



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

Ref. No. DAVCAE/2015-16/ 192

Date: 27/11/2015

Subject: Invite-cum-Advisory for Master Trainers

Dear Teachers

Congratulations! On basis of your merit and hard work you have been selected to be a Master Trainer. This is an **invite-cum-advisory** for your participation the 3-day Master Trainers Programme (MTP) slated in the month of **December 2015**.

The MTP aims to create a cadre of **Social Science Master Trainers** at Primary and Secondary levels who will plan, design and conduct training programmes for their peers on a regular basis. This is a residential programme. You will report on the evening before the programme begins and will be free to leave after 5pm on the third and the final day of training.

MTP for Primary: December- 16-18, 2015 (Teachers from Classes III-VII)
MTP for secondary: December- 24-26, 2015 (Teachers from Classes VIII-X)

You will need to carry the following items for effective participation in the programme:

- **Social Science Textbooks of Classes taught by you**
- **Laptop**
- **Internet Dongle**
- **Pendrive (16 GB)**
- **A hard Copy of the DAVCAE Social Science Modules***
- **Own Training Modules / Lesson Plans/Videos/Pictures etc for demonstration**

*Can be downloaded from www.davcae.net.in

Registration

You will Register on-line on the website of DAV Centre for Academic Excellence www.davcae.net.in. This is mandatory. For any problem in on line –registration you may contact **Ms. Tanu Aggarwal (01123521938)** during Office Hours.

A new email ID has been created for all communication regarding Social Science Master Trainer Programme and later for communication with Master Trainers. You will email the Application form (Copy attached) to socialscience.training@davcae.net.in from your personal email ID. After receiving your application form we will email you Reading and Training materials etc.

Tel.no. 011-23520650
Tel.no. 011-23520652



Website; www.davcae.net.in
E-mail: dcae.training@davcmc.net.in

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Course Fee

A DD or multicity cheque of Rs. 2000/- drawn in favour of **DAV Centre of Academic Excellence, New Delhi** may either be sent by post or deposited during the programme at Delhi.

Logistics:

This is a residential programme. Permission will not be given to stay with local relatives for the duration of the programme. Your stay arrangement has been made at safe and hygienic hotels located at a walking distance from DAVCMC headoffice. You will issue enough advance amount from your school for payment of your hotel bills @ **Rs1000/- per day** which includes breakfast. In case you wish to avail hotel stay on the final night of the programme kindly send prior information.

Reporting for Programme

All teachers will phone **Mr. Prabhakar Jha (+91 8743983852)** and inform him their date and time of arrival and departure. After reaching Delhi you will report at the **Headoffice of DAV College Managing Committee, which is also the programme venue.** From there you will be directed/escorted to the hotel located nearby in Pahar Gang. Dinner will be organised for all teachers who give prior information of their arrival.

Delhi experiences severe cold in December. All participants are advised to carry weather appropriate clothes and footwear along with their items of personal use such as medicines, toiletries, umbrella, torch etc. Please do not carry any valuables such as jewelry etc. Your Lunch, tea and dinner will be organized by us at the training venue.

Be prepared for an intensive **'back to school experience'** and follow our instructions to have a pleasant, productive and safe stay in Delhi.

Rashmi S Chari
Asst. Director &
Programme Coordinator