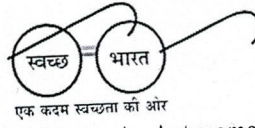




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आज़ादी का
अमृत महोत्सव



केन्द्रीय विद्यालय संगठन (मु०)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN
An Autonomous Body Under Ministry of Education, Govt. of India
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F.No: 11-Acad0338T(1)/2/2020-Academic/Part(1) / 1663-1694

Dated: 07.11.2022

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIETs

Subject:- In-service Training Courses (Single Spell during the session 2022-2023 for TGT(AE/WET/LIBRARY/P & HE), PRT (MUSIC)- regarding

Sir/Madam,

As per the scheme in vogue and approved by the BoG, Kendriya Vidyalaya Sangathan shall conduct In-service Training Programme, for the session 2022-23. The in-service courses for TGT-AE, P&HE, WE, Librarian, Yoga and PRT (Music) will be organized in one spell of 21-day duration normally during working days.

As far as TGT (P&HE) is concerned, their in-service training courses will be arranged at Laxmibai National University of Physical Education, Gwalior, or LNIPE Guwahati and other such Institutes in the vicinity of ZIETs. Similarly, in-service training courses for Yoga Teachers may be conducted at Institutes of National repute like Kaivalyadham at Lonavala etc.

BROAD OBJECTIVES

The In-service courses are to be organized by K.V.S. (HQ.) at ZIETs. The main objective of organizing these In-service Courses is to enhance the levels of competence / commitment and performance of teachers. The requirement of such training has become more important because of the rapid changes in social, economic and technical environment of the children. With the emphasis on constructivism as a teaching-learning approach and examination reforms to suit the teaching approach in the NCF- 2005, and also introduction of, OTBA, NEP 2020 etc. teachers are required to get refreshed, updated and prepared to take up the challenges with ease in order to translate the principles into practice.

All In-service Training Programmes, therefore, aim at enhancing the effectiveness of the teachers' ability to:-

- Gauge the potential of the students,
- Assess the children's level of achievement.
- Increase their own competency as a teacher,
- Improve the effectiveness of their performance,
- Use and improvise support materials required for teaching learning process,
- Take optimum advantage of the opportunities despite the limitations of the system in terms of time available, non-flexible curriculum, intake of students etc.,
- Enhance their level of commitment,
- Meet the expectations of the administration and the objectives of the organization,

- i. Seek and extend co-operation to parents and community,
- j. Enhance their own personality by constant updating and learning,
- k. Use of I.T. and multimedia in planning, delivery and evaluation of the curriculum regularly and meaningfully,
- l. Develop healthy habits and useful values among students,
- m. Hone the students' skills by examples, activities, practices, diagnosis, remedial action and constant follow up,
- n. Bring about attitudinal change to become a lifelong learner and change manager.
- o. Provide a forum to share innovations undertaken in different Kendriya Vidyalayas.
- p. Respect and understand the provisions of the RTE Act 2009.
- q. As per demand of NEP 2020.

CRITERIA FOR SELECTION OF PARTICIPANTS:

All Regional Offices are requested to instruct the Kendriya Vidyalayas to identify and send the names of TGT (WE/AE/Lib/P&HE/Yoga) & PRT(music) for the participation in the in-service courses 2022-2023.

PROFORMA 1

Priority A:

While selecting the participants, priority is to be given to the teachers who are due for grant of senior scale / selection grade on or before 30.06.24 and have not attended any In-service course since 2017 , as they have to undergo 3 weeks' training programme to fulfill the mandatory requirement for grant of Senior scale/Selection scale.

Priority B :

The second priority will be of all those teachers who have not attended any in-Service course since 2016.

Please Note:

- a. Teachers who are coming under LTR category *must not be sponsored* for In-Service training courses unless they are due for senior scale or selection scale during the next three years and have not attended 21 day in-service courses within preceding six years from the date they are eligible for Sr. Scale / Selection Scale.
- b. Female teachers having infants below the age of two years may be exempted, if sought, provided the individual is willing to forego the financial benefits (if any).
- c. The lists of TGT (P&HE) and Yoga Teachers should be arranged age wise separately. The senior in age should be placed at the top of the list followed by others in order of age.
- d. TGT (Yoga) teachers should not be permitted to attend training/In-service course organized for TGT (P&HE) and vice versa.

Please also not that the following types of requests/grievances do not arise:

- (a) Selected teacher be exempted on the ground that the teacher has already attended a training programme in the last 5 years
- (b) A teacher's name is missing in the selected participants list and be included subsequent.

(c) A teacher's name is included in the list of another subject inadvertently.

Such issues must be avoided by careful scrutiny based on the above criteria at the Vidyalaya/R.O level

Norms for Director/Associate Director/Resource Persons for different In-Service Courses of 21 days as follows:

| Category | Director | Associate Director | Resource Persons |
|---|-----------------------------|-----------------------|--|
| TGT(WE), Librarian, (AE), PRT (Music) | TGT TGT Director ZIET | To be decided by ZIET | 02 Sr. TGT(WE)/ Librarian/ TGT (AE)/ PRT (Music) |

While selecting Resource Persons, the Principals / Vice-Principals / H. Ms. / Teachers who have been recognized by the KVS under various programmes/Incentive schemes as enumerated below should be selected for various In-service Courses:

1. For 21 day in-service courses for TGT(AE), TGT(WE), Librarian and PRT(Music), the courses will be organized at ZIETs and the Director ZIETs will be the course director and shall decide upon the Associate Director and RPs.
2. KVS VPs/Teachers who underwent TOT courses of DOP&T at ISTM or various ATIs.
3. KVS Incentive Awardee /National Awardees.
4. Teachers deputed by KVS under Teacher Exchange Programme / Cultural Exchange Programmes / under programmes like Fulbright Scheme / Japan Teacher Exchange Programme etc.
5. Teachers who have undergone Diploma course in Guidance and Counselling from NCERT.

The details of such selected Resource Persons should be sent separately in Proforma II.

It has been observed that in some cases the guest speakers invited from outside the K.V.S. do not do proper justice with the participants. They often deliver lectures which are irrelevant to the needs of our teachers and outside the context of the K.V.S. As a result many teachers do not pay adequate attention to the lectures whereas in-house talents of the teachers are not properly utilized. Many of our teachers are competent to discuss various pedagogical issues and capable of content enrichment with their experience in real-life transactions. There is an explicit need to utilize their learning through group activities. The Guest Speakers should be judiciously selected not exceeding the norms of in-service course. The Director/Associate Director/Resource Persons should interact with the participants on various issues regularly every day.

Collection of Data:

The following steps are to be taken for the collection of data for In-service Training for the session 2022-23:

At Vidyalaya Level:

- a. Each RO will circulate the information to schools immediately
- b. Principal has to ensure that no teacher who falls under priority A & B is left out.
- c. Principals shall circulate this information among all the staff and also the record of names sponsored, so that the individuals are aware of the conditions. The acknowledgement of this must be kept on official records, for reference, at a later date, in case of any claim/representation by teacher. Teachers shall not drop out or seek to be included on a later date, based on the venue.
- d. Forward hard copy and soft copy to respective RO It should be in uniform format given in MS-Excel.

Regional Office Level:

RO should compile the data in MS Excel work book and forward to concerned ZIET under which the RO falls.

At ZIET Level:

ZIETs will compile the data of all ROs covered by the ZIET and send the soft copy in MS Excel and send to ZIET Mumbai.

TIME LINE:

| | |
|------------|---|
| 11.11.2022 | Data collection and compilation dispatch to RO by KV. |
| 16.11.2022 | RO to send the soft copy to concerned ZIET |
| 18.11.2022 | ZIETs to send the consolidated lists to ZIET Mumbai |
| 20.11.2022 | Consolidated proposal to KVS HQ by ZIET Mumbai |

The Distribution of ROs under each ZIET is as under:-

| ZIET Mumbai | ZIET Gwalior | ZIET Mysore | ZIET Chandigarh | ZIET Bhubaneswar |
|--|---|--|---|---|
| Ahmedabad Patna Jaipur Mumbai Raipur | Bhopal Jabalpur Lucknow Agra Varanasi | Bangalore Chennai Hyderabad Ernakulam | Chandigarh Dehradun Delhi Jammu Gurgaon | Guwahati Silchar Ranchi Kolkata Bhubaneswar Tinsukia |

Further, it is informed that the list of participants be sent in 'Excel' sheet only. The 'Designation' of the teacher participants should be mentioned clearly and correctly, keeping in view the changes made in designations. KV may use designation as given in staff sanction orders. This helps in sorting of data correctly and avoiding errors. It is, therefore, suggested that subject codes to be used for transfer applications may be used to maintain uniformity and facilitate compilation. The Gender and category of the participant should not be left blank.

The current active e-mail id of the Vidyalaya may be furnished.

Pre-training preparations:

1. The Course Director of each course should develop a need assessment proforma specific to their subject content, listing out the different areas covered under the latest curriculum and send it to the participants of the course at least one month in advance and get back within 15 days before date of commencement of the in-service training programme.
2. An analysis of the need assessment proforma should be done by the Course Director to identify the generic and individual need areas related to the subject content.
3. The areas identified by most of the participants should be taken as thrust areas and external experts should be engaged to enrich, refresh, reinforce, update and upgrade their knowledge in those specified areas.
4. Time budgeting for the in-service course: Content enrichment- 60%, Attitude building- 15% Transactional skills – 25%

Post training follow up:

1. The learning index of each training to be calculated and communicated to the Principal of the trainee through their participation certificate.
2. The follow up proforma / tool should be sent by the Course Director to the Principal of the trainee.
3. Principal should record observations and send it to the Assistant Commissioner concerned.

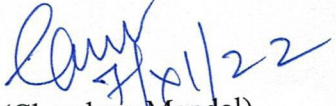
Please note that organization of In-service Courses is a time bound activity and hence the schedule should be adhered to scrupulously.

Please note the formats to be sent

- I: Priority (A) & (B)
- II: List of Resource Persons

This is issued with the approval of the competent authority.

Yours sincerely


(Chandana Mandal)
Joint Commissioner (Trg.)

Copy to:

1. PS to Commissioner, KVS (HQ) for information please
2. DC(EDP), KVS(HQ) with the request to upload on the KVS Website
3. Guard File

PROFORMA – I (PRIORITIES A)

LIST OF ELIGIBLE PARTICIPANTS

Region: _____ **Category** _____ **Subject Region:** _____

| S N | Name o f the Te acher | MALE / FEMA LE | Cadr e | SUBJ ECT | K.V | Region | GEN/SC /ST/OB C | Date Si nce wo rking in the pre sent po st | Senior Sc ale /Sele ction Scal e due in the m onth /year | Last In-s ervice cs course at tended i n the ye | Comment |
|--------|-----------------------------|-------------------------|-----------|-------------|-----|--------|-----------------------|---|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |

It is certified that the above information is correct as per the office records.

Signature of Deputy Commissioner

PROFORMA – I (PRIORITIES B)

LIST OF ELIGIBLE PARTICIPANTS

Region: _____ **Category** _____ **Subject :** _____

| Sr. No. | Name o f the Te acher | MALE/ FEMAL E | cadre | SUBJEC T | K.V | Region | GEN/SC / ST/OB C | Date Sinc e working in the pre sent post | Last In-se rvicse cour se attend ed in the year | Comments |
|------------|-----------------------------|---------------------|-------|-------------|-----|--------|------------------------|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

It is certified that the above information is correct as per the office records.

Signature of Deputy Commissioner

PROFORMA – II

| S No. | Name | Male/ Female | Cadre | Subject | K.V. | Email Id of KV | REGION | Qualification | Whether received any KVS award/ participated in any programme as per list given in the letter | Date of Joining in the present cadre |
|-------|------|-----------------|-------|---------|------|----------------------|--------|---------------|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Signature of Deputy Commissioner