All the Heads of Independent Schools

Affiliated to the CBSE

Subject: Twelfth Management Development Programme for Principals, at NUEPA, New Delhi from 12 to 16 September, 2011.

Dear Principal,

The Central Board of Secondary Education in its constant endeavor to empower the heads of institutions has been organizing training programmes for Principals in “Leadership in Educational Administration” in collaboration with the National University of Educational Planning and Administration (NUEPA) New Delhi. These programmes have been customized for better delivery on the basis of feedback received from the previous participants. The 12th such programme for Principals of independent schools is scheduled to take place at NUEPA Campus, Sri Aurobindo Marg, New Delhi from 12 to 16 September, 2011.

The five day programme will have the following objectives:-

- Introducing and managing change within the school system in the context of school reforms initiated by CBSE such as replacing marks with grades, Continuous & Comprehensive Evaluation (CCE), different mode of assessment - formative & summative assessment, incorporating multiple intelligence conceptual framework for assessment and innovative ways of transaction
- Developing systemic 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
- Contextualising the initiatives and flagship programmes of CBSE such as Comprehensive Schools Health Programmes, Life Skills Programmes, Adolescent Education Programmes and Introduction of CCE as well as other alternative modes of assessment in the programme
The fee for the training programme will be **Rs. 12,000/- per participant** which will include the training fee, boarding and lodging of the participants at the venue, stationery, reading materials, etc.

**Preference will be given to those who have never attended any IIM/NUEPA 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 enclosed Registration Form and send it to the following address:-

**Dr. Sadhana Parashar,**  
Head (Innovation & Research),  
Central Board of Secondary Education,  
‘Shiksha Sadan’, 17-Rouse Avenue,  
Institutional Area, Delhi–110 002

The Registration Form should be accompanied with a Demand Draft of Rs. 12,000/- in the name of Finance Officer, NUEPA payable at New Delhi. It may kindly be noted here that this does not confirm their selection as participant for the programme. The application for the participation in the programme will be entertained on first come first serve basis. In case of non selection for the programme, the bank draft received will be returned back to the respective individuals.

The Registration Form and Demand Draft (scanned copy) can also be emailed to: sadhanap.cbse@gmail.com

The last date for receiving the duly filled Registration Form along with the Demand Draft is **August 20, 2011.** Other details of the programme including 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:

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

[Signature]
CHAIRMAN
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<tr>
<td>1.</td>
<td>Name of the Principal</td>
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<td>2.</td>
<td>Name and address of the school with Pin Code:</td>
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<td>4.</td>
<td>Phone No(s) with STD Code: Office: __________________ Residence: __________________ Mobile: __________________</td>
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<td>5.</td>
<td>Number of years spent working as Principal:</td>
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<td>6.</td>
<td>No. of the years for which the school has been affiliated with the CBSE:</td>
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<td>7.</td>
<td>Email Address:</td>
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<td>8.</td>
<td>Whether the Principal has already attended training programme conducted by CBSE at any of the IIM’s or NUEPA, New Delhi: (if so when and where) YES/NO</td>
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<td>9.</td>
<td>Whether the school has organized any programme sponsored by the CBSE: (if yes please give details) YES/NO</td>
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<td>10.</td>
<td>Whether the school is a member of any Sahodaya Complex or not: (If yes, please give details.) YES/NO</td>
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<td>11.</td>
<td>Any contribution to the field of Education you would like to mention:</td>
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<td>12.</td>
<td>Articles contributed to Cenbsec / National/ International Journals:</td>
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<td>13.</td>
<td>Books published, if any: (Separate list may be enclosed)</td>
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**Declaration:** All the information mentioned above is true to the best of my knowledge.

**Date:** _______________  **Signature:** _______________

**Please note:**
- The last date for receiving the duly filled Registration Form is August 20, 2011
- Other details of the programme including reporting time etc. will be conveyed to the selected participants later.
- **This Registration Form should be accompanied with the demand draft for the fee at this stage.** The Demand Draft should be in the name of Finance Officer, NUEPA payable at New Delhi.

The hard copy of the duly filled in Registration Form (as per the format given above) along with the Demand Draft of Rs.12,000/- may be posted to:

**Dr. Sadhana Parashar,**  
Head (Innovation & Research),  
Central Board of Secondary Education,  
‘Shiksha Sadan’, 17-Rouse Avenue,  
Institutional Area, Delhi– 110 002