FACULTY:	DEPARTMENT/ COMMITTEE	IQAC ACTIVITY No: 2020-21

NAME OF THE ACTIVITY: Training Programme on Educational Administration

DATE	UNIT	DEPARTMENT/COMMITTEE	COORDINATORS NAME
Dec 19-21,2016	Administration	IQAC & Administration	Shri Virendra Kumar
TIME	**VENUE**	**NUMBER OF PARTICIPANTS**	**NATURE: Outdoor/Indoor**
10 am to 5PM	SVCollege	87	Indoor
SUPPORT/ASSISTANCE:	Sri Venkateswara College, University of Delhi		

BRIEF INFORMATION ABOUT THE ACTIVITY (**CRITERION NO. VI).**   ):

TOPIC/SUBJECT OF THE ACTIVITY	Training Programme on Educational Administration
OBJECTIVES	The three days' workshop on "Educational Administration" aimed to increase awareness and knowledge on administrative functioning in the college. The lectures covered during the program gave an insight into rules, policies, ordinances and statutes governing different sphere of educational administration and guidelines on functioning of Establishment, Academic, General Administration and Accounts matters..
METHODOLOGY	Resource persons; Accomplished officers well versed with the domain knowledge in administration were invited. These provided one to one interactive session via verbal and chat mode of communication to make attendees comfortable and make the session participative. Practical Case studies were also discussed to give insight into the matters and develop problem solving skill. Graphic aids in the presentations made the process of delivering information to the attendees simple and easy to comprehend. During the session short video clips were played in order to enhance their knowledge. List of Resource Persons : Dr. MA Sikander, Registrar, Ambedkar University Shri PK Mohanty, Registrar, NSD Shri AK Prakash, Joint Registrar, DU Shri Deepak Vats, Joint Registra, DU Smt Meenakshi Sahay, Joint Registra, DU Advocate GK Pathak Shri Anand Kumar Soni, AR, DU Dr. Jwala Prasad, Deputy Registrar, DU Shri Virendra Kumar, Administrative Officer, SV College
OUTCOMES	The knowledge and content shared by speakers over three days made

	participants learn about office procedures in a comfortable manner. This training sensitized participants on the necessity of understanding documentation, file management, e-Governance and other office practices. The training introduced many new concepts which will encourage the participants to practice office management on regular basis. The feedback received from the stakeholders on the learning experience during the workshop further proved that it was a great success. This was the one of unique training session organised by any college with largest number of participants from various universities and colleges.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

Notice & Letters	List of participants	**Activity report**	**Photos**	Feedback form
Feedback analysis	News clip with details	Certificate	Any other	

IQAC Document No: IQAC/SVC/2016-2017	Criterion No: VI	Metric No: VI
Departmental file no : SVC/Admin/2016-2017	IQAC file No: 2016-2017/W	

NAME OF COORDINATOR & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Shri Virendra Kumar Administrative Officer SV College	Dr. N.Latha IQAC Coordinator SVCollege

For Reference

Criterion I	Curricular Aspects (planning & Implementation)		Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation		Criterion VI	Governance
Criterion III	Research, Innovations & Extension		Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure			

Sri Venkateswara College
(University of Delhi)

Certificate Presented to

Sandeep

from

Sri Venkateswara College

SAMPLE

for participating in the 3 day's

"Training Programme on Educational Administration"

organized by the Sri Venkateswara College
from 19th December 2016 to 21st December 2016.

Virendra Kumar
Administrative Officer
Training Coordinator

Dr. P. Hemalatha Reddy
Principal
Training Director