



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

Ref. No. DAVCAE/2022-2023/ 237

Date 06/08/2022

**Training Coordinates**  
**DAV Public Schools**

**Subject: Capacity Building Program of Master Trainers in ICT (Computer) for Middle School Teachers for already trained Master Trainers**

Dear Sir/Madam,

It is a technological era and teaching/learning is incomplete without the proper and effective use of technology in the classrooms. To strengthen our ICT (Computer teachers) DAVCAE announces a 3 days Master Trainer Program in the month of August and September, 2022 for the Middle School Teachers.

**Tentative Programme Dates**

Kindly note that three master trainer programs for Middle School Teachers of Information and Communication Technology will be organized in the month of August/September, 2022. For working convenience and to accommodate more MTs we have segregated the participants into three groups. The details of states covered/included under Group I, Group II and Group III are given below:

- Group I:** J & K, Chandigarh, Haryana, Himachal Pradesh, Punjab and Rajasthan  
**Group II:** Bihar, Jharkhand, Uttar Pradesh and Uttrakhand  
**Group III:** Andhra Pradesh, Chhattisgarh, Delhi NCR, Maharashtra, Madhya Pradesh, West Bengal and Odisha

**In above mentioned programs (Group I, II and III), MTs, who attended the Capacity Building Program from year 2017 onwards should be sent.** However, if the MT who attended the earlier programme but could not perform well than that particular MT should not be detailed again. The decision be solely taken at the cluster level.

It may be noted that

- All clusters with six or less than six schools will send one teacher only.
- Clusters with more than six and upto ten schools will send two teachers.
- 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.**

Please refer to the lists attached for Group I, II & III for details of states covered under each group.

MTP for Primary :      **Group I : 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> August, 2022**  
   **Group II : 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> August, 2022**  
   **Group III : 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> September, 2022**

- In consultation with the Cluster Head please nominate Master Trainers for Middle level from every cluster in your RTC.
  - The Master Trainers for Middle section have to be nominated from **Classes VI - X.**
  - Please ensure that the master trainers nominated are carefully selected.
    - they must have good communication skills,
    - are innovative,
    - willing to learn with flexible mindset,
    - ready to travel independently,
    - in sound health.

All the Master-Trainers shall report a day prior for training as per date mentioned below:

Group – I : 23<sup>rd</sup> August, 2022  
Group – II : 27<sup>th</sup> August, 2022  
Group – III : 06<sup>th</sup> September, 2022

### Course Fee

1. A fee of **INR. 8000/- per participant** to be paid as Demand Draft in favor of “**DAV Centre for Academic Excellence**” which is to be deposited at the time of registration at New Delhi. Kindly note that this fee will cover the workshop as well as boarding and lodging expenses.

### Workshop Venue & Stay

1. The venue of the Master Trainer Programme is **Hansraj Model School, Punjabi Bagh, New Delhi.**
2. The stay of the Master Trainers will be organized at safe and hygienic hotels near DAVCMC.

For any further query with respect to stay arrangements, payment etc. you may contact **Mr. Prabhakar Jha**, who could be reached at cell no : 09211163339 or **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 information is disseminated to all concerned.

### Important :

1. It may be noted that all the participants are allowed to leave the venue only after the completion of the programme i.e. on day 3 after 5 p.m., therefore train/flight tickets must be booked accordingly.
2. Participants are requested not to bring any family members as it causes unnecessary Administrative and Financial burden on DAVCMC, more so it is a residential programme wherein participants are expected to complete the previous day assignments/work, with complete dedication and sincerely. Hence, please select MT who is willing and can travel on his/her own.
3. Please ensure that Master Trainers selected are in sound health and fit to travel, also they may be requested to provide an emergency contact number and name at the time of registration who should be always available and contacted in case of any medical emergency.

Thank you very much for the support and co-operation, DAVCAE garners from all its Regional Centres.

Yours sincerely,



8/8/2022 11:40:45  
5bbdb5d8-7861-50cf-4f01-a3883b79c209

Dr. Nisha Peshin  
Director (Academics)

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

Encl: List of Participants