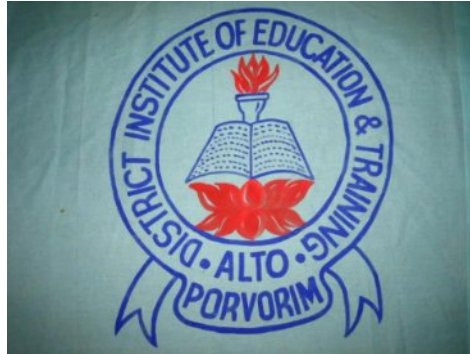


GOVERNMENT OF GOA



PROSPECTUS

2017 – 2018

DISTRICT INSTITUTE OF EDUCATION & TRAINING

Web: www.diet-goa.gov.in
Tele Fax: 0832 2417228

E mail: diet08@bsnl.in
Telephone No: 0832 2417228

PORVORIM – GOA 403521

DIET FACULTY

1.	Shri Santosh Amonkar	Principal
2.	Shri Devidas H. Kudav	Vice-Principal
3.	Mrs. Bharati Falari	Teacher Grade I
4.	Mrs. Vikranti Havaladar	"
5.	Mrs. Chhaya Pednekar	"
6.	Mr. Rajendra Nagvekar	"
7.	Miss Neeta P. Naik	"
8.	Mrs. Rachel Noronha	"
9.	Miss Lizette Duarte	Asstt Teacher
10.	Ms. Gemma A. I. Fernandes	"
11.	Mrs. Sheela A. Naik	"
12.	Mr. Vivekanand Naik	"
13.	Mr. Deepak Gaad	Drawing Teacher
14.	Mrs Shilpa Duple	Music Teacher
15.	Mr. Shankar Bhekane	Physical Education Teacher

OFFICE STAFF

1.	Mrs. Manisha Pednekar	Head Clerk
2.	Mr. Mohandas K. Naik	Accountant
3.	Mrs. Neelam Shet	Statistical Asstt.
4.	Mrs. Graciana D'Cunha	Jr. Stenographer
5.	Mr. Simon Caldeira	Technician
6.	Mr. Eknath Shirodkar	U.D.C.
7.	Mrs. Nilima Corgaonkar	U.D.C.
8.	Mr. Gurudas Chodankar	Lab. Asstt.
9.	Mrs. Sumati V. Barad	Lib. Gr-II
10.	Mrs. Usha P. Dessai	U.D.C.
11.	Mr. Babuso Kambli	Peon
12.	Mr. Kishor Kambli	Peon
13.	Mr. Sadanand Hadconkar	Peon
14.	Smt. Vaishali Betkar	Mali
15.	Smt. Prafulla Mishal	Sweeper
16.	Mr. Subhash Shetgaonkar	Night Watchman

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1. THE INSTITUTE

1.1 District Institute of Education & Training (DIET) Porvorim :

1.2 DIET Porvorim :

Following the up-gradation of the erstwhile Govt. Teacher's Training College at Porvorim, the Institute was brought 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 Literacy.

1.3 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.

- Refresher In-service Training Programmes on various areas of Education for teachers with a considerable span of experience

1.4 Enrolment:

DIET starts enrolment of the teacher trainee in the month of June. For D.El.Ed. course in English and Marathi Medium with intake of 50 students in each of the medium.

2. THE COURSE

2.1 Objectives :

The objectives of the Diploma in Elementary Education (D.El.Ed.) Course are :-

- ✓ To develop acquaintance of trainees with the theories of Education and Methodologies of teaching school subjects to class from Std. I to VIII.
- ✓ To acquaint with and offer opportunities to the trainees to practice different methods of teaching in peer and actual classroom situations involving them in the use of information and Communication Technologies in schooling practice.
- ✓ To enable the trainees to learn and adopt strategies for imparting quality education at the stage of Elementary Education.
- ✓ To expose the trainees to Educational realities and their linkage with the local people in terms with their expectations and aspirations.
- ✓ To imbibe in the trainees attitude for Research and Development, Library and Computer use in the Teaching Learning Processes.
- ✓ To instill in them the skills of internet access for retrieving, storing and using materials for an enriched classroom presentation.
- ✓ To involve the trainees in the Continuous and Comprehensive Evaluation Process to do effective teaching and its prompt assessment for Monitoring Child Development.
- ✓ To acquaint the trainees with the educational imperatives in the purview of Right to Education Act, National Curriculum Framework and National and State Level interventions in the field of education taking place from time to time.

2.2 Syllabus

The Course year	Semester	Theory Subjects	Pedagogy of Teaching School Subjects	Practice Teaching	Practical Subjects
D.El.Ed. - I	Sem. I	Socio Philosophical Foundations of Education	English	English, Mathematics, Marathi/Konkani, Environmental Studies, Visual Art, PE and WE	Visual and Performing Arts Experience (one unit per semester and practice teaching as per the syllabus)
		Psychology of Development	Mathematics		
	Sem. II	Socio-Educational concerns	Marathi/Konkani	Marathi/Konkani, Environmental Studies, English, Mathematics, Visual and Performing Arts, PE and WE	
		Psychology of Learning	Environmental Studies		
D.El.Ed. - II	Sem. III	School Administration and Classroom Planning	Hindi	Hindi, History-Civics, Science, Visual Art, PE and WE	
		Principles of Curriculum Development	Social Studies (History-Civics)		
	Sem. IV	Pre-Primary Education	Science	Science, Hindi, Geography, Performing Art, PE and WE	
		Principles of Evaluation	Social Studies (Geography)		

2.3 Examinations.

There will be 4 semester examinations each with a weightage of 650 marks including the Theory and Practical subjects. The total course weightage is 2600 marks. It is obligatory for a trainee to secure minimum 40% marks to pass in each subject (Theory & Practical separately) while trainee has to secure at least aggregate 50 % marks in each semester to clear it. If the trainee fails to clear the semester he/she will have to appear for a supplementary examination failing which the trainee will have no option but to appear for the immediate corresponding semester to clear it. The trainee will be facilitated to appear for WRITTEN EXAMINATION only.

For details of subject scheme, semester and marking scheme the trainees must go through the curriculum.

2.4 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.

2.5 Submission:

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

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

3. ADMISSION

3.1 Eligibility

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

- Be resident of Goa state for last 15 years
- Have passed 10 + 2 pattern (Higher Secondary general stream Arts/Science/Commerce) in single attempt only.
- Have passed 10 + 2 Pattern with MARATHI at H.S.S.C.E. (Std XII) to apply for MARATHI MEDIUM D. El.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 with minimum 45% Marks and 40% for SC/ST (compulsory).
 2. Hindi / Marathi / Konkani / Sanskrit / Kannada / Urdu (Any one)
 3. Mathematics,/Physics/Chemistry / Biology /Computer Science/ History/Geography/Political Science/Sociology/Psychology/Economics (Any one)

3.2 Reservation

The reservation of seats is as follows;

No.	Category	Percentage	D.El.Ed.I Eng.	D.El.Ed.I Marathi
1	SC	2	1	1
2	ST(open)	11	6	5
	ST(PH)	1	-	1
3	OBC(open)	26	13	13
	OBC(PH)	1	-	1
4	CSP	3	1	2
5	ESM	1	1	-
6	NRI	1	-	1
7	FF	1	1	-
8	General	52	26	26
	General(PH)	1	1	-
	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 self 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
- ❖ Leaving Certificate of the last attended Institution.
- ❖ Certificate of passing Higher Secondary Examination from a recognized Board.
- ❖ Statement of marks of Higher Secondary Examination or equivalent.
- ❖ 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 March of the current academic year. The prospectus and the application forms will be available in the Office of Principal DIET Porvorim from **13.3.2017 to 10.4.2017**. The last date of submission of duly completed application form is on **17.4.2017**.

Candidates are required to fill in the admission forms and submit it to this Institute **(through proper channel, if already in service)** along with all the documents and certificates as mentioned at 3.2. 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 2017**.

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. El. Ed (English), D. El. Ed. (Marathi) through separate application. However, the candidates will have to choose any one of the two by way of declaration in writing if selected for both.

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.El.Ed. (I) course only will be open.
2. Candidates admitted to the D.El.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.
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:

	Item	First Term	Second Term
1.	Admission fee	Rs. 500/-	-
2.	Tuition fees per term	Rs.3000/-	Rs.3000/-
3.	Term fees	Rs. 250/-	Rs. 250/-
4.	Identity card	Rs. 50/-	-
5.	Library Deposit	Rs. 500/-	-
6.	Laboratory Deposit	Rs. 500/-	-
7	Journal	Rs. 50/-	-
	Total	Rs.4850/-	Rs.3250/-

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

He/she will be required to pay the amount of Rs. **3250/-** towards second term fee before 30th Nov. of the year.

A candidate seeking admission to D.El.Ed. II course shall pay the amount of Rs. **3250/-** at the beginning of both the terms before 30th June and 30th 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 2017 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
 - 6) 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 a semester.

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 uniform suitable to ideal teacher.

4.4 Eligibility to appear for Examinations

To be eligible to appear for the semester examination at the end of each semester, a trainee shall:

- Keep at least 80% attendance in each semester.
- Appear for all the tests 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 :- Boys – Shirt – Pink with white stripes
Pant – Black formal fit.

Girls – Top – Pink with white stripes and salwar
Dupatta – pink

Please verify with sample displayed on the notice board.

5. AWARDS

5.1 Diploma Certificate

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

- Mark lists of the respective examinations / semesters
- 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.

SCHEDULE OF ADMISSION PROCESS
For the Year 2017 - 18

Working Days: Monday to Friday except Public Holidays
Working time: 09.30 hrs to 13.15 hrs and 14.00 hrs to 17.45 hrs

No.	EVENT	DATE
01	Sale of Prospectus and Admission Application Forms	March 13 – April 10 2017
02	Start of Receiving the application forms	March 31, 2017
03	Last date of the sale of the Prospectus	April 10, 2017
04	Last date to receive the duly filled application forms	April 17, 2017
05	Oral Interviews	*First week of May 2017
06	Display of list of the selected candidate	*Last week of May 2017
07	Last date to confirm the admission and pay the fees	June 12, 2017
08	Last date to withdraw the admission	June 16, 2017

* The actual dates will be displayed on the Notice Board of the Office.

Price Rs.200/-
(Rupees two hundred only)

**Application form for admission to the two-year
Diploma in El. Education (D.El. Ed.) course**

2017-18



No.

MEDIUM

1. Name in Full :

(in block letters)

Surname

First name

Father's/ Middle name

2. Category of the candidate: (put a tick-mark with the relevant single entry)

GEN. SC ST OBC Phy.Ch. Others

3. Date of Birth : - -

(in words) _____ Nineteen _____

4. Residential Address : _____

Pin code:

Phone No/ Contact No.:

Email ID: _____

5. (A) H.S.S.C. Educational Qualifications: (Eligibility 50% and above)

Stream	Name of the HSSC Board	Passed in single attempt	Marks		
			Max.	Obtained	%-age
		Yes/No			

(B) H.S.S.C. Subjects for Eligibility:

Sr.	Subjects	Marks		
		Max.	Obtained	%-age
Subject 1*	English			%
Subject 2**				%
Subject 3***				%

* English (Compulsory) with minimum 45 % Marks and 40% for SC/ST

** Only one subject with highest marks in either of Hindi or Marathi or Konkani or Sanskrit or Kannada or Urdu should be mentioned.

*** Only one subject with highest marks in either of Mathematics or Physics or Chemistry or Biology or Computer Science or History or Geography or Political Science or Sociology or Psychology or Economics should be mentioned.

6. Bachelors qualifications (if any):

Title of the course	Marks		
	Max.	Obtained	%-age

7. Masters qualifications (if any):

Title of the course	Marks		
	Max.	Obtained	%-age
			%

8. Extra-curricular participations: (mentioned only one entry with the highest level achieved, if any)

LEVEL	Item/Event	
	Sports	Extra-curricular
National		
State		
Zonal/ District		
Interschool/ Taluka		
School Complex		

9. Details of Employment in Teaching field: (*only in recognised educational Institutions*)

Experience: _____ Years _____ Months

I have attached the self-attested certificates as per above entries in the following order: (tick mark)

Mandatory certificates

- a. Birth Certificate.....
- b. Domicile / residential Certificate of 15 years
- c. Leaving Certificate of last attended institution.....
- d. Certificate of passing Higher Secondary Examination from a recognized Board.....
- e. Statement of marks of Higher Secondary Examination or equivalent.....
- f. In case of a candidate belonging to Reserved Category, a certificate from the competent authority and other authentic documents about his/her caste.....

Additional certificates.....

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and understanding.

I am aware that if any of the entries made above are found to be false, I will be summarily disqualified for admission.

I also pledge that:

- ☞ My conduct in the Institute will be respectful;
- ☞ I will abide by the rules and regulations as laid down by the Institute from time to time;
- ☞ I will take care of the property of the Institute including the library books and laboratory apparatus.

Place: _____

Date : _____ (Signature of the candidate)

Full Name : _____

FOR OFFICE USE ONLY

1. The members of the Selection Committee hereby recommend/ do not recommend the name of Shri/Smt. _____ for admission to the D.El.Ed. Course for the year 2017-2018
2. Admission is / is not granted.

Principal