

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, SARVA
SHIKSHA ABHIYAN, TELANGANA STATE, HYDERABAD**

Proc. Rc. No. 5/SSA/T6/2014,

Dated:04.10.2014.

Sub: SSA, Telangana State, Hyderabad - Conduct of 3-day training at Mandal level for Primary Teachers from 20th October, 2014 onwards – Reg.

Ref: Note file approved by the SPD, SSA, Telangana of Para No. 19 of n/f, dated: 22.08.2014.

All the District Educational Officers, the Project Officers of SSA and the Principals of DIETs in the state are informed that to improve classroom transaction and quality in the elementary schools, it is planned to conduct the teacher training at Primary level during the month of October 2014 in different spells in the following subjects

- classes I and II in Telugu and Mathematics
- classes III, IV and V in English and Mathematics

In this regards, a total of 40 DRGs are being trained per district from 7th October to 10th October 2014 at Hyderabad and the break up is as follows:

- A. Class I & II : Telugu – 10 DRGs per district X 10 Districts = 100
Maths – 10 DRGs per district X 10 Districts = 100
- B. Classes III to V: English – 10 DRGs per district X 10 Districts = 100
Maths - 10 DRGs per district X 10 Districts = 100

In turn, these DRGs representing from each District will conduct 3-day training for the teachers at the mandal level in different spells and in three phases. The plan of action for conduct of Trainings at mandal level is as follows

1) Training Strategy

- ❖ The training will be in the mode of participatory approach and with due emphasis on experiential learning by providing

enough hands of experiences to the individuals on classroom teaching, multi-grade teaching, preparation of supporting material, planning and assessment procedure. In case of class-I and Class-II, the focus is also given on Early literacy skills.

- ❖ For conduct of training at mandal level, a trainer's package for Resource participants and handouts for the trainees are prepared. The trainer package will be given to DRPs in the State level training. The same handouts for the trainees have to be given in the training programme to be conducted at the mandal level.

2) Training Schedule at Mandal Level from 20th October, 2014.

The training schedule for the Primary level trainings as mandal levels should be from 20th October onwards in different spells and phases as follows:

- 1) A group of 20 mandals to be clustered as a unit.
- 2) Three days training should be conducted for teachers of classes I and II and classes III to V
- 3) The training to be given in the specified subjects on rotational basis in four spells.
- 4) Care to be taken in each spell, as to see that each mandal covers only one subject either of classes I & II or Classes III to V.
- 5) In 12 working days, the training should be covered in entire 20 mandals by 40 DRPs who are trained at state Level.
- 6) In about 36 working days, the entire training of primary teachers should be completed in the districts having about 60 mandals in three phases.
- 7) The detail schedule is worked out and incorporated in the guidelines prepared as a reference to the DPOs.

8) For conduct of training at mandal levels, the following norms should be followed as the unit cost sanctioned by MHRD i.e., Rs 100/- per participant per day. Accordingly, the financial commitment for the Mandal Level training for the 50 members is as follows

A) Unit cost for 50 persons to conduct a 3-day orientation to teachers at mandal level

S. No	Description of the activity	Unit Cost	Phy	No. of Days	Amount (Rs. only)
1	Conveyance allowance to Participants	30	50	3	4500.00
2	Honorarium to Course Coordinator	200	1	3	600.00
3	Stationery to Participants, R.Ps, CD	20	53	1	1060.00
4	Tea and Snacks to Participants, R.Ps, CD	12	53	3	1908.00
5	Lunch charges to participants, R.Ps, CD	35	53	3	5565.00
6	Drinking Water	3	53	3	477.00
7	TLM	160	1	1	160.00
8	Electricity	40	1	3	120.00
9	Clerical charges (Rs. 200/- per spell of 3-days)	200	1	1	200.00
10	Contingencies	150	1	1	150.00
11	Documentation	100	1	1	100.00
12	Sweeper charges (Rs. 160/- per spell of 3-days)	160	1	1	160.00
	Total				15000.00

B) Unit cost for DRGs to conduct 3-day orientation to teachers at mandal level

S. No	Description of the activity	Unit Cost	Phy	No. of Days	Amount (Rs. only)
1	T.A to the R.Ps (Actuals only)	150	2	3	900.00
2	D.A to the R.Ps (As per APTA Rules)	150	2	3	900.00
3	Honorarium to the R.Ps	200	2	3	1200.00
	Total				3000.00

Note:

- 1. The above mentioned table indicates break up of item specific cost for conduct of 3-day orientation at mandal level in one subject for 50 teachers out of an allocation of Rs. 100/- per teacher per day as per the budget approved by the Govt. of India. Accordingly for 50 teachers the total training cost @ Rs. 100/- per teacher per day for 3-days is Rs. 15,000/- (Rupees Fifteen Thousand only).*
- 2. This amount has to be met from the budget allocation under in-service teacher training at mandal level for 2014 - 15.*
- 3. However, T.A., D.A and Honorarium to the District Resource Group Members attending the mandal level training should be met from the budgetary allocation made under the head "10.06 - District Resource Group Training" of the training budget for the year 2014 - 15 at the district level.*

Hence, the DEOs and P.Os of SSA are requested to finalize the list of teachers and subjects in which each teacher is to be trained. Further they are requested to finalize the number of spells and phases of the training calendar and forward the same to the SPO before 9th October, 2014 without fail and go through the guidelines attached in the annexure.

Therefore, the District Educational Officers, the Project Officers of SSA and the Principals of DIETs in the state are requested to plan and conduct mandal level trainings effectively and send the spell-wise compliance report to the SPD, SSA, Telangana State.

S. M. by 7/10/14
For State Project Director.

Encl: Guidelines for conduct of trainings

To
All the District Educational Officers in the State.
All the Project Officers of SSA in the State.
All the Principals of DIETs in the State.

Copy to
The Commissioner and Director of School Education for favour of information.
The Director, SCERT, Hyderabad for favour of information.
The Finance Controller of this office are requested to release the amount to the Districts for conduct of trainings.

The ASPD Peshi
The SPD Peshi

Annexure

Sarva Shiksha Abhiyan, Telangana State, Hyderabad
GUIDELINES FOR CONDUCT OF MANDAL LEVEL TRAINING
IN THE DISTRICTS

Mandal Level Training for Primary Level Teachers
For DPO/ MEO

- ❖ At mandal level trainings, the MEOs/School Complex HM should act as Course Director.
- ❖ The DRPs trained in respective subjects at State level should be the Resource persons at the Mandal level.
- ❖ In each Mandal, the training for teachers shall be conducted in four spells, each spell for 3 days. So that the schools should not get disturbed without teachers. The pattern of training details is shown in the table below.
- ❖ The venues with good infrastructural facilities preferably Secondary Schools, having adequate furniture for conduct of Training or MRCs with good accommodation shall be utilized. While selecting the venues care should be taken that the primary school is accessible to the venue, so that the children of primary school shall be utilized for conduct of activities and demonstrations / practicum.
- ❖ The 3- day training should be conducted in a non-residential mode only.
- ❖ The 10 member subject wise DRG Team for each level in each district should split into 5 sub-teams each sub-team consisting of 2 members in each subject.
- ❖ So, there should be 5 sub teams subject-wise (i.e., 5 sub-teams for Telugu for Classes I & II; 5 sub-teams for Mathematics for Classes I & II; Like-wise 5 sub teams for Classes III,IV & V for Mathematics and 5 sub-teams for English for Classes III,IV & V). In all there

should be 20 sub-teams to train the teachers up to class V in the district.

- ❖ For conduct of training, consider their 20 mandals as one unit. In one unit, the training should be organized in respective mandals in four spells. In each spell five each mandals conducts training in one subject of one level. For every three days, the subjects and level of class should changes, on rotational basis as given in the table below.
- ❖ In first phase 20 mandals should be covered, in 2nd phase another 20 mandals should be covered and in third phase rest of the mandals should be covered.
- ❖ Care is taken in each phase, each mandal covers only one subject either of classes I & II or Classes III to V. In 12 working days, the training should be covered in entire 20 mandals by 40 DRPs trained at state Level. In about 36 working days, the entire training of primary teachers should be completed in the big district having about 60 mandals in three phases.

Mandal Name	Spell-I		Spell-II		Spell-III		Spell-IV	
	Classes	Subject	Classes	Subject	Classes	Subject	Classes	Subject
Mandal -1	I &II	Telugu	I & II	Maths	III-V	English	III-V	Maths
Mandal -2	I &II	Telugu	I & II	Maths	III-V	English	III-V	Maths
Mandal -3	I &II	Telugu	I & II	Maths	III-V	English	III-V	Maths
Mandal -4	I &II	Telugu	I & II	Maths	III-V	English	III-V	Maths
Mandal -5	I &II	Telugu	I & II	Maths	III-V	English	III-V	Maths
Mandal -6	I & II	Maths	I &II	Telugu	III-V	Maths	III-V	English
Mandal -7	I & II	Maths	I &II	Telugu	III-V	Maths	III-V	English
Mandal -8	I & II	Maths	I &II	Telugu	III-V	Maths	III-V	English
Mandal -9	I & II	Maths	I &II	Telugu	III-V	Maths	III-V	English
Mandal -10	I & II	Maths	I &II	Telugu	III-V	Maths	III-V	English
Mandal -11	III-V	English	III-V	Maths	I &II	Telugu	I & II	Maths
Mandal -12	III-V	English	III-V	Maths	I &II	Telugu	I & II	Maths
Mandal -13	III-V	English	III-V	Maths	I &II	Telugu	I & II	Maths
Mandal -14	III-V	English	III-V	Maths	I &II	Telugu	I & II	Maths
Mandal -15	III-V	English	III-V	Maths	I &II	Telugu	I & II	Maths
Mandal -16	III-V	Maths	III-V	English	I & II	Maths	I &II	Telugu
Mandal -17	III-V	Maths	III-V	English	I & II	Maths	I &II	Telugu
Mandal -18	III-V	Maths	III-V	English	I & II	Maths	I &II	Telugu
Mandal -19	III-V	Maths	III-V	English	I & II	Maths	I &II	Telugu

Mandal Name	Spell-I		Spell-II		Spell-III		Spell-IV	
	Classes	Subject	Classes	Subject	Classes	Subject	Classes	Subject
Mandal -20	III-V	Maths	III-V	English	I & II	Maths	I &II	Telugu

- ❖ In Single teacher schools, the teacher may be asked to undergo the training at least one training of any one subject either for classes I & II or classes III, IV & V. Ensure that the training period does not exceed three days for any teacher.
- ❖ The MEOs shall categorize the schools in their respective jurisdiction with single teacher, two teachers, three teachers, four teachers and more than four.
- ❖ The MEOs shall prepare the list of teachers handling the classes I &II and Classes III, IV &V along with the subjects they are dealing. Ensure that the training is imparted to the subject they are handing at school level, and are trained in the subjects chosen by them or on the basis of the subjects and classes they are teaching at their respective schools
- ❖ **Allotment of Teachers for Training from Single and Plural Teacher Schools**

No. of Teachers	Classes I & II Telugu	Classes I & II Maths	Classes III to V English	Classes III to V Maths	No. of Days
T ₁ (Single Teacher)	-	-	-	-	3 days - Any one subject of I & II or III to V
T ₁ , T ₂ (Two Teachers)	T ₁		T ₂		T ₁ & T ₂ - 3 days each anyone subject
T ₁ , T ₂ & T ₃ (Three Teachers)	T ₁		T ₂	T ₃	T ₁ - any one subject of classes I & II.
T ₁ , T ₂ , T ₃ , & T ₄ (Four Teachers)	T ₁	T ₂	T ₃	T ₄	3 days each
T ₁ , T ₂ , T ₃ , T ₄ & T ₅ (Five Teachers)	T ₁	T ₂	T ₃ & T ₅	T ₄	3 days each
T ₁ , T ₂ , T ₃ , T ₄ , T ₅ & T ₆ (Six Teachers)	T ₁	T ₂	T ₃ & T ₅	T ₄ & T ₆	3-days each

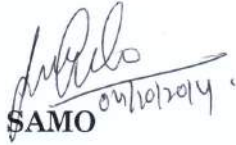
* - T indicates the teacher

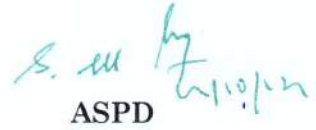
- ❖ The MEO should make necessary / alternative arrangements to run the schools smoothly, especially of single teacher schools during the training period either by deputing CRP/DLMT or regular teacher. However, under the pretext of training for teachers, **no Primary school in the Mandal shall remain closed.**
- ❖ **Before commencement of the training programme in mandals, the DPOs shall conduct one workshop / planning meeting with first 40 DRPs and 20 Course Directors of first spell for allotment of topics, discussions on session strategies, and preparation of materials.**
- ❖ A one day orientation programme shall be conducted to all MEOs/Course Directors on the 3-day training programmes for Primary teachers by DPO either by face to face to by video conference.
 - On completion of training of teachers in the first 20 Mandals in phase-I, the training teams move to the next 20 Mandals covered under phase-II and there upon phase-III mandals.
 - In each phase, the MEOs conduct the training in four spells covering all the teachers in the Mandal at the Primary level. Like-wise, the training teams move to other Mandals. In 36 working days, all the Mandals in all the 10 districts should be covered.
 - The MEO should prepare a plan for the training of teachers school-wise, teacher number-wise and subject-wise to avoid confusion while relieving the teachers for the training.
- ❖ On all the days of the training, the **MEO or the Course Director** should be available at the training venue throughout the training.
- ❖ On completion of the training, spell-wise a report should be furnished to the DPO of District concerned. The AMO should consolidate the

reports received from all the Mandals and submit the same to the SPO spell-wise.

- ❖ The MEOs shall procure the necessary Teaching Learning Materials such as Charts, handouts, textbooks, stationery, kits, children magazines, well in advance. Ensure that the material shall be made available on the first day of the training.
- ❖ Prior information shall be given to the participants to attend the trainings with textbooks and teaching learning materials developed by them.
- ❖ Ensure that the MEO and DRPs shall maintain proper time Management during the training programme.
- ❖ The financial norms for the Mandal level training programme should be displayed.
- ❖ The DPO may appoint **observers and monitoring team** to visit the training programmes to be held at mandal level.
- ❖ State Level observers also visit the training centers in the districts.
- ❖ The AMO, AAMO, Sect oral officers of DPO, Principal and Faculty of DIET, HMs, SRGs, DRGs should act as Observes for Mandal Level Trainings.
- ❖ The observers should visit the training centers without prior information to the venues.
- ❖ The observers should be supplied with adequate observation formats.
- ❖ The Observers should be informed, not to disturb the proceedings of the regular session by giving messages and lectures, if situation demands they can supplement with their observations and opinions on ongoing session.
- ❖ The observers have the freedom to correct the things and give suggestions to the Course Director and RPs to organize the training programme effectively.

- ❖ With Participants, committees should be formed for Documentation, Logistics, Cultural, Discipline, etc and make functional.
- ❖ The Course Director shall follow the financial norms as communicated by SPO and DPO.
- ❖ The course Director shall send the report for every spell and every phase to the DPO along with the outcomes of the post test.


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- ❖ If any unwarranted situation, the observers may report the matter and issues to DPO /AMO immediately for necessary action.
- ❖ The DPO should collect the day to day feedback from the observers on the training programmes.
- ❖ On the Planning day, the DPO should collect positively the information on presence of Course Director and RPs at the respective venues and alternative arrangements should be made immediately by deploying the SRGs belonging to respective district (acted as resource persons at the State level training) and DRGs if any absence of RPs is found. Similarly in case of CDs alternate arrangements may be made if there is any absence.
- ❖ If the districts wish to make additional teams for training, they can deploy SRGs who acted as Resource persons at State level and a good DRG may be attached. If any team is not performing, additional support may be provided with SRG.
- ❖ The DPO should release the adequate funds and material to all the training centers well in advance.
- ❖ The DPOs shall collect the day to day attendance of the training and spell wise details shall be communicated to SPO.
- ❖ The DPOs should give adequate publicity **in the news paper/media** about the training schedule of Primary and for UP level.

INSTRUCTIONS - COURSE DIRECTOR/ RESOURCE PERSONS

- ❖ Ensure that all Course Directors and RPs allotted to the training centers should attend the Planning meeting without fail.
- ❖ In the planning meeting, the CD and RPs should discuss on the strategies to be adopted for organizing training programme, work division, responsibilities and roles of RPs.
- ❖ The RPs should make necessary preparation to handle the sessions efficiently, including reading of trainer's package

thoroughly, making of notes, procure additional material if necessary.

- ❖ In the training the RPs should adopt the discussion method, activities, group work and other Participatory approaches. The lecture method in the training should be minimized.
- ❖ The activities, demonstrations, working with children as suggested in the trainer package should be implemented in the training programme. Effort shall be made to make training more practicum and of experiential based.
- ❖ The time schedule prescribed by SPO should be strictly adhered till the end of the training programme.
- ❖ The Course Director should participate in the training sessions and not to restrict his/her moments to the office room.
- ❖ For each session two RPs should allocated, one acts as Resource Person and other one as moderator.
- ❖ The CD may handle at least one sessions for the entire training session.
- ❖ The presence of CD and RPs is necessary at the venue for the entire training days.
- ❖ The CD should review the day's proceedings in the evening and minutes should be recorded.
- ❖ CD should document the training proceedings and submit the same to DPO at the end of the training programme.
- ❖ In all training venues, the innovative programmes (Wall magazine, post box, etc ;), open forum should be practiced daily along with School Assembly.
- ❖ Pre-test and post-test shall be executed to the trainees. The outcomes of the post-test shall be analyzed and presented on the last day and last session of the programme taking reference as pre-test.