



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

Ref. No. DAVCAE/2017-18/ 651

Date: 02.02.2018

For Training Coordinator and Cluster Heads of Delhi and NCR

**Mrs Sneh Verma, Mrs Anita Wadhera, Mrs Chitra Nakra, Mrs Premlata Garg, Ms
Aparna Earry, Mr Bimal Kumar Das and Mrs I. P. Bhatia**

Dear Madam/Sir

DAV Centre for Academic Excellence, DAVCMC, is going to organize a need based 2 Day Orientation Programme on Reinforcement of Curriculum and Evaluation Processes at Pre-Primary and Early Primary Level, for Master Trainers of EEDP of Delhi and NCR, on February 12 & 13, 2018, at the Auditorium of DAV College Managing Committee New Delhi.

The orientation programme aims to review and reinforce the current teaching learning processes, evaluation tools & techniques of pre-primary and early primary classes.

In the light of the above, you are requested to send us the following information latest by February 5, 2018.

1. Queries of master trainers and teachers of EEDP (Kindly mention the class, textbook and page number of the textbooks etc.)
2. Suggestions for the update of EEDP Curriculum Guidelines, Textbooks and Evaluation and Reporting Guidelines.
3. Details of two cases from each **Cluster** for Anecdotal Record.
4. One is about the strengths of children who do/show something worth noticing, unusual exceptional and extraordinary during their stay in the school etc.
5. Another case is about the behavioral problems like children being shy, withdrawn, overprotective, hyperactive, quiet etc. Other problems like throwing temper-tantrum, stammering, stealing and bullying etc.

Kindly, send the details of these two kinds of cases (along with the actions taken by the schools, if possible) to our office email id dcae.training1@davcmc.net.in

Timings for the programme will be from 9.30 a.m. to 5.00 p.m. on day 1 & 10.00 a.m. to 5.00 p.m. on day 2.



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Target Group

The Master Trainers of LKG, UKG, Class & Class-II, who are imparting training to their fellow colleagues at the Clusters of Delhi and NCR, will attend this 2 day orientation programme.

Kindly, inform the participating master trainers to carry the following material for ready reference during the sessions.

1. a copy of Curriculum Guidelines of their respective classes
2. A blank copy of Checklist of Unit-III of their own classes
3. A blank copy of the Cumulative Card of Unit-III of their own classes
4. A copy the revised Assessment-key recently sent by DAVCAE (please bring original Assessment- key also)
5. A copy of the proposed format of Anecdotal Record recently sent by DAV CAE

Course Fee:

The Course-fee for this 2-day Programme is INR 1000/-(one thousand) only, per participant. The teachers should deposit a multicurrency cheque / DD drawn in favour of DAV Centre for Academic Excellence, payable at Delhi, at the time of registration in Delhi.

Online registration is mandatory for participation in the programme. The delegates are required to make online registration on our website www.davcae.net.in under the training tab/link. Please check the announcement of the Programme by February 5, 2108, on our website.

Looking forward to receiving enthusiastic response from your end in our training endeavours.

With regards,

Yours sincerely,

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Dr. Nisha Peshin
(Director- Academics)
DAV CMC