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*DAV Centre for Academic Excellence*  
*DAV College Managing Committee*  
*Chitra Gupta Road, Paharganj, New Delhi-55*

Ref. No. DAVCAE/2019-20/443

Date: 07/02/2020

**Subject: Capacity Building Program of Senior Secondary Teachers teaching Business Studies**

**Training Coordinates**  
**DAV Public Schools**

Dear Sir/Madam,

CBSE has announced a major change in the curriculum of Business Studies subject for grade XI and XII as well as in the question paper pattern.

In order to strengthen our teachers as per the new requirement of the changed syllabus and to develop the necessary knowledge/skills in the subject concerned, DAVCAE announces a 3 days Capacity Building Program in the month of February 2020 for the Sr. Secondary teachers.

**Program Dates**

Kindly note, that the master trainer/capacity building program for the Sr. Secondary School teachers will be organized in the month of February 2020.

It may be noted that the schools offering Business Studies at secondary level are requested to nominate their PGTs or the teacher teaching XI and XII for this workshop.

**Workshop dates for the program: 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> February 2020**

1. In consultation with the Cluster Head please nominate all the teachers of your cluster, teaching Business Studies at Sr. Sec. Level, if there are only one or two schools offering Business Studies in the entire cluster.
2. However, if there are more than 2 or all schools offering Business Studies in the cluster than select the teacher who could work as master trainer; and register them for this program.
3. Please ensure that the master trainers nominated are carefully selected.
  1. They must have good communication skills,
  2. are innovative,
  3. willing to learn with flexible mindset,
  4. ready to travel,
  5. In sound health.
4. The teacher nominated for Sr. Secondary section should be teaching classes XI and XII
5. You are further requested to fill up the attached Performa and email it to us latest by 21<sup>st</sup> February 2020.

**All the teachers** attending the training shall report by the evening of 26<sup>th</sup> February 2020 i.e. a day before the training commences. Teachers must carry with them their text books, latest Curriculum of Business studies as published by CBSE, Previous year sample papers and blueprint.

### **On-line Registration & Course Fee**

1. Once the names, have been finalized, kindly register them on DAVCAE website [www.dcae.net.in](http://www.dcae.net.in) under the training link. Online registration is compulsory for all the participants.
2. The Course fee of **INR. 3000/- per participant** may be paid as Cheque or Demand Draft **ONLY** in favor of “**DAV Centre for Academic Excellence**” and may be deposited during the program at New Delhi. This course fee will cover the Workshop expenses only; all other expenses of boarding and lodging will be borne by the participants separately.

### **Workshop Venue & Stay**

1. The Master Trainer Program will be held at the **DAV Centenary Public School, Mianwali Nagar, Near Peera Garhi Chock, Paschim Enclave, New Delhi.**
  - All the Delhi-NCR participants are requested to report the above mentioned school by 9:00 a.m. on 27<sup>th</sup> February 2020.
  - All outstation participants are requested to report/ reach the hotel on 26<sup>th</sup> February 2020. The address of the hotel will be intimated separately.

Approximate expenditure of boarding and lodging will be Rs. 1600/- per day. Since the boarding and lodging expenses will be directly met by the participants, the school should ensure that they carry enough amount of money with them.

For any further query with respect to stay arrangements, registration, payment etc. you may contact **Mr. Sanjeev Mishra** who could be reached at cell no: 08744871719 or **Ms. Kshipra Verma, Education Officer, DAVCAE and Program Coordinator** at cell no. 09250842142 or 09250553323. Once the registration process is complete a WhatsApp group of all the participants will be created and further instructions with respect to Master Trainer/Capacity Building Program will be provided to participants, through the group. Hence, participants may be asked to provide their WhatsApp Number through the registration form. Kindly ensure that it is disseminated to all concerned.

Yours sincerely,



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Dr. Nisha Peshin

Director (Academics)

CC: 1. Directors Public Schools  
2. All Cluster Heads

Encl: Teacher Profile Performa