

## **Induction Programme- XVI**

### **Working Paper**

Induction Programme for newly appointed heads of DAV Schools is scheduled to be held from **June 20-27, 2016**. 31 Heads of Schools are expected to attend the sixteenth **Induction Programme (IP)** being organized this year at the DAVCMC Headquarters, Paharganj, New Delhi.

The IP is an eight-day long residential leadership course aimed at inducting the new Principals into the organization through an orientation and training in the organizational structure, administrative norms, financial procedures and functioning of various departments of DAV College Managing Committee Headquarters at New Delhi along with fundamentals of instructional leadership.

IP is a treasured opportunity to interact with esteemed President DAVCMC, and his erudite team of Office-bearers to understand their vision of education and their expectations from Principals of DAV Schools. The IP also provides an orientation to the organizational values, culture and vedic philosophy through a strict regimen of learning to perform Havan Sandhya every morning and understanding the meaning of vedic mantras and significance of correct procedures of performing havan.

### **Training Curriculum**

- An Introduction to My Organization: DAV Vision, Mission & Goals
- School Administration: Prescribed Norms & Procedures by DAVCMC
- E –Governance In DAV- Introduction to the On-line Communication & Accounting Module
- Administrative Norms & Procedures
- School Budget, Internal & External Financial Audit of the School, Audit Checks - Procedure for Purchase, Stock Maintenance
- Tax-Structure for Schools & Updates
- Social Security Schemes for DAV Employees
- Managing Employees-Taking Legal Action against an Erring Employees
- DAV Centre for Academic Excellence & Academic Audit of Schools
- DAV Publication Foundation
- Instructional Leadership & Staff Motivation
- In-Service Training & Professional Development of DAV Employees

## **Training Methodology**

Induction Programme is a hands-on workshop where we follow the dictum of 'learning-bydoing'. The young Principals are engaged in a variety of hands-on-learning situations where they are expected to discuss, do and demonstrate. They work in groups to learn the fundamentals of 'team-leadership'. Case-studies and simulations are used to sensitize them on the issues of crucial significance in the school. Participants are encouraged to interact with each other, express their views on the issue raised during the training and share their concerns and doubts.

## **Logistics**

**Duration:** The Induction Program is a 08 day course from **June 20-27, 2016**. The outstation participants are expected to reach the workshop venue on the evening of Sunday, June 19, 2016. The course will be over by 2:00 p.m. on Monday, June 27, 2016. The workshop will be conducted at the Multi Purpose Hall of DAV College Managing Committee.

**Course Fee:** A course fee of Rs. **8000/-** will be charged from the participants. A cheque or Demand Draft of Rs. 8000/- in the favour of **DAV Centre for Academic Excellence** payable at New Delhi will be submitted delegates on the first day of the Induction programme.

**Boarding & Lodging:** The stay arrangements of the participants will be made at **Hotel De Holiday International**, 2218 Raj Guru Road, Chuna Mandi Paharganj, New Delhi-110055 Phone: 011-3562692/23562693 near the workshop venue. The stay expense will be directly borne by the participants.

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**Encl: List of Participants**