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

Ref.No. DAVCAE/2016-17/223

Date: 07.12.2016

Dear Training Coordinators and Cluster Heads

We are writing to inform you that the DAV Centre for Academic Excellence has planned a series of 3 - Day **Capacity Building Programmes for Master Trainers in English** at primary level for Regional Training Centres. The Centre for Excellence will conduct these programmes in January and February 2017.

Background

Improving communication skills of DAV learners has been the main concern of DAV College Managing Committee (DAVCMC). DAV CMC has been endeavoring through planned efforts, innovations and initiatives to improve the quality of teaching-learning processes in DAV Schools in order to develop the language proficiency of both the teachers and the learners.

DAVCMC has developed language curriculum, textbooks and instructional materials from standards LKG to VIII, in accordance with the objectives of NCERT and principles of scientific approaches to teach English. According to the modern studies on language, knowledge of grammar and vocabulary is not enough to be an effective speaker of English in real world. It is essential to teach how to use language, how to use words and structures to do the things we want to do, whether it is to persuade a friend to do something, to describe a product to a group of people, or whatever.

DAV Textbooks follow communicative approach to develop language competence of the learners. The themes and topics selected for textbooks are contemporary and interest the learners. These themes are like on nature, sports, adventure, fantasy, travel, human relationships, cultural values, e-generation and environmental issues etc, which stimulate genuine curiosity in the learners and they get sufficient opportunities for discussions, presentations, group and individual work. English practice books promote functional grammar to help students learn the correct usage of grammar in context.

Since 2014, DAV Centre for Academic Excellence has been conducting capacity-building programmes for Master Trainers in various subjects at middle and secondary levels. Now the Centre has planned Master Trainer Programmes in English at primary level.

Following are the objectives of these 3-day capacity building Programmes for Master Trainers in English at Primary Level.

- to sensitise the Master Trainers towards their roles and responsibilities at Regional Training Centres,
- to enrich them with appropriate strategies, games and activities to enhance all the four skills, of listening, speaking reading and writing,
- to provide them with the insights into the taxonomy and various aspects of designing a lesson- plan,
- to know the various strategies to teach spellings,
- to hone their knowledge and skills of phonetics,
- to enhance their knowledge and skills of functional grammar.

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Participation

Training Coordinators and Cluster Heads of Regional Training Centres are requested to nominate 2 (two) best teachers who are teaching English at primary level. **The criteria for the selection of teachers for English Master Trainers are as follow.**

In case, you feel that no primary English teacher of your schools meets the following criteria, you may nominate English teacher who is teaching middle/secondary classes. Kindly, provide the required information in the attached Registration Form at the earliest.

1. Good communication skills,
2. Good grasp of communicative approach to teach English,
3. Commitment to students,
4. Clear vision for training intervention,
5. Enthusiasm for teaching and learning,
6. Good health,
7. Willingness to devote extra time for learning new things and giving training,
8. Good IT skills,
9. Empathetic attitude,

Training Clusters Date, Venue & Timing

Below are the details of training clusters, dates and venues for 3-day Capacity Building Programmes.

➤ **Venue:** Auditorium, DAV College Managing Committee New Delhi

s.n.	Training Clusters /Clusters	Dates
1	1. Haryana & CHN - 08 2. Punjab - 07 3. UP &Uttaranchal - 04 4. Chattisgarh - 02 5. Rajasthan - 03 Total - 24	January 19, 20 and 21, 2017. Days Thursday, Friday & Saturday
2	1. Bihar - 10 2. Jharkhand - 08 3. Maharashtra - 02 4. NCR - 04 Total - 24	February 9, 10 and 11, 2017 Days Thursday, Friday & Saturday
3	1. Andhra Pradesh - 04 2. Delhi - 03 3. Odisha - 06 4. Himachal Pradesh - 06 5. West Bengal - 02 6. Madhya Pradesh - 02 7. J &K - 01	February 16, 17 and 18, 2017 Days Thursday, Friday & Saturday

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	Total -	- 24	
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Timing for the programmes will be from 9 a.m. to 5.30 p.m. on Day 1 & 2, and 09 a.m. to 4.00 p.m. on Day 3. Delegates can book their return tickets according to the above schedule. Please note, punctuality, complete attendance and active participation by the participants are mandatory in the Programmes.

Course Fee:

The Course-fee for this 3-day **Master Trainers Programme in English** is Rs. 3000/- (three thousand) only, per participant. The teachers should deposit a multicity cheque / DD drawn in favour of DAV Centre for Academic Excellence, payable at Delhi, at the time of registration in Delhi.

Accommodation:

Accommodation at DAV Guest House is available for **08 (eight)** participants only. The Centre will also arrange safe & economically viable hotels in the close vicinity of DAVCMC for the participants. Please note, the expenses on stay arrangement at the hotel shall be borne by the Schools. Please ask the delegates to carry desired woollens to brave the cold weather in Delhi.

Advisory for Teachers

Kindly tell the nominated teachers to carry their **pen drive** of at least 8 GB for taking soft copy of training module etc. They should also carry laptop and personal copies of the textbooks they are teaching to the classes. These textbooks are **My English Reader & English Practice Book**. Two teachers from the same school can share the laptop.

Please ask the nominated teachers to collect and send the queries of English teachers of primary classes and common errors students make in English in the following format, to our email id dcae.training1@davcmc.net.in.

Textual Queries and Common Errors by students for Master Trainer Programmes in English at Primary Level

School _____

Principal _____ Mobile No. _____

s.n	Text book	Class –III	Class –IV	Class V
1	My English Reader	Text..... Page no.....	Text..... Page no.....	Text..... Page no.....
2	English Practice Book	Text..... Page no.....	Text..... Page no.....	Text..... Page no.....
3	Common Errors	List	List	List

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Resource Team:

Subject-experts from University of Delhi and Education Officers at DAV CMC will conduct the different training sessions.

On line Registration:

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 course in the 2nd week of December 2016 on our website.

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Dr. Nisha Peshin
(Director- DAVCAE)
DAV CMC

Encl: Registration Form

CC to – All the Training Coordinators & Cluster Heads