

## THEMES FOR INDUCTION PROGRAMME

Theme	Topic
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 DAVCMC	<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
Arya Samaj : The Vedic Way of Life	<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. Tax-Structure for Schools &amp; Updates KK</li> <li>4. On-line Financial Module.</li> </ol>
Social Security Schemes for DAV Employees	Employees Provident Fund, Pension Scheme, ESIC, Leave Encasement, Gratuity.
Managing Employees	Code of Conduct for DAV Employees, Disciplinary Proceedings & Appeal Taking Legal Action against an Erring Employee, Procedure & Case-Studies
Leadership & Staff Motivation	Maslow Hierarchy of Needs Team Building Effective Communication Skills
Instructional Leadership	Organizing Quality Teaching Learning Lesson Planning, Assessment Strategies, Teacher Supervision & Feedback Staff Professional Development