



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

Ref. No. DAVCAE/2022-2023/ 165

Date 28/06/2022

Training Coordinates
DAV Public Schools

Subject: Capacity Building Program of Master Trainers in ICT (Computer) for Primary Teachers
for already existing 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 July, 2022 for the Primary School Teachers.

Tentative Programme Dates

Kindly note that three master trainer programs for Primary School teachers of Information and Communication Technology will be organized in the month of July, 2022. For working convenience and to accommodate more MTs we have created 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, Uttarakhand and Uttar Pradesh

Group III: Andhra Pradesh, Chhattisgarh, Delhi NCR, Maharashtra, Madhya Pradesh, West Bengal and Odisha

In all the programs (group I, II and III), all the MTs, who attended the Capacity building program from year 2017 onwards should be sent. However, if the MT sent earlier, is unable to perform as desired, then only, that MT should not be sent. This decision is solely to be taken at the cluster level.

It may be noted that

- All clusters with six or less than six schools under it will send one teacher only.
- Clusters with more than six and upto ten schools under it 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 also refer to the lists attached for group I, II & III.

MTP for Primary : **Group I** : 11th, 12th and 13th July, 2022
Group II : 14th, 15th and 16th July, 2022
Group III : 18th, 19th and 20th July, 2022

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 have to be nominated from **Classes III - V**.
 - b. Please ensure that the master trainers nominated are carefully selected.
 - a. they must have good communication skills,
 - b. are innovative,
 - c. willing to learn with flexible mindset,
 - d. ready to travel,
 - e. in sound health.

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

Group – I : 10th July, 2022

Group – II : 13th July, 2022

Group – III : 17th July, 2022

Course Fee

1. The Total fee of **INR. 8000/- 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 fee will cover the workshop as well as boarding and lodging expenses.

Workshop Venue & Stay

1. The venue of the Master Trainer Programme is **DAV Centenary Public School, Paschim Enclave, New Delhi**.
2. The stay of the Master Trainers will be organized at safe and hygienic hotels located near the School.

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 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: List of Participants