

## THEMES FOR INDUCTION PROGRAMME

<b>Theme</b>	<b>Topic</b>
Introduction to DAVCMC	<ol style="list-style-type: none"><li>1. An introduction to My Organization: DAVCMC.</li><li>2. DAV Vision, Mission &amp; Goals</li></ol>
Introduction to DAVCAE	<ol style="list-style-type: none"><li>1. Curriculum Development, Instructional Material, Examinations.</li><li>2. Academic Audit</li><li>3. EEDP Curriculum</li><li>4. DAV in-service Policy &amp; Quality Assurance in Training</li><li>5. DAVCAE Website</li><li>6. DAV Olympiads</li></ol>
Introduction to DAV Publication Foundation	Text-Books & Instructional Materials
Administrative norms of DAVCMC	<ol style="list-style-type: none"><li>1. Purchase of Land &amp; Building Construction, Service Books, Personal Files &amp; ACRs, DAV MACP Scheme</li><li>2. Role &amp; Function of LMC, Lave Rules, Selection &amp; Recruitment of Staff-SK/KB</li><li>3. On-line Communication Module.</li></ol>
Financial Management	<ol style="list-style-type: none"><li>1. School Budget</li><li>2. Internal &amp; External Financial Audit of the School, Audit Checks-Procedure for Purchase, Audit Checks-Stock Maintenance.</li><li>3. On-line Financial Module.</li></ol>
Social Security Schemes for DAV Employees	<ol style="list-style-type: none"><li>1. Employees Provident Fund, PF software</li><li>2. EDLI, Pension Scheme,</li><li>3. ESIC, Leave Encasement,</li><li>4. Gratuity.</li></ol>
Managing Employees	<ol style="list-style-type: none"><li>1. Code of Conduct for DAV Employees, Disciplinary Proceedings &amp; Appeal</li><li>2. Taking Legal Action against an Erring Employee,</li><li>3. Procedure &amp; Case-Studies</li></ol>