CIRCULAR

Subject: Regarding request for Uploading of In-service Training Programme for Lab. Assistants from 1st Cycle 18/02/2013 to 20/02/2013 (11 Centres) IIInd Cycle 21/02/2013 to 23/02/2013 (09 Centres) Timining 8.00 a.m. to 2.00 p.m.

Please find enclosed herewith a letter received from Dr. Pratibha Sharma, Joint Director, SCERT on the above mentioned subject for compliance.

All DDEs/EOs are requested to monitor the training programme centres.

This issues with the prior approval of the competent authority.

Encl: As above.

( Dr. (Mrs) Sunita Kaushik)
Addl.D.E.(Schools)

Concerned Heads of Schools through DEL-E

Copy to:-
1. PS to Secretary (Education).
2. PS to Director (education).
3. All RDEs/DDEs/EOs/DEOs for necessary action.
4. OS (IT) to please paste it on the website.

(Kum Kum Lamba)
ADE (Schools)
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

F.No.12(208)/INSET/Acad./SCERT/2011-12/ Dated: 07-2-2013

To

The Addl. Director of Education (Schools)
Directorate of Education
GNCTD; Old Seett.
Delhi-110054.

Sub:- Request for Uploading of In-Service Training Programme for Lab Assistants from
1st Cycle 18-02-2013 to 20-02-2013 (11 Centres) II Ind Cycle 21-02-2013 to
23-02-2013 (09 Centres)

Madam,

Please find enclosed herewith the schedule of In-Service Training Programme for Lab.
Assistants to be conducted from 1st cycle 18-02-2013 to 20-02-2013 (11 centres) & II Ind cycle
21-02-2013 to 23-02-2013 (09 centres) (Timing 8:00 a.m. to 2:00 p.m.) for Lab Assistants
(District wise) as per detail enclosed for its uploading on website of Directorate of Education,
GNCTD for kind information and ensuring participation of all concerned.

ALL DDEs/Eos are requested to monitor the training programme centres as per Directorate of

NOTE:- All the Participants will make their own arrangements for refreshment & drinking water
as SCERT will pay for the same at end of the INSET Training Programme. However, the
facilities as & on available in the Training Centre can be availed of for more specific details,
please refer to enclosed scheduled of Training Programmes.

Yours faithfully,

(Dr. Pratibha Sharma)
Joint Director

Copy to :-
1. P.S. to Principal Secretary (Education), Directorate of Education, GNCTD, Old Seett., Delhi.
3. Asstt. Director of Education (Schools), DoE, GNCTD, Old Seett., Delhi.
4. Concerned RDS/DDEs/Eos/Principals, DoE, GNCTD.
5. SPD, UE Mission-Sarva Shiksha Abhiyan, 1st Floor, Near Estate Branch, Department of Education
Distt. North, Lucknow Road, Delhi-110054.
7. DCA, SCERT, Delhi
8. PA to Director/ Joint Director, SCERT, Delhi.
9. Ms. S.V. Malik, over all coordinator through Principal DH-I, Rajinder Nagar, New Delhi.
10. DDIO Publication Officer/O.S. (Store)/O.S. (Academic Branch) at SCERT Hqgr., Delhi.
11. Guard File

(Dr. Pratibha Sharma)
Joint Director
In-Service Training Programme for Lab Assistant of DOE Schools of Delhi

From
18/02/2013 to 23/02/2013

1st Cycle – 18/02/2013 to 20/02/2013 & 2nd Cycle - 21/02/2013 to 23/02/2013

Time – 8:00 AM to 2:00 PM

The List of venue no. of Lab Assistants according to Zone allotted, venue coordinator (Principal)
District and name of school with telephone no’s are as follows:-

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Districts</th>
<th>Venue School of DOE</th>
<th>Venue coordinators Principal school Telephone no. of School</th>
<th>Zone allotted</th>
<th>No. of Lab Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>East</td>
<td>Govt. BSSS, DDA Flat East of Loni Road</td>
<td>Mr. C.P. Singh (s) 22817384 (r)22813584 (m)9811924156</td>
<td>Ist Cycle Zone 1, Zone 3, IInd Cycle Zone 2</td>
<td>35 26 73</td>
</tr>
<tr>
<td>2.</td>
<td>North East</td>
<td>RPVV School, Yamuna Vihar B Block</td>
<td>Mr. Nanak Chandra Shankhar (s) 22917610 (m)9958529699</td>
<td>Ist Cycle Zone 4, Zone 5, ID 1105001-1105026, IInd Cycle Zone 5, Zone 6, ID 1105107-1105229</td>
<td>51 27 16 62</td>
</tr>
<tr>
<td>3.</td>
<td>North</td>
<td>Sarvodaya Vidhyala S U Block, Pitampura New Delhi</td>
<td>Mr. Mahabir Singh (s) 27343081 (m)9868106217</td>
<td>Ist Cycle Zone 07, IInd Cycle Zone 08, Zone 13, ID 1413001-1413284</td>
<td>73 29 51</td>
</tr>
<tr>
<td>4.</td>
<td>North West - A</td>
<td>GGSSS, A P Block Shalimar Bagh</td>
<td>Ms Richa Kalra (s) 27470580 (r) 27487049 (m) 8860740950</td>
<td>Ist Cycle Zone 09, ID 1309001-1309267, IInd Cycle Zone 09, Zone 10, ID 1309268-1309274</td>
<td>81 7 74</td>
</tr>
<tr>
<td>5.</td>
<td>North West - B</td>
<td>SCSD, GSV, Sector IX Rohini</td>
<td>Mr. Ravinder Kumar (s) 27557516 (m) 9212008283</td>
<td>Ist Cycle Zone-11, Zone 12, ID 1412001-1412006, IInd Cycle Zone12, ID 1412007-1412254</td>
<td>62 7 68</td>
</tr>
<tr>
<td>6.</td>
<td>West - A</td>
<td>SKV No. 1, West Patel Nagar</td>
<td>Mr. Usha Saini (s) 25880620 (m) 9312273305</td>
<td>Ist Cycle Zone-14, Zone 15, ID 1515001-1515010, IInd Cycle Zone15, ID 1515017-1515139, Zone 16</td>
<td>38 20 23 31</td>
</tr>
<tr>
<td>7.</td>
<td>West-B</td>
<td>GBSSS, Janak Puri, A Block</td>
<td>Mr. T.L. Meena (s) 25510438 (m) 9868358402</td>
<td>Ist Cycle Zone-17, IInd Cycle Zone18</td>
<td>63 65</td>
</tr>
</tbody>
</table>

S. M. Mehra
|   | South       | Sarvodya Vidhlaya, INA Opposite DDA Complex | Ms. Pushpa Horo  
(s) 24648879  
(m) 9818053365 | Ist Cycle Zone- 23  
Ind Cycle Zone25 | 66  
56 |
|---|-------------|-------------------------------------------|----------------------------------------------------------|---------------------------------|-----|
| 9 | South-West A | S.Coad Vidhyala, Sector- 2, R.K. Puram | Mr. Anis Ahmed  
(s) 26195231  
(m) 9868030686 | Ist Cycle Zone- 19,  
Zone 20 | 23  
31 |
| 10 | South-West B | G.S. Coed School, Najafgarh | Ms. Arun Bala  
(s) 25323523  
(r) 25532054  
(m) 9910353432 | Ist Cycle Zone- 21,  
Zone 24,  
ID 1924001-1924038  
Ind Cycle Zone22,  
Zone 24,  
ID 1924039-1924043 | 46  
15  
57  
4 |
| 11 | Central + New Delhi | RPVVC School, Link Road | Mr. Uday Singh  
(s) 23622367  
(m) 9716488171 | Ist Cycle Zone-26,  
Zone 27,  
Zone 28 +All Lab Assistants of science centre + RD Office DD (N) | 7  
36  
19  
7 |

Note: All the participants are to make their own arrangement for refreshments and bisleri and they will be paid in cash for the same on the last day of the programme.

**It is proposed that their will be three(3) groups of 20 participants (on 2-3 centers may be 25, 25 Physics, Bio-chemistry) at each of above mention centers.**

Following are the salient feature of this proposed programme of Lab Assistant:

1. Eleven (11) Venues in 11 Districts of DOE school will cover 1351 Lab Assistant (as per List given)
2. Each Venue have 60 Lab Assistants (on 2-3 places may be 65-70)in three groups A,B,C ( Phy., Chem., Bio.)
3. Three days training programme will be divided as under in two cycles.
   - One day all add practical of 2013-2014 of Biology covering X and IX Classes.
   - Second all add and change practical's of chemistry covering X and IX Classes.
   - Third days all practical of physics covering X and IX Classes.
   
   This above mention course design will be done rotation wise.
4. Academic coordinator will change the schedule according to their plan and need.
5. Above mention is the course Design of 3 days training programme in two cycles.
6. Lecturer/PGT of the same school (Venue) will act as Resource Person (RPs) for Bio, Phy., Chem. Groups of Lab Assistants.
7. In case of non availability of RPs (PGT) due to any reason of same school. Academic coordinator may arrange RPs as for the List enclosed or any PGT of DOE Schools.
1. As per instruction of J.D. (SCERT) date will be 18 to 23 Feb 2013 in 2 Cycle on same centers.
2. As for List on DOE Website the total numbers of District wise Lab Assistant are show n 1351 (one thousand three hundred fifty only)

3. **Important Point:-**
   District wise and zone wise batches are prepared it requested that List of venues, zone wise groups of Lab Assistant (on pre-page 1 and 2) venue coordinators principal telephone no. etc. of programme in two cycle to be uploaded on DOE website so that every Lab Assistant can attend the seminar at appropriate Centre.

4. Manual of Lab Assistant training according to change, addition (2013-2014) has been developed and submitted for publication which is under process.

5. The List of group D along with allotment of the centre may be provided for smooth running of the program.

6. Store keeper may also be instructed to make necessary arrangement for TLM and other required material for 11 (Eleven) venues in two cycles.

7. As discussed name of the academic coordinators given by our good self. The List of academic coordinators according to direction has been preferred (enclosed) for two cycles.

8. Further accounts branch may also be advised and instructed to make necessary arrangement for the participants and refreshment of 11 (Eleven) venues.

9. Budget proposal for all 11 Districts of Lab Assistant Training Programme is prepared according to norms of SCERT enclosed here with on note sheet for approval

<table>
<thead>
<tr>
<th>Name of Academic Coordinator</th>
<th>Venues of school of DOE</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dr. Shyam Sunder</td>
<td>Govt. BSSS DDA Flat east of Ioni road</td>
<td>East</td>
</tr>
<tr>
<td>2. Dr. Sunil Kumar</td>
<td>RPVV School, Yamuna Vihar B Block</td>
<td>North East</td>
</tr>
<tr>
<td>3. Ms. Mridula Kumri</td>
<td>Sarvodaya Vidhyala S U Block, Pitampura New Delhi</td>
<td>North</td>
</tr>
<tr>
<td>4. Ms. Divya Rana</td>
<td>GGSSS, A P Block Shalimar Bagh</td>
<td>North West - A</td>
</tr>
<tr>
<td>5. Mr. Sanjay</td>
<td>SCSO, GSV, Sector IX Rohini</td>
<td>North-West - B</td>
</tr>
<tr>
<td>6. Dr. Raman</td>
<td>SKV No. 1, West Patel Nagar</td>
<td>West - A</td>
</tr>
<tr>
<td>7. Ms. Ritika Dabas</td>
<td>GBSSS, Janak Puri, A Block</td>
<td>West-B</td>
</tr>
<tr>
<td>8. Mr. Naresh Kapoor</td>
<td>Sarvodya Vidhyala, INA Opposite DDA Complex</td>
<td>South</td>
</tr>
<tr>
<td>9. Ms. Seema Yadav</td>
<td>S.Coad Vidhyala, Sector- 2, R.K. Puram</td>
<td>South-West A</td>
</tr>
<tr>
<td>10. Mr. Arun Kumar</td>
<td>G.S. Coed School, Najafgarh</td>
<td>South-West B</td>
</tr>
<tr>
<td>11. Ms. Bindu</td>
<td>RPVV School, Link Road</td>
<td>Central + New Delhi</td>
</tr>
<tr>
<td>S.no.</td>
<td>District</td>
<td>Venues (School of DOE)</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| 1.   | East       | Govt. BSSS DDA Flat east of Ioni road | - Mr. Om veer sing (Phy.) 8826930515  
- Mr. P.K. Pandey (Bio.) 9868210209  
- Mr. D.S. Tomar (Chem.) 9711415026 |
| 2.   | North East | RPVV School, Yamuna Vihar B Block | - Ms. Purnima Bhardwaz (Bio.) 9999091422  
- Mr. P.C. Sharma (Chem.) 9891636360  
- Mrs. Manisha (Phy.) 9868643386 |
| 3.   | North      | Servodaya Vidhyala S U Block, Pitampura New Delhi | - Mr. Subhash Chandra Bose (Bio.) 9871938825  
- Mr. Salish Sharma (Chem.) 9899181889  
- Mr. Harpal Singh (Phy.) 9811916133 |
- Ms. Anita Shrivastva (Bio.) 9654360845  
- Mr. Mann yasvant (Chem.) |
| 5.   | North-West B | SCSD, GSV, Sector IX Rohini | - Mr. Yogesh Mudgal (Phy.) 9868076670  
- Mr. Naveen Malik (Chem.) 9899649196  
- Mr. Vikas Solonki (Bio.) 9868182013 |
| 6.   | West - A   | SKV No. 1, West Patel Nagar | - Ms. Kiran Joseph (Chem.) 9899064307  
- Ms. Shashi Dhingra (Phy.) 9911202301  
- MS. Archana (Bio.) 9213887874 |
| 7.   | West-B     | GBSSS, Janak Puri, A Block | - Mr. Chandbir Singh (Bio.) 9968413832  
- Mr. Digvijay Singh (Phy.) 9868992350  
- Mr. Kishan Chand Narang (chem.) 9968310871 |