



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

Ref. No. DAVCAE/2019-20/ 025

Date: 16.04.2019

Warm Greetings from DAVCAE, DAVCMC.

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

**Sub:** Next Level Capacity Building Programmes for Master Trainers of English at Primary, Middle, Secondary & Senior Secondary Levels from May to August 2019.

Dear Ma'am/Sir

This is to inform you that DAVCAE, DAVCMC is organising Next Level Capacity Building Programmes for Master Trainers of English (CBPMTE) at Primary, Middle, Secondary & Senior Secondary Levels from May to August 2019.

Training Needs of Master Trainers of primary, middle, secondary and senior secondary levels were e-identified from Training Coordinators and Cluster Heads in March 2019. Identified needs were compiled, and, analyzed and following issues were derived for the workshop at all the levels.

- 1) Conceptual clarity & interactive methodology for teaching integrated grammar.
- 2) Enrichment and Assessment of Listening and Speaking skills.
- 3) Improvement of writing and Advanced Writing skills.
- 4) Effective use of Textbooks and Textual Queries.
- 5) Revised syllabus and scheme of examinations.
- 6) Effective Use of ICT and e-lesson plan
- 7) Effective Classroom Management Strategies

Main objective of these programmes is to provide informed inputs to the participants in the above areas to enable them to become effective master trainers and teachers as well.

Total eleven programmes are planned for all the levels. Three each at primary, middle and secondary levels & two at senior secondary Level.

Details of these programmes are given below.

sn	Level	Dates	States & Number of Participants
1	Senior Secondary	20 - 22 May 2019	Group-1-AP &Telangana; CHN; Delhi; NCR; Haryana; HP; Jammu & Kashmir; Odisha; UP & Uttrakhand, Exp. Number of participants- 38
2	Senior Secondary	23 - 25 May 2019	Group-II- Bihar ; Chhattisgarh; Jharkhand; Maharashtra; Gujarat; Madhya Pradesh; Punjab Rajasthan & West Bengal Exp number of participants - 40

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3	Secondary	27 - 29 May 2019	Group-1-Bihar; Chhattisgarh; Punjab; Rajasthan; UP & Uttrakhand. Exp number of participants-59
4	Secondary	10 - 12 June 2019	Group - 11- Haryana; Himachal Pradesh; Jammu & Kashmir; Jharkhand Exp number of participants- 48
5	Secondary	17-19 June 2019	Group-111- AP & Telangana; Chandigarh; Delhi & NCR; MH & Gujarat; Madhya Pradesh; Odisha & West Bengal Exp number of participants - 47
6	Middle	20-22 June 2019	Group-1- Bihar; Chhattisgarh; Punjab; Rajasthan; UP & Uttrakhand. Exp number of participants-59
7	Middle	24-26 June	Group-11- Haryana; Himachal Pradesh; Jammu & Kashmir; Jharkhand. Exp number of participants- 48
8	Middle	04 - 06 July 2019	Group-111- AP & Telangana; Chandigarh; Delhi & NCR; MH & Gujarat; Madhya Pradesh; Odisha & West Bengal Exp number of participants - 47
9	Primary	15-17 July 2019	Group-1- Bihar; Chhattisgarh; Punjab; Rajasthan; UP & Uttrakhand. Exp number of participants-59
10	Primary	22 - 24 July 2019	Group-11- Haryana; Himachal Pradesh; Jammu & Kashmir; Jharkhand- Exp number of participants- 48
11	Primary	12-14 August 2019	Group-111- AP & Telangana; Chandigarh; Delhi & NCR; MH & Gujarat; Madhya Pradesh; Odisha & West Bengal Exp number of participants - 47

**Nomination of Master Trainer**

1. Please nominate master trainers who received training at DAV CMC in the past 3-4 years, and, are actively involved in the Teacher Training Programmes at Clusters.
2. Old Clusters may nominate new master trainers if old master trainer(s)
  - got retired.
  - left the Institution
  - didn't impart training due to various reasons.
3. Newly created Clusters will select master trainers on the basis of the selection criteria given below and nominate them.
4. Number of Master Trainers to be nominated at
  - Senior Secondary Level - 1 Master Trainer from each Cluster
  - Secondary Level - 2 Master Trainers from each Cluster
  - Middle level - 2 Master Trainers from each Cluster
  - Primary Level - 2 Master Trainers from each Cluster



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**Selection Criteria for Master Trainers**

- Good communication skills,
- Proficiency in teaching English language and literature,
- Good grasp of communicative approach to teaching English,
- Commitment to students,
- Clear vision for training intervention,
- Enthusiasm for teaching and learning,
- Good health,
- Willingness to devote extra time for learning new things and giving training,
- Good IT skills,
- Empathetic attitude,

Nominated Master Trainers will carry a pen-drive and personal copy of textbooks to the programme. They should come prepared with their textual queries.

Format for sending the details of nominated master trainers to the email id [dcae.training1@davcae.net.in](mailto:dcae.training1@davcae.net.in)

s.n	Level & Dates of the Programmes	Name of Master Trainer (Pls mention Old or New) Mobile Number & email id	Name of School	Qualification and Experience
1				
2				
3				
4				
5				
6				
7				

**Timing:** Programmes will begin at 09.30 a.m. sharp each day and end at 5.00 p.m. every day including the last day. No teacher will be allowed to leave the class before 5.00 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

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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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.

Make online registration on DAVCAE website [www.davcae.net.in](http://www.davcae.net.in) in the last week of April 2019. For any further query, please contact Mrs. Inder Mani Jain, Programme Coordinator on her mobile number 9873121119 & Ext. No. 308. 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