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State Council of Educational Research and Training
(An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)
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F(1)/CSL/SCERT/IIM-A/2021-22/ 14410-14

Date: 02/03/2022

CIRCULAR

Sub: A five days on-campus Leadership for Excellence in Education Training organised by SCERT Delhi in collaboration with IIM Ahmedabad (Batch 3 of SCERT/DIETs faculty)

SCERT is organizing a five days on-campus Leadership for Excellence in Education Training in collaboration with IIM Ahmedabad for faculty & officers from SCERT/DIETs with a few Principals from DoE.

The stay for participants has been arranged at IMDC, New Campus, Vastapur Ahmedabad during the entire period of programme on single occupancy basis from:

06th March 2022 (Check-in by evening) to 11th March 2022 (Check-out by afternoon) for Batch 3


The participants should ensure that they check-in and check-out from the campus by the said time.

The transport arrangements for participants from Airport/Railway Station to IMDC, IIMA will be managed by IIM Ahmedabad team.

Participants need to carry their Vaccination certificate (hard copy) and if not fully vaccinated then need to carry a negative RT-PCR report (48 hours prior validity) to IIM Ahmedabad campus. (Please read the Annexures carefully)

Travel arrangements from New Delhi to Ahmedabad and back, has been arranged by SCERT.

- List of the Participants duly approved by the Competent Authority is enclosed at **Annexure A**.
- Instructions for participants regarding training at IIM-A, and stay at campus is enclosed at **Annexure B**.
- COVID guidelines for IIM A Campus are enclosed at **Annexure C**.
- Self-health declaration form is enclosed at **Annexure D**.



(Dr. Nahar Singh)
Joint Director (Academics)

No.F(1)/CSL/SCERT/IIM-A/2021-22/ 14410-14

Dated: 02/03/2022

Copy to:-

1. PS to Pr. Secretary (Education) for information
2. PS to Director (Education) for information
3. O.S. (IT) for uploading the circular on MIS
4. WIM, SCERT
5. Guard File


(Dr. Nahar Singh)
Joint Director (Academics)

ANNEXURE A

BATCH 3 Of SCERT/DIETs From 06th MARCH to 11th MARCH 2022

S.N o.	Name of the participant	Posting at	Designation	Gender	Phone Number (WhatsApp no.)	Email id
1	DR RAJESH KUMAR THAKUR	DIET Daryaganj	Assistant Professor	Male	9868060804	rktthakur1974@gmail.com
2	Mr Rakesh Mohan Kothari	DIET Daryaganj	Assistant Professor	Male	9868490627	Kotharirakeshsports@gmail.com
3	Mr. Sharad Sharma	DIET Daryaganj	Assistant Professor	Male	8630712802	sharad.scert@gmail.com
4	Ram Kishor	DIET Daryaganj	Sr. Lecturer/Principal	Male	9868252471	RKKAMALVANSI1@GMAIL.COM
5	DR. AMIT SHARMA	DIET Daryaganj	Assistant Professor	Male	9891796210	amitsh281@gmail.com
6	Dr. Shyam Sundar	DIET Daryaganj	Assistant Professor	Male	9013360202	drssponia@yahoo.co.in
7	Dr. KARAMVIR SINGH	DIET Daryaganj	Assistant Professor	Male	9811577089	karamite@gmail.com
8	Dr. RAJESH PRASAD SINGH	DIET Dilshad Garden	Assistant Professor	Male	9910361836	rajeshpsingh.singh@gmail.com
9	Dr. AJAY KUMAR	DIET Dilshad Garden	Assistant Professor	Male	9868103576	ajayrpv2107@gmail.com
10	Dr Anil Kumar Teotia	DIET Dilshad Garden	Assistant Professor / Principal	Male	9891115415	anildietdilshad@gmail.com
11	Mr. Arun Kumar	DIET Ghumanhera	Assistant Professor	Male	9540287432	arunkumarlohmre@gmail.com
12	Ms. Anu Yadav	DIET Ghumanhera	Assistant Professor	Female	9899738411	yraoanu76@gmail.com
13	Dr. Dharmender Dagar	DIET Ghumanhera	Assistant Professor	Male	9711308740	dharmender.dagar@yahoo.com
14	Meena - Sehwat	DIET Ghumanhera	Assistant Professor	Female	9968538865	meenasehrawat24@gmail.com
15	Ms. Rajesh Solanki	DIET Ghumanhera	Lecturer	Female	9999385819	solankirajesh0510@gmail.com
16	Mr. Pardeep Kumar	DIET Karkardooma	Assistant Professor	Male	8745992929	pradeepscert29@gmail.com
17	Dr. Jagbir Singh	DIET Karkardooma	Assistant Professor	Male	9599353851	jagbirsingh1965@gmail.com
18	Dr. Vandana	DIET Karkardooma	Assistant Professor	Female	9971760053	Vandana1981kumkum@gmail.com
19	Dr.Kaushika P Rawat	DIET Karkardooma	Sr. Lecturer	Female	9810413818	kaushikapushkarleo@gmail.com
20	Dr. Anjul Sharma	DIET Karkardooma	Assistant Professor / Principal	Female	7982667856	anjulsharma13@gmail.com
21	Dr. Pawan Kumar	DIET Karkardooma	Assistant Professor	Male	9810311712	drpawankumar1965@gmail.com
22	Dr. Urvashi Gupta	DIET Karkardooma	Assistant Professor	Female	9971866636	urvashig08@gmail.com
23	JITENDER KUMAR GIRI	DIET Karkardooma	Assistant Professor	Male	9810737752	Jitenderkumargiri@gmail.com
24	Dr. Divya Mann	DIET Keshav Puram	Assistant Professor	Female	9310273574	divyaman3@gmail.com
25	Ravinder Kumar	DIET Keshav Puram	Assistant Professor	Male	8168684255	replytoravi81@gmail.com
26	Dr. Anamika Singh	DIET Keshav Puram	Assistant Professor / Principal	Female	9810372018	anamika_talan@yahoo.com
27	Ms Kanchan Roy	DIET Moti Bagh	Lecturer	Female	9560190192	kanvroy3@gmail.com
28	Dr. Neelam	DIET Moti Bagh	Assistant Professor	Female	9871477577	Sanjeev.neelum@gmail.com
29	Mr. Sanjeet Kumar	DIET Moti Bagh	Assistant Professor	Male	9911969811	skbalwadia@gmail.com
30	Dr Sushma yadav	DIET Moti Bagh	Assistant Professor	Female	9891313544	drsushmayad@gmail.com
31	Dr. Namrata Dhiman	DIET Pitam Pura	Assistant Professor	Female	9312235231	dhimannamrata@gmail.com
32	Dr. Madhuri Arya	DIET Pitam Pura	Assistant Professor	Female	9810770847	madhuriarya1@gmail.com
33	Mr. Alok Kumar Mishra	DIET Pitam Pura	Assistant Professor	Male	9818455879	alokkumardu@gmail.com
34	Ms. Anchal Gupta	DIET R K Puram	Assistant Professor	Female	9625277468	anchalgupta100@gmail.com
35	Dr. Dinesh Kumar	DIET R K Puram	Assistant Professor / Principal	Male	9582323751	dineshkumar9495@yahoo.com
36	Dr. SEEMA SRIVASTAVA	DIET R K Puram	Assistant Professor	Female	9818630595	seema2807.ss@gmail.com
37	Mr. AJEET SINGH PATEL	DIET Rajinder Nagar	Assistant Professor	Male	7503442391	ajeetpatelskv@gmail.com
38	Dr Veena Rana	DIET Rajinder Nagar	Assistant Professor	Female	8447053254	veenarana18@gmail.com

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o.	Name of the participant	Posting at	Designation	Gender	Phone Number (WhatsApp no.)	Email id
39	Dr. Pankaj Yadav	DIET Rajinder Nagar	Assistant Professor	Male	9795682199	drpankajyadav80@gmail.com
40	Dr. Ruchi Sharma	DIET Rajinder Nagar	Assistant Professor	Female	8587957022	ruchi.angle@gmail.com
41	Dr. Pawan Kumar	DIET Rajinder Nagar	Assistant Professor	Male	8447003240	pawankbhardwaj@gmail.com
42	Mr. Parvinder kumar	Directorate of Education	Principal	Male	8901476198	parvinderkumar01976@gmail.com
43	Ms. Sunita Dua	Exam Branch, Directorate of Education	Principal	Female	9818036312	sunitadua65@gmail.com
44	Ms. Anju Chawla	RPVV, B1, Vasant Kunj, ND - 70	Principal	Female	9650889696	rpvvvasantkunj@gmail.com
45	Dr. Seema Yadav	SCERT	Assistant Professor	Female	9868804319	seemajuly@gmail.com
46	SANJAY KUMAR	SCERT	Assistant Professor	Male	9868897940	counselsanjay@gmail.com
47	DR. TAPSA VERMA	SCERT	Assistant Professor	Female	9811490599	dr.tapsaverma@gmail.com
48	Dr. Ritika Dabas	SCERT	Sr. Lecturer	Female	9911114369	ritikascert@gmail.com
49	AJAY KUMAR CHOUBEY	SCERT	Assistant Professor	Male	9205252343	Ajay.choubey@hotmail.com
50	Mr. Tahir Husen	SCERT	OSD (Estate)	Male	9818114894	tahirhussain2424@gmail.com

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Annexure – B
Instructions Regarding Training at IIM - A and Stay at Campus

1. Participants stay has been arranged at IMDC, New Campus, Vastrapur Ahmedabad during the entire period of programme. The approximate driving distance between IIM Ahmedabad and Ahmedabad Airport is 15 kms.
2. Rooms for **Batch 3** participants have been booked on **Single occupancy basis** from the evening of **March 06, 2022 till the afternoon of March 11, 2022**. Please ensure that all participants reach IMDC by the evening of Sunday, March 06, 2022 and check out from the Campus by the same day of the programme completion i.e. March 11, 2022. Due to our other prior bookings, the stay for 11th night is not possible.

The full address for the IIMA new campus is mentioned below:
 Indian Institute of Management Ahmedabad,
 International Management Development Centre (IMDC),
 New Campus, Vastrapur, Ahmedabad – 380015,
 IMDC Reception Phone Nos. 079 - 7152 5700 / 5900

3. The transport arrangements for participants from Airport/Railway Station to IMDC, IIMA will be managed by us.

From Airport: The driver will be holding Participant's Name Placard near the arrival lounge/exit gate. Participants need to switch on their mobile phone immediately when they reach at Ahmedabad airport. They may get a call from the driver.

From Railway Station: Participants are requested to come near the parking area (near platform number 1). The driver will be waiting there.

If they are unable to locate the driver, please contact on the below number for assistance.

Cab Service Manager: +91 99134-91888 (Mr. Gaurav)

4. **Batch 3** participants may kindly contact our **Programme Coordinator, Mr Mustafa Burhani** for any support or query during the programme. His contact details are **Mr Mustafa Burhani**
 Office Phone: +91-79 7152 6409
 Mobile: 87588 00387
 Email: mustafa-exed@iima.ac.in
5. The sessions will be held every day at P.P. Gupta (PGP-74) Auditorium, First Floor, IMDC, New Campus. Classes will begin every day at 8.45 am and the day by day scheduled will be shared on the arrival day in study material kit.
6. Our Institute rules do not permit stay and accommodation of family members/companions while on a training program.
7. We discourage anybody leaving before the completion of the programme unless due to personal emergency.

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8. There will be 8 discussion groups, details of which will be given in the information booklet. Each discussion group is allocated a syndicate room to study in the evening. Participants are expected to work in groups to analyze case studies, read and prepare for the next day's sessions.
9. Breakfast timings are 7.45 - 8:30 am, lunch from 1:10 - 2:00 pm and dinner from 8:00 - 9:00 pm. Sessions will have 20 minute breaks during which time tea/coffee and light snacks would be served outside the classroom.
10. Our training methodology is based on case analysis and class participation. We encourage participants to come equipped with information and experiences related to the topics that you can share during the training programme to enable better class learning. We strongly urge you to go through the material provided and to read the cases/readings given to you for the classes.
11. The participants who are coming for the residential training will have to stay in the campus only.
12. Our campus is wi-fi enabled. All rooms in the IMDC have separate internet connectivity. Bringing your personal laptops/note-book computers is optional. There is also a computer lab with internet enabled PCs near your rooms.
13. There would be electric kettles with sachets for milk powder, sugar, tea and coffee in the rooms. There is no room service facility available in the IMDC.
14. We have the following facilities inside our campus (1) Dispensary (2) Jogging tracks (3) Gymnasium (4) Library (5) SBI branch and ATM (6) Axis Bank ATM (7) Souvenir shop (8) Outside eating facilities such as Nescafe, Cafe Tanstafaal, Café Tomorrow and (9) Post Office.
15. In Gujarat, it is prohibited to consume and carry alcoholic beverages.

Looking forward to a fruitful learning ahead.

Thanks and regards



ANNEXURE - C



Indian Institute of Management Ahmedabad

Dear Participants,

We welcome you to IIMA. As the COVID pandemic has heightened our concerns regarding the wellbeing of our faculty, staff and especially you, the Institute has established a set of guidelines for all to follow before travel and during their stay at campus. *These guidelines were prepared pursuant to the requirements of MHA on preventive measures to contain spread of COVID-19.*

Before travel

- Consult your Doctor and travel only if you are fit to travel.
- An undertaking is to be given by the participants coming to the campus that they are not coming from a containment zone and are not suffering from any known Covid-19 symptoms. **This undertaking is to be sent to receptionimdc@iima.ac.in at least one day prior to arrival. Original copy of undertaking to be submitted at IMDC reception on arrival. (this is attached below)**
- Have your essential medicines, personal toiletries, hand sanitizers, masks etc. with you, At IMDC we will be providing basic toiletries / amenities including bath soap, Hand wash, Moisturizer, hair oil sachet, shaving kit, toothbrush and paste along with bath towel and hand towel in the room.

On arrival

- Identify yourself at the main gate by displaying any ID proof with photograph. The security personnel have a list of participants cleared to enter the campus.
- Cooperate with security personnel to do temperature screening. Body temperature higher than 38 degree Celsius will be referred for medical advice till such time the COVID 19 infection is ruled out.
- Once cleared from main gate, proceed to IMDC Reception for Check in formalities

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- At the IMDC Reception, following are the requirements to be met by anyone arriving at the campus
 - Softcopy/Hardcopy of Proof of Vaccination - Fully vaccinated (at least 2 doses, with the second dose at least 2 weeks before arriving on campus)
 - OR
 - Softcopy/Hardcopy of a Positive Covid antibody test report – If suffered from Covid-19 in the last 60 days
 - OR
 - Soft Copy / Hard Copy of Negative RT-PCR report with the sample taken not more than 48 hours before arrival on campus from an ICMR accredited lab
- Submit the original undertaking (earlier sent by you to receptionimdc@iima.ac.in) at IMDC reception.
- Do not forget to collect your room key. An appropriate sanitation procedure will be undertaken by the staff for personal belonging / Luggage at reception.

On Campus

- Follow the instructions of the administration / health staff.
- The basic preventive measures include simple public health measures that are to be followed to reduce / spread the risk of infection with COVID-19. These measures need to be observed by all participants at all times. These include:
 - Social distancing of at least one meter to be followed at all times.
 - Use of face covers/masks to be **mandatory in public places and the classroom.**
 - Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol-based hand sanitizers (for at least 20 seconds).
 - Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - Self-monitoring of health by all and reporting any illness at the earliest
- Hand sanitizers are placed at the entry and all prominent places in the institute. Every person entering the premises should sanitize their hands before entering enclosed spaces
- Do avoid crowding of elevator by limiting number of persons at one time, duly following distancing norms and earmarking spots for standing inside the elevator. Use of staircase for climbing is highly encouraged.
- Security personnel will be keeping a close eye for any violation of protocol. Anyone found not following the above guidelines **will be penalized** by the competent authority.

- When entering the dining hall, all are required to sanitize their hands and must wear face masks or other nose-mouth covering while waiting at the buffet counter.
- Sitting arrangements of the IMDC Dining facility at ground floor is rearranged to follow social distancing norms. Must maintain at least 1-meter distancing while taking food at counter.
- Please wash hands properly before and after dining.
- No food will be served in the rooms.
- Each meal session timing (Breakfast, Lunch, and Dinner) is restricted to maximum of 1 hour with a view to minimize the time spent in the dining hall.
- In case, anyone develops flu like symptoms, he/she will be shifted to Dorm-31, Institute COVID isolation centre and will be asked to undergo a COVID test in consultation with Institute medical officer
- All are advised to take care of their own health and, if you feel to have developed COVID-19 symptoms, immediately seek medical consultation with our in-house Doctor on 4777 / 7046403765 and inform IMDC reception on 5700 / 5900. Please avoid close contact with other people in this duration.
- We urge you to refrain from going outside the campus, as far as possible.
- You are requested to closely monitor and check (before travelling/on day of departure) the COVID-19 situation in the state of Gujarat/Ahmedabad/your destination city or state

Please find below the undertaking to be sent to receptionimdc@iima.ac.in at least one day prior to arrival.

Please carry with you the original copy of the below undertaking and submit at IMDC reception on arrival.



ANNEXURE - D

Please e-mail this page to- receptionimdc@iima.ac.in

**Self-Health declaration form**

Name (in Full)	
Programme Name	
Arrival Date	
Mobile no	
Email I'd	
Age	
Stay at	IMDC, New Campus
Arriving From & Address	

I declare that:

- I was not residing in any containment zone.
- I am not suffering from any fever, cough, or any respiratory distress.
- I am not under quarantine.
- If I ever develop any of the above-mentioned symptoms, I will immediately contact the dispensary of the institute. (Ext. 4777)/ Mobile: 7046403765
- I have not tested COVID-19 positive in the past / I have tested Covid-19 positive on _____ and recovered completely thereafter.
- I have taken 1st dose of Covid Vaccination on _____ (Covishield / Covaxin) and 2nd dose on _____ (Covishield / Covaxin)
- I will adhere to the health protocol prescribed by the Gujarat state.
- I will self-isolate & restrict my interaction with the IIMA community to bare minimum for a week.

Signature: _____

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