



केन्द्रीय विद्यालय संगठन(मु0)
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निदेशक/उप आयुक्त
 केन्द्रीय विद्यालय संगठन
 सभी क्षेत्रीय कार्यालय एवं
 सभी आंचलिक शिक्षा एवं प्रशिक्षण संस्थान।

विषय: Workshops to be conducted at KVS Regional level

महोदय/महोदया,

With reference to the subject cited above, it has been observed that more attention needs to be devoted to training areas focusing on preparation for examinations and their assessment in the workshops proposed by Regional Offices of KVS. Accordingly, the Regional Offices are hereby directed to conduct workshops for the teachers of all cadres and subjects of the Kendriya Vidyalayas under their jurisdiction in the following areas:

Sr.No	Type of Work-shop	Areas to be covered	Target classes	No. of Days	No. of Workshops		
					PRTs	TGTs (subject-wise)	PGTs (subject-wise)
1	A	A1. Study techniques	For Classes IX to XII	03	-	1	1
		A2. Exam. Management					
		A3. Stress Management					
2	B	B1. Design of Question Paper (QP)*	For all Classes	04	1	1	1
		B2. Blue print of QP					
		B3. Preparation & standardization of QP					
		B4. Marking scheme					
		B5. Performance Analysis					
3	C	C1. Error analysis	For all Classes	03	1	1	1
		C2. Follow-up programme on error analysis					

* Design of QP for Classes IX to XII to remain same as prescribed by CBSE.

The target of these workshops should be to develop master trainers, for every subject and for every cadre, who can then go forth and train all subject teachers of their KVs, preferably within the month of being trained. These master trainers can be trained by inviting experts from CBSE, NCERT etc. and by using the services of other professionals such as psychologists etc. (especially for Type A workshops).

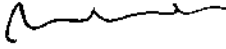
As the preparation for and conduct of these workshops is going to be a huge task for the regions, the following ZIETs are requested to pitch in by preparing modules, support material and handouts for these workshops.

Sr.No.	ZIET	To prepare material for
1	Chandigarh	Workshop A
2	Mysore	Workshop B
3	Mumbai	Workshop C

The entire exercise of preparation of modules, support materials and handouts should be completed by the ZIETs within a month and the Regional Offices should strive to conduct these workshops by the end of the first term.

This issues with the approval of the competent authority.

भवदीय,



(डॉ. शची कांत)

संयुक्त आयुक्त (प्रशिक्षण)

प्रतिलिपि:

1. PS to Commissioner, KVS (HQ), New Delhi.
2. PS to Addl. Commissioner (Admn. / Acad.), KVS(HQ), New Delhi .
3. DC(EDP), KVS(HQ) with the request to upload on the KVS website.
4. Guard File.

Navan *SR*