

(Group 2) (AP,BR,JH,MP,Od,WB)

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 Sep 2 – 4, 2019.

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

1. Since we are going to begin our sessions on 2nd Sep at 10.00 a.m. in the morning, try to reach Delhi on 1st Sep evening. You are free to leave after 4 pm on the third and final day (4th Sep) of training. Note that the session may continue till 4 pm on the third day also. Kindly make your reservations accordingly
2. The weather will be Hot and humid in Delhi during that period. Bring your clothes accordingly
3. Pl. bring DAV Mathematics text book of at least one class from XI to XII 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. **Proforma** An online proforma is devised as Pre Workshop Proforma. The link of that proforma is <http://bit.ly/RegistrationMT2> . First login to your valid Gmail id and then fill up the proforma. If you don't have gmail id , create gmail id. Only then you will be able to fill it up.
7. **Registration** – you will register on-line, on the website of DAVCAE www.dcae.net.in under the heading **Training**. Contact Ms. Tanu Agarwal/ Ms. Vanita Jaisingh (01123503500, ext no. 302, 233, 307) in case you have any query regarding registration. **Kindly note that both filling of Pre Workshop Proforma and online registration are 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 9th August for the first group.
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. Prabhakar Jha (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