

# TRAVANCORE DEVASWOM BOARD

Phone No: 0471 2317983 Fax : 0471 2310192 Email : Secretarydbtvm@gmail.Com

ROC.No.639 /16/Edn

Office of the Secretary  
Nanthancode,Thiruvananthapuram

Date. 10.5.2017

From

The Secretary (Manager)  
Travancore Devaswom Board Schools  
Nanthancode, Thiruvananthapuram

To

The Headmistress  
DBLPS Vaipur/Mampazhathara/Asramam/Thirumullavaram/Pacha  
DBUPS Angadical North/Vilakkudy/KJM DBUPS Parippally/Hindu UPS  
Eramallikkara DBHSS Thakazhy/Cheriyannadu/Parumala/Thiruvalla  
DBHS Thrikkariyoor/Kangazha/Erumeli/Vamanapuram and the HMs who  
are promoted recently (Smt.J.Leena & Smt.Asha.V.Panicker & Clerk Sri.P.Sabu)  
The Principal  
Thakazhy/Cheriyannadu/Parumala/Thiruvalla

Sub:- Edn-Aided- Conference & Training Programme of Head  
of Schools & Clerks- reg.

Ref:- Minutes of the Board Meeting held on 19.1.2016

It is proposed to conduct a meeting of the Heads of Primary,  
High School & Higher Secondary schools and the Clerks on 19.5.2017 at  
Travancore Devaswom Board Head Quarters, Thiruvananthapuram. All are  
requested to be present from 9.30 am to 4 p.m along with the copy of the  
documents called for. The attendance is compulsory. A training session consisting  
of the modules as stated in the programme also is arranged. These sessions will be  
handled by Resource persons.

1. The proposal for the increase of students and improvement of the school
2. Details of sanctioned posts
3. Details of teachers working against the post (1:30,1:35,1:40 & 1:45)
4. Details of excess teachers working in the school (category wise)
5. Details of teachers (category wise) who are due to retire from service as on  
31.3.2018,30.4.18 & 31.5.2017 in separate sheet.
6. Follow up action taken as per the report of the meeting held on 27.1.2016
7. Full report of academic, Extra curricular and other activities under taken by  
you for the over all development of the school last year.

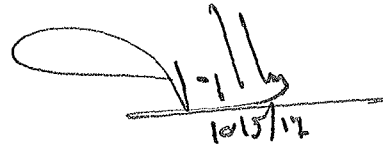
## Tentative Programme

- |                        |   |  |
|------------------------|---|--|
| 10 a.m to 11 a.m       | - | Inauguration & interaction with the Hon'ble President, Hon'ble Members and Secretary |
| 11 a.m to 11.15 a.m    | - | Tea break  |
| 11.15 a.m to 12.15 p.m | - | A session on School development plan-<br>Dr.P.K.Thilak Research Officer              |
| 12.15 to 1.15 p.m      | - | Preparation of action plan and presentation<br>Guided by Dr.P.K.Thilak               |
| 1.15 p.m to 2 p.m      | - | Lunch  |
| 2 p.m to 3.30 p.m      | - | A session on School Administration-<br>Sri.Vahid Service Consultant                  |
| 3.30 p.m to 4 p.m      | - | Valedictory Function   |

Final programme will be intimated later

Lunch & Tea will be provided.

Yours faithfully,



SECRETARY

Copy to:- Website

Pp. Create an e-mail ID in the name of School and  
~~send~~ send a message confirming your presence in the  
conference to the ID consultanttdbschool@gmail.com

