

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION**  
**ANDHRA PRADESH, HYDERABAD**

**Proc.Rc.No.375/B1/TE/SCERT/2015**

**Dated: 21-08-2015**

- Sub:-** SCERT, AP, Hyderabad – Conduct of in-service Teacher Training Programme for Maths/Science teachers of Upper Primary schools (Telugu medium) and Primary school teachers (Urdu medium) for the year 2015-16 - Guidelines communicated - Reg.
- Ref:-** Minutes of the Project Approval Board (PAB) meeting of SSA for the year 2015-16.

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All the District Educational Officers, DIET Principals and Project Officers of SSA in the State are informed that the MHRD GOI, New Delhi has approved 5-days in-service training programme for the teachers of upper primary schools in the subjects of Mathematics and Science for the year 2015-16. Hence, it is decided to conduct a 5-day in-service training to Maths/Science teachers working in upper primary schools in the state. It is also decided to conduct a 5-day training to the teachers working in Urdu medium primary schools in the subjects of Urdu and Maths simultaneously.

In view of this, the following guidelines are communicated for smooth conduct of In-service training programmes.

**1. Type of training programmes:**

In case of upper primary level training, there shall be only one type of training i.e., training of Maths/Science teachers. With regard to Primary level (Urdu medium), two types of trainings i.e., in the subjects of Urdu and Maths shall be conducted.

**2. Mode of Trainings:**

The Training programmes will be conducted at two levels in a cascade mode. First level for DRGs at State Level by SRGs and second level for teachers by DRGs.

**3. Selection of DRGs:**

**Upper Primary Level:** The DRGs in Maths/Science subjects for upper primary school trainings shall be selected as per the procedure and number of DRGs indicated in annexure.

**Primary Level Urdu Medium:** For Primary level Urdu Medium trainings, DRGs in Urdu and Mathematics subjects shall be selected duly following the procedure which was communicated earlier for Telugu medium schools.

#### **4. Allotment of DRGs:**

- DRGs shall be allotted @ 4 for each centre for upper primary level training. In case of Urdu medium primary level, each center shall be allotted @ 2 each for Maths and Urdu subject trainings.

#### **5. Training Venue:**

- As the number of Maths / Science teachers in Upper Primary schools is less, the trainings may be conducted at erstwhile taluk headquarters duly clubbing the teachers of nearby 2-3 mandals. In the case of Urdu medium primary level trainings, the principals of DIETs shall decide the venues depending upon the teachers in the districts.

#### **6. Deputation of Teachers to Training Programmes:**

- The teachers who are handling Maths/Science subjects in upper primary schools shall be deputed to the training programme.
- No teacher shall be exempted from training programme in any circumstances except on health grounds.

#### **7. Conduct of Trainings:**

- The trainings shall be conducted at MRCs of the identified erstwhile taluka head quarters. If the accommodation is not sufficient, the local High School may be chosen for conduct of training programme.
- The MEOs of concerned mandals where the training programmes are to be conducted shall be the Course Directors. They shall present in the centers every day and provide guidance to the DRGs to ensure proper conduct of trainings.
- Training programmes shall be completed as per as possible in 2 rounds in all the districts in the State. Hence, half of the teachers shall be covered in first round and remaining half second round. Accordingly the number of centres required in each round shall be calculated.
- Centre wise list of teachers to be deputed for the training has to be prepared well in advance and communicated to schools to avoid disturbance in deputation of teachers.
- The number of participants should not exceed 50 per spell to ensure effective conduct of training programme. However the minimum strength should be at least 30 in any spell of training programme.
- The MEOs and Course Directors of the identified training centres shall convene planning meeting with DRGs one day prior to the training schedule to plan and make arrangements for the training programme.
- Proper arrangements for seating of participants and drinking water facility shall be made in all the training centers.

#### **8. Release and Utilization of Funds**

- The SCERT will release the funds to the Principals of DIETs based on the no. of Maths/Science teachers in the districts as per the financial norms enclosed. The Principals of DIETs in turn shall release the funds to the MEOs of the identified centres based on the number of teachers allocated to the particular centre. The MEOs shall utilize the funds as per the financial norms.

## 9. Training Modules

- The training modules @ 1 per school for upper primary trainings will be get printed at state level by SCERT and distributed to the DIETs. These modules shall be distributed the teachers during the training programme. In case of Urdu medium Primary Level trainings, the Principals of DIETs shall get the modules Xeroxed at districts level in Urdu and Maths subjects @ 1 per school depending upon the number of Urdu medium primary schools in the district.

## 10. Monitoring

- The services of SSA Sectoral Officers and DIET faculty shall be utilized for the monitoring of trainings. Two centers may be allotted to each officer for the continuous monitoring.
- The monitoring officers shall be available in the allotted centers throughout training programmes.

## 11. Reporting

- The training centers coordinators and MEOs shall furnish the attendance of teachers after completion of each spell. The DIETs in-turn shall submit the consolidation of district report to SCERT.

## 12. Schedule of the Training Programmes (UP level and Primary level Urdu medium):

S.No	Type of training	Dates
1	Training of DRGs at state level	07 – 11 September, 2015
2	Training of Teachers	
	Spell – I	14 – 19 September, 2015 (expect 17-9-15 holiday)
	Spell – II	21 – 26 September, 2015 (expect 24-9-15 holiday)

Hence they are requested to select the DRGs in Maths / Science for Upper Primary level and DRGs in Urdu and Maths for Urdu Medium Primary level trainings by 5<sup>th</sup> September 2015 and depute to DRGs training at State level scheduled from 7<sup>th</sup> – 11<sup>th</sup> September 2015 at RTTC, Gachibowli, Hyderabad. They are also requested to teacher trainings in the districts as per the schedule mentioned above.

This has got approval Commissioner of School Education.

Sd/- M.V. Rajya Lakshmi  
For Commissioner of School Education

To

All the District Educational Officers, DIET Principals and POs of SSA in the State.

Copy to RJDSEs in the State.

Copy forwarded to the SPD, SSA. AP, Hyderabad.

**Selection of District Resource Group (DRG) for  
Upper Primary Level in Maths / Science Subjects**

The members of DRG shall be selected at District level by DIETs in consultation with the concerned DEOs.

**Constitution of Committee:** A district level committee shall be constituted under the Chairmanship of the District Educational Officer with the following members.

1	District Educational Officer	Chairperson
2	DIET, Principal	Convener
3	Project Officer, RVM	Member
4	Subject Experts	Members

**Functions of the Committee:**

- Issue of press note inviting the interested Candidates to serve as DRG member
- Uploading the details like eligibility criteria, selection criteria, application format, last date for receipt of applications etc. in the website.
- Short listing the applications based on the merit got out of the total marks underweight age to qualifications and contributions.
- The shortlisted candidates shall be called for interview @ 1:3. The ratio may be relaxed depending upon the availability of candidates.
- Final selection shall be done based on the total marks obtained under two (A &B) categories.
- The details of selected DRG shall be maintained in DIETs. The services of DRGs shall be utilized on rotation basis.

**Eligibility criteria**

- School Assistants in Maths / Science working in Upper Primary Schools of Government, local bodies, welfare departments and Private Aided and Unaided managements.
- Should have at least 5years of experience as School Assistant.
- Age should be below 55 years as on 01-07-2015.
- Preference shall be given to Post Graduates in concerned subjects, M.Phil and Ph.D degree holders .

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