

(Group 2) (HR, OR, CG, RJ, MH, GJ, UK)

Advisory for the Participant (selected Master Trainer)

Dear Participant

Congratulations on being selected as Mathematics Master Trainer. This is an advisory for your participation in three day Master Trainer Program (MTP) organised by DAV Centre for Academic Excellence from May 20 – 22, 2019.

This is a 3 day residential programme. Kindly go through the following instructions

1. Since we are going to begin our sessions on 20th May at 9.00 a.m. in the morning, try to reach Delhi on 19th evening. You are free to leave after 3 pm on the third and final day (22nd May) of training. Note that the session may continue till 2 pm on the third day also. Kindly make your reservations accordingly
2. The weather will be Very Hot in Delhi during that period. Bring your clothes accordingly
3. Pl. bring DAV Mathematics text book of at least one class from VI to VIII and a Pen drive also.
4. Discuss with fellow colleagues who are teaching these classes and Identify Problem Areas on the basis of difficulty level of teaching that concept/question in the class and also the common and frequent mistakes made by students.
5. Come prepared with innovative and creative ideas you would like to share during the workshop.
6. **Generate g-mail id** If you don't have Gmail id, generate it. Only then we will be able to share all modules with you on the Google drive.
7. **Registration** – you will register on-line, on the website of DAVCAE www.davcae.net.in under the heading **Training**. Contact Ms. Tanu Agarwal/ Ms. Vanita (01123503500, ext no. 233,302) in case you have any query regarding registration. **Kindly note that filling of online registration is mandatory.**
Since there will be two groups, please go through the online instructions carefully before registration and register yourself in the right group (Group 2). The registration will open on 27th April for both groups.
8. **Course Fee :-** a DD or multicity cheque of Rs. 3000/- drawn in favour of DAV Centre of Academic Excellence, New Delhi may either be sent by post or deposited during the programme at Delhi.
9. **Reporting for the Program :-** Kindly intimate your arrival and departure time through your principal well before time on email id dcae.prabhakar@davcae.net.in . Also All participants will call **Mr. PrabhakarJha (09211163339, 7678212698)** and inform him their date and time of arrival and departure.
10. **Logistics –** Your stay arrangement has been made at safe and hygienic hotels near the venue. That will also provide breakfast & dinner at no extra cost. The cost will not be more than Rs. 1600/per day per person. The Hotel bill will be settled by the participants at the time of check-out. You will get enough advance amounts issued from your school for payment of your hotel bill. All other workshop expenses including lunch and tea will be borne by DAVCAE.

With regards

Rajni Bala
Programme Coordinator