

ਪੰਜਾਬੀ ਵਿਦਿਅਕ ਕੇਂਦਰ ਸੂਚਨਾ ਪੱਤਰ

PUNJABI EDUCATION CENTRES NEWSLETTER

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Jit Singh
Editor

EDITORIAL BOARD

Jaginder Singh
Asst. Editor



Message from the Chairman PETM

**Deputy President,
Khalsa Diwan Malaysia**



ਪੰਜਾਬੀ ਵਿਦਿਅਕ ਟ੍ਰੱਸਟ ਮਲੇਸ਼ੀਆ ਦੀਆਂ ਯੋਜਨਾਵਾਂ ਅਤੇ ਕਾਰਜਵਿਧੀਆਂ ਨੂੰ ਹੋਰ ਬਿਹਤਰ, ਕੁਸ਼ਲਤਾ ਅਤੇ ਸੁਚੱਜਤਾ ਸਾਹਿਤ ਲਾਗੂ ਕਰਨ ਲਈ, ਟ੍ਰੱਸਟ ਨੇ ਪੰਜਾਬੀ ਵਿਦਿਅਕ ਕੇਂਦਰ ਸੂਚਨਾ ਪੱਤਰ ਜਾਰੀ ਕਰਨ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਹੈ। ਇਹ ਤਿਮਾਹੀ ਸੂਚਨਾ ਪੱਤਰ ਹੋਵੇਗਾ। ਇਸ ਰਾਹੀਂ ਕੇਂਦਰਾਂ ਨੂੰ ਆਦੇਸ਼, ਯੋਜਨਾਵਾਂ ਅਤੇ ਸਰਗਰਮੀਆਂ ਆਦਿ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿਤੀ ਜਾਇਆ ਕਰੇਗੀ। ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਪੜ੍ਹਾਈ-ਲਿਖਾਈ ਦੇ ਵਿਕਾਸ ਲਈ ਕੇਂਦਰਾਂ ਦਾ ਯੋਗਦਾਨ ਹੋਣਾ ਵੀ ਬਹੁਤ ਜ਼ਰੂਰੀ ਹੈ। ਇਸ ਵਿਦਿਅਕ ਪ੍ਰਣਾਲੀ ਦੀ ਪ੍ਰਗਤੀ ਅਤੇ ਉੱਨਤੀ ਦੇ ਕਾਰਜਾਂ ਲਈ ਕੇਂਦਰਾਂ ਨੇ ਨਵੀਨਤਾਕਾਰੀ ਵਿਚਾਰਾਂ, ਗਤੀਵਿਧੀਆਂ ਆਦਿ ਜੋ ਇਸ ਦੀ ਪ੍ਰਗਤੀ ਲਈ ਸਹਾਇਕ ਹੋਣ, ਸਾਂਝੇ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨੀ। ਆਪਾਂ ਮਿਲ ਕੇ ਇਸ ਵਿਵਸਥਾ ਦੇ ਮਿਆਰ ਨੂੰ ਹੋਰ ਚੰਗੇਰਾ ਬਣਾਉਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰੀਏ।

PETM has decided to have a PECs Newsletter to improve efficiency and smoothness in the implementation of our programmes and activities. It will be a quarterly issue. It will contain PETM directives to the centres, information on activities and programmes etc. Input from PECs is also very essential. As we want to share ideas, learn and work together to further improve the system. Please forward your suggestions, innovative ideas and activities that can assist to improve the teaching and learning of Punjabi language.

IMPORTANT MESSAGE FOR MANAGERS / PRINCIPALS OF CENTRES:

Dear Managers and Principals of Punjabi Education Centres, Malaysia.

Khalsa Diwan Malaysia Circulars No. 1 and 2 of 2018 were sent to all concerned towards the middle of December 2017. More circulars will be coming from time to time.

These circulars are very important for the information of those involved in the learning and teaching of Punjabi in the Centres, especially for those in the Management Committee.

On receipt of the circulars, please read them and have them circulated and discussed with the Staff and Teachers.

FILL UP THE REQUIRED FORMS AND SUBMIT BACK TO HQ WITHIN THE STIPULATED TIME.

MESSAGE FROM THE EDITORIAL BOARD:

This Newsletter is yet another interesting feature in our continuous effort towards excellence in Punjabi Education.

This quarterly publication will be used as an interactive mode of communication, which will feature announcements, reports, upcoming events and dates, and important messages. We welcome ideas and constructive feedback from all of you to make this Newsletter more relevant and useful for us.

ਸਾਡੀ ਬੋਲੀ ਸਾਡੀ ਪਹਿਚਾਨ, ਮਾਂ-ਬੋਲੀ ਦੀ ਸ਼ਾਨ

WHY THE URGENCY TO SUBMIT THE FORMS:

APPENDIX NO. 1/2018

This form indicates the number of pupils you have in each class, and the total in your Centre.

The figures shown herein are used for:

1. Submission to the Government,
2. Payment of Subsidies,
3. To know in what classes the pupils are studying,
4. To help us send Semester examination papers,
5. To maintain a data record at HQ.

APPENDIX 2/2018

This form gives us an insight of the teachers you have at the Centre. From this return we can know:

1. The number of teachers at the Centre,
2. Their age, education level, achievements, citizenship, and some personal details for our records,
3. Details for insurance purposes,
4. Their contact numbers, and the particulars of their next of kin.

APPENDIX 3/2018

This return shows us the set-up of your Centre, the names and particulars of the Managers, Principals, their contact particulars, and most important the name of the Contact person to whom correspondence etc. can be sent.

APPENDIX 4/2018

This form indicates your banking particulars for the Centre. Also, the account signatories' names, and other personal particulars.

(It is of utmost importance that the Bank Accounts are in the names of the parent body, or the Centre, and not individual names. We have strict instructions from the Government that funds cannot be transferred to individuals.)

CHIEF INSPECTOR'S REPORT:

PETM has formed a Board of Inspectors who will assist us in the successful implementation of our programme. They will visit your respective centres and make observations using a standard evaluation form. They are advised to visit your centres at least once a semester for inspection. A copy of the evaluation report will be given to your centre and to KDM Headquarters for reference and follow-up purposes.

2. The Inspectors will focus on three main areas during their visits as follows :-

2.1	Section A : Administration The Inspectors will collect information about the principal, number of teachers and students and attendance of students. All the administration files as specified in will be checked.
2.2	Section B : Teacher Observation The Inspectors will check the registers and record books of the teachers to ensure all the required information is filled up. They will select teachers at random to observe the Teaching & Learning process. They will observe 10 (ten) aspects and grade the effectiveness on a scale of 1 to 4. They will also check Workbooks & Exercise Books of students at random.
2.3	Section C : Assessment Summary The Inspectors will summarise their observation by highlighting the strengths, areas that need improvement and make suggestions for improvement on any area/aspect in their scope of inspection.

3. The Inspectors will liaise only with the contact person (*as advised in Appendix 3/2018 by your centre*) to fix the date and time for inspection. The management boards, principals and teachers are required to give their utmost cooperation to the Inspectors by allowing them access to relevant documents and files, and also to enter the classrooms for teacher observation.

4. The President of Khalsa Diwan Malaysia (KDM), Chairman of Punjabi Education Trust Malaysia (PETM) and the Chief Inspector reserve the right to visit your centre at any time deemed necessary without giving any prior notice.

JAGINDER SINGH.

Continuing Professional Development : Higher Order Thinking Skills

Kindergarten and Primary Punjabi Language teachers attended a workshop on Higher Order Thinking Skills (HOTS) recently. It was organised by Punjabi Education Trust Malaysia (PETM), the education wing of Khalsa Diwan Malaysia (KDM). Such workshops, which provide a platform for teachers to learn and explore new innovations in teaching, share and exchange ideas, knowledge and experience, are held periodically in an effort to keep improving the teaching and learning standards.

This workshop was made possible, thanks to the significant aid from Socio-Economic Development of the Indian Community (SEDIC), a unit in the Prime Minister's Department, which gives financial aid to KDM to help preserve and promote the use of Punjabi Language.

The workshop for the North Zone teachers (Perak, Penang and Kedah) was held in Syeun Hotel, Ipoh on the 23rd of March 2018 while for the South Zone teachers (Selangor, WPKL, N. Sembilan and Melaka), it was held in Crystal Crown, Petaling Jaya. A total of 3 coordinators, 10 facilitators and 134 Punjabi Language teachers participated in the one-day workshop.

Themed "HOTS for Kindergarten and Primary Punjabi Language Teachers", the workshop activities were geared to help teachers incorporate Higher Order Thinking Skills when carrying out oral and reading comprehension activities. Teachers were guided to plan and carry out activities which not only required students to retrieve information, but also required them to analyse and apply information.

Besides, ideas were shared with teachers on how to use material in the textbook as a platform or context to initiate discussions beyond the text. Instead of relying too heavily on the textbook, teachers were encouraged to use audio-visual aids like video clips, pictures and posters to make their lessons more interactive and interesting.

The objectives of the workshop were achieved, thanks to the contribution and effort of Dr Kuldip Kaur, the Head of the Teacher Training Division, together with her dedicated team of facilitators. Most teachers were satisfied with the workshop content and delivery. They shared and learnt a lot from the lively sessions, and gained valuable insights on how to incorporate HOTS into the teaching and learning process.

PETM takes this opportunity to thank all the coordinators, facilitators and course participants for the smooth running of this course, and hope this partnership and cooperation will continue to grow. A heartfelt gratitude to SEDIC for the continuous financial and moral support. Teachers, parents and the Sikh community on the whole have a collective responsibility to ensure Punjabi Language remains an integral part of our lives.

“Waheguru Ji Ka Khalsa,
Waheguru Ji Ki Fateh”

Jaginder Singh Rahpatti
Secretary,
Punjabi Education Trust Malaysia
Khalsa Diwan Malaysia

**PUNJABI EDUCATION TRUST
SELANGOR:**

At a meeting of the Punjabi Education Centres in Selangor held at Gurdwara Sahib Petaling Jaya on 31.1.2018, the following were nominated to the Board:

Chairman: Dr. Kuldeep Kaur
Secretary: Assoc. Prof. Bhajan Kaur
Treasurer: Sdr. Sarmukh Singh

Khalsa Diwan Malaysia and the incoming Committee of PET Selangor thanked Sardar Piara Singh for his services to the Board since its inception.

KDM also wishes to place on record and thank YB. Gobind Singh Deo for his effort and the Selangor State Government for aid given to the PECs in Selangor.

UPCOMING EVENTS:

1. ANNUAL JODH MELA
VENUE: G. S. SERDANG
DATE : 22 AUG. 2018

**PUNJABI EDUCATION TRUST
PERAK:**

At a meeting of the Punjabi Education Centres in Perak held at Guru Nanak Institution Ipoh on 11.2.2018, the following were nominated to the Board:

Chairman: Sdr. Jasvinder Singh Dhillon
Secretary: Sdr. C. Pritam Singh
Treasurer: Sdr. Ajit Singh Ojala

Khalsa Diwan Malaysia thanked the Committee for its untiring services towards Punjabi Education in Perak.

UPCOMING EVENTS:

1. PERAK ANNUAL SPORTS CARNIVAL
VENUE: PADANG G.N.I.IPOH
DATE : 29 APRIL 2018
TIME :9.00am to 3.00pm
2. ANNUAL JODH MELA:
VENUE: G.S. TAIPING
DATE : 31 AUGUST 2018.

**PUNJABI EDUCATION
TRUST PENANG:**

At a meeting of the Punjabi Education Centres in Penang held at Gurdwara Sahib Butterworth on 13.2.2018, the following were nominated to the Board:

Chairman: Datuk Dr. Manjit Singh
Secretary: Sdrni Sharon Kaur
Treasurer: Sdr Harjinder Singh

Khalsa Diwan Malaysia thanked the new Committee and hoped it will carry on doing the good work to promote Punjabi language in the State.

CALENDAR OF EVENTS :

**MOTIVATIONAL SEMINAR FOR
STUDENTS SITTING FOR THE PT3
AND SPM EXAMINATIONS:**

PLACE : TO BE DECIDED

**TEACHER DEVELOPMENT COURSE
2018**

PLACE: TO BE DECIDED

DATE: 24 & 25 AUGUST 2018.

If you have something interesting to share for the upcoming Newsletters, kindly send to us at Khalsa Diwan Malaysia, 100/102, Jalan Tun Abdul Razak, 30100 Ipoh OR e-mail to us at khalsadiwan1903@gmail.com