

Personal Attention

No. EDN-JKL-RMSA (TTI) 20169942-9979.
O/o The DPO (SSA/RMSA)-cum-Principal, DIET
Bilaspur at Jukhala Distt. Bilaspur H.P.
Jukhala -174033

Dated: 27th August, 2016

To

The Principal cum Cluster Head (SSA/RMSA),
GSSS
Distt Bilaspur (H.P.)


Subject: - Regarding organisation of Teacher Training at cluster level & guidelines thereof under RMSA 2016-17.

Sir/Madam

Govt. of Himachal Pradesh has approved the training model and guidelines of RMSA Continuous Professional Development of teachers in order to make good quality education at secondary education available to all students in the age group of 14-18 years. As per approved AWP&B 2016-17 under RMSA there is a provision of five days subject specific training at cluster level as per guidelines. In this regard, the resource persons of each subject deputed by the cluster head have already been oriented at DIET level. In order to organise the teacher training at Cluster level, suggestive guidelines have been prepared and attached along with for necessary compliance. The School RMSA incharge of cluster school will assist the Principal Cum Cluster Head (SSA/RMSA) to organise the cluster level teacher training. The funds for the organisation of trainings will be provided to you very soon.


All the Cluster heads are further requested to go through the attached guidelines in detail and ensure to organise the subject specific trainings at their Cluster with motivated spirit so that the desired target of improvement of quality education at the secondary stage could be achieved in the best possible manner.

Thanking You.


Principal cum DPO (SSA/RMSA)
DIET Bilaspur at Jukhala
Distt. Bilaspur (H.P)

Copy to:-

1. The Deputy Commissioner cum Chairman (SSA/RMSA), Bilaspur for kind information please.
2. The Director of Higher Education, Himachal Pradesh Shimla-I for information please.
3. The State Project Director, (SSA/RMSA) Himachal Pradesh Shimla-I for information please.
4. The Dy. Director Higher Education cum DPC (RMSA) Bilaspur for information and further necessary action in the matter please.
5. The All BRCC (SSA/RMSA) for necessary action please.
6. Guard file.


Principal cum DPO (SSA/RMSA)
DIET Bilaspur at Jukhala Distt.
Bilaspur (H.P)

Guidelines for Cluster Level Teacher Training

1. The subject wise teachers will get together at their cluster school in every month starting from September 2016 as per the schedule attached as *Annexure B*.
2. The training will be imparted strictly as per the session wise schedule as attached in teacher training modules and also as *Annexure C*.
3. The Cluster head will provide training materials i.e. stationary articles for preparing lesson plan and low cost teaching aid.
4. The Cluster heads are requested to make proper seating arrangement & provide Smart class room, ICT lab with internet facility, two times tea and refreshment to the participants.
5. Provide the class of 30/35 minutes of 9th or 10th for actual classroom presentation of the lesson plan.
6. The attendance register should be maintained subject wise and month wise. The TA/DA will be admissible to the participant as per RMSA Norms. The Cluster level expenditure norms are attached as *Annexure D*.
7. Maintain the subject wise expenditure details after the completion of one month training of all subjects. All the bill/vouchers should be verified by the cluster head and kept the record in the school. Submit month wise **Details of Expenditure & Utilization Certificate** to the undersigned.
8. The cluster head will collect the subject wise feedback of all the schools of the cluster and submit that to the concerned BRCC office for compilation. The cluster head will also get one hard copy of lesson plan/teaching strategy prepared during the training and ensure the delivery of the same in the actual classroom.
9. Submit **Monthly progress report of cluster level RMSA** training as per the MS Excel format attached as *Annexure A* in soft received from State Project Office Shimla to the undersigned.
10. The cluster head will also orient all the Heads of Sr. Secondary and High Schools falling under their cluster regarding the cluster level teacher training as discussed with you on dated 10/08/2016 at DIET so that all the heads could ensure the training component in classroom.
11. The training can be monitor by the Higher authority at any time so kindly strictly follow the schedules & guidelines.
12. All the cluster heads are requested to hand over the subject wise teacher training module as provided to you from DIET to each participant and directed them to bring the training module and books of 9th & 10th class on the day of training. The subject wise one copy of training modules are providing to each High and Sr. Sec. schools of the district (a copy of module have already been provided to the RP oriented at DIET level). In case there is a vacancy of subject teacher in particular school, a copy of module may kindly be provided to the concerned school head.
13. Allow only one subject teacher from each school. If there are two TGT (Arts), kindly allow one for English and one for Social Science.
14. After the training the teacher will go back and introduce the concept in the classroom and attend the training next month along with proper feedback.
15. Take photographs of trainings and send two photographs of each training to the undersigned as soft. One photograph should be of actual class room presentation.

Month wise Schedule of the Teacher Training under RMSA

Month	Subject wise dates for Teacher Training under RMSA being held at Cluster Level			
	Math	Science	English & Social Science	Hindi and Sanskrit
September 2016	06/09/2016 Tuesday	14/09/2016 Wednesday	20/09/2016 Tuesday	27/09/2016 Tuesday
October 2016	04/10/2016 Tuesday	13/10/2016 Thursday	18/10/2016 Tuesday	25/10/2016 Tuesday
November 2016	08/11/2016 Tuesday	15/11/2016 Tuesday	22/11/2016 Tuesday	29/11/2016 Tuesday
December 2016	06/12/2016 Tuesday	13/12/2016 Tuesday	20/12/2016 Tuesday	27/12/2016 Tuesday
January 2017	03/01/2017 Tuesday	17/01/2017 Tuesday	24/01/2017 Tuesday	31/01/2017 Tuesday

Component of Expenditure at the Cluster Level and norms thereof:

To restrict the expenditure within the approved unit cost, it becomes absolutely necessary to manage the expenditure in the following way;

Sr. No.	Component of Expenditure	Allocation of Expenditure	Remarks
1.	TA/DA	Actual basis as per rules	Out of 8 KM, provide 70% daily and actual travelling fare
2.	Tea and Refreshment	Rs 28/-per person/day i.e. Tea @14/- per person /day + Refreshment i.e. Samosa, Bread pakoda, Mathi etc. @ 14/-per person per day	
3	Stationary Items	Rs 22/-per person for whole training i.e. For 5 days	The expenditure is to be made on purchase of items such as papers, charts, Sketch pens, Drawing sheets, pencil eraser & scales etc. (Used in preparation of lesson plan/strategy and low cost teaching aids during the training).

Annexure-A

Format-A

Monthly Progress Report of Cluster Level RMSA Training- 2016 (In MS Excel Format)

District	Name of Education Block	Name of Cluster School	Number of subject meeting/workshops with Date		Name, Designation and telephone no of Resource Persons	No. of Participants[along with list of teachers]	Financial Utilization	Training Need Assessment for 2017	In school activity photographs (2 each)
			Math						
			Science						
			English & SST						
			Hindi & SKT						
Remarks of Cluster Head:									

Principal cum DPO (SSA/RMSA)
 DIET Bilaspur at Jukhala
 Distt. Bilaspur (H.P)

Session wise Schedule of Teacher Training

Annexure C

Sr No.	9 :00 AM to 10.30AM	10.45AM to 12.15 PM	1.00PM to 2.00PM	2.00PM to 3.00PM
First Month	<p>Opening remarks, Self-Introduction and Expectations of participants from programme.</p> <p>Innovative Methods to teach the subject at Secondary Stage in constructivist approach as per NCF 2005 & Module-1 Assessment and Evaluation in Science</p>	<p>Studying the Module and model chapter specified in the module.</p> <p>Identification of Topics to be taught in next month and Hard areas which hamper the learning of the students.</p> <p>Designing and enriching strategies mentioned to make</p> <p>(1) Concept clear</p> <p>(2) Strengthening of concept by correlating the topic to environmental situations</p> <p>(3) Designing question bank for lot of practice by the students based on</p>	<p>Preparation of learning resources in the class with the help of students and teachers and using open on line resources also.</p> <p>Presentation of the Topic in classroom situation to be observed by all categories of teachers from the school.</p>	<p>(1) Identification of problem shooters/hard points of Topics to be taught in coming month</p> <p>(2) Identifying strategies to be applied in the class</p> <p>(3) Assignment of the lesson plan integrating innovative methodology, and applying the same in the classroom</p> <p>(4) Preparation of question Bank for monthly Assessment including MCQs on all levels of learning (memory, understanding, application, analysis, synthesis, creativity)</p>
			Lunch (12.15-1.00)	Tea Break
		Tea Break (10.30-10.45)		

			all levels of learning to be used as test paper			
Second Month	<p>Discussion on the achievement level of the students as per the test executed in the classroom. Strategy to shift the students to next higher level</p> <p>Studying the module lessons, poems etc. and integrating more Innovative Methods to teach the subject</p>	<p>(1) Identification of problem shooters/hard points of Topics to be taught in coming month</p> <p>(2) Identifying strategies to be applied in the class</p>	<p>Preparation of learning resources in the class with the help of students and teachers and using open on line resources also.</p> <p>Presentation of the Topic in classroom situation to be observed by all categories of teachers from the school.</p>		<p>Assignment of the lesson plan integrating innovative methodology, and applying the same in the classroom</p> <p>(4) Preparation of question Bank for monthly Assessment</p>	
Third Month	<p>Discussion on the achievement level of the students as per the test executed in the classroom. Strategy to shift the students to next higher level</p>	<p>1) Identification of problem shooters/hard points of Topics to be taught in coming month</p> <p>(2) identifying strategies to be applied in the class</p>	<p>Preparation of learning resources in the class with the help of students and teachers and using open on line resources also.</p> <p>Presentation of the Topic in</p>		<p>Assignment of the lesson plan integrating innovative methodology, and applying the same in the classroom</p> <p>(4) Preparation of question Bank for monthly Assessment</p>	

	Studying the Module. Integrating more Innovative Methods to teach the subject			classroom situation to be observed by all categories of teachers from the school.		
Forth Month	Discussion on the achievement level of the students as per the test executed in the classroom. Strategy to shift the students to next higher level Studying the Module Integrating more Innovative Methods to teach the subject	1) Identification of problem shooters/hard points of Topics to be taught in coming month (2) identifying strategies to be applied in the class	Preparation of learning resources in the class with the help of students and teachers and using open on line resources also. Presentation of the Topic in classroom situation to be observed by all categories of teachers from the school.	Assignment of the lesson plan integrating innovative methodology, and applying the same in the classroom (4) Preparation of question Bank for monthly Assessment		
Fifth Month	Discussion on the achievement level of the students as per the test executed in the classroom. Strategy to shift the students to next higher level Studying the Module	1) Identification of problem shooters/hard points of Topics to be taught in coming month (2) Identifying strategies to be applied in the class	Preparation of learning resources in the class with the help of students and teachers and using open on line resources also. Presentation of the Topic in classroom situation to be	Assignment of the lesson plan integrating innovative methodology, and applying the same in the classroom (4) Preparation of question Bank for monthly Assessment		

	Integrating more Innovative Methods to teach the subject				observed by all categories of teachers from the school.		
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observed by all categories of teachers from the school.