

# Regional Institute of English, Chandigarh Administration Chandigarh



Regional Institute of English, Chandigarh  
<http://www.rieni.org>

**Annual Report of the Regional Institute of English, Chandigarh for the year 1<sup>st</sup> April 2009- 31<sup>st</sup> March 2010.** The Institute caters to the ELT needs of Punjab, Haryana, J&K, Himachal Pradesh and Chandigarh and functions within the perview of Chandigarh Administration.

## *At a Glance*

**No. of the Teacher Training Programmes Organized: 23**

**No. of Teacher Trainees Trained: 730**

**No. of Students Trained in Communication Skills: 1830**

**Books Written: 4**



Advisor, Chandigarh Administration on the Book Release Function at the institute



Home Secretary, Chandigarh Administration on the Book Release Function at the institute

## **1. Courses**

### ***1.1 Regular Courses***

#### **I. PGCTE Courses**

- **91 PGCTE**

The 91 PGCTE course was held from 14<sup>th</sup> July 2009 to 23<sup>rd</sup> October 2009 for a batch of 39 teachers comprising 29 government in-service teachers from Punjab, Haryana and Himachal Pradesh and 10 would be teachers. The objective of the course was to improve the competence and performance of the teachers. Some of the subjects taught were Methods of Teaching English, English Linguistics, English Phonetics and Phonology, Grammar and Usage. The course also aimed at enhancing the Communication Skills of the teacher trainees. Apart from this the trainees were introduced to Research and Material Production by taking up mini projects or writing papers as assignments. The trainees were provided practice in using technology as an effective teaching tool.

- **92 PGCTE**

The three-month 92 PGCTE Course was held from 17<sup>th</sup> November 2009 to 19<sup>th</sup> February 2010 for a batch of 43 teachers out of which 32 were government in-service teachers from Punjab Haryana, J&K, Himachal Pradesh and Ladakh and 11 would be teachers. The course provided intensive training in Methods of Teaching English, Communication Skills, English Linguistics, English Phonetics and Phonology, Grammar and Usage, and Research and Material Production.

#### **II. Communication Skills Courses**

- **Hornby Programme in Bringing Grammar to Life in the Upper Primary Classroom**

RIE in collaboration with the British Council cascaded the first of its Hornby Programme in 'Bringing Grammar to Life in the Upper Primary

Classroom' from 11<sup>th</sup> to 15<sup>th</sup> January. The programme was attended by 43 participants from the region. The group comprised teachers from secondary and senior secondary schools. The programme focused on using activities like songs, stories, games etc. in ELT.

- **Twenty Five Days Course in Computer Aided Language learning:**

25 Days intensive course in learning language through computer was organized at the Institute from 1<sup>st</sup> June to 25<sup>th</sup> June 2009 for the tenth class students of Government High School, Chandigarh. The course provided training in computer skills along with language practice in oral skills i.e. listening and speaking. 75 students attended the course.

### **III. Sarv Siksha Abhiyan (SSA)**

- **Ten Day Teacher Training Programmes for SSA Chandigarh I:**

A course of 10 days duration on NCF and its implications and follow up on ELT courses was organized at the Institute for a batch of 41 government school teachers of Chandigarh, teaching class V in collaboration with Sarv Siksha Abhiyan, Chandigarh, from 18<sup>th</sup> May to 28<sup>th</sup> May 2009. The basic aim of the programme was to encourage the independence of thought and action, learning to respond to new situations in a flexible and creative manner and enhance the pedagogy of teaching learning process.

- **Ten Day Teacher Training Programmes for SSA Chandigarh II:**

Another course of 10 days duration on NCF and its implications and follow up on ELT courses was organized at the Institute for a batch of 41 teachers from 18<sup>th</sup> May to 28<sup>th</sup> May 2009 in collaboration with SSA, UT. The course was attended by government school teachers of Chandigarh, teaching class V. The basic aim of the programme was to encourage the independence of thought and action, learning to respond to new situations in a flexible and creative manner and to enhance the pedagogy of teaching learning process.

- **Ten Day Teacher Training Programme for SSA Chandigarh:**

A 10 days Teacher Training Course was organized by the Institute in

collaboration with Sarv Siksha Abhiyan (SSA), Chandigarh from 7<sup>th</sup> September to 18<sup>th</sup> September 2009 for a batch of 46 teachers. The course was structured to meet the needs of class III government school teachers working under SSA. The basic aim of the course was to encourage independence of thought and action, learning to respond to new situations in a flexible and creative manner and to enhance the pedagogy of teaching learning process in turn making class III teaching more effective and comprehensive. The programme focused on the need to absorb the guidelines of the NCF 2005 in order to make the teaching process more interactive and activity based in our classroom environment.

- **Ten Day Teacher Training Programme for SSA Chandigarh:**

A 10 days Teacher Training Course was organized by the Institute in collaboration with Sarv Siksha Abhiyan (SSA), Chandigarh from 7<sup>th</sup> to 18<sup>th</sup> December 2009 for a batch of 39 teachers. The course was structured to meet the needs of class IV government school teachers working under SSA. The courses aimed at sensitizing trainees to the components of English language teaching at the primary level. In addition to all these, the trainees are provided intensive practice in using technology as an effective teaching tool.

- **One Week Computer Learning for SSA Primary Teachers of UT Chandigarh:**

One week course for primary teachers of Sarv Shiksha Abhiyan Project of UT Chandigarh was organized by the institute from 19<sup>th</sup> to 24<sup>th</sup> December with a focus on computer learning. 40 teachers attended the course.

## ***1.2 Need Based Courses***

### **I. Workshop on Introduction to Pronunciation:**

A workshop on Introduction to Pronunciation was organized for a group of 25 teachers from Navodya Vidyalaya at the Institute on 2<sup>nd</sup> July 2009. Teachers were given training in using language lab for pronunciation.

## **II. One Day Workshop for Punjab Coordinators of American India Foundation (AIF) at District Level**

One day workshop with the focus on exposure to use technology in ELT was organized by the institute for Punjab Coordinators at district level on 10<sup>th</sup> December. The course content included a brief introduction to computer hardware, software and interactive board. The focus of the course was to give information on using multimedia for ELT. 31 coordinators attended the course.

## **III. Workshop for American India Foundation (AIF) Punjab Coordinators at District Level**

One day workshop with the focus on exposure to use technology in ELT was organized by the institute for Punjab Coordinators at district level on 11<sup>th</sup> December. The course content included a brief introduction to computer components and the interactive board. The focus of the course was to give information on using multimedia for Language teaching. 33 coordinators attended the course.

## **IV. One Day Course for Teachers of Punjab Police Schools**

One Day Course for Teachers of Punjab Police Schools was held at the institute on 28<sup>th</sup> January. The teachers were trained in teaching of communication skills to school students/ dropouts in the rural areas of Punjab to be trained as security personnel/ guards. 9 teachers attended the course.

## **2. Door Step Education**

- 2.1** *Dr. Sharda Kaushik*, Director, delivered a lecture on Teaching Writing at Navodya Vidyalaya, Chandigarh on 23<sup>rd</sup> June 2009. **57** teachers attended the lecture.
- 2.2** *Mrs. Gunbir Kaur*, Associate Professor, delivered a lecture on Teaching Poetry at Navodya Vidyalaya, Chandigarh on 24<sup>th</sup> June 2009. **57** teachers attended the lecture.
- 2.3** *Dr. Sharda Kaushik*, Director, addressed a group of 70 principals of Government Model Schools of Chandigarh at the SIE, Chandigarh on 27<sup>th</sup>

September. The focus of her talk was on emerging trends in the employment sector.

- 2.4 *Mrs. Vandana Lunyal*, Associate Professor, addressed a group of 30 principals of Government Schools of Chandigarh at the SIE, Chandigarh on 22<sup>nd</sup> December. The focus of her talk was ICT in Education.
- 2.5 *Ms. Kriti Kalia* and *Ms. Mona Gulati*, Asstt. Prof. addressed the students of Government College of Education, Sector 20 D on Grooming: Essentials & Expectations on 28 -29 February 2010.
- 2.6 *Dr. Sharda Kaushik*, Director delivered a lecture in a Refresher Course for lecturers conducted by Department of English, Panjab University, Chandigarh. She focused on “Multicultural Classroom Dynamics: The Teaching of English” with an emphasis on how the general English course should be taught by establishing direct links with the local and global culture and by connecting the units with different disciplines.

### **3. Extension Service**

- 3.1 *Dr. Sharda Kaushik*, Director delivered 15 lectures on phonetics, phonology and grammar to the students of MA Part II from the Department of English, Panjab University, Chandigarh

### **4. Projects**

#### ***4.1 Training***

##### ***I. Speaking in English Programme***

**Launched On:** 9<sup>th</sup> November 2009.

- Objective:**
1. To improve the oral skills of learners of class 3 – 5;
  2. To give guidance to the teachers working at the primary level in the schools which are located in the periphery of Chandigarh.

3. To give training to government teachers of Chandigarh in listening for information and instructions, asking and answering questions and vocabulary;
4. To enhance the use of tools like nursery rhymes, stories, and pictures for teaching.

**Target:** Teachers teaching class 3 to 5 students in schools of Chandigarh and students studying in classes 3 to 5 in schools of Chandigarh. 125 teachers and 775 students have been trained till date.

**Duration:** 135 hours.

**Team:** *Mrs. Vandana Lunyal*, Associate Professor (Incharge); *Ms. Navdeep Kaur*, Assistant Professor and *Ms. Monalisa Sharma*, Assistant Professor, *Ms. Divya Ahuja*, Assistant Professor.

## ***II. Programme on Personal Development I***

**Launched On:** 19<sup>th</sup> November 2009

- Objective:**
1. To enhance English Communication Skills
  2. To focus on developing and enhancing employability skills of the students.
  3. To provide training in everyday communication skills along with team building and time management skills.

**Target:** Students of Government College-46, Chandigarh. 48 students enrolled themselves for the course.

**Duration:** 60 hours

**Team:** *Dr. Bindu Bajwa*, Associate Professor (Incharge); *Ms. Divya Ahuja*, Assistant Professor and *Ms. Kriti Kalia*, Assistant Professor.

## ***III. Programme on Personal Development II***

**Launched On:** 19<sup>th</sup> January 2010

- Objective:** 1. To enhance English Communication Skills;
2. To enhance employability skills through development of areas like oral communication, soft skills, official correspondence and work culture in a corporate environment.

**Target:** Students of Government College-46; Government College for Girls-42; Government Business and Commerce College-42; Government Home Science College-10, Chandigarh. 932 students enrolled themselves for the course.

**Duration:** 40 hours.

**Team:** *Dr. Bindu Bajwa*, Associate Professor (Incharge); *Ms. Divya Ahuja*, Assistant Professor and *Ms. Kriti Kalia*, Assistant Professor. *Aarti Sharma Joshi*, Trainer; *Amandeep Kaur*, Trainer; *Cherry Chhabra*, Trainer; *Karamjeet Kaur*, Trainer; *Mahak Jonjur*, Trainer; *Mona Gulahati*, Trainer; *Prabhleen Sodhi*, Trainer; *Satvinder Kaur*, Trainer.

## **4.2 Material Production**

### **I. Book Release**

- **A Handbook of Teaching English:**

The Vice Chancellor of English and Foreign Languages University (EFLU), Hyderabad, *Prof. Abhai Maurya*, released a book entitled “A Handbook of Teaching English”, Edited by *Dr Sharda Kaushik* (Director) and *Dr Bindu Bajwa*, Published by Orient Blackswan, New Delhi (2009). The publication focuses on the methodology of promoting the four skills among learners through activity based learning. The activities adopt a multi sensory approach to teaching so that learners with different sense perceptions feel stimulated to practice English.

- **Teaching Young Learners:**

A Book entitled “Teaching young Learners”, edited by *Dr Sharda Kaushik* (Director) and *Ms. Revathi Srinivas* was published by Orient Blackswan,

New Delhi, 2009 and was released by Vice Chancellor of English and Foreign Languages University (EFLU), Hyderabad, *Prof. Abhai Maurya*. The book is conceived keeping in mind the need for interactive learning based on use of enjoyable material for children. It attempts to generate awareness among primary level teachers on what to teach and how to do it.

## ***II. Manuals Production***

- **Manual for Marigold 5:**

RIE faculty produced a manual to provide guidelines to Chandigarh Administration teachers on teaching Class 5.

- **Manual for Marigold 4:**

RIE faculty produced a manual to provide guidelines to Chandigarh Administration teachers on teaching Class 4.

## **5. Faculty Development**

**5.1** *Dr. Bindu Bajwa*, Associate Professor, participated in five-day residential Seminar on 'Bringing grammar to life in the upper-primary classroom' organized by British Council in association with the A. S. Hornby Trust at Jaipur in August 09.

**5.2** *Ms. Gunbir Kaur*, Associate Professor, participated in workshop on "Stop Whining – Start Winning", conducted by the British Library, Chandigarh on 8<sup>th</sup> September 2009. *Dr. Pooja Sharma*, Assistant Professor presented a paper entitled "Re- constructing 'Anima' through cultural revivalism in Baldwin's What The Body Remembers" in a state level seminar on Post Colonial Literature and Cultural revivalism literature in English organized by Government College, Panchkula.

**5.3** *Dr. Preeti Sharda*, Librarian, presented a paper entitled "Understanding and Meeting Information Needs of Library Users, Indian Scenario" at Evaluation and Implementation of E-health and Health Information Initiatives: International Perspectives in 14th International Symposium for Health Information Management Research Kalmar, Sweden ~ 14 to 16 October 09.

**5.4** *Ms. Gunbir Kaur*, Associate Professor and *Dr. Pooja Sharma*, Assistant Professor attended Tenth Melus-Melow International Conference on "Contemporary Issues:

Literature and Culture Since 1980” held from Feb 25 to 27, 2010 at Panjab University Chandigarh. The conference was first of its kind in Chandigarh with a view to acquaint the readers about the budding as well as established writers since 1980.

**5.5** A three-day workshop on e-content development was attended by *Dr. Sharda Kaushik*, Director, *Dr. Bindu Bajwa*, Associate Professor Mr. Kanwar Randeep Singh and other Assistant Professors at Government College for Girls, Sector 11, Chandigarh from 10th -12<sup>th</sup> Feb 2010. The workshop was an initiative of Education Department, Chandigarh administration with the objective to change the traditional teaching-learning process, to orient the faculty for new teaching-methodology, to develop the skills and competencies for generating e-content and to make it available for students and teachers across the country.

**5.6** *Dr. Sharda Kaushik*, Director, presented proposals for E-content development on Spoken English and Personal Development at a meeting of the standing committee for E-content development under NMEICT.

## **6. Interface**

- **UT Administration**

*I.Sh. Ajoy Sharma*. Director Higher Education visited the campus in September 2010 to get acquainted with the functioning of the Institute and for interaction with teachers trainees.

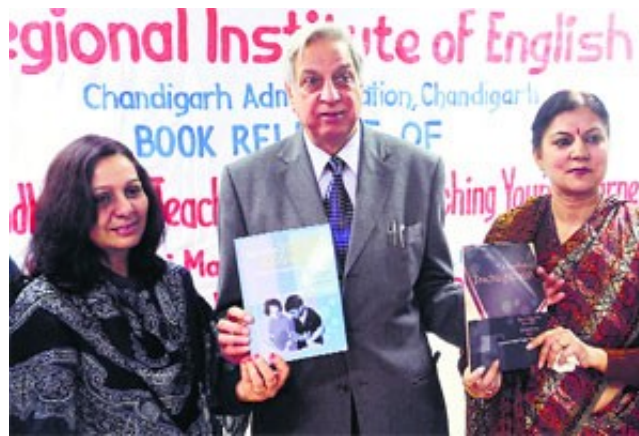


DHE, Chandigarh Administration during a visit to the institute

II. *Sh. Ajoy Sharma*, Director Higher Education visited the institute on 21 December 2009 to give the final shape to the PD Programme for the students of government colleges of the city with an aim to put a cap on the mushrooming commercial institutes offering English Communication Skills preparation and personality development programmes.

- **Government of India**

I. *Prof Abhay Maurya*, Vice-Chancellor of English and Foreign Languages University (EFLU), Hyderabad released a twin volume, 'A Handbook of Teaching English' and 'Teaching Young Learners', on 18 December 2010.



Vice-Chancellor, EFLU on the Book Release Function at the institute

5.1.1 *Sumit Malik*, Head – Project English (North India), *British Council*, New Delhi visited the institute to launch the five days Cascade Hornby Programme – 'Bringing Grammar to Life' on 11 the January 2010

## 6.2 Other Guests

6.2.1 *Prof M.L. Tickoo*, an ELT specialist and ex-professor of the Central Institute of English and Foreign Languages addressed the teacher trainees at the valedictory function of 91 PGCTE on 23<sup>rd</sup> October 2009.

6.2.2 *Asha Nichlas*, a free lancer ELT consultant from Goa visited the campus on 15<sup>th</sup> January 2010, the concluding day of five days Horby Cascade Programme on teaching grammar differently from the traditional style.

6.2.3 Former Director of RIE, *Mrs H. Vasudeva* addressed the government school teacher trainees to move away from the usual techniques of teaching on the Valedictory function of the three month 92 PGCTE on 19<sup>th</sup> February 2010.

## **7. Human Resource Training**

The Institute has trained 5 Assistant Professors and 8 Trainers in communication skills and awareness about IT so that they can use these skills while teaching at other place.

### **Assistant Professors:**

<b>Area of Training</b>	<b>Ms. Divya Ahuja</b>	<b>Ms. Kriti Kalia</b>	<b>Ms. Monalisa Sharma</b>	<b>Ms. Shaveta Dhir</b>	<b>Ms. Navdeep Kaur</b>
<b>Material Production</b>	1. Lesson Plans (Nursery Rhymes) For SIEP 2. Designing Syllabus and Content Development for Personal Development Courses	1. Designing Syllabus and content development for Personal Development Courses 2. Workshop on Essential of Grooming	1. Lesson Plans (Picture Description Nursery Rhymes) For SIEP	1. Lesson Plans 2. Content development for Phonetics for Personal Development Courses	1. Lesson Plans (Story Telling and Nursery Rhymes) For SIEP
<b>Training in Teaching (Subject)</b>	1. Communication and Soft Skills 2. Personal Development 3. Listening	1. Speaking 2. Communication and Soft Skills 3. Personal Development	1. Writing 2. Reading	1. Phonetics 2. Listening 3. Reading 4. Multi Media 5. Pronunciation	1. Writing 2. Reading 3. Speaking 4. Multi Media 5. Pronunciation
<b>Training in Teaching (Level)</b>	1. Primary School Teachers 2. Under Graduate Students 3. Higher to Secondary	1. Under Graduate Students 2. Higher to Secondary Level School Teachers	1. Primary School Teachers 2. Higher to Secondary Level School Teachers	1. Primary School Teachers 2. Higher to Secondary Level School Teachers	1. Primary School Teachers 2. Higher to Secondary Level School Teachers

	Level School Teachers				
<b>Coordinator (Event/ Course/ Function)</b>	1. Personal Development Courses	2. Personal Development Courses	-	1. ACOS for PGCTE 2. Valedictory function Of 91-92 PGCTE 3. Book Release Function	1. ACOS for SSA
<b>Material Editing</b>	1. C-Toss 2. Audio Project	1. Dyslexia	-	-	1. FELT Journal

#### **Trainers:**

A team of 8 persons namely *Aarti Sharma Joshi; Amandeep Kaur; Cherry Chhabra; Karamjeet Kaur; Mahak Jonjur; Mona Gulahati; Prabhleen Sodhi; and Satvinder Kaur* were trained as a part of door step education. They were trained in Oral Communication and Soft Skills. Oral Communication included areas like everyday communication to promote interpersonal relations, public speaking, group discussions and interview skills. Soft Skills focused on developing skills in the area of time and stress management, positive attitude, learning to be a team player and also being able to make Power Point Presentations. This was followed by On- Campus delivery of the 40 hours Personal Development Programme to the students of Government Colleges of Chandigarh.

#### **8. Looking Forward**

- *MA in English*
- *More Communication Programmes*
- *Multiple Primary Projects*

**(Sharda Kaushik)**

**Director**