The inservice training programme for the academic session 2012-13 are in progress, for which schedule/venues are uploaded on the website from time to time.

The monitoring of these training programmes is to be done by the officers of the Directorate of Education and SCERT.

The report/feedback of the visit to the training venue should be sent to the School Branch.

(Kum Kum Lamba)
A.D.E (School)

Encl: Guidelines for monitoring Training Programme.

(Kum Kum Lamba)
A.D.E (Schools)
A. DUTIES OF TRAINING COORDINATORS (SCERT) AND PRINCIPALS (ADMINISTRATIVE COORDINATOR) DURING IN-SERVICE TRAINING PROGRAMME FROM JULY, 2012 ONWARDS.

1. Will make advance planning and preparation with the help of the staff of their schools for the INSET training programmes.

2. Will ensure that in CAL Lab TV & Computers are in working order and there is sufficient space to accommodate all the participants allocated to the centers and rooms are clean, well ventilated and fans/lights are in working order. Will ensure that all the facilities i.e. desk, electricity & safe drinking water etc. are in place.

3. Will ensure that participating teachers attend the training programme strictly as per scheduled timings. It is solely the responsibility of the Administrative Co-coordinator that the ‘Attendance’ of the participants is marked regularly & they are attending programme strictly as per scheduled timings. The attendance report of the teachers is sent to the concerned DDE within one hour of the beginning of training programme and its copy is forwarded to Education Officer, of the concerned zone.

4. Venue In charge and Training Coordinators (SCERT) must be available at the venue at least 30 minutes before the training programme begins and should stay till the end of the programme.

B. Duties of DDEs/EOs During In-Service Training Programmes from July 2012 onwards.

1. Ensure that the necessary arrangement for training are made in time.

2. They will direct HOSs of all Govt. Schools/Govt. aided schools under their control to ensure that the teachers attend the training programmes as per schedule and should instruct them to report at least half an hour before the scheduled time.
3. DDE should personally visit the training programme on the first day and address the participants to motivate them. EO should also visit and check attendance every day and ensure punctuality on all the days.

4. DDEs will direct concerned Education Officers to supervise/monitor all the training centers under their jurisdiction during the entire training period and see that the programme runs smoothly and attendance of the participants is as per that day’s attendance.

5. DDEs have to provide a list of teachers zone wise to SCERT for training purposes (Empl. ID, Name of Teacher, Name of school).

6. EOs of the concerned zones will submit a list of defaulter teachers to the concerned DDE for taking appropriate action against them.

C. Duties of Regional Directors:-

1. The Regional Directors are requested to visit the venues where the training programme is going on in their respective regions.

2. RDE should also try to resolve any problem or issue raised by participant and forward suggestions to Addl. DE (School)/SCERT.

3. All RDEs are to send a report of their visit to the training venue to the Addl. DE (School).

D. SCERT

1. To provide a schedule and venue of the training to be conducted at least 20 days in advance to the School Branch for processing and getting the same uploaded.

2. To contact the concerned DDE’s/HOS and ensure availability and infrastructure of the venue.

3. Details of training programmes and list of Resource Persons to be sent to the School Branch, at least ten working days in advance.

4. Training Coordinator will send a report to the School Branch and SCERT.

5. To send a follow up report and feedback of the participants within 10 days of the completion of the programme.