

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER & Ex-OFFICIO
DISTRICT PROJECT CO-ORDINATOR, RMSA, CHITTOOR DISTRICT**

Present :- Dr. K.Pandurangaswamy, M.Sc., M.Ed., Ph.D.,

Rc.No. E178699/B1/RMSA/2018

Dated. 06-10-2018

Sub:-RMSA, Chittoor District – Deputy Educational Officers in Chittoor District appointed as **Course Coordinators** for conduct of In-service Residential Teachers Training Programme under RMSA from 09.10.2018 to 13.10.2018 for Telugu, English, Hindi, Mathematics, Physical Science, Biological Science, Social Science including Headmasters of Secondary Schools of all Managements (Except Un-aided) for the year 2017-2018 – Orders - Issued - Regarding.

Ref:- 1) Prog.Rc.No.451/B/C&T/SCERT/2017,Dated:01.10.2018 of the Commissioner of School Education, Andhra Pradesh, Amaravathi.

2) Note orders dated -10-2018 of the District Collector & Chairman, RMSA, Chittoor.

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In pursuance of the instructions issued in the references 1st and 2nd read above, the following Deputy Educational Officers in the District are hereby appointed as **Course Coordinators** for conduct of In-service Residential Teachers Training Programme under RMSA from 09.10.2018 to 13.10.2018 for Telugu, English, Hindi, Mathematics, Physical Science, Biological Science, Social Science including Headmasters of Secondary Schools of all Managements (except Un-aided) for the year 2017-2018 in the identified Venues as noted against them as detailed below.

S. No	Division	Name of the Venue	Subject allotted	Name of the Dy.E.O appointed as Course Coordinator
1	All Divisions	Viswam English Medium High School, Jeevakona, Tirupathi	Headmasters & School Assistants of Mathematics	Deputy Educational Officer, Tirupati
2	All Divisions	Viswam English Medium High School, Jeevakona, Tirupathi	School Assistants of Physical Science & Biological Science	Deputy Educational Officer, Chittoor
3	All Divisions	AP Model School, Reddivaripalli of Nimmanapalli Mandal	School Assistants of Telugu & English	Deputy Educational Officer, Madanapalli
4	All Divisions	APSWRS (Girls), Gopalakrishnapuram of Puttur	School Assistants of Hindi & Social Studies	Deputy Educational Officer, Puttur

Hence, the above Deputy Educational Officers who are appointed as Course Coordinators are requested to look after the In-service teacher training programme as subjects allotted to them duly following guidelines.

Guidelines:-

- The In-Service teacher training programme (residential) covers 8th to 10th class subject teachers and Headmaster's. The Training Programme will cover teacher working under all managements of Schools (except un aided schools).
- Training will be for 05 days from 09-10-2018 to 13-10-2018 for all subject teachers identified for the said training including Headmasters.
- DYEEOs should closely monitor for smooth and effective conduct of training programme.
- DYEEOs have to identify the good venues with all commodities like safe drinking water, toilets, running water, electricity, fans, sanitation facilities with bedding facilities.
- DYEEOs have to arrange biometric machines at all venues and take attendance for both RP's and participants once at 09.00 AM and once at 07.00 PM.
- Day wise attendance should submit to the DEO, Chittoor by 02.00PM every day.
- The Course Co-ordinators should not allow any inaugural function
- DYEEO can arrange guest lecturers by the eminent educational reputed persons in the field of Yoga, Physical Literacy etc.,
- Participants are not allowed to leave training center at nights as it is residential training.
- DYEEOs/Course Coordinators are ensure that the section limit should not exceed 50 participants and not less than 30 participants.
- Commissioner of School Education / Director, RMSA / Director, SCERT / SCERT Team / RJDSE / DEO should visit the training centers and review the trainees on the quality and effectiveness of the training programme.
- Give priority for the teachers who transferred from Upper Primary Schools to High Schools recently and who got promotion/ recruitment after 2013 on wards.
- Provide mineral drinking water facilities in all venues regularly.
- LCD Projector and Public addressing system should be provided in all venues.
- Propagate the said training programme well in advance in local media.
- Course Coordinator will coordinate with DRPs and closely monitor for smooth and effective conduct of training programme.

They are also informed that, subject wise teachers are identified for conduct of In-service Teachers Training Programme for Telugu, English, Hindi, Mathematics, Physical Science, Biological Science, Social Science including Headmasters of Secondary Schools of all Managements are as follows, subject to condition that, the number of participants should not exceed number of allotted.

Sl. No	District	HM	Telugu	Hindi	English	Maths	PS	BS	Social	Total
01	Chittoor	155	155	155	155	345	117	117	155	1,354

Therefore, they are once again requested to conduct of In-service Residential Teachers Training Programme under RMSA from 09-10-2018 to 13-10-2018 duly follow the instructions/guidelines as issued by the Commissioner of School Education, Andhra Pradesh, Amaravathi from time to time duly following the subject wise unit cost has to be strictly adhered.

Receipt of these proceedings shall be acknowledged.

- Encl:- 1) Guidelines/Instructions
2) Subject wise Teachers
who are identified for said training
3) Subject wise Unit cost


District Educational Officer &
Ex-Officio DPC, RMSA,
Chittoor.

To

All the Deputy Educational Officers in the District.

Copy to all the Mandal Educational Officers in the District.

Copy submitted to the Commissioner of School Education, Andhra Pradesh, Amaravathi for favour of kind information.

Copy submitted to the Director, SCERT, Andhra Pradesh, Amaravathi for favour of kind information.

Copy submitted to the Director, RMSA, Andhra Pradesh, Amaravathi for favour of kind information.

Copy submitted to the Regional Joint Director of School Education, Kadapa for favour of kind information.

Copy submitted to the District Collector & Chairman, RMSA, Chittoor for favour of kind information.

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