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

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Ref. No. DAVCAE/2017-18/585

Date: 08/12/2018

**Subject: Invitation to Induction Programme -2018**

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 guidance of the Office-bearers, DAV Centre for Academic Excellence organises Induction Programme for the newly appointed Heads of DAV Public Schools to prepare them for their new role and responsibilities as a School Head.

We take pleasure to invite you to attend the Induction Programme – 2018 being organized by DAV Centre for Academic Excellence **from January 15 -24, 2018** at DAV College Managing Committee, New Delhi.

We expect the delegates to be responsible for their own learning, therefore the ones 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 Dates:** January 15 -24, 2018

**2. Course Fee:** Rs. 10000/- per participant as DD/ Multicity cheque in favour of ‘**DAV Centre for Academic Excellence**’ may either be sent by post or deposited during the program at Delhi. Kindly note that this course fee will cover the **Workshop Expenses** only. The expense on stay arrangements has to be borne by the participants

**3. On-line Registration:** You will register yourself for the Induction Programme -2018 on the DAVCAE website [www.davcae.net.in](http://www.davcae.net.in). On-line registration is mandatory as this will generate your certification.

**4. Residential Course:** Induction Programme is a rigorous residential learning programme where you are involved in assignments and projects during and after the workshop hours. We expect the participants to be fully involved and available. All participants shall stay at the Hotel fixed by DAVCAE. The approximate cost of bed + dinner per day will not be more than Rs. 1000/- per day. The Hotel bills will be settled by the participants at the time of check-out. All other meals i.e. Breakfast and Lunch and workshop expenses will be borne by DAVCAE from course fee.

**5. Reporting:** All outstation Participants should report at DAVCMC Head Office, New Delhi on Sunday, January 14, 2018. Mr. Prabhakar Jha will help you all to check into your Hotel and brief you about the Boarding & Lodging arrangements. Next morning all delegates will report at DAVCMC for Havan at sharp 8.00 am.

**6. 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 your day by performing Havan Yajna sharp at 8.00 am daily. All participants are expected to be punctual for Havan.

**7. 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's ([www.davcmc.net.in](http://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 for downloading, printing and reading before coming for IP.

**8. Important Information:**

- 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 25, 2017 on email id – [dcae.training2@davcmc.net.in](mailto:dcae.training2@davcmc.net.in).
- Bring your laptop along with pen drive and internet devices 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
- The Weather will be very cold in those days. Bring suitable clothes along with.

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

- a. Mrs. Vanita/ Tanu (011-23503500) extension no. 233 & 302 for Online Registration
- b. Mr. Prabhakar (07678212698) for Stay, Payment etc.
- c. Mrs. Rajni Bala , Faculty, Program Coordinator, email id- [dcae.training2@davcmc.net.in](mailto:dcae.training2@davcmc.net.in)

With best wishes for your new assignment



8/12/2017

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(Dr. Nisha Peshin)  
Director(Academics)  
DAV Centre of Academic Excellence (DAVCAE)

**Enclosed:** THEMES FOR INDUCTION PROGRAMME

Cc to – Directors PS, All RD