



SRI VENKATESWARA COLLEGE (UNIVERSITY OF DELHI)



Capacity Development Initiative (CDI) for Administrative Staff

Training Programme on Office Procedure I from 24th to 29th May 2021

Link:

<https://meet.google.com/yce-bqoy-tcu?hs=122&authuser=3>

Prof. C. Sheela Reddy
Principal (SVC)

Dr. N. Latha
Coordinator, IQAC

D. Brahma Reddy
Coordinator, CDI

Mr. D Venkata Ramana
Administrative Officer (I/C)

Programme Schedule

Training Programme on Office Procedure-I from 24th-29th May 2021

Sl. No.	Topic	Date	Time
	Inauguration	Monday , 24 th May 2.00 pm Onwards	Speakers Prof. C. Sheela Reddy, Principal Dr. S. Venkata Kumar, Vice Principal Dr. N Latha, Coordinator IQAC Mr. D. Brahma Reddy, Coordinator, CDI Mr. D.V. Ramana, Administrative Officer (I/C)
1	Functionaries and Functions	Monday , 24 th May	2.30 pm 3.45 pm
	Management of DAK & Receipts		Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
2	File Management System	Tuesday, 25 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
26 th May 2021 Gazetted Holiday on Account of Budha Purnima			
3	Guidelines on Noting-I	Thursday, 27 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
4	Guidelines on Noting-II	Friday , 28 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
5	Communications: Forms, Channels and Procedure	Saturday , 29 th May	10.15 am 11.30 am Break 11.30 am to 11.45 am 11.45 am to 1.00 pm
6	Guidelines on Drafting of Communications	Saturday , 29 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm