

THEMES FOR INDUCTION PROGRAMME

Theme	Topic
Introduction to DAVCMC	<ol style="list-style-type: none">1. An introduction to My Organization: DAVCMC.2. DAV Vision, Mission & Goals
Introduction to DAVCAE	<ol style="list-style-type: none">1. Curriculum Development, Instructional Material, Examinations.2. Academic Audit3. EEDP Curriculum4. DAV in-service Policy & Quality Assurance in Training5. DAVCAE Website6. DAV Olympiads
Introduction to DAV Publication Foundation	Text-Books & Instructional Materials
Administrative norms of DAVCMC	<ol style="list-style-type: none">1. Purchase of Land & Building Construction, Service Books, Personal Files & ACRs, DAV MACP Scheme2. Role & Function of LMC, Lave Rules, Selection & Recruitment of Staff-SK/KB3. On-line Communication Module.
Financial Management	<ol style="list-style-type: none">1. School Budget2. Internal & External Financial Audit of the School, Audit Checks-Procedure for Purchase, Audit Checks-Stock Maintenance.3. Tax-Structure for Schools & Updates KK4. On-line Financial Module.
Social Security Schemes for DAV Employees	<ol style="list-style-type: none">1. Employees Provident Fund, PF software2. EDLI, Pension Scheme,3. ESIC, Leave Encasement,4. Gratuity.
Managing Employees	<ol style="list-style-type: none">1. Code of Conduct for DAV Employees, Disciplinary Proceedings & Appeal2. Taking Legal Action against an Erring Employee,3. Procedure & Case-Studies