



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

Ref. No. DAVCAE/2019-20/ 282

Date: 30/09/2019

Subject: Invitation to Induction Programme 2019(2)

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(2) being organized by DAV Centre for Academic Excellence **from November 13-22, 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 :** Nov 13-22, 2019
- 2. On-line Registration:** You will register yourself for the Induction Programme – 2019(2) on the DAVCAE website www.davcae.net.in. On-line registration is mandatory as this will generate your certificate of participation.
- 3. Stay Arrangements:** 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 12th Nov. 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 13th Nov, 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 + breakfast + 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 other meals i.e Lunch, refreshments and other workshop expenses will be borne by DAVCAE.



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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 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 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. Course Fee:** An amount of Rs. 10000/- will be charged as **Course Fee** in the form of DD/ Multicity cheque in favour '**DAV Centre for Academic Excellence**'. It 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.
- 7. 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 Oct 25, 2019 on email id – dcae.training2@davcae.net.in.
 - Bring your laptop along with pen drive and internet devices i.e. Dongle for the workshop.
 - Before coming here generate **Gmail id and send a mail to rajnjabalia@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.

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



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

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

- Ms. Tanu/ Ms.Vanita (011-23503500) extension no. 233 & 302 for Online Registration
- Mr. Prabhakar (09211163339, 7678212698) (011-23503500) extension no. 233 & 302, email id exams1@davcae.net.in, for Stay and Payment etc.
- 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

Enclosed: THEMES FOR INDUCTION PROGRAMME

Cc to – All RDs