



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

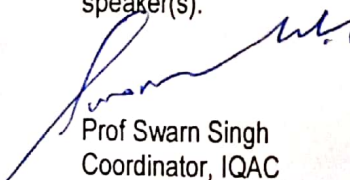
**TRAINING PROGRAMME ON EDUCATIONAL ADMINISTRATION FOR
NON-TEACHING STAFF OF UNIVERSITIES AND ITS COLLEGES**


From 15th June, 2023 to 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 Smritii 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	Governance in College- Issues, implication and way forward.	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


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

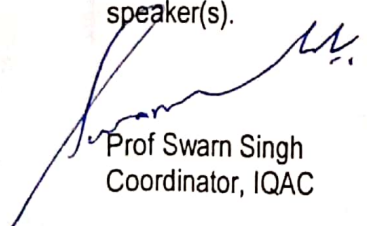
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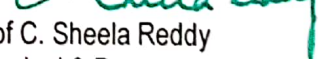
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Day-2 : 16th June, 2023 (Friday)		
Timing	Description	Speaker(s)
10:00 AM-11:00 AM	Leave related matters	Mr Kailash Chand Meena Assistant Registrar (Teaching) University of Delhi.
11:30 AM-11:45 AM	Tea Break	
11:45 AM-12:45 PM	Work ethics	Dr Jyotsana 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


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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.