PRINCIPAL'S COPY

Ministry of Culture
Government of India
सत्यमेव जयते

सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र

(संस्कृति मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)

Centre for Cultural Resources and Training

(Autonomous Organization under the Ministry of Culture, Govt. of India)

Dr. Rahul Kumar
Deputy Director (Evaluation)
Tel. No. 011-25309307(O)

CCRT/29015/03/2026
October 05, 2026

Dear Sir/Madam,

As you are aware that the Centre for Cultural Resources and Training (CCRT) in its pursuit to integrate cultural inputs in pedagogy, trains in-service teachers/teacher educators/ educational administrators and students throughout the year in its various training programmes.

After successful participation of the teachers in the Orientation Course, an Educational Kit consisting of audio-visual and publication material was issued to the represented schools free of cost by CCRT. The CCRT trained teachers are expected to use the given kit material for incorporating Cultural Inputs in classroom teaching.

The CCRT has well devised mechanism in place to receive the feedback on the use of the Educational Kit material in school, through half yearly evaluation reports. As a follow-up of Orientation Course(s), the Refresher Course is organized to review the impact of CCRT and implementation of referred training programmes in schools.

In a country like India, which has diversity in every sphere of life enriched with tangible and intangible heritage, the teachers have this task of envisaging an "An Integrated Approach to Education" to inculcate/develop the understanding and respect for cultural diversity in students.

We welcome you to participate in the Refresher Course on 'An Integrated Approach to Education' from December 01-05, 2026 at CCRT Regional Centre, Opp. CII, (Confederation of Indian Industry), (Near Google Office), Madhapur to Kondapur Main Road, Madhapur, Hyderabad – 520084, Telangana, Phone: 040-23117052, both Email: ddevl.ccrt@nic.in, rchyd.ccrt@nic.in

You may please note that you have to report at the venue of programme a day before commencing of the Refresher Course i.e. on November 30, 2026 evening.

During the Refresher Course, feedback sessions will be organized on the use of CCRT Educational Kit material in schools. Teachers will also be acquainted with the innovative methodologies/techniques for integrating cultural inputs, more effectively in teaching-learning process in class-room situation.

The Objectives of Refresher Course are: -

- To obtain feedback on use of educational kit in schools;
- To draw inferences from the experience of trained teachers;
- To explore possibilities for using educational kit in classroom teaching;
- To suggest follow-up activities to be undertaken in schools;
- To motivate teachers to undertake cultural education in schools.
- To identify the challenges and gaps in implementation of the training.
- To update the training module based on feedback given by the trained teacher.

The Refresher Course is designed to achieve the said objectives through discussions, talks/lectures/lecture-demonstrations with special emphasis on cultural education in schools. It aims at giving fresh ideas to trainees on introducing cultural component in education. It also provides an opportunity for participants to interact with each other and to discuss the problems while using the educational kit in school (s), to find solutions and give feedback to the CCRT.

Note: *Do not report in the training unless acceptance is sent to CCRT on or before November 20, 2026 or if you have already attended the Refresher Course at CCRT Headquarter New Delhi and Regional Centres Hyderabad, Udaipur and Guwahati.

Contd... 2/..

The boarding and lodging arrangements have been made at the venue.

Separate stay arrangements are made for the female teachers at the venue.

No escorts either relatives or family members of the teacher participant will be entertained at the place where boarding & lodging arrangements have been made by the CCRT and no permission for their stay will be provided under any circumstances.

Participants are expected to modestly dressed during duty hours.

For boarding – lodging and TA please see Annex – 'II'

Please note: -

- **In case you have already attended Refresher Course, organized by the CCRT or have been promoted as Principal/Headmaster/DEO/BEO/IOs/CEO/DIOS/DDPI, treat this letter as cancelled/withdrawn and please do not attend the course, even if, you come to attend the course, you will neither be registered in the course nor will be paid any TA by the CCRT.**
- **Teacher in place of invited/selected teacher is not allowed to attend the course. This invitation letter is not transferable to any other teacher.**

For participation in the course, please bring following documents at the time of registration:

1. School's Identity Card
2. Two passport size photographs
3. Pay Certificate from the School/Institution
4. Relieving Certificate from the School/Institution
5. Cancelled cheque or Copy of Bank pass book.
6. Third AC to and fro shortest route journey tickets of the performed journey.
7. A prepared Lesson Plan (with cultural component) on any of the topic of the subject being taught by you.
8. **A comprehensive report on use of CCRT's Educational Kit material, duly signed by the Principal (Mandatory)**
9. Please go through the CCRT's website (www.ccrtindia.gov.in) to get yourself well aquainted about the Aims & Activities of CCRT.

Please fill up the attached Acknowledgement Form and post it immediately. If no intimation is received by **November 20, 2026** with regard to your participation in the refresher course, we will presume that you are not interested to attend the Course and your seat will be allotted to some other teacher.

You may report for registration for the Course on November 30, 2026 one day prior to commencement of the training at CCRT Regional Centre, Opp. CII, (Confederation of Indian Industry), (Near Google Office), Madhapur to Kondapur Main Road, Madhapur, Hyderabad – 520084, Telangana, Phone: 040-23117052, both Email: ddevl.ccrt@nic.in, rchyd.ccrt@nic.in Teachers reporting after 09.00 AM of December 01, 2026 will not be allowed to attend the Course and no TA will be paid by the CCRT.
Since there has always been a heavy rush for bookings, you are advised to book your return journey ticket in advance.

You will be relieved on the last day of the training programme December 05, 2026 by 05.30 PM from the CCRT Regional Centre Hyderabad and at times it takes 1½ hour to reach Railway Station from CCRT premises. Hence do not book your return journey ticket on December 05, 2026. In case you are leaving CCRT Regional Centre Hyderabad before 05.00 PM on December 05, 2026 neither you will be awarded participation certificate nor TA will be provided. CCRT boarding & lodging facilities are available from November 30, 2026 evening (dinner will be provided on November 30, 2026) to December 05, 2026. Therefore, teachers may book their ticket for December 06, 2026 morning.

For any other details, you may contact my colleagues Ms. Soundarya, Field Officer on her mobile No. 9959050400 or Sh. Mithun Dutta, Field Officer on his mobile No. –8448960207.

We are looking forward to receiving you and with best wishes,

Yours sincerely,
Sd/-
(Dr. Rahul Kumar)
E-mail: **ddevl.ccrt@nic.in**

Copy to the Headmaster/Headmistress/Principal of the school concerned with the request to relieve the concerned teacher in time.

Please note:

-- that the selection of the concerned teacher in this Refresher Course has been intimated to the concerned State Education Department, with the request to issue instructions to relieve concerned teacher in time. To expedite the relieving, a copy of this letter is also sent to the Nodal Officer of CCRT in your State/UTs. It is not possible for the CCRT to inform regarding the selection of the teacher to individual DEO/CEO/SI/BEO hence only State Education Department has been informed and this system has worked successfully for the last so many years;

-- that if the concerned teacher is transferred from your school kindly inform him/her regarding his/her selection in the above mentioned Refresher Course at his/her present school address or forward his/her address to us, so that we may intimate him/her about the same;

-- that the teacher reporting after commencement of the Course, i.e. **December 01, 2026** will not be allowed to join the Course and no TA will be paid;

-- **that successful participation in the training programme does not levy any financial burden on the school/institution;**

-- **that the selected teacher must bring along a comprehensive report (attached) on use of CCRT's Educational Kit material, duly signed by the concerned Principal (Mandatory);**

-- **that, the teacher is medically fit to attend this programme and not taking any medicine/treatment for serious ailment;**

-- **that, the school will be provided the audio-visual material, publication(s), which have not been issued to the school by CCRT on the completion of the Orientation Course by the teacher.**

(Dr. Rahul Kumar)