

# **Reporting Format on Teacher** **Professional Development**

**The following points would require to be followed to create an overview of the Training process. The details of each training conducted by the state (in-service training, leadership training, induction training and other trainings) would have to be indicated taking in account the format below:**

1. Strategy of the state on Teacher Training
  - a. Need Assessment of Teacher Training
  - b. Model of Teacher Education
2. Module Development
  - a. Plan for Developing Teacher Training Module
  - b. Workshop Conducted for Development of the Module
  - c. Number of Modules Developed(Specify subjects/topics for which module was developed)
  - d. Institutes involved in developing the Module
  - e. Discussions, developments and reflections in the workshops
  - f. Measuring the relative effectiveness of different training models
3. Workshop of State Resource Persons
  - a. Involvement of Academic Bodies
  - b. Identification and procedure for engaging State Resource Persons
  - c. Number of Workshops
  - d. Discussions, developments and reflections in the workshop
  - e. Measuring the relative effectiveness of the workshops
2. Workshop of District Resource Persons/Master Trainers
  - a. Involvement of Academic Bodies
  - b. Identification and procedure for engaging State Resource Persons
  - c. Number of Workshops
  - d. Discussions, developments and reflections in the workshop
  - e. Measuring the relative effectiveness of the workshops
3. Training of Teachers
  - Physical Science
    - Topics of Training
    - Training Methodology used for teachers
    - Language of Training
    - Training Methodology taught that would be used in the classroom
    - Scope for Participatory methods/Peer Learning/Group work
  - Biological Science
    - Topics of Training
    - Training Methodology used for teachers
    - Language of Training
    - Training Methodology taught that would be used in the classroom

- Scope for Participatory methods/Peer Learning/Group work
  - Social Science
    - Topics of Training
    - Training Methodology used for teachers
    - Language of Training
    - Training Methodology taught that would be used in the classroom
    - Scope for Participatory methods/Peer Learning/Group work
  - English
    - Topics of Training
    - Training Methodology used for teachers
    - Language of Training
    - Training Methodology taught that would be used in the classroom
    - Scope for Participatory methods/Peer Learning/Group work
  - Hindi
    - Topics of Training
    - Training Methodology used for teachers
    - Language of Training
    - Training Methodology taught that would be used in the classroom
    - Scope for Participatory methods/Peer Learning/Group work
  - Any other (To include training for other subject teachers and other topics like gender, inclusive education etc.)
    - Topics of Training
    - Training Methodology used for teachers
    - Language of Training
    - Training Methodology taught that would be used in the classroom
    - Scope for Participatory methods/Peer Learning/Group work
4. Follow up Mechanism to ensure impact on Classroom
  5. Monitoring process & methodology
    - Monitor selection criteria
    - Terms of reference (TOR) for monitors
    - Sources of information collection
    - Data analysis procedure
    - Limitations
  6. Issues faced by the state on training
  7. Costing (Expenditure incurred till March 2012)
  8. Scope for Improvement

**Annexure 1: Overview of Continuous Professional Development**

<b>Type of Training Conducted</b>	<b>Total Number of Centre/Venues</b>	<b>Total Number of Cycles</b>	<b>Class Size of Teachers in each Training(Number of Groups in which each batch was trained)</b>	<b>No. of DRP involved in the training</b>	<b>Total Government School Teachers Trained</b>	<b>Total Number of Aided School Teachers Trained</b>
<b>In-service Training</b>						
<b>Induction Training</b>						
<b>Leadership Training</b>						
<b>Any other training</b>						

## Annexure 2: Abstract of State Resource Persons trained in the State

[illegible]

**Annexure 3: Abstract of District Resource Persons trained in the State**

<b>District</b>	<b>Hindi</b>	<b>English</b>	<b>Physical Science</b>	<b>Biological Science</b>	<b>Social Science</b>	<b>Other Subject</b>	<b>Induction Training</b>	<b>Leadership Training</b>



Progress Overview of Professional Development of Teachers\*

S. No	Activity	Total No. of Participants		Duration of Programme	Target Group	Resource Persons/Groups	Date	Total Budget (Rs. In Lakh)		
		Government (if applicable)	Aided (if applicable)					Unit cost	Phy.	Fin.
4.4.	Any other									
Key to the Format:										
<b>Activity:</b> In the cascade mode of training, there are workshops for KRP, Master Trainer and the training of the teachers. Details of the same may be provided.										
<b>Total No. of Participants:</b> In the case of the workshops on module preparation, orientation of Key Resource Persons and training of Master Trainers, the total number of participants may be provided. In the case of the in-service training, the number of participants from Government Schools and Aided Schools may be provided separately.										
<b>Duration of Programme:</b> The number of days of the programme may be indicated										
<b>Target Group:</b> In the case of the Module Preparation, the details of the participants preparing the module may be provided. In the case of the KRP and Master Trainers, it is essential to indicate the terms of reference of the KRP/Master Trainers										
<b>Resource Persons/Groups:</b> The Institution/Organisation/Persons responsible for the training may be mentioned										
<b>Date:</b> The specific date of the training may be indicated										
<b>* Please attach Report of Teachers' Training as per structure provided along with the Format. Please include details of roadblocks in the training as well as methods identified for monitoring and evaluating the impact of the training.</b>										



### Annexure 5: Progress Overview of Induction Training of New Teachers\*

S. No	Activity	Total No. of Participants		Duration of Programme	Target Group	Resource Persons/Groups	Date	Total Budget (Rs. In Lakh)		
		Government (if applicable)	Aided (if applicable)					Unit cost	Phy.	Fin.
<b>1</b>	<b>Workshops for Module Development (Provide details of each workshop for module development)</b>									
1.1.	Workshop A									
1.2.	Workshop B									
1.3.	Workshop C									
1.4.	Any other									
<b>2</b>	<b>Workshop for Orientation of Key Resource Persons</b>									
2.1.	Workshop A									
2.2.	Workshop B									
2.3.	Workshop C									
2.4.	Any other									
<b>3</b>	<b>Training of Trainers/District Resource Persons</b>									
3.1.	Training A									
3.2.	Training B									
3.3.	Training C									
3.4.	Any other									
<b>4</b>	<b>Induction Training</b>									
4.1.	Training A									
4.2.	Training B									
4.3.	Training C									
4.4.	Any other									
Key to the Format:										

S. No	Activity	Total No. of Participants		Duration of Programme	Target Group	Resource Persons/Groups	Date	Total Budget (Rs. In Lakh)		
		Government (if applicable)	Aided (if applicable)					Unit cost	Phy.	Fin.
<b>Activity:</b> In the cascade mode of training, there are workshops for KRP, Master Trainer and the training of the teachers. Details of the same may be provided. Under the column of “Activity”, topics of training may be indicated.										
<b>Total No. of Participants:</b> In the case of the workshops on module preparation, orientation of Key Resource Persons and training of Master Trainers, the total number of participants may be provided. In the case of the in-service training, the number of participants from Government Schools and Aided Schools may be provided separately.										
<b>Duration of Programme:</b> The number of days of the programme may be indicated										
<b>Target Group:</b> In the case of the Module Preparation, the details of the participants preparing the module may be provided. In the case of the KRP and Master Trainers, it is essential to indicate the terms of reference of the KRP/Master Trainers										
<b>Resource Persons/Groups:</b> The Institution/Organisation/Persons responsible for the training may be mentioned										
<b>Date:</b> The specific date of the training may be indicated										
<b>* Please attach Report of Induction Training as per structure provided along with the Format. Please include details of roadblocks in the training as well as methods identified for monitoring and evaluating the impact of the training.</b>										

**Annexure 6: Progress Overview of Leadership Training\***

S. No	Activity	Total No. of Participants		Method of Selection	Duration of Programme	Resource Persons/Groups	Date	Total Budget (Rs. In Lakh)		
		Government (if applicable)	Aided (if applicable)					Unit cost	Phy.	Fin.
4.1.	Training A									
4.2.	Training B									
4.3.	Training C									
Key to the Format:										
Activity: Under the column of “Activity”, topics of training may be indicated.										
Total No. of Participants: In the case of the leadership training, the number of participants from Government Schools and Aided Schools may be provided separately.										
Method of Selection: If the training has been decided for some Principals and not all, then the method of selection may be provided.										
Duration of Programme: The number of days of the programme may be indicated										
Resource Persons/Groups: The Institution/Organisation/Persons responsible for the training may be mentioned										
Date: The specific date of the training may be indicated										
* Please attach Report of Leadership Training as per structure provided along with the Format. Please include details of roadblocks in the training as well as methods identified for monitoring and evaluating the impact of the training.										

## **Checklist of Teacher Education**

### **Planning:**

**(Yes/No)**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Has the State begun preparing a detailed database of information on teacher education in the State? -----   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the state identified the number of government & private teacher education (M.Ed., B.Ed. & D.Ed.) institutions (district-wise)? -----              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the state identified the number of unqualified teachers at elementary/ secondary levels (district-wise)? -----                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the state decided on the qualification /experience of teacher educators (district-wise)? -----  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there sufficient infrastructures of teacher education institutions (district-wise)? -----   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is there Library and instructional resources available at teacher education institutions (district –wise)? -----                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has the State completed the process of creating a cadre for teacher educators? -----  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has the State planned for the capacity development of those selected? -----   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the State begun preparing a five –year perspective plan for teacher education? -----  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Has the State initiated the process of re-designing teacher education curriculum based on National Curriculum Framework for Teacher Education? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has the State initiated the process of re-designing the school curriculum and textbooks based on the National Curriculum Framework 2005? -----       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has the State decided on a separate training programme for unqualified teachers (teachers without a B.Ed Degree)? -----                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Has the state conducted any research to provide further input in the Teacher Education Plan? -----   | <input type="checkbox"/> | <input type="checkbox"/> |

### **Resource Person:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Were the Resource person provided a training on Facilitation Skills? ----- | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the training being conducted through trained personnel only? -----      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are Resource Persons using participatory methods of training? -----        | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are Resource persons solving the queries raised by the participants? ----- | <input type="checkbox"/> | <input type="checkbox"/> |

### Teacher training centers

1. Are there rooms/halls available for Training? ----- ☐ ☐
2. Is there Training Material (LCD, Computer, Sample, and Microscope) for the Training? ----- ☐ ☐
3. Is there adequate furniture in the room for seating the trainees? ----- ☐ ☐
4. Is the training Residential in nature? ----- ☐ ☐
5. Are there adequate provisions for accommodation of participants? ----- ☐ ☐
6. Are there specific provisions for accommodation of female teachers? ----- ☐ ☐

### Training Process:

1. Was the training sessions started as per the schedule? ----- ☐ ☐
2. Did the training session progress as per the module? ----- ☐ ☐
3. Were there adequate training materials in the training centre? ----- ☐ ☐
4. Was training materials (charts, flip charts, models, CDs etc.) used during the training? ----- ☐ ☐
5. Was subject matter of the training delivered lucidly? ----- ☐ ☐
6. Were subject matters of training related with elementary level teaching? ----- ☐ ☐
7. During the training, were there discussions among participants? ----- ☐ ☐

### Evaluation of Trainees

1. Are there records of internal evaluation of each individual? ----- ☐ ☐
2. Did all trainees maintain a daily diary? ----- ☐ ☐
3. Were all trainees present from the beginning to the end of the training? ----- ☐ ☐