



केन्द्रीय विद्यालय संगठन (मुख्या)  
शहीदजीत सिंह मार्ग, १८ संस्थागत क्षेत्र,

नई दिल्ली - ११००१६

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निदेशक/उपायुक्त  
केन्द्रीय विद्यालय संगठन  
राष्ट्रीय क्षेत्रीय कार्यालय व  
सभी आंचलिक शिक्षा एवं प्रशिक्षण संस्थान।

विषय: Orientation Courses for the Induction Training of the Newly Recruited Teachers in KVS-reg.

महोदया /महोदय,

It has been decided to revamp the process of conducting Induction Training for the newly recruited teachers in KVS and to make it a combination of a 10-day face-to-face Induction Training Programme, followed by a comprehensive on-the-job training spread over 30 days, culminating in a second round of face-to-face training for 6 days. The details of the three stages of the Induction Training Programme for the newly recruited teachers of KVS are as under:

**Stage I (10-day face-to-face Induction Training Programme):** After the announcement of results of the recruitment exam for the various cadres, the selected candidates (PRTs, TGTs & PGTs) will be issued letters of appointment to join KVS at a specific venue on a specific date to attend a 10-day face-to-face Induction Training Programme. The 10-day Induction Training Programme will be held at National level for PGTs, TGTs as well as PRT(Music) and at Regional level for PRTs. The proposed module for the 10-day Induction Training Programme for PRTs is placed at **Annexure I & IV**. The templates for the Induction Training Programmes for the TGTs and PGTs are being developed and will be shared soon.

**Stage II (On-the-job training for a month):** At the end of the 10-day face-to-face Induction Training Programme, the new recruits will be posted against a vacant post in a Kendriya Vidyalaya where they will be mentored and monitored by the Principal of the Vidyalaya concerned as detailed at **Annexure II**.

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*Annexure*  
*2/26*

**Stage III (6-day face-to-face Training):** After the on-the-job training for a month, the Principal concerned will submit a report regarding the performance of the new recruit to the Deputy Commissioner of the region concerned and to the Course Director who had conducted the Induction Training. The second round of face-to-face training of 6 days will be held at the previous venue of the Induction Training. The proposed module for the second round of face-to-face training of 6 days is placed at Annexure III.

The cadre-wise details of the face to face Induction Training planned for the newly recruited teachers are as under:

S. No.	Name of Post	Expected No. of New Recruits	Nos. of Batches per cadre	Venue Regions for Induction Training			
				Venue 1	Venue 2	Venue 3	Venue 4
1.	PGT(English)	69	2	Jabalpur	Varanasi	-	-
2.	PGT(Hindi)	62	2	Bhopal	Delhi	-	-
3.	PGT(Physics)	68	2	Bangalore	Kolkata	-	-
4.	PGT(Chemistry)	61	2	Bbsr	Chennai	-	-
5.	PGT(Economics)	48	1	Jaipur	-	-	-
6.	PGT(Commerce)	96	2	Ahmedabad	Gurgaon	-	-
7.	PGT(Maths)	73	2	Ernakulam	Kolkata	-	-
8.	PGT(Biology)	66	2	Dehradun	Guwahati	-	-
9.	PGT(History)	38	1	Patna	-	-	-
10.	PGT(Geography)	31	1	Raipur	-	-	-
11.	PGT(Comp. Sc.)	78	2	Lucknow	Mumbai	-	-
12.	TGT(English)	90	2	Jabalpur	Varanasi	-	-
13.	TGT(Hindi)	118	3	Bhopal	Delhi	Varanasi	-
14.	TGT(S. Science)	160	4	Agra	Ahmedabad	Jaipur	Patna
15.	TGT(Science)	120	3	Chandigarh	Chennai	Ranchi	-
16.	TGT(Sanskrit)	53	1	Bbsr	-	-	-
17.	TGT(Maths)	126	3	Ernakulam	Hyderabad	Ranchi	-
18.	TGT(AE)	67	2	Guwahati	Mumbai	-	-
19.	TGT(P&HE)	120	3	Bbsr	Bhopal	Chandigarh	-
20.	TGT(WE)	74	2	Gurgaon	Hyderabad	-	-
21.	PRT(Music)	151	3	Bangalore	Kolkata	Lucknow	-
22.	PRT	4343	90	3 batches each in 10 regions and 4 batches each in 15 regions (as specified in the next table)			
	<b>TOTAL :</b>	<b>6112</b>	<b>135</b>				

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The region-wise details of Induction training planned for the newly recruited teachers are as under:

S. No.	Region	Induction Courses Assigned			
		PGT	TGT	PRT	TOTAL
1	AGRA	-	Social Science -1	3	4
2	AHMEDABAD	Commerce -1	Social Science -1	3	5
3	BANGALORE	Physics -1	-	4	6
		-	-	1- PRT (Music)	
4	BHOPAL	Hindi -1	Hindi -1	4	7
		-	P&HE -1		
5	BHUBANESWAR	Chemistry -1	Sanskrit -1	4	7
		-	P&HE -1		
6	CHANDIGARH	-	Science -1	4	6
		-	P&HE -1		
7	CHENNAI	Chemistry -1	Science -1	4	6
8	DEHRADUN	Biology -1	-	3	4
9	DELHI	Hindi -1	Hindi -1	4	6
10	ERNAKULAM	Maths -1	Maths -1	3	5
11	GURGAON	Commerce -1	WE -1	4	6
12	GUWAHATI	Biology -1	Art Education-1	4	6
13	HYDERABAD	-	Maths -1	4	6
		-	WE -1		
14	JABALPUR	English -1	English -1	4	6
15	JAIPUR	Economics -1	Social Science -1	4	6
16	JAMMU	-	-	3	3
17	KOLKATA	Physics -1	-	4	7
		Maths -1	-	1- PRT (Music)	
18	LUCKNOW	Computer Sc. -1	-	4	6
		-	-	1- PRT (Music)	
19	MUMBAI	Computer Sc. -1	Art Education -1	4	6
20	PATNA	History -1	Social Science -1	4	6
21	RAIPUR	Geography -1	-	3	4
22	RANCHI	-	Science -1	3	5
		-	Maths -1		
23	SILCHAR	-	-	3	3
24	TINSUKIA	-	-	3	3
25	VARANASI	English -1	English -1	3	6
		-	Hindi -1		
<b>TOTAL</b>		<b>19</b>	<b>23</b>	<b>90 + 3 = 93</b>	<b>135</b>

(Cont. on Page No. 4)

As per the above, a total of 135 Induction courses will be conducted for the newly recruited teaching staff in KVS. Due to the sea-change in the nature of Induction Courses planned, there is a need to orient the Course Directors, Associate Directors and Resource Persons selected to conduct these induction courses. As the subjects can be broadly divided into five areas, viz. Languages, Math & Science, Social Sciences, Miscellaneous categories and Primary Education, ten Orientation Courses will be conducted (one each for Languages, Math & Science, Social Sciences, Miscellaneous categories and six for Primary).

A. The 3 day Orientation Courses for the Course Directors, Associate Course Directors and Resource Persons of the Induction Courses will be conducted as under:

S. No	Dates	Venue	Subject Areas	No. of Induction Courses – Cadre & Subject-wise	No. of Participants for the Orientation courses
1.	July 13 - 15, 2017	ZIET, Mysore	Languages	<ul style="list-style-type: none"> <li>• PGT(English): 2</li> <li>• PGT(Hindi): 2</li> <li>• TGT(English): 2</li> <li>• TGT(Hindi): 3</li> <li>• TGT(Skt.): 1</li> </ul> <b>Total: 10</b>	40 (@ 04 per Induction Course)
2.	July 13 - 15, 2017	ZIET, Chandigarh	Math & Science	<ul style="list-style-type: none"> <li>• PGT(Physics): 2</li> <li>• PGT(Chem.): 2</li> <li>• PGT(Bio.): 2</li> <li>• PGT(Math): 2</li> <li>• PGT(C.Sc.): 2</li> <li>• TGT(Math): 3</li> <li>• TGT(Sc.): 3</li> </ul> <b>Total: 16</b>	64 (@ 04 per Induction Course)
3.	July 13 - 15, 2017	ZIET, Gwalior	Social Sciences	<ul style="list-style-type: none"> <li>• PGT(History): 1</li> <li>• PGT(Geog.): 1</li> <li>• PGT(Eco.): 1</li> <li>• PGT(Comm.): 2</li> <li>• TGT(S.Sc.): 4</li> </ul> <b>Total: 9</b>	36 (@ 04 per Induction Course)
4.	July 13 - 15, 2017	ZIET, Mumbai	Misc.	<ul style="list-style-type: none"> <li>• TGT(PH&amp;E): 3</li> <li>• TGT(WE): 2</li> <li>• TGT(AE): 2</li> <li>• PRT(Music): 3</li> </ul> <b>Total: 10</b>	40 (@ 04 per Induction Course)
5.	July 13 - 15, 2017	KVS Bangalore RO	Primary Education	<ul style="list-style-type: none"> <li>• PRT: 15</li> </ul>	45 (@ 03 per Induction Course)
6.	July 13 - 15, 2017	KVS Dehradun RO	Primary Education	<ul style="list-style-type: none"> <li>• PRT: 15</li> </ul>	45 (@ 03 per Induction Course)
7.	July 13 - 15, 2017	KVS Kolkata RO	Primary Education	<ul style="list-style-type: none"> <li>• PRT: 15</li> </ul>	45(@ 03 per Induction Course)

8.	July 13 - 15, 2017	KVS RO Jaipur	Primary Education	• PRT: 15	45 (@ 03 per Induction Course)
9.	July 13 - 15, 2017	KVS RO Jabalpur	Primary Education	• PRT: 15	45 (@ 03 per Induction Course)
10.	July 13 - 15, 2017	KVS RO Varanasi	Primary Education	• PRT: 15	45 (@ 03 per Induction Course)
<b>TOTAL</b>		<b>10 Venues</b>	<b>5 Areas</b>	<b>135 Induction Courses</b>	<b>450</b>

B. The norms for the Course Directors/ Associate Directors/ Resource Persons of the Induction Training courses for different cadres are as follows:

Category/Cadre of the Newly Recruited Teacher	Director	Associate Director	Resource Persons
PGT	AC/Principal	Principal/VP	02 PGTs
TGT	Principal	VP/ Sr. PGT	02 PGTs/Sr. TGTs
PRT	Principal	PGT/HM	02 TGTs/PRTs (of which, only one is to be deputed to attend the Orientation Course)

C. The Deputy Commissioner of the Regional Office concerned shall identify suitable personnel as Course Directors / Associate Directors / Resource Persons for the Induction Training courses for different cadres and depute them to attend the Orientation Courses as detailed above from July 13 - 15, 2017. The following aspects are to be carefully considered while selecting Directors / Associate Directors / Resource Persons:

- Assistant Commissioners/ Principals/ 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.
- KVS Incentive Awardee /National Awardee Principals, Vice-Principals, HMs and teachers.
- Teachers deputed by KVS under Teacher Exchange Programmes/ Cultural Exchange Programmes like Fulbright Scheme/ Japan Teacher Exchange Programme, etc.
- VPs/Teachers who have undergone PG Diploma in School Leadership and Management from NUEPA.
- Principals/ Teachers deputed by KVS under specialized trainings in ISTM/ NCERT/ NUEPA/ CBSE/ TTTTRI/ IIMs/ NIFM, etc.

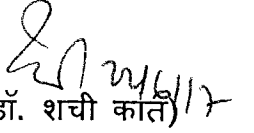
D. A half-an-hour practice daily to improve Communication Skills using the cards prepared by Varanasi Region is to be made mandatory for all the new recruits during the Induction Training programmes.

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- E. The expenditure on the above-mentioned ten Orientation Courses will be as per the approved norms of expenditure for conduct of Orientation workshops in KVS (placed at Annexure V).
- F. The expenditure on the 135 Induction Training Courses for 10 days (in first round of face-to-face training) will be as per second spell of In-service Training Programmes (placed at Annexure VI) and for the six days (in second round of face-to-face training) will be as per the approved norms of expenditure for conduct of workshops in KVS (Placed at Annexure VII).

This issues with the approval of the Competent Authority.

भवदीय,

  
(डॉ. शची काते)

संयुक्त आयुक्त (प्रशिक्षण)

प्रतिलिपि:

1. PS to Commissioner, KVS (HQ), New Delhi.
2. PS to Addl. Commissioner (Admn./Acad.), KVS(HQ), New Delhi.
3. All Officers of KVS (HQ), New Delhi.
4. DC (Acad./EDP), KVS(HQ), New Delhi, for uploading on KVS(HQ) website.
5. Guard File.

Stage I

10-day Induction Training Programme for Newly Recruited PRTs

Course Director – Senior Principal

Associate Course Director –PGT/HM

Resource Persons – Two TGTs/ PRTs

(At least one each from Math, languages & Social Science background)

Everyday -

6:00 to 7:00 am - Yoga

7:00 to 8:00 am - Personal time

8.00 to 8:30 am - Breakfast

8.30 to 9:00 am - Morning assembly – KV prayer with Music teacher, Sanskrit teacher & PET (8 participants per group on podium during assembly, 2 cycles per group)

Day 1

9.00 - 10.30 am – Inauguration; Introduction about KVS including general overview & history

10.45 - 12.00 noon - Training overview by Course Director, objectives, expectations, training plan

12:00 - 12:15 – Tea-break

12.15 - 1.30 pm - Activities such as Morning Assembly, CCA, house-system, subject committees, etc.

1:30 - 2:30 pm – Lunch

2:30 - 3:45 pm - Responsibilities of the Teacher, Codal Provisions, etc.

3:45 - 4:00 pm - Tea-break

4:00 - 5:30 - Discussion of trainee profile - will test knowledge level in subject, transaction abilities & child psychology, planning Teaching Learning Process, Assessment, Reporting & Follow-up

Day 2

9.00 - 10.30 am – Teaching of Languages

10.45 - 12.00 noon - Teaching of Math

12:00 - 12:15 – Tea-break

12.15 - 1.30 pm - Teaching of Science and Social Science

1:30 - 2:30 pm - Lunch

2:30 - 4:00 pm - Test of English Language ability

4:00 - 4:15 pm - Tea-break

4:15 - 5:30 - Test of Hindi Language ability

Day 3

9.00 - 10.30 am – Analysis of test performance in English Language

10.45 - 12.00 noon - Analysis of test performance in Hindi Language

12:00 - 12:15 – Tea-break

12.15 - 1.30 pm – Identification of weak areas,

1:30 - 2:30 pm – Lunch

2:30 - 4:00 pm - Test of Math ability

4:00 - 4:15 pm - Tea-break

4:15 - 5:30 - Test of Science and Social Science ability

#### Day 4

9.00 - 10.30 am – Analysis of test performance in Math  
10.45 - 12.00 noon - Analysis of test performance in Science and Social Science  
12:00 - 12:15 – Tea-break  
12.15 - 1.30 pm – Session\* on language and effective communication skills  
1:30 - 2:30 pm – Lunch  
2:30 - 4:00 pm – Session\* on Mental Math, Puzzles, riddles, games  
4:00 - 4:15 pm - Tea-break  
4:15 - 5:30 – Session\* on conceptual clarity, teaching of Science and Social Science

#### Day 5

9.00 - 10.30 am – Session on Learning Attainment levels (Learning indicators of NCERT)  
10.45 - 12.00 noon - Session on Learning Attainment levels (Learning indicators of NCERT)  
12:00 - 12:15 – Tea-break  
12.15 - 1.30 pm – Presentations\* to demonstrate improvement in their weak areas (simultaneously in 3 different rooms with 12-15 participants)  
1:30 - 2:30 pm – Lunch  
2:30 - 4:00 pm - Activity on TLP (To introduce lesson, Teaching, Reinforcement, Assessment)  
4:00 - 4:15 pm - Tea-break  
4:15 - 5:30 pm - Activity on TLP (To introduce lesson, Teaching, Reinforcement, Assessment)

#### Day 6 and 7

Participants will have been informed on Day 1 itself to choose two subject areas (English, Hindi, Math, Science & Social Science) and prepare two detailed lesson plans in each area (from class I to III and from class IV & V).

On day 6, during **the first half**, the participants will be divided into 5 groups of 8 members each and with one faculty each, go to 5 different KVs. They will visit classes where the new recruits will take 2 periods in 2 areas in 2 different classes each day and will be observed by regular teachers.

During **the 2<sup>nd</sup> half**, the participants will converge at the Training venue for sharing of experiences. The faculty/training leaders will share their observations along with the assessment by regular teachers whether Expected Learning Outcomes were achieved or not.

On Day 7, Repetition of Day 6 with Different KV, different subject.

#### Day 8

9.00 - 10.30 am – Child psychology, Child Rights, Guidance & Counseling, Dealing with stake-holders  
10.45 - 12.00 noon – Framing of Time-Table, Admission Guidelines  
12:00 - 12:15 – Tea-break  
12.15 - 1.30 pm - Group work\*- case studies, clarification of doubts, strengthening of weak areas.  
1:30 - 2:30 pm – Lunch  
2:30 - 4:00 pm – Group work\*- case studies, clarification of doubts, strengthening of weak areas.  
4:00 - 4:15 pm - Tea-break  
4:15 - 5:30 – Group work\*- case studies, clarification of doubts, strengthening of weak areas.



## Day 9

- 9.00 - 10.30 am – Co-scholastic Areas such as Music, Dance, Sports, CCA, Cub-bulbul, CMP, etc.
  - 10.45 - 12.00 noon - Session by Expert on \*\*
  - 12:00 - 12:15 – Tea-break
  - 12.15 - 1.30 pm – Presentations\* & demonstrations
  - 1:30 - 2:30 pm – Lunch
  - 2:30 - 4:00 pm - Presentations\* & demonstrations
  - 4:00 - 4:15 pm - Tea-break
  - 4:15 - 5:30 pm - Presentations\* & demonstrations
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## Day 10

- 9.00 - 10.30 am – Summing up, Report writing.
- 10.45 - 12.00 noon - Session by Expert on \*\*
- 12:00 - 12:15 – Tea-break
- 12.15 - 1.30 pm – Session by Expert on \*\*
- 1:30 - 2:30 pm – Lunch
- 2:30 – 4:15 pm – Instructions, undertaking regarding Probation, details regarding posting, etc.
- 4:15 - 4:30 pm - Tea-break
- 4:30 – 5:30 pm - Valediction

\*Sessions (marked \*) will be held simultaneously for 14-15 participants, on rotation basis. A batch of 40-45 participants should be divided into 3 groups of 14-15 each.

\*\* Sessions (marked \*\*) will be on topics chosen from list at Annexure IV

Stage II

On-the-job Training for a month

At the end of the 10-day face-to-face Induction Training Programme, the new recruit will be posted by the Dy. Commissioner concerned to a vacant post in a Kendriya Vidyalaya in the Zone/Region allotted. The new recruit will go to the place of posting with instructions to the Principals to provide mentoring and monitoring to the new recruit in the following manner:

- a) To make the newly recruited PRT observe teaching by good/competent teachers in class room for at least 2 periods every day.
- b) The class of the newly recruited PRT to be observed by Principal/Vice principal/H.M/Sr. Teacher at least one-two periods per day.
- c) The newly recruited PRTs to be directed to prepare a portfolio consisting of the detailed lesson plans of the lessons/periods taught by them which should be countersigned by the Mentor/HM/VP/ Principal. (4+36 = 40 sheets in portfolio, at least).
- d) A good/competent senior teacher in the Vidyalaya (preferably of same subject & cadre) is to be detailed to mentor & monitor the new recruit. The mentor should focus on strengthening the areas of weakness of the new recruit identified during the 10-day face-to-face Induction Training Programme.
- e) At the end of the month, the designated mentors will submit a report regarding the improvement, or lack thereof, in the performance of the new recruits to the Principal. This report, along with comments of the Principal, will be forwarded to the Course Director of the second round of face-to-face induction training.
- f) After serving in the KV for a month, the new recruits will be deputed for the second round of face-to-face induction training for five days.

Stage III

Second round of face-to-face induction training for 5 days

The new recruits will be deputed for the second round of face-to-face induction training for five days. The second round of face-to-face induction training will be held preferably at the same venue with the same team of Resource persons and trainers.

**Course Director – Senior Principal**

**Associate Course Director –PGT/HM**

**Resource Persons – Two TGTs/ PRTs**

(At least one each from Math, languages & Social Science background)

**Everyday -**

6:00 to 7:00 am - Yoga

7:00 to 8:00 am - Personal time

8.00 to 8:30 am - Breakfast

8.30 to 9:00 am - Morning assembly – KV prayer by 8 participants per group on podium during assembly, one cycle per group)

**Day 1**

9.00 - 10.30 am – Inauguration; Training overview by Course Director, objectives & expectations

10.45 - 12.00 noon - Sharing of experiences by participants

12:00 - 12:15 pm – Tea-break

12.15 - 1.30 pm – Review & analysis regarding improvement in areas of weakness of participants

1:30 - 2:30 pm – Lunch

2:30 - 3:45 pm - Test of English & Hindi Language ability

3:45 - 4:00 pm - Tea-break

4:00 - 5:30 pm - Test of Math, Science and Social Science ability

**Day 2**

9.00 - 10.30 am – Analysis of test performance in Language Ability

10.45 - 12.00 noon - Analysis of test performance in Math, Science & Social Science ability

12:00 - 12:15 pm – Tea-break

12.15 - 1.30 pm – Group work\*- clarification of queries, strengthening of weak areas

1:30 - 2:30 pm – Lunch

2:30 - 3:45 pm – Group work\*- Situational Analysis of case studies.

3:45 - 4:00 pm - Tea-break

4:00 - 5:30 pm – Group-wise activity\* on Planning, teacher dairy, preparation of question paper, etc.

### Day 3 & 4

Participants will have been informed on Day 1 itself to choose two subject areas (English, Hindi, Math, Science & Social Science) and prepare two detailed lesson plans in each area (from class I to III and from class IV & V).

On day 3, during **the first half**, the participants will be divided into 5 groups of 8 members each and with one faculty each, go to 5 different KVs. They will visit classes where the new recruits will take 2 periods in 2 areas in 2 different classes each day and will be observed by regular teachers and Resource Persons.

During **the 2<sup>nd</sup> half**, the participants will converge at the Training venue for sharing of experiences. The faculty/training leaders will share their observations along with the assessment by regular teachers whether general targets and class-specific and subject-specific expected learning outcomes were achieved or not.

On Day 4, Repetition of Day 3 with Different KV, different subject.

### Day 5

9.00 - 10.15 am – Sessions on Probation & its significance, role and responsibilities of teachers

10.15 – 10:30 am – Discussion of trainee profile, including strengths & weaknesses, areas to be improved upon, probationers' undertaking

11:00 am – 11:15 am – Tea-break

11.15 - 1.00 pm - Preparation of self profile by the trainees (individually, in exam mode)#

1:00 - 2:00 pm – Lunch

2:00 - 3:30 pm - Group work\*- Trainees to present their profiles, Resource Persons to intervene and modify wherever needed

3:30 - 3:45 pm - Tea-break

3:45 - 4:45 pm - Resource Persons to present brief report on the Trainees allotted to them

4:45 – 5:30 pm – Course Director's opinion on Trainee Profiles

### Day 6

9.00 - 10.00 am – Sessions by Experts on Work-Life Balance & Self-Development

10.00 – 11:00 am – Session on Child Rights & POCSO Act

12:00 - 12:15 pm – Tea-break

12.15 - 1.30 pm – Plenary Session to discuss takeaways from the training programme

1:30 - 2:30 pm – Lunch

2:30 - 4:00 pm – Co-Scholastic Activities to be presented by the Trainees

4:00 - 4:15 pm - Tea-break

4:15 - 5:30 pm – Valediction – Distribution of Certificates.

\*Sessions (marked \*) will be held simultaneously for 14-15 participants, on rotation basis. A batch of 40-45 participants should be divided into 3 groups of 14-15 each

# Trainee Profiles to include General Targets, Class-specific and Subject-specific Expected Learning Outcomes such as basic reading & comprehension skills, spellings, numeracy, etc. to be achieved by their students. The Probationers' undertaking is to be filled by the new recruits and countersigned by Course Director and sent, along with Course Directors' report on the new recruit, to Principal of the school where new recruit is posted. This is to be kept in Personal file of the new recruit and the Principals concerned have to keep it in view while mentoring the new recruits and monitoring their progress.

During this session, all new recruits would be informed of the significance of Probation. They will be required to submit an undertaking wherein they will certify that they have been made aware of specific areas where they are weak and that they will take guidance from seniors & make sincere efforts to improve in these areas during their probation period.

Instructions will also be issued to the Principals concerned to mentor and monitor the progress of the new recruits and submit their reports at specified intervals, accordingly.

**General and Organisation Related Topics:**

- Awareness regarding KVS, its Vision, mission, policies & expectations
- Awareness of Codal provisions like KVS Education Code, KVS Accounts Code, KVS Admission guidelines, etc.
- About the field of Education, Role of MHRD, NCERT, CBSE, National Curriculum Framework (NCF) 2005
- Effective instructional strategies & classroom management; Learning Styles
- Maintenance of records such as Attendance registers, result registers, stock registers, etc.
- Continuous and Comprehensive Evaluation
- Constructivism; Joyful Learning
- Effective Interpersonal relationships with students, staff, parents etc.
- Appropriate professional conduct
- Effective expression/Communication Skills
- Use of Technology in teaching learning situations
- Life Skills Education, Value Education
- Personality Development/Self evaluation exercises
- Conduct rules, Leave rules
- Co-scholastic activities

**Subject/Cadre Related Topics:**

**i) Languages :**

- Objectives of Language teaching & methods as envisaged in NCF 2005
- Vocabulary building, pronunciation building in students
- Use of audio and video equipments in the language teaching class
- Communicative approach
- Development of reading, writing and speaking skills

**ii) Math & EVS :**

- Objectives & methods of teaching of Math & EVS as envisaged in NCF 2005
- Projects, Assignments, CR activities to make teaching more effective
- Analogy based teaching, practical applications to real life
- Use of computer resources in Science and Math teaching

*Annexure 1*

**Expenditure norms of Orientation Programme for Directors ,Associate Directors  
& Resource Persons**

i		Orientation Programme for Directors ,Associate Directors & Resource Persons		Amount (in rupees)	
1.		<b>Honorarium</b>		Existing w.e.f 2014	
i)		*Director & Associate Director @ Rs.1500		3000	
ii)		Internal speakers (1000 x 3) from KVS		3000	
ii)		Guest Speakers -4 @ Rs. 3000 / Rs.2500 (incl. conveyance)		12000/10000#	
iii)		IT Experts @ Rs.500 x 02		1000	
2.		Stationery & Teaching materials, Reports/Certificates		10000	
3		DTP & Xerox		5000	
4		Misc. Expenditure		2000	
		<b>Total Expenditure</b>		<b>36000/34000</b>	

\*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 guest-speakers

*Annexure VI*

**PROPOSED EXPENDITURE NORMS FOR IN-SERVICE COURSE 2017-2018**

A	PRT	Amount (in rupees)			
		I-Spell		II-Spell	
		Existing w.e.f 2014		Existing w.e.f 2014	
1.	<b>Honorarium</b>				
i)	*Director (1)	2500		2500	
ii)	Guest Speakers (07 – Outside) @ Rs. 3000/ Rs.2500(incl. conveyance	21000/17500 <sup>#</sup>		21000/17500 <sup>#</sup>	
iii)	Resource Persons @ Rs. 1000 x 3	3000		3000	
iv)	Internal Speakers (1000 x 5) from KVS	5000		2500	
v)	IT Experts @ Rs.1000 x 2	2000		2000	
2.	DTP & Xerox	5000		5000	
3.	Stationery & Teaching materials, Reports/Certificates	12000		12000	
4.	Conveyance for field visit	10000		10000	
5.	Misc. Expenditure	3000		3000	
	<b>Total Expenditure</b>	<b>63500/60000</b>		<b>53500/50000</b>	

B	HM courses	Amount (in rupees)			
		I SPELL		II SPELL	
		Existing w.e.f 2014		Existing w.e.f 2014	
1.	<b>Honorarium</b>				
i)	*Director & Asso. Director @ Rs.2500 x 1 & 2000x1	4500		4500	
ii)	Guest Speakers (07 – Outside) @ Rs. 3000 / Rs.2500 (incl. conveyance	21000/ 17500 <sup>#</sup>		21000/ 17500 <sup>#</sup>	
iii)	Resource Persons @ Rs. 1000 x 2	2000		2000	
iv)	Internal Speakers (1000 x 5) from KVS	5000		5000	
v)	IT Experts @ Rs.1000 x 2	2000		2000	
2.	DTP & Xerox	5000		5000	
3.	Stationery & Teaching materials, Reports/Certificates	12000		12000	
4.	Conveyance for field visit	10000		10000	
5.	Misc. Expenditure	3000		3000	
	<b>Total Expenditure</b>	<b>64500/ 61000</b>		<b>54500/51000</b>	

\*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



C	PGT(PHY / CHEM / BIO / GEO / Computer Sc.) COURSES	Amount (in rupees)			
		I SPELL		II SPELL	
		Existing w.e.f 2014		Existing w.e.f 2014	
1.	<b>Honorarium</b>				
i)	*Director & Associate Director @ Rs.2500 x 1 & 2000x1	4500		4500	
ii)	Guest Speakers (10 – Outside) @ Rs. 3000 / Rs.2500(incl. conveyance)	30000/25000 <sup>#</sup>		30000/25000 <sup>#</sup>	
iii)	Resource Persons @ Rs. 1000 x 2	2000		2000	
iv)	Internal Speakers (1000 x 5) from KVS	5000		5000	
v)	IT Experts @ Rs.1000 x 2	2000		2000	
2.	DTP & Xerox	5000		5000	
3.	Stationery & Teaching materials, Reports/Certificates	12000		12000	
4.	Conveyance for field visit	10000			
5.	Lab Material	4000		4000	
6.	Misc. Expenditure	3000		3000	
	<b>Total Expenditure</b>	<b>77500/72500</b>		<b>67500/62500</b>	

D	PGT(ENG/HINDI/HIST/ECO/ COMM/MATHS) COURSES	Amount (in rupees)			
		I SPELL		II SPELL	
		Existing w.e.f 2012		Existing w.e.f 2012	
1.	<b>Honorarium</b>				
i)	*Director & Associate Director @ Rs.2500 x 1 & 2000x1	4500		4500	
ii)	Guest Speakers (10 – Outside) @ Rs. 3000 / Rs.2500(incl. conveyance)	30000/25000 <sup>#</sup>		30000/25000 <sup>#</sup>	
iii)	Resource Persons @ Rs. 1000 x 2	2000		2000	
iv)	Internal Speakers (1000 x 5) from KVS	5000		5000	
v)	IT Experts @ Rs.1000 x 2	2000		2000	
2.	DTP & Xerox	5000		5000	
3.	Stationery & Teaching materials, Reports/Certificates	12000		12000	
4.	Conveyance for field visit	10000			
5.	Misc. Expenditure	3000		3000	
	<b>Total Expenditure</b>	<b>73500/ 68500</b>		<b>63500/ 58500</b>	

\*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

E	TGT (SCIENCE/MATHS) COURSES	Amount (in rupees)			
		I SPELL		II SPELL	
		Existing w.e.f 2014		Existing w.e.f 2014	
<b>1.</b>	<b>Honorarium</b>				
i)	*Director & Associate Director @ Rs.2500 x 1 & 2000x1	4500		4500	
ii)	Guest Speakers (07 – Outside) @ Rs. 3000 / Rs.2500(incl. conveyance)	21000/ 17500 <sup>#</sup>		21000/ 17500 <sup>#</sup>	
iii)	Resource Persons @ Rs. 1000 x 03	3000		3000	
iv)	Internal Speakers (1000 x 3) from KVS	1500		1500	
v)	IT Experts @ Rs.1000 x 2	2000		2000	
2.	DTP & Xerox	5000		5000	
3.	Stationery & Teaching materials, Reports/Certificates	12000		12000	
4.	Conveyance for field visit	10000		0	
5.	Lab Material	5000		5000	
6.	Misc. Expenditure	3000		3000	
	<b>Total Expenditure</b>	<b>68500/65000</b>		<b>58500/ 55000</b>	

F	TGT (ENG/HINDI/SANSKRIT/S.ST) COURSES	Amount (in rupees)			
		I SPELL		II SPELL	
		Existing w.e.f 2014		Existing w.e.f 2014	
<b>1.</b>	<b>Honorarium</b>				
i)	*Director & Associate Director @ Rs.2500 x 1 & 2000x1	4500		4500	
ii)	Guest Speakers (07 – Outside) @ Rs. 3000 / Rs.2500(incl. conveyance)	21000/17500 <sup>#</sup>		21000/17500 <sup>#</sup>	
iii)	Resource Persons @ Rs. 1000 x 03	3000		3000	
iv)	Internal Speakers (1000 x 3) from KVS	3000		3000	
v)	IT Experts @ Rs.1000 x 2	2000		2000	
2.	DTP & Xerox	5000		5000	
3.	Stationery & Teaching materials, Reports/Certificates	12000		12000	
4.	Conveyance for field visit	10000		0	
5.	Misc. Expenditure	3000		3000	
	<b>Total Expenditure</b>	<b>63500/60000</b>		<b>53500/50000</b>	

\*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

**Expenditure norms for 21 Day In-service course.**

G	PRT(MUSIC) & LIBRARIAN COURSES	Amount (in rupees)	
1.	<b>Honorarium</b>	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	
	<b>Total Expenditure</b>	<b>74500/69500</b>	

H	TGT(Art Education)/TGT(Work Experience) COURSES	Amount (in rupees)	
1.	<b>Honorarium</b>	Existing w.e.f 2012	
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	
	<b>Total Expenditure</b>	<b>104500/99500</b>	

\*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

The Expenditure Norms for conduct of One day, Two day, Three day, Five day and Seven day workshops is as under:

*Annexure T*

I) 1 Day Workshop:

1 Day Workshop		Amount (in rupees)
<b>1.</b>	<b>Honorarium</b>	
i)	*Director/Associate Director @Rs.1500	1500
ii)	*Resource Person (1000 x 1)	1000
iii)	Internal speakers (1000x1) from KVS	1000
iv)	Guest Speakers – 2 @Rs.3000/Rs.2500(incl.conveyance)	6000 / 5000#
v)	IT Experts @ Rs.500 x 01	500
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	3000
4.	Misc. Expenditure	1000
<b>Total Expenditure</b>		<b>24000 / 23000</b>

II) 2 Day Workshop:

2 Day Workshop		Amount (in rupees)
<b>1.</b>	<b>Honorarium</b>	
i)	*Director/Associate Director @Rs.1500	1500
ii)	*Resource Person (1000 x 1)	1000
iii)	Internal speakers (1000x2) from KVS	2000
iv)	Guest Speakers – 3 @Rs.3000/Rs.2500(incl.conveyance)	9000 / 7500#
v)	IT Experts @ Rs.500 x 01	500
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	1000
<b>Expenditure for Working Lunch(45 Nos.) 45x2x150 = 13500</b>		<b>13500</b>
<b>Total Expenditure</b>		<b>43500 / 42000</b>

III) 3 Day Workshop:

3 Day Workshop		Amount (in rupees)
<b>1.</b>	<b>Honorarium</b>	
i)	*Director/Associate Director @ (Rs.1500* 2)	3000
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x3) from KVS	3000
iv)	Guest Speakers – 4 @Rs.3000/Rs.2500(incl.conveyance)	12000 / 10000#

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v)	IT Experts @ Rs.500 x 02	1000
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	2000
	Expenditure for Working Lunch(45No.s) 45x3x150=20250	20250
	<b>Total Expenditure</b>	<b>58250 / 56250</b>

**IV) 4 Day Workshop:**

4 Day Workshop		Amount (in rupees)
<b>I.</b>	<b>Honorarium</b>	
i)	*Director	2000
	*Associate Course Director	1500
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x3) from KVS	3000
iv)	Guest Speakers – 5 @Rs.3000/Rs.2500(incl.conveyance)	15000 / 12500#
v)	IT Experts @ Rs.1000 x 02	2000
2.	Stationery & Teaching materials, Reports/Certificates	12000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) 45x4x150=27000	27000
	<b>Total Expenditure</b>	<b>72500 / 70000</b>

**V) 5 Day Workshop:**

4 Day Workshop		Amount (in rupees)
<b>I.</b>	<b>Honorarium</b>	
i)	*Director	2000
	*Associate Course Director	1500
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x4) from KVS	4000
iv)	Guest Speakers – 7 @Rs.3000/Rs.2500(incl.conveyance)	21000 / 17500#
v)	IT Experts @ Rs.1000 x 02	2000
2.	Stationery & Teaching materials, Reports/Certificates	12000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) 45x5x150=33750	33750
	<b>Total Expenditure</b>	<b>86250 / 82750</b>

**VII) 7 Day Workshop:**

4 Day Workshop		Amount (in rupees)
<b>I.</b>	<b>Honorarium</b>	
i)	*Director	2500
	*Associate Course Director	2000
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x8) from KVS	8000
iv)	Guest Speakers – 8 @ Rs.3000/Rs.2500(incl.conveyance)	24000 / 20000#
v)	IT Experts @ Rs.1000 x 02	2000

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2	Education Trip	10000
3	Stationery & Teaching materials, Reports/Certificates	12000
4	DTP & Xerox	5000
5	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) 45x7x150=47250	47250
	Total Expenditure	117750 / 113750

\*No Honorarium will be paid to Director / Associate Director / Resource Person in case they belong to ZIETs.

# KVS HQ letter No. F.110338-01/2014-15/KVSHQAcad/M68 dated 27-2-14 to be referred for paying honorarium to guests.

