



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

Ref. No. DAVCAE/2018-19/1262

Date: 13/02/2019

Subject: Invitation to Induction Programme 2019

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, every year Induction Programme is being organized 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.

We take pleasure to invite you to attend the Induction Programme – 2019 being organized by DAV Centre for Academic Excellence **from March 11-20, 2019** 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 : March 11-20, 2019

2. On-line Registration: You will register yourself for the Induction Programme – 2019 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 10th March. 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 11th March, 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. 1600/- per day. The Hotel bills will be settled by the participants at the time of check-out. All other meals i.e Lunch, refreshments and workshop expenses will be borne by DAVCAE.

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.



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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 list norms and procedure 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 Feb 23, 2019 on email id – dcae.training2@davcae.net.in.
- Bring your laptop along with pen drive and internet device i.e. Dongle for the workshop.
- Before coming here generate **Gmail id and send a mail to rajnijabalia@gmail.com just your name and school's name**
- 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. Vanita (011-23503500) extension no. 233 & 302 for Online Registration

b. Mr. Prabhakar (09211163339, 7678212698) (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. (mobile – 09312906200) (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

Tel.no. 011-23503500
Ext.no. 233, 302



Website: www.davcae.net.in
E-mail: dcae.training2@davcae.net.in

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Cc to – All ROs

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