



DAV CENTRE FOR ACADEMIC EXCELLENCE
DAV College Managing Committee
Chitra Gupta Road, Paharganj, New Delhi-55

Ref. No. DAVCAE/2021-22/ 190

Date: 02/12/2021

Subject: Invitation to Induction Programme 2021

Dear Sir/Madam

Congratulations on your appointment as Head of a DAV Public School! Now you have joined the ranks of special personnel committed to serve the organization beyond the call of duty.

Under the directions of the Office-bearers, DAV College Managing Committee, we used to organize Induction Programme annually for the newly appointed Heads of DAV Public Schools. This programme aims at preparing the newly appointed Heads of DAV Public Schools for their new role and responsibilities as a School Head.

DAVCAE couldn't organize Induction Program for the last two years due to Pandemic. Keeping in mind the dire necessity of making our newly appointed principals aware of DAV culture and modus operandi of DAV functioning, Management has decided to hold this program in the DAV HQ by following all the safe measures and protocols of Covid -19.

We take pleasure to invite you to attend the Induction Programme – 2021 being organized by DAV Centre for Academic Excellence **from Dec 17 – 23, 2021** at DAV College Managing Committee, New Delhi.

We expect the delegates to be responsible for their own learning, therefore the Heads who come well prepared with their content benefit the most. Please go through the List of Themes and list all your queries for clarification by the Resource Persons. Also take a note of the following information and comply for your successful participation in the Induction Programme.

1. Programme Date : Dec 17 – 23, 2021

2. On-line Registration: You will register yourself for the Induction Programme – 2021 on the DAVCAE website www.davcae.net.in. On-line registration is mandatory as this will generate your certificate of participation.

3. Residential Course: Induction Programme is a rigorous residential learning programme where you are involved in assignments and projects during and after the workshop hours. All outstation Participants shall report at hotel fixed by DAVCAE on 16th Dec. The details of hotel and its route will be shared with you shortly. Mr. Prabhakar Jha will help you all check into your Hotel and brief you about the Boarding & Lodging arrangements. Next morning i.e. on 17th Dec, all delegates will report at DAVCMC for Havan sharp at 9.00 am.

All participants shall stay at the Hotel fixed by DAVCAE. The approximate cost of bed + dinner per day will not be more than Rs. 2000/- per day. The Hotel bills will be settled by the participants at the time of check-out. All expenses on other meals, refreshments and workshop expenses will be borne by DAVCAE.



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4. Daily Havan: A significant part of the training is understanding the Vedic Philosophy and learning the procedure for performing Havan. During the Induction Programme you will begin each day by performing Havan Yajna sharp at 9.00 am daily. All participants are expected to be punctual for Havan.

5. Training Curriculum: School administration, finance and academics are the major components of the training curriculum of Induction Programme. You are required to thoroughly read through the DAVCMC's Administrative Manual for Public Schools that lists norms and procedures prescribed by DAVCMC on all issues pertaining to school administration and financial management. On the DAVCMC website (www.davcmc.net.in) homepage, please click on the Online Communication Module and login using your school's Username & Password. Now you can have access to the online copy of DAVCMC's Administrative Manual to download, printing and read before coming for IP.

6. Important:

- Please go through the attached list of topics and email to us all your queries and doubts specially pertaining to DAVCMCs rules and guidelines for school administration, financial management and legal issues. Your emails should reach us by December 20, 2021 on email id – dcae.training2@davcae.net.in.
- Bring your laptop along with pen drive and internet devise i.e. Dongle for the workshop.
- Before coming here generate **Gmail Id**. It will help us connect all participants and training team on Google platform for sharing their ideas and initiatives and training material also.
- The Weather will be cold in those days. Bring suitable clothes along with.

7. Contact us: Kindly contact the following persons for the related queries.

- a. Ms. Tanu/ Ms.Vineeta (011-23503500) extension no. 233 & 302 for Online Registration
- b. Mr. Prabhakar (09211163339) (011-23503500) extension no. 233 & 302 for Stay, Payment etc.
- c. Mrs. Rajni Bala , Faculty, Program Coordinator, email id- dcae.training2@davcae.net.in, rajnijabalia@gmail.com. (011-23503500) extension no. 307.

With best wishes for your new assignment

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Dr. (Mrs.) Nisha Peshin

Director Academics

DAV Centre for Academic Excellence (DAVCAE)

Enclosed: THEMES FOR INDUCTION PROGRAMME