



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

Ref. No. DAVCAE/2022-23/074
19/05/2022

Date:

Subject: Invitation to Induction Programme- June 2022

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 organize Induction Programme annually for the newly appointed Heads of DAV Public Schools. This program 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, DAV Management has decided to hold this program for small groups in the DAV HQ, following all the safety measures and protocols of Covid -19. In Dec 2021 and April 2022, we organized two such Induction Programs successfully.

Now, we take pleasure to invite you to attend the Induction Programme being organized by DAV Centre for Academic Excellence **from June 09 – 15, 2022** at DAV College Managing Committee HQ, New Delhi.

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

- 1. Programme Schedule** : June 09 – 15, 2022
- 2. On-line Registration**: You are required to register yourself for the Induction Programme at the DAVCAE website www.davcae.net.in. On-line registration is mandatory as this will generate your certificate of participation.
- 3. Course Fee**: The course fee is Rs. 19000/-. A DD/Multicity cheque in favour of '**DAV Centre for Academic Excellence**' is to be deposited during the program at Delhi. The course fee will cover all the **Workshop Expenses**, which includes lodging and boarding. It has already been communicated to your Regional Officer.
- 4. Residential Course**: Induction Programme is a rigorous residential learning program where you are involved in assignments and projects during and after the workshop hours. All Participants shall report at the place fixed by DAVCAE on 8th June. The details of stay arrangements will be shared with you shortly. Mr. Prabhakar Jha will help you about the Boarding & Lodging arrangements. Next day i.e. on 9th June, all delegates will report at DAVCMC for Havan at 8.30 am.



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4. Daily Havan: A significant part of the training is to understand the Vedic Philosophy and learning the procedure for performing Havan. During the Induction Programme, day will begin by performing Havan Yajna sharp at 8.30 am. 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 read thoroughly the DAVCMC's Administrative Manual for Public Schools that lists 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, print 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 June 01, 2022 on email id – rajnijabalia@gmail.com.
- Bring your laptop along with pen drive and internet device 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 extremely hot 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. (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