NIIT Litmus CTET ACADEMIC POLICY

Year 2013-2014

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INTRODUCTION:

This document formally known as the "Academic Policy" hereby defines the Academic norms (rules and regulations) governing the various programs offered to bonafide students of the Education centers of NIIT -Individual Learning Solution. This document also provides an overview on the services and the education delivery management mechanism adopted by NIIT to be implemented at all Education Centres located in India.

NIIT Litmus VISION AND MISSON:

NIIT's Vision

Values, Motives and Beliefs:
We believe that our growth is the derivative of the growth of each one of us. It is the duty of each one of us to espouse and give active effect to the values, motives and beliefs we state here.

NIIT is people:
a. We have positive regard for each one of us.
b. We will foster career-building by creating opportunities that demand learning, thinking and innovation from each one of us.
c. We expect each of us to contribute to the process of organization building and thus derive pride, loyalty and emotional ownership.
d. We recognize the necessity of making mistakes and risk-taking when it contributes to the learning, innovation and growth of each one of us.

NIIT is quality and value:
a. Each of us will ensure that in any association with society, society benefits substantially more than:
i. What society gives to us.
ii. What society would gain from any other similar association
b. We will meet any and every commitment made to society irrespective of any cost that may have to be incurred.
c. We will ensure our profitability, long term growth and financial stability, through the process of delivering the best, being seen as the best and being the best.
d. We will be fair in all our dealings and promote high standards of business ethics.

NIIT Litmus's The CTET Advantage Program's Vision

To be a leader in providing highly competent, reflective teachers who have the knowledge, skills, and dispositions required to improve teaching and learning in a highly pluralistic democratic society.

PROGRAM CURRICULUM:

Section A: Child Development and Pedagogy

a) **Child Development**
- Concept of development and its relationship with learning
- Principles of the development of children
- Influence of Heredity & Environment
- Socialization processes: Social world & children (Teacher, Parents, Peers)
- Piaget, Kohlberg and Vygotsky: constructs and critical perspectives
- Concepts of child-centered and progressive education
- Critical perspective of the construct of Intelligence
- Multi-Dimensional Intelligence
- Language & Thought
- Gender as a social construct; gender roles, gender-bias and educational practice
- Individual differences among learners, understanding differences based on diversity of language, caste, gender, community, religion etc.
- Distinction between Assessment for learning and assessment of learning; School-Based Assessment, Continuous & Comprehensive Evaluation: perspective and practice
- Formulating appropriate questions for assessing readiness levels of learners; for enhancing learning and critical thinking in the classroom and for assessing learner achievement.

b) **Concept of Inclusive education and understanding children with special needs**
- Addressing learners from diverse backgrounds including disadvantaged and deprived
- Addressing the needs of children with learning difficulties, 'impairment' etc.
- Addressing the Talented, Creative, Specially abled Learners

c) **Learning and Pedagogy**
- How children think and learn; how and why children 'fail' to achieve success in school performance.
- Basic processes of teaching and learning; children's strategies of learning; learning as a social activity; social context of learning.
- Child as a problem solver and a 'scientific investigator'

- Alternative conceptions of learning in children, understanding children's 'errors' as significant steps in the learning process.
- Cognition & Emotions
- Motivation and learning
- Factors contributing to learning – personal & environmental

Section B: Language I

a) Comprehension
- Language Comprehension
- Reading unseen passages – two passages one prose or drama and one poem with questions on comprehension, inference, grammar and verbal ability (Prose passage may be literary, scientific, narrative or discursive)

b) Pedagogy of Language Development
- Learning and acquisition
- Principles of language Teaching
- Role of listening and speaking; function of language and how children use it as a tool
- Critical perspective on the role of grammar in learning a language for communicating ideas verbally and in written form
- Challenges of teaching language in a diverse classroom; language difficulties, errors and disorders
- Language Skills
- Evaluating language comprehension and proficiency: speaking, listening, reading and writing
- Teaching- learning materials: Textbook, multi-media materials, multilingual resource of the classroom
- Remedial Teaching

Section C: Language – II
a) Comprehension
- Two unseen prose passages (discursive or literary or narrative or scientific) with question on comprehension, grammar and verbal ability

b) Pedagogy of Language Development
- Learning and acquisition
- Principles of language Teaching
- Role of listening and speaking; function of language and how children use it as a tool
- Critical perspective on the role of grammar in learning a language for communicating ideas verbally and in written form;
- Challenges of teaching language in a diverse classroom; language difficulties, errors and disorders

- Language Skills
- Evaluating language comprehension and proficiency: speaking, listening, reading and writing
- Teaching – learning materials: Textbook, multi-media materials, multilingual resource of the classroom
- Remedial Teaching

Section D: Mathematics (Compulsory for Paper 1 and Optional fpr Paper 2)

Digital Content
- Geometry
- Shapes & Spatial Understanding
- Solids around Us
- Numbers
- Addition and Subtraction
- Multiplication
- Division
- Measurement
- Weight
- Time
- Volume
- Data Handling
- Patterns
- Money
- Number System
- Knowing our Numbers
- Playing with Numbers
- Whole Numbers
- Negative Numbers and Integers
- Fractions
- Algebra
- Introduction to Algebra
- Ratio and Proportion
- Geometry
- Basic geometrical ideas (2-D)
- Understanding Elementary Shapes (2-D and 3-D)
- Symmetry: (reflection)
- Construction (using Straight edge Scale, protractor, compasses)
- Mensuration
- Data handling

Pedagogical issues

- Nature of Mathematics/Logical thinking; understanding children's thinking and reasoning patterns and strategies of making meaning and learning
- Place of Mathematics in Curriculum
- Language of Mathematics
- Community Mathematics
- Evaluation through formal and informal methods
- Problems of Teaching
- Error analysis and related aspects of learning and teaching
- Diagnostic and Remedial Teaching

Section E: Environmental Studies (Compulsory for Paper 1)

Digital Content
- Family and Friends:
- Relationships
- Work and Play
- Animals
- Plants
- Food
- Shelter
- Water
- Travel
- Things We Make and Do

Pedagogical Issues
- Concept and scope of EVS
- Significance of EVS, integrated EVS
- Environmental Studies & Environmental Education
- Learning Principles
- Scope & relation to Science & Social Science
- Approaches of presenting concepts
- Activities
- Experimentation/Practical Work
- Discussion
- CCE
- Teaching material/Aids
- Problems

Section F: Social Studies (Compulsory for Paper 2 – Humanities Stream)

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Digital Content

I. History

- When, Where and How
- The Earliest Societies
- The First Farmers and Herders
- The First Cities
- Early States
- New Ideas
- The First Empire
- Contacts with Distant lands
- Political Developments
- Culture and Science
- New Kings and Kingdoms
- Sultans of Delhi
- Architecture
- Creation of an Empire
- Social Change
- Regional Cultures
- The Establishment of Company Power
- Rural Life and Society
- Colonialism and Tribal Societies
- The Revolt of 1857-58
- Women and reform
- Challenging the Caste System
- The Nationalist Movement
- India After Independence

II. Geography
- Geography as a social study and as a science
- Planet: Earth in the solar system
- Globe
- Environment in its totality: natural and human environment
- Air
- Water
- Human Environment: settlement, transport and communication
- Resources: Types-Natural and Human
- Agriculture

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III. Social and Political Life
- Diversity
- Government
- Local Government
- Making a Living
- Democracy
- State Government
- Understanding Media
- Unpacking Gender
- The Constitution
- Parliamentary Government
- The Judiciary
- Social Justice and the Marginalised

Pedagogical issues
- Concept & Nature of Social Science/Social Studies
- Class Room Processes, activities and discourse
- Developing Critical thinking
- Enquiry/Empirical Evidence
- Problems of teaching Social Science/Social Studies

Section G: Science (Compulsory for Paper 2 – Science Stream)

Digital Content
- Food
- Sources of food
- Components of food
- Cleaning food
- Materials
- Materials of daily use
- The World of the Living
- Moving Things People and Ideas
- How things work
- Electric current and circuits
- Magnets
- Natural Phenomena
- Natural Resources

Pedagogical issues
- Nature & Structure of Sciences
- Natural Science/Aims & objectives

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- Understanding & Appreciating Science
- Approaches/Integrated Approach
- Observation/Experiment/Discovery (Method of Science)
- Text Material/Aids
- Evaluation – cognitive

ACADEMIC STAGES:

This section provides information on the various stages an Academic student undergoes at NIIT from his/her enquiry for a program to its completion and certification.

COUNSELING:

Process Profile Form:
The Applicant fills up the Pre-application form with all the necessary information filled in. The academic advisor discusses with the participant about the program.
Basis outcome of the discussion, the advisor proceeds forward for admission.

ADMISSION:

• Admission to programs offered by the NIIT centre is governed by specified eligibility criteria and selection norms, whose details are available with the Front Office at NIIT Education Centres. The student is expected to participate in the selection/eligibility-assessment process, in order to ensure appropriate enrolment and ease of future learning. One step in the selection process is for the student to complete the registration document. Fulfillment of minimum eligibility criteria is necessary but not sufficient for admission.

• Some programs assume that the student has completed some academic prerequisites. While the NIIT center will inform the candidate of these prerequisites and help to assess the student, ultimately it is the student who needs to be sure that he possesses the prior knowledge required for admission into a program.

• Admission to a Program is not transferable to any other individual.

• Enrolment Agreement: The "Registration form" is the Enrolment Agreement (hereinafter referred to as the Agreement) between the applicant and the NIIT Centre. This Agreement constitutes and expresses the entire agreement and understanding between the NIIT Centre and the student in reference to all mailers herein referred to, all previous discussions, promises, representations, and understandings relative thereto, if any, had between the parties hereto, being herein merged. All student services are being provided by the NIIT centre. Certain common services are being provided by NIIT Limited for the benefit of all the NIIT Centres and their students. However, such service does not create any privity??? of contract between NIIT limited and the students.

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Facility to book a seat prior to admission: A student may book a seat in a particular batch by paying the applicable non-refundable Booking Fee. This seat will be reserved for the student till 30 days from the date of booking (or till the specified Booking Expiry date) or 48 hours before the scheduled start of the batch (whichever is earlier), and the student must have completed his/her admission process by then. Note that the fees prevailing at the time when the admission process is completed will be the fees due from the student, notwithstanding any booking done earlier.

EDUCATION DELIVERY

ATTENDANCE:

Attendance of students is recorded and monitored. Student should ensure minimum 75% attendance in a program. A student who is absent for consecutive 3 cycles is designated as a Dropout, and disallowed from further services until re-instated.

- All NIIT programs follow the methodology of education delivery as appropriate for the program. The methodology for a program determines the nature of teaching; the mix between self learning, Instructor led Training, Synchronous Learning mode and Web based Learning, the pace of the program (normal, slow or accelerated); the nature of appraisals; and the nature of student text & guidance material provided, among others. These educational methods are based on internal research and are proprietary to NIIT. NIIT will decide the educational methodology appropriate for the student, in case a program is available in more than one format.
- In general, the student's continuing and participative interest in education and allied processes is essential to ensure that program objectives are met, and NIIT insists on involved participation by the student.

APPRAISAL

- For applicable programs, students would undergo Appraisals — such as course/module tests, project presentations, Verbal assessment, during the program. These Appraisals are administered as per the schedule specified for the program in the Detailed Milestone Chart (Batch Schedule).
- Students are expected to participate in the appraisal in the manner specified. These are particularly useful for students to assess their strengths and weaknesses.
- Deferment or advancement of the scheduled dates of the appraisals is not permitted.
- All module/course tests are conducted as pen and paper test.
- For appraisals, results are will be shared by the faculty.
- A student's overall performance in a program is based on the weighted aggregate of the score in each of the scheduled appraisal. The weightage structure is as defined from time to time.
- Students can take up unlimited practice test from the Portal post 6 weeks of commencement of the program.

CERTIFICATION

All students who appear for 12 out of the 15 tests will be provided participation certificate.

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ACADEMIC REGULATIONS AND OTHER PROCEDURES:

a) Delivery of Study Guide:

All students are provided with a personal copy of the study material (Student Courseware) during the training program. Courseware is issued to students on payment of Courseware Fee component.

i. **Physical Student Guide:** The kit should be original and sealed. On receipt of the same open the pack and verify with the packing slip. In case of any discrepancy, inform the Center Head and get a replacement. Kit will consist of a Courseware and a DVD.

- **Portal for students:**

www.niitc.om/CTET: The e-centre for students which provides not only a window to the student's information stored in Encore/Vista but also provides features for enhancing the technical knowledge of the student. The login for this portal would be your email id. You can change password and refer contents and generate unlimited types of required test papers for practice.
- The Portal login will be valid for 12 months from the date of first login.
- The DVD contains the self-paced learning modules will be password protected.
- Detailed process of unlocking will be shared with the DVD and on the student portal.
- Once unlocked, this content can be browsed for 4 months from the date of unlocking.
- In case the student is taking up the second attempt of the CTET examination, extension request for DVD needs to be written to ctet@niit.com
- Study material Part A will be handed over in the first day of the class and Part B in the beginning of 5th Week.

- **Fees and other details:**

  - The schedule of fees payable by a student is available in the Payment Plan. The due dates for the installment are confirmed for the programs.
  - All fees are payable at the education center where the course/semester is being delivered.
  - Students will have to pay the Admission Status Change Fee for any change in program status e.g. change of program (upgrade/downgrade), change of batch. This fee is payable for each change during the program duration.
  - Students are required to pay the Transfer Fee if the change of batch (transfer) desired is to another centre. This is in addition to the Admission Status Change Fee.
  - Students who upgrade their program are required to pay Upgrade Fee for each semester upgraded beyond the current program. This is in addition to the Admission Status Change Fee.

  - In case of a dishonor of cheque, a Cheque Bounce Fine would have to be paid by the student. In addition to this, all rules applicable to a fee defaulter would apply and the student will have to remit the due fee in cash.
  - The following table gives the details of the fees payable for various services.

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Prospectus / Application Fee	Rs. 0
Admission Fee	Rs. 0
Booking Fee (minimum)	Rs. 1000
Admission Status Change Fee	Rs. 500
Transfer Fee	Rs. 500
Late Fees (Between 8th and 15th of a month)	Rs. 500
Cheque Bounce Fine	Rs. 500
SOL Extension Fee	Rs.1000
Duplicate Document Fee	Rs. 100
Re-instatement Fee (Post 15t of the both)	Rs. 1000

** Additionally Service Taxes as applicable

- The applicable fees for student services are available with the Student Counselors at NIIT Education Centres.

- **Student Status:**
  During the tenure of the student undergoing the Program, the student will be in one of the following states:
  - VALID
  - DPOUT (Drop Out)
  - DEFLT (Fee Defaulter)
  - BREAK
  - WTING (Waiting for a batch)
  - CERTIF
  - CLSOL

Student Status	Meaning	Services Available					
		Education Delivery	Appraisal	Access to niit.com/ctet portal	Access to Cloud Services	Certification	

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WTING	WTING' is a temporary state, assigned to student when there is no batch available as per the student request.	N	N	Y	Y	N	
VALID	A student who has completed the Admission and Registration formalities and has been currently allocated a batch will have a status of 'Valid' in the records of NIIT	Y	Y	Y	Y	N	
BREAK	A student with a status of Break, is a student who has applied for a Break in between the program semesters during the conduct of the Program. A break is allowed only at the end of the Semester. Such a student has to return to the system and register for the next higher Semester within the SOL date	N	N	Y	Y	N	
DEFLT	A student who have not paid their Installments as per payment plan are automatically marked as DEFLT after due date	N	N	Y	Y	N	
BDOUT	A student who has opted for break and do not rejoin program within 3 months will have status as 'BDOUT'. Such a student needs to be re-instated into the system as a Valid student after payment of the applicable fees.	N	N	Y	N	N	
DPOUT	A student with a status of Drop-Out, is a student whose name has been struck off the rolls of the batch as a result of the student being continuously absent from the batch for 3 cycles without prior permission from the Location/Centre Head. Such a student needs to be re-instated into the system as a Valid student after payment of the applicable fees.	N	N	Y	N	N	
PPWTNG	A student who is eligible to start Professional Practice but PP is not yet alloted to him/her will have status as 'PPWTNG'	N	N	Y	N	N	
DEFRD	A student who is not meeting the applicable eligibility criterion to start Professional Practice will have status as DEFRD.	N	N	Y	N	N	

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CERTF	A student with a status as 'CERTF' is a student who has successfully completed the program and has been awarded the title/certificate for the program.	N	N	Y	N	N	
CLSOL	A student with a status of CLSOL, is a student whose Statutory of Limit of the current Program has expired. Such a student needs to be re-instated as a Valid student into the batch after paying the applicable SOL Extension Fees	N	N	Y	N	N	

- **Transfers:**

  - Transfer can be applied in writing to the faculty. In case, the program is available at the desired centre and seats are available transfer will be accommodated.
  - A student transferring into another batch/centre will not receive any program material already issued to the student earlier with the original batch.
  - A break from studies (and consequentially a transfer into another batch) is not allowed for more than 3 calendar months, and provided the SOL period remains valid. If a student is on break and does not resume his/her classes, then s/he would be termed as dropout from Break.
  - For re-instatement into classes, a student declared as a Dropout has to pay all fees payable till the re-instatement plus an applicable re-instatement fee, have to be paid at this time.
  - For students seeking a break or transfer, there is no certainty that seats in the same curriculum, on preferred days and timings, will be available when they resume their studies.
  - If the student is taking an inter-centre transfer because the source centre is not executing the relevant semester the student will not have to pay the inter-centre transfer fee. The student will need to pay the fee for the remaining part of the program as applicable at the destination centre.

  Refunds:

    - Admission fee/Booking are non-refundable
    - Refunds of tuition fees are possible in full if the student wishes to withdraw from a program registered, at least 2 days prior to the scheduled start date of the program. The courseware fees will be refunded only if the courseware is returned unopened and undamaged. In case of Digital courseware there is no refund of the courseware fee if it has been already issued to a student.
    - Other than pre-course-commencement, students may also be entitled to refunds. In such cases the tuition fee for the un attended classes will be refunded only.
    - No other fee is refundable
    - All Refunds will be done at the Center.

- **Amendments:**

  - NIIT reserves the right to change any or all the regulations from time to time. Changes that affect students will be communicated to the students through the Student's Notice Board at the NIIT Education Centres (for a minimum of 1 month) and/or on portal. It is the responsibility of students to educate themselves about the changes communicated.

- In its endeavor to offer the latest curriculum to students, NIIT keeps pace with emerging technologies and changing requirements of industry, and updates its program contents from time to time. Such Curriculum changes are communicated to students periodically. In the event of the student opting to shift to the latest curriculum / or where it is mandatory to do so, the student would be required to pay the migration fee as is applicable.

- **Academic Integrity:**

  - It is expected of students to adhere to the norms of discipline and decorum within the premises,
  - Failure to display continuing and participative interest in education and allied services by the student, may also lead to cancellation of admission.
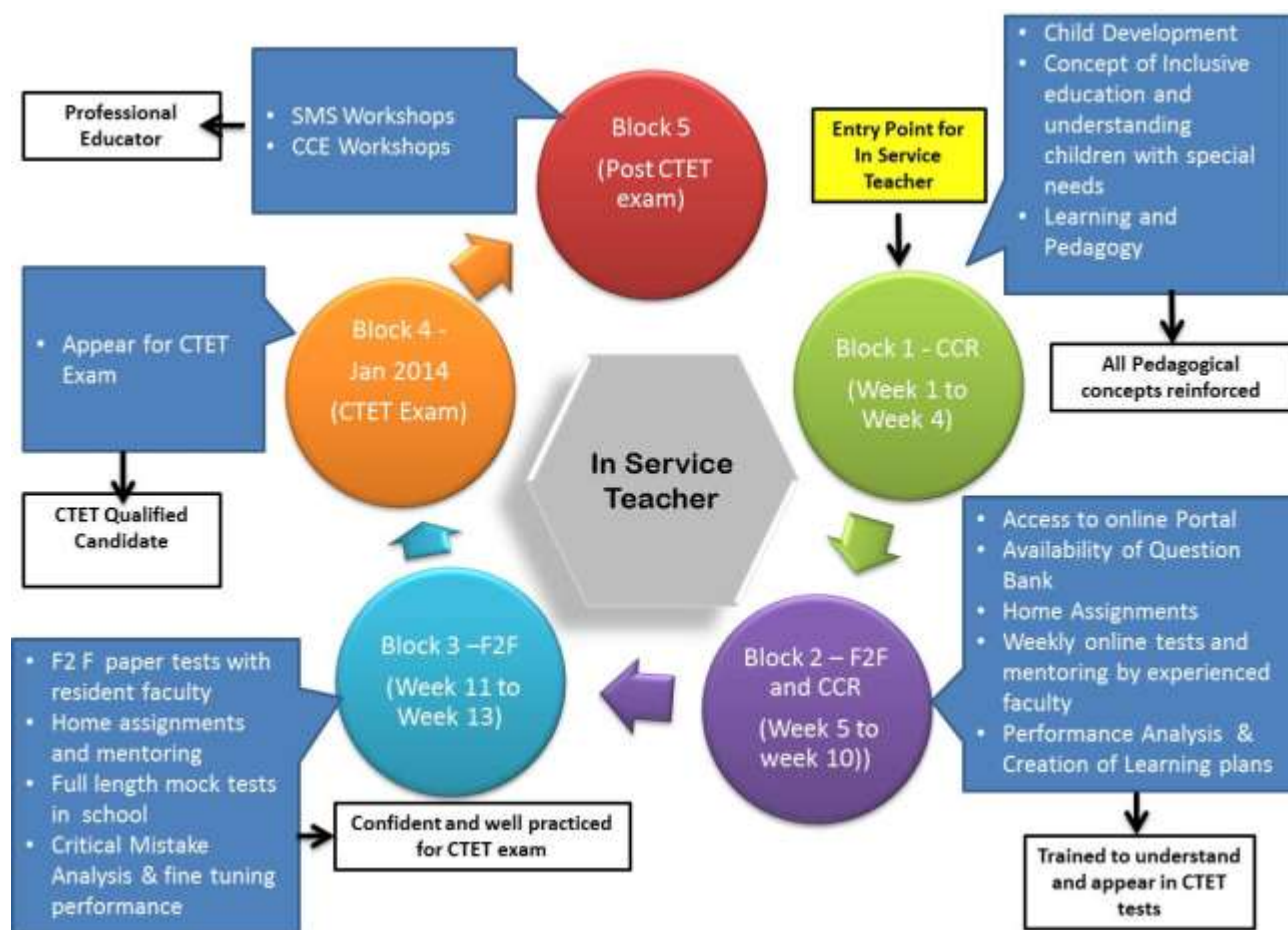
- **Anti-ragging measures:**

  As per directions of Hon'ble Supreme Court of India, ragging is prohibited. If any incident of ragging comes to the notice of NIIT, the concerned student shall be given liberty to explain his/her conduct and if his/her explanation is not found satisfactory, s/he shall be liable to forfeit his/her admission without refund of any fees that he may have paid at NIIT Education Centre.

LEARNING METHODOLOGY AND TEACHING RESOURCES:

- **Focus on pedagogical concepts till middle school**
- **Re visiting subject concepts till middle school**
- **Digital content based on NCERT curriculum**
- **Dedicated portal access for a year to prepare for two examinations**
- **Specific strategies & techniques for cracking the exam**
- **Multiple practice tests in real examination environment**
- **Provision of need based recapitulation session**
- **Workshops on Student management skills, Interview skills and CCE for successful candidates**
- **Well Prepared to also take up DTET, RTET, UPTET, HTET and MPTET**
- **Confidence building of aspirants**
- **All participants need to complete all assignments uploaded on the www.niit.com/ctet portal.**

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STUDENT FEEDBACK AND GRIEVANCE REDRESSAL:

     a. NIIT actively seeks, appreciates and acts upon feedback from students about its services. Students' feedback on the conduct and coverage of modules is sought by holding formal feedback sessions during the course of the program. Students are encouraged to register their feedback at the portal and also write to ctet@niit.com

     b. Students can approach any NIIT centre staff member for assistance and guidance. If necessary, the student may contact the Territory Head or Regional Head of NIIT operations in that area.

However, in case satisfactory redressal is not received, the student may escalate the grievance to jayac@niit.com

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GLOSSARY:

CCCR	Cloud Classroom
CTET	Central teachers eligibility test
CGRS	Customer Grievance Redressed System
CR	Class room
CWAP	Cumulative Weighted Average Performance
ILT	Instructor Led Training
IOS	Industry Orientation Session
IPR	Intellectual property rights
ISAS	Information Search and Analysis Skills
MR	Machine room
MT	Module Test
PP	Professional Practice
PPR	Program Performance Report
PWZ	Professional Work Skillz
SOL	Statute of Limitation
SPR	Semester Performance Report
SWAP	Semester Weighted Average Performance
WBT	Web Based Training
WNGY	What NIIT Gives You