



श्री वेंकटेश्वर महाविद्यालय
(दिल्ली विश्वविद्यालय)
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+



Prof C. Sheela Reddy
Principal & Patron

Ref No : SVC/Acs/2023/P/ 4085

12th June, 2023

**TRAINING PROGRAMME ON EDUCATIONAL ADMINISTRATION FOR
NON-TEACHING STAFF OF UNIVERSITIES AND ITS COLLEGES**

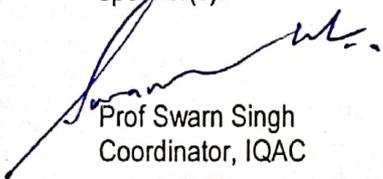
An IQAC Initiative

During 15th -16th June, 2023

Day-1 : 15th June, 2023 (Thursday)		
Timing	Description	Speaker (s)
10:00 AM-10:30 AM	Address by Chief Guest and Prof. C. Sheela Reddy, Principal & Patron.	Chief Guest and Prof. C. Sheela Reddy, Principal & Patron
10:30 AM-11:30 AM	Leadership Values.	Dr Jwala Prasad Director Gandhi Smriti and Dharshan Samiti, Delhi.
11:30 AM-11:45 AM	Tea Break	
11:45 AM-12:45 PM	GFR, LTC, Pension and Retirement Benefits.	Shri S.K. Sant Deputy Registrar University of Delhi.
1:00 PM-2:00 PM	Lunch	
2:00 PM-3:00 PM	Recruitment and Promotion.	Ms Meenakshi Sahay Joint Registrar University of Delhi.
3:00 PM-3:45 PM	Tea Break	
3:45 PM-4:45 PM	Students' Grievances and Redressal	Shri Deepak Vats Joint Secretary UGC.

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Note:- The above mentioned schedule is tentative and subject to minor change(s), depending upon availability of speaker(s).


Prof Swarn Singh
Coordinator, IQAC


Dr S. Venkata Kumar
Coordinator (Accounts & Admin)


Prof C. Sheela Reddy
Principal & Patron

प्राचार्या
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhoola Kuan, New Delhi-21

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NON-TEACHING STAFF OF UNIVERSITIES AND ITS COLLEGES**

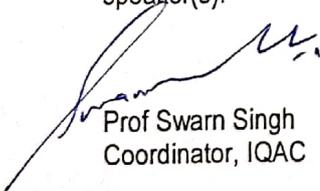
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During 15th -16th June, 2023

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Day-2 : 16th June, 2023 (Friday)		
Timing	Description	Speaker(s)
10:00 AM-11:00 AM	Leave related matters	Mr Kailash Chand Meena Assistant Registrar (Teaching) University of Delhi.
11:30 AM-11:45 AM	Tea Break	
11:45 AM-12:45 PM	Work ethics	Dr Jyotsana Chawla Assistant Professor Department of Management Studies, J C Bose University of Science & Technology YMCA, Faridabad.
1:00 PM-2:00 PM	Lunch	
2:00 PM-3:00 PM	Duties & responsibilities of Officers and Staff for good governance in colleges & university.	Dr A.K. Prakash Joint Registrar University of Delhi South Campus.
3:00 PM-3:45 PM	Tea Break	
3:45 PM-4:30 PM	Valedictory Report	
4:30 PM-5:00 PM	Certificate Distribution ceremony	
5:00 PM-5:15 PM	Group Photographs.	

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Prof Swarn Singh
Coordinator, IQAC


Dr S. Venkata Kumar
Coordinator (Accounts & Admin)


Prof C. Sheela Reddy
Principal & Patron

प्रिन्सिपल
Principal
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Copy forwarded for information and necessary action to the Bursar, Officer, Section Officers (Accounts & Administration), Principal's office, Dealing Assistant/Hands (Accounts, Administration & Establishment), Mr Naveen Chaudhary, STA-ICT, Mr Kumar Ashish (For IT support services), Caretaker, All Concerned, College Website; and File.