.: 03592-202810(Gangtok)/03595-250068
(Geyzing)/03595-264521 (Namchi)

Fax: 03592202810 (Gangtok) 03595250068 (Geyzing)/
03595-264521 (Namchi)

E-mail Address:

diet_gtk@hotmail.com/dietgeyzing@gmail.com/**deitnamchi@gmail.com******

Website: www.dietgangtok.nic.in

CONTENT	PAGE NUMBER
INTRODUCTION	1
EXISTING STAFF	1-2
COURSE OF STUDY	3-4
HINDI AWARENESS PROGRAMME	5
SCHOOL INTERNSHIP	5
MEDIUM OF INSTRUCTION	5
ADMISSION PROCEDURE	5-6
DISTRICT WISE DISTRIBUTION OF SEATS	6
RESERVATION	
APPLICATION FORM	7
HOW TO FILL UP APPLICATION FORM	7
DOCUMENTS REQUIRED TO BE SUBMITTED	8
SUBMISSION OF APPLICATION FORM	8
SELECTION PROCEDURE	8-9
COURSE FEE	9
SCHEME OF EVALUATION	9
PASS CRITERIA	9-10
ATTENDANCE	10
LIBRARY	10-11
IDENTITY CARD	11
MAINTENANCE OF DISCIPLINE	11
ACCOMODATION	11
UNIFORM	11
APPLICATION FORM	

INTRODUCTION

Quality education to which the State Government is strongly committed depends largely on quality of teachers, which in turn depends to a great extent on the quality of teacher education. It is therefore, imperative to have a sound programme of Teacher Education as investment in Teacher Education can yield very rich dividends. National Council of Teacher Education (NCTE), an apex body for Teacher Education has been set up by an Act of Parliament to take all such steps for planned and coordinated development of qualitative teacher education programme in the country through District Institute of Education and Training (DIET).

District Institute of Education & Training, Gangtok under Human Resource Development Department (HRDD) is the pioneer institute in the field of Elementary Teacher Education programme in the state. In the light of the guidelines of NCTE, the institute is making concerted effort for in-service teacher training programme in order to restructure and strengthen the teacher education in the state. With the notification of RTE Act 2009, training of teachers is mandatory.

DIET Gangtok has been granted recognition by NCTE, New Delhi in the year 2003. Two year Diploma in Elementary Education programme for Pre-service Teacher Training is being conducted at DIET, Gangtok from the Academic session 2003-04 onwards and the same was conducted for the in-service teachers from 2010 to 2012 to clear the backlog of untrained primary teachers.

The Institute is equipped with all the physical facilities .Besides, the Institute has a team of experienced and qualified faculty and officers to look after academic and administrative aspects of teacher education.

EXISTING STAFF

Name	Designation
Ms. Surki Bhutia	Principal
Faculty	
1. Mrs Radha Poudyal	Sr. Lecturer
2. Mrs. Tshering Lhamu Bhutia	Sr. Lecturer
3. Ms. Anjali Rasaily	Lecturer (Social Science)
4. Mr. Provash Bhomick	Lecturer (Mathematics)
5. Mrs. Tashi Doma Acushla	Lecturer (Social Science)
6. Mrs. Geeta Sharma	Lecturer (Nepali)
7. Mrs. K. Doma Kaleon	Lecturer (English)
8. Mrs. Roshni Sharma	Lecturer (Science)
9. Ms. Dikila Lepcha	Lecturer (Social Science)
10. Ms. Manita Khanal	Lecturer (Education)
11. Mr. Kishore Lal Rai	Instructor (Health& Physical Edn.)
12. Ms. Nayuma Rai	Lecturer (SC.) Adhoc
13. Ms. Srejena Subba	Lecturer (Social Science) Adhoc

- | | |
|-----------------------------|--------------------------------------|
| 14. Mr. Denzong Lepcha | Part time Lecturer (Lepcha Language) |
| 15. Mr. Bhogi Sor Subba | Part time Lecturer (Limboo language) |
| 16. Mr. Dorjee Dadul Bhutia | Part time Lecturer (Bhutia Language) |

Administrative Staff

- | | |
|-----------------------------------|--------------------------|
| 1. Mrs. Jengmit Lucksom | Jr. Accountant |
| 2. Mr. Sagar Nath Dhakal | UDC |
| 3. Mr. Suman Chandra Kharel | Lab. Assistant |
| 4. Mrs. Yangchen Doma Bhutia | Lab Assistant |
| 5. Mrs. Harka Maya Rai | Librarian |
| 6. Ms. Chunkee Bhutia | Lib. Assistant |
| 7. Mrs. Babita Tiwari (Bhattarai) | Computer Operator |
| 8. Mrs. Diki Bhattarai | Stenographer (Adhoc) |
| 9. Ms. Sarika Rai | Accountant (Adhoc) |
| 10. Mr. Kunzang Dorjee Bhutia | Computer Technician |
| 11. Ms. Diki Bhutia | Statistician |
| 12. Mr. Kyakfi Lepcha | Peon |
| 13. Mr. Tempa Tashi Lepcha | Cook |
| 14. Mr. Kedar Nath Sharma | Cook |
| 15. Mr. Pema Chewang Bhutia | Driver (M.R) |
| 16. Mr. Rajendra Ram | Safaikarmachari |
| 17. Mr. Nima tshering Lepcha | Chowkidar (Adhoc) |
| 18. Mr. Purna Bdr. Khati | Chowkidar (Adhoc) |
| 19. Mr. Hangu Tshering Lepcha | Safaikarmachari (Adhoc) |

DRC, Geyzing

- | | |
|----------------------|-----------|
| 1. Mr. T.B. Guragain | Principal |
|----------------------|-----------|

Faculty

- | | |
|------------------------|---------------------------------|
| 2. Mr.P.L. Sharma | Lecturer, Nepali |
| 3. Mr. O.P. Sunar | Lecturer, Social Science |
| 4. Mrs. Aroona Sharma | Lecturer, Social Science(Adhoc) |
| 5. Mrs. Durga Shrestha | Lecturer, English(Adhoc) |

Administrative Staff

- | | |
|----------------------------|-------------------|
| 1. Mrs. Chung Chung Bhutia | LDC |
| 2. Mrs. Manita Basnet | Accountant(Adhoc) |
| 3. Ms. Munna Sharma | Librarian(Adhoc) |
| 4. Mr. Bikash Chettri | Technician(Adhoc) |
| 5. Mrs. Roza Gurung | LDC |
| 6. Ms. Surja Maya Rai | LDC (Adhoc) |
| 7. Ms. Sudha Rai | LDC (Adhoc) |

8. Ms. Pem Lhamu Sharma	LDC (Adhoc)
9. Mr. Dhanraj Subba	Peon
10. Ms. Mamta Bharati	Peon
11. Mr. Bhim Bahadur Rai	Safaikarmachari (Adhoc)

DRC, Namchi

1. Dr. Ranjay Sinha	Principal
Faculty	
2. Mr. Narendra K. chettri	Lecturer, Social Science
3. Mr. Sanjay K. Hazra	Lecturer, Maths
4. Mr. Satish Chandra Pradhan	Lecturer, Science
5. Ms. Srijana Rai	Lecturer, English (Adhoc)
6. Mrs. Khoma Khatiwara	Lecturer, Nepali (Adhoc)
7. Mrs. Passang L. Bhutia	Lecturer, Education (Adhoc)
8. Ms. Bandana Chettri	Lecturer, Geo. (Adhoc)

Administrative Staff

1. Mrs. Gagan Thapa	UDC
2. Mrs. Manju Tamang	LDC
3. Mr. Bhakta Bahadur Gurung	LDC
4. Mr. Binod Rai	Technician (Adhoc)
5. Ms. Anjana Bhattarai	Librarian (Adhoc)
6. Ms. Bhumka Gurung	Statistician (Adhoc)
7. Ms. Sujata Rai	LDC (Adhoc)
8. Ms. Sheela Gurung	LDC (Adhoc)
9. Ms. Taramaya Tamang	LDC (Adhoc)
10. Ms. Babita Rai	Peon
11. Ganga Gurung	Peon
12. Ms. Manuka Rai	Safaikarmachari (Adhoc)
13. Mr. Durga Prasad Rai	Night Guard (Adhoc)

Diploma in Elementary (D. El. Ed) is a full time programme of 2-year duration starting from July 2013 to 2015. The academic session begins in the month of July every year. A total of 50 candidates in each institute shall be admitted as per the NCTE norms.

Course of study includes Foundation, Pedagogy and School Internship.

Distribution of course

Year I

Sl. No	Course Title	Suggested Periods per week	Maximum Marks	Internal Assessment	External Assessment
	Theory				
1	Childhood and the Development of children	4-5	100	30	70
2	Education, Society, Curriculum and Learners	4-5	100	30	70
3	Pedagogy across the Curriculum	2-3	50	15	35
4	Understanding Language and Early Literacy	4-5	100	30	70
5	Mathematics Education of the Primary School Child	4-5	100	30	70
6	Proficiency in English	4-5	100	30	70
7	Pedagogy of Environmental Studies	4-5	100	30	70
8	Proficiency in Languages Education (Local Languages) <ul style="list-style-type: none"> • Nepali • Bhutia • Lepcha • Limboo 	4-5	100	30	70
	Sub Total		750	225	525
9	Practicum (Not to be evaluated externally)				
				FA	SA
I	Creative Art	2-3	50	15	35
II	Children's Physical Health and Education	2-3	50	15	35
III	Work and Education	2-3	50	15	35
	Sub Total		150	45	105
	Grand Total		900	270	630

FA: Formative Assessment

SA: Summative Assessment

Year – II

SL. No	Course Title	Suggested Periods Per week	Maximum Marks	Internal Assessment	External Assessment
	Theory				
1	Cognition, Learning and the Socio-cultural Context	4-5	100	30	70
2	School Culture, Leadership and Change	2-3	50	15	35
3	Diversity, Gender and Education	2-3	50	15	35
4	Pedagogy of English Language	4-5	100	30	70
5	Pedagogy of Languages <ul style="list-style-type: none"> • Nepali • Bhutia • Lepcha • Limboo 	4-5	100	30	70
6	Optional Pedagogic Courses (Any one) (Class VI-VIII) <ul style="list-style-type: none"> • Social Science Education • Mathematics Education • Science Education 	4-5	100	30	70
	Sub Total		500	150	350
7.	Workshop based Studies(Not to be evaluated externally)				
i.	Towards Understanding the Self	2-3	50	15	35
ii.	Teacher Identity and School Culture	2-3	50	15	35
8.	Practicum				
				FA	SA
	Creative Art	2-3	50	15	35
	Children's Physical Health and Education	2-3	50	15	35
	Work and Education	2-3	50	15	35
	Peace Education	Not to be evaluated			
	School Internship	30 days	100	100	
	Sub Total		350	175	175
	TOTAL		850	325	525

HINDI AWARENESS PROGRAMME

In addition to the above prescribed course of study, the trainees are also required to undergo Hindi Language Awareness Programme. The programme is conducted and assessed by the faculty of Central Institute of Hindi (CIH), Agra in two phases. The first phase of the Programme which is of 20 days is held at the Institute in the month of April/May every year and the second phase of the programme of same duration is held at CIH, Agra during Winter Vacation. The programme is 100% sponsored by CIH, Agra. Attendance in both the programmes is mandatory.

SCHOOL INTERNSHIP

School Internship of one month duration will be conducted in the 2nd year. In this programme Teacher trainees will be deputed to different schools where they will be required to deliver 20 lessons each in all the five teachings subjects, viz;

- i. English
- ii. Vernacular
- iii. Maths
- iv. EVS
- v. Health & Physical Education

Apart from the above subjects of teaching, they will be conducting the following curricular and co - curricular activities:

- i. Morning Assembly
- ii. Health & Physical Education practical classes
- iii. Work Experience classes
- iv. Preparation of School Profile,
- v. Co – curricular Activities

The weightage in School Internship [SI] will be of 100 marks of which 80 marks is of Internal Assessment.

The trainees will be placed under the HMs/ Principals of the Government Schools and shall perform all duties assigned to him/her in addition to teaching required number of lessons.

MEDIUM OF INSTRUCTION

Medium of instruction for all the subjects/ activities and examination shall be English.

ADMISSION PROCEDURE

(a) ELIGIBILITY

1. QUALIFICATION

- (a) Candidates seeking admission to Diploma in Elementary Education Course must have passed Sr. Sec. School Examination (10 +2) of CBSE, Delhi or ISC Delhi or its equivalent examination of any other recognised Board or University. Candidates having passed graduation from any recognised University of India may also apply.
- (b) Candidates must have at least 45% marks in aggregate (excluding Health & physical Education, vocational subjects) in senior Secondary Examination in one attempt.
- A. 5% relaxation of marks is allowed for candidates applying under the following categories:-
- (i) Schedule Caste(SC)
 - (ii) Schedule Tribe(ST)
- B. 3% relaxation of marks is allowed for MBC/OBC Candidates.
- C. Candidates opting for vernacular teaching must have passed Secondary/ Senior Secondary Examination with any one vernacular (Bhutia/ Lepcha/Nepali/ Limboo or any other Languages taught in School as one subject)

2. Age limit

- (a) The minimum age of candidate should be 18 years and maximum age should not have crossed 25 years at the time of admission.
- (b) 5 years relaxation of age in upper limit is allowed for candidates applying under the categories of SC, ST and 3 years relaxation of age in upper limit is allowed for MBC/OBC Candidates.
- (c) There will be no relaxation in lower age limit to any category.
- (d) If a married woman seeks admission it is advisable that if she goes in a family way she may be asked to withdraw as it may come in the way of her studies.

DISTRICT WISE & CATEGORY WISE SEAT DISTRIBUTION

In order to have adequate representation from each district, district wise break up of 150 seats along with reservation to various categories are projected below:-

District	No. of seats	Reservation							Total
		BL (22%)	SC (07%)	ST (14%)	MBC (21%)	OBC (21%)	Person with disability (3%)	Open	
East	50	11	04	07	10	10	1	07	50
West	38	08	03	05	08	08	1	05	38
North	24	05	02	03	05	05	1	03	24
South	38	08	03	05	08	08	1	05	38
Total	150	32	12	20	31	31	04	20	150

Note: seats are distributed among the category as per the reservation rule of the Sikkim Government.

In case the candidates are not available from any specified category, the vacancy so caused, shall be filled up by the applicants of other category on merit basis.

RESERVATION

There is provision for reservation of seats for following categories. If the requisite numbers of candidates are not available in any reserved category, the seats available on account of shortfall would be open to other category.

(a) BL	32 seats
(b) SC	12seats
(c) ST	20 seats
(d) MBC	31 seats
(e) OBC	31seats
(f) Physically challenged	04 seats
(g) Open	20seats
Total =	1 50 seats

SC/ST/MBC/OBC /physically challenged Candidates

A Candidate belonging to SC/ST/MBC/OBC/level of impairment will be required to submit his/her certificate from the competent authority (District Collector of the District Concerned) as per Government rules.

APPLICATION FORM

Application forms along with prospectus for admission may be obtained from the office of the respective district Institute, on payment of Rs. 400/- as per schedules given in the Admission Notice.

HOW TO FILL UP THE APPLICATION FORM

After the receipt of the prospectus and application forms, it is essential to fill in the application forms neatly and correctly. Incomplete application form will be rejected.

Category: Write the correct code number of your category in the box given in the application form. The code numbers of various categories are given below:-

Category	Code No
BL	01
SC	02
ST	03
MBC	04
OBC	05
Physically challenged	06
General/open	07

Candidates are advised to fill up the category to which they belong very carefully, change in category is not allowed after the submission of application form.

DOCUMENTS REQUIRED TO BE SUBMITTED

- Mark sheet and Certificate of Secondary School Examination (CL-X) (only certificate for in-service candidate)
- Mark Sheet and Certificate of Senior Secondary Examination. (CL- XII)
- Certificate of reserved category from competent authority in candidate's own name
- Certificate of identification or Domicile.
- School leaving certificate.
- Medical fitness certificate.

SUBMISSION OF APPLICATION

The application forms duly filled in by the candidate and complete in all respect may be submitted personally to the office of the Principal DIET East/ DRC West Geyzing/ DRC South, Namchi on or before the last date of receipt of application form notified in the advertisement enclosing therewith duly attested photocopies of the required documents. Application form will not be received after the expiry of last date.

SELECTION PROCEDURE

Candidates shall be selected on merit basis. Weightage to marks obtained in Class XII examination and Entrance examination shall be as follows:

- 20% weightage will be given to marks obtained in class XII board examination.
- 80% weightage will be given to marks obtained in entrance examination conducted by the institute.
- Preference will be given to marks obtained in mathematics, Science, English & Social Science in class XII in that order.
- Only 150 candidates in total will be admitted from the merit list so drawn

At the time of admission the selected candidates shall produce the following certificates in original.

- a. Mark sheet and Certificate of Secondary School Examination (Class X)
- b. Mark sheet and Certificate of senior Secondary School Examination (class XII)
- c. Certificate of reserved category from competent authority.
- d. Certificate of identification or Domicile.
- e. School leaving certificate
- f. Character Certificate
- g. Three passport size photographs (one to be pasted in the application form and two to be appended separately)
- h. Medical fitness certificate.

In case a candidate fails to produce any of the aforesaid certificates in original or is found not eligible for the course as per eligibility criteria, his /her candidature for admission in the course shall be cancelled. No further correspondence in this regard shall be entertained.

If the selected candidates do not report on the date notified, the vacant seats will be given to the candidates in the waiting list.

COURSE FEE

Fees reflected below will be done on or two instalment as the case may be and would be collected at the time of admission. However, Caution money deposited by the trainees is refundable.

(1) Registration fee	-	₹ 2000/-
(2) Caution money	-	₹ 1000/-
(3) Pupil- Teacher Fund	-	₹ 1000/-
(4) Development fee	-	₹ 2000/-
(5) Examination Fee	-	₹ 4000/-
(6) Library Fee	-	₹ 1000/-
(7) Identify Card	-	₹ 200/-
(8) Co- Curricular Activities	-	₹ 2000/-
(9) Laboratory fee	-	₹ 1000/-
TOTAL	-	₹ 14, 200/-

SCHEME OF EVALUATION

Continuous and Comprehensive evaluation is an integral component of a teacher education - curriculum. Theoretical understanding is to be assessed by adopting different modes. Tools of evaluation such as observation, performance-testing, paper- pencil test assignment, project-work, preparation of audio-visual aids, and participation in co-curricular activities.

There will be Internal Assessment and External Assessment as per the marks distribution reflected in the Course distribution for Year I & Year II. Internal Examinations will be conducted by the institute and the external examination will be conducted under the supervision of Pedagogical Coordinator, SCERT.

PASS CRITERIA

- Percentage of marks to be obtained is 40% in all subjects and 50% in Practical teaching. Trainees failing to secure pass marks shall have to reappear in failed subjects(s). The maximum chance given to reappear is two in each paper. A nominal fee would be imposed to trainees while reappearing in failed papers.
- Candidate shall have to clear all their back papers within two years of the completion of Course.
- If a candidate fails to score pass marks even after for the second chance, he/she shall not be eligible for award of the certificate.
- Candidates willing to appear for improvement examination for the paper in which he/ she has scored less marks shall be allowed to appear with the subsequent batch that are appearing for the said subject as 1st chance on the following conditions:
 - (i) That nominal fee per subject shall be collected.

(ii) That marks scored by the candidate in improvement examination will only be reflected in the statement of marks.

- A Consolidated marks statement showing the marks obtained by the candidate will be issued to the candidates. However, Division or Rank of the merit list will not be reflected in the certificate.

ATTENDANCE

D. El. Edn is a professional course. Attendance in the classes or seminars or workshops or camps and other activities is compulsory. Adherence to the following terms and conditions laid by the institute in regard to attendance is mandatory:

- 85% attendance in each is compulsory to be allowed to sit for both Internal as well as External examinations.
- Attendance up to 5% may be considered for relaxation depending on the merit of case.
- If a candidate is continuously absent for 6 days without a valid reason or prior permission, his / her name will be struck off from the attendance register.

LIBRARY FACILITY

The Institute has a Library – Cum- reading room which consists of reference books, Encyclopedia, Dictionaries and Documents of Education Commissions which are of immense help to the trainees and faculty.

All students are required to uphold discipline and silence in the Library.

Rules for issuing Books

- Trainees shall be issued Library Card so as to enable them to avail library facilities.
- In case of loss of library card, a Duplicate Library Card will be issued on payment on Rs. 50/-
- Only two books will be issued at a time to those trainees who hold library card.
- Reference Books and Documents on Education will not be issued for outside use. They may be referred to inside the library only.
- Books will be issued only for a week. The same, however, may be reissued to student provided they are not in the demand list.
- A fine of Rs. 5/ (five) per day shall be charged if any trainees fails to return the books on due date.
- Writing names, remarks, underlining and mutilation of pages are strictly prohibited.
- Trainees shall be allowed to sit for the Final Year Examination only after the issue of no dues certificate from the Librarian. Hence, all the trainees are advised to return books/ magazines issued to them at the end of 4th semester
- In case of loss of book, the trainees shall either replace the library book (s) with latest edition or shall have to pay cost of lost book (s).

IDENTITY CARD

Identity card shall be issued to the trainees which will be valid up to the completion of the course.

MAINTENANCE OF DISCIPLINE

- All enrolled trainees must maintain discipline and adhere to rules and regulations of the institute. Indiscipline in any form would be viewed seriously.
- Smoking, gambling, use of intoxicant substance are strictly prohibited.
- Trainees are not allowed to hold meetings or rallies in the campus without the prior permission of the Principal.
- Attendance in Morning Assembly is compulsory.

ACCOMMODATION

Trainees have to make their own stay arrangements.

UNIFORM

Trainees shall attend the institute in uniform thrice a week i.e. Monday, Wednesday and Friday. The colour of the shirt / blouse is sky blue and of trousers / sari / bokhu / gatha and the coat is greyish blue.



GOVERNMENT OF SIKKIM
 DISTRICT INSTITUTE OF EDUCATION & TRAINING
 GANGTOK, EAST SIKKIM

Application Form For 2 – Year Diploma in Elementary Education (2012-2014)

Form No.....

Registration No.....
 (For official Use)

Space for photograph

1. Name of Candidate (in Block letters).....
 2. Mother’s Name.....
 3. Father’s Name.....
 4. Sex5. Date of Birth.....
 5. Religion.....7. Marital Status.....
 8. Nationality.....
 9. Educational Qualification.....
 10. Permanent Address.....

 11. Address for Correspondence.....

- Telephone No..... Mobile No.....

12. Category belonging to:

ST	SC	OBC	MBC	GENERAL	OTHERS
----	----	-----	-----	---------	--------

(To be filled in only by In-service candidate)

13. Teaching Experience in years.....
14. Date of first appointment in regular service.....
15. Present place of posting.....

DECLARATION BY THE APPLICANT

I,..... hereby declare that all the particulars given above are true to the best of my knowledge and belief. I have read and understood the instructions and provisions.

I agree that in the event of suppression or distortion of any fact(s) made in my application, my admission is liable to cancellation and further action.

Place:

Signature of the Candidate

Date.....

REMARKS BY THE PRINCIPAL

(FOR OFICIAL USE ONLY)

.....
.....
.....
.....

Signature of the Principal – DIET