

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

Ref. No. DAVCAE/2015-16/

Date: 21/10/2016

Subject : Social Science Master Trainer Programmes

Training Coordinators
DAV Public Schools

Dear Sir/Madam

DAVCAE organizes **Master Trainer Programme** with the objective of creating an in-house cadre of teacher trainers for all subjects. Last year in 2015 the first batch of Master Trainers were identified from 37 RTCs (Regional Training Centers) and trained. This year in order to enhance effectiveness of training the RTCs have been further broken down into smaller clusters, in total 71. Therefore some new teachers will be added to this group of Master Trainers.

Tentative Programme Dates

Kindly note that Two Master Trainer Programme(s) for Social Science (Primary & Secondary level) will be organized in the November and December 2016.

MTP for Primary: November- 29-December 1, 2016
MTP for Secondary: December- 06-08, 2016

Action Points for RD/ARDs

1. Attached Please find the Cluster-wise list of Master Trainers. You will notice that some clusters do not have any Master Trainer. In consultation with the Cluster Head please nominate two Master Trainers - one each for Primary and Secondary level, from every cluster in your RTC.
 - a. For Primary Master Trainers have to be nominated from Classes III-VII
 - b. For Secondary Master Trainers have to be nominated from classes VIII-X.
 - c. Fill Up the attached Performa for Master Trainer Profile and mail it to us by October 30, 2016.
2. Please assess the performance of the Master Trainers based on the training assignments undertaken by them. Re-nominate only those who have been working sincerely and effectively.
3. **NEWLY NOMINATED MASTER TRAINERS:** The newly nominated teachers shall attend Master Trainer Programme for one EXTRA day before the beginning of the programme. During this day the participants will be given the basic skills training in designing training modules, delivering training and lesson-planning that was undertaken last year in the same programme.

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Thus the **Newly Nominated Master Trainers** shall report on the evening before of:

Primary: November 28, 2016

Secondary: December 05, 2016

On-line Registration & Course Fee

1. After the names have been finalized kindly register them on the DAVCAE website.
2. The Course fee of Rs. 3000/- may please be paid either through internet banking or deposited during the course at New Delhi in the form of a Multicity cheque or Demand Draft payable at New Delhi. Only the workshop expenses will be covered by the Course Fee.

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 at a walking distance from DAVCMC. Approximate expenditure will be Rs1000/- per day. Since the boarding expenses (stay +dinner) will be directly met by the participants, the school should ensure that they carry this amount with them.

Enclosed please find the Working Paper giving all the vital details of the Programme. **Mrs. Rashmi S Chari, Asst. Director DAVCAE and Programme Coordinator** will also be sending you further details of the MT Programme along with instructions to be passed on to the Master Trainers. Kindly ensure that it is done without fail.

Yours Sincerely

Dr. Nisha Peshin
Director, DAVCAE
DAVCMC.

CC: 1.Directors Public Schools
2. All Cluster Heads

Encl: Working Paper
Master Trainer Profile Performa