



State Council of Educational Research and Training
(An autonomous organization of Govt. of NCT of Delhi)
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F 3(3)/INSET CELL/SCERT/2022-23/ 656-68

Date: 21/04/23

CIRCULAR

Subject: Regarding the District-wise and Subject-wise INSET Nodal officers and Heads.

The SCERT, Delhi through its various endeavors, aims at improving teacher quality and its INSET programs for teachers are the foundation on which the quality education system rests. To strengthen these In-service trainings, as recommended by NEP 2020 and also to provide support to the INSET cell, the Subject wise and District wise INSET Nodal officers from SCERT & DIETs are being introduced. This will be helpful in taking care of whole training needs, planning and execution of the same in the time bound manner while maintaining the requisite quality and expertise.

Principals of each DIETs/ B.Ed division are assumed to be the District Nodal officers (INSET).

S.No	District Heads (INSET)	Name of DIET
1	Dr. Satnam Singh	Dilshad Garden
2	Sh. Ravinder	Keshav Puram
3	Dr. Charu Verma	Pitampura
4	Sh. Rajiv Ranjan	Ghumanhera
5	Dr. B.K Pal	Karkardooma
6	Ms. Deepika Malhotra	Rajinder Nagar
7	Dr. Neelam	Moti Bagh
8	Dr. Namrata Dhiman	R. K. Puram
9	Ms. Anamika Sharma	Daryaganj
10	Dr. Ashok Kumar	B.Ed. SCERT

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PGT Level INSET

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S. No.	Subject	Proposed Nodal Officer	Concerned DIET
1	English	Dr. Meena Sehrawat	DIET Ghumanhera
2	Maths	Dr. Neeta Rani	DIET Keshavpuram
3	Hindi	Dr. Kumud Bhardwaj	DIET Bholanath
4	Commerce	Dr. Seema Srivastava	DIET RK Puram
5	Economics	Dr. Ashok Kumar	SCERT
6	Pol. Science	Dr. Sumita Rai	DIET Daryaganj
7	Geography	Dr. R K Srivastava	DIET Bholanath
8	History	Dr. Sandeep Kumar	DIET Ghumanhera
9	Sanskrit	Dr. Manisha Taneja	SCERT
10	Chemistry	Dr. M.M Roy	DIET Ghumanhera
11	Physics	Dr. Divya Man	DIET Keshav Puram
12	Biology	Dr. Bandita B. Mohanti	DIET Daryaganj
13	Home Science	Dr. Kaushika Pushkar Rawat	DIET Karkardooma
14	Physical Education	Dr. H.L Khatri	DIET Pitampura
15	Sociology	Dr. Kamal Swaroop Srivastava	DIET Pitampura
16	Urdu	Ms. Farzana Khatoon	DIET Daryaganj
17	Punjabi	Ms. Raman Arora	SCERT
18	Fine Arts	Dr. Vimal	DIET Daryaganj
19	Vocational	Ms. Mridula Bhardwaj	DIET Pitampura

TGT Level INSET

S.No	Subject	Proposed Nodal Officer	Concerned DIET
1	English	Ms. Kapila Parshar/Rajeev Kumar Jha	DIET Bhola nath nagar/DIET Motibagh
2	Maths	Dr. Ruchi Sharma/ Dr Sanjay Kumar	DIET Rajinder Nagar/SCERT
3	Hindi	Dr. Pravin Kulshrestha/Lakshmi Panday	DIET Ghumanhera/DIET Motibagh
4	Sanskrit	Dr. Chanchal Kumari/Dr Suman Rani	DIET RK Puram/DIET Ghumanhera
5	Urdu	Mr. Shujauddin	DIET Daryaganj
6	Punjabi	Mr. Pradeep Kumar & Raman	DIET Karkardooma SCERT
7	Science	Dr. Urvashi Gupta / Dr B S Rawat	DIET Karkardooma/SCERT
8	Social Science	Dr. Rahul Mishra /Dr Mohd Suhail	DIET Rajinder Nagar/DIET RK Puram
9	Home Science	Dr. Kaushika Pushkar Rawat	DIET Karkardooma
10	Computer Science	Dr. Sapna Yadav	SCERT, Delhi

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PRT Level INSET

S. No	Subject	Proposed Nodal Officer	Concerned DIETs
1	English	Dr. Ritika Dabas	SCERT, Delhi
2	Maths	Dr. Neera Sadh	DIET Bholanath Nagar
3	Hindi	Dr. Mamta D. Yadav.	DIET Karkardooma
4	Sanskrit	Dr. Suman Rani	DIET Ghumanhera
5	Urdu	Ms. Farzana Khatoon	DIET Daryaganj
6	Punjabi	Ms. Raman Arora	SCERT, Delhi
7	EVS	Dr. Vina Rana	DIET Rajinder Nagar

Other INSET Programmes

S. No	Subject	Proposed Nodal Officer	Concerned DIETs
1	Head of Schools Induction	Dr. Amit Sharma	SCERT, Delhi
2	Assistant Teacher	Dr. Ritika Dabas	SCERT, Delhi
3	School Management Committee Member	Dr. Ritika Dabas	SCERT, Delhi
4	Librarian	Ms. Anuradha	SCERT, Delhi
5	Cell for School Leadership Programme	Dr. Nandita Deb	DIET Keshavpuram
6	Teacher Development Coordinator Programme	Dr. Dinesh Kumar	DIET, R K Puram
7	Cell of Human Values and Transformative Learning and the Happiness Curriculum	Dr. Shyam Sunder	DIET, Daryaganj
8	Mission Buniyaad	Dr. B.S Rawat	SCERT, Delhi
9	Exposure Visit	Dr. Amit Sharma	SCERT, Delhi
10	Entrepreneurship Mindset Curriculum	Dr. Sapna Yadav	SCERT, Delhi
11	Information and Communication Technology	Dr. Sapna Yadav	SCERT, Delhi
12	Educational and Vocational Guidance Counselor	Dr. Ashok Kumar	SCERT, Delhi
13	Inclusive Education	Dr. Anjul Sharma	DIET Rajinder Nagar
14	Deshbhakti Curriculum	Dr. Swati Dhonchak	SCERT, Delhi
15	Champion Master Trainer (Generic + subject specific)	Dr. Amit Sharma	SCERT, Delhi
16	Mentor Teacher Program	Dr. Amit Sharma	SCERT, Delhi



Roles & Responsibilities

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State Nodal Officer (INSET)

- ❖ Overall designing of the structure of the INSET Programme.
- ❖ Designing and maintaining of state annual calendar of INSET
- ❖ Collecting district wise needs and synthesizing them as the needs of the State.
- ❖ Designing template for course design suggesting number of sessions, duration of session etc.
- ❖ Designing research study for the effectiveness of INSET training programs.
- ❖ Designing overall Head wise syllabus for INSET Training Programs.
- ❖ Publishing overall annual reports of INSET training programs.
- ❖ Ensuring smooth coordinations between all the state nodal officers and district heads.

District Nodal Officers (INSET)

- ❖ All DIET/ B.Ed. Principals will be the District Nodal Officer (INSET).
- ❖ All DIET/ B.Ed. Principals will take the confidence building measures with administrative officers of DoE/ Local Bodies of the district.
- ❖ All District Nodal Officers will be responsible for INSET Training for their district for the session 2023-2024.
- ❖ All District Nodal Officers will ensure the smooth planning and execution of the training.
- ❖ All District Nodal Officers will ensure district annual calendar of INSET in synchronization with Annual Calendar of INSET.
- ❖ All District Nodal Officers will ensure at least five training venues in schools of DoE and MCD in their district and all infrastructure required for the training.
- ❖ All District Nodal Officers will ensure the annual INSET report of the district.
- ❖ All District Nodal Officers will ensure to submit the utility certificates to SCERT for all the expenditure incurred under INSET Head.

District Head (INSET)

- ❖ District Heads will ensure the academic requirement e.g. need assessment, material development, development of course design with scheduling of sessions, resource person details, orientation of resource persons, batching of participants in groups of 40-50 or as directed by SCERT.
- ❖ District Heads will take the confidence building measures with their venue coordinators assigned from DIETs of the training.
- ❖ District Heads will ensure all academic and infrastructural procedures and requirements to be followed at the venue of the training center in coordination with HoS where venue is scheduled
- ❖ District Heads will ensure the effectiveness of the training and will submit an assessment report on the effectiveness of the training in the district.

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Subject Nodal Officers

- ❖ Subject Nodal Officers will be responsible for their respective subject training, need assessment, material development, development of course design with scheduling of sessions, resource person details, orientation of resource persons, batching of participants in groups of 40-50 or as directed by SCERT.
- ❖ Subject Nodal Officers will ensure all academic and infrastructural procedures and requirements to be followed at the venue of the training center in coordination with HoS and District Heads where venue is scheduled
- ❖ Subject Nodal Officers will ensure the effectiveness of the training and will submit an assessment report on the effectiveness of the training of their subject.

Training Coordinators

- ❖ Training Coordinators will be responsible for smooth conduction of training at the venue
- ❖ Training Coordinators will ensure that all the official training forms like attendance sheet, resource person voucher, green sheet, stationery, learning material, signage/standees at the venue in advance.
- ❖ Training Coordinators will ensure all the infrastructural like modular seating plans, ICT facilities, drinking water facilities, refreshment facilities at the venue.
- ❖ Training Coordinators will ensure the daily attendance reports to district heads
- ❖ Training Coordinators will ensure to collect the data related to the procedural effectiveness of the training.
- ❖ Training Coordinators will ensure the certification of the participants on the last day of the programme.
- ❖ Training Coordinators will ensure further settlement of file for the particular venue.

A list of Resource Persons in every DIET is being attached for perusal of the Incharges and Heads (INSET).

S.No.	Name of DIET	Link
1	DIET Darya Ganj	https://docs.google.com/spreadsheets/d/1WDTeQSZaUFyYy4ttkf9GDLIU5bNG-WjU6Soc1o2v0Bedit?usp=sharing
2	DIET Bhol Nath Nagar	https://docs.google.com/spreadsheets/d/11e4iM1W-Y7GUqE_XwzuLoKSZS8yW-seSR0Qa4ORiBK8/edit?usp=sharing
3	DIET Ghumanhera	https://docs.google.com/spreadsheets/d/1_9PGyy_fNBRXC0IZiSulXtTgS7GBVP66zWWYrqfRgl8/edit?usp=sharing
4	DIET Karkardooma	https://docs.google.com/spreadsheets/d/1nRASFFmdQjAwECIpOvPdu5pNdy3iY-y3CXWaz2Gq8JA/edit?usp=sharing

	DIET Keshavpuram	https://docs.google.com/spreadsheets/d/1v-tQVt9UspCCx3SY3tOvmHNACPqIWw9OaTvoHQdt_wg/edit?usp=sharing
6	DIET Motibagh	https://docs.google.com/spreadsheets/d/11RIU_7s-Nu-8TivXRTvikG_hlGQKG39G4ZSI98vVLZM/edit?usp=sharing
7	DIET Pitampura	https://docs.google.com/spreadsheets/d/1I26zE3GaePR41HWIb9Rsbe6Unq-e3sUgx1mMDzWVLwE/edit?usp=sharing
8	DIET Rajinder Nagar	https://docs.google.com/spreadsheets/d/17vUEgaWNhSXq9eCGEDfYDbldaA-9IN4z9r6MvJJVxeY/edit?usp=sharing
9	DIET RK Puram	https://docs.google.com/spreadsheets/d/1u3rI2sPRubIHk_vCWji-V_VHpPiWEMysgFhgSQqGTNT8/edit?usp=sharing

In Addition to the above list Mentor Teachers, Awardee/ Best teachers and Educationists from reputed organizations can be considered for resource persons.



(Dr. Nahar Singh)
Joint Director (Academic)

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Copy to:-

1. PS to Director, SCERT
2. All concerned Principals DIET/ BED.
3. WIM of SCERT, Delhi
4. Guard File



(Dr. Nahar Singh)
Joint Director (Academic)