Prof C. Sheela Reddy
Principal & Patron

Ref No : SVC/Acs/2023/P/ 3983

30th May, 2023

TRAINING PROGRAMME ON EDUCATIONAL ADMINISTRATION FOR NON-TEACHING STAFF OF UNIVERSITIES AND COLLEGES
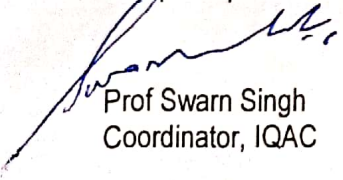
Sri Venkateswara College, a premier institution of academic research and training, under the benign auspices of the Tirumala Tirupati Devasthanams (TTD), and a constituent college of the University of Delhi, is organizing a 2 day Training Programme on "Educational Administration" from 15th June, 2023 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

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.

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/P/ 3988

30th May, 2023

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

From 15th June, 2023 to 16th June, 2023

Organizing Committee

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1. Dr S, Venkata Kumar, Coordinator (Accounts & Administration)
2. Prof K. Chandramani Singh, Bursar
3. Prof Swarn Singh, Convener, IQAC
4. Prof Nabanipa Bhattacharjee, Convener, Library Committee
5. Mr Madan Lal Gautam, Section Officer (Administration)
6. Mr Pawan Kumar Pandey, Section Officer (Accounts)
7. Mr P. Syamal Rao, Principal's office
8. Mr M.L.N. Murty, Senior Assistant, Establishment Section
9. Mr Naveen Chaudhary, STA (ICT); and
10. Mr Kumar Ashish, Assistant (For IT support services).

Prof Swarn Singh
Coordinator, IQAC

Prof C. Sheela Reddy
Principal & Patron

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Prof C. Sheela Reddy
Principal & Patron

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(दिल्ली विश्वविद्यालय)
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Ref No : SVC/Acs/2023/P/ 3983   30th May, 2023
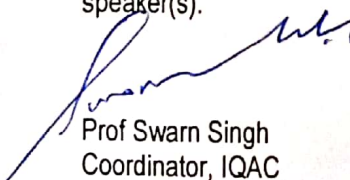
<u>**TRAINING PROGRAMME ON EDUCATIONAL ADMINISTRATION FOR**</u>
<u>**NON-TEACHING STAFF OF UNIVERSITIES AND ITS COLLEGES**</u>

<u>From 15th June, 2023 to 16th June, 2023</u>

<u>Day-1 : 15th June, 2023 (Thursday)</u>		
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-300 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
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धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

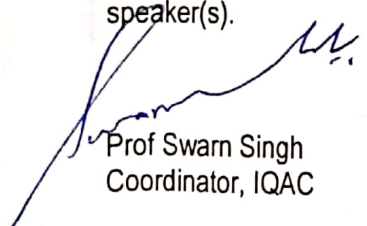# TRAINING PROGRAMME ON EDUATIONAL ADMINISTRATION FOR NON-TEACHING STAFF OF UNIVERSITIES AND ITS COLLEGES

From 15th June, 2023 to 16th June, 2023

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-300 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	
500 PM-5:15 PM	Group Photographs.	

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
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