



State Council of Educational Research and Training

(An autonomous body under Department of Education, Govt. of NCT of Delhi)

Varun Marg, Defence Colony, New Delhi 110024

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F. 3(3)/INSETCell/SCERT/2022-23/ ७३१८-२३

Date: 08.09.2022

ORDER

SCERT is providing Teacher Competency Framework (TCF) based teacher training to all teachers of Delhi by reinventing the in-service teacher training model through introduction, integration and alignment of multiple programmes. DIETs are the key institutions at district level for the same and the DIET Principals have already nominated one faculty each from their respective DIETs as **INSET Head** to coordinate this task 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.

Guidelines: Roles and Responsibilities of INSET Head of DIETs/B Ed Division

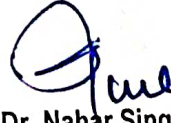
1. INSET Head (DIET) will be responsible for monthly sanctions, planning and execution of all INSET programmes at district level.
2. INSET Head is overall in-charge of the training programmes in all the venues of the district and will ensure smooth functioning of programmes in the district by extending logistics support to Administrative coordinator, Academic Coordinator and Facilitators.
3. INSET Head will Provide support to facilitators/MTs in assessing training needs of participants, prepare outline of areas to be covered during training.
4. Provide support to facilitators/MTs 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 programme before the commencement of programme and must ensure that all expenses should be as per sanction and norms.
6. Visit and observation of the venue of the training programme of the District to ensure punctuality and regularity and smooth conduct of programme 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/book Coordinators, MTs/Facilitators, observers, etc. as and when required.
9. Provide updated status of training, reports of the training and liaison with Assistant Director (Trainings)/INSET Cell, SCERT on regular basis.
10. Monthly interactions Feedback Meeting (MIFM) for sharing the experience including areas of grows and glows.

INSET Head of DIETs/B Ed Division

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

S.N.	Institution	Name of the INSET HEAD	Designation
1.	DIET, Dilshad Garden	Dr. Satnam Singh	Assistant Professor
2	DIET, Keshavpuram	Sh Ravinder Malik	Assistant Professor
3	DIET, Pitampura	Dr Charu Verma	Assistant Professor
4.	DIET, Ghumanhera	Dr Rajiv Ranjan	Assistant Professor
5.	DIET, karkardooma	Dr. B K Pal	Associate Professor
6.	DIET, Rajinder Nagar	Ms. Deepika Malhotra	Assistant Professor
7.	DIET, Moti Bagh	Dr. Neelam	Assistant Professor
8.	DIET, RK Puram	Dr Namrita Dhiman	Assistant Professor
9.	DIET, Daryaganj	Ms. Anamika Sharma	Assistant Professor
10	B Ed Division (SCERT)	Dr. Ashok Kumar	Assistant Professor

This is issued with prior approval of competent authority.

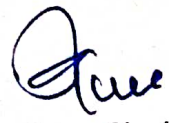

(Dr. Nahar Singh) 08/9/22
Joint Director (Academic)

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Copy to :-

1. PS to Secretary
2. PS to Director, SCERT
3. Assistant Director (Trainings)
4. Principal of DIETs/B.Ed. Division
5. WIM, SCERT Portal
6. Guard File


(Dr. Nahar Singh) 08/9/22
Joint Director (Academic)