



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



CBSE/DIR/SE&T/OP&P/2022/

03.03.2022

Circular No. Acad-30/2022

The Heads of Institutions affiliated to CBSE

**Subject: Training and Assessment for the teachers teaching Skill courses, Office Procedures and Practices and Shorthand (Hindi).**

Dear Principals,

Assessment is a robust process of evaluating the quality of learning. The National Education Policy (NEP) 2020, emphasizes the need of training and assessment for the teachers so that same may get exhibited in the classroom teaching-learning.

For this purpose, the Board is going to offer online teachers training and assessment for the teachers teaching **Office Procedures and Practices and Shorthand (Hindi)**. The training dates are 15<sup>th</sup> and 16<sup>th</sup> March 2022. Registration is required for attending this training, registration links is given below.

**Please follow the below mentioned instructions before starting the training:**

1. The training is mainly divided into 2 days. Attending all the two days are **compulsory**.
2. For every day, trainings for **approx. 4 hours will be covered through online method**.
3. After every training day, **participants will have to undergo the assessment on the same day** and as per the timeline mentioned in the schedule.
4. **Before starting, participants must register themselves on the link given below**. Without registration, you will not get the link to join the training session or access the assessments. Registration link will remain open till 06:00 pm, 10<sup>th</sup> March 2022.
5. The **same email id and mobile number** that you used for registration have to be used for joining training and accessing assessments, **otherwise assessment results will not be valid**.
6. Participants can take assessment only once by using registered email id; **minimum 60% marks are required for passing in all 2 days training**.
7. Assessment will be based on the content covered in the training sessions.
8. **Steps to be followed:**
  - a) Register yourself for training using the Google Form given below in table
  - b) Session links will be provided to registered candidates
  - c) After attending the training, take assessment of that module within 2 hours by using assessment links.
  - d) Attend the training session for the next module and continue in the same way till assessment of day 2.



'शिक्षा सदन', 17 राऊज एवन्यू, इंस्टीट्यूटिनल एरिया, नई दिल्ली-110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





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## Training Schedule:

S.No	Activity	Time
1.	<b>Registration form for attending online Training for teachers teaching Office Procedures and Practices and Shorthand (Hindi).</b>	
	Shorthand (Hindi)	06:00 pm, 10 <sup>th</sup> March, 2022. <b>Registration Link: <a href="http://bit.ly/3vaug1q">bit.ly/3vaug1q</a></b>
	Office Procedures and Practices	06:00 pm, 10 <sup>th</sup> March, 2022. <b>Registration Link: <a href="http://bit.ly/3BNLsez">bit.ly/3BNLsez</a></b>
2.	Welcome and Orientation	Tuesday, 15 <sup>th</sup> March 2022, 10:00 am - 10:30 am
3.	<b>Day 1: Tuesday, 15<sup>th</sup> March, 2022</b>	
	Shorthand (Hindi)	डबलिंग का नियम और हार्विंग का नियम 10:30 am - 12:30 pm
	Office Procedures and Practices	Typing Ergonomics, Occupational Overuse Syndrome, Use of Numeric Keypad 12:35 pm - 02:35 pm
	Assessment on Day 1	Tuesday, 15 <sup>th</sup> March 2022, 02:35 pm - 04:35 pm
4.	<b>Day 2: Wednesday, 16<sup>th</sup> March, 2022</b>	
	Shorthand (Hindi)	व्यवसायिक पत्र और काट का नियम 10:15 am - 12:15 pm
	Office Procedures and Practices	E- Mail Management and E- Mail Etiquettes 12:20 pm - 02:20 pm
	Assessment on Day 2	Wednesday, 16 <sup>th</sup> March 2022, 02:30 pm - 04:30 pm

For any queries, please write to Dr. Swati Gupta, Deputy Secretary, Skill Unit on the email id- [dscoe.skill@gmail.com](mailto:dscoe.skill@gmail.com)

### Registration Links:

Shorthand (Hindi)	<a href="http://bit.ly/3vaug1q">bit.ly/3vaug1q</a>
Office Procedures and Practices	<a href="http://bit.ly/3BNLsez">bit.ly/3BNLsez</a>

(In case the link doesn't work, please copy and paste the address on the browser)

All are requested to join this course.

*Dr. Biswajit Saha*  
(Dr. Biswajit Saha)

Director (Training and Skill Education)



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**Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi - 110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida - 201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi - 110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh - 160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim - 737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar - 791 111
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair - 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
9. The Secretary, Sainik Schools Society, Room No.101, D-1 Wing, Sena Bhawan, New Delhi-110001
10. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi – 110001
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt – 110010
12. The Secretary Eklavya Model Residential Schools | (EMRS), Ministry of Tribal Affairs, Government of India.
13. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005.
14. The Deputy Secretary to Chairman, CBSE - for kind information of the Chairman, CBSE
15. All the Heads of Department of the Board
16. All the Regional Directors/Regional Officers/Head-COEs, CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions for compliance
17. Head (Media & Public Relations), CBSE
18. Assistant Secretary (IT), CBSE, Rouse Avenue with the request to upload this notification on the CBSE Academic website
19. Incharge, Hindi Cell, CBSE HQ – for Hindi Translation of this notification

**Director (Skill Education and Training)**



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