



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/PI 3983

30th May, 2023

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

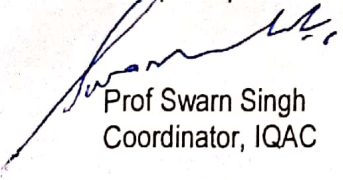
Sri Venkateswara College, a premier institution of academic research and training, under the benign auspices of the Tirumala Tirupati Devasthanams (TTD), and a constituent college of the University of Delhi, is organizing a 2 day Training Programme on "Educational Administration" from 15th June, 2023 to 16th June, 2023 between 10:00 AM and 5:00 PM (excluding lunch Session from 1:00 PM To 2:00 PM) in the Seminar Room, Durgabai Deshmukh Block, College Campus, for Section Officers and other staff working in the Accounts/Administration/Establishment/Finance/Library/Hostel/ICT in the Universities and its Colleges/Departments/Institutes.

In view of the above, all Universities/Colleges/Departments/Institutes are requested to send the details of **maximum three staff members** in the prescribed proforma available on the college website (www.svc.ac.in) duly filled in and completed in all the respect for the above mentioned training programme within the stipulated period.

Link for Registration :: <https://www.svc.ac.in/otreg/reg.php>

Procedure for Payment of Fee:- A registration fee of Rs 500/- (per staff : To be reimbursed by the parent organization) may be paid by Credit Card/Debit Card/Net Banking/Wallet/UPI within the stipulated time. Please do not wait until the last day for the submission. Please note that there are limited seats and the registration shall be on first come first served basis within the stipulated period. The necessary information along with the Payment Receipt and Relieving Order must reach college by Speed Post/Registered Post/Mail soaccounts@svc.ac.in /By Hand on or before 9th June, 2023 upto 3:00 PM. Please do not wait until the last day for the submission. Kindly complete the process well in time.

The participation certificate shall be issued to all the participant after successful completion of the Training Programme.


Prof Swarn Singh
Coordinator, IQAC


Dr S. Venkata Kumar
Coordinator


Prof C. Sheela Reddy
Principal & Patron
प्रिन्सिपल
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

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.