

This Annexure of the Orientation Course is for Lecturer of DIET & B.Ed Colleges only.

Annex I



TERMS AND CONDITIONS TO ATTEND ORIENTATION COURSE

- **LECTURER ON CONTRACT/AD-HOC/TEMPORARY POST, MAY PLEASE TREAT HIS/HER CANDIDATURE AS CANCELLED BECAUSE ONLY PERMANENT/REGULAR DIET LECTURERS/TEACHER EDUCATORS ARE ELIGIBLE FOR PARTICIPATION IN THE TRAINING PROGRAMME. NO TA/DA WILL BE PAID TO SUCH PARTICIPANTS FOR REPORTING AT TRAINING VENUE AND THEY WILL BE SENT BACK IMMEDIATELY.**
- Lecturer(s) who have previously attended an Orientation Course on Appreciation of the Arts organized by this Centre (CCRT) either at Delhi or in any other region should not attend this Orientation Course.
- **Only permanent/regular DIET Lecturers/Teacher Educators up to the age of 52 years will be allowed to attend this Orientation Course. Keeping in mind the long working hours, it is presumed that only those will attend whose health permits.**
- Principal/Librarian/PTI cannot come to attend the Orientation Course.
- The lectures will be delivered in English for the benefit of the lecturers participating from all parts of the country, therefore, an understanding and working knowledge of English language is essential. However, non-fluency should not deter the lecturer from joining the Orientation Course and in such cases we take care for getting the concepts comprehended.
- The participants should not be ill or visually impaired and should also not be suffering from any chronic disease.
- In case Lecturer does not fulfill the terms and conditions as referred above, may treat his/her candidature as cancelled and withdrawn and even if the lecturer comes to attend the Orientation Course, no TA/DA will be paid to him/her by this Centre (CCRT).

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Annex II



MODULES OF THE PROGRAMME (SUBJECT AREAS)

- 1. Theoretical Study of Indian Art and Culture:** Lectures and lecture demonstrations through which the fundamental aspects of the development of India's artistic heritage will be described and regional manifestations highlighted. Since the teaching subjects of the participants are very varied e.g. mathematics, science, language, social studies, we would like you **to familiarize yourself before participation** with basic knowledge of Indian History and with the General Geographical background of the Indian sub-continent.
- 2. Practical Training:** Opportunities will be given to develop teaching skills and to learn crafts such as pottery, mask making, toy-making, tie & dye, rangoli, wall decoration and book binding etc. Innovative ideas like the use of movement and mime, puppetry and theatre techniques in classroom will also be taught in order to widen the perspective of the participants. Practice sessions are also organized in other academic areas and content of the programme like slide presentation and linking that information with curriculum subjects, learning of patriotic songs in national languages and in Yoga.
- 3. Preparation of Projects on methodologies for Linking Education with Culture:** Sessions on preparation of lesson plans, projects, games and other effective teaching aids (Please see Annexure III) to enhance teaching and to develop methodologies for classroom teaching will also be conducted. An attempt will be made to evolve interesting methods of evaluation, in order to enhance the effectiveness of teaching and learning.
- 4. Visits to Historical Monuments, Museums and Nature Parks:** Visits will be arranged to local historical sites and monuments. Educational activities in museums and various art exhibitions and galleries will also be conducted. The participants will also be trained in simple techniques of conservation of arts and artifacts.
- 5. Other Educational Activities:**
 - An opportunity will be given to attend cultural shows and other events in the city, to enable participants to understand the continuity of some of the artistic traditions and to appreciate the latest developments in the field.
 - Discussions sessions will be organized during which you will dwell upon the different aspects of education and how the knowledge of the natural and cultural resources can help in solving current problems related to education. The use of local resources for designing educational programmes will also be dealt with.
- 6. Evaluation:** Regular sessions will be organized in order to evaluate work done by the participants and test the knowledge gained by them during the various activities of the Orientation Course.

The active participation of participants, comprehension of lectures, is ascertained through discussions and evaluations during the Orientation Course. The participants also have to make an evaluation of the Orientation Course and give suggestions for the improvement of the same. This would facilitate the understanding of the theoretical knowledge given during the Orientation Course. We shall be grateful, if Lecturer would bring: 1) A prepared lecture with information on the State/UT also describing special features of the district and taluka, its art, culture and contribution in various fields. 2) Certificates and Items mentioned in Annex III, VI and VII so that participants of other States will be enriched and benefited.

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Annex III



EDUCATIONAL KIT AND PUBLICATIONS:

During the Orientation Course, periodic assessment of the work will be made so that the Centre may send a report back to the concerned institute and respective State Education Department(s) on the interest and aptitude shown by the participants. On the basis of the assessment, evaluation(s) and subject to availability, an Educational Kit consisting of Publications & Cultural Software will be provided to the concerned Institution FREE OF COST.

The Cultural Software consists of Audio and Video CDs. Preference will be given to those institutes that have VCD/DVD in working condition. In turn, each lecturer trained by the Centre is expected to acquaint the students of his/her institution and the members of community at large with an understanding of the country's cultural heritage by using the cultural software, publications and the training received during the Orientation Course.

On the event that the institution may be gifted an Educational Kit consisting of Publications & Cultural Software, certificates as mentioned in Annex IV, are mandatory complete in all respects and reproduced on the separate letter heads (and in duplicate) of the institute with rubber stamp duly signed by the concerned Principal.

The usage of the Educational Kit in the institute entails extra work for the trained lecturer, hence Kit is provided subject to the following conditions:

- The interest shown by the lecturer in the Orientation Course;
- His/Her regular attendance and active participation in the activities of the Orientation Course.

The Educational Kit can not be claimed as a matter of right by the institution(s) from where a lecturer is trained.

Important

The CCRT has been training lecturers/teachers for their professional development for more than the last 30 years now from all parts of the country. The CCRT has not charged any money for this service to education as we have a mission and a dream to equip every DIET/Govt./Govt. aided schools with CCRT's Educational Kit. With gradual development of economic pressure towards self sustenance proving the advocacy of understanding of symbiotic relationship between culture and education; making the lecturer/teacher realize that training has a price - a publication of the **CCRT entitled NATIONAL SYMBOLS** will be given to all the participants for their school on a subsidized price and with discount. The price of this publication after discount comes to Rs. 245/- (approximately) and a bonafide receipt in the name of the Principal of the institute is issued. The purchase of this publication is **COMPULSORY** for every participating lecturer/teacher/institutions. This publication was released by the Hon'ble President of India.

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Annex IV



REQUISITE CERTIFICATES FOR CLAIMING EDUCATIONAL KIT

SHOULD BE PRODUCED ON INSTITUTION LETTER HEAD

ORIENTATION COURSE

ALL UNDERMENTIONED CERTIFICATES SHOULD BE SUBMITTED IN DUPLICATE AND ON INSTITUTION'S SEPARATE LETTER HEADS. THIS PAPER SHOULD NOT BE USED AS A COMBINED CERTIFICATE PAPER/PAGE. THESE CERTIFICATES ARE MANDATORY FOR GETTING CCRT EDUCATIONAL KIT.

(The following certificates can be downloaded from CCRT's website: www.ccertindia.gov.in)

Note: These certificates may be duly typed, signed and returned to us through the lecturer/teacher being sent for participation.

**Please BE CAREFUL in striking off the undesired/wrong option.
Strike Off whichever is not applicable.**

Please certify only one in Certificates 1 and 1A, 7 and 7A, whichever is applicable to your institution. The other Certificates can be struck off completely.

1. Certified that our Institution HAS BEEN gifted an Educational Kit material by the Centre for Cultural Resources and Training (CCRT). The Kit has been gifted by the Centre (CCRT), in the year _____ (in which the school received the Kit). (Please fill up the year only if your Institute has received the kit from CCRT in the past).
- 1A)* Certified that our Institution HAS NOT BEEN GIFTED Educational Kit by the CCRT.
2. Certified that the lecturer/teacher being trained in the Orientation Course is a regular lecturer/teacher and will continue to work in the institution after the Orientation Course is over. He/She is not working on contractual/ad-hoc/temporary basis.
3. Certified that the lecturer/teacher _____ being sent for participation in the Orientation Course is authorized to collect the CCRT's Educational Kit and Publications on behalf of the Institution. The lecturer/teacher's signatures are attested below.

Signature of the representative lecturer/teacher/educator

(Name and Signature of the Lecturer/Teacher/Educator are ATTESTED)

(Signature, Name and Stamp of the Principal)

4. Certified that the articles will be kept in a good working condition by the institution
5. Certified that necessary entries of the Educational Kit in the Stock Register of the Institution will be made on immediate return of the participant and I, being the Head of the Institution will personally monitor the regular use of the material after getting it entered in the School Stock Register properly.

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Contd. Annex IV

6. Certified that the Institution has/has no* electrical points for operation of the Kit in the classroom.
7. Certified that my institution is in possession of
- a) Video Cassette Recorder/DVD Recorder
 - b) Monitor (Computer)

OR

Please select only ONE

- 7A)* Certified that my Institution is not in possession of
- a) Video Cassette Recorder/ DVD Recorder
 - b) Monitor (Computer)
8. Certified that the Principal/Head of Institution will supervise the submission of CCRT prescribed bi-annual Evaluation Proforma by the CCRT trained lecturer/teacher on the stipulated time to the CCRT on use of Educational Kit material in the educational programme for students and community at large.
9. Certified that consequent upon the transfer of CCRT trained lecturer/teacher from the Institution, the CCRT will be informed immediately so that another lecturer/teacher of the Institution can be trained in the CCRT's Orientation Course.

PRINCIPAL'S NAME AND SIGNATURES WITH RUBBER STAMP

***Strike Off, whichever is not applicable.**

This is only a sample copy and should not be used as a CERTIFICATE. Any verification or signature on this paper will not be considered valid in the Centre.

IMPORTANT:

PLEASE REMEMBER TO CERTIFY ONLY ONE FROM S.NO. 1 & 1A AND 7 & 7A, WHICHEVER IS APPLICABLE, IN CERTIFICATES.

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Annex V



LOGISTICS

1. Boarding and Lodging:

The boarding & lodging arrangements have been made at the venue of the Orientation Course.

The sessions will be arranged at the Lecture Hall/Auditorium of the venue of Orientation Course. Lecturer would be required to attend the Orientation Course from 9.00 AM to 5.30 PM. Some days we may begin work early in the morning and continue to work till late in the evening. **No relatives/members of the family/escort will be entertained at the place where boarding and lodging arrangements have been made by the CCRT and no such permission will be provided under any circumstances.**

Separate lodging arrangements are made for the female lecturers at the venue.

2. Travelling Allowance

- i) The participants of Training Programme are entitled to travel by AC 3-tier/ AC Chair Car/ Sleeper class of all the trains, as the case may be, from their nearest railway station to the venue of the programme by the shortest route.
- ii) Those who travel by bus from outstation are entitled to claim Deluxe bus fare subject to the production of bus ticket failing which the fare will be restricted to ordinary bus fare. Lecturers are required not to travel by AC buses.
- iii) For local road journey i.e. from school to railway station/ bus stand, the reimbursement will be made as actual distance or up to 8 km, whichever is less @ ₹ 4/- per km.
- iv) For local road journey from the nearest railway station/bus stand to the venue of the training programme, the teachers will be paid Auto/ Bus fare as per Centre's rule.

Please note that the Rail/Bus fare will be reimbursed by the CCRT if original/ photocopies of the tickets are attached to the T.A. Bills for inward as well as outward journey failing which the claim will be restricted to rail fare by sleeper class.

No break in journey is permissible as per rules. Lecturers are requested to buy direct journey ticket from their nearest railway station to the venue of the programme by the shortest route.

3. Dearness Allowance

The Lecturer/Teacher participants will be paid Dearness Allowance for attending the program based on the Vth Central pay Commission.

As the CCRT will be providing free lodging and boarding facilities mandatorily to all the participants, hence they will be given 25% of the rate of entitled Dearness Allowance.

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Annex VI



REQUIRED CERTIFICATES AND DOCUMENTS

1. Basic Pay Certificate from the Institution.
2. Relieving Certificate from the Institution (Signed by the respective/concerned Principal only).
3. Tickets/Ticket Nos. (Photocopy of the onward journey performed and original of the return journey. To & Fro tickets of the entitled class (Please refer Annex V of this letter), and by shortest route should be purchased for the journey.
4. Two latest passport size photographs along with photo identity card of self.

All following certificate are being attached with CCRT's Selection Letter and sent through e-mail and are also uploaded in website crtindia.gov.in which can be downloaded for official use.

1. All the certificates required for the issue of the Educational Kit to the institution, as mentioned in Annex IV. The production of these certificates duly signed by the Head of the Institution and in the same format, authorizing the participating lecturer/teacher, is MANDATORY.
2. Items mentioned and detailed information with pictures, paper cuttings and articles on any of the subject(s) mentioned in Annex VII.
3. A prepared 'Training Module' of teaching subject interwoven with **cultural components**.

**** All the certificates and annexures can also be downloaded from CCRT's website: www.crtindia.gov.in**

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Annex VII



ANCILLARY MATERIALS/DOCUMENTS REQUIRED DURING PARTICIPATION

Please bring the following for the Orientation Course

- The Text Book(s) of the subject(s) that you teach
- Maps of your District & State
- Information on the following points about your district:
 - Geo-physical features
 - Flora & Fauna
 - Monuments
 - Crafts
 - People, their religion and occupation

Information, pictures and other details of the:-

- Monuments/Museums & Nature Parks in your district;
- Information on Handicrafts which are practiced in your district and state and also Craft Centers;
(We would appreciate if you can bring some of the articles).
- A detailed information about anyone of the Regional Theatrical Forms of your State;
- A write up about your State's contribution in various fields emphasizing art, culture and education;
- Traditional Costumes of your district/State (we would appreciate if you can bring one costume).
- Some songs in regional languages related to birth, wedding, cultivation seasons, etc. along with their meanings;
- Articles/Quotations on education, life, values, etc
- A ready made Quiz Programme of 75 to 100 questions related to Indian Art/the subject being taught by you.
- A short paper (3 to 4 pages) on any of the new methodologies you have applied in your teaching and the results thereof. Or bring material on the 'innovative methodologies' being applied to any subject either in India and abroad, which can be shared among fellow participants.