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*DAV Centre for Academic Excellence*  
*DAV College Managing Committee*  
*Chitra Gupta Road, Paharganj, New Delhi-55*

Ref. No. DAVCAE/2016-17/ 354

Date: 28/03/2017

**Dr.(Mrs.)Nisha Peshin**  
**Director(Academics)**

**Subject : Installation of Open Source Software in Computer Lab.**

Dear Regional Director/Cluster Heads/Principal,

As you are aware DAVCAE conducted a three day Capacity Building Programme for ICT teachers of Primary and Middle School. I am sure you will agree, any Capacity building workshop is ineffective if the learning doesn't reach classroom. Therefore, You are requested to ensure the following in your region/cluster/school to ensure that best practices reach the end user that in our student.

1. Training of all ICT teachers in your Cluster should be completed by 5<sup>th</sup> April, 2017, ensuring that all teachers become familiar with new curriculum and Pedagogy.
2. All computer labs in the school are cleaned so that no pirated software is installed on any machine in the lab. Please ensure that **open office** is installed on every machine **replacing Microsoft office**. It may be noted that as per CBSE guidelines we are switching over to open office and open source softwares. Our new curriculum is also designed accordingly.
3. ICT Text Books are used properly by the teachers and assessment is conducted based on assessment activity given at the end of each chapter. It may be noted that **no pen and paper test is to be conducted at the end of each term** for ICT subject as per CBSE guidelines. ICT is the non scholaristic subject. It is, therefore requested that teacher should provide grade instead of marks and same should be entered in the report card.

With warm regards

Yours sincerely,

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**(Dr. Nisha Peshin)**