

# **CENTRAL BOARD OF SECONDARY EDUCATION**

*“Shiksha Kendra”, 2, Community Center,  
Preet Vihar, Delhi-110092*

**CBSE/EO (L)/IIMC-TRG/2009**

**November 5, 2009**

**Circular No.47**

**All the Heads of Independent Schools  
Affiliated to the CBSE**

**SUBJECT: Training Programme for Principals at IIM Calcutta.**

**Dear Principal,**

As you may be aware, CBSE has been conducting training programmes for principals in ‘**Strategic Leadership and Management**’ in collaboration with the Indian Institute of Managements and NUEPA, New Delhi. The overwhelming response from the Principals of affiliated schools has made the Board explore other avenues for providing training to Heads of Institutions since the intake for these courses is hugely oversubscribed.

Hence the CBSE has approached all Indian Institute of Managements for strategic collaboration to provide empowerment to **Principals of Senior Secondary Schools** affiliated to CBSE. The Board is pleased to state that the Indian Institute of Management Calcutta has confirmed a **five day programme in the year 2009** with the following objectives:-

- Developing systematic strategies and processes for managing key functional areas in schools, such as financial management and resource mobilization, management of human resources and interpersonal relations and resolution of conflicts.
- Identifying and implementing suitable systems of appraisal and evaluation of feedback for teachers and staff.
- Place of value and culture in the present educational system: identifying options and evolving choices.
- Achieving personal growth (intellectual, emotional and social) and organisational development.
- Introducing and managing change within the school system in the context of rapid changes taking place in society.
- Role of technology in management of schools.

The fee for the training programme will be **Rs. 27,575/- (25000+2575 service tax @ 10.3%) per participant** which will include the training fee, boarding and lodging of the participants at the venue and reading materials. **This is a fully residential and intensive course and therefore requires commitment to learn.** The participants will be expected to stay on campus and participate in pre dinner sessions also.

...../-

The dates for the training programmes are as under:-

December 26 - December 30, 2009

Preference will be given to those who have never attended any IIM programme earlier, are active partners of various initiatives of the Board (hosting workshops, seminars etc.) are members of a Sahodaya cluster and contribute regularly to the Cenbosec, the quarterly journal of CBSE.

Principals who are interested in participating in this training programme are requested to complete the registration form given overleaf and send it to the following address:-

Dr. Sadhana Parashar,  
Education Officer (L), CBSE,  
"Shiksha Sadan", 17, Institutional Area,  
Rouse Avenue, Delhi- 110 002.

The Registration form can also be emailed to: [sadhanap.cbse@nic.in](mailto:sadhanap.cbse@nic.in).

The registration form should not be accompanied by demand draft for the fee at this stage. The last date for receiving the registration form is **November 30, 2009**. Details of mode of payment of fee, reporting time etc. will be conveyed to the selected participants later.

Yours sincerely,



(VINEET JOSHI)  
CHAIRMAN

Encl : Registration Form

**Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar- 791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.

8. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/AEOs of the Academic Branch, CBSE.
11. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
12. The Library and Information Officer, CBSE
13. E.O. to Chairman, CBSE
14. DO / PA to Secretary, CBSE
15. PA to CE, CBSE
16. PA to Director (Acad.)
17. PA to HOD (AIEEE)
18. PA to HOD (Edusat)
19. PRO, CBSE



**CHAIRMAN**

**Programme for Principals in Strategic Leadership Skills at IIM, Calcutta**  
**Registration Form - IIM (C)**  
**December 26 – December 30, 2009**

1. Name of the Principal \_\_\_\_\_
2. Name and address of the school  
with Pin Code: \_\_\_\_\_  
\_\_\_\_\_
3. Status of the School: \_\_\_\_\_ Secondary/ Senior Secondary
4. Phone No(s) with STD Code: \_\_\_\_\_ Office: \_\_\_\_\_ Residence: \_\_\_\_\_  
Mobile: \_\_\_\_\_
5. Number of years spent working as Principal \_\_\_\_\_
6. No. of the years for which the school  
has been affiliated with the CBSE \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Whether the Principal has already attended \_\_\_\_\_ Yes/No  
training programme conducted by CBSE at \_\_\_\_\_  
IIM, Ahmedabad/Lucknow/Bangalore  
or NUEPA, New Delhi (if so when and where) \_\_\_\_\_
9. Whether the school has organized any  
programme sponsored by the CBSE, (if \_\_\_\_\_  
yes please give details) \_\_\_\_\_
10. Whether the school is a member of any  
Sahodaya Complex or not. (If yes, please \_\_\_\_\_  
give details.) \_\_\_\_\_
11. Any contribution to the field of Education \_\_\_\_\_  
you would like to mention \_\_\_\_\_
12. Articles contributed to Cenbosec /National/  
International Journals. \_\_\_\_\_
13. Books published, if any (Separate list  
may be enclosed) \_\_\_\_\_

The last date for receiving the **Registration Form is November 30, 2009**. Details of mode of payment of fee, reporting time etc. will be conveyed to the selected participants later. **The registration form should not be accompanied by the demand draft for the fee at this stage.** The Participants will be required to remit the course fee directly to IIM, Calcutta **once the confirmation of the participants is conveyed to them.**

**Declaration:** All the information mentioned above is true to the best of my knowledge.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please note that **Demand Draft for course fee should not be sent with the registration.** The hard copy of the registration form in the format given above may be posted to:

**Dr. Sadhana Parashar**  
**Education Officer (L)**  
**CBSE, "Shiksha Sadan".17, Institutional Area,**  
**Rouse Avenue, New Delhi-110002**