

**REGIONAL INSTITUTE OF ENGLISH**  
**SECTOR 32 C, CHANDIGARH**  
**Dr. Sharda Kaushik**  
**Director**

**The Institute**

Set amidst sylvan surroundings, the Regional Institute of English (RIE) was established in 1963 under a scheme of the Government of India to address the educational needs of Chandigarh, Jammu & Kashmir, Haryana, Himachal Pradesh and Punjab. Located in the midst of educational institutions, it offers a conducive ambience for the growth of learning. The functioning of the Institute is within the purview of the Chandigarh Administration. It works in collaboration with the English and Foreign Language University (EFL-U), Hyderabad under a Government of India Scheme and also collaborates with the State Governments, CBSE, NCTE, NCERT, USEFI, RELO of American Centre, New Delhi in research projects and training programs.

Having enlarged its scope of activities since its inception, the Institute is all set to introduce MA English in affiliation with Panjab University. It addresses Teacher Education needs from Primary to Undergraduate level by organizing In-service Programs. **RIE has been a pioneer in introducing multimedia-based techniques in teaching.**

**Courses of Study**

The Institute offers the following courses of study:

- **Department of Postgraduate Studies**

**M.A. English (Co-educational)**

The institute will start regular M.A. English (Part I) program from the current session i.e. July 2010 with 20 seats.

\*Note: The Institute is in the process of obtaining affiliation with Panjab University, Chandigarh.

- **Department of Undergraduate Studies**

**Course in Personal Development (PD)**

This is a 90-hour training module to develop skilled professionals for the ITES-BPO sector and other organizations. The course aims at imparting training in English Communication Skills, Interpersonal Skills, and Computer Skills to job seekers thereby enhancing their employability skills. At this stage the doorstep education model is being followed under

which the course is carried to institutions.

- **Department of Sec/Sr. Sec. School Teacher Training**

**Postgraduate Certificate in The Teaching of English (PGCTE)**

This 3 month In-Service course is for trained graduate/post-graduate teachers of English, working in secondary and senior secondary schools in the northern region. Each course has a provision for 50 participants. Training is conducted through lectures and tutorials supplemented by intensive practice in Communication Skills and Methods of Teaching English. The course aims at imparting knowledge of the structure of English through Linguistics, Phonetics and Phonology and Contemporary Grammar and Usage of English along with enhancing Computer Skills of the trainees. The course aims at sensitizing the participants to Research Skills leading to Material Production (print and video) that can be readily used in the classrooms.

- **Department of Primary Education/ Short Need Based Courses**

**Speaking in English Program (SIEP)**

It aims at enhancing the oral/ aural skills of teachers to take up listening and speaking activities with the children. They are given training through activities such as language games, story telling, nursery rhymes, picture description, etc.

**Reading and English Acquisition Program (REAP)**

The program REAP has been designed to teach children to read on the recommendation of the NCERT. Reading as a process implies that we use different strategies for reading different texts. Through a guided program which includes a variety of texts such as storybooks, comics, maps and textbooks, teachers can promote reading skills and build a habit of reading among students.

**Sarva Siksha Abhiyan (SSA) Courses**

The Institute organizes short term courses for primary school teachers in collaboration with SSA Chandigarh, Punjab and Haryana annually. The

basic aim of the programme is to encourage independence of thought and action, learning to respond to new situations in a flexible and creative manner. They are taught new methodologies in the field of teaching English in the ten day workshops keeping in mind the regulations and guidelines set down by the NCF.

### **Infrastructural Facilities**

The Institute has developed and maintained several infrastructural and academic facilities conducive to the learning of a second language.

#### **• Library**

The Institute has a well-equipped library which stocks a rich collection of books on ELT, English Linguistics, Phonetics & Phonology, Communication Skills, English Literature besides journals and multimedia software to promote language learning. The computerized library facilitates easy access to books.

#### **• Multimedia Language Lab**

The Institute is a pioneer in establishing a computerized multimedia language lab with 30 computers and hi-tech software to enhance Communication Skills. The Language Lab has an LCD projector for demonstrating and enhancing the presentation skills of the teacher trainees.

#### **• Media Centre**

It is equipped with K-YAN, a portable computer system with a built-in LCD projector, DVD/CD drive and speakers. Instructional materials on the teaching and learning of English include CD-ROMs, films and language tapes. It is also equipped with an Interactive Board which has in-built teaching materials like clip-art, drawing objects and many other tools.

#### **• Studio**

It is a film production center which is well equipped with a complete unit for the same. It has a high definition camera, studio lights and editing suite essential for film making.

#### **• Primary Resource Centre**

The centre is set up with a view to familiarizing the primary school teachers with the materials that are not otherwise available to them. There are more than 1000 books in the centre library including language teaching posters, charts and CDs. The teachers of primary classes are invited for workshops that focus on apprising the teachers with

the latest methods of teaching young learners.

#### **• Higher Education Consultancy Centre**

This wing of the Institute provides consultancy and guidance to the undergraduate students. It has a stock of literature related to English Proficiency exams.

#### **• Classrooms**

The Institute has air conditioned classrooms with comfortable furniture and modern gadgets to facilitate the teaching learning experience. Some of the classrooms are equipped with LCD Projectors.

#### **• Hostel Accommodation & Recreation Facilities**

The Institute provides comfortable accommodation with modern amenities to the male participants attending its programmes. With a capacity to accommodate 30 occupants at a time the hostel offers the following facilities:

- a) Computers with Internet
- b) Satellite Television
- c) Co-operative Mess
- d) Indoor and outdoor games

#### **• Gymnasium**

The Institute also provides a gym with modern exercise machines for cardio and body building machines like Joggers, Dumbbells, Cycles, etc. Yoga training is also provided to the trainees by a professional yoga trainer.

#### **ELT Journal & Newsletter**

The Institute publishes an ELT journal, *Focus on English Language Teaching* (FELT), bi-annually bearing **ISSN 0976-1306**. It is devoted to English Language Teaching from the primary to the university level. It provides a forum to teachers of English to discuss their problems related to the teaching of English. For publication queries e-mails can be forwarded to [editorfelt@rieni.org](mailto:editorfelt@rieni.org).

#### **Future Projects**

The Institute plans to:

- Produce CDs/DVDs for promoting Language Learning (based on textbooks)
- Produce films demonstrating latest techniques of teaching English for telecast through the EDUSAT.
- Offer PGCTE through Distance Education

### Extension, Guidance & Consultancy Services

The Institute organizes the following programmes and workshops for schools, colleges, and other educational bodies in the northern region:

- Workshops in lesson planning, material production and paper setting.
- Short need-based courses for the 5 states of the northern region.
- ELT consultancy to State Departments of Education, Boards of School Education, Public Service Commission and Universities in the following areas:

- a) preparing syllabuses
- b) writing and revising textbooks
- c) using new course materials/textbooks
- d) preparing innovative electronic & multimedia materials
- e) selecting teachers
- f) training teachers
- g) setting question papers

### Class/Category/Helpline

Overall Coordinator

Registrar Examination

Public Relations

Deptt. of Post Graduate Studies

Deptt. of Undergraduate Studies

Deptt. of Sec/Sr. Sec. School Teacher Training

Deptt. of Primary Education/Short Need Based Courses

### Committees

Hostel Admissions/Office Related Queries

Committee for Sexual Harassment

Placement Cell

Redressal & Grievances

Anti Stress Helpline

Mr. Jatinder Kumar

Anti Ragging Helpline

### Coordinators

Dr. Sharda Kaushik

Dr. Bindu Bajwa

Dr. Pooja Sharma

Dr. Preeti Sharda

Dr. Pooja Sharma, HOD

Dr. Bindu Bajwa, HOD

Mrs. Gunbir Kaur, HOD

Mrs. Vandana Lunyal, HOD

### Convener/Members

Mrs. Gunbir Kaur

Mrs. Sneh Lata

Mr. Jatinder Kumar

Dr. Bindu Bajwa

Ms. Vandana Lunyal

Dr. Bindu Bajwa

Mrs. Gunbir Kaur

Ms. Vandana Lunyal

Mrs. Sneh Lata

Ms. Vandana Lunyal

Dr. Pooja Sharma

### Room No.

Director's Office

07

111

111

07

109

110

### Room No.

Office

07

07

109

08

110

## Institute's Faculty

### Teaching

#### Dr. Sharda Kaushik, Director

PhD, Panjab University, Chandigarh

MA (Eng), Osmania University, Hyderabad

PGDTE, CIEFL, Hyderabad

MA in Teaching English as a Foreign Language,

Reading University, Reading, UK

MSTV-Radio, Syracuse University, Syracuse, USA

Certificate in News Production (Internship), CNN,

Atlanta, USA

#### Dr. Bindu Bajwa, Assoc. Professor

PhD, Panjab University, Chandigarh

MA (Eng), Panjab University, Chandigarh

B.Ed, Panjab University, Chandigarh

M.Ed, Panjab University, Chandigarh

PGDTE, CIEFL, Hyderabad

#### Ms. Vandana Lunyal, Assoc. Professor

M.Phil (Eng), Punjabi University, Patiala

MA in English Language Teaching and Multimedia,

University of Warwick, UK

MA (Eng), Punjabi University, Patiala

PGDTE, CIEFL, Hyderabad

Diploma in Dist. Education, IGNOU, New Delhi

#### Mrs. Gunbir Kaur, Assoc. Professor

M.Phil (Eng), Panjab University, Chandigarh

M.Ed, Punjabi University, Patiala

MA (Eng), Panjab University, Chandigarh

Diploma in Creative Writing in English (IGNOU)

Certificate Course in Teaching of English (IGNOU)

#### Dr. Pooja Sharma, Asstt. Professor

PhD, Panjab University, Chandigarh

MA (Eng), Panjab University, Chandigarh

BA (Hons) in English, Panjab University, Chandigarh

### Non-Teaching

#### Dr. Preeti Sharda, Librarian

PhD, Panjab University, Chandigarh

M.Lib & Info. Science, Kurukshetra University,

Kurukshetra

B.Com, Rajasthan University, Jaipur

B. Lib & Info. Science, Panjab University, Chandigarh

#### Mr. Kanwar Randeep Singh, Technical Assistant

PGDCA, Punjab Technical University

Diploma in ECE, CCET, Chandigarh

BA, Panjab University, Chandigarh

### Administrative Staff

Mrs. Sneh Lata, Superintendent

Mr. Jatinder Kumar, Jr. Assistant, Hostel

Superintendent

Mrs. Amarjit Kaur, Accountant

Mrs. Parveen Pawar, Steno

Mrs. Prem Lata, Caretaker

### Admission Schedule

Last date of submission of forms 25.6.2010.

Time: 9.00 a.m. onwards

