



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागत क्षेत्र / 18-Institutional Area

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By email/ speed post

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निदेशक/उपायुक्त

केन्द्रीय विद्यालय संगठन

सभी क्षेत्रीय कार्यालय एवं

सभी आंचलिक शिक्षा एवं प्रशिक्षण संस्थान।

विषय: In-service Training Courses for TGT(P&HE, AE, WE & Librarian) & PRT (Music) for the session 2019-20 – reg.

महोदया/महोदय,

The details of 21 days single spell In-service Courses for TGTs (P&HE, AE, WE & Librarian) & PRTs (Music) slated to be held during the year 2019-2020 have been finalized. The dates for the same will be intimated by the respective ZIETs.

After analyzing information of all eligible TGTs (WE,AE, LIB, PH& E) & PRT (Music), Director ZIET Mumbai vide his e-mail dated 18.12.19 has proposed the venues and no. of eligible candidates for 21days In-service Course -2019-20 in single spell as stated below:

Cadre/ Subject	Number of teachers eligible for Senior/Selection Scale and have not attended ISC in past six years	Proposed Venue
TGT (AE)	30	ZIET MUMBAI
TGT(LIB)	21	ZIET CHANDIGARH
TGT(WET)	34	ZIET MYSORE
TGT(P&HE)	22	ZIET GWALIOR
PRT(MUSIC)	52	ZIET BHUBANESWAR

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

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

1. The approved norms of expenditure for the 21-day courses for (TGT (AE), TGT(WE), Librarian, PRT(Music) are placed at **Annexure-A**.
2. The expenditure on courses conducted for TGT(PH&E) by other institutes will be intimated, to the ZIETs concerned, after approval by the competent authority.

Please note:

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 ZIET, Mumbai.**

2. Inclusion of participants to any of these courses by the respective Deputy Commissioners shall be restricted to those cases pertaining to the conditions applicable to **Proforma 1A only** (as other nominations have not been considered in this session due to administrative reasons).

3. 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) KVS Incentive Awardees /National Awardees Vice-Principals and teachers.
- b) Teachers deputed by KVS under Teacher Exchange Programmes/ Cultural Exchange Programmes like Fulbright Scheme/ Japan Teacher Exchange Programme, etc.
- c) Teachers who have undergone Diploma course in Guidance and Counselling from NCERT.
- d) Teachers who have undergone PG Diploma in School Leadership and Management from NUEPA.
- e) Teachers deputed by KVS under specialized trainings in NCERT/ NUEPA/ CBSE/ TTTRI/IIMs/NIFM etc.

4. It is to be appreciated that a teacher has to be a life-long learner. The In-service courses are opportunities for teachers to update their knowledge and upgrade their pedagogical skills. Besides, resources should be used optimally as KVS spends considerable resources on the organization of training programmes. In view of this, the Deputy Commissioners should ensure that all the identified teachers are deputed to attend these courses without fail. **Further, dropping out by the teachers in the last minute on flimsy grounds are to be avoided. The Commissioner has desired that all the teachers deputed for the courses attend the programme without any exception.**

5. When a teacher seeks exemption from attending the In-service course, such an application needs to be submitted to the Deputy Commissioner of the Region by the Principal along with his/her clear recommendation and record of teacher's refusal to attend such courses in the past, if any. The Deputy Commissioner shall then decide the case on merit and communicate his/her decision to the individual concerned through the Principal; and also to the Course Director as well as the Director, KVS ZIET Mumbai. **A note regarding such exemptions/absence should be put in the service records of the employee for future reference.**

Note: The issue of absenteeism in the In-service Course has been viewed very seriously by the competent authority. To curb absenteeism in the In-service Training Programme, it has been decided to temporarily **withhold the increments of teachers who absent themselves from the In-service Course without proper exemption from competent authority.** The increment will be granted to the teacher after undergoing the In-service training programme. It is also clarified that the teachers who have been granted exemption by the competent authority from attending the In-service Training Programme this year will have to undergo the In-service course in the next academic session, failing which, their increment will be withheld. The instructions in this regard have already been issued vide KVS letters no.F.110338-1/2013-14-KVSHQ (Acad) dt. 18.10.2013 and dt.11.09.14 for strict compliance.

6. The following points are to be noted regarding the participation of teachers in the In-service course 2019-2020:
 - a) In case of courses being conducted in collaboration with outside institutions, names of teachers should not be added except with the approval of the Joint Commissioner (Trg.). In case such names are forwarded, then details of when the teacher completed his/her last course, date of superannuation and due date of senior/selection scale may please be mentioned.
 - b) Since maximum number of participants have been allotted to each of the course, any addition may be allowed by the DCs of the respective regions only in respect of those teachers **who are due for grant of senior scale / selection grade on or before 31.12.2020 and have not attended any in-service course between 2015 and 2019 in the same cadre.**
 - c) It should also be ensured that **no teachers are left out who are due for grant of senior scale / selection grade on or before 31.12.2020 and have not attended any in-service course between 2015 and 2019 in the same cadre.** In case names of such teachers are not included in the list already, their names should be sent by the Deputy Commissioner of the region concerned for approval.

7. 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%.

8. 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.

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

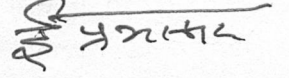
- i. Detailed schedule for 21 days In-service training courses should be prepared and finalized.
- ii. Training modules and manuals prepared earlier may be updated with reference to the latest CBSE circular dated 21.03.2017 on Assessment Scheme and KVS circular on the same subject.
- iii. The training 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.
10. 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.
 11. 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.
 12. 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 actual basis as per KVS norms.
 13. The Officers of KVS HQ will visit the various training venues in consultation with Joint Commissioner (Trg.) to assess the efficacy of the programmes.
 14. 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) A consolidated feedback given by the participants at the end of the training.
 - b) List of participants present/absent with name, designation and category (SC/ST/OBC/GEN) (To be sent on the second day of the course).

- c) Details of participants, if any, who scored below 60% in post-test (To be sent on the last day of the course). **NIL report may also be sent in case there is none below 60%.**

This is issued with the approval of the competent authority.

भवदीय,

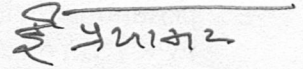


(डॉ. ई. प्रभाकर)

संयुक्त आयुक्त (प्रशिक्षण)

प्रतिलिपि :

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



संयुक्त आयुक्त (प्रशिक्षण)