

पाठ्यक्रम एवं स्थल निदेशक

Course & Venue Director

श्री एस. सेलवराज

Shri. S. Selvaraj

उपायुक्त, के. वि. संगठन

निदेशक, आंचलिक शिक्षा एवं प्रशिक्षण संस्थान मैसूर

Deputy Commissioner, KVS

Director, KVS ZIET, Mysore

स्थल/Venue

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PART 1

3 Day Workshop on Material Production for CCE Training Manual for School

Level Mentors

- 1. Foreword**
- 2. A Note to the Director**
- 3. List of Participants**
- 4. Schedule of the 3 Day Workshop**
- 5. Daily Report**

FOREWORD

The scheme of continuous Comprehensive Evaluation was first introduced in the year 2009-10 by the Central Board of Secondary Education, New Delhi for Classes IX and X. Subsequently Kendriya Vidyalaya Sangathan extended the application of the scheme from Class III to VIII in all Kendriya Vidyalayas across the country and necessary guidelines and instructions have been issued in this regard from time to time. Though the scheme has been under implementation for the past four years, teachers come across many difficulties in the practical application of the scheme especially in the area of Formative Assessment, particularly related to FA2 and FA4 in which several new and varied areas of assessment have been included and it is stressed that criteria-based evaluation of the students' performance is to be made. In other words, where earlier the teacher simply conducted one paper and pencil test, now he/she is expected to make assessment in a minimum of four areas in a very objective manner clearly specifying the rubrics. He/she should also maintain proper written records of those assessments, which are not conducted simultaneously for all students but by staggering them to so many days and weeks, as only a few students can be assessed in a period of say 35 or 40 minutes as assessment is to be taken up along with teaching.

The instructions and guidelines for CCE are so vast and different from subject to subject that a few teachers do not fully comprehend them and generally there is none in the school who can guide and support such teachers in CCE whenever needed. Though it is desirable that the awareness of the teachers about CCE is raised through training programmes, their number is so huge that it will take at least 2 or 3 years to train all teachers. Therefore an alternative system has to be evolved that the teachers get the required support and guidance in their own places. Accordingly, it was decided to introduce the CCE Mentor System in each K.V under which each school will have at least two Mentors – one from Primary Section and another from Secondary Section. Further, since it is the Examination Department in a school setting whose function is to organize and manage the tests and examinations, CCE with its Formative and Summative Assessment falls within the purview of the Examination Department. It being so, the CCE Mentoring Role is better shouldered by them.

Therefore it is envisaged to impart CCE Mentor Training to one member each from the Primary and Secondary Examination Departments of every K.V separately so that after the training they are able to function effectively as CCE Mentors in their Vidyalaya to monitor proper implementation of CCE by all teachers as well as to extend guidance and support to them as and when needed.

During the 3-day Material Production Workshop on CCE at KVS, ZIET Mysore held from 26th to 28th September 2012 the participants worked rigorously to collect and consolidate the CCE guidelines available from various sources and prepare the CCE Mentor Training Package which will be useful as a Handbook for reference and guidance for the Mentors as well as the Faculty Members of all five ZIETs of KVS who will be taking up the Training Programmes, for Mentors covering all Vidyalayas of the Regions under their jurisdiction.

We feel greatly indebted to Dr. Dinesh Kumar, Additional Commissioner, KVS and Dr. Sachikant, Joint Commissioner(Trg.), KVS for entrusting us with the responsibility of organizing the 3-day Material Production Workshop for CCE Mentor Training at KVS, ZIET Mysore. The Workshop participants from all five ZIETs of KVS as well as the associated teachers and HMs from KVS Bangalore Region deserve all words of appreciation. But for the wholehearted and dedicated efforts by all participants the objectives of the Workshop could not have been so fully met. This Manual in your hands is the product of the combined work of the efficient team of participants.

S. SELVARAJ
DIRECTOR

A NOTE TO THE DIRECTOR (ZIET)/ DEPUTY COMMISSIONER(RO)

During the First Meeting of the Directors of ZIETs with Dr. Dinesh Kumar, Additional Commissioner (Acad. &Admn.) and Dr. Sachikant, Joint Commissioner(Trg.), KVS held at ZIET Bhubaneswar on 7th September 2012, the issue of imparting training to teachers on Continuous Comprehensive Scheme was deliberated upon and the consensus emerged that one member from the Primary and another member from the Secondary Examination Departments of every Kendriya Vidyalaya should be trained as CCE Mentors in all aspects of CCE so that they can effectively monitor the proper implementation of CCE scheme in their Vidyalaya as well as extend their guidance and support to the teachers whenever they have any doubts or problems in CCE implementation. Such an arrangement will dispense with the necessity to organize subject-wise CCE training programmes by ZIETs/ROs.

Consequently, a 3-day Material Production Workshop was organized at KVS, ZIET Mysore from 26th to 28th Sept. 2012 which was attended by a selected group of Faculty Members of ZIETs and a few associated HMs and teachers from KVS Bangalore Region. As a result of the combined efforts of the participants, the CCE Package for School Level Mentors was prepared and the Action Plan for organizing the training courses by ZIETs was drafted.

As per Action Plan, the Directors of ZIETs may invite the participants from the Regions attached to their respective ZIET. As the CCE Mentors, after training, are expected to effectively monitor the implementation of CCE in the school as a whole, as well as to guide and clarify the doubts of teachers, competent members of the Examination Departments with good communication and ICT skills may be sponsored to attend the 2-day CCE Mentor Training Programme. After the training, the CCE Mentors may conduct subject-wise CCE Awareness programme (for 1 – 2 hours) in their respective school. Further they will monitor and ensure proper and effective implementation of CCE in their Vidyalaya.

Therefore, the CCE Mentor Training Programme may be given PRIORITY to cover all Kendriya Vidyalayas by the end of December 2012.

**S. SELVARAJ
DIRECTOR
KVS ZIET MYSORE**

LIST OF PARTICIPANTS WITH CONTACT DETAILS

Sr. No.	NAME OF TEACHER	Designation	Name of the ZIET / KV	Mob No.	E-mail ID
1.	Smt. R. Jayalakshmi	HM	Mumbai	09619788780	Jayar6023@gmail.com
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3.	Smt. Chemmalar Shanmugam	HM	No.II, Jalahalli	09448928063	chemmlar@gmail.com
4.	Ms. Sahaya mary	HM	Mysore	09916591296	sahaistephen@gmail.com
5.	Shri. V.L. Vernekar	Librarian	Mysore	09481813629	vilasvernekar@rediff mail.com
6.	Shri. DVS. Sarma	Librarian	No.II, Vijayawada	09492940290	Dvssarma1961@gmail.com
7.	Mrs. Radha Subramanian	PGT(Bio.)	Mumbai	09869354319	ramsradha@yahoo.com
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11.	Shri. U.P. Binoy	PGT(Eng.)	Mysore	09480332005	u.p.binoy@gmail.com
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15.	Dr. S.K. Tiwari	PGT(Hindi)	Mysore	07829382521	Surendratiwari1958@gmail.com
16.	Shri. M. Srinivasan	PGT(Maths)	Mumbai	09757440353	gayvasan@yahoo.co.in
17.	Shri. Nabaghan Nayak	PGT(Maths)	Bhubaneswar	09437238468	nabaghannayak@gmail.com
18.	Shri. M. Govindu	PGT(Maths)	Mysore	08762544067	Maddipatla17@yahoo.co.in
19.	Shri. K. Arumugam	PGT(Phy.)	Mysore	08762543662	ar_umu@yahoo.co.in
20.	Shri. M. Nagi Reddy	TGT(English)	Picket	09885441190	nagimalgi@gmail.com
21.	Dr. A.K Chaubey	PGT(Hindi)	IISc. Bangalore	09980254621	ashokchaubey62@gmail.com

ZONAL INSTITUTE OF EDUCATION AND TRAINING , MYSORE

Material Production Workshop for CCE Manual for School Level Mentors

26th to 28th Sep. 2012

Date	Session-I	Session-II	Session-III & Session-IV 2 - 5.30 PM	
26.09.12	9.30 am 10.15 am Inauguration		Working with teachers of KV Mysore in subject-wise groups for: (1) Preparation of Class-wise, Subject-wise Action Plan for Formative Assessment including identification of the Areas for assessment and Criteria for evaluation. (2) Discussion on problems and issues concerning implementation of CCE in subject-wise groups of: (1) PGTs/TGTs (2) PRTs (3)Co-Scholastic Teachers	
	10.15 a.m. to 1 pm (Group Work) Consolidation of CCE guidelines (subject-wise) for Class VI to X and Primary Classes			
	Session-I 9- 11 AM	Session-II 11.30 AM- 1 PM	Session-III 2 - 3.30 PM	Session-IV 4- 5.30 PM
27.09.12	Presentation of Group Work Reports of Day-1	CCE Software	Records and Formats for various classes and subjects (Group Work)	Evaluation of Co-scholastic areas : Indicators – Formats – Who to do it ? (Group Work)
28.09.12	Presentation of Group Work Reports of Day-2	Compilation of Training Manual.	Draft of Time Table for 3-day Workshops for CCE Mentors (separately for Primary level& Secondary level) (in ZIET-wise groups)	Draft of Action Plan for Region-wise Workshops for CCE Mentors (Primary & Secondary) (in ZIET-wise groups)
				VALEDICTION

Morning Tea- 11-11.30 a.m. Lunch - 1-2 p.m. Evening Tea - 3.30 – 4 p.m.

DIRECTOR

DAILY REPORTS

26th September 2012

The three day workshop on Material Production of CCE for School Level Mentors was inaugurated at 09.30 a.m. on 26th September 2012 at the hands of Mr. S Selvaraj, Course Director & Director ZIET Mysore. In the inaugural speech, he upraised the participants of the need for such a workshop to make a CCE package, a ready reckoner, so that it could be used uniformly in all KVs across the country. He further explained the aims, objectives and the schedule of the three day workshop. 20 participants comprising members of faculty from 5 ZIETs and 5 teachers from different KVs including (2 HMs, 1 TGT (English), 1 TGT (Librarian) & 1 PGT (Hindi)).

Following the inaugural function, in the first formal session, a brain storming session was conducted on the present status of implementation of CCE in schools. Various problems associated with following the CCE guidelines, quantum of work etc were discussed in detail and conclusions were noted to integrate while producing the final material for the CCE package.

In the second session, through a group activity the participants consolidated the CCE guidelines available in CBSE, KVS web sites and in other sources. In the afternoon, the participants visited K.V Mysore and interacted with the subject teachers in subject specific groups, miscellaneous teachers in co-scholastic areas, discussed the problems and issues concerning the implementation of CCE and made a list of assessment activities for FA 2 & FA4

26th September 2012

After the morning prayer and the presentation of the report of the first day, the Course Director addressed the participants and evaluated the progress of the previous day's work and gathered input from the participants about their findings to integrate in the CCE package. Following that, each group presented the outcome of their group work assigned to them the previous day and the content of the presentation was elaborately discussed to add quality dimensions to the materials prepared/ consolidated. In the next session, different soft wares for scholastic and co-scholastic areas were introduced and discussed the plus and minus and modified them for the easy use of the teachers at school level. Mr. DVS Sarma, Librarian, KV.2 Vijayawada, Mr. T.P Sharma, PGT (Geography) ZIET Gwalior, Mr. M Govindu P.G.T (Maths) ZIET Mysore, Ms. Chemmalar Shanmugam, K.V No.2, Jalahalli, Mrs. Jayalakshmi, HM, ZIET Mumbai, Mrs. Hajra Shaik, P.G.T (Chem.) ZIET Bhubaneswar etc. presented different soft wares covering different aspects of CCE. In the next session, sample records and formats suitable for each subject were introduced by each subject group and thorough discussion ensued under the guidance of the Course Director, Mr. S Selvaraj.

In the last session of the day, the participants, in subject groups, prepared class-wise, subject-wise Action Plan for FA2 & FA4 focusing on the areas and criteria of assessment.

26th September 2012

In the third day , following the prayer and the report of the second day, the group works of the previous day on class-wise, subject-wise action plan for FA2& FA4 focusing on the areas and criteria of assessment were presented by each team and the works were moderated and modified based on the productive discussions of the content after each presentation. Following it, assessment and evaluation of the Co – scholastic areas with reference to ‘indicators’, format and the responsible person to initiate and coordinate it were discussed and finalised , following a presentation by Mr. Vilas Vernekar, Librarian , ZIET ,Mysore and Mr. DVS Sarma, KV No.2 Vijayawada.

The post lunch session, Time Tables for a 3 Day Work shop on CCE for School Level Mentors was prepared both for Primary and Secondary Sections. Then the Manual was compiled. In the last session tentative Action Plans for Region – wise Workshops for CCE Mentors, both for Primary and Secondary were drafted by the participants, ZIET-wise and integrated with the CCE Package. In the valedictory function, participants expressed their experiences into the need for such workshops to guide teachers practically for the effective and uniform implementation of CCE in Kendriya Vidyalayas .Participation certificates were distributed at the hands of the Director, Mr. S Selvaraj and he, in his valedictory address requested the participants to keep on sharing their experiences and expertise among themselves to strengthen the mission to a fruitful end.

PART 2

3 Day Workshop on Material Production for CCE Training Manual for School

Level Mentors

- 1. Timetable for 2 Day Workshop**
- 2. Region –wise Workshop Schedules**
- 3. CCE Package**

ZONAL INSTITTUE OF EDUCAITON AND TRAINING

TIME TABLE FOR 02 DAY WORKSHOP FOR VIDYALAYA LEVEL MENTORS ON CCE :

PRIMARY

TIME	DAY- 1	DAY-2
9-10 am	Registration & Inauguration	Prayer
10-11 am	Introduction to CCE Scheme in Primary Classes	Techniques of Evaluation and the formats for documentation- Co- Scholastic Areas Presentation by Participants
11-11:30 am	TEA BREAK	
11.30-12 noon	Subject wise Group Discussion of modules	11.30 – 1 PM
12 Noon - 1 pm	Tools and Techniques of Evaluation and the formats for documentation- English Presentation by Participants	Presentation of CCE Software and practice
1-2 pm	LUNCH BREAK	
2-3 pm	Tools and Techniques of Evaluation and the formats for documentation- Hindi Presentation by Participants	Practice Session CCE Software
3-4 pm	Tools and Techniques of Evaluation and the formats for documentation- Mathematics Presentation by Participants	Proposed Action Plan at Vidyalaya level- A brainstorming session Discussion of the CCE Mentors Checklist
4- 4:30 pm	TEA BREAK	
4:30- 5:30 pm	Tools and Techniques of Evaluation and the formats for documentation- Environmental Studies Presentation by Participants	Plenary Session Valedictory Function

DIRECTOR

SECONDARY CLASSES

	09.00 TO 10.00 A.M.	10.00 A.M. TO 11.30 A.M.		12.00 P.M. TO 01.30 P.M.		02.30 TO 03.30 P.M.		04.00 P.M. TO 05.30 P.M
Day I	Inauguration & Introduction of aims and objectives	Module on Languages for classes VI to VIII	TEA BREAK	Module on Mathematics and Science for classes VI to VIII	LUNCH BREAK	Module on Social Science for classes VI to VIII	TEA BREAK	Session on CCE software
	09.00 TO 10.00 A.M.	10.00 A.M. TO 11.30 A.M.		12.00 P.M. TO 01.30 P.M.		02.30 TO 03.30 P.M.		04.00 P.M. TO 05.30 P.M
Day II	Module on Languages for classes IX to X	Module on Mathematics and Science for classes IX & X		Module on Social Science for classes IX & X		Session on co-scholastic areas		Plenary Session & Valedictory

ZIET- WISE TENTATIVE SCHEDULES FOR 2 DAY WORK SHOP FOR SCHOOL LEVEL MENTORS FOR CCE

ZIET MUMBAI TENTATIVE SCHEDULE : WORKSHOP FOR CCE MENTORS

S.NO.	Dates	Region	TEACHERS HANDLING
1	11.10.2012 to 12.10.2012	MUMBAI	SECONDARY
2	16.10.2012 to 17.10.2012	MUMBAI	PRIMARY
3	01.11.2012 TO 02.11.2012	AHMEDABAD	SECONDARY
4	05.11.2012 TO 06.11.2012	AHMEDABAD	PRIMARY
5	08.11.2012 TO 09.11.2012	JAIPUR	SECONDARY
6	19.11.2012 TO 20.11.2012	JAIPUR	PRIMARY
7	22.11.2012 TO 23.11.2012	PATNA	SECONDARY
8	26.11.2012 TO 27.11.2012	PATNA	PRIMARY
9	29.11.2012 TO 30.11.2012	RAIPUR	SECONDARY
10	03.12.2012 to 04.12.2012	RAIPUR	PRIMARY

NOTE:

1. THE PARTICIPANTS SELECTED SHOULD BE FROM THE EXAMINATION DEPARTMENT WITH GOOD COMMUNICATION SKILLS

AS WELL AS KNOWLEDGE IN HANDLING COMPUTERS

2. THE PARTICIPANTS ARE TO BRING THE MARKS OF FA1 , FA2 AND SA1 TO HAVE HANDS ON EXPERIENCE AT CCE SOFTWARE

KVS ZIET CHANDIGARH

TENTATIVE SCHEDULE FOR TWO DAY WORKSHOP ON MONITORING CCE ACTIVITIES

S.No.	Dates	Region	Teachers
	11.10.12 – 12.10.12	Chandigarh	Primary
	16.10.12 – 17.10.12	Chandigarh	Secondary
	01.11.12-02.11.12	Jammu	Primary
	05.11.12 – 06.11.12	Jammu	Secondary
	08.11.12 – 09.11.12	Delhi	Primary
	19.11.12 – 20.11.12	Delhi	Secondary
	22.11.12 – 23.11.12	Dehradun	Primary
	26.11.12 – 27.11.12	Dehradun	Secondary
	29.11.12 – 30.11.12	Jaipur	Primary
	03.12. 12-04.12.12	Jaipur	Secondary

TENTATIVE CALENDER FOR 2 DAY CCE WORKSHOP FOR SCHOOL LEVEL MENTORS(FOR PRIMARY AND SECONDARY CLASSES) TO BE CONDUCTED BY ZIET BHUBANESWAR FOR 2012 – 13

sl no	Dates	Primary/ Secondary	Regions
1	1 st and 2 nd Nov	primary	Bhubaneswar
2	5 th and 6 th Nov	Secondary	Bhubaneswar
3	19 th and 20 th Nov	Primary	Kolkata and Guwahati
4	21 st and 22 nd Nov	Secondary	Kolkata and Guwahati
5	3 rd and 4 th Dec	Primary	Tansukiya and Silchar
6	5 th and 6 th Dec	Secondary	Tansukiya and Silchar
7	17 th and 18 th Dec	Primary	Ranchi
8	19 th and 20 th	Secondary	Ranchi

ZIET Gwalior				
2 Day Training Workshop For CCE Mentors				
Tentative Schedule				
Dates		Region	Cat	No. of Participants
From	To			
11-Oct-12	12-Oct-12	JABALPUR	Primary	Maximum 40 in each workshop
16-Oct-12	17-Oct-12		Secondary	
1-Nov-12	2-Nov-12	VARANASI	Primary	
5-Nov-12	6-Nov-12		Secondary	
8-Nov-12	9-Nov-12	BHOPAL	Primary	
19-Nov-12	20-Nov-12		Secondary	
22-Nov-12	23-Nov-12	LUCKNOW	Primary	
26-Nov-12	27-Nov-12		Secondary	
29-Nov-12	30-Nov-12	AGRA	Primary	
3-Dec-12	4-Dec-12		Secondary	

CALENDER FOR CCE PROGRAMME AT ZIET MYSORE

S.NO	PRIMARY	SECONDARY	REGION
1	5.11.2012-6.11.2012 MONDAY-TUESDAY	8.11.2012-9.11.2012 THURSDAY-FRIDAY	BANGALORE
2	15.11.2012-16.11.2012 THURSDAY-FRIDAY	19.11.2012-20.11.2012 MONDAY -TUESDAY	CHENNAI
3	26.11.2012-27.11.2012 MONDAY-TUESDAY	22.11.2012-23.11.2012 THURSDAY-FRIDAY	HYDERABAD
4	29.11.2012-30.11.2012 THURSDAY-FRIDAY	10.12.2012-11.12.2012 MONDAY-TUESDAY	ERNAKULUM

NOTE:

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2. THE PARTICIPANTS ARE TO BRING THE MARKS OF FA1 , FA2 AND SA1 TO HAVE HANDS ON EXPERIENCE AT CCE SOFTWARE