



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092

CBSE/H(I&R)/IIFT/2011

27th July 2011

Circular No. 57/2011

All the Heads of Independent Schools
affiliated to the CBSE



SUBJECT: Third Training Programme on 'Effective School Management' at Indian Institute of Foreign Trade, Kolkata

Dear Principal,

As you may be aware, CBSE has been conducting training programmes for Principals in 'Strategic Management & Leadership' in collaboration with the various Management Institutes like Indian Institutes of Management, NUEPA, New Delhi and other Management Institute of repute.

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.

Based on the feedback received from the various stakeholders, the Board has decided to include a component of Continuous and Comprehensive Evaluation and various Examination Reforms that have been initiated by the Board recently. The course content of all these Training Programmes has thus been dove-tailed to suit the need of the hour and to make them more suited to the school scenario. Also these Training Programmes have now been opened to the Vice Principals, HOD's and Senior Teachers of a school (duly forwarded by the Principal).

The CBSE is pleased to state that **Indian Institute of Foreign Trade, Kolkata** has agreed to conduct the Third Management Development Programme on '**Effective School Management**':-

Name of the Program: Third Management Development Programme on 'Effective School Management'

Dates: 19th to 23rd September, 2011 (Five Days)

Programme Objectives:

1. To acquaint the participants with the emerging issues in school education such as Continuous and Comprehensive Evaluation (CCE) and School Based Assessment in the wake of examination reforms mooted by CBSE.
2. To highlight different traits of leaders and build their capacities in Leadership and in different aspects of managerial excellence, like conflict resolution, interpersonal relations and management of values and ethics.

3. To expose the participants to Strategic Management Process and help developing strategic plan for their respective units taking into account activities like teacher development, pupil and staff management and financial management.
4. To sensitize the Principals about the school effectiveness by imparting modern management techniques.
5. To develop the capacities of Principals for linkages and inter-face with the community.
6. To assess their managerial qualities and point out weak areas through the Assessment Center.

Fee for the Training Program:

The fee for the **five day training programme will be Rs. 30,000/- (for residential course) and Rs. 16,000/- (for non-residential course).**

Preference will be given to those Principals/Vice Principals/HOD's/Senior Teachers who have never attended any Training Programme conducted by IIM or NUEPA or any other Management Institute (organized in collaboration with CBSE) 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/Vice Principals/HOD's/Senior Teachers 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,
Director (Training),
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. 30,000/- (for the residential course) and Rs. 16,000/- (for non-residential course) drawn in favour of Indian Institute of Foreign Trade payable at Kolkata. 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 30, 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:

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. Director of Education, SIE, CBSE Cell, VIP Road, Junglee Ghat, PO 744103, A&N Island.
9. The Secretary, Central Tibetan School Administration, ESS 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

CBSE
CONTINUOUS AND COMPREHENSIVE EVALUATION
KNOW - AS YOU GROW


CHAIRMAN

REGISTRATION FORM – IIFT
THIRD MANAGEMENT DEVELOPMENT PROGRAMME ON ‘EFFECTIVE SCHOOLS
MANAGEMENT’ AT INDIAN INSTITUTE OF FOREIGN TRADE, KOLKATA
DATE OF THE PROGRAMME: 19TH TO 23RD SEPTEMBER, 2011

1. Type of the Programme applied for:	Residential/Non Residential
2. Name of the Participant:	
3. Designation:	
4. Number of years spent working on this Designation:	
5. Name and Address of the school with Pin code:	
6. Status of the School:	Secondary/Senior Secondary
7. Phone No.(s) with STD Code:	Office: _____ Residence: _____ Mobile: _____
8. No. of the years for which the school has been affiliated with the CBSE:	
9. E-mail Address:	
10. Whether the Participant has already attended training programme conducted by CBSE at any of the IIM's or NUEPA, New Delhi or other Management Institute: (If so when and where):	YES/NO
11. Whether the school has organized any programme sponsored by the CBSE: (If yes please give details)	YES/NO
12. Whether the school is a member of any Sahodaya Complex or not: (If yes, please give details.)	YES/NO
13. Any contribution to the field of Education you would like to mention:	
14. Articles contributed to CENBOSEC / National/ International Journals:	
15. Books published, if any: (Separate list may be enclosed)	

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 30th, 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 drawn in favour of Indian Institute of Foreign Trade payable at Kolkata. The hard copy of the duly filled in Registration Form (as per the format given above) along with the Demand Draft may be posted to:

Dr. Sadhana Parashar,
Director (Training),
Central Board of Secondary Education,
‘Shiksha Sadan’, 17-Rouse Avenue, Institutional Area, Delhi- 110 002