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

Ref. No. DAVCAE/2018-19/ 813

Date: 11.05.2018

All the Regional and Asst. Regional Directors of DAVCMC

Subject: A 2 Day Conference on Effective Management of Human Resource in DAV Institutions for Regional Directors

Dear Madam/Sir

We are glad to inform you that DAVCAE, DAVCMC will organize a **2 Day Conference** on Effective Management of Human Resource in DAV Institutions for Regional Directors on **May 30 and 31, 2018** at DAV Centre at Hans Raj Model School, Punjabi Bagh, Delhi-110026

The focus of the Conference will be the role and functions of Regional Director to ensure the effective implementation of administrative norms, rules, policies and procedures formulated by DAVCMC in DAV Institutions.

Special features of the Conference will be the addresses on DAV Vision and Cotemporary Education in India, Transformational Leadership and discussions on Cyber Crime and Safety in schools etc.

In the light of the above, kindly comply with the following

1. Go through Administrative Manual carefully and send your queries to us, if any,
2. Carry your personal hardcopy of Administrative Manual to the conference,
3. Send the Annual Training Calendar 2018-19 to DAV CAE, (please ignore, if already sent)
4. Online registration is mandatory. It will open on May 15, 2018,
5. Physical Registration for the Conference will begin at 09.30 a.m. on May 30, 2018,
6. Conference will end by 4.00 p.m. on May 31 2018

7. Inform us about your requirement of Accommodation in Delhi during the Conference, along with the dates and timing of arrival and departure. Please intimate us in case no accommodation is required,
8. Email the above-noted information at dcae.training1@davcmc.net.in latest by May 16, 2018. For any further query, please contact Ms Inder Mani Jain, E.O. DAV CAE, Coordinator of the Conference on mobile number 98 73 12 11 19 and at Ext. No. 308.

Course fee for this 2 day Conference is INR 2500/- (two thousand five hundred) only, per person for conference expenses. A multicity cheque/DD of the required amount drawn in favour of DAV Centre for Academic Excellence payable at Delhi, may be submitted at the time of registration in Delhi on May 30, 2018.

Expenses on Accommodation will be INR 1500/- per person, per day inclusive of breakfast and dinner.

For accommodation query, please contact Mr Vikram Bhalla on 078 38 49 38 38.

Looking forward to meeting you during the Conference

With kind regards,

Yours sincerely,



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Dr. Nisha Peshin
(Director- CAE)
DAV CMC