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

Ref. No. DAVCAE/2018-19/ 1045

Date 12/09/2018

Training Coordinates
DAV Public Schools

Subject: Capacity Building Program of Master Trainers in ICT (Computer) for Middle Classes

Dear Sir/Madam,

It is a technological era and teaching/learning is incomplete without the proper and effective use of technology in classroom. To strengthen our ICT (Computer teachers) DAVCAE announces a 3 days Master Trainer Program in the month of October, 2018 for the middle school teachers.

Tentative Programme Dates

Kindly note that two master trainer programs for Middle School teachers of Information and Communication Technology will be organized in the month of October, 2018. For working convenience and to accommodate more MTs we have created two groups.

In first program (group I), all MTs who attended the Capacity building program in 2017, should be sent. However, if the MT sent earlier, is unable to perform and need to be replaced, then, that MT should not be sent. This decision is solely to be taken at the cluster level.

In group II (second group), all new MTs should be sent, for group II please identify the new MTs and register them. Thus, second group may have MTs from new cluster which were added recently or from a bigger cluster that wish to add more MTs.

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.

Group I : 4th, 5th and 6th October, 2018
Group II : 29th, 30th and 31st October, 2018

1. In consultation with the Cluster Head please nominate Master Trainers for Middle level from every cluster in your RTC.
 - a. The Master Trainers for Middle section have to be nominated from Classes VI - X.
 - b. Please ensure that the master trainers nominated are properly selected, have good communication skills, are innovative, willing to learn and ready to travel. They should be in sound health.
 - c. Fill up the attached Performa and email it to us latest by 30th September, 2018.

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

Group – I : 3rd October, 2018
Group – II : 28th October, 2018

On-line Registration & Course Fee

1. Once the names, have been finalized, kindly register them on DAVCAE website www.davcae.net.in under the training link. Online registration is compulsory for all the participants.
2. The Course fee of **INR. 3000/- 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 course fee will cover the Workshop expenses only, all other expenses of boarding and lodging will be borne by the participants.

Workshop Venue & Stay

1. The Master Trainer Programme will be held at the Multi-Purpose Hall of **DAV College Managing Committee, Pahar Ganj, New Delhi.**
2. The stay of the Master Trainers will be organized at safe and hygienic hotels located near DAVCMC. Approximate expenditure will be Rs. 1600/- per day. Since the boarding and lodging expenses will be directly met by the participants, the school should ensure that they carry enough amount of money with them.

For any further query with respect to stay arrangements, registration, payment etc. you may contact **Mr. Vikram Bhalla, DAVCAE** who could be reached at cell no :07838493838 or **Dr. 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: Master Trainer Profile Performa