



केन्द्रीय विद्यालय संगठन (मुख्य.)
शहीद जीत सिंह मार्ग, १८ संस्थागत क्षेत्र,
नई दिल्ली - ११००१६

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By Speed Post/ E-mail

Date:11.12.2018

File No.11-Acad0338T(1)/2/2018-Academic

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

Sub: - In-service Training Courses (in double spell) during the session 2019-2020 for PGTs(all subjects), TGTs(all subjects except AE/WE/Library/Yoga/P&HE), HMs and PRTs(except Music) of Kendriya Vidyalayas – regarding

Madam/Sir,

As per the scheme in vogue and approved by the AAC & BOG, Kendriya Vidyalaya Sangathan has to conduct In-service Training Programmes, for the session 2019-20, split-up into 2 spells of 12+10 days as per the guidelines issued vide letter F. No.11016/01/2009/ KVS HQ/Acad. dated 28.08.09. The first spell of 12 days will be organised during the summer vacation and the second spell of 10 days would be conducted during the winter break. As far as possible, the second spell of the course will be conducted at the same venue where the first spell of the 12 day course was conducted and the same Director will be deputed for it. The courses for Primary teachers will preferably be organized at Regional level itself at suitable venues identified in the Regions concerned.

BROAD OBJECTIVES:

The In-service training courses are to be organised by KVS (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. All In-service Training Programmes aim at enhancing the effectiveness of the teachers' ability so that the expected outcomes are achieved.

CRITERIA FOR SELECTION OF PARTICIPANTS:

All Regional Offices are requested to instruct the Kendriya Vidyalayas to identify and send the names of subject teachers* for participation in the In-service Training Programmes for the session 2019-20.

*The names of PGTs (all subjects), TGTs (all subjects except AE/WE/Library/Yoga/P&HE), HDMs and PRTs (except Music) are to be forwarded.

PROFORMA I

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 30.06.2020 and have not attended any In-service training

programme in the same cadre since 2014, as they have to undergo 3 weeks' In-service training programme within preceding six years from the date they are eligible for Senior Scale / Selection Grade 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 training programme since 2014.**

Please Note:-

- a) Teachers who are coming under **LTR category must not be sponsored** for In-Service training programme unless they are due for senior scale or selection grade during the next three years and have not attended 21 day in-service training programmes within preceding six years from the date they are eligible for Senior Scale/ Selection Grade.
- b) Female teachers having infants below the age of two years may be granted exemption, if sought, provided the individual is willing to forgo the financial benefits (if any).

PROFORMA II

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

PROPOSAL FOR VENUES:

All ROs are requested that they forward a list of proposed venues where courses can be conducted (**PROFORMA III**). The following points may please 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 reputed institutions like IITs/Engg Colleges/Universities/ Colleges of Education and Institutions of Sciences and Technology, etc.

SELECTION OF DIRECTOR/ASSOCIATE DIRECTOR/RESOURCE PERSONS:

The norms for the Course Directors/ Associate Directors/ Resource Persons to be nominated for the In-service Training courses for different cadres are as follows:

Category	Director	Associate Director	Resource Persons
PGT (Regular/Promotee, by DPC & LDE)	Director, ZIET / Asst. Commissioner / Principal with Masters in the subject	Principal / Vice Principal (with Masters in the subject)	Two PGTs (min. 8 yrs. experience)
TGT (Regular/Promotee, by DPC & LDE)	Director, ZIET / Asst. Commissioner / Principal with Masters in the subject	Principal / Vice Principal (with Masters in the subject)	Three PGTs/ Sr. TGTs (min. 8 yrs. experience)
PRT	Principal	-	One HM & two Sr. PRTs
HM	Director, ZIET	Principal/VP	Two Sr. HMs

While selecting Course Directors, Associate Directors and Resource Persons for various In-service Courses, the Asst. Commissioners/ Principals/ Vice-Principals/ HMs/ Teachers who have been recognized by the KVS under various programmes/Incentive schemes as enumerated below should be given priority for selection:

1. Assistant Commissioners, Principals, Teachers, Training Associates (of ZIETs) who underwent training on Direct Trainer Skill(DTS), Design of Training(DoT), Systematic Approach to Training(SAT), Management of Training(MoT), etc. conducted by DOP&T at ISTM or any Administrative Training Institute(ATI).
2. KVS Incentive Awardee /National Awardee Principals, Vice-Principals, HMs and other teachers.
3. Assistant Commissioners, Principals, Teachers deputed by KVS under Teacher Exchange Programme / Cultural Exchange Programmes like Fulbright Scheme / Japan Teacher Exchange Programme, etc. or underwent Educational study tour to Germany, Australia, etc.
4. Teachers who have undergone training programme / diploma course from NCERT in Guidance and Counseling.
5. Teachers deputed by KVS under specialized trainings in NCERT / NUEPA / TTTI/ IIMs/ IITs, etc.
6. Teachers trained in Constructivist approach of learning at HBCSE, Mumbai.
7. Teachers trained in Innovation in Mathematics Education at IDC, IIT Mumbai.

Note: In case the required numbers of teachers who have undergone any one of the programmes as mentioned at (1) to (7) 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 KVS 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 KVS. As a result, whereas many teachers do not pay adequate attention to the lectures, in-house talents of KVS are also 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 (Comp. Sc.) preferably having background of similar subjects may be engaged for 5 days for giving hands-on experience in IT and Multimedia to the trainees in order to make them competent in using IT 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 (Comp. Sc.) at the venues/ZIETs located in the Region.

COLLECTION OF DATA: The following steps are to be taken for the collection of data for In-service Training for the session 2019-20:

At Vidyalaya Level:

- i) Each RO will circulate the information to schools immediately.
- ii) Principals have to ensure that no teacher who falls under priority A & B is left out. **No addition or inclusion after finalization of venues shall be considered.**
- iii) **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 any teacher. Teachers shall not drop out or seek to be included on a later date, based on the venue.

- iv) Forward hard copy and soft copy to respective Regional Office, only in the given format (in MS Excel)

At Regional Office Level:

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

At ZIET Level:

ZIETs will compile the data from all its feeder regions and send the soft copy in MS Excel to ZIET Mumbai.

TIME LINE:

20.12.2018	Data collection, compilation & dispatch to RO by KV
28.12.2018	RO to send the soft copy to concerned ZIET
07.01.2019	ZIETs to send the consolidated lists to ZIET Mumbai
18.01.2018	Consolidated proposal to KVS HQ by ZIET Mumbai

The distribution of Regional Offices under each ZIET is as under:

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

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:

- i. The learning index of each trainee is to be calculated and communicated to the Principal of the trainee through their participation certificate.
- ii. The follow up proforma / tool should be sent by the Course Director to the Principal of the trainee.
- iii. Principal should record observations and send it to the Assistant Commissioner concerned.

It is to be noted that the following types of issues/grievances do not arise:

1. Selected teacher be exempted on the ground that the teacher has already attended a training programme in the last 5 years.
2. A teacher's name is missing in the selected participants list and has to be included subsequently.
3. A teacher's name is included in the list of another subject inadvertently.
4. A promotee teacher's name is included in the list of regular teachers' list and vice-versa.

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

Further, it is informed that the list of participants be sent in 'MS excel' 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 current active e-mail id of the Vidyalaya must be furnished.

Note:

The names of newly recruited teachers who have not completed two years service as on March 31, 2019 should not be sponsored.

The names of PRTs who have completed/ are awaiting results of/ are presently enrolled in CPPDPT should not be sponsored.


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

The formats to be sent are as under:

- I Priority (A) & (B) – consolidated in respect of all the KVs in the region
- II Promoted teachers – consolidated in respect of all the KVs in the region
- III List of proposed venues – as identified by the RO/ZIET
- IV List of Director, Associate Director, Resource Persons, etc. – as identified by the RO/ZIET

This is issued with the approval of the competent authority.

Yours sincerely,




(Dr. E. Prabhakar)

Joint Commissioner (Trg.)

Copy to:

1. DC(EDP), KVS(HQ) with the request to upload this letter on the KVS website.
2. PS to Commissioner, KVS (HQ), New Delhi.
3. PS to Additional Commissioner (Acad.), KVS (HQ), New Delhi.
4. File.



Joint Commissioner (Trg.)

PROFORMA - I (PRIORITY A)

Region: _____ Category _____

LIST OF ELIGIBLE PARTICIPANTS

Sr. No.	Name of the Teacher	Male/ Female	Cadre	SUBJECT	K.V	E-mail Id of K.V.	Region	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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

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

Signature of Deputy Commissioner

PROFORMA - I(PRIORITY B)

LIST OF ELIGIBLE PARTICIPANTS

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

Sr. No.	Name of the Teacher	Male/ Female	Cadre	Subject	- K.V	E-mail Id of K.V.	Region	GEN/SC/ ST/OBC	Date Since working in the present post	Last In-service course attended in the year	Remarks
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 record.

SIGNATURE OF THE DEPUTY COMMISSIONER

LIST OF ELIGIBLE PARTICIPANTS

Region: _____ Category _____ Subject :

- Sr. No.	Name of the Teacher	Male/ Female	Cadre	Subject	K.V	E-mail Id of K.V.	Region	GEN/SC/ ST/OBC	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	9	10	11

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

SIGNATURE OF THE DEPUTY COMMISSIONER

LIST OF PROPOSED VENUES

Name of the Region : _____

Sr. No	Subject	Name of the KV	Region	Name of Course Director and Address	Name of the Associate Director & Address	Name of the Resource Person
1	2	3	4	5	6	7

SIGNATURE OF THE DEPUTY COMMISSIONER

LIST OF RESOURCE PERSONS

Sr. No.	Subject	Name	Designation	Male/ Female	Kendriya Vidyalaya	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

SIGNATURE OF THE DEPUTY COMMISSIONER