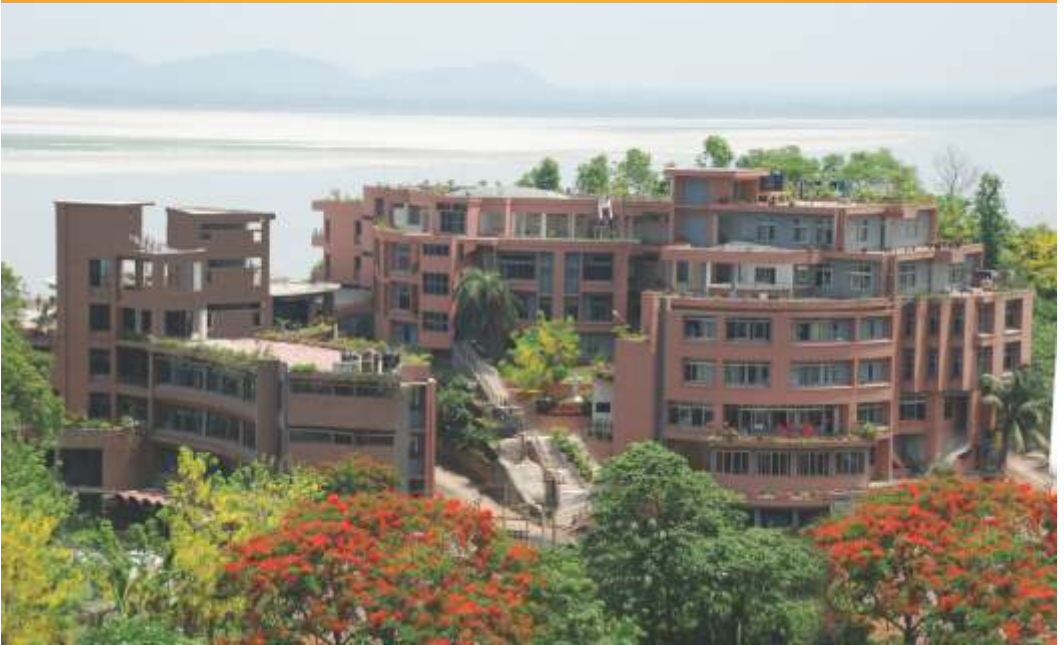


*Empowering Teachers - Improving Schools*

# EDUCENTRE

Department of Education



# 2011



**DBI**

**DON BOSCO INSTITUTE**

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## EDUCENTRE Department of Education , DBI

The Department of Education, Don Bosco Institute, driven by its motto, "Empowering Teachers and Improving Schools", is committed to improving the quality of schools by developing the personal and professional competencies of educators through various levels and categories of training, thus equipping them to deal adequately with today's educational needs. With the maxim "Provide the best for the least", special efforts are being made to reach out to rural areas which lack opportunities for training and upgradation of skills.

A fast growing training centre, in the last six years of its existence, DBI Educentre has crossed the boundaries of the North Eastern states and has conducted successfully three National Conferences on education for School Principals and three National Conferences for teachers besides large number of in-service programmes conducted for schools of North east India

### VISION & MISSION

- To nurture excellence in Education and foster educational development of Teachers and Educational leaders.
- To empower Teachers & Educational leaders with innovative teaching methods and improved skills and techniques.
- To equip teachers and school administrators with enhanced professional competence to bring about school improvement.
- To promote reflection, innovation and creativity in educational theory and practice and offer consultancy and training

### EDUCENTRE offers

Quality Professional Development experiences best suited to the needs of amateur teachers, as well as veteran professionals and seasoned administrators. It could be in the form of:

- Induction training for new and aspiring teachers and principals (0-3 years of experience)
- In-service training in classroom type setting (TET)
- School-based learning modules (School – TET) together with colleagues
- Large Conferences that offer a super store of ideas
- Specialized learning modules led by subject experts.
- Exclusively customized modules or special packages
- Awareness in HIV/AIDS, Media, Peace, Environment
- Computer literacy programmes
- Leadership programmes and summer Institute for Principals

Or virtually on any topic related instruction, assessment, classroom management and school leadership.

## Programmes for PRIMARY & PRE-PRIMARY School Teachers

Envisaged as an effective strategy for integrated teacher development training at the primary level, these programmes give emphasis to Child-centred, Activity-based and Joyful methods of teaching.

### Programme focus

- Personal and professional development for effective teaching
- Theoretical and practical inputs to enhance knowledge, impart skills and build up attitudes needed to be effective teachers.

### Content highlights

- Inputs on child psychology and the developmental stages of a child,
- Class room management techniques
- Skills and techniques that make learning joyful, activity- based and child friendly.

### Programme aids & tools

- Art & craft, music, rhymes, story telling, Dramatization, Audio Visuals
- Model lessons ( Macro & Micro)
- Observed practice teaching sessions
- Use of multimedia, video recording and analysis of the performance of the participants.

### Expected outcome

- Teachers equipped with better knowledge and understanding of child psychology and the developmental needs of children as well as improved skills and child friendly attitudes, who contribute to qualitative and quantitative improvement of Primary Education.



### Programme Details (PRIMARY & PRE-PRIMARY) - 2011

#### E-201. (ITQE) : Intensive Training in Quality Education (ITQE) for Primary Teachers:

A training of two week's duration, ITQE aims at empowering the primary teachers with updated knowledge, classroom techniques, teaching skills and sense of commitment that will enhance the teaching-learning process.

#### Programme dates:

1. January 11-22, 2011
2. July 19-30, 2011

**Fees: Residential :**Rs. 2950.00

**Non-Residential:** Rs. 2450.00

## E- 202. (PTET) : PRIMARY TEACHER EFFECTIVENESS TRAINING

A 3-day in-service training for primary teachers designed to enhance the performance and commitment level of teachers by equipping them with improved classroom techniques and effective teaching and communication skills.

### Programme Dates:

1. Feb 3 - 5/8 - 10/15-17, 2011
2. March 8-10, 23-25, 2011
3. April 5-7, 2011
4. May 3-5, 2011
5. June 2-4/8-10, 2011
6. Aug 10-12/25-27, 2011
7. Sept 21-23, 2011
8. Oct 19-21, 2011

**Fees : Residential :** Rs. 1250.00

**Non-Residential :** Rs. 1100.00

## E-203. (CCPT): CERTIFICATE COURSE FOR PRIMARY TEACHERS

A training of 3 months duration that will offer in a systematic and condensed form, theoretical and practical inputs in order to equip new/aspiring teachers with competence, commitment and capacity to perform and excel.

### Programme Dates:

1. May 2 – July 30, 2011
2. Sept 12 - Dec 17, 2011

**Course Fee:** Rs. 750/ month

**E-204. School-PTET :** School-PTET is an intensive in-service training offered for primary school teachers of a particular school at the request of the school.

### Programme dates:

1. Jan 28-29, 2011 (Half long)
2. Feb 3-5, 2011
3. Feb 11-12, 2011
4. March 18-19, 2011
5. April 8-9/29-30, 2011

## M.E. & HIGH School Teachers (Cl. V-X)

The training for ME and High school teachers is a strategy to ensure greater professionalism, high motivation, enhanced knowledge & skills and better habits of mind resulting in personal and professional growth of the teachers

### Programme Focus:

- Professional development of teachers. Theoretical and practical inputs to enhance knowledge, skills and attitudes that will promote personal and professional growth.

## Content Highlights

- Inputs on 21st century skills for personal and professional development,
- Classroom management techniques
- Instructional strategies to improve student achievement
- Hands on experience in lesson designing and practice teaching

## Programme tools

- Model lessons ( Macro & Micro)
- Observed practice teaching sessions
- Use of Multimedia, video recording and analysis of the performance of the participants.

## Expected outcome

- Teachers equipped with high motivation, enhanced knowledge & skills and better habits of mind.
- Teachers approaching the teaching-learning process with greater professionalism.
- Qualitative and quantitative improvement of the teaching- learning process.



## Programme Details (M.E. & HIGH School) - 2011

## E-205. INTENSIVE TRAINING IN QUALITY EDUCATION (ITQE)

A comprehensive training of 2 week's duration usually offered at the beginning of the scholastic year to assist the personal and professional development of teachers.

### Programme dates:

1. January 11-22, 2011
2. July 19-30, 2011

**Fees: Residential:** Rs. 2950.00

**Non-Residential:** Rs. 2450.00

## E-206. QUALITY EDUCATION TRAINING FOR ME & HS TEACHERS (QET):

QET includes a series of subject-wise refresher courses that focus on training teachers in specific subjects, providing them with tips and techniques to improve the quality of instruction.

### Programme dates:

- Feb 23-24, 2011 - Maths Workshop (KG-CI-IV)  
March 11-12, 2011 - Maths Workshop (Cl. V-X)  
Marh16-17, 2011 - Science Workshop (Cl. V-X)  
March 30-31, 2011 - Workshop for English Trs (Cl. I-IV)

**Fees : Residential :** Rs. 1000.00

**Non Residential :** Rs. 800.00

### E-207. TEACHER EFFECTIVENESS TRAINING (TET):

A 3-5 day in-service training for ME & HS teachers designed to provide updated knowledge, improved techniques and skills for effective teaching.

#### Programme Dates:

1. Feb 8-10/15-17, 2011
2. March 8-10/23-25, 2011
3. April 5-7, 2011
4. May 3-5
5. June 2-4/8-10, 2011
6. Aug 10-12/25-27, 2011
7. Sept 21-23, 2011
8. Oct 19-21, 2011

**Fees : Residential:** Rs. 1250.00

**Non Residential:** Rs. 1100.00

### E-208. PERSONALITY DEVELOPMENT CUM FLUENCY (PDF) for Rural Schools

An intensive crash course in Spoken English cum Personality Development and Communication Skills with emphasis on Fluency in the English Language, Public speaking, Group Discussion, Etiquette, and personal Grooming which will contribute to enhancing the personal and profession growth of teachers.

#### Programme dates :

July 19-30, 2011

**Fees:** Rs. 2500.00 (includes, food accom and course fee)

### E-209. CERTIFICATE COURSE FOR TEACHERS (CCT):

A three-month long course to equip new/aspiring ME and HS teachers with skills, competence and capacity to become effective teachers through skill-oriented, activity-based and learner-centred approach to training.

#### Programme Dates

1. May 2 – July 30, 2011
2. Sept 12 - Dec 17, 2011

**Course Fee:** Rs. 1000.00 per month

### E-210. SCHOOL – (TET) :

School-TET is an intensive in-service training offered at DBI for M.E. and High school teachers of a particular school at the request of the school.

**Fees:** Rs. 300 per head per day

#### Programme dates:

1. Feb 3-5, 2011 (Half long)
2. Feb 11-12, 2011
3. March 18-19, 2011
4. April 8-9/29-30, 2011

### E-211 INDUCTION TRAINING FOR NEW TEACHERS (0-3 years of experience)

A three-day long activity-based programme, oriented to imparting basic teaching and classroom management skills that will facilitate the entry into the teaching profession.

#### Programme Date:

July 12-14, 2011

**Fees :** Rs.1250.00

### E - 2 1 2 . STAFF DEVELOPMENT PROGRAMMES FOR COLLEGE FACULTY (SDP):

SDP is a special staff development programme designed to enhance the professional competence of College and University teachers by imparting conceptual knowledge in communication, motivation, team building and developing corresponding skills.

**Fees:** Rs. 500/- per day per head

### E-213: IN- SERVICE TRAINING FOR NON-TEACHING STAFF

This is a special package for promoting the professional growth of Non-teaching staff (office assistants, front line executives, librarians etc) by providing them Managerial, administrative and PR skills together with personality development to enhance their performance level.

**Date :** July 19-21, 2011

**Fees :** Rs. 400/- per day per head

### EDUCATIONAL LEADERSHIP PROGRAMMES HEADS OF SCHOOLS / SCHOOL ADMINISTRATORS

Leadership modules are designed to offer the Heads of schools useful insights on various aspects of successful leadership and school management enabling them to discover new pathways to promote the professional growth of teachers, and improve student and school outcomes.

#### Programme Focus

Personal and professional competence needed for effective leadership, management techniques and tips for school administration, Leadership and school improvement, stretching professional learning and exploring to new areas in education today

#### Content Highlight

- Leadership practices that create better schools
- School administration and management
- H/M as relationship specialist
- Supporting staff development
- Communication and Public Relations skills
- 21st Century Principals

#### Programme tools

Lectures, work shops, panels, Coffee table discussions

#### Expected outcome:

- Educational leaders equipped with knowledge and skills to tackle issues related to education.
- Heads of schools committed to the professional growth of teachers.
- Competent and efficient leadership styles leading to more effective schools, Individuals with good PR skills.



## Programme details HEADS OF SCHOOLS - 2011



### E-214. Induction Training (LDP-I) (0-5 years of Experience)

LDP-I is designed as an induction training for new Heads of schools. It will provide them with leadership and administrative skills necessary to enter into the new job. The course will present the art and craft of school leadership and provide the key ingredients of a school environment that foster growth and learning for everyone in the school. This module of 3 days duration is designed for new heads of schools.

#### Programme date:

July 7-9, 2011

### E-215. Leadership Development Programme (LDP-II)

LDP-II is designed as an integrated and comprehensive programme of 3 days duration that will strengthen and reinforce the leadership and administrative qualities of Heads /Asst. Heads of schools and school administrators. The participants will explore the concepts of Total Quality Management, visualize schools as learning organizations and update themselves on current trends and professional practices that can bring about excellence in learning, teaching and leadership.

## OTHER EDUCATIONAL SERVICES

### E-216. Summer/Winter Institute for Principals

This is a special module designed to enable Heads of Schools to come together for discussion and study on relevant topics related to education, under the guidance of educational experts.

### E-217. Principals' Centre

Principals' Centre provides opportunities for professional development to member principals through short seminars and meetings held at the centre three times a year by providing access to the professional development library at the Institute.

Annual Membership fee : Rs. 1000/-

### E-218. Teachers' Academy

This is a network of teachers who desire to grow professionally and become Teacher Leaders by attending four workshops and seminars in a year. They will be encouraged and guided in action research projects on various school based problems related to education and given opportunity to present their findings in a seminar.

Teacher Voices – a publication by, for and about teachers with useful inspirational and resource materials for teachers.

Subscription fee: Rs. 100 per year

## SPECIAL PACKAGES FOR TEACHERS FOR 2011

### E-219. TOT in Counseling Skills

This programme is meant to train and equip teams of 'barefoot counselors' with skills to help students who face emotional difficulties, thereby forestalling and eliminating more serious problems from accumulated stress.

#### Programme dates:

Sept 28-30, 2011

### E-220. Training of Trainers (TOT) on HIV/AIDS

To create awareness about the biggest menace of the 21st century and the taboos associated with it.

#### Programme date:

1. June 24-25, 2011

E- 221. TOT on Media: To train teachers to inculcate in children right attitudes and balanced outlook towards media.

#### Programme date:

1. September 9-10, 2011

### E-222. TOT on Peace Education:

#### Programme dates:

1. June 17-18, 2011

### E-223. Intensive Training in Computer Education for Rural Teachers

#### Programme dates:

1. July 19-30, 2011

### E-224: TOT in Value Education

These are special training modules designed to impart techniques that will make value education classes more alive and meaningful for children .

#### Programme dates:

1. June 28-29, 2011

2. Nov 25-26, 2011



### E-225: National Programmes

- **National Youth Animators Workshop**  
May 4-7, 2011
- **AINACS Principals Seminar at DBI**  
May 17-21, 2011
- **4th National Conference for Teachers**  
May 24-26, 2011
- **4th National Conference for School Principals**  
October 4-6, 2011

## GENERAL INFORMATION REGARDING PROGRAMMES

### Nomination

- Filled in Nomination forms should reach DBI Office along with nomination fee of Rs. 300, three weeks before the commencement of the programme
- Seats may be booked by submitting an online nomination available at [www.dbi.org.in](http://www.dbi.org.in)
- Nomination fee is non-refundable.
- Dates are subject to change often due to circumstances beyond the control of the organizers. Therefore participants are kindly advised to make proper enquiries regarding the programme. In case of change of date or cancellation of programme, the confirmed participants will be intimated by the office.

### Fees

- All programmes are conducted at subsidized rates with additional discount for rural schools
- Mode of payment: Fees may be paid in cash or by M.O. or in the form of demand draft drawn in favour of DBYES, Guwahati, payable at Guwahati.

### Reporting

- Sessions will begin at 9 a.m. on the first day and will end at 4 p.m. on the last day
- Accommodation and meals will be provided to outstation participants from the eve of the programme.
- All nominees should attend the entire programme

### Extra facilities provided during training

- All the teachers attending long programmes will have the opportunity to be introduced to computer fundamentals during the training.
- Computers will be available for practice from 6-8 p.m. on training days
- Participants will be given access to the computer lab at the institute with internet facilities and can avail of other facilities like PCO, XEROX, Canteen, Library etc.
- Participants will be provided adequate time to visit the library and read the latest books, periodicals, and use educational CDs.

### How to reach DBI

- DBI is about 5 kms. from Guwahati Railway station/bus stand and can be safely reached by city bus/auto/trekkers.
- Trekkers are available at short intervals from Uzan Bazar at the rate of Rs. 5/- per head.
- Auto fare from Railway station Rs. 70 (approximately)

### How to communicate with DBI

- E-mail : [info@dbi.org.in](mailto:info@dbi.org.in)
- Website: [www.dbi.org.in](http://www.dbi.org.in)
- Phone : 2608454 / 2608455/  
Fax: 91-361-2631668

## FUTURE PLANS

As growing institute, DBI- EDUCENTRE has greater plans for the future that will benefit the teaching community across the region/country:

- To transform DBI into a Nationally renowned Institute of Teacher Training and teacher empowerment
- To obtain certification for the two existing Courses - CCT (3month's intensive training for ME an HS teachers & CCPT (Three months' intensive training for Primary Teachers) from nationally renowned institutes.



- To offer customized training packages for teachers from schools across the country/ region
- To conduct affiliated B.Ed classes and make them available for teachers from across the country
- To familiarize teachers with the concept of Teacher Academy and provide opportunity for teachers to acquire membership and enjoy the benefit of it.
- To run an Educational Management programme for Educational Leaders as part of the MBA course of the newly established Don Bosco University, Guwahati.
- To provide access to DBI Educentre resources through DBI website

*Teachers like all other professionals need provision for training opportunities in order to enjoy their job and do it effectively.*