

*West Bengal Board of Secondary Education*  
*"Nivedita Bhawan", DJ-8, Sec-II, Salt Lake City, Kolkata - 700091*

Tele-Fax: (033)2321-3827

Email ID: wbbse.academic@yahoo.com



WHEN REPLYING, PLEASE QUOTE

Memo No. *D.S.(Acad)/324/C/28*

Date: *23.06.15*

**From: Deputy Secretary (Academic)**  
**West Bengal Board of Secondary Education**

**To**  
**The Heads of all recognised Secondary Schools in West Bengal**

Dear Sir/Madam,

As directed, I am to upload a copy of the letter of Dy. Director, CCRT along with the brief note regarding the workshops organised by CCRT. You are requested **to depute at least one teacher of your institution for participating the above mentioned workshops.**

With thanks,

**Encl :1) copy of the letter of Dy Director, CCRT**

yours faithfully,  
*Subhasish Karm*  
Deputy Secretary (Academic)  
West Bengal Board of Secondary Education

Del/663  
21-5-15

D. S (Aca)

K. S. Joshi  
20/05/15

S.S.  
Sharma  
21/5/15



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र

Centre for Cultural Resources and Training  
( Under the aegis of Ministry of Culture, Govt. of India )

Pratima Gupta  
Dy. Director  
011-25309394 (o)

CCRT/14011/1/2015  
May 11, 2015

8566

Dear Sir,

Please refer to Mr. Girish Joshi, Director, CCRT's letter no. CCRT/13011/1/2015 dated December 18, 2014 addressed to Secretary (Education) and a copy forwarded to you and CCRT Nodal Officers, regarding organization of training programmes by CCRT during the year 2015-2016 and a subsequent letter for deputation of 10 teachers from the months of April to May, and June to July 2015.

May I once again request you to depute **10 (Ten)** teachers from your State/UT for participation in the workshops during the months of **August & September, 2015**. CCRT will organize **6 Workshops** as per details in **Annexure-I**. **Annexure II** gives information about the objectives, content and **eligibility criteria** for deputation of teachers for the workshops from August to September, 2015.

The expenditure on Training and TA/DA to the participants will be borne by the CCRT. There is no financial liability either on the State Education Department or on the concerned Institution.

The deputation orders issued by your department, adhering to CCRT's norms will be treated as the final orders and no further orders for the deputed teachers hereafter will be issued by this Centre. The list of deputed teachers for the training programmes may please be sent to the Centre at your earliest.

It has also been decided that while accepting the deputed teachers from your State/UT, if the norms and conditions are not adhered to, the deputed teachers will be neither registered nor paid TA/DA for reporting. This is being done to avoid any censures from the auditors.

Your continued support and co-operation is a great source of encouragement for organizing the training programmes by the CCRT and I am looking forward to receiving your support in future also.

With kind regards,

Yours sincerely,

  
(Pratima Gupta)

Mobile No. 09873111594  
Email: [wksp.cert@nic.in](mailto:wksp.cert@nic.in)

The President  
West Bengal Board of Sec. Education,  
77/2, Park Street,  
Kolkata - 700 016, West Bengal



Centre for Cultural Resources and Training  
NEW DELHI

The details of the proposed Training Programmes during the months August to September 2015 are as follows:  
August, 2015

S.No.	Training Programmes	Duration	Eligibility Criteria	Venue
1.	Role of Schools in Conservation of the Natural & Cultural Heritage	August 10-21, 2015	Govt./Govt. aided school teachers teaching classes VI to XII upto 52 years of age at the time of Registration	Regional Centre, Centre for Cultural Resources and Training 3B, Ambavgarh, Near Swaroop Sagar Lake, Udaipur, Rajasthan Ph.No. 0294-2340764, Fax No.0294-2430771 Email: <a href="mailto:ccrtrcud@rediffmail.com">ccrtrcud@rediffmail.com</a>
2.	Integrating Craft Skills in School Education	August 11-21, 2015	Govt./Govt. aided school teachers teaching classes I to X and subjects like Craft/Drawing/Painting/Arts/SUPW/WE only. Teachers should be upto 52 years of age at the time of Registration	Centre for Cultural Resources and Training, Plot No. 15-A, Sector - 07, Dwarka, New Delhi - 110075 Ph. No. -25309300, Fax No. - 011-25288637 Email: <a href="mailto:dir.ccrtr@nic.in">dir.ccrtr@nic.in</a>
3.	Integrating Craft Skills in School Education	August 25 to Sept. 03, 2015	Govt./Govt. aided school teachers teaching classes I to X and subjects like Craft/Drawing/Painting/Arts/SUPW/WE only. Teachers should be upto 52 years of age at the time of Registration	Regional Centre, Centre for Cultural Resources and Training 3B, Ambavgarh, Near Swaroop Sagar Lake, Udaipur, Rajasthan Ph.No. 0294-2340764, Fax No.0294-2430771 Email: <a href="mailto:ccrtrcud@rediffmail.com">ccrtrcud@rediffmail.com</a>
4.	Integrating Craft Skills in School Education	August 25 to Sept. 04, 2015	Govt./Govt. aided school teachers teaching classes I to X and subjects like Craft/Drawing/Painting/Arts/SUPW/WE only. Teachers should be upto 52 years of age at the time of Registration	Regional Centre Centre for Cultural Resources and Training Opp. CII, (Confederation of Indian Industry) (Near Google Office), Madhapur to Kondapur Main Road, Madhapur, Hyderabad - 520081 Phone: 040-23117052. Fax: 040-23111918(General) Email: <a href="mailto:rchyd.ccrtr@nic.in">rchyd.ccrtr@nic.in</a>

September, 2015

S.No.	Training Programmes	Duration	Eligibility Criteria	Venue
1.	Role of Puppetry in Education	Sept. 08-23 2015	Govt./Govt. aided school teachers teaching classes I to V upto 52 years of age at the time of Registration	Srimanta Sankaradeva Kalakshetra Society Panjabari, Guwahati- 781037, Assam Ph. No. --0361-2332665. Fax No.0361-2330269 Email: <a href="mailto:re-cent@rediffmail.com">re-cent@rediffmail.com</a>
2.	Role of Schools in Conservation of the Natural & Cultural Heritage	Sept. 18-29, 2015	Govt./Govt. aided school teachers teaching classes VI to XII upto 52 years of age at the time of Registration	Centre for Cultural Resources and Training Plot No. 15-A, Sector - 07, Dwarka, New Delhi -- 110075 Ph. No. --25309300, Fax No. -- 011-25288037 Email: <a href="mailto:dir.ccr@nic.in">dir.ccr@nic.in</a>

## BRIEF NOTE

## Workshop on "ROLE OF PUPPETRY IN EDUCATION"

Puppetry has played an important role in disseminating knowledge in most parts of the world. Puppetry imbibes elements of all art forms such as literature, painting, sculpture, music, dance, drama, and enables students to develop their creative abilities. Puppetry has been used traditionally in India as a popular and an inexpensive medium to transmit knowledge about Indian myths and legends.

Since Puppetry is a dynamic art form that appeals to all age groups, this medium of communication has been selected to serve as an aid for imparting education in schools. The CCRT provides a comprehensive and an integrated training in the preparation, manipulation and production of such puppet programmes which may be used in a variety of formal and non-formal teaching situations. The Workshop on "Role of Puppetry in Education" is organized for the in-service primary school teachers from all parts of the country throughout the year. It is approximately of 15-16 days duration.

**Objectives:**

- to introduce Puppetry as an aid to education,
- to teach preparation and manipulation of glove, shadow, rod, string and other puppets, out of low cost material & easy to use in classroom situation,
- to prepare educational scripts and programmes for teaching curriculum subjects through puppetry and to study the impact of training for evaluation,
- to enable teachers to acquire knowledge about traditional puppet theatre forms of India and to provide them with an opportunity to interact with traditional puppeteers,
- to encourage teachers to improvise inexpensive teaching aids and to make creative activities for students an integral part of classroom teaching.

To achieve the above mentioned aims, the training program is divided into four parts :-

- : Preparation of various types of puppets and their manipulation techniques,
- : Preparation of educational scripts,
- : Practical training in allied arts like story-telling, role play, voice modulation/speech, mime and movement, music and its improvisation,
- : Production and presentation of educational programmes for school students with practical experience through interactive session.

Introductory lecture sessions on "Concept of Puppets and Script Writing" are very important for the success of the Workshop. A good educational message is the core of the puppet play. Great emphasis is given to the writing of the script for puppet plays. Suitable themes for puppet plays are suggested according to the target audience and few good stories are selected after the discussion sessions on stories developed by the participants.

Traditional artists from different parts of the country are invited from time to time to acquaint the teachers with regional traditional forms of puppetry. Lecture-demonstrations on Traditional Puppet Theatre of India are organised for the participants to introduce the different styles of puppet theatre in the country. Participants are taught to make and manipulate simple paper puppets like finger puppets, masks and paper rod puppets.

The participants are informed that the Workshop aims at production of simple puppets out of easily available and waste materials to convey educational concepts and create awareness of social issues in the classroom.

Manipulation of all these puppets is taught after each practical session. Teachers learn to produce educational puppet programmes with the help of these different kinds of puppets.

Educational visits to places of historical importance and museums are organized.

Sessions on folk music/music for theatre are also organized.

Resource material on puppetry using modern technology developed by the Centre will be used from time to time.

A few CCRT Educational Publications with Audio-CD's and a 'Puppetry Kit' are gifted to the school through the participating teacher after successful completion of the said Workshop.



**Centre for Cultural Resources and Training  
NEW DELHI**

The following points may please be noted while deputing the teachers for the Workshop on "Role of Puppetry in Education"

1. The Workshop is for in-service Govt./Govt. aided school teachers teaching classes I to V **below the age of 52 years** (It is essential to give proof of Date of Birth at the time of Registration).
2. Headmaster/Headmistress/ Principals of school should not be deputed for participation in the Workshop
3. Those teachers who have already attended a course on "Puppetry in Education"/Workshop on "Role of Puppetry in Education" organized by the CCRT as per your record should not be deputed again for the same Workshop.
4. No Contractual or Temporary Teachers like Shiksha-Karmi, Shiksha-Bandhu, Shiksha-Mitr, Education Friend, Teacher Facilitator, Sanvidha Shikshak, etc. should be deputed.
5. The lectures will be delivered in English/Hindi for the benefit of the teachers participating from all parts of the country. Therefore, an understanding and working knowledge of English is essential.
6. As the working hours will be long and the workshop will be held in a camp atmosphere, teachers should be in good health.
7. The deputed teachers may be asked not to bring any escort/family member with them under any circumstance.
8. Only one teacher should be deputed for participation from one school at a time in a Workshop.
9. Your deputation order will be treated as a final order and the CCRT will not issue any selection letter to individuals.
10. For correspondence with the CCRT our letter reference number and date must be quoted.

For registration on the first day of the Workshop and for payment of TA/DA on the last day of the Workshop, the deputed teachers must bring the following certificates on separate sheets of paper:-

- i) Date of Birth Certificate
- ii) Relieving Certificate from the School
- iii) Basic Pay Certificate
- iv) Two passport size photographs
- v) Tickets/Ticket Nos. (Original of the onward journey performed and photocopy of the return journey). To and fro tickets of the entitled class and by shortest route should be purchased for the journey.

As this will be a good opportunity for deputed teachers from different States/UTs to stay together, interact with each other and share a common platform, they should bring some of the traditional puppets of their region if possible, which will be returned to them after the Workshop.

The participating teachers will also be given an opportunity to present their regional cultural programme. Hence the deputed teachers may also be requested to bring costumes, repertoire of folk songs, dances and other important items of cultural value which they would like to share with their colleagues from other States/UT's during the Workshop.

Since it is difficult to get the confirmed return reservation in a short time, we would like to suggest that the deputed teachers make their "return reservation" from their headquarters beforehand.

## BRIEF NOTE

## WORKSHOP ON "Role of Schools in Conservation of the Natural and Cultural Heritage"

The Centre for Cultural Resources and Training, New Delhi organizes workshops on "Role of Schools in Conservation of the Natural and Cultural Heritage" to enable teachers from different regions to share knowledge of their culture with others and create a sense of appreciation for the diversity and richness of India's Cultural Heritage.

The Workshop concentrates on studying the role of schools in conservation of our natural and cultural heritage and involve students and teachers in such activities that may help them to serve the country. During the workshop the participants will also develop a practical plan of action that may inspire students to appreciate their natural and cultural heritage and feel as responsible citizens of India, to protect the environment.

The accelerated pace of development in our country has brought forth changes both in the physical environment and cultural patterns on an unprecedented scale. With the result, the familiar surroundings and the related cultural identities are being lost. It must be realized that what is lost today, due to ignorance, lack of awareness or concern or thoughtless planning can not be recovered, be it a plant species or an historical monument.

The teachers are invited in these workshops to take up the task of sensitizing school students to their role as future guardians of the rich natural and cultural resources of our country. The workshop is approximately of 10-11 days duration.

## Objectives :

- to study the role of schools in conservation of natural and cultural heritage,
- to study simple techniques by which students can be involved in looking after historical monuments and other natural and cultural property of their region,
- to develop a practical plan of action that may inspire students to appreciate the natural and cultural heritage of India and to be responsible citizens,
- to provide an opportunity to teachers from various parts of the country to stay together and interact with each other and with local students, fostering a spirit of national integration,
- to provide basic knowledge on Laws of Conservation.

The workshop consists of lectures, slide presentations, conservation activities, study of monuments and museums, group discussions, etc. There are sessions on preparation of educational aids and games, work-sheets and activity-sheets for protecting local natural and cultural heritage. Attempts will be made for inclusion of sessions on Impact of Globalisation, Media's Role in Conservation, Teachers as Mentors, etc.

For "Hands-on" experience experts from Archaeological Survey of India, Indian National Trust for Art & Cultural Heritage, National Institute of Museology and Conservation, Indira Gandhi National Centre for Arts, National Mission on Manuscripts will be invited. Documentation of some excavation work will be done for teachers to get practical experience in the field.

A few CCRT Educational Publications with Audio-CD's are gifted to the school through participating teacher after successful completion of the said Workshop.



**Centre for Cultural Resources and Training  
NEW DELHI**

The following points may please be noted while deputing the teachers for the Workshop on "Role of Schools in Conservation of the Natural and Cultural Heritage"

1. The deputed teachers should be below the age of 52 years. (It is essential to give proof of Date of Birth at the time of Registration.)
2. The Workshop is for in-service Govt./Govt. aided school teachers teaching classes VI to XII and subjects like Languages, History, Geography, Civics, Sociology, Economics, Commerce, Mathematics, Science, Music and not Physical Education, Drawing, Arts, SUPW/WE, Painting, Craft etc.
3. Headmaster/Headmistress and Principal of school should not be deputed for participation in the Workshop.
4. Those teachers who have already attended Workshop on "Role of Schools in Conservation of the Natural and Cultural Heritage" organized by the CCRT as per your record should not be deputed again for the same Workshop.
5. No Contractual or Temporary Teachers like Shiksha-Karmi, Shiksha-Bandhu, Shiksha-Mtr, Education Friend, Teacher Facilitator, Sanvidha Shikshak, etc. should be deputed.
6. The lectures will be delivered in English/Hindi for the benefit of the teachers participating from all parts of the country. Therefore, an understanding and working knowledge of English is essential.
7. As the working hours will be long and the workshop will be held in a camp atmosphere, teachers should be in good health.
8. Only one teacher should be deputed for participation from one school at a time for the Workshop.
9. The deputed teachers may be asked not to bring any escort/family member with them under any circumstance.
10. Your deputation order will be treated as a final order and the CCRT will not issue any selection letter to individuals.
11. For correspondence with the CCRT our letter reference number and date must be quoted.

For registration on the first day of the Workshop and for payment of TA/DA on the last day of the Workshop, the deputed teachers must bring the following certificates on separate sheets of paper:-

- (i) Date of Birth Certificate
- (ii) Relieving Certificate from the School
- (iii) Basic Pay Certificate
- (iv) Two passport size photographs
- (v) Tickets/Ticket Nos. (Original of the onward journey performed and photocopy of the return journey). To and fro tickets of the entitled class and by shortest route should be purchased for the journey.

As this will be a good opportunity for deputed teachers from different States/UTs to stay together, interact with each other and share a common platform, the deputed teachers may be asked to bring the text books of the subjects which they teach along with the books prescribed in social sciences in their State/UT.

The participating teachers will also be given an opportunity to present their regional cultural programme, hence the deputed teachers may also be requested to bring costumes, repertoire of folk songs, dances and other important items of cultural value which they would like to share with their colleagues from other States/UT's during the Workshop.

Since it is difficult to get the confirmed return reservation in a short time, we would like to suggest that the deputed teachers make their "return reservation" from their headquarters beforehand.



## BRIEF NOTE

## Workshop on "INTEGRATING CRAFT SKILLS IN SCHOOL EDUCATION"

Education at all stages has been regarded as a powerful instrument for social transformation. The major task of education in India today is to usher in a democratic, socialistic, secular society which removes prejudices among people. The objectives of introducing crafts in schools is to help in the realization of these goals. Therefore, not only does it form an integral part of the school curriculum, but has its ramifications into other subjects of the school curriculum.

The programme of Action of the National Policy on Education of 1986 states that the basic emphasis in interlinking education and culture should be on helping a child to discover his latent talent and to express it creatively. This can be achieved through a participatory process using their immediate environment, giving special emphasis to curriculum reorientation and motivating teachers to interact with the students at different levels.

Handicrafts in this country are an important part of our rich cultural heritage, which serve to satisfy the aesthetic needs of man and provide a vehicle for his urge for self-expression. The real significance of handicrafts lies in the newness and surprise of each object.

Today we are losing not only our ancient heritage but also an essential element in our social composition which has been a strong cementing force. Crafts in schools gives an opportunity to revive and keep active the rich heritage and cultural traditions of our country and encourages creativity among students. During the Workshop on ICSE, the teachers learn 3 to 4 crafts in-depth. The crafts which are generally taught are Pottery, Clay Modelling, Papier Mache, Mask Making, Tie & Dye, Rangoli, Wall decoration, Cane Work, Bamboo Work, Book Binding, Paper Toy making, etc. Lecture-demonstrations and slide-shows are arranged on a variety of topics related to Indian Handicrafts and Culture. Special emphasis is laid on "Aesthetic in Crafts". Sessions on use of CCRT's Educational Material for creative activities in curriculum teaching are also organised. The workshop is approximately of 10-11 days duration.

## Objectives:

- to revive an interest in Indian Crafts and study their relevance in contemporary life.
- to help teachers to value and recognize the importance of local craft resources,
- to guide teachers to formulate a syllabus for teaching Crafts/SUPW/WE in schools with the new awareness created during the Workshop,
- to learn about the life-styles of craftsmen and recognize their role in society.
- to instill in teachers, the importance of value and moral education and to suggest projects that can be taken up while working for the welfare of the community,
- to inculcate values of social service and dignity of labour,
- to develop an aesthetic sensibility relevant to Indian Culture.

Community Service forms an important component of these Workshops. Emphasis is laid on the training programme providing a bridge between traditional crafts and modern techniques. Attempts for innovations in the use of craft traditions in the modern society are also made. Interaction with school children is also an essential part of the training programme.

A few CCRT Educational Publications with Audio-CD's are gifted to the school through the participating teacher after successful completion of the said Workshop.



Centre for Cultural Resources and Training  
NEW DELHI

The following points may please be noted while deputing the teachers for the Workshop on "Integrating Craft Skills in School Education"

1. The deputed teachers should be below the age of 52 years. (It is essential to give proof of Date of Birth at the time of Registration.)
2. The Workshop is for in-service Govt./Govt. aided school teachers teaching classes I to X and subjects like Craft, Drawing, Painting, Arts, SUPW/WE.
3. Headmaster/Headmistress and Principal of school and those teaching Yoga/Physical Education should not be deputed for participation in the Workshop.
4. Those teachers who have already attended Workshop on "Socially Useful Productive Work/Work Experience" organized by the CCRT as per your record should not be deputed again for the same Workshop.
5. No Contractual or Temporary Teachers like Shiksha-Karmi, Shiksha-Bandhu, Shiksha-Mtr, Education Friend, Teacher Facilitator, Sanvidha Shikshak, etc. should be deputed.
6. The lectures will be delivered in English/Hindi for the benefit of the teachers participating from all parts of the country. Therefore, an understanding and working knowledge of English is essential.
7. As the working hours will be long and the workshop will be held in a camp atmosphere, teachers should be in good health.
8. The deputed teachers may be asked not to bring any escort/family member with them under any circumstance.
9. Only one teacher should be deputed for participation from one school at a time for the Workshop.
10. Your deputation order will be treated as a final order and the CCRT will not issue any selection letter to individuals. However, any relevant query by the deputed teachers will be answered by the CCRT.
11. For correspondence with the CCRT our letter reference number and date must be quoted.

For registration on the first day of the Workshop and for payment of TA/DA on the last day of the Workshop, the deputed teachers must bring the following certificates on separate sheets of paper:-

- (i) Date of Birth Certificate
- (ii) Relieving Certificate from the School
- (iii) Basic Pay Certificate
- (iv) Two passport size photographs
- (v) Tickets/Ticket Nos. (Original of the onward journey performed and photocopy of the return journey). To and fro tickets of the entitled class and by shortest route should be purchased for the journey.

As this will be a good opportunity for deputed teachers from different States/UTs to stay together, interact with each other and share a common platform, the deputed teachers may be asked to bring the text books of the subjects which they teach along with the books prescribed in social sciences in their State/UT.

The participating teachers will also be given an opportunity to present their regional cultural programme, hence the deputed teachers may also be requested to bring costumes, repertoire of folk songs, dances and other important items of cultural value which they would like to share with their colleagues from other States/UTs during the Workshop.

Since it is difficult to get the confirmed return reservation in a short time, we would like to suggest that the deputed teachers make their "return reservation" from their headquarters beforehand.