

No. EDN-HE (21) B (15) 12/2024-V-(Training/Exam)-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1

15 JAN 2025

Dated: Shimla-171001, the \_\_\_\_\_ January, 2025

To

All the Deputy Directors of Higher Education,  
in Himachal Pradesh


**Subject: - Qualitative improvement in the teaching of English: Nomination of 25 TGTs/PGTs/ Masters/Mistress/Lecturers in English per State for admission to the 122<sup>nd</sup> PGCTE Course.**

Please find enclosed herewith copy of memo No.-1414/RIE/PGCTE-122<sup>nd</sup> /2024/ dated 11.12.2024 received from Director, Regional Institute of English, Sector-32-C, Chandigarh-160030 on the subject cited above.

In this regard, it is submitted that the Regional Institute of English, Administration, Chandigarh, Sector 32-C, Chandigarh is going to conduct 122<sup>nd</sup> **Postgraduate Certificate Course in the Teaching of English** (PGCTE) from 15<sup>th</sup> January, 2025 to 28<sup>th</sup> April, 2025. The first eight weeks (15.01.2025 to 18.03.2025) of the course will be conducted on campus. The remaining five weeks (24.03.2025 to 28.04.2025) will be conducted online and the participants will return to their place of work for online mode. The application form is available on the RIE Chandigarh website [www.rieni.org](http://www.rieni.org).

In this connection, you are hereby directed to depute **one Lecturer in English (Regular)** from your district to attend the 122<sup>nd</sup> **Postgraduate Certificate Course in the Teaching of English** (PGCTE) from 15<sup>th</sup> January, 2025 to 28<sup>th</sup> April, 2025.


**Encls: As above**

  
**(Dr. Amarjeet K Sharma)**  
Director of Higher Education  
Himachal Pradesh

Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ January, 2025

**Copy for information to:**

1. The Director, Regional Institute of English Chandigarh Administration Sector 32-C Chandigarh w.r.t. his Memo No. 1414/RIE/PGCTE-122<sup>nd</sup>/2024/ -dated 11.12.2024.
2. The Director of Elementary Education, Himachal Pradesh, Shimla-1 for further necessary action.
3. The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the letter on departmental website.
4. Guard file.

  
Director of Higher Education  
Himachal Pradesh

Gen  
21-12-24

From

The Director,  
Regional Institute of English,  
Sector-32C, Chandigarh-160030.



To

The Director  
Higher Education,  
Himachal Pradesh.

Memo No. 1414 / RIE/PGCTE-122<sup>nd</sup> /2024/  
Dated Chandigarh, the 11/12/2024

Subject: - **Qualitative improvement in the teaching of English: Nomination of 25 TGTs and PGTs in English per state for admission to the 122<sup>nd</sup> PGCTE Course.**

This is to inform you that the Regional Institute of English, Chandigarh will conduct the 122<sup>nd</sup> Postgraduate Certificate Course in the Teaching of English (PGCTE) from 15 January to 28 April, 2025. The first part of the programme will be organized face to face at RIE from 15.01.25 to 18.03.25. They will be relieved from RIE at the end of the face to face component on 18 March 2024. The online component of the course will be asynchronous. It will be conducted from 24.03.25 to 28.04.25.

Since RIE has the regional status, created to serve the English training needs of the northern region including Himachal Pradesh, it is mandatory for Himachal School Education Board to send 25 participants for training to RIE. You are therefore requested to depute at least 25 teachers (TGTs and PGTs/Master/Mistress/English/Social Science) for training at RIE.

You are requested to pass instructions to the Deputy Director(s) of Higher Education of Himachal Pradesh State to nominate at least 25 teachers to attend the course. Copies of the letter are enclosed for further circulation to the Deputy Director(s) of Higher Education.

Please note that:-

- The teacher-participants should be below 55 years.
- The participants will receive attendance certificate on the basis of their attendance during face to face component the course.
- The completion certificate will be sent to them after they complete the online component.
- There is **no course fee to be paid** for in-service government school teachers.
- The trainees seeking the hostel facilities will pay for their food. RIE has a cooperative mess and the services of the cook are available to the hostellers.
- Nominal fee for accommodation at RIE hostel will be charged.
- The concerned state government may give appropriate TA/DA, if admissible, to the trainees.
- The application form is available on the institute's website ([www.rieni.org](http://www.rieni.org)). The form needs to be duly filled and emailed by 07.01.2025.

Annexures: RIE documents (I & II)

*Vhyel*  
Director,  
Regional Institute of English  
Sector 32, Chandigarh



## About the Course

This course is meant for teachers who are TGTs and PGTs in English at the middle, secondary and senior secondary school under Himachal Pradesh State. The course is designed to benefit teachers at all levels and handle a vast variety of trends in teaching of English language. The course content aims at:-

- educating teachers in ways to adopt latest techniques & methods including using technology and various software/applications for teaching English language.
- acquainting teachers with the structure of English through Linguistics, Phonetics and Phonology and English Grammar and Usage.
- improving teachers proficiency in English through holistic improvement of listening, speaking, reading and writing skills.
- sensitizing teachers to classroom research, which leads to production of material that can be readily used in classroom.

Hence, the course is conducted with the objective of training in-service teachers to evolve as teachers par excellence. One of the modules in course will focus on the requirements as stated in NEP 2020 and will aim at handholding teachers in handling the latest text books introduced by **NCERT Mridang 1 & 2, Santoor and Poorvi**.


The course content accordingly includes the following areas:

- Linguistics
- Phonetics
- Contemporary English Grammar and Usage
- Methods of Teaching English
- Materials for Teaching English
- Technology in the English Classroom
- Lesson Planning and Practice Teaching
- Communication Skills
- Classroom/Action Research
- Assessment & Evaluation
- NEP 2020

The details of the website link for application form and email are given below:

Link on website: 122 PGCTE Admission Form

Email Address: **driepgcte32@gmail.com**

  
Director,  
Regional Institute of English  
Sector 32, Chandigarh

From

The Deputy Secretary Education,  
Chandigarh Administration,

To

The Director,  
Regional Institute of English,  
Chandigarh.

Memo.No. PA/DSE/68/337

Chandigarh, dated the 3rd January 1969

Subject: Re-naming of the Punjab Institute of English as  
Regional Institute of English, Chandigarh:

Reference your letter No. 7800-A-PIE-Stn dated the 28th  
December, 1968, on the subject noted above.

2. The present Institute of English is catering to the needs of three States, viz. Union Territory Administration, Punjab and the Haryana States. Before the reorganisation, the Institute was run by the erstwhile Punjab State and was known as Punjab Institute of English. In view of the changed circumstances the desirability of renaming the Institute has been felt. It was proposed to re-name the Institute as Regional Institute of English. The suggestion is also acceptable to the Education Departments of Punjab and Haryana whom the representatives of the British Council have consulted. It has, therefore, been decided to re-name the Punjab Institute as Regional Institute of English, Chandigarh.

Sd/-

( S. L. Varma)

Deputy Secretary Education,  
Chandigarh Administration.

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Endst.No. : PA/DSE/68/ 1387

Dated, Chandigarh, the 16th January 1969

Copy of the above is forwarded to :

1. Education Secretary, Punjab,
2. Education Secretary, Haryana,
3. Director of Public Instruction, U.T.A.,
4. Director of Public Instruction, Punjab,
5. Director of Public Instruction, Haryana,
6. Chief Education Officer, British Council, 21 Jor Bagh,  
New Delhi-3
7. Director, Canadian University Service Overseas, c-19,  
Nizam-Uddin East, New Delhi.
8. Regional Director, American Peace Corps; Northern Regional  
Office, 5, Ring Road, Kilo-kri, New Delhi-14.  
for information.

(S.L.Verma)

Deputy Secretary Education,  
Chandigarh Administration,

Vandana Singh



SOME FACTS ABOUT THE  
REGIONAL INSTITUTE OF ENGLISH  
CHANDIGARH

RIE Document - II

The Institute was established in July 1963 as Panjab Institute of English in pursuance of the Govt. of India scheme for "Qualitative Improvement of Teaching of English". It was Regionalized and renamed as Regional Institute of English, Chandigarh in January 1969. At present the Institute is assisting Panjab, Haryana, Union Territory Administration Chandigarh and Himachal Pradesh.

The Advisory Body of the Institute was formed in 1969 and it is responsible to the Chandigarh Administration. Its members are the Education Secretaries/Deputy Education Secretaries of Punjab, Haryana and Chandigarh/ The Chairmen/representatives of the School Education Boards of Panjab, Haryana, Himachal Pradesh and Central Board of Secondary Education Delhi/ D.P.Is of Punjab, Haryana and Chandigarh Administration, Vice Chancellor or his nominee, Representative British Council, Director, Central Institute of English, Hyderabad, Director and Associate Professors of the Regional Institute of English, Chandigarh.

The present staff of the Institute (which in 1963 was Teaching 3 members and office 5 members) is as under:-

Teaching

1. Director Class I
2. Associate Professor - Ex-Cadre Class I (British Council)
3. Senior follow-up-supervisor (Seconded by the British Council)
4. Senior lecturer (Post vacant)
5. Lecturers - three
6. Lecturer - VSO Volunteer 1
7. Lecturers - APC visiting lecturers - 2
8. Second ACE Man - One (Post vacant)
9. Follow-up-supervisor (one - post vacant).
10. Part-time instructors (for two months on every course) for remedial English in the evening sessions - 4
11. Technical assistant - one (post vacant)

Office Staff

1. Head clerk - one
2. Accountant - one
3. Clerks - two
4. Steno typist - one
5. Librarian - one
6. Driver - one
7. Class IV servants - 7
8. Hostel Supdt. and Part time clerk - one
9. Hostel cook and servants - two

The intake capacity of the Institute which, in the beginning was only 40, was raised to 60 in 1968 and the break up is as follows:-

Panjab 25, Haryana 25 and U.T.A. 10

The Institute has received several requests from masters/mistresses/lecturers both from Govt. and non-Govt. schools for training at the Institute. Some privately managed and English medium schools of the Central Board have also requested for training at the Institute.

The participants at the Institute are not charged any fees. During their training at the Institute they are given a stipend Rs. 70/- each (in case of those who come from outside Chandigarh) and Rs. 30/- each (to those who come from Chandigarh schools) every month. Every trainee on the course is given a packet of 4 Gift Books by the British Council.

So far the Institute has run

16 Major Diploma courses, 2 Summer courses for the Principals/Headmasters/ DEOs/Dy. DEOs, 4 informative courses for the Principals/Headmasters/Headmistresses, 8 Orientation courses for foreign volunteers, lecturers in English teaching in the colleges of Education, 1 summer course for the lecturers in English in Science and Arts Colleges, 7 refresher courses for the ex-trainees of the Institute and 10 short courses in the Extension Services Department of the colleges of Education in Punjab, Haryana, Himachal Pradesh and UTA Chandigarh.

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8/11

Staff in  
1969  
14 Available  
4 Vacant

Plans

To consolidate changes in syllabuses and examinations that are already under way.

To expand the system of in-service training by up-grading outstanding ex-trainees so that they can provide training at the district level.

To increase the output of teaching materials suitable to the needs of the region, including guidelines to teachers on new teaching materials and cassette tapes with recordings of key drill material.

To continue to assist colleges of Education.

To cooperate with Panjab University in preparing for, and following up, the summer Institute for college English teachers in 1972.

To set up a Language Laboratory.

To set up a production wing.

To start some research projects. etc. etc.

For these we need equipment and trained personnel.

Foot note

The follow-up work of the Institute has been commended by the C.I.E. Hyderabad at one of its resolutions.

The assistance that the R.I.E. gives to the Universities and Colleges has been highly appreciated.

The school Education Boards in the area have received very favourably the assistance offered by the Institute.

Participants of all the Major Diploma and orientation courses and experts in ELT-field speak very highly of the multi-skill training imparted at the Institute.

The Chandigarh Administration has allowed the Institute to get its Manual for the B.Ed. students published by the Oxford University Press. This is to be followed by a work book. This will be used by the colleges of Education affiliated to the Universities of Punjab, Punjabi, Guru Nanak, Himachal Pradesh and Kurukshetra.

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Vandana Lal.