



DAV CENTRE FOR ACADEMIC EXCELLENCE
DAV College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2017-18/ 281

Date: 14.07.2017

Kind - Attention

All the Training Coordinators & Cluster Heads at Regional Training Centres

Dear Sir/Madam

We are writing to convey a few observations made while going through the training reports received from RTCs/Clusters. It was a matter of great concern to learn that the number of trainees/participants at many RTCS/Clusters was more than 40. It ranged from 50 to 110.

In view of the above, it is mandatory for RTCS/Clusters to follow the following guidelines during the teacher-training programmes in order to ensure the quality of training courses.

1. Ideal number of trainees in all the teacher training programmes is - **30 (maximum 40)**
2. If number exceeds **40**, kindly make **2** groups.
3. 3 to 4 Clusters can combine to conduct training programmes for PGTs.
4. Please keep the Inaugural and Valedictory Sessions simple and crisp for half an hour.

We take this opportunity to mention that if any Cluster needs master trainers prepared by DAV CAE in various subjects, please let us know about it. In the meantime, invite required master trainers from the Clusters in your close vicinity.

Note: Cluster Heads are responsible for the quality and successful conduct of training in their respective Clusters.

We sincerely hope, RTCs and Clusters will follow the guidelines in letter and spirit.

With warm regards,

Yours sincerely,

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Dr. Nisha Peshin
(Director- CAE)
DAV CMC

Cc to All the RTCs, Cluster Heads and Cluster Schools