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**OFFICE OF THE  
CHIEF EXECUTIVE OFFICER  
DISTRICT EDUCATION AUTHORITY  
TOBA TEK SINGH.**

No. 6929 /G-II

Dated. 23/10-2024

**NOTIFICATION.**

As per directions received during the zoom meeting on 18.10.2024 at 04:00 PM under the chairmanship of Worthy Secretary, School Education Department, Govt. of the Punjab, Lahore Tehsil wise focal person comprising of following officers are hereby nominated regarding Training Need Assessment (TNA).

Sr. No.	Tehsil	Name of Focal Person	Designation	Contact
1	Gojra	Muhammad Zahid Iqbal	Dy.DEO (M) Gojra	0340-8075001
2		Shazia Zahoor	Dy.DEO (W) Gojra	0343-0906138
1	Kamalia	Yawer Ali Khawaja	Dy.DEO (M) Kamalia	0333-6884645
2		Rashida Anwar	Dy.DEO (W) Kamalia	0334-6255749
1	Pirmahal	Muhammad Azam Zia	Dy.DEO (M) Pirmahal	0333-5727898
2		Sabahat Noreen	Dy.DEO (W) Pirmahal	0333-8967376
1	T.T.Singh	Mustafa Iqbal	Dy.DEO (M) T.T. Singh	0333-6743634
2		Irfan Akrfam	Dy.DEO (W) T.T. Singh	0333-6662338

Furthermore, the Tehsil level Focal Persons will ensure the availability of Tabs and installed the Application on Tab as per given below link with the help of IT of Training Center/School and provide the compliance certificate on 24.10.2024. (List of TNA Centers Attached)  
Application Link: <https://play.google.com/store/apps/details?id=sed.pmiu.tna>

**Note:** The focal persons will made all kind of arrangements and complete the task as per SOPs / instructions issued by the School Education Department. (Copy Attached).

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**No. & date even.**

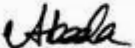
**Copy submitted/forwarded for information & necessary action to:**

1. The Worthy Secretary School Education Department Govt. of the Punjab, Lahore.
2. The Director Monitoring, CMMF, School Education Department Govt. of the Punjab, Lahore.
3. The Deputy Commissioner/Administrator (DEA) Toba Tek Singh.
4. The District Monitoring Officer Toba Tek Singh.
5. All the District Education Officers, in the District Toba Tek Singh.
6. All the Focal Persons for strict Compliance.
7. Notification file.

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**OFFICE OF THE CHIEF EXECUTIVE OFFICER (DEA) TOBA TEK SINGH**  
**LIST OF CENTERS FOR TRAINING NEED ASSESSMENT (TNA)**

Sr. No.	Name of Tehsil	Gender	EMIS Code	Name Of TNA Center	Name of Head Teacher	Cell No. of Head Teacher	Type of Internet Connection	Internet Number
1	Gojra	Female	33310029	GGHS MILLAT GOJRA	Saima Khalid	0332-6644364	PTCL	046-9200070
2	Gojra	Female	33310028	GGHS GOJRA QUAID AZAM ROAD	NASIRA ANWAR	0302-3744371	PTCL	046-3512899
3	Gojra	Female	33310040	GGHS CHAK 367 JB	Humera Qumer	0333-6691582	PTCL	046-3708070
4	Gojra	Male	33310005	GOVT. M.C HIGH SCHOOL GOJRA	MUHAMMAD NAWAZ	0336-6341816	PTCL	046-9200071
5	Gojra	Male	33310002	GHS ISLAMIA GOJRA	MUNEER AHMAD	0333-1601275	PTCL	046-9200073
6	Kamalia	Female	33320061	GGHSS KACHI BASTI KAMALIA	RASHIDA ANWAR	0334-6255749	PTCL	046-3411302
7	Kamalia	Female	33320062	GGHS MADINA ABAD KAMALIA	RUBINA WASIM	0333-6638347	PTCL	046-3700778
8	Kamalia	Female	33320028	GG MODEL HIGH SCHOOL KAMALIA	SHAHIDA PERVEEN	0333-3357783	DSL	046-3700530
9	Kamalia	Male	33320043	GLHSS KAMALIA	Muhammad Ali	0333-6884198	Other	046-3412077
10	Pirmahal	Female	33340003	GGHSS PIRMAHAL	NAJMA SHABIR	0345-7576837	DSL	046-3361788
11	Pirmahal	Female	33340097	GGES NO.1 PIR MAHAL MADINA BLOCK	Rehana Lal	0335-7076938	DSL	046-3360574
12	Pirmahal	Female	33340042	GGHS 320 GB	NASHEET IJAZ	0300-8799488	PTCL	0463-366069
13	Pirmahal	Male	33340019	GHS NO.2 PIRMAHL	TARIQ MEHMOOD	0345-7556669	PTCL	046-3366579
14	T.T. Singh	Female	33330050	GGHS NO.1 TTS	RUKHSANA YASMIN	0333-6863901	DSL	046-2516327
15	T.T. Singh	Female	33330048	GGHS NO.2 TOBA TEK SINGH	TAHIRA PARVEEN	0334-9002786	DSL	046-2515383
16	T.T. Singh	Female	33330130	GGHS Jafaria TTS	Zubaira Majeed	0335-7091008	PTCL	046-9201090
17	T.T. Singh	Female	33330004	GGHSS RAJANA	TASKEEN KOUSAR	0331-7070291	PTCL	046-2262011
18	T.T. Singh	Female	33330031	GGHS LATIF AWAMI BASTI T.T.SINGH	Alia Akbar	0336-6565327	PTCL	046-2515054
19	T.T. Singh	Male	33330032	GOVT MODEL HIGH SCHOOL JHANG ROAD T.T.SINGH	AZHAR MEHMOOD	0333-6868001	DSL	046-2510074
20	T.T. Singh	Male	33330030	GOVT. ISLAMIA SECONDARY SCHOOL T.T.SINGH	ABID HANIF	0333-6507499	DSL	046-2515567

  
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## **INSTRUCTIONS FOR TRAINING NEED ASSESSMENT (TNA)**

1. The Training Need Assessment (TNA) will be started from Friday, 25th October 2024.
2. TNA will be conducted through an Android application named "TNA SED" download from google play store.
3. Every teacher will download this application and will perform mock exercise.
4. Ensure no internet issues exist at the designated assessment centers.
5. All finalized centers heads must be ensured that have a reliable internet connection to avoid disruptions during the assessment and all other necessary arrangements.
6. This office will be prepared the list of teachers and teachers will be assigned to the nearest assessment centers.
7. Separate centers will be established for male and female teachers.
8. Saturday and Sunday will be working days for the next two weeks.

Monday to Friday:

- Female: 1:30 PM to 04:00 PM
- Male: 01:30 PM to 5:00 PM

Saturday and Sunday:

- Female: 9:00 AM to 4:00 PM
- Male: 9:00 AM to 5:00 PM

9. Teachers who complete the test will undergo an interview on the same day.

Monday to Friday:

- Female: 12:00 PM to 4:00 PM
- Male: 3:00 PM to 6:00 PM


Saturday and Sunday:

- Female: 10:00 AM to 5:00 PM
- Male: 10:00 AM to 6:00 PM

10. Interviews will be conducted in the Headmaster/Principal's room to avoid disrupting educational activities.
11. Interviews will be facilitated by private consultancy firms.
12. Deputy DEOs (Deputy District Education Officers) will act as focal persons at the tehsil level.

13. All teachers must be informed of their assessment date and venue prior to the start of TNA.
14. Teachers will be allocated to centers based on their proximity.
15. 15 Tabs, with chargers in working condition, will be collected from nearby schools for use at the centers.
16. Devices should be fully charged daily to ensure uninterrupted testing.
17. A detailed report of assessed teachers will be submitted to the SED on a daily basis during the TNA process.
18. IT teachers or other teachers familiar with the usage of tablets and smartphones must be present at each center to assist with technical issues.
19. Teachers' login usernames will be their CNIC numbers, and passwords will be provided at the time of assessment.
20. Administrators responsible for conducting interviews will be provided with separate login credentials.
21. Each assessment will be time-bound, with a 45-minute limit. Internet access is only required at the start and end of the test for submission.
22. The timer will not be affected by internet disruptions after the assessment begins.
23. The entire TNA process will be conducted online. No stationery is required at any stage.
24. Teachers on leave during the assessment will be tested on the final day of the TNA.
25. Teachers can practice using the TNA application by downloading it from the Google Play Store. They will log in with their CNIC number (without dashes), which will use as both the username and password.

Application Link: <https://play.google.com/store/apps/details?id=sed.pmiu.tna>

  
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# **CONCEPT NOTE FOR TRAINING NEED ASSESSMENT (TNA) FOR GOVERNMENT SCHOOL TEACHERS**

## **Importance and Necessity of Training for Teachers in Education**

Teacher training is fundamental to enhancing the quality of education. It ensures that educators are well-equipped with updated teaching methods, subject matter expertise, and classroom management skills. Training provides teachers with the necessary tools to cater to diverse learning needs, engage students effectively, and implement modern instructional techniques. Furthermore, it helps teachers stay current with educational reforms, technological advancements, and best practices in pedagogy. Well-trained teachers contribute to improved student outcomes, creating a positive and dynamic learning environment.

## **Need of TNA for Teacher Training**

Training Needs Assessment (TNA) is crucial in designing effective teacher training programs. It identifies specific gaps in teachers' knowledge, skills, and abilities, ensuring that the training provided is relevant and targeted. Through TNA, educators' current competencies are evaluated against the required standards, allowing for the customization of training to address those deficiencies. This ensures that training resources are utilized efficiently, focusing on areas where improvement is needed most. Ultimately, TNA leads to more impactful training, resulting in better teaching practices and improved student achievement.

## **Standard Operating Procedures (SOPs) for Conducting Training Need Assessment (TNA) For Government School Teachers**

Following will be the SOPs/outline to streamline the process to conduct the Training Need Assessment (TNA) for government school teachers for assessing both content knowledge and pedagogical skills through an online system and interviews.

- |                           |  |
|---------------------------|--|
| <b>Participants</b>       | <ul style="list-style-type: none"><li>• All teachers (including Principal, Sr. HM, HM &amp; Dy. HM) will participate in TNA.</li></ul>   |
| <b>Mode of Assessment</b> | <ul style="list-style-type: none"><li>• Online assessment on content knowledge, pedagogy, cognitive abilities shall be undertaken followed by an interview by a panel</li></ul>  |
| <b>Role of CEO-DEA</b>    | <ul style="list-style-type: none"><li>• CEO-DEA will be the District Focal Person and overall responsible to conduct the TNA in the district within stipulated timeframe</li><li>• CEO-DEA will designate Dy. DEOs (Male &amp; Female) as focal persons for TNA at tehsil level to ensure smooth conduction of TNA as per timeline</li><li>• CEO-DEA will be responsible to manage the Assessment Centers properly for TNA at tehsil level and make all the necessary arrangements for TNA and ensure the participation of all the teachers under their jurisdiction in the said TNA.</li><li>• CEO-DEA will be responsible for Assessment Center Mapping according to teacher strength at tehsil level, the same will also be responsible to communicate the date, time and venue of TNA to all the participants accordingly</li><li>• Only one TNA center will be established in one school where two-member interview panel will interview and one Assessment Administrator will conduct online TNA</li><li>• 25 teachers will participate in online TNA and interview at one center in a day but on Saturday and Sunday the batches of teachers will be increased accordingly</li><li>• Online TNA and interview will be conducted as per time schedule.</li></ul> |

- Online TNA will be of 45 minutes. Time will start soon as the **Start Button** is pressed, after 45 minutes TNA will be automatically submitted.
- There will be a separate TNA center for male and female.
- CEO-DEA will ensure the provision of **Tablets** which already been provided to all the districts under **TALEEM PROGRAM** in each and every TNA Center as per requirement
- The CEO-DEA will ensure timely completion of the TNA on daily basis particularly in female TNA centers
- CEO-DEA will be responsible to provide the uninterrupted power and internet supply at TNA centers



**TNA-Duration**

- Online TNA will be of 45 minutes while interview time will range from 5 to 10 minutes for each teacher.

**Bifurcation /  
Components  
of Online  
Assessment**

- **Content Knowledge:** There will be 25 Items consist of MCQs related to content knowledge carrying 2 marks each item, Total Marks = 50
- **Pedagogy Knowledge:** There will be 15 Items consist of MCQs related to pedagogy carrying 2 marks each item, Total Marks = 30

**Interview**

- Maximum marks for interview will be 20

**Total Marks**

- 100 marks (80 marks for online TNA, 20 marks for face to face interview)

**Attendance**

- Teachers will mark their attendance during the interview.