



क्षेत्रीय शिक्षा संस्थान

(एन.सी.ई.आर.टी. की इकाई, शिक्षा मंत्रालय भारत सरकार के अंतर्गत)

श्यामला हिल्स, भोपाल (म.प्र.)-462002

(राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् द्वारा मान्यता प्राप्त A++ श्रेणीबद्ध संस्थान)

PROGRAMME ANNOUNCEMENT

Certificate in Communication Skills

The Regional Institute of Education, Bhopal (a Constituent unit of NCERT) announces Certificate in Communication Skills (CCS) in the blended mode from December 2024-June 2025 (50 Seats).

For eligibility, online application, fee structure, course content, modality and other details of the course, kindly visit :

- www.riebhopal.nic.in -> Courses -> English Learning Courses
- <https://riebhopallibrary.joomla.com/>
- <https://bit.ly/40ipbnp>
- E-mail queries to dcte.ncert@gmail.com.

The last date for online application is 20.11.2024.

म.प्र. माध्यम/117060/2024

प्राचार्य

REGIONAL INSTITUTE OF EDUCATION

(A Constituent Unit of National Council of Educational Research and Training)

CERTIFICATE IN COMMUNICATION SKILLS

INFORMATION BROCHURE

NCERT: THE PREMIER BODY IN SCHOOL EDUCATION

The National Council of Educational Research and Training (NCERT) develops the curriculum, textbooks and instructional materials and trains the key functionaries and conducts research in various dimensions of school education. The NCERT functions through its eight constituent units, viz. National Institute of Education (NIE), (b) Central Institute of Educational Technology (CIET) - both located at New Delhi, (c) Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Bhopal and five Regional Institutes of Education (RIEs) at Ajmer, Bhopal, Bhubaneswar, Mysuru and Shillong.

PROGRAMME OBJECTIVES: The programmes aim to develop fluency in English language amongst the school teachers and other aspiring learners.

RELEVANCE OF THE PROGRAMMES: English is one of the most important languages to be taught at school level. But it is often observed that the teachers of English do not have good fluency and pedagogy in the subject, especially the teachers working in the school of rural and semi-urban areas. The proposed “Certificate in Communication Skills” (CCS) will provide them an opportunity to develop good fluency and skill in English and use better pedagogy in English teaching. The course content is prepared in sync with the National Curriculum Framework for School Education (NCF-SE), 2023 to empower the teachers to develop required competencies in the learners. They will also equip the teachers with 21st century skills like Critical thinking, Creativity, Collaboration, and Communication which are essential skills for modern students to succeed in school and the workplace.

PROGRAMME HIGHLIGHTS: The Programmes consist of components in English language learning and teaching it as a second language in the multilingual contexts. They not only include the basic language skills like listening, speaking, reading and writing but also the advanced language skills like communication skills, pronunciation, note-making, academic writing etc.

PROGRAMME TRANSACTION: The Programmes are developed and offered by Regional Institute of Education, Bhopal. They are a self-financing programme that will run annually in the blended mode. The learners will do self-learning using text and video materials during the weekdays. The expert faculty will engage weekly online classes to discuss important topics during the weekends.

PROGRAMME DETAILS

COURSE 1: Developing Oral-Aural Communication	COURSE 2: Developing Reading Skills	COURSE 3: Developing Writing Skills
-Listening Skills -Speaking Skills -Pronunciation -Communication Skills	-Reading Skills -Close Reading -Advanced Reading Skills -Reading Strategies	-The Process of Writing -Types of Writing -Creative Writing -Academic Writing

COURSE CONTENT: The course content has been developed by National ELT experts including faculty and teachers from EFL-University, NITs, RIEs, KVS, and other reputed institutions. The course content includes the following materials:

1. 03-12 Course Books including 50 modules for 3-12 months' self and guided learning.
2. 15-50 Video (e-content) prepared by experts and faculty of NCERT.
3. 15-50 Infographic videos for revision of the lessons.

Self-learning material in modular form is the mainstay of this course. The material covers the topics and provides a foundation for acquiring knowledge, attitudes and skills in the teaching of English. One module consists of 15 hours of self-study in about 5000-8000 words. There are 12-13 modules for the Certificate Programme.

DURATION AND PHASING: The Programmes are for a period of one year, spread over three phases as given below:

Programme Name	No. of Credits	Programme Phases	Learning Styles	Programme Duration
CCS	20 Credits	Phase I	Guided Self-learning*	3 months (Distance)
		Phase II	Intensive Practicum@	7 days (Face-to-Face)
		Phase III	Internship#	2.7 months

**Guided Self-Learning:* During the distance learning phase, every week the learners will study one self-learning materials (modules), one or two videos, attend online class by experts and complete tasks related to the module. All the four components will be assessed.

@ Intensive Practicum: Contact programme consists of intensive practical training and supervised field experience in schools. Duration of contact programme is 7 days for the Certificate Programmes. It will be followed by a period of 3 months of internship in actual job setting, i.e. schools, guidance agencies etc. In-service candidates must ensure that they will have to attend the contact programme in the face-to-face mode with due permission from their employers before they take admission. Selected candidates will not be allowed to pursue any other Programme from any University/Institution, if they join the contact programme.

#Internship: Candidates will be required to undertake internship in a school, agency or any other educational institution for the specified period under the supervision of an assigned expert and submit their reports/records at the end of the internship.

ELIGIBILITY FOR ADMISSION: Preference in admission will be given in the following way:

1. Graduate or Postgraduates in any discipline

Minimum % of marks for all target groups is 50% (5% relaxation for SC/ST).

ADMISSION PROCESS: The total number of seats is maximum 50 for the Certificate Programmes. Candidates are required to apply through a Google form with an entrance examination fee of 100 rupees. Merely filling the form does not make the candidate eligible for admission. Shortlisted candidates based on the eligibility and other criteria will take an online selection test which includes MCQs and interview. The weightage of entrance test and interview is 70 and 30 respectively. The admission in each course (certificate, diploma and advance diploma) will be given to the suitable candidates on their basis of their performance as per NCERT norms.

PROGRAMME FEE AND OTHER EXPENSES: Course fee to be paid by different categories of candidates before commencement of the Programme is:

Programmes	Intake Capacity	Programme Fee
Certificate in Communication Skills	50	3000/-

BOARDING AND LODGING: Expenditure for boarding, lodging and medical aid (if required) during contact programme will be borne by the candidates. Board and lodging facilities are available on request in the RIE Bhopal Guest Houses. *The candidates can, however, make their own arrangement for board and lodging.*

SCHEME OF EVALUATION: Evaluation of candidates in the Programme is based upon a system of continuous and comprehensive evaluation which includes assessment of assignments, practical work, portfolio preparation, internship, project and summative assessment.

Programme	Assessment Types	Marks
Certificate Programmes 400 Marks 20 Credits	Formative Assessment	10MCQsx12 Tests=120*
	Assignments	10x6=60
	Learning Behaviour	05x12=60
	Summative Assessment	20x3=60
	Internship	100
*Best 12/24/48 Formative Assessment Scores		

GRADING SYSTEM: 95+ =O, 80-94=A+, 70-79=A, 60-69=B+, 50-59=B, 40-49=C, 33-39=P, <33=NQ=Not qualified (*O=Outstanding, NQ=Not Qualified)

CERTIFICATION: Certificate, Diploma or Advanced Diploma will be awarded by NCERT on fulfilling requirements for successful completion of each phase and attaining a certain level of proficiency in each aspect of the Programme.

How to apply:

- Candidates willing to apply for the programme should deposit the required entrance fee (Rs.100) in the following ways:
 - UPI/Account transfer to SBI A/C Name: Principal RIE Bhopal, No: 10026515348, IFSC: SBIN0002889; Fill this Fee Receipt [Format](https://drive.google.com/file/d/110UmyJUF4GdJAoqgiFO2QPAllRyq8YF0/view?usp=sharing) <https://drive.google.com/file/d/110UmyJUF4GdJAoqgiFO2QPAllRyq8YF0/view?usp=sharing>
 - SBI Collect>Education Institutions (Short by State)>RIE Bhopal Principal>Other Payment (take screenshot of the fee paid on SBI Collect).
- After the fee deposit, they should fill the Registration Form using the Google [form link](https://forms.gle/6AcZAz5k2k5jCeyc9) <https://forms.gle/6AcZAz5k2k5jCeyc9> and upload required documents including the scan/screenshot of fee payment.
- Merely filling the form does not make the candidate eligible for admission. Only shortlisted candidates based on the eligibility and other criteria will take an online selection test which includes MCQs and interview. The weightage of entrance test and interview is 70 and 30 marks respectively.
- The admission in each course (certificate, diploma and advanced diploma) will be given to the suitable candidates on the basis of their performance as per NCERT norms.
- The selected candidates will pay the required course fee to join the course.

Contact email: Any query related to admission of the programme may be sent to dcte.ncert@gmail.com

Registration form: Please fill the required information using the Google form link <https://forms.gle/6AcZAz5k2k5jCeyc9>