

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA
MISSION(SSA), ANDHRA PRADESH, HYDERABAD**

Present: Smt. V. Usha Rani, IAS.,

Proc. Rc. No. 249/RVM(SSA)/C1/2013,

Dated: 04.10.2013.

Sub : RVM (SSA), A. P., Hyderabad – Pedagogy Wing – 2013-14 –
A 3-day Training to all Primary Level Teachers – Certain Instructions
- Reg

Ref : Proc. Rc. No. 249/RVM(SSA)/C1/2013, dt: 23.08.2013 of SPD, RVM
(SSA), A. P., Hyderabad on conducted TOT at Hyderabad and
Nalgonda Districts.

All the District Educational Officers, the Project Officers of RVM (SSA) and the Principals of DIETs in the State are informed that APRVM (SSA), Hyderabad and SCERT, Hyderabad together plan to organize a 3-day training to all Primary level teachers at mandal level from 21.10.2013 onwards.

In this connection the APRVM(SSA) is communicating the following instructions for smooth running of Trainings in the district.

- ❖ As per the Proceedings Rc. No. 305/D1/C&T/SCERT/2013, dt: 01.07.2013 of C&DSE, A. P., Hyderabad, it is in force of subject-wise distribution of teachers at primary level. Accordingly this training programme is proposed to cover 50% of the teachers in I spell and balance 50% of the teachers in second spell. Each teacher has to be trained for one subject and CCE in 3-days i.e., on CCE & English / CCE & Mathematics is given below.

No. of Teachers working in School	3-day Training		Coverage in Spells	
	on CCE & English	on CCE & Mathematics	1	2
1	1	-	1	-
2	1	1	1	1
3	2	1	2	1
4	2	2	2	2
5	3	2	2	3
6	3	3	3	3

Note: The MEO of the mandal has to take necessary measures to cover all teachers in two spells. 50% of the teachers in Spell I and other 50% teachers in Spell (2) (Half the teachers in CCE & Language and half the teachers in CCE and Maths)

- ❖ The District Educational Officers are requested to issue necessary orders to the concerned officers to depute the teachers, DRGs, monitoring team members for conduct of 3-day teacher training programme.

- ❖ The P.O., of RVM (SSA) has to depute CRPs in Single Teacher schools at the time of training period and also depute the concerned subject DLMTs / CRPs in the place of DRGs / SRGs.
- ❖ The DPO has to make necessary arrangements to attend DEOs, P.Os of RVM (SSA), DIET staff, Monitoring Team Members, MEOs and other Sectoral Officers of RVM for Video Conference held from SPO on 19th October, 2013.
- ❖ The Mandal Educational Officers will act as Course Directors for conduct of 3-day training at Mandal Level. They will be held responsible for smooth conduct of training without any deviations and ensure 100% attendance of teachers.
- ❖ A One-day planning meeting is to be organized with MEOs on 19th October, 2013 from 14.00 to 17.00 hrs (after video conference) on preparation of venues, facilities regarding the training.
- ❖ The Project Officer, RVM (SSA) has to ensure the 6 modules set (Telugu, English, Mathematics, EVS, CCE and RTE) for one school has to be reached by 17th October, 2013 to all schools and it will be reviewed on the status of distribution of modules in the Video Conference. Further it is to inform that to given instructions to the Head Masters of all schools to maintain Stock Entry Register, Issue register.
- ❖ Distribution of modules to the schools – Six modules to Primary and Upper Primary School. 2 modules (CCE and RTE) to the High Schools.
- ❖ The teacher should carry the module concerned subject training and kept back at school point after completion of training.
- ❖ A One-day preparatory plan to be conducted on 19th October, 2013 with SRGs, DRGs, Monitoring team members alongwith Sectoral Officers for smooth conduct of training at mandal level.
- ❖ The State Level Observers will be placed to observers from SCERT and SSA to each district. Utilize the trained monitoring members to observe the trainings held at mandal level.
- ❖ Checklist and observation formats are prepared by SPO and providing to utilize properly.
- ❖ The DPO has to prepare action plan for the training of their district and submit a copy to Pedagogy Wing of SSA on 09.10.2013 (A model district plan is enclosed).
- ❖ The P.Os of RVM (SSA) are requested to send a prescribed daily report (enclosed) on conduct of training.
- ❖ Communicate guidelines, time-table and other instructions to the Course Directors.

RAJIV VIDYA MISSION (SSA). A. P.

Guidelines for Conduct of Training to the Teachers at Primary Level

FOR DPO

- ❖ The training programme for the teachers at mandal level will be in non-residential. The training could be given in the batches keeping about 40 -50 participants in each batch. If the participants are more than '50' they could be made into two batches.
- ❖ A one day planning meeting shall be conducted before the commencement of the Training with Course Directors and Resource Persons. In this planning meeting, session allocation, sessions strategies, preparation of materials shall be undertaken.
- ❖ The Training is for three days, two days is earmarked for curricular subjects Telugu/Urdu, English, EVS and Mathematics. Third day is for CCE.
- ❖ If the participants are less than 30 in a particular mandal, they could be attached to adjoin mandal.
- ❖ Select the venues where the seating arrangements are flexible, so that the participants' can undertake group activities without any hindrance. If it is not possible to have such seating arrangements, adequate number of carpets may be provided to sit on the floor.
- ❖ Ensure the supply of training modules to the Course Director and to Resource Persons well in advance, it should be with them at least on planning day. And for the participants it should be given on the first day of the training programme.
- ❖ Ensure the adequate TLM such as charts, markers, cello tapes, scissors, and other required stationery, textbooks of classes IV and V at the disposal of the RPs. Wherever LCD projector is available, the Course Directors may utilize them. But care should be taken that the utilization should be optimum and ensure the advance preparation of slides by the RPs.

- ❖ Care should be taken that one of the identified training center could be the DIET and Principal / Faculty member of the DIET could be the Course Director. For other venues the Course Director should be MEO or School Complex HM.
- ❖ Every session in the time table should be dealt by two Resource persons, one as main presenter and the other as moderator. The RPs should plan the session meticulously as per the time table and as per the contents of the Participants guide.
- ❖ At the end of the day all RPs along with CD should review the programme and plan for next day.
- ❖ Put into the practice the innovative activities like Wall magazine, wall posters, Post box, Theater Arts etc. that are being implemented in the school. Similarly committees with participants may be formed for logistic, food, conduct of prayer, discipline, wall magazine, post box etc.
- ❖ Constitution of District Monitoring Teams comprising PO, AMO, Asst. AMOs, Sectoral officers, Principal of DIET and its faculty, DRPs, SRGs to monitor the Training programmes at the District level.
- ❖ Day wise report shall be sent to SPO informing about the percentage of attendance of the teachers, RPs and highlights and inadequacies of the training programme.
- ❖ Ensure the Display the Time table at the venue.
- ❖ Conduct Pre-test and Post test to the participants, analyze the progress of the participants by undergoing this training.

FOR CDS AND RESOURCE PERSONS

- Make planning meeting meaningful, chalkout the plan for the 3-days at the at the Mandal Level, _allocation of topics, topic preparation, material preparation, discussions with the colleagues.
- Wherever LCD projector is available, the Course Directors may utilize them. But care should be taken that the utilization should be optimum and ensure the advance preparation of slides by the RPs

- Follow Participatory approach – Group discussions, activities, projects etc. Try to draw meaningful conclusions from each session.
- Training should focus on Content and Methodological aspects.
- Minimize Lecture method
- Implement Innovative activities during the Training programme– Wall magazine, Post box, Honesty box, participants diary, Reading groups etc.,. Instruct the participants to adopt the innovative activities in their respective schools.
- In the training give emphasis for practical work like doing activities, projects, writing of lesson plan, preparation of TLM, utilization of children literature, model lessons etc. This should be done with participants.
- Every session of the training programme should be dealt by two Resource persons, one as main presenter, and another as supporter.
- Follow Participants guide and time schedule, share your experiences pertaining to the teaching with the participants.
- Adopt training tips such as introduction of the participants, ice breaking techniques, attention draw, concentration relaxation, etc with the participants.
- Every day before the session begins i.e 9.15 to 9.30 give opportunity to the participants to express their doubts, questions, where all RPs and CD should attend and respond to their queries.
- At the end of each day conduct a review meeting and discuss the sessions that went well in the programme and plan the next day work.
- Conduct Pre-test and Post test to the participants, analyze the progress of the participants by undergoing this training.
- Take the feedback of the participants on the programme through programme evaluation sheet.
- Analyze the feedback data and sent the report to DPO immediately within two days of completion of the programme.
- Give Tips to the participants how to develop their professional competencies in the subjects dealt by RPs.
- Give tips on how to maintain the bulletin board, wall magazine, library etc.

FOR CDs

- Arrange planning meeting a day before the training programme along with RPs. Make Planning meeting more productive by involving yourself in the planning process. Ensure the availability of modules to the RPs on the planning day itself.
- Ensure that the modules could be given to all participants on the first day before commencement of the training programme.
- The CDs have to go through the content of the training materials as well as time table well in advance and get acquainted with the process of training programme.
- Utilize the services of SRGs, KRPs (those who dealt this programme at different levels) if they are available in the vicinity.
- Presence of CD in the venues for entire training programme is desirable. The CD may observe the proceedings of the sessions and can interact with participants and RPs wherever necessary.
- It is desirable that the CD may deal at least one session, so as to develop the rapport with the participants.
- Conduct review meetings at the end of the day.
- Give 15 minutes to the participants to pose their questions before the RPs and CD everyday.
- Display the time table prominently in the venue.
- Ensure the adequate TLM such as textbooks, charts, markers, Easy English cards, children literature at the disposal of the RPs.
- Try to provide LCD projectors, wherever possible.
- Ensure the basic facilities such as electricity, drinking water, accommodation at the venue for smooth conduct of the training programmes

SAMO

Rajiv Vidya Mission (SSA), A. P., Hyderabad – 2013-14

UNIT COST FOR CONDUCT OF Mandal LEVEL TRAINING (Non-Res) TO TEACHERS / OTHERS

1.	TA & DA TO RPs, Observer (from other mandals)	As per APTA norms
2.	CA TO Participants, RPs, Observer (for within mandals)	Rs. 30/- per head per day
3.	Honorarium to RPs	Rs. 200/- per head per day
4.	Honorarium to CD, Course Coordinator, Observer	Rs. 250/- per head per day
5.	Tea and Snacks	Rs. 10/- per head per day
6.	Stationary	Rs. 30/- per head
7.	Water and Sweeping (Two persons upto 100 participants)	Rs. 100/- per head per day
8.	Purchase of packaged drinking water and pots	Rs. 3/- per head per day
9.	Clerical Assistance	Rs. 100/- per head per day
10.	Electricity & other charges at the venue (other than MRC)	Rs. 50/- per day per room
11.	Contingencies	Rs. 200/- per day
12.	Documentation	Rs. 200/- per programme
13.	Lunch charges (Amount to be paid to participant)	Rs. 45/- per head per day
14.	LCD Projector Charges	Rs. 1000/- per day