

**(Group II)**

**HR, HP, J&K, Jharkhand and MP**

**Advisory for the Participant (selected Master Trainer)**

Dear Participant

Congratulations on being selected as Mathematics Master Trainer. This is an advisory for your participation in three day Master Trainer Program (MTP) organised by DAV Centre for Academic Excellence from Dec 26 – Dec 28, 2018.

This is a 3 day residential programme. Kindly go through the following instructions

1. Since we are going to begin our sessions on 20<sup>th</sup> December at 9.00 a.m. in the morning, try to reach Delhi on 25<sup>th</sup> evening. You are free to leave after 4 pm on the third and final day (28<sup>th</sup> Dec) of training. Note that the session may continue till 4 pm on the third day also. Kindly make your reservations accordingly
2. The weather will be cold in Delhi during that period. Bring your clothes accordingly
3. Pl. bring DAV Mathematics text book of at least one class from III to V and a Pen drive also.
4. Bring Geometry box, crayons, scissors and other teaching aids which you consider required for hands on sessions.
5. Discuss with fellow colleagues who are teaching these classes and Identify Problem Areas on the basis of difficulty level of teaching that concept/question in the class and also the common and frequent mistakes made by students. Also write any solution suggested by your colleague or a creative strategy implemented successfully in the class. Bring those documents in the workshop
6. Come prepared with innovative and creative ideas you would like to share during the workshop.
7. **Pre-Workshop Assignment**

➤ **Proforma**

An online proforma is devised as Pre Workshop Proforma. The link of that proforma is <http://bit.ly/primaryPWP> . First login to your valid Gmail id and then fill up the proforma. If you don't have gmail id , create gmail id. Only then you will be able to fill it up.

- Prepare the List of topics, subtopics and related terms of **all the chapters of classes III to V** in the following format

Class V	
Chapter 1	Topic <ul style="list-style-type: none"><li>• Subtopic 1</li><li>• Subtopic 2</li></ul>
Chapter 2	Topic <ul style="list-style-type: none"><li>• Subtopic 1</li><li>• Subtopic 2</li></ul>
Chapter 3	Topic <ul style="list-style-type: none"><li>• Subtopic 1</li><li>• Subtopic 2</li></ul>

8. **Registration** – you will register on-line, on the website of DAVCAE [www.dcae.net.in](http://www.dcae.net.in) under the heading **Training**. Contact Mrs. Tanu Agarwal/ Mrs. Vanita (011-23503500, ext no. 233,302) in case you have any query regarding registration. **Kindly note that both filling of Pre Workshop Proforma and online registration are mandatory.**  
*Since there will be three groups, please go through the online instructions carefully before registration and register yourself in the right group (Check the date & state). The registration will open on 25<sup>th</sup> Nov.*
9. **Course Fee :-** a DD or multicity cheque of Rs. 3000/- drawn in favour of DAV Centre of Academic Excellence, New Delhi may either be sent by post or deposited during the programme at Delhi.
10. **Reporting for the Program :-** Kindly intimate your arrival and departure time through your principal well before time on email id [dcae.prabhakar@davcae.net.in](mailto:dcae.prabhakar@davcae.net.in) . Also All participants will call **Mr. PrabhakarJha (09211163339, 7678212698)** and inform him their date and time of arrival and departure.
11. **Logistics –** Your stay arrangement has been made at safe and hygienic hotels near the venue. That will also provide breakfast & dinner at no extra cost. The cost will not be more than Rs. 1600/per day per person. The Hotel bill will be settled by the participants at the time of check-out. You will get enough advance amounts issued from your school for payment of your hotel bill. All other workshop expenses including lunch and tea will be borne by DAVCAE.

With regards

Rajni Bala  
Programme Coordinator