

**Sri Guru Nanak Dev Khalsa College
Dev Nagar-110005**

Notice

Date: 16.06.2023

Nature of Event: Faculty Development Programme for Non-Teaching Staff

Title of Event (if any): Training Programme in Administrative Skills

Organising Body: IQAC

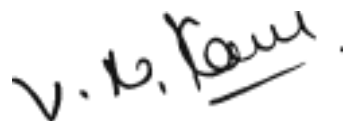
Date: 21st– 27th June 2023

Time: 2 PM – 4 PM

Duration: 2 Hrs.

Venue: Google Meet Online Platform

Link (if any): <https://forms.gle/1ZPFJ9HdkpTL9UQ98>



Signature: _____

Name: Dr. Vinay Neet Kaur

(Convenor)



SRI GURU NANAK DEV KHALSA COLLEGE
(University of Delhi)



NAAC ACCREDITED "A" GRADE

Internal Quality Assurance Cell
Presents

One Week FDP for Non-teaching Staff
"Training Programme in Administrative Skills"

Venue: Google meet

Date: 21st-27th June, 2023

Timings: 2pm to 4pm

Scan for registration



Dr Vinay Neet Kaur
(IQAC Convenor)

Prof. Gurmohinder Singh
(Principal)



**Sri Guru Nanak Dev Khalsa College
Dev Nagar-110005**

Post-Event Report

Event	Faculty Development Programme
Topic	Training Programme in Administrative Skills
Organizer	IQAC
Date	21 st – 27 th June 2023
Time	2pm – 4pm
Duration	2 hours
Place/Platform	Zoom
Number of Participants	140+
Keynote Speaker	Dr. Vikas Gupta, Registrar, University of Delhi
Welcome Speech	Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College
Introduction to the Speakers	Ms. Herman Kaur, Ms. Ashmeet Kaur, Ms. Damanpreet Kaur, Ms. Simarpreet Kaur

Activities

The sessions of the FDP were on the following topics:

- Recruitment and Promotion Rules
- General Financial Rules (GFR)
- Store, Procurement and GEM
- Role of Significance of language in Office Life
- Indian Constitution: Rights and Responsibilities
- Roster and Reservation: Teaching and Non-Teaching
- Noting and Drafting
- Leave Rules for University and College Teachers
- Language and Communication for Administrators

Main Ideas

Inaugural Session

The FDP started with the inaugural session on 21st June 2023. The welcome address was delivered by Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College. It was followed by the introduction to the FDP. The participants were introduced to the vision and content coverage

of the FDP over the duration of one week and the various important aspects related to the completion of FDP by the participants.

Dr. Vikas Gupta, Registrar of University of Delhi was the keynote speaker who shared his insights on “Importance of Training for Administrators”. Dr. Gupta complemented the initiative of organization to start a training programme for the non-teaching staff. He emphasized on the rules and regulations laid down by the university for the administration of colleges.

Day 1

The topic of the session of the first day was ‘**Recruitment and Promotion Rules**’. The session started with introduction of the speaker, Ms. Meenakshi Sahay, Joint Registrar, University of Delhi, to all the participants.

Ms. Sahay commenced her talk by emphasizing on the importance of quality and upgradation of Human Resource within the system. She mentioned Recruitment and Promotion as the two major tools of Human Resource Development. She discussed the various methods of recruitment including promotion, direct recruitment, deputation, absorption, re-employment and short-term contract. She further explained the basic tenets of recruitment tools for teaching and non-teaching staff. She elaborated on the process of recruitment and the distinction between recruitment of teaching and non-teaching. She spoke about various promotion rules for the teaching and non-teaching staff. Towards the end, she also answered various questions that were put forward by the participants.

Day 2

The first session of Day 2 was on the topic ‘**General Financial Rules (GFR)**’. The session started with an introduction to the resource person, Mr. Gaurav Anand, Assistant Registrar, University of Delhi. Dr. Anand discussed the various financial rules regarding employment. He elaborated the National pension Scheme. He focused on the rapid digitization in economy. He further highlighted the significance of greater transparency in accounts. Towards the end of the session, he answered the queries of the participants.

The second session of Day 2 was on the topic ‘**Store, Procurement and GEM**’. The session began with an introduction to the speaker, Mr. Sandeep Sharma, Assistant Registrar, University of Delhi. Mr. Sharma discussed the importance of GFR as the necessity for Procurement and GEM. He also discussed the various types of procurement. He further elaborated on the benefits of transparency and saving of time while doing procurement in GEM. He carried out the session in a practical manner and demonstrated the working of GEM portal. He further illustrated the means and modes to do procurement in GEM. It was an interactive session which was then followed by queries asked by the participants. All the questions posed by the participants were duly answered.

Day 3

The session of the third day started with the lecture by the eminent resource person Prof. Pramod Kumar Mehra on ‘**Role of Significance of language in Office Life**’. Prof Mehra is the Professor of English, School of Humanities, IGNOU. The lecture focussed on importance of effective workplace communication. He stated that effective workplace communication creates and

atmosphere where everyone feels heard and included. He also stressed on the importance of soft skills and how valuable they are in workplace and personal life. He concluded his talk by sharing his views on the importance of listening and understanding others followed by communicating. The participants were interactive and put forward their queries which were answered in detail by sir.

Day 4

The topic for session of fourth day was “**Indian Constitution: Rights and Responsibilities.**” The session started with introduction of the speaker, Dr. Bhuwan Jha, Associate Professor, Jawahar Lal Nehru University, to all the participants. Dr. Jha started his talk by introducing history of Indian Constitution. He then spoke about the fundamental rights and then explained how Indian Constitution governs us to be a better citizen and human being. Dr. Jha discussed how citizens are misusing social media. This was followed by an explanation on mis-interpretation of freedom of speech. Dr. Jha also answered questions and clarified doubts that were put forward by the participants.

Day 5

The session of fifth day was on the topic ‘**Roster and Reservation: Teaching and Non-Teaching**’. The session commenced with an introduction to the resource person, Prof. Rabindra Kumar. Prof. Kumar is a Professor of Sociology, School of Social Sciences, Indira Gandhi National Open University. He started the session by explaining government provisions regarding various categories of reservation. He discussed how vacancies in roster are allocated to UR and other reserved categories. He highlighted the rules and eligibility criteria related to the reservations laid down by the Central Government, to be followed by the institutions. He concluded his talk by discussing UGC rules relating to recruitment and promotion in teaching and non-teaching staff. The session ended with the various queries being taken up by the resource person.

Day 6

The sixth day began with the first session on ‘**Noting and Drafting**’ by Ms. Meenakshi Sahay, Joint Registrar, University of Delhi. She explained the guidelines on noting and quantum of noting. She further discussed the types of cases and arrangement of paper in a case. She elaborated on the meaning of referencing and drafting. She concluded the session by sharing a specimen form of communication. The session was followed by questions from the participants. All the questions posed by the participants were duly answered.

The second session of sixth day was on the topic ‘**Leave Rules for University and College Teachers**’. The resource person of the session was Mr. Ram Karan Jatav, Assistant Registrar (Examination), South Campus, University of Delhi. Mr. Jatav explained the different kinds of leaves including duty leave, study leave, maternity leave, earned leave, casual leave, child care leave and extra-ordinary leave. He further elaborated the rules to be followed while availing these leaves. . Towards the end of the session, he answered the queries of the participants.

Day 7

The seventh day began with the first session on ‘**Language and Communication for Administrators**’ by Dr. Geetanjali Kala, Chief Operating Officer, University of Delhi Foundation. She started her session by emphasizing that official communication has to be specific, clear and simple. She further elaborated that language has its own nature and history, and our approach to a particular language differs. When we are approaching a language from the point of view of learning, then we must comply to the standards. She highlighted the importance of confidence in communication. She discussed the ways for improving language such as by reading books, judgements, watching movies and listening [songs](#). Grammar or vocabulary cannot completely help in improving language. She remarked that this improvisation is a continuous process. Towards the end of the session, all the questions posed by the participants were duly answered.

Valedictory Session

The valedictory session began with an address by Prof. Gurmohinder Singh, Principal, Sri Guru Nanak Dev Khalsa College. Prof. Singh addressed the audience to have the approach of a learner who always remains a learner and keeps the mind open for the new possibilities. He further highlighted the learnings that the participants must have gained from this one-week programme and how they can make use of these learnings in their daily administrative work.

Followed by his address, Prof. Singh welcomed the guest speaker for the valedictory session, Prof. Balram Pani. Prof. Pani, the Dean of Colleges, University of Delhi, congratulated on the successful completion of the programme. He talked about the relevance of the various topics of the programme and the knowledge shared by the resource persons on these topics.

After his talk, the session was concluded by Dr. Vinay Neet Kaur through her vote of thanks to the guest speaker and resource persons who spared their valuable time for this programme. She expressed her gratitude to the participants for actively participating in this programme and making it a successful event. She also extended her heartfelt thanks to the honorable Principal Prof. Gurmohinder Singh for being the guiding light in the conduct of this FDP. She further stressed that this FDP can be taken as a learning experience for the organizers and the experience can be used further for conducting another FDP in an interactive manner.

The one-week long FDP finally ended with thanking the participants for their active involvement and perseverance all throughout the FDP.

Vote of thanks	Dr. Vinay Neet Kaur, Associate Professor, Sri Guru Nanak Dev Khalsa College
Feedback (Link Attached)	
<ul style="list-style-type: none"> • https://forms.gle/mdQ93t3hJkpm9ejy7 	
Attendance Sheet (Link Attached)	
https://forms.gle/mdQ93t3hJkpm9ejy7	
Poster (Attached Below)	



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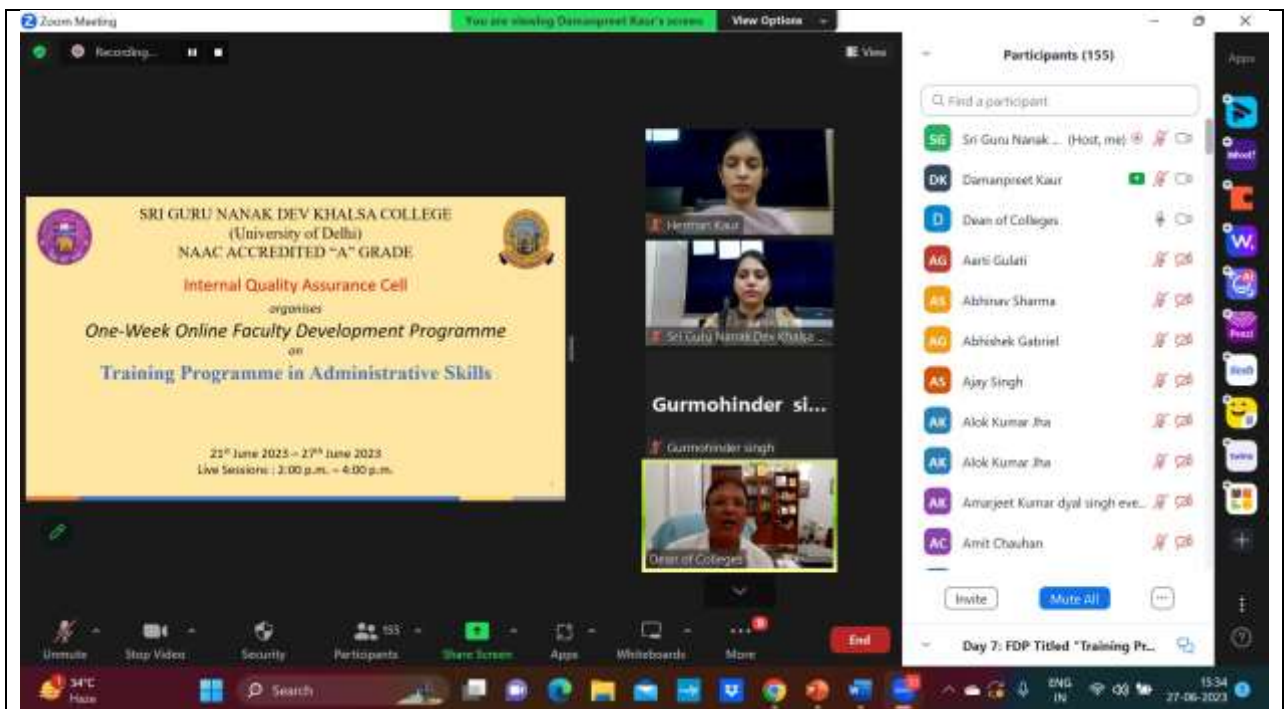


Dr Vinay Neet Kaur
(IQAC Convenor)



Prof. Gurmohinder Singh
(Principal)

Pictures



Certificates



SRI GURU NANAK DEV KHALSA COLLEGE

(University of Delhi)
Dev Nagar, Karol Bagh, New Delhi - 110005

NAAC Accredited 'A' Grade
Under the Aegis of IQAC



Certificate of Participation

Awarded to Dr. Meena Singh of Sri Guru Nanak Dev Khalsa College

for One week FDP for Non-teaching staff " Training Programme in Administration Skills"

with Grade A

Organized by IQAC , Sri Guru Nanak Dev Khalsa College, University of Delhi

Dr. Meena Singh

Convenor

Date - 21st -27th June, 2023

Dr. Meena Singh

Prog. Coordinator

Dr. Meena Singh

Principal



SRI GURU NANAK DEV KHALSA COLLEGE

(University of Delhi)
Dev Nagar, Karol Bagh, New Delhi - 110005

NAAC Accredited 'A' Grade
Under the Aegis of IQAC



Certificate of Participation

Awarded to Mr. Pramod Kumar of Motilal Nehru College (Evening)

for One week FDP for Non-teaching staff " Training Programme in Administration Skills"

with Grade A

Organized by IQAC , Sri Guru Nanak Dev Khalsa College, University of Delhi

Dr. Meena Singh

Convenor

Date - 21st -27th June, 2023

Dr. Meena Singh

Prog. Coordinator

Dr. Meena Singh

Principal

V. N. Kaur.

Signature: _____

Name: Dr. Vinay Neet Kaur

(Convenor)