

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

Proc. Rc. No. 52/RVM(SSA)/B2/2010,

Dated: 20.04.2010.

Sub : RVM (SSA), A.P., Hyderabad – Teacher Training Programmes during
Summer – Conduct of District Trainings through DIETs – Reg.

All the District Educational Officers, Project Officers of RVM (SSA) and DIET Principals in the State are informed that, detailed instructions have already been issued to all the District Educational Officers and Project Officers of RVM on conduct of 10-day training programme during 1 – 10 June 2010 and related R.Ps training programme during May 2010. Now it is proposed to issue following instructions to all the DPOs:

- ❖ Conduct of District Level Training Programmes by DIETs – Orientation to Mandal Level Resource Groups at district level and monitoring the training programmes at mandal level. Monitor the distribution of modules to the teachers on the 1st day of the trainings. The Principals and Staff of DIETs shall plan the trainings well in advance with R.Ps in coordination with DPO (AMO and Asst. AMOs). The logistics, stationary etc., must be arranged well in advance. State level observers will be sent for the training programmes. The district level training programmes may be conducted in the DIETs or in the District Head Quarters based on convenience of the participants.
- ❖ DIETs may also be requested to plan and conduct 3-day training programme to the School Complex H.Ms and Asst. Secretaries during Summer Vacation based on the convenience of H.Ms. Appropriate training module may be developed at SPO / DPO and R.Ps orientation may be conducted at State Level.
- ❖ All training programmes both at district and mandal level will be Non-Residential in nature.
- ❖ In view of training programmes and DIETs to conduct the programme and monitor the training, the vehicle facility may be continued during summer vacation alongwith Computer Operator honorarium.
- ❖ The DPOs are requested to release the training advance to the DIET Principals. If sufficient amount is not available at DPOs, the DIET Principals may be requested to conduct the programme with the available funds of SSA with them, which may be reimbursed after release of budget to DPOs from SPO.

- ❖ The P.Os of RVM (SSA) are requested to release of appropriate budget to the MEOs for the conduct of training programmes of Primary and Upper Primary as per the norms communicated now (norms for districts and mandal level programmes is enclosed).
- ❖ A team of four MRPs per district is now trained at SPO for trainer skills. Now the DPOs may requested to organize a 3-day training programme for MRPs @ 1 per mandal. During the training programme 8 good R.Ps may be identified and sent to State Level Training Programme @ 4 R.Ps for English (with English background) and the remaining 4 R.Ps for Early Reading and Early Maths (2 R.Ps with Language Background and 2 R.Ps with Maths Background). The four M.R.Ps attended training at Hyderabad during 16 – 19 April 2010 shall act as R.Ps for Snehabala Programme.
- ❖ Similarly State Level Trainings for Upper Primary District Resource Persons may be takenup in the same venues from 12 – 17 May 2010 followed with District Level Training Programmes @ 60 per subject from 21 – 26 May 2010.
- ❖ The water facility, toilet facility, fans at the training venue must be ensured and the Course Director i.e., the Principal, DIET, and MEO at Mandā level must be available at training venues during training days from morning to evening. This will be viewed very seriously.
- ❖ The State Level Observers to the districts send day-wise reports to the SPD and necessary action will be initiated against the Course Director if training is conducted ineffectively and in a non serious way.
- ❖ With regard to snehabala programme and printing of SLIM Cards, it is found that certain districts have not ordered for Snehabala Cards inspite of orders from SPO in view of non availability of funds / inadequacy of funds. Therefore such Project Officers of RVM are now requested to place orders for printing of Snehabala Cards as per the instructions of SPD issued earlier duly utilizing the budget of 2010 – 11 under LEP.
- ❖ The textbooks of I to V classes must be ensured at district and mandal level training centres. 5 sets of performance indicator posters, Star grading Poster, Health and Hygiene poster must be made available at district and Mandal Level trainings.
- ❖ A meeting with R.Ps may be conducted the day before starting of actual training programme for planning purpose and arrangement of stationary and other logistics both for district and mandal level training programmes.

- ❖ The expenditure towards monitoring of trainings must be booked under REMS budget and other expenditure towards training as per Unit Cost may be booked under Training budget. The entire expenditure shall not enhance more than the unit cost as per SSA norms.
- ❖ The modules on physical education at Upper Primary Level are developed in collaboration with SAAP and the CDs of the same are being sent to DPOs to print them using training budget and the training may be provided to PETs and PDs working in High Schools.
- ❖ Appropriate CDs may be developed on AMCs, Snehabala, Multigrade teaching, Early Reading Programme, Subject Specific Pedagogies etc., at SPO and as well as at DPOs to be used in the training programmes.
- ❖ Radio talks may be arranged by the eminent experts during training programmes in collaboration with All India Radio and ensure Radios at Training Venues.
- ❖ The State Level trainings may be conducted for District Level Resource Groups during 4 – 7 May 2010 at Hyderabad (English Subject) and at Warangal for Snehabala and Early Reading Programme.
- ❖ The District Level R.Ps / DIET Staff shall be drafted as observers during Mandal level Training Programmes who furnishes day-wise reports to DPO and SPO.
- ❖ Necessary E.Ls may be provided to the teachers / R.Ps / DIET staff participated in training programmes as per the Govt. Norms followed earlier and as followed in case of trainings conducted by the Commissioner and Director of School Education under RMSA.

Therefore all the Districts Educational Officers, Project Officers of RVM (SSA) and DIET Principals are requested to take necessary steps for effective conduct of training with modules and other necessary logistics arrangements. There are also requested to visit the venues well in advance and provide necessary required facilities to the participants.

This has got the approval of the State Project Director.

Encl: Financial Norms for conduct of trainings

To

All the District Educational Officers in the State.
All the Project Officers of RVM (SSA) in the State.
All the Principals of DIETs in the State.


For State Project Director.