	<p>केन्द्रीय विद्यालय संगठन /Kendriya Vidyalaya Sangathan  १८, संस्थानिक क्षेत्र/18, Institutional Area  शहीद जीत सिंह मार्ग/Shaheed Jeet Singh Marg  नई दिल्ली-११००१६/New Delhi -110016  दूरसंचार व फैंक्स/Tel &amp; Fax- २६८५८५६६/26858566 व २६५१४१७९/26514179  वेबसाइट/website-<a href="http://www.kvsangathan.org">www.kvsangathan.org</a></p>
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F.110338/01/2014-15/KVS HQ(Acad.)/

December 18, 2014

**The Dy.Commissioner/Director,  
Kendriya Vidyalaya Sangathan,  
All Regions/ZIETs.**

**Madam/Sir,**

**Sub:- In-service Training Courses during the session 2015-2016 for teachers of Kendriya Vidyalayas – reg.**

As per the scheme in vogue and approved by the AAC/BOG, Kendriya Vidyalaya Sangathan shall conduct In-service Training Programme, for the session 2015-16, split-up into 2 spells of 12- day training followed by 10 days as per the guidelines issued vide letter F. No.11016/01/2009/ KVS HQ/ACAD/ Dated 28.08.09. The in-service courses for TGT(AE), TGT(P&HE), TGT(WE), Librarian, Yoga Teacher and PRT (Music) will, however, be organized in one spell of 21 day duration. The 12- day courses will be organised during Summer Vacation and the second spell of 10 - day course would be conducted after a gap of 6 months. The second spell of the course will be conducted at the same Venue where the 12- day course was conducted during Summer Vacation and the same Director be deputed for the second spell as far as possible. So far as TGT (P&HE) is concerned, their in-service training courses will be arranged at Laxmibai National University of Physical Education, Gwalior 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. Courses for Primary teachers will be organized at Regional level and suitable venues should be identified in the Region concerned.

**BROAD OBJECTIVES**

The In-service courses are to be organised by K.V.S. (HQ.) at ZIETs or other Venues. 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 to the teaching approach in the NCF- 2005, and also introduction of Continuous Comprehensive Evaluation (CCE), PSA, OTBA, ASL 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 Training Programmes, therefore, aim at enhancing the effectiveness of the teachers' ability to:-

- a) Gauge the potentials of the students,
- b) Assess the children's level of achievement as required under CCE.
- c) Increase their own competencies as a teacher,
- d) Improve the effectiveness of their performance,
- e) Use and improvise support materials required for teaching learning process,
- f) Take optimum advantage of the opportunities despite the limitations of the system in terms of time available, non-flexible curriculum, intake of students etc.,
- g) Enhance their level of commitment,
- h) 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.

### **CRITERIA FOR SELECTION OF PARTICIPANTS**

***Regional Offices are requested to instruct the Kendriya Vidyalayas to identify and send the names of teachers for the participation in the in-service courses 2015-2016.***

### **PROFORMA 1**

- 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 30.06.2015 and have not attended any In-service course between 2009 and 2014 in the same cadre**, as they have to undergo 3 weeks' training programme to fulfill the mandatory requirement for grant of Senior scale/Selection scale.

- b) The second priority will be of all those teachers **who have not attended any in-Service course between 2009 and 2014.**

### **PROFORMA II**

All those promoted teachers i.e. TGTs and PGTs who have not undergone training in the promoted post should be enlisted in a separate list.

#### **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.
- b) 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.

#### **Collection of Data**

##### **At KV Level:-**

- a) Each RO should 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) Forwarded hard copy and soft copy to respective RO should be in **uniform format given (in MS Excel).**

##### **At RO Level:-**

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

##### **At ZIET Level:-**

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

#### **PROPOSED TIME LINE:**

23.12.2014	Data collection and compilation dispatch to RO by KV.
05.01.2015	RO to send the soft copy to concerned ZIET
10.01.2015	ZIET to send the consolidated lists to ZIET Mumbai
15.01.2015	Consolidated proposal to KVS HQs by ZIET Mumbai

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

<b>ZIET Mumbai</b>	<b>ZIET Gwalior</b>	<b>ZIET Mysore</b>	<b>ZIET Chandigarh</b>	<b>ZIET Bhubaneswar</b>
Ahmedabad Raipur Patna Jaipur Mumbai	Bhopal Jabalpur Lucknow Agra Varanasi	Bangalore Chennai Hyderabad Ernakulam	Chandigarh Dehradu Delhi Jammu Sirsa	Guwahati Silchar Ranchi Kolkata Bhubaneswar Tinsukia

**Director/Associate Director/Resource Persons:**

The following number of Directors/A.D./R.P. shall be deputed for 12/10 day courses:-

**IN-SERVICE COURSE**

<b>Category</b>	<b>Director</b>	<b>Associate Director</b>	<b>Resource Persons</b>
PGT	AC/Director, ZIET/ Principal with masters in the subjects	Principal/V.P.	2 PGTs
PGT(Promotee) (By DPC & LDE)	AC/Director, ZIET/ Principal with masters in the subjects	Principal/V.P.	3 PGTs
<b>Category</b>	<b>Director</b>	<b>Associate Director</b>	<b>Resource Persons</b>
TGT(Regular/ Promotee by DPC & LDE )	AC/Director, ZIET/ Principal with masters in the subjects	Principal/V.P./Sr . PGT(Min. 10 year exp.)	3 PGTs
PRT	Principal	--	1 HM & 2 Sr. PRTs
HM	AC/Director, ZIET/Principal	V.P.	02 Sr. HM
TGT(WE), Librarian, TGT (AE), PRT (Music)	Director ZIET	To be decided by HQrs./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 PGTs in-service courses to be organized in schools, there will be a Director who may be an Assistant Commissioner / Principal having Master's Degree in the concerned subject. For TGTs in-service courses the Director will be the Principal and Associate Director may be senior PGT. One of the two may be from the Vidyalaya where the course is conducted.
2. For Primary Teachers in-service course Director will be a Principal.
3. 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.
4. Assistant Commissioners and Principals who underwent training under SAT Programme conducted by DOP&T (held at Shimla)/ trained in constructivist approach of learning at HBCSE Mumbai/underwent Educational study tour to Germany.
5. KVS Incentive Awardee /National Awardee Principals, Vice-Principals, HMs and other teachers.
6. Teachers deputed by KVS under Teacher Exchange Programme / Cultural Exchange Programmes / under programmes like Fulbright Scheme / Japan Teacher Exchange Programme etc.
7. Teachers who have undergone training programme / diploma course from N.C.E.R.T. in Guidance and Counseling. Teachers deputed by KVS under specialized trainings in N.C.E.R.T. / N.U.E.P.A. / T.T.T.I. / I.I.M. etc.
8. Teachers trained in CCE by CBSE/ other agencies.
9. Teachers trained in Constructivist approach of learning at HBCSE Mumbai.
10. Teachers trained in innovation in Mathematics Education at IDC, IIT Mumbai.

**Note:-** In case the required number of teachers who have undergone any one of the programmes as mentioned at (1) to (10) above are not available in a region, services of such teacher(s) from other KVS Regional Offices may be utilized as a Resource Person for In service training programmes to be conducted at ZIETs / other training venues.

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

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 actual classroom transactions. There is explicit need to utilize their learning through group activities. The Guest Speakers should be judiciously selected not exceeding the norms in a 12/10 day in-service course. The Director/Associate Director/Resource Persons should interact with the participants on various issues regularly every day.

In each Training course a PGT Computer Science preferably having background of the same subjects may be engaged for 5 days for giving hands on experience in I. T. and Multimedia to the trainees in order to make them competent in using I. T. in planning, teaching-learning, evaluating and analyzing the performance of self and students. The concerned Regional Office will ensure availability of the services of PGT (Com. Science) at the venues/ZIETs located in the Region.

### **Proposal for Venues:-**

Each RO will be requested to forward a list of proposed venues where courses can be conducted (**Proforma- III**).

The following points will be kept in view while suggesting the venues for various in-service courses:

- Providing good board and lodging facilities to the participants.
- Accessibility by Rail/Road etc.
- Having reasonably good library and audio-visual aids.
- Computer laboratory with Broadband connectivity.
- Availability of guest speakers from IITs/Engg Colleges/Universities/ Colleges of Education and Institutions of Sciences and Technology etc.

Proposal for venues be sent separately in **Proforma- III**.

### **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 of 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 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 6 years.
- b) A teacher's name is missing in the selected participants list and be included subsequently.
- c) A teacher's name is included in the list of another subject inadvertently.
- d) A promotee teacher's name is included in the list of regular teachers' list and vice-versa.

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

**Further, it is informed that the list of participants be sent in 'Excel' programme 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. To avoid ambiguity, designation for TGT Science should be written as TGT (Sc.) and not as TGT (Bio.) 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 name of the participant prefixed by Mr. / Ms./ Mrs. is to be typed in Capital letter for uniformity.**

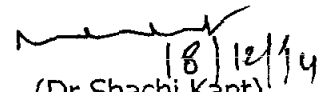
Please note that organization of In-service Courses is a time bound activity and hence the schedule should be adhered to scrupulously.

Please note the formats to be sent

- I - Priority (a) & (b)
- II - Promoted teachers
- III - List of proposed venues
- IV - List of Resource Persons, Director etc.

This issues with the approval of the competent authority.

Yours faithfully,



(Dr. Shachi Kant)

Jt. Commissioner (Trg.)

Copy to:

1. PS to Commissioner, for information.
2. PS to Addl. Commissioner (Acad.), for information.
3. S.O. (EDP), KVS to upload on the KVS website.
4. Guard File.

**PROFORMA - I (PRIORITIES A)**

**LIST OF ELIGIBLE PARTICIPANTS**

Region: \_\_\_\_\_ Category \_\_\_\_\_

Sr. No.	Name of the Teacher	MALE/ FEMALE	SUBJECT	K.V.	GEN/SC /ST/OB C	Date Since working in the present post	Senior Scale /Selection Scale due in the month /year	Last In-service course attended in the year	Comments
1	2	3	4	5	6	7	8	9	10

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

FOR TGT (P& HE)/Yoga Teachers (to be sent separately for TGT(P&HE) and Yoga Tr.)

Sr. No.	Name of the Teacher	MALE/ FEMALE	Kendriya Vidyalaya	GEN/SC/ ST/ OBC	Date Since working in the present post	Senior Scale /Selection Scale due in the month /year	Last In-service course attended in the year	Comments	Date of Birth
1	2	3	4	5	6	7	8	10	11

**SIGNATURE OF THE DEPUTY COMMISSIONER**

**PROFORMA - I (PRIORITIES B)**

**LIST OF ELIGIBLE PARTICIPANTS**

Region: \_\_\_\_\_ Category \_\_\_\_\_ Subject: \_\_\_\_\_

Sr. No.	Name of the Teacher	MALE/ FEMALE	SUBJECT	K.V	GEN/SC / ST/OBC	Date Since working in the present post	Last In-service course attended in the year	Comments
1	2	3	4	5	6	7	8	9

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

FOR TGT (P& HE)/Yoga Teachers (to be sent separately for TGT(P&HE) and Yoga Tr.)

Sr. No.	Name of the Teacher	MALE/ FEMALE	Kendriya Vidyalaya	GEN/SC/ ST/ OBC	Date Since working in the present post	Senior Scale /Selection Scale due in the month /year	Last In-service course attended in the year	Comments	Date of Birth
1	2	3	4	5	6	7	8	10	11

**SIGNATURE OF THE DEPUTY COMMISSIONER**



**PROFORMA - II**

Name of Region: \_\_\_\_\_ Post \_\_\_\_\_

**LIST OF PROMOTED TEACHERS (who have not attended any programme in the new cadre)**

Sr. No.	Name of the Teacher	MALE / FEMALE	Kendriya Vidyalaya	SUBJECT	Gen/SC /ST/OB C	Date of joining in Promoted Post	Name of the course last attended in the promoted cadre and dates
1	2	3	4	5	6	7	8

SIGNATURE OF THE DEPUTY COMMISSIONER

**-PROFORMA - III****LIST OF PROPOSED VENUES**

Name of the Region : \_\_\_\_\_

Sr. No	Subject	Name of the KV	Name of Course Director and Address	Name of the Associate Director & Address	Name of the Resource Person
1	2	3	4	5	6

SIGNATURE OF THE DEPUTY COMMISSIONER

**PROFORMA - IV****LIST OF RESOURCE PERSONS**

Sr. No.	Subject	Name	Designation	MAL E/ FEMALE	Kendriya Vidyalaya	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

SIGNATURE OF THE DEPUTY COMMISSIONER