



# 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/OP&P/2022

18.08.2022

**Circular No. Acad-89/2022**

The Heads of all the Institutions affiliated to CBSE

**Subject: Two-days' Capacity Building Programme for teachers teaching 'Office Procedures and Practices' (Skill subject) in CBSE affiliated schools**

Dear Principal,

NEP (2020) mandates that the learning should be holistic, integrated, enjoyable and engaging in order to minimize rote learning and to encourage holistic development along with the 21<sup>st</sup> century Skills.

Traditional pedagogy focusses predominantly on educational theory and less on student engagement with the practice world.

To address this issue, the Department of Skill Education, CBSE is organizing an activity-based Capacity Building Programme for the teachers teaching the skill subject 'Office Procedures and Practices'. This training, to be held in offline mode, will provide an opportunity to teachers to engage meaningfully with real world activities. The teachers will also be able to assess their own competencies through self-efficacy and remedification.

**The program schedule is as follows:**

- Date: 16<sup>th</sup> & 17<sup>th</sup> September 2022 (Friday & Saturday, respectively)
- Timings: 10:00 AM to 4:00 PM
- Venue: National Victor Public School, I.P. Extension, Patparganj, Delhi-92
- Registration Link: <https://bit.ly/CBSE-CBP-OPP>

The training schedule is annexed for reference.

**Please note that:**

1. The registration will be on 'first come, first served' basis.
2. No TA/DA is admissible as per CBSE norms.
3. In case, the registration link can't be clicked, then copy and paste it on your browser.

For any queries, please write to Dr. Swati Gupta, Deputy Secretary, Department of Skill Education, CBSE on the email id - [dsskill.cbse@gmail.com](mailto:dsskill.cbse@gmail.com).

*Biswajit Saha*  
(Dr. Biswajit Saha)

Director (Skill Education)



'शिक्षा सदन', 17 राजज एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली-110002  
'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





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## Annexure

Programme schedule for the two-days' Capacity Building Programme for teachers  
teaching 'Office Procedures and Practices' (Skill subject)

DAY	TOPIC	TIME
Day 1: Friday 16 <sup>th</sup> September 2022	I. Typing Ergonomics	10:00 am - 04:00 pm
	II. Occupational over use syndrome	
	III. E- mail management & E- mail etiquettes-I	
Day 2: Saturday 17 <sup>th</sup> September 2022	I. Use of Alphabetic & Numeric keypad	10:00 am - 04:00 pm
	II. E- mail management & E- mail etiquettes-II	



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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), FDRS 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 Chairperson, CBSE - for kind information of the Chairperson, 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)**



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