

## **Advisory for the selected Master Trainers**

**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 four day programme organized by DAV CAE from **December 21<sup>st</sup> – 24<sup>th</sup>, 2016.**

**Please note the instructions carefully :**

1. As we begin the sessions from 8 a.m. on 21<sup>st</sup> December, try and reach Delhi on evening of 20<sup>th</sup> Dec. 2016 and programme will be over by 1:30 p.m on 24<sup>th</sup> Dec, 2016 the final day of training.
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 - Register on [www.davcae.net.in](http://www.davcae.net.in) under the training heading which is mandatory. In case of any queries regarding registration, please contact :  
**Mrs. Tanu - (011-23521938)**
5. Course Fee : Demand Draft of **Rs.4,000/- drawn in favour of DAV Centre for Academic Excellence, New Delhi** may either be sent by post or can be deposited during the programme at Delhi.
6. Reporting for the program - Kindly do intimate through your Principal, your arrival and departure time well before time on e-mail ID – [dcae.aa@davcmc.net.in](mailto:dcae.aa@davcmc.net.in) and call Mr.V.R.Bhalla, inform him the date and time of arrival and departure. **You will report at DAV CMC HQ Pahar Ganj, after reaching Delhi. From HQ you will be escorted / directed to the hotels nearby.**
7. Your stay arrangement will be made at good, safe and hygienic hotels nearby which will 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**