

PROCEDURAL HANDBOOK OF **α**LPHA TEACHERS'



CHITKARA
UNIVERSITY
DEPARTMENT OF EDUCATION

Chitkara University, Chandigarh - Patiala National Highway (NH-64), Tehsil: Rajpura - 140401, Distt.: Patiala



CHITKARA
UNIVERSITY
DEPARTMENT OF EDUCATION

PROCEDURAL HANDBOOK

for

ASSOCIATE SCHOOL

and

ASSOCIATE TEACHER EDUCATION INSTITUTE



S. NO.	CONTENTS	PAGE NO.
1.	INTRODUCTION	1
	1.1 CHITKARA UNIVERSITY	1
	1.2 DEPARTMENT OF EDUCATION	1
2.	ALTERING THE DNA OF an α LPHA TEACHER	2
3.	INTERNSHIP RULES	4
4.	JOINT DUTIES AND RESPONSIBILITY OF	4
	4.1 DEPARTMENT OF EDUCATION	4
	4.2 ASSOCIATE SCHOOL/TEACHER EDUCATION INSTITUTE	5
5.	JOINT HAND HOLDING	7
6.	ATTACHMENTS AND ANNEXURES	7
7.	EPILOGUE	8
	Annexure-I (Assessment of αLPHA TEACHERS)	9
	Annexure-II (Attendance of αLPHA TEACHERS)	10
	Annexure-III (Feedback Form)	11
	Annexure-IV (Teaching Practice Certificate)	12
	Annexure-V (Declaration by the Associate School/Associate Teacher Education Institute)	13-14
	School Visit Record Sheet	15
	Anatomy of Teaching Practice	16
	Suggestive Time Table	17

A Brief about Chitkara University and Department of Education

1. INTRODUCTION

1.1 CHITKARA UNIVERSITY

Chitkara University, Punjab set up under Chitkara Educational Trust is approved by the National Council of Teacher Education (NCTE) and accredited with a coveted A+ grade by the National Assessment and Accreditation Council (NAAC). For the same; it has been placed among the top 5% of Higher Education Institutions in India.

Chitkara University has bagged the 2nd rank in the prestigious Atal Ranking of Institutions on Innovation Achievements (ARIIA), 2021, released by the Ministry of Education, Government of India.

Chitkara University is one of the largest University grants recipients for the European Commission Erasmus+ Programme.

University has established an unassailable reputation for very strong on-campus recruitments on the sheer virtue of its intensive focus on making all its graduates "Industry 5.0 Ready".

Our degree programme focus on both academic and professional training. The entire teaching approach in our university is learner-centric and focuses on enhancing knowledge, skills and understanding through practical exercise.

1.2 DEPARTMENT OF EDUCATION

Department of Education (DoE) is a flagship institution of Chitkara Educational Trust which was conceived in the year 2003 and is now a constituent Department of Chitkara University, Punjab. It was established under Punjab Pvt. University policy 2010 by the State Govt. vide State Act. No.23 of 2010. The Department is approved by the National Council for Teacher Education (NCTE), Jaipur and is duly recognized by the Punjab Government. The 2-Year Degree Programme in Education has been meticulously developed and is being effectively delivered by highly qualified faculty. The learning framework of the programme is in sync with Sustainable Development Goal-4 and NEP-2020.

DoE's Bachelor of Education (B.Ed.) programme has been designed to prepare Educators for 21st-century schools in collaboration with leading K-12 Schools. DoE's uniqueness lies in strong internship programme where students learn to link theory & practice and acquire the necessary skills to teach effectively in a range of classroom situations.

The Doctoral Programme in Education (Ph.D.) at DoE aims to develop multifarious skills and inculcate a research bent of mind in students. The programme empowers the research scholars to carry out effective research and contribute to the body of knowledge that is

unique to the profession of teaching. Under the programme, the research scholars gain expertise in both qualitative and quantitative methods, which enables them to conduct high quality research in the various fields of education. The programme prepares the researchers to assume roles as university teachers, educational leaders, professional practitioners, policymakers and researchers.

The vision of Department of Education is to render its α LPHA TEACHERS* and α LPHA DOCTORS** inculcate a diligent mind and formidable heart to meet the latest trends and changes in the field of education.

2. ALTERING THE DNA OF α LPHA TEACHERS

Shaping the future Generations...

Our two-year Teacher Education Degree Programme has been designed in order to alter the DNA of the prospective teachers and teacher educators so that they can cater to the diverse needs of the 21st-century learners, who **have higher levels of digital literacy and demand the freedom to choose their method of learning.**

In order to meet the varying interests of the Generation Z and Generation α learners, the concept of “ α LPHA TEACHERS” was envisioned. The emphasis was to train them to build an effective learning environment for their pupils thereby incorporating *Technical, Conceptual and Interpersonal skills* to facilitate the interest of the learners.

In the process of revamping the Teacher Education Program for the “ α LPHA TEACHERS” the following Modules were designed:

* α LPHA TEACHERS - B.Ed. students,

** α LPHA DOCTORS-Ph.D. Research scholars



CHITKARA
UNIVERSITY
DEPARTMENT OF EDUCATION

BACHELOR OF EDUCATION (B.Ed.)

Proposed 2-Year B.Ed. Curriculum shaping **Alpha** Teacher

THE MODULES



3. INTERNSHIP RULES

In order to streamline the teaching process, Alpha Teachers must follow all the guidelines and instructions regarding School Internship/Field Engagement as per the Rules & Regulations of the Associate School/ Associate Teacher Education Institute.

- Mobile Phone Usage
- Hybrid Mode of Teaching
- Leave Policy (leave approval from the Principal followed by CCE)
- School Timings and Holidays
- Usage of Appropriate Language
- Dress Code
- Availability of School Transport Facility
- Usage of Computer Lab, Internet, Library and Other Facilities
- Wearing Identity Card
- Canteen/Cafeteria Facility etc.
- Attendance Record
- No corporal punishment
- Hybrid Classes Permission
- Force Majeure
- Offer letter for scholarship mode
- Appreciation letter / Certificate by Associate school

4. JOINT DUTIES AND RESPONSIBILITY OF

4.1 Department of Education

- Department of Education shall carry out an internal assessment of all the students and would also arrange to hold end term exams.
- Department of Education shall provide Anatomy of Teaching Practice which explains all the different stages of an α Lpha Teacher like Explain Stage (setting the context and building the field), Model Stage (modelling, analyzing, evaluating and categorizing), Scaffolding Stage (joint planning, delivery and assessment) and Independent Stage (independent planning, delivery and assessment) which will be beneficial to identify the stage of an α Lpha Teacher.
- Department of Education shall provide Consent Letter, Academic Calendar, Assessment Format, Attendance Format and Feedback Format during the teaching practice.

- Department of Education will visit the Associate School/Associate Teacher Education Institute from time to time to observe the performance of α Lpha Teachers'.
- Department of Education will plan some important events for α Lpha Teachers during their internship period/field engagement. The details of all such events will be shared with the Associate School/Associate Teacher Education Institute. In this regard, Associate School/Associate Teacher Education Institute is requested to send the α Lpha Teachers for attending such workshops and events.
- Department of Education will provide α Lpha Teachers' Diary titled, 'Reflections of α Lpha Teachers' for collating their evidence of learning to function as a teacher and field engagement.
- Department of Education will provide various Assessment Proformas to the Associate School/Associate Teacher Education Institute for α Lpha Teachers and request to send the filled proformas time to time on the given e-mail ID vani.parwez@chitkara.edu.in
- A team of Faculty members of Department of Education, Chitkara University will visit the Associate School / Associate Teacher Institutes to conduct the Skill- In Teaching & Viva Voce for final examination per semester at the respective school of internship.

4.2 ASSOCIATE SCHOOL/ASSOCIATE TEACHER EDUCATION INSTITUTE

We seek your cooperation in shaping the α Lpha Teachers by providing them with all the experiences to function as a teacher/Teacher Educator.

- The Associate School/Associate Teacher Education Institute should provide inputs regarding α Lpha Teachers about regularity, performance and general conduct.
- The Associate School/Associate Teacher Education Institute should allot classes to α Lpha Teachers as per the school /teacher education institute policy. It will be appreciated if allotment will be in such a manner that they get exposure to all the levels of classes in your respective school/teacher education institute starting from Kindergarten to Secondary Level/Graduate level on a rotational basis. α Lpha Teachers can be associated with the regular teacher of your school/teacher education institute of various classes. In case, the regular teacher is on leave, α Lpha Teachers may be given the substitution period.
- The Associate School/Associate Teacher Education Institutes should timely fill in and revert to the proformas like consent form, assessment, attendance of each semester for α Lpha Teachers and feedback form which should be countersigned by the Principal of the School and the soft copy of the same to be mailed at on the given e-mail ID vani.parwez@chitkara.edu.in or by the end of the internship.

- The Associate School/Associate Teacher Education Institute should direct the regular teacher of the school/coordinator to sign the α Lpha Teachers diary Diary as well as the lesson plans on a daily basis.
- The Associate School/Associate Teacher Education Institute should maintain the leave record of α Lpha Teachers. In no case, Internship period will be counted as an experience. It is just a training period in which they learn to function as a teacher under your mentorship. Associate School/Associate Teacher Education Institute is requested to maintain a separate attendance register for the α Lpha Teachers. α Lpha Teachers are expected to complete 90% attendance during the internship for each semester.
- The Associate School/Associate Teacher Education Institute should facilitate α Lpha Teachers for school internship/field engagement and practical exposure of Sports Day Celebration, Annual Day Preparation, Swachhta Abhiyan, Health Record of the students, First Aid Training, Safety Training, Computer Training or Workshop/ Webinar/Seminar/Expert talk etc.
- The Associate School/Associate Teacher Education Institute should give 20 marks for attendance, 30 marks of internal assessment of "*learning to function as a teacher*" during the school internship or "*learning to function as a teacher educator*" during the field engagement. The entire daily reports/evidence/ assignment/ activities being submitted by the α Lpha Teachers need to be duly countersigned by the coordinator/teacher of the concerned school/teacher education institute.
- The Associate School/Associate Teacher Education Institute should provide completion of internship certificate by the end of the internship in each semester.
- The Associate School/Associate Teacher Education Institute should inform and discuss with Department of Education about the terms and conditions for α Lpha Teachers in advance.
- The Associate School/Associate Teacher Education Institute can offer scholarships to the α Lpha Teachers if the Associate School/ Associate Teacher Education Institute is happy with his/her performance. This needs to be approved by Department of Education wherein α Lpha Teachers can continue taking classes for an extended Teaching Practice/field engagement under Scholarship/paid Internship mode.
- The Associate School may award or appreciate the α Lpha Teachers for their good work/achievement/contribution through certificates/ appreciation letter/awards etc. for recognition and motivation.

5. JOINT HAND HOLDING

- **CURIN:** Chitkara University Research and Innovation (CURIN) provides a research-oriented environment to the students. Through CURIN, we can work collaboratively and share with each other our action research and innovation so that both our α Lpha Teachers and Associate Teachers can grow and develop together.
- **Ph.D. Programme:** With joint handholding, the Principal/ Vice-Principal/Coordinator/ Teachers may opt for PhD programs in Chitkara University. Their research work would be an added benefit, both for the Department of Education and the Associate School/Teacher Education Institute.
- **Joint Teaching Community Network:** Our joint teaching community network would enable both DoE and the Associate School/Teacher Education Institute to build a strong network and repository of information in the form of individual or collaboration research, workshops & programs for teachers. This would help to build an educational community for the years ahead.
- **FDPs (Faculty Development Programme):** Department of Education organizes Summer School under which the Associate School/Teacher Education Institute can depute their faculty members to attend the summer schools or Faculty development program. The schedule for the same will be shared in advance.

6. ATTACHMENTS AND ANNEXURES

NOTE: Annexures are attached with the Handbook for your kind perusal.

Annexure-I (Assessment of α LPHA TEACHERS)

Annexure-II (Attendance of α LPHA TEACHERS)

Annexure-III (Feedback Form)

Annexure-IV (Teaching Practice Certificate)

Annexure-V (Declaration by the Associate School/Associate Teacher Education Institute)

7. EPILOGUE

This handbook is for information purposes only. The purpose of this Procedural Handbook is to provide Associate School/Associate Teacher Education Institute with a working guide to understand the day-to-day procedures and practices of the department. It is designed to provide Associate School/Associate Teacher Education Institute with a general description of department procedures, modules and internships. We hope that it helps describe the positive, engaging environment that the department is endeavoring to provide to its future teachers and teacher educators. It is the sole discretion of the department of Education to frame, change or revise the procedures and policies mentioned in their Procedural Handbook from time to time.

Annexure I (Assessment of α LPHA TEACHERS)

B.Ed. INTERNSHIP

ASSESSMENT OF α LPHA TEACHERS'

B.Ed. Batch (Year)

Semester (1st, 2nd, 3rd and 4th)

Name of the α LPHA Teacher _____

Name of the Associate School _____

Class/Subject Assigned _____

Sr. No.	Parameters	Marks Awarded
1.	Punctuality & Commitment (06 marks)	
2.	Creativity & Initiator (06 marks)	
3.	Coordination with Associate School Teachers, Team Members (06 marks)	
4.	Active Participation (Academic & Co-Curricular activities) (06 marks)	
5.	Classroom Management & Administrative Task (Teaching Skills, Substitution Period, Using IT, Invigilation Duty, Notebook Checking) (06 marks)	
	Total	

Associate Teacher / Co-ordinator
(Signature)

Principal - Associate School
(Signature, Stamp & Date)

* Punctuality : Reaching Associate School and Classroom in time.

* Commitment: Responsibility towards completing the given task.

* Creativity: Usage of innovative teaching strategy.

* Initiator : Taking Initiation and bringing forward new ideas.

* Other Duties: Substitution period, invigilation duties, discipline and record keeping.

Note: Rest all the points are self explanatory.

Would you like to keep the α LPHA TEACHER as an Intern/ under Scholarship mode for the next semester? Yes ☐

No ☐

Any other suggestion from Associate School Partner for the capacity building of Teacher Education.

Any other Comment:

**To be filled and sent online by the principal of the Associate School to

vani.parwez@chitkara.edu.in by

1st week of Dec (1st sem) 1st week of May (2nd sem)

1st week of Dec (3rd sem) 1st week of May (4th sem)

Annexure-II (Attendance of αLPHA TEACHERS)

ATTENDANCE RECORD OF αLPHA TEACHERS' DURING INTERNSHIP

Name of the Associate School

B.Ed. Batch (Year) Semester

1st, 2nd, 3rd & 4th Semester

S.No.	Name of the Alpha Teacher	Name of the Associate Teacher	Starting date of Internship	Last date of Internship	No. of working days	No. of leaves	Total Attendance	Marks of Attendance
1.								
2.								
3.								
4.								
5.								

Kindly note that 2 half days leave is equivalent to 1 full day leave and 3 Short day leaves is equal to 1 full day leave.

Distribution of marks of attendance in evaluation criteria

20 marks - 90% and above | 15 marks - 80% - 90% | 10 marks - 70% - 80%
05 marks - 60% - 70% | 00 marks - 40% - 60% | - 05 marks - less than 40%

Associate Teacher / Co-ordinator
(Signature)

Principal - Associate School
(Signature, Stamp & Date)

Annexure-III (Feedback Form)

Chitkara University, Punjab Employer/Industry Feedback Form for the Academic Year -----

Name of the Company:..... Name of the HR/Representative.....

Designation: Mobile

E-mail:

Address:

Note: Your valuable opinions and suggestions are solicited for further improvement of the CU Administration/Academic system. Against each statement a five point scale is given. The five points are Strongly Agree (SA), Agree (A), Neutral (N), Disagree (D) and Strongly Disagree (SD) and tick (✓) in the relevant cell. Your responses will be kept confidential and used only for the stated purpose.

Sl.#	Particulars	SA	A	N	D	SD
1	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspectives) of CU Programmes are worth enough for industry					
2	Applicability/relevance to real life situations/Practical Approach is available in CU Programmes					
3	Depth of the course content is worth enough					
4	Scope of course as per need of industry is available					
5	Extent of effort required by students is good enough					
6	Relevance/learning value of project/ report is strictly as per industry requirement					

1. Overall Rating of the Programme [tick (✓) in the relevant cell]

Sl #	Item	Very Good	Good	Average	Poor	Very Poor
1	Content of the Curriculum					
2	Quality of the faculty					
3	Governance					
4	Infrastructure Facilities (Lab/Library/Sports Facilities)					
5	Computer facilities					
6	Overall rating					

Suggestions for improvement of curriculum design and development, Teaching- Learning Process & Governance:

Signature

Annexure-IV (Teaching Practice Certificate)

CHITKARA DEPARTMENT OF EDUCATION

TEACHING PRACTICE CERTIFICATE

This is to certify that **ALPHA** teacher of B.Ed., University Roll
No. has completed her internship from dated to of Fourth semester
under the guidance and supervision of the Associated School.

Teacher Incharge
(Associate School)

Principal
(Associate School)

Dean
(Department of Education)

*To be filled by Associate School

Annexure-V (Declaration by the Associate School/Associate Teacher Education Institute)

DECLARATION

I, _____Principal of _____has agreed to collaborate as an Associate School/
Associate Teacher Education Institute for Department of Education (DoE), Chitkara University,
Punjab. I agree to coordinate as per the terms and conditions of Department of Education as
mentioned by Chitkara University, Punjab from time to time in the process of supporting to shape
the α Lpha Teacher for the 2- year B.Ed. Programme at Department of Education, Chitkara
University, Punjab.

Date: _____

Place: _____

Principal

Name of the Associate School
Name & Designation with Seal

Dean

Department of Education
Chitkara University, Punjab

Annexure-V (Declaration by the Associate School/Associate Teacher Education Institute)

DECLARATION

I, _____ Principal of _____ has agreed to collaborate as an Associate School/ Associate Teacher Education Institute for Department of Education (DoE), Chitkara University, Punjab. I agree to coordinate as per the terms and conditions of Department of Education as mentioned by Chitkara University, Punjab from time to time in the process of supporting to shape the α Lpha Teacher for the 2- year B.Ed. Programme at Department of Education, Chitkara University, Punjab.

Date: _____

Place: _____

Principal

Name of the Associate School

Name & Designation with Seal

Dean

Department of Education

Chitkara University, Punjab

SCHOOL VISIT RECORD SHEET

DAY & DATE OF VISIT: _____

Name of the Associate School _____

Name of the Principal _____ Contact _____

Name of the Vice-Principal/Coordinator/Associate Teacher _____

Name of the Alpha Teacher _____ Roll No. & Session _____

Classes Assigned in the Associate School _____ Subjects Taught _____

Period/Time	Class	Topic/Subject Being Taught	Demo Lesson Observed By

Procedural Handbook explained for MOU/Declaration Form: _____ Yes _____ No

Remarks _____

Signature of the Principal (Associate School)	Signature of the Dean (DOE)	Signature of Assistant Dean- Outreach (DOE & CSPC)	Signature of the Mentor

EXPLAIN

To the α lpha Teacher



Setting the Context and
Building the Field.
(10 to 12 Working Days)

MODEL

For the α lpha Teacher



Modeling, Analyzing,
Evaluating and Categorizing
(10 to 15 Working Days)

INDEPENDENT

04

INDEPENDENT

α lpha Teacher



Independent Planning, Delivery
and Assessment
(35 to 40 Working Days)

02

MODEL

SCAFFOLDING

For the α lpha Teacher



Joint Planning, Delivery
and Assessment
(30 to 35 Working Days)

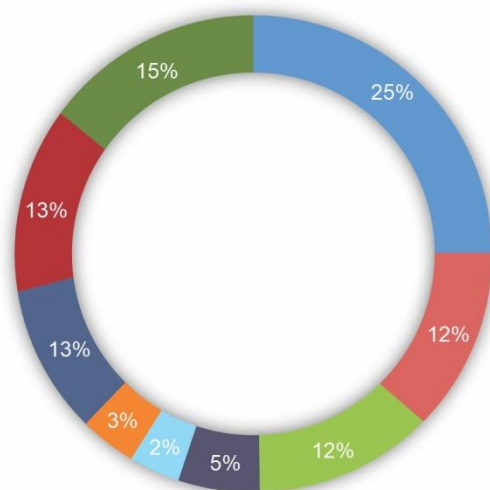
SCAFFOLDING

03

(Year 2024 - Volume IV)

SUGGESTIVE TIME TABLE

Frame Work for α lpha Teachers' School Internship

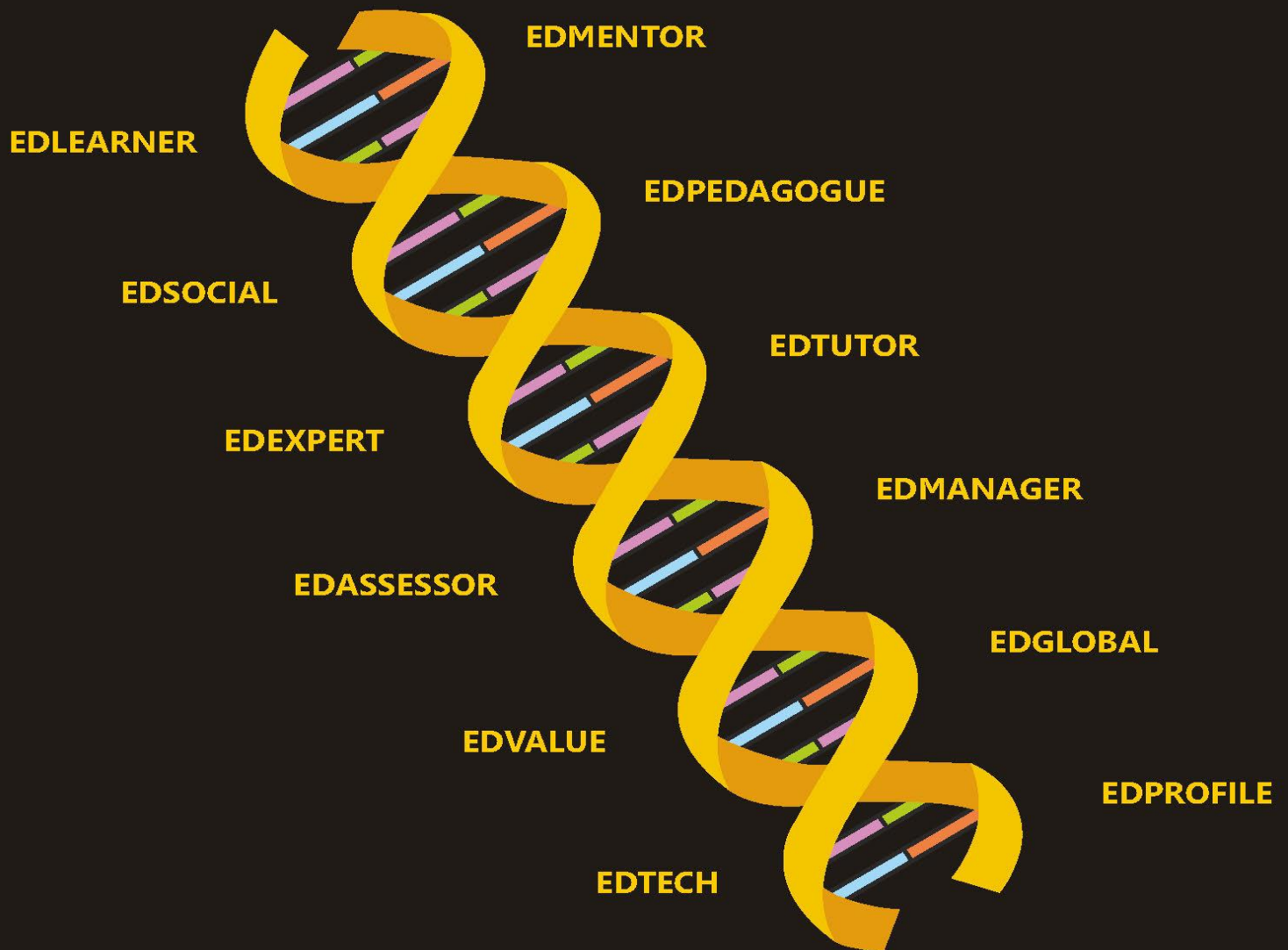


- Academics
- Co-curriculars
- Data and Report Making
- Workshop and Administrative Task
- Counselling and Special Education
- Clubs
- Research, I.T. and Library
- Free Periods
- Substitution

S.No.	Task	No. of Periods allotted in a week
1.	Academics	10
2.	Co-curriculars	5
3.	Data and Report Making	5
4.	Workshop and Administrative Task	2
5.	Counselling and Special Education	1
6.	Clubs	1
7.	Research, I.T. and Library	5
8.	Free Periods	5
9.	Substitution	6
	Total Periods in a Week (Considering Five days in a week)	40

ALTERING THE DNA OF **ALPHA** TEACHERS

shaping the future generations



CHITKARA
UNIVERSITY



Punjab Campus
Chandigarh - Patiala National Highway (NH-64)
Tehsil: Rajpura-140401, Distt. : Patiala