



Regional Institute of English, South India

Jnanabharathi Campus, Bangalore – 560 056

**Bylaws for the Post Graduate Diploma in English Language Teaching (PGDELT)
distance mode programme conducted by the RIESI**

1. About the Institute and Facilities offered

The Institute

The Regional Institute of English- South India, Bengaluru embodies the spirit of Collectivism and collaboration to create an institution of excellence. It was a dream, dreamt by the visionaries of the four southern states that have shared a common culture and a tradition of pursuit of excellence in learning. When the Institute thus came into existence, it epitomized the futuristic vision of the education directorates and ministers of the four states that foresaw the need for raising the benchmark of quality in English Language Teaching that would, on the one hand, strengthen the competence of every learner across the curriculum and on the other, catalyze this lofty and worthy dream. The four southern states came together and resolved to nurture, support and guide the growth of the Institute as a premier body of teacher training, research and empowerment.

Over the years RIESI has grown into an institution that commands respect and recognition in the ELT circles not only within the country but also abroad. The Institute now caters to the needs of six states in South India namely, Andhra Pradesh, Karnataka, Kerala, Puducherry, Tamil Nadu and Telangana. It has carved a niche for itself in the field of teacher development with integration of face-to-face and distance modes of delivery of knowledge and skills. In recent years the Institute has successfully harnessed satellite resources for extending the reach of its programmes to hitherto unreached segments of teachers. Apart from these initiatives, the Institute has also been proactive in the areas of materials production, designing of need-based courses for different professional groups- implementation of diploma and certificate courses through distance mode to help practicing teachers and teacher aspirants continue their professional development and enrichment and it also provides consultancy services to different client groups.

The RIESI is set amidst sylvan surroundings in the sprawling campus of Jnanabharathi (Bengaluru University). It is 10 kms away from the heart of the city. The lush green and serene environment of the Institute campus provides a conducive atmosphere for learning.

Vision

A premier Institute at the national and international level that helps states shape their policies and practices in English language education to facilitate a continuous process of quality enhancement through research and development in curriculum, materials and training.

Objectives

- To improve the standards of teaching of English in Primary and Secondary schools in the six states of Andhra Pradesh, Karnataka, Kerala, Puducherry, Tamil Nadu and Telangana.
- To offer quality training for in-service and pre-service teachers.
- To undertake and facilitate conferences, seminars etc.,
- To prepare suitable textbooks for primary, secondary and higher secondary classes and other materials for teachers at various levels.
- To help to the four states in drawing up the syllabus in English.
- To undertake research studies in ELT.
- To conduct regular need- based courses in English language.

Library

The computerized library stocks a rich collection of books, journals and materials on ELT related issues. It includes a reference section and a spacious reading room with facilities for accessing audio/video materials.

Computer Lab

A well equipped computer lab with internet facilities CALL and several online learning programmes.

Language Lab

The Institute's Multimedia Language Lab is well stocked with teaching/learning materials. The Institute produces its own language lab materials using a well equipped recording room.

Auditorium and Conference hall

Well designed auditorium and conference hall for conducting seminars and workshops.

Classrooms

Large ventilated classrooms with adequate furniture and other modern gadgets to facilitate face-to-face and tele-mode transaction.

Canteen

The Institute canteen provides wholesome food at reasonable cost.

Accommodation

Comfortable accommodation with modern amenities is available for men and women scholars. Apart from the accommodation facility for students, the Institute also has a guest house consisting of individual air-conditioned suites with telephone and television.

Recreation

- Play ground for volleyball, badminton and other outdoor sports.
- Equipment for indoor games like table tennis, chess and carrom
- Television

Different Wings

Presently the institute works under **five wings**:

- **Training Wing**- takes care of training on CELT for secondary and primary teachers.
- **ESP Wing**- conducts need-based specific training programme to both government and non-government organizations.

The institute offers two flagship programmes: Post Graduate Diploma in English language Teaching (PGDELT) for teachers who would like to act as Resource persons in ELT and Diploma in English Communication (DIEC) for general public, media and business professionals.

- **Research Wing** -conducts impact studies on demand for state departments.
- **Publication Wing** – published many books, teaching learning and materials like
 - a. Action Research for Development,
 - b. ELT World ‘A Bird’s Eye View,

- c. Hello English
 - d. Language Learning Channels (multimedia package)
 - e. The English Classroom with CD
 - f. A Passage to English
 - g. Trainers Treasure
 - h. Teacher Travelogue,
 - i. Multi-lingual dictionary and
 - j. an ISSN Numbered journal- *The English Classroom*.
- **Staff Development Wing-** conducts programmes for our own professional development. The institute organizes national and international conferences, seminars and workshops every year.

2. Courses conducted

Regular courses

- 30-day Certificate course in English Language Teaching (CELTA) for Primary School Teachers of member States.
- 30-day Certificate course in English Language Teaching (CELTA) for High School Teachers of member States.

Distance Education programmes

- Post Graduate Diploma in English Language Teaching (PGDELT)
- Diploma in English Communication (DIEC)

English for Specific Purposes (ESP)

The Institute offers need based courses on demand. The programmes that are available for the stakeholders include the following:

- Foundation courses in English communication
- Advanced level spoken English courses
- Training for International language tests
- Training for international students in English proficiency
- English language courses for lawyers, nurses, bankers, administrators and engineering and management students
- Short term training programmes for the employees of different organizations and Institutions

Workshops and Short term courses

The Institute conducts workshops in the following areas

- Action Research
- Materials Development
- Evaluation, Impact Study and programme assessment
- Teaching of English for Young Learners
- Curriculum Design
- Preparation of Training Modules
- Satellite Based Training

and also runs short terms courses for teachers at the primary, secondary and tertiary levels.

3. Post Graduate Diploma in English Language Teaching (PGDELT)

3.1 Overall objectives of the Course:

The course aims to help the candidates to:

- enhance their proficiency in English language
- acquire knowledge and skills related to English language teaching
- become effective classroom teachers
- become aware of the need for continuous professional development
- acquire core trainer skills, strategies and techniques for English language teaching

3.2. Course content

The course covers six important areas in ELT namely

- Listening and Speaking
- Reading
- Writing
- Language Work
- Methods and Materials
- Teacher Development

In addition to the above, students will be required to engage themselves in supervised and assessed practice teaching when they attend the final contact programme

3.3 Admission rules for PGDELT

Registration, eligibility, course fee, etc.

Duration of the course: one year

Eligibility: Graduation in any discipline

Application fee: Rs 250/-

Course fee: Rs 9,000/-

Mode of payment: NEFT/Bank DD

Date of commencement of the course: June

Registration: Open from April to May

3.4. How to apply?

- i. Application forms can be obtained in person from the office or by post by sending a crossed Demand Draft (DD) for ₹ 250/- drawn in favour of the *Director Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru*, payable at Bengaluru.

It can also be downloaded from our website <http://www.riesielt.org/pgdelt> in which case the application fee should be paid along with the course fee .

ii. Course Fees ₹ 9,000.00

The course fee of Rs 9,000/- may be remitted through Demand Draft (DD) drawn in favour of **the Director, Regional Institute of English, South India, Bengaluru, 560056** payable at Bengaluru or by NEFT to the given account.

The bank details for NEFT are as follows:

Name of the Bank	:	Canara Bank
Branch Name	:	Sports Authority of India Bengaluru - 560 039
Account No.	:	8411101001652 (Savings Bank Account)
IFSC Code	:	CNRB0008411

Kindly send details of the NEFT transaction to the e-mail ID:riediploma@gmail.com
(Note: Cash, Money Orders and Cheques will not be accepted)

- Those who avail instalment facility (**2 instalments only**) for the payment of course fee, should pay the second instalment before the mid-contact programme.
- iii.** Candidates have to submit the filled in application, enclosing self attested copies of certificates, to the following address by registered post.

**The Director
Regional Institute of English, South India
Jnanabharathi Campus
Bengaluru - 560 056**

iv. Copies of certificates to be enclosed:

- S.S.L.C Marks Card
 - Date of Birth proof
 - PUC Marks Card
 - Degree Marks Card (Issued by the recognised university)
 - Aadhar Card
 - TWO photographs
- v. In-service teachers/employees may have to apply for the course through proper channel or may have to obtain prior permission to pursue the course.

vi. Scholarship and Re-imburement

SC/ ST candidates can apply for scholarship to Social Welfare Department and may get the course fee reimbursed.

3.5 Details of Contact Programmes

There will be two compulsory contact programmes. One in the month of October for 3 days and other for 22 days in the month of April/May with examination towards the end of the contact programme. Candidates need to bring along with them all the study materials (course modules), one passport size and one stamp size photograph when they come for the contact programme.

3.6 Rules for Submission of Assignments

- i. The candidates will not be permitted to attend the final examination without the submission of both the assignments. (Assignment 1 & 2 in all the subjects).
- ii. Assignments could be Xeroxed and copy may be retained by the participants before submission to the office in case they get lost.

- iii. The assignments to be handwritten/typed and to be written on one side /both the sides of the paper.
- iv. It is mandatory to score 30% (overall- including Assignment 1 and Assignment 2) in assignments (in addition to fulfilling the minimum score criteria in the written examination) to declare the candidate as have passed in this course.
- v. Assignments on each Module should be written separately. However, submit each set of assignments i.e. Assignment 1 and Assignment 2 in a single packet. Write the Module (subject) Name, Assignment Number, your Name with Register Number and the Question numbers in all the assignments.
- vi. Late submission of assignments by one month is accepted with a fine of **Rs 100/-** per subject (including both the assignments). Assignments submitted after the due date will not be considered for evaluation during that academic year.
- vii. If the candidate wishes to submit the revised assignments, he/she should do so by paying a penalty of **Rs 100/-** per subject (including both the assignments) before the due date.
- viii. There is no provision for re-totalling or re-evaluation of assignments.
- ix. It is required on the part of the candidates to do additional assignments given online or on other platforms to be eligible to attend the final contact classes.

3.7 Rules for Attendance

- i. Candidates are allowed to write the examination if they have a minimum of 80% attendance in aggregate (including both the contact classes).
- ii. If the candidate's attendance is between 70% to 80%, he/she has to pay a penalty of **Rs 500/-** in order to take the final exam.
- iii. A candidate with less than 70% attendance will not be allowed to write the exam.
- iv. Candidates on government/department related duty (i.e. on official duty) should produce attendance certificate from the relevant department/organization to claim attendance.

3.8 Examination Rules

- i. A candidate will be declared to have completed (passed) the course successfully if he/she scores 35% in aggregate and minimum 30% marks in each subject in the written examination in addition to the other course

requirements such as minimum scores in assignments, minimum percentage of attendance, etc.

ii. Break-up for subject-wise weighting is as follows:

Sl. No.	Subject	Internal	Final
1.	Listening and Speaking	30	(20 for oral test+ 50 for written exam) *70
2.	Reading	30	70
3.	Writing	30	70
4.	Language Work	30	70
5.	Methods and Materials	30	70
6.	Teacher Development	30	70
7.	Teaching Practice	-	100
	TOTAL	180	520
8.	GRAND TOTAL		700

iii. Grades for the candidate's overall performance will be awarded as follows:

- Above 80%: A+
- 70 to 79.9%: A
- 60 to 69.9%: B+
- 50 to 59.9%: B
- 40 to 49.9%: C
- 35 to 39.9%: D
- Below 35: Fail

iv. Candidates who fulfil all the course requirements will be awarded a certificate on the successful completion of the course.

v. A candidate who is found indulging in any sort of malpractice (copying answers, using mobiles or other devices, etc.) will be debarred from taking the examination for two years.

vi. Any case of a person impersonating a candidate will be reported to the concerned authority for further action. The candidate in question will be debarred from taking the examination in future and will be disqualified from the course.

- vii. Fee for re-totaling of answer scripts is **Rs 100/-** per subject.
- viii. Fee for sending photocopies of answer scripts is **Rs 200/-** per subject.
- ix. Fee for reevaluation of answer scripts is **Rs 250/-** per subject.

3.9 Duplicate Grade Card

Duplicate Grade Card will be issued on payment of Duplicate Grade Card fee of **Rs. 250/-** . Before that candidates has to file a police complaint in the nearest police station, acknowledgement of the complaint copy and an Affidavit by the candidate should be attached to the request letter along with the fee amount.

3.10 Correction

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Institute during Contact Programmes on request.

3.11 Accommodation and food

- i. Those candidates who need accommodation at the institute hostel during the contact programme need to write to the Director, RIESI, Jnanabharathi campus, Bangalore, making a request for accommodation.
- ii. Accommodation and food will be provided against payment as per the Institute norms. Accommodation will be provided only for the registered candidates and not for their family members/relatives/friends.

3.12 Dispute

For any dispute, place of jurisdiction for filing of suit will be only Bangalore.
