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

Ref.No. DAVCAE/2016-17/ 037

Date: 16/05/2016

Dear Principal

Many Congratulations on your appointment as the Head of DAV Public School!

In order to prepare you for your new role and responsibilities as a School Head, DAV Centre for Academic Excellence, DAVCMC is organising **Induction Programme-XVI** from **June 20-27, 2016**, at the Head Office of DAV College Managing Committee, Chitra Gupta Road, Pahar Ganj, New Delhi-110055.

Swadhyay/Self study: The Induction Programme expects the delegates to be responsible for their own learning, therefore the ones who come well prepared with their content benefit the most. Training sessions with Resource Persons and Experts give the delegates an opportunity to discuss threadbare important issues related to their new role and responsibilities. All sessions have been planned as **interactive discussions**. 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:** All outstation Participants should report at DAVCMC Head Office, New Delhi on **Sunday, June 19, 2016**. **Mr. Prabakar Jha**, (9211163339) will help you all 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**.
2. **On-line Registration:** You will register yourself for the **Induction Programme-XVI** on the DAVCAE website www.davcae.net.in. On-line registration is mandatory as this will generate your certification. In case you face problem in online registration you may contact telephonically **Ms. Tanu Agarwal, Computer Operator – DAVCAE**, (011-23521938).who will guide you through the procedure.
3. **Course Fee:** A cheque or Demand Draft of Rs. 8000/- in the favour of **DAV Centre for Academic Excellence** payable at **New Delhi** will be submitted to **Mr. Prabhakar Jha, LDC-DAVCAE**, upon arrival. Details of the cheque or DD will be filled in the on-line registration form.

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 (except local) shall stay at the Hotel fixed by DAVCAE. The approximate cost of bed+breakfast per day will be not more than Rs. 1000/per day. The Hotel bills will be settled by the participants at the time of check-out. All other meals have been organized at DAVCMC Guest House.
5. **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.
6. **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, print and read before coming for IP.
7. **Continuous Assessment:** Every morning after HAVAN, from 9.00-9.30 am (30. min.) a **Pre-Test** from the **Administrative Manual** has been scheduled in which you will have to answer various questions based on the norms and procedures prescribed by DAVCMC for making budget, purchase, recruitment, service rules and social security schemes. This will prepare you for focused interactions with the experts.
8. **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 June 10, 2016.

You are welcome to contact us (on **+91 11 2352 0650** during office hours) for any query regarding your forthcoming Induction Programme.

Yours faithfully



Mrs. Rashmi S Chari
Asst. Director-DAVCAE &
Programme Coordinator