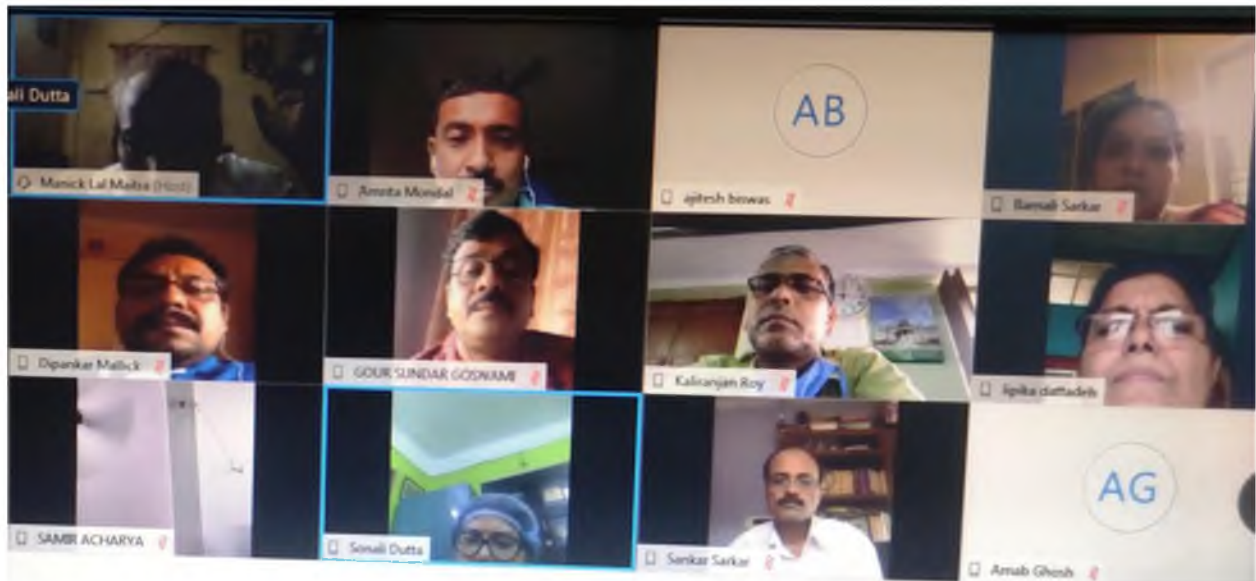


## Online training course for the Headmasters and Headmistress of sponsored schools for North 24 Parganas

ATI will conduct Online training course for the Headmasters and Headmistress of sponsored schools of North 24 Parganas with effect from the 18/08/2020 to 22/08/2020. The School Education Department has nominated 60 participants for the same. The first Pre course briefing has already been done on the 14th August 2020. Sri M. L. Maitra, Additional Director ATI briefed the technical aspects for smooth running of the course. The second briefing will be done on the 17/08/2020 instant at 3pm.

Dr A.N. Biswas, IAS Commissioner of School Education will kindly inaugurate the second batch of online course on 18/08/2020 at 11a.m. Post Course doubt clearing sessions will be conducted for this batch on the 31<sup>st</sup> August 2020 for effective training.



**ADMINISTRATIVE TRAINING INSTITUTE**

GOVERNMENT OF WEST BENGAL

**Online Orientation Training for the Headmasters / Headmistresses of the Sponsored Schools through WEBEX from 18-08-2020 to 22-08-2020 (Batch - HMOL (02) 180820)**

Time	Main Topic	Sub Topics in Specific
11.00 – 13.00 Hrs	Pre course briefing with the participants Sri Manik Lal Maitra, Addl. Director, ATI & Sri G H Khanra, CEO & Course Director, CPTSE	

**1<sup>st</sup> Day – 18.08.2020 (Tuesday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 11.20 Hrs	Inauguration, Objectives of the Course & Interaction with the participants on Expectation of the participants : Dr A N Biswas, IAS, Commissioner of School Education	
11.30 – 12:30 Hrs	Role of Schools during the Lock down period due to COVID 19 Dr A N Biswas, IAS, Commissioner of SED	<ul style="list-style-type: none"> <li>• Role of HM on monitoring</li> <li>• Role of Teachers for on line Classes</li> <li>• Role of Parents</li> <li>• Role of Students</li> </ul>
12.30 – 12.45 Hrs	<b>BREAK</b>	
12.45 – 13.45 Hrs	Implementation of the RTE Act 2009 Sri D. G. Ghatak, Ex-Dy. Director, SED	<ul style="list-style-type: none"> <li>• Outlines of RTE Act 2009</li> <li>• Outlines of WB RTE Rules 2013</li> <li>• Interpretations of above in School Education</li> <li>• Present Status &amp; how to implement the new system</li> </ul>
13.45 – 14.45 Hrs	<b>RECESS</b>	
14.45 - 15.45 Hrs	Civil Works and Related Issues Sri Writaban Bhattacharya, Asst Engineer, PSSB	<ul style="list-style-type: none"> <li>• Planning &amp; Budget for Construction and repairing</li> <li>• E tender</li> <li>• Utilisation Certificate</li> </ul>
15.45 – 16.00 Hrs	<b>BREAK</b>	
16.00 – 17.00 Hrs	Conduct & Misconduct of Teachers & NTE Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> <li>• Conduct Rules 2018</li> <li>• Conduct under RTE Act</li> <li>• Misconduct</li> </ul>

**2<sup>nd</sup> Day – 19.08.2020 (Wednesday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Academic Responsibilities of the HM Dr Kalyanmoy Ganguly, President, WBBSE	
12.00 – 12.15 Hrs	<b>BREAK</b>	
12.15 – 13.15 Hrs	Learning Triangle : Expected Learning, Outcome, CCE & Pedagogical Process Sri Ratul Kr. Guha, Member, Expert Committee	<ul style="list-style-type: none"> <li>• Understanding of CCE with special thrust on implementation of Formative Evaluation</li> <li>• Analysis of result of both formative and summative evaluation</li> <li>• Teacher “Dairy”</li> <li>• Understanding and attainment of learning outcomes</li> <li>• Pedagogical Process</li> </ul>
13.15 – 14.15 Hrs	<b>RECESS</b>	
14.15 - 15.15Hrs	Extension of CCE & Internal Formative Evaluation on Project Sri Ritwick Mallick, Member, Expert Committee	<ul style="list-style-type: none"> <li>• CCE</li> <li>• Internal Formative Assessment</li> <li>• Project for class IX &amp; X</li> </ul>
15.15 – 15.30 Hrs	<b>BREAK</b>	
15.30 – 16.30 Hrs	Syllabus & Curriculum Text Book : Philosophy & Practice Prof. Aveek Majumdar, Chairman, Expert Committee	<ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Curriculum</li> </ul>
16.30 - 17.15 Hrs	Feedback Session	

**3<sup>rd</sup> Day – 20.08.2020 (Thursday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Disciplinary Proceedings against teachers & NTS Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> <li>• Disciplinary Authority</li> <li>• Inquiring Authority</li> <li>• Preliminary Investigation</li> <li>• Application of Principal of Natural Justice</li> <li>• Suspension</li> <li>• Subsistence Allowance</li> <li>• Duties during the period of Suspension etc</li> </ul>
12.00 – 12.15 Hrs	<b>BREAK</b>	
12.15 – 13.15 Hrs	Web Based application for School Education Sri Supratim Manna, State Resource Person	<ul style="list-style-type: none"> <li>• HRMS etc</li> <li>• Online feedback etc.</li> <li>• E-Pension</li> </ul>
13.15 – 14.15 Hrs	<b>RECESS</b>	
14.15 - 15.15Hrs	Designing Smart Classroom & Multimedia Classroom Sri Asoke Kumar Chandra, Addl. Director (Retd.), NIELIT	<ul style="list-style-type: none"> <li>• Designing Smart Classroom</li> <li>• Multimedia Classroom</li> <li>• Benefits of the same</li> </ul>
15.15 – 15.30 Hrs	<b>BREAK</b>	
15.30 – 16.30 Hrs	Analysis of Problems of School through SWOT & Cause & Effect Analysis Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> <li>• Strength, Weakness and opportunities and threats in the status of school education in the school administration</li> </ul>

**4<sup>th</sup> Day – 21.08.2020 (Friday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Motivating the Students by the Teachers during Lock down period Sri G H Khanra, CEO, CPTSE	<ul style="list-style-type: none"> <li>• Technique of on line teaching</li> <li>• Creativity in teaching</li> <li>• All-round development of students</li> <li>• Involvement of Students through on line training</li> </ul>
12.00 – 12.15 Hrs	<b>Break</b>	
12.15 – 13.15 Hrs	Administrative Responsibilities of the HM Dr. Partha Karmakar, Dy. Secretary, WBBSE	<ul style="list-style-type: none"> <li>• Administrative Role of the HM</li> <li>• Liaison with the Board</li> <li>• Different functions with Board</li> </ul>
13.15 – 14.15 Hrs	<b>Recess</b>	
14.15 - 15.15Hrs	Online OSMS Samsul Alam, HM, Muraligunge High School	<ul style="list-style-type: none"> <li>• Online process of OSMS</li> </ul>
15.15 – 15.30 Hrs	<b>Break</b>	
15.30 – 16.30 Hrs	Legal Issues & Court Cases of School Education Sri Abhijit Saha, Asstt. Director, SED	<ul style="list-style-type: none"> <li>• Legal Issues of School Education</li> <li>• Art 226 &amp; Writ Petition</li> <li>• Procedure of Review, Revision</li> <li>• Caveat, Appeal</li> <li>• Contempt of Court</li> </ul>

**5<sup>th</sup> Day – 22.08.2020 (Saturday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Management of Schools Sri Debashis Sarkar, Jt. Director, SED	<ul style="list-style-type: none"> <li>• Management of School (Amendment) Rules 2018</li> <li>• Power &amp; Duties of Head of Institution</li> <li>• Power &amp; Duties of AHM</li> <li>• Power &amp; Duties of Administrator / Secretary Managing Committee</li> </ul>
12.00 – 12.15 Hrs	<b>BREAK</b>	
12.15 – 13.15 Hrs	Financial Management of Schools Sri A. K. Sarkar, Dy. Director, School Education	<ul style="list-style-type: none"> <li>• SSC issues</li> <li>• Staff Pattern</li> <li>• Arear Claim</li> <li>• PPF</li> </ul>
13.15 – 14.15 Hrs	<b>RECESS</b>	
14.15 - 15.15Hrs	Management of Schemes & Projects Sri Debojyoti Boral, Dy. Director, SED	<ul style="list-style-type: none"> <li>• Mid-Day-Meal</li> <li>• Scholarship</li> <li>• Kanyashree &amp; other schemes</li> </ul>
15.15 – 15.30 Hrs	<b>BREAK</b>	
15.30 – 16.30 Hrs	Role of Schools post Lockdown Period DR. A. N. Biswas, IAS Commissioner of School Education	<ul style="list-style-type: none"> <li>• Role of HM to strengthen the will power of Teacher</li> <li>• Role of Teachers to assess the gap of learning of Students</li> <li>• How to motivate the students lagging behind</li> <li>• How to overcome the situation</li> <li>• Task for the HM</li> </ul>
16.30 - 17.30 Hrs	Feed Back Session, On Line Evaluation & Valediction  DR. A. N. Biswas, IAS, Commissioner of School Education, Sri Manik Lal Maitra, Addl. Director, ATI & Sri G H Khanra, CEO & Course Director, CPTSE	

**31.08.2020 (Monday)**

Time	Main Topic	Sub Topics in Specific
11.00 – 12.00 Hrs	Doubt clearing session Faculty Members	
12.15 – 13.15 Hrs	Doubt clearing session Faculty Members	
14.15 - 15.15Hrs	Doubt clearing session Faculty Members	

**Note :** All participants are requested to forward the topic wise questions to the Course Director through mail at [ati.ghkhanra@gmail.com](mailto:ati.ghkhanra@gmail.com) latest by 26-08-2018 so that the questions are discussed and answered by the respective faculty members for clarification on 31-08-2020. There is no limit of number of questions to be raised by the participants.

  
 (G H Khanra)  
**CEO, CPTSE & Course Director**