



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

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Ref. No. DAVCAE/2019-20/ 298

Date: 07.10.2019

**Warm Greetings from DAVCAE, DAVCMC.**

**All the Regional Officers/Asst. Regional Officers/Training Coordinators ; Cluster Heads & Principals**

**Sub:** Announcement of Capacity Building Programmes for Master Trainers of Early Education Development Programme(EEDP) from November 2019 to February 2020.

Dear Ma'am/Sir

This is to inform you that DAV Center for Academic Excellence, DAVCMC is organising capacity building programmes for Master Trainers of Early Education Development Programme (EEDP) from November 2019 to February 2020.

Main objective of designing Master Trainer Programmes is to equip master trainers with training skills and provide informed inputs to enable them to design and conduct learner-based capacity building programmes for teachers at their end/clusters.

For these programmes training needs of master trainers of LKG, UKG, standard 1 & 2 were e-identified from Clusters pan India. Received needs were analysed and the concerns and issues arrived at are as given below

**LKG and UKG**

1. **Methodology** - Clarity required on Activity Based Approach and its relevance for all round development of children. What is Integrate approach to teaching?
2. Art of story-telling and puppetry (Hand puppets family, animals, birds).
3. **Curriculum Guidelines**: Guidance to teachers for the use of Curriculum Guidelines. Should teachers should go by the Practice Book or Curriculum Guidelines?
4. **Cognitive Skills** - Difference between sorting and classification.
5. **Language Skills** - Phonic approach to teaching reading consonant vowel consonant (CVC), sound blends, correct pronunciation & confusion between Hindi and English sounds etc.
6. Effective recitation of Hindi Consonant sounds. Why do we start with vyanjan instead of Swara? Why compound letters are excluded from Hindi Varnmala.
7. How to make them write properly between two lines and teach them slight difference among these vyanjans (य, थ) (म, भ) (स, श, ष) ?
8. Strategies to develop listening & speaking skills of children.



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9. **Pre-writing skills:** Easy ways to improve fine motor skills, to teach patterns, formation and joining of small letters of alphabet. Why to begin writing with lower case letters instead of upper case ones?
10. **Writing skills** - Why to move from cursive to print writing? How to improve writing skills of kids and motivate some students who are not ready to write anything in the classroom?
11. Effective strategies to teach the use of is, has, was and were.
12. **Evaluation** - How to use Assessment key, maintain Anecdotal Record and fill checklist for the one Observation Column?
13. **Social & Emotional Development** - Effective strategies to deal with various behavioural issues, learning disabilities and mental health issues in the class.
14. **Health & Hygiene**- Activities to inculcate etiquettes and manners; habit formation, sense of responsibility and belonging. Some students remain quite in the classroom.
15. **Community** - Effective ways to deal with parents who still believe in conventional teaching and also the ones who pamper their child more and blame the school system.

**Standard 1 & 2**

1. **Methodology** - All class activities cannot be done according to syllabus in class II. It is not possible to do all classroom activities due to lengthy syllabus.
2. Should teachers go by the Practice Books or Curriculum Guidelines?
3. Art integrated activities in English. Preparation of low cost teaching aids.
4. How to manage inclusive classroom?
5. **Mathematical Concepts**- Easy ways to teach addition and subtraction with & without number line. Subtraction of three digits numbers with borrows.
6. Arrangement of Ascending and Descending order/ Increasing and decreasing order and backward counting. Fraction in Mathematics
7. How to describe the faces of shapes? How to introduce the concept of 2D & 3D shapes.
8. Sunday is the first day of the week or Monday is the first day of the week. According to international standard ISO Monday is the first day of the week.
9. How to teach multiplication of 2 digit number with 1 digit number without using multiplication table? There is a big confusion between the multiplication pattern written in the book and the multiplication table.
10. Weight and Capacity - Judgments of weights in kg and gms.
11. Correct way of writing numeric value of money must be added. It will help the child to learn the correct method of writing.

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12. **Environmental Studies** - There is a lot of confusion between different types of (i) herbs and shrubs (ii) climbers and creepers as different sources have given different examples.
13. Plants- Herbs- Grass creeper. Plant products - Plants which kids have not seen
14. Appropriate pictures must be added to differentiate between herbs etc.
15. Types of houses and water condensation. How to make it activity based?

**Language Development**

1. **Listening & Speaking Skills-**
2. Developing oral proficiency, voice modulation, accurate use of phonetics in class. Confusion in 'CH' and 'SS' words in English.
3. Implementation of art of storytelling that involves the activities like dramatization, mask making, role playing, etc.
4. How to introduce framing sentences?
5. **Reading Skills**
6. How to develop reading habits?
7. Correct ways to teach Matrayen and more activities for Hindi. Confused letters of Hindi (य, थ) ( म, भस) ( श, ष)
8. **Writing Skills**
9. How to develop the art of creative writing in kids? Paragraph writing and conversation should be included in English.
10. **Teaching Integrated Grammar**
11. How to teach concept of is/am/are/has/have/ was/were through activity?
12. Activities and games on teaching grammar - prepositions, pronouns and tenses.
13. **Teaching Computer**
14. It is difficult for children to understand about computer. Practical work difficult for them.
15. **Social and Emotional Development** - Handling of differently abled/mentally challenged students along with other students of the class.

In view of the magnitude of varied needs received from Clusters, DAVCAE decided to address the training needs of pre-primary and early primary master trainers separately.

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Total eight programmes are planned for both the groups, 4 for each group. Details of these programmes are given below.

s n	Level	Dates	States & Clusters	Number of Ppts & Target Group
1	Pre-primary (LKG & UKG)	25 - 27 Nov 2019	<b>Group-1- AP/Telangana</b> - Kukatpalli ;Vishnupur; Vijayawada ; Vishakhapatnam; Hyderabad. <b>Bihar</b> -Punaichak Patna; Khagaul Patna; Kankarbagh Patna; Begusarai. <b>Delhi &amp; NCR</b> - Pitampura; Paschim Enclave; Sreshtha Vihar; Gurgaon; Faridabad; Ghaziabad; Chandigarh; Surajpur; Panchkula	<b>54</b> LKG & UKG master trainers & EEDP In-charge from each Cluster.
2	Pre-primary (LKG & UKG)	09 - 11 Dec 2019	<b>Group-II HP</b> -Shimla ; Rampur <b>JH</b> -Singhbhum ;Ranchi ; <b>MH</b> - Mumbai <b>Odisha</b> - Bhubneshwar; Balasore; Paradeep; Angul; Rourkela. <b>Punjab</b> - Amritsar; Jalandhar; Ludhiana <b>RJ</b> -Jaipur; Kota <b>UP</b> - Meerut; Babrala <b>WB</b> -Burdwan; Haldia	<b>57</b> LKG & UKG master trainers & EEDP In-charge from each Cluster.
3	Pre-primary (LKG & UKG)	19 - 21 Dec 2019	<b>Group-III-Bihar</b> - Gaya; Bihar-Sharif; Muzaffarpur; Motihari; Samastipur; Siwan; Buxar <b>CG</b> - Durg; Bilaspur <b>HR</b> - Ismailabad (Kuruksheetra) ; Cheeka Karnal; Ambala; Panipat; Hissar; Bhadurgarh; Fatehabad <b>MP</b> - Sidhi ; Katni	<b>54</b> LKG & UKG master trainers & EEDP In-charge from each Cluster.
4	Pre-primary (LKG & UKG)	02 - 04 Jan 2020	<b>Group-IV-HP</b> - Alampur; Chamba; Ghumarwin, Chopal ; Ambota, <b>Jammu</b> - Jammu <b>JH</b> - Jamadoba ;Bokaro; Ghatotand Ramgarh ; Jamshedpur; Deogarh; Ramgarh; Hehal <b>Gujarat</b> - Gujarat <b>Punjab</b> - Jalalabad ; Bhatinda ; Patiala ; <b>UP</b> - Sonebhadra ; Haridwar	<b>57</b> LKG & UKG master trainers & EEDP In-charge from each Cluster.
5	Early- primary <u>Standard 1 &amp; 2</u>	16 - 18 Jan 2020	<b>Group-1- AP/Telangana</b> - Kukatpalli ;Vishnupur; Vijayawada ; Vishakhapatnam; Hyderabad. <b>Bihar</b> -Punaichak Patna; Khagaul Patna; Kankarbagh Patna; Begusarai. <b>Delhi &amp; NCR</b> - Pitampura; Paschim Enclave; Sreshtha Vihar; Gurgaon; Faridabad; Ghaziabad; Chandigarh; Surajpur; Panchkula	<b>54</b> Class (s) 1 & 2 master trainers & EEDP In-charge from each Cluster.
6	Early - primary <u>Standard 1 &amp; 2</u>	30 - 01 Feb 2020	<b>Group-II HP</b> -Shimla ; Rampur <b>JH</b> -Singhbhum( <b>JH</b> );Ranchi; <b>MH</b> - Mumbai <b>Odisha</b> - Bhubneshwar; Balasore; Paradeep; Angul; Rourkela. <b>Punjab</b> - Amritsar; Jalandhar; Ludhiana <b>RJ</b> -Jaipur; Kota <b>UP</b> - Meerut; Babrala <b>WB</b> -Burdwan; Haldia	<b>54</b> Class (s) 1 & 2 master trainers & EEDP In-charge from each Cluster.



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7	Early - primary <u>Standar</u> <u>d 1 &amp; 2</u>	13 - 15 Feb 2020	<b>Group-III-Bihar-</b> Gaya; Bihar-Sharif; Muzaffarpur; Motihari; Samastipur; Buxar; Siwan <b>CG</b> - Durg; Bilaspur <b>HR-</b> Ismailabad (Kuruksheetra); Cheeka Karnal; Ambala; Panipat; Hissar; Bhadurgarh; Fatehabad <b>MP-</b> Sidhi; Katni	<b>54</b> Class (s) 1 & 2 master trainers & EEDP In-charge from each Cluster.
8	Early - primary <u>Standar</u> <u>d 1 &amp; 2</u>	27 - 29 Feb 2020	<b>Group-IV HP</b> - Alampur; Chamba; Ghumarwin; Chopal ; Ambota <b>Jammu</b> - Jammu <b>JH</b> - Jamadoba ; Bokaro; Ghatotand Ramgarh ; Jamshedpur; Deogarh; Ramgarh; Hehal. <b>Gujarat</b> - Gujarat <b>Punjab</b> - Jalalabad ; Bhatinda ; Patiala ; <b>UP</b> - Sonbhadra ; Haridwar	<b>57</b> Class (s) 1 & 2 master trainers & EEDP In-charge from each Cluster.

Please send best Master Trainers one of LKG; one of UKG; one of Class 1 and one of class 2 as per the details given above. It is mandatory for In-charge(s) of EEDP Unit of each Cluster to attend both the groups.

Kindly, ask the master trainers to carry the following items to the workshop

1. Personal copy of the textbooks
2. Curriculum Guidelines
3. Checklist of First Term ( one blank and one filled)
4. Weekly planner ( One blank and one filled)
5. Pen-drive

**Timing:** Programmed(s) will begin at 10.00 a.m. sharp each day and end at 5.00 p.m. on day 1 and day 2. Last day programmed will end at 4.00 p.m.

**Course Fee** - Course fee for 3 days programmed(s) is INR 3000/- (three thousand) only, per person. Please submit a multicurrency cheque/DD of required amount drawn in favour of DAV Centre for Academic Excellence payable at Delhi at the time of registration in Delhi.

Expenses on Accommodation will be INR 1600/- per person, per day inclusive of bed-tea, breakfast and dinner. It will be borne by the schools. So, master trainers should be given required cash to make payment at the time of check out.

Tel.no. 011-23503500  
Extn. 308



Website; [www.davcae.net.in](http://www.davcae.net.in)  
E-mail: [dcae.training1@davcmc.net.in](mailto:dcae.training1@davcmc.net.in)

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Make online registration on DAVCAE website [www.davcae.net.in](http://www.davcae.net.in) in the first week of November 2019. For any further query, please contact Mrs. Inder Mani Jain, Programme Coordinator on ext. no. 308 and mobile number 9873121119. For accommodation query, please contact Mr Prabhakar Jha on 07678212698, 9211163339.

Looking forward to meeting you all during the capacity building programmes.

With kind regards,

Yours sincerely,

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Dr. Nisha Peshin  
(Director- CAE)  
DAV CMC