

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

Ref. No. DAVCAE/2017-18/ 660

Date: 15.02.2018

For all the Cluster Heads of Regional Training Centres

Dear Madam/Sir

Functioning under the mode of decentralisation of training, DAVCAE has already created **Cadres** of Master Trainers of main subjects at pre-primary, primary, middle and secondary levels for **RTCs/Clusters** to enable them to conduct capacity-building programmes for teachers independently.

Now, we are writing to inform you that DAV Centre for Academic Excellence will conduct **Capacity Building Programmes for Master Trainers of English** at Senior Secondary Level in March 2018. The details of these programmes are given below.

Dates; Venue & RTCs/Clusters

Group-1

- 1. Dates** - March 22 -24, 2018
- 2. Venue** – Auditorium, DAV College Managing Committee, New Delhi
- 3. Number of Expected Participants** – 40 (forty)
- 4. RTCs (No. of Clusters)** - Delhi, NCR & Chandigarh (07); Haryana (12); Himachal Pradesh (06) J& K (01); Punjab (07); Rajasthan (03); UP & UK (04)

Group-II

- 1. Dates** - March 29 -31, 2018
- 2. Venue** – Auditorium, DAV College Managing Committee, New Delhi
- 3. Number of Expected Participants** – **38** (thirty eight)
- 4. RTCs (No. of Clusters)** - Telangana & AP (05); Bihar (10); CG & MP (04); Jharkhand (09); MH & GJ (02); Odisha (06) West Bengal (02)

Kindly, select one best PGT English from your cluster schools through proper procedure, and send the name to us in the Registration Form enclosed to the email-id dcae.training1@davcmc.net.in. However, the criteria for the final selection of PGT English for Master Trainers Programmes in English is provided below for your ready reference.

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

9. Good IT skills,
10. Empathetic attitude,

Kindly, ask the nominated teachers to carry a pen-drive and personal copy of textbooks to the programme. Please intimate the nominated teachers to **send their textual queries** to the email id dcae.training1@davcmc.net.in

Course Fee:

The Course-fee for this 3-day training programme is Rs. 3000/-(three thousand) only, per participant. A multicurrency cheque/DD drawn in favour of DAV Centre for Academic Excellence, payable at Delhi, should be submitted at the time of Registration in Delhi.

Online registration is mandatory for participants 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 after 16th of February 2018. **For any queries related to online registration kindly contact Mrs Tanu Agarwal on Ext. no 233 through landline no, 011- 23503500.**

Accommodation:

Accommodation at DAV Guest House is available for **06 (six)** persons only. Stay for the participants will also be arranged at safe and hygienic hotels in the vicinity of DAVCMC. Approximate expenditure for accommodation at hotel will be INR 1000/- per day.

Please note, the participants shall directly meet the expenses on stay at the hotel (stay & dinner). Hence, the school should ensure that the teachers carry required amount of money with them. **For any queries related to stay accommodation during the programmes, please contact Mr Prabhakar Jha on mobile no 07678212698.**

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

Yours sincerely,



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(Director)

(DAVCAE, DAV CMC)

Encl: Registration Form

- Cc to - 1) All the Training Coordinators to ensure the compliance of the Letter
2) All the Principals to send names of their best PGT English to Cluster Heads for the final selection of deserving teachers.

DAV Center for Academic Excellence, DAV College Managing Committee

Registration Form

Capacity Building Programme for Master Trainers of English at Senior Secondary Level

Kindly Tick the Relevant Group:

- 1. Group-I- March 22-24, 2018**
- 2. Group-II- March 29-31, 2018**

Kindly send the following information about the teacher nominated, to our email ID dcae.training1@davcmc.net.

1. Training Coordinator _____
2. Cluster Head with School Address _____
Mobile No _____
3. Name of the School of Teacher Nominated

4. Principal of the School _____ M _____
5. Name of Teacher & Designation _____ (M) _____
6. Classes Teaching _____
7. Qualifications _____
8. Teaching Experience _____
9. Training Programmes Attended/ Conducted _____
10. Knowledge of Computer & Smart Phone
 - a. MS Word Yes / No
 - b. Power point Yes / No
 - c. Internet Yes/ No
 - d. What's app Yes /No
- 10 Any other _____