

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 Dec 12- 14, 2016.

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

1. Since we are going to begin our sessions from 8.00 a.m in the morning from 12th December , try to reach Delhi on 11th evening. You are free to leave after 5pm on the third and final day (14th Dec) of training
2. Bring your woollens keeping in view the winter weather
3. Try to bring Laptop with internet devise (dongle) but a Pendrive is must
4. **Maths Kit** Prepare a mathematics kit with the following articles and bring alongwith. At least one book from class III to V, one small scissor, tape, glue, origami sheets, sketch pens, graph paper, pencil, scale, sharpener, eraser
5. Discuss with fellow colleagues teaching classes III to V 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. Also write any solution suggested by your colleague and bring those documents in the workshop
6. Come prepared with innovative and creative ideas you would like to share during the workshop.
7. **Registration** – you will register on-line on the website of DAVCAE www.dcae.net.in under the heading Training. This is mandatory. Contact Ms. Tanu Aggrawal (0112351938) in case you have any query regarding registration. While making registration, kindly pay attention to the program you are going to register and also to the particular dates.
8. **Course Fee :-** a DD 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.training2@davcmc.net.in . Also All participants will call **Mr. PrabhakarJha (09211163339)** and inform him their date and time of arrival and departure. After reaching Delhi you will report at DAV College Managing Committee HQ at Darbari Lal road, Paharganj. From there you will be directed/escorted to the hotels nearby.
10. **Logistics –** Your stay arrangement has been made at safe and hygienic hotels at Paharganj. That will also provide dinner at extra cost. The approximate cost of bed and dinner per day will not be more than Rs. 1000/per day. 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 breakfast, lunch and tea will be borne by DAVCAE.

Note:- kindly note that mathematics Master Trainer Program is only for three days for all.

With regards

Rajni Bala
Asst. Education Officer &
Programme Coordinator