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DAV Centre for Academic Excellence
DAV College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2019-20/ 40

Date: 05/07/2019

Subject: Capacity Building Program of Master Trainers in Computer Science for Primary Teachers

Training Coordinates
DAV Public Schools

Dear Sir/Madam,

It is a technological era and teaching/learning is incomplete without the proper and effective use of technology in classroom. To strengthen our ICT (Computer teachers) DAVCAE announces a three days Master Trainer Program in the month of July, 2019 for the primary school teachers.

Tentative Programme Dates

Kindly note that two master trainer programs for Primary School teachers will be organized in the month of July 2019. For working convenience and to accommodate more MTs we have created two groups. The details of States covered/included under Group I and Group II are given below:

Group I: Himachal Pradesh, J&K, Punjab, Haryana, Chandigarh, Rajasthan, Uttar Pradesh, Uttarkhand, Chattisgarh, Delhi NCR

Group II: Andhra Pradesh, Tamil Nadu, Odisha, West Bengal, Maharastra, Gujrat, Madhya Pradesh, Jharkhand, Bihar.

It may be noted that

- a) All clusters with six or less than six schools under it will send one teacher only.
- b) Clusters with more than six and upto ten schools will send two teachers.
- c) All cluster with more than ten schools will send three teachers.
Please ensure that wherever more than one teacher is nominated from a cluster then **both or all the teachers nominated should not be from the same school.**

MTP for Primary: Group I : 25th, 26th and 27th July 2019

Group II : 29th, 30th and 31st July, 2019

1. In consultation with the Cluster Head please nominate Master Trainers for Primary level from every cluster in your RTC.
 - a. The Master Trainers for Primary section should be nominated from Classes I to V
 - b. Please ensure that the master trainers nominated are properly selected, have good communication skills, are innovative, willing to learn and ready to travel. They should be in sound health.
 - c. Fill up the attached Performa and email it to us latest by 15th July, 2019.

All the Master-Trainers shall report by evening before the training commences as per detail mentioned below:

Primary : Group – I : 24th July, 2019
Group – II : 28th July, 2019

On-line Registration & Course Fee

1. Once the names, have been finalized, kindly register them on DAVCAE website www.davcae.net.in under the training link. Online registration is compulsory for all the participants.
2. The Course fee of **INR. 3000/- per participant** may be paid as Demand Draft in favor of “**DAV Centre for Academic Excellence**” may be deposited during the programme at New Delhi. Kindly note that this course fee will cover the Workshop expenses only, all other expenses of boarding and lodging will be borne by the participants.

Workshop Venue & Stay

1. The Master Trainer Programme will be held at the Multi-Purpose Hall of DAV College Managing Committee, Pahar Ganj, New Delhi.
2. The stay of the Master Trainers will be organized at safe and hygienic hotels located near the office. Approximate expenditure will be Rs. 1600/- per day. Since the boarding and lodging expenses will be directly met by the participants, the school should ensure that they carry enough amount of money with them.

For any further query with respect to stay arrangements, registration, payment etc. you may contact **Mr. Surendra Singh (GP-I), cell No. 09405163496** and **Mr. Prabhakar Jha (GP-II), cell no : 07678212698, 09211163339** or **Ms. Kshipra Verma, Education Officer, DAVCAE and Programme Coordinator** at cell no. **09250842142** or **09250553323**. You will also be receiving further details of the Master Trainer Programme along with instructions to be passed on to the Master Trainers. Kindly ensure that it is disseminated to all concerned.

Yours sincerely,



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Dr. Nisha Peshin
Director (Academics)

CC: 1. Directors Public Schools
2. All Cluster Heads

Encl: Master Trainer Profile Performa