



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17-Rouse Avenue, New Delhi-110 002

CBSE/ACAD./ DIR (TRG)/ 2012

27th August, 2012
Circular No. : Acad-55/2012

All the Heads of Institutions
Affiliated to CBSE

Subject : Requisition of School Auditorium / Venue for hosting CBSE Workshops / Seminars / Conferences.

Dear Principal,

The Central Board of Secondary Education has consistently been striving to establish new benchmarks in secondary education through its policies and programmes. In one of its move to strengthen the implementation of CCE scheme of evaluation in all of its affiliated schools and bring about other reforms in the education system of the country, CBSE has a separate training division that would take care of all training and development needs of teachers and school leaders.

In an endeavor to make this initiative a success, CBSE is planning to initiate training workshops for teachers and school leaders focusing on new initiatives and implementation of various innovative practices in all aspects of school education including the use of ICT, Assessment and Evaluation. In this regard, CBSE would like to collaborate with Independent Private Schools including Sahodaya School complexes which have an auditorium with a capacity to accommodate approximately 80-100 participants. CBSE would like to use this facility to conduct/organize trainings and workshops on various new initiatives. The effort is to involve as many institutes as possible in every Region of the Board.

The auditorium may be used for two consecutive days for which the expenditure of providing lunch, refreshments, and stationery to the participants shall be borne by CBSE.

The interested schools / Sahodaya School Complexes may fill in the requisition form attached and **e-mail to sadhanap.cbse@nic.in, cbsecp@gmail.com**

This collaboration will go a long way in strengthening and facilitating the smooth functioning of the Training Division leading to a wide outreach to the school community.

With warm Regards,

(Dr. SADHANA PARASHAR)
DIRECTOR (TRAINING)

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi- 110016.
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- 110054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector-9, Chandigarh-160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim- 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111
7. The Director of Education, Govt. of A&N Islands, Port Blair- 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3, Rohini, Delhi- 110085
10. 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.
11. The Education Officers/ AEOs of the Academic Branch, CBSE.
12. The Research Officer (Technology) with the request to put this circular on the CBSE website.
13. The Library and Information Officer, CBSE.
14. E.O. to Chairman, CBSE
15. DO/ PA to Secretary, CBSE
16. PA to CE, CBSE
17. PA to Director (Acad.)
18. PA to HOD (AIEEE)
19. PRO, CBSE

DIRECTOR(TRAINING)



Requisition of School Auditorium / Venue for hosting CBSE Workshops / Seminars / Conferences

Please fill in all details in capital letters

A. Contact Details

1. School Name: _____
2. School Address: _____
3. Principal: _____
4. Website of School/Sahodaya School Complex _____
5. Contact details: _____ (school) _____ (Mobile)
6. Email ID: _____

B. Infrastructure and Size

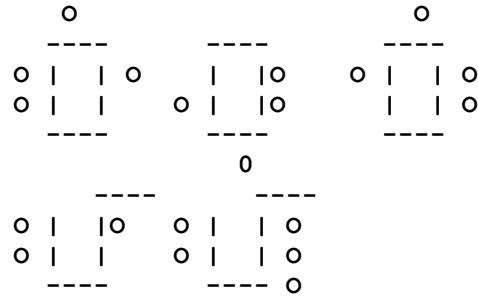
1. Capacity of the Auditorium to accommodate:
 - a. 60 – 80 Persons
 - b. More than 100 Persons
2. Chairs in the auditorium are:
 - a. Fixed
 - b. Movable
3. Seating Arrangement:
 - a. Traditional

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 - b. Modified Traditional

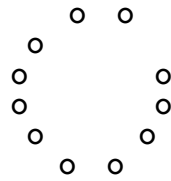
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 - c. Horseshoe

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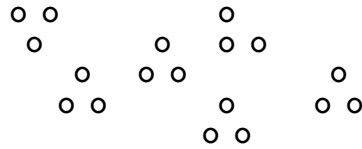
d. Modular



e. Circle



f. Scatter shot



g. Seating arrangement can be customized as per the requirement

C. Facilities

The Auditorium:

1. is Centrally Air-Cooled
2. has Projector and Projection screen
3. has a power back-up
4. has acoustics and Sound System

(Signature of Principal/Manager)

School Seal/Stamp