



STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

(An Autonomous Organization of Education Department, GNCT of Delhi)

VARUN MARG, DEFENCE COLONY, NEW DELHI- 110024

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स्वाध्यायान्ता प्रमदः

F. (3)(3)/INSETCell/SCERT/2022-23/4265-71

Date: 17/06/25

ORDER

SCERT is the nodal agency for teacher training to all teachers of Delhi by reinventing the In-Service teacher training model through introduction, integration and alignment of multiple programmes. DIET's are the key institutions at district level for the same and the DIET Principals have nominated one faculty each from their respective DIET's as INSET Head to coordinate the training at district level. The roles and responsibilities of INSET Head of DIETs/B.Ed Division are as appended in prior consultation with the Principal DIETs.

Roles and Responsibilities of INSET Head of DIETs/B.Ed Division

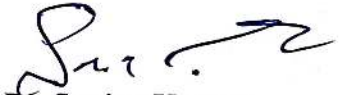
1. INSET Head (DIET) will be responsible for monthly sanctions, planning and execution of all INSET programmes at district level.
2. INSET Head is overall in-charge of the training programs in all the venues of the district and will ensure smooth functions of programmes in the district by extending logistics support to Administrative Coordinator, Academic Coordinator and Facilitators.
3. INSET Head will provide support to Subject nodal incharges and Resource persons in assessing training needs of participants, and prepare outline of areas to be covered during training.
4. Provide support to Subject nodal incharges and Resource persons in preparing reading material (if any) for training.
5. Support administrative and academic coordinators to obtain the copy of sanction and norms of the training program before the commencement of the program and must ensure that all expenses should be as per sanction and norms.
6. Visit and observation of the venue of the training program of the District to ensure punctuality and regularity and smooth conduct of program at the venue.
7. Coordinate with academic coordinators in all the activities related to settlement of advance unspent balance and final submission of account to Principal of concerned DIET.
8. To appoint venue coordinators and coordinate with Subject nodal incharges and Resource persons to observe training as and when required.
9. Provide updated status of training, reports of the liaison with Nodal Officer (Trainings)/INSET Cell, SCERT on regular basis.
10. Monthly interactions Feedback Meeting (MIFM) for sharing the experience including areas of growth and glows.
11. To facilitate follow up research of training with follow up research nodal incharges.

INSET Head of DIETs/B.Ed Divisions

The following faculty members are allotted the charge of INSET Head in their respective DIETs and B.Ed Division.

Sr. No.	DIETs/SCERT	Name of the INSET Head	Designation
1	DIET, Bholanath Nagar	Dr. Raj Kumar Srivastava	Assistant Professor
2	DIET, Keshavpuram	Dr. Sanjeev Kumar	Assistant Professor
3	DIET, Pitampura	Dr. Charu Varma	Assistant Professor
4	DIET, Ghumanhera	Ms. Rajesh Solanki	Assistant Professor
5	DIET, Karkardooma	Dr. Anjul Sharma	Assistant Professor
6	DIET, Rajinder Nagar	Mr. Pankaj Yadav	Assistant Professor
7	DIET, Moti Bagh	Dr. Neelam	Assistant Professor
8	DIET, R K Puram	Dr. Laxmi Dagar	Assistant Professor
9	DIET, DIET Daryaganj	Ms. Anamika Sharma	Assistant Professor
10	B.Ed Division (SCERT)	Dr. Manisha Taneja	Assistant Professor

This is issued with prior approval of competent authority.

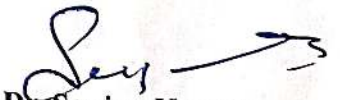

Dr. Sanjay Kumar
INSET Cell

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Copy to:

1. PS to Secretary
2. PS to Director (SCERT)
3. Nodal Officer, INSET Cell
4. Principal of DIETs/B.Ed Division
5. S.O. Acad, SCERT
6. WIM SCERT
7. Guard file


Dr. Sanjay Kumar
INSET Cell