

THEMES FOR INDUCTION PROGRAMME

| Theme | Topic |
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| Introduction to DAVCMC | <ol style="list-style-type: none"> 1. An introduction to My Organization: DAVCMC. 2. DAV Vision, Mission & Goals |
| Introduction to DAVCAE | <ol style="list-style-type: none"> 1. Curriculum Development, Instructional Material, Examinations. 2. Academic Audit 3. EEDP Curriculum 4. DAV in-service Policy & Quality Assurance in Training 5. DAVCAE Website 6. DAV Olympiads |
| Introduction to DAV Publication Foundation | Text-Books & Instructional Materials |
| Administrative norms of DAVCMC | <ol style="list-style-type: none"> 1. Purchase of Land & Building Construction, Service Books, Personal Files & ACRs, DAV MACP Scheme 2. Role & Function of LMC, Lave Rules, Selection & Recruitment of Staff-SK/KB 3. On-line Communication Module. |
| Financial Management | <ol style="list-style-type: none"> 1. School Budget 2. Internal & External Financial Audit of the School, Audit Checks-Procedure for Purchase, Audit Checks-Stock Maintenance. 3. Tax-Structure for Schools & Updates KK 4. On-line Financial Module. |
| Social Security Schemes for DAV Employees | <ol style="list-style-type: none"> 1. Employees Provident Fund, PF software 2. EDLI, Pension Scheme, 3. ESIC, Leave Encasement, 4. Gratuity. |
| Managing Employees | <ol style="list-style-type: none"> 1. Code of Conduct for DAV Employees, Disciplinary Proceedings & Appeal 2. Taking Legal Action against an Erring Employee, 3. Procedure & Case-Studies |
| Leadership & Staff Motivation | <ol style="list-style-type: none"> 1. Maslow Hierarchy of Needs 2. Team Building 3. Effective Communication Skills |
| Instructional Leadership | <ol style="list-style-type: none"> 1. Organizing Quality Teaching Learning 2. Lesson Planning, Assessment Strategies, Teacher Supervision & Feedback 3. Staff Professional Development |