

Advisory for the Participant (selected Master Trainer)

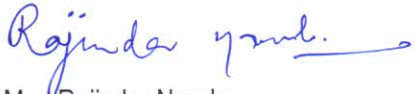
Dear Participant

Many felicitations on being selected for the role of a Master Trainer for Science. Following is the advisory for your participation in the three day programme by DAV CAE from **November 23 – 25, 2017**.

Please note the instructions carefully :

1. As we begin our sessions from 8.00 a.m in the morning from **23rd Nov.2017**, try to reach Delhi on 22nd evening. You are free to leave after 5pm on the third and final day (25th Nov.) of training. Note that the session will continue till 5 pm on the third day also. Kindly make your reservations accordingly.
2. Keeping in view the winter weather, bring enough woollens..
3. Be ready and prepared with innovative ideas and discuss and identify any problems area in the concepts of particular classes.
4. **Registration** – you will register on-line on the website of DAVCAE www.davcae.net.in under the heading **Training**. This is mandatory. In case of any queries regarding registration, please contact: Ms. Tanu Agarwal (011- 23503500, Ext no. 233))
5. **Course Fee :-** a DD of Rs. 3000/- drawn in favour of DAV Centre of Academic Excellence, new delhi may either be sent by post or deposited during the programme at Delhi.
6. **Reporting for the Program :-** Kindly intimate your arrival and departure time through your principal well before time on email id dcae.aa@davcmc.net.in . Also All participants will call **Mr. PrabhakarJha (09211163339)** and inform him their date and time of arrival and departure. After reaching Delhi you will report at DAV College Managing Committee HQ at Aram Bagh road, Paharganj. From there you will be directed/escorted to the hotels nearby..
7. **Logistics –** Your stay arrangement has been made at safe and hygienic hotels at Paharganj. that will also provide dinner at extra cost. Please carry enough extra cash for payment of your hotel bills(and dinner) at approximate Rs.1000/- per day. All other expenses of breakfast, tea and lunch will be borne by DAVCAE.

With regards



Mrs. Rajinder Narula
OSD Academic Audit & Programme Coordinator