



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन(मु0)
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निदेशक

केन्द्रीय विद्यालय संगठन

सभी आंचलिक शिक्षा एवं प्रशिक्षण संस्थान।

विषय: In-service Training Courses for TGT(P&HE, AE, WE & Librarian) & PRT (Music) for the session 2018-19 – reg.

महोदया/ महोदय,

Kendriya Vidyalaya Sangathan shall conduct In-service Training Programmes for TGT (AE, WE, and Librarian), and PRT (Music) for the session 2018-19 in the five Zonal Institutes of Education and Training in a single spell of 21 days, during Dec. 2018 to Feb. 2019. The in-service training courses of TGT (P&HE) will be arranged at Laxmibai National Institute of Physical Education, Guwahati and Gwalior by Director, ZIETs Bhubaneswar and Gwalior.

The norms for Directors/Associate Directors/Resource Persons of the courses are as follows:

Category	Director	Associate Director	Resource Persons	Maximum Guest Lectures
TGT(AE) TGT(WE), Librarian, PRT(Music) other than the Courses conducted by other Institutes	Director, ZIET	VP/Sr. PGT	02	10

The Directors of all ZIETs are requested to make note of the following:

1. Lists of Participants of various courses will be circulated by Director, ZIET Mumbai. The Principals will check the details of the concerned participants of their Vidyalaya and report modification, if any, to the Deputy Commissioner of the concerned Regional Office and intimate the same to the ZIET concerned and to ZIET, Mumbai.
2. The Director, ZIET concerned shall identify and depute suitable officials/teachers as Associate Directors and Resource Persons and intimate Jt. Commissioner (Trg.) of the same.

While selecting Associate Directors / Resource Persons the following aspects would be carefully considered:

- a) Teachers who underwent TOT courses of DoP&T at various Administrative Training Institutes/ trained in constructivist approach of learning at HBCSE Mumbai/underwent Educational study tours abroad, etc.
- b) KVS Incentive Awardee /National Awardee Vice-Principals and teachers.
- c) Teachers deputed by KVS under Teacher Exchange Programmes/ Cultural Exchange Programmes like Fulbright Scheme/ Japan Teacher Exchange Programme, etc.
- d) Teachers who have undergone Diploma course in Guidance and Counseling from NCERT.
- e) Teachers who have undergone PG Diploma in School Leadership and Management from NUEPA.
- f) Teachers deputed by KVS under specialized trainings in NCERT/ NUEPA/ CBSE/ TTTTRI/IIMs/NIFM etc.

3. The In-Service Courses should be conducted as per action plan given below:

- i. Detailed schedule for 21 days In-service training courses should be prepared and finalized.
- ii. Training modules and manuals prepared earlier be updated with reference to the latest CBSE circular dated 21.03.2017 on Assessment Scheme and KVS circular on the same subject.
- iii. The training should focus on:
 - a) Awareness of the syllabus.
 - b) Capacity building of the participating teachers.
 - c) Understanding of students' requirements & expectations of stakeholders.
 - d) Improvement of Communication and Competency in spoken English.
- iv. Wherever group discussions, case studies, perception exercises, life skill activities, etc. are used, details should be worked out before-hand.
- v. Adolescence Education Programme (AEP) has now been institutionalized in KVS. The modules of AEP including material on Personality development, soft skills and 21st century skills prepared for the same should be made mandatory components in the course design.
- vi. Local Experts should be selected on the basis of required topics and not the other way round.
- vii. Besides pre-tests and post-tests, the activities carried out by the participants like model lessons, assignments, participation in discussions etc., shall also be evaluated. The **overall grading shall be done in the ratio of 60:40 for the written tests and activities respectively.**
- viii. **A teacher securing less than 60% marks in the overall grading of the course shall be asked to repeat the training at the next available opportunity.**
- ix. NCF-2005 with special focus on constructivist approach to learning should be discussed.
- x. Ways and means to tackle individual differences among students should be discussed.
- xi. Sensitization of teachers towards differently-abled children.
- xii. Work-life balance of teachers.
- xiii. All the trainees should be exposed to latest trends in their subject area with focus on use of ICT to become more resourceful in sharing and use of learning

- resources.
- xiv. Use of Educational Technology in the classroom, computer-aided instruction should be incorporated.
- xv. Innovations and experimentation in classroom teaching-learning process, action research, etc. should be discussed.
- xvi. The training schedule prepared should ensure that adequate space and time is provided for hands-on activities in all In-service courses.
4. It may be ensured that all the trainees be given minimum basic comfort at each training venue for a conducive learning environment. A small committee of participants may be constituted to oversee food and other arrangements in consultation with the Course Director and participants.
5. Various Educational Organizations like Schools of Atomic Energy Education society(AEEC), Sainik Schools, Military Schools, Central Tibetan School Administration (CTSA), ISRO, DAV schools, Army Public Schools and similar chains of Govt. funded schools as well as private schools are approaching KVS for permitting their teacher(s) of various cadres to undergo In-service Courses organized by KVS. You are requested to allow such teachers from these organizations/schools to attend In-service courses with following conditions separately:
- i. The Organization / Schools will send the list of teachers nominated for course(s) to the ZIET concerned, and to Director, ZIET Mumbai at least 10 days in advance.
 - ii. The course fee for the In-service course is Rs.1500/- per participant per day for Government organizations and Rs.2000/- per participant per day for non-Government organizations.
 - iii. Payments will be made by the organisation(s) concerned as per the number of participants deputed for the In-service courses, and no refund will be made for the absentees.
 - iv. Teacher(s) so deputed for any In-service course will report to the Director, ZIET concerned with course of the course in the form of Demand Draft in favour of the ZIET concerned. The charges towards board and lodging will be borne separately by the participant on actuals basis as per KVS norms.
6. The Officers of KVS HQ will visit the various training venues in consultation with Joint Commissioner (Trg.) to assess the efficacy of the programmes.
7. All the Course Director(s) will send following inputs to ZIET, Mumbai in soft copy only (in word / excel) as per distribution given below. ZIET Mumbai will consolidate all the inputs and send a final report to KVS(HQ).
- ❖ A consolidated feedback given by the participants at the end of the training.
 - ❖ List of participants present/absent with name, designation and category (SC/ST/OBC/GEN) (To be sent on the second day of the course).
 - ❖ Details of participants, if any, who scored below 60% in post-test (To be sent on the last day of the course).

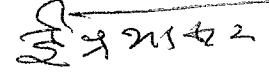
The approved norms of expenditure for the 21-day courses for (TGT (AE), TGT(WE), Librarian, PRT(Music) are placed as Annexure-A. The expenditure on courses

conducted for TGT(PH&E) (by LNIPE, Guwahati and LNIPE, Gwalior) will be intimated to the ZIETs concerned after approval by the competent authority.

A separate letter in this connection is being sent to the Deputy Commissioners of all KVS Regional Offices.

This is issued with the approval of the competent authority.

भवदीय,

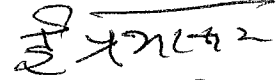


(डॉ. ई. प्रभाकर)

संयुक्त आयुक्त (प्रशिक्षण)

प्रतिलिपि :

1. Deputy Commissioner (EDP), KVS(HQ) with the request to upload this letter on KVS website under the head 'Training'.
2. PS to Commissioner, KVS (HQ), New Delhi.
3. PS to Addl. Commissioner (Admn./Acad.) KVS (HQ).
4. PA to Joint Commissioner (Acad./ Admn. / Pers / Fin.), KVS (HQ).
5. File.



संयुक्त आयुक्त (प्रशिक्षण)

ANNEXURE – A
Expenditure norms for 21 Day In-service courses: 2018-2019.

G	PRT(MUSIC) & LIBRARIAN COURSES	Amount (in rupees)
1.	Honorarium	Existing w.e.f 2014
i)	*Director & Associate Director @ Rs.2500 x 1 & 2000x 1	4500
ii)	Guest Speakers (10 – Outside) @ Rs. 3000 / Rs.2500(incl. conveyance)	30000/25000 [#]
iii)	Resource Persons @ Rs.1500 x 02	3000
iv)	Internal Speakers (1000 x 5) from KVS	5000
v)	IT Experts @ Rs.1000 x 2	2000
2.	DTP & Xerox	5000
3.	Stationery & Teaching materials, Reports/Certificates/ Recording etc.	12000
4.	Conveyance for field visit	10000
5.	Misc. Expenditure	3000
	Total Expenditure	74500/69500

H	TGT(Art Education)/TGT(Work Experience) COURSES	Amount (in rupees)
.1.	Honorarium	Existing w.e.f 2014
i)	*Director & Associate Director @ Rs.2500 x 1 & 2000x1	4500
ii)	Guest Speakers (10 – Outside) @ Rs. 3000 / Rs.2500(incl. conveyance)	30000/25000 [#]
iii)	Resource Persons @ Rs. 1500 x 02	3000
iv)	Internal Speakers (1000 x 5) from KVS	5000
v)	IT Experts @ Rs.1000 x 2	2000
2.	DTP & Xerox	5000
3.	Stationery & Teaching materials, Reports/Certificates	12000
4.	Conveyance for field visit	10000
5.	Art & Craft Material	30000
6.	Misc. Expenditure	3000
	Total Expenditure	104500/99500

*No Honorarium will be paid to Director/Associate Director in case they belong to ZIETs.
#KVS HQ letter No.F.11038-01/2014-15/KVS HQ Acad. /M68 dated 27.2.14 to be referred for paying honorarium to guests.