

ADHYAYAN's Lesson Plan Certification Program

Certification Guidelines:

Step 1: registration

a. Register for the course online by filling in the required data. You could complete the registration by uploading the required documents online or by sending the hard copy through courier. Please ensure that you receive your registration number on registering, which indicates that your registration has been successful. The application will stand complete only if all the required documents are submitted.

Address for sending the courier :- A17 1st floor, Royal Industrial Estate, Sewri-Wadala Cross Road, Wadala West, Mumbai 400031

E mail the receipt of the courier to certification@adhyayan.asia

Step 2: submission of lesson plans

a. Within the first 3 months of your submission, you will need to submit six lesson plans (each for one period of 30 or 40 or 60 minutes as applicable in your school) in the Adhyayan lesson plan format. Each lesson plan should be accompanied by the resources you will be using for the same in the form of worksheets attached, handouts if any, activities, readers, rubrics created for the students etc.

b. Please ensure that you receive an acknowledgement from us regarding receipt of the lesson plans within 24 hours on submission online or on receipt of the courier.

c. All lesson plans will be accompanied by a self-evaluation on the proforma provided to you as a rubric. the link for the uploading the 6 lesson plans will be sent to you via e mail on completing all registration formalities.

Step 3: using the feedback received from Adhyayan faculty, to improve on the lesson plans

a. You will receive feedback on all six plans from our faculty. Please note that failure to submit the lesson plans within the stipulated time period will require you to re-register. You will not be able to re-claim your registration fee. (registration fee is INR 500/-).

b. The 6 lesson plans submitted by you will be used in a research study on teaching practice being carried out by Adhyayan. The research data will be confidential and anonymised to feed back into the field of education and teacher training.

c. You could choose to send the 6 lesson plans in any sequence desired by you but all must be sent at least a month prior to delivering them to your students. This is in order to facilitate effective feedback from our faculty and corrections to be carried out by you.

ADHYAYAN's CERTIFICATION IN LESSON PLANNING

Step 4: implementing the lesson plans, creating a portfolio and submitting the portfolio for the final grade

a. 3 of the 6 lesson plans on which you have received feedback will be included in your final submission - your portfolio. You would need to submit a complete portfolio of all three lessons before the end of 6 months from the time of registration, to be eligible for certification.

b. The portfolio could either be scanned and soft copy e-mailed to certification@adhyayan.asia or the hard copy couriered to us. Please mention your registration number in your email subject line. You should receive an acknowledgement for your submission within 24 hours.

c. The portfolio consists of evidence of these lessons as conducted by you. You will need to document the lessons using

- samples of the actual work of the students as well as

- photographic evidence of the work being done during the lesson.

d. The portfolio will therefore consist of the following (for each lesson)(evidence required across ability levels of students and clearly marked)

i. the original lesson plan,

ii. the improved lesson plan, incorporating the feedback from the faculty (please highlight this clearly) and your reflection on how the lesson plan went in relation to your expectation

iii. material evidence of student achievement (all or some of the following)

e. material evidence of student achievement:

i. scanned/photocopied or original samples (not more than 3, 1 for each ability level) of notebook tasks and corrections (if done)

ii. scanned/photocopied or original samples (not more than 3, 1 for each ability level) home work done and corrected (if given)

iii. scanned/photocopied or original samples of completed worksheets (not more than 3, 1 for each ability level) (if any)

iv. scanned/photocopied or original samples of activity sheets (if any, 1 for each ability level)

v. a photograph of any creation by the students during class (if any)

- vi. scanned/photocopied or original samples (not more than 3) of word documents/excel spreadsheets/power points created by students (if any)
- vii. photographs (not more than 3) of class in progress with captions clearly stating the activity photographed
- viii. lesson observation detailed feedback from supervisor (mandatory for any 1 portfolio lesson)
- ix. scanned/photocopied or original summary of the plenary (if done)
- x. photograph of the work put up on the softboard (if any)
- xi. scanned/photocopied or original samples of or photograph of formative assessment (if done)
- xii. scanned/photocopied or original samples of work done toward summative assessment (if done)
- xiii. observer feedback from your supervisor (if any)

Step 5: life after the grade

- a. An email will be sent to you and to your school regarding the grade you have achieved. b. At the end of the programme, you would also be asked to fill a form that includes - your personal biography and - your feedback on your learning from the course.
- c. All gold and platinum achievers will appear on our website unless you have declined the same in the registration form
- d. You may also as a gold/platinum achiever, be requested to become a member of the faculty for the lesson plan certification by Adhyayan, with permission of your school.

I have read and understood the guidelines for the course and accept them.

Name:

Signature:

Place:

Date: