



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
DELHI COLLEGE OF ARTS & COMMERCE
दिल्ली विश्वविद्यालय
(University of Delhi)

नेताजी नगर नई दिल्ली - 110023
Netaji Nagar, New Delhi - 110023

Date : 16.12.2019

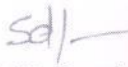
NOTIFICATION

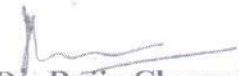
**TRAINING PROGRAMME ON EDUCATION ADMINISTRATION
FOR NON-TEACHING STAFF OF UNIVERSITIES AND ITS
COLLEGES**

Delhi College of Arts and Commerce, a premier constituent College of University of Delhi is organizing an One-Day Training Programme on Education Administration on Monday, 23rd December, 2019 (from 9.30 a.m.- 5.00 p.m. with usual breaks for tea and lunch) in the new Committee Room of the College for Non-Teaching Staff working in Administration/Establishment/Accounts/Finance/Library/Hostel/ICT of the University and its Colleges/Departments/Institutes.

In view of the above, all interested employees are requested to send the details in the prescribed proforma available on College website (dcac.du.ac.in) and latest by 5 PM. Friday, 20.12.2019.

The participants will be issued participation certificate after completion of the training programme.


(S.K. Pandey)
Coordinator- IQAC


(Dr. Rajiv Chopra)
OSD-PRINCIPAL

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Netaji Nagar, New Delhi - 110023
Website: dcac.du.ac.in

One-Day Training Programme on Smart Office Administration for Non-Teaching Staff to be held on Monday, 23rd December, 2019

Full Name: _____ (In Block Letters)

Designation: _____

Department / College: _____

Telephone: Office: _____ Mobile: _____

E Mail Address: _____

(SIGNATURE OF PARTICIPANT)

Place: _____

Dated: _____

FORWARDED BY:

Recommendation, if any, _____

SIGNATURE OF HOD/PINCIPAL
(WITH PROPER SEAL)

Place: _____

Dated: _____

**Schedule of One-Day Training Programme on Smart Office Administration
for Non-Teaching Staff**

to be held on 23rd December, 2019 (Monday)

S.No.	Topic	Resource Person	Date and Time
01	Budget, GFR 2017 (with latest amendments), Procurement	Mr. Gaurav Anand Assistant Registrar, Delhi University	10.00 a.m.-11.30 a.m.
TEA BREAK			
02	Conduct Rules, Disciplinary Proceedings/ Matters Legal	Dr. Rohan Rai, Joint Registrar, Delhi University and Dr. Sudhir Sharma, Joint Registrar, Delhi University	11.45 a.m. to 01.15 p.m.
LUNCH BREAK			
03	PFMS/Pension	Mr. Sharad Sant, Assistant Registrar , Delhi University	02.00 p.m. – 3.30 p.m.
TEA BREAK			
04	Good Governance	Dr. Vikas Gupta Joint Registrar, Delhi University	3.45 p.m. – 5.00 p.m.
05	Valedictory Session : Address by the Principal 5.10 p.m.		