

1. 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 Audit 3. EEDP Curriculum 4. DAV in-service Policy & Quality Assurance in Training 5. DAVCAE Website 6. 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 Scheme 2. Role & Function of LMC, Lave Rules, Selection & Recruitment of Staff-SK/KB 3. On-line Communication Module.
Financial Management	<ol style="list-style-type: none"> 1. School Budget 2. Internal & External Financial Audit of the School, Audit Checks-Procedure for Purchase, Audit Checks-Stock Maintenance. 3. Tax-Structure for Schools & Updates KK 4. On-line Financial Module.
Social Security Schemes for DAV Employees	<ol style="list-style-type: none"> 1. Employees Provident Fund, PF software 2. 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 & Appeal 2. Taking Legal Action against an Erring Employee, 3. Procedure & Case-Studies
Leadership & Staff Motivation	<ol style="list-style-type: none"> 1. Maslow Hierarchy of Needs 2. Team Building 3. Effective Communication Skills
Instructional Leadership	<ol style="list-style-type: none"> 1. Organizing Quality Teaching Learning 2. Lesson Planning, Assessment Strategies, Teacher Supervision & Feedback 3. Staff Professional Development