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Sri Venkateswara College

(University of Delhi)

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08th December, 2016

Dr. P. Hemalatha Reddy

Principal

Ref No : SVC/Admn/2016/P/ 656

NOTIFICATION

**TRAINING PROGRAMME ON EDUCATIONAL ADMINISTRATION FOR
NON-TEACHING STAFF OF UNIVERSITIES AND ITS 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 3 days "Training Programme on Educational Administration" from 19th December, 2016 To 21st December, 2016 between 9:30 AM and 4:30 PM (excluding lunch Session from 1:00 PM To 1:30 PM) in the Seminar Room (Near Library), College Campus, for Section Officers, Staff working in the Administration/Establishment/Accounts/Finance/Library/Hostel/ICT/Technical Assistants or Laboratory-In-Charge of the respective Laboratories working 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.

A registration fee of Rs 200/- (per staff : To be reimbursed by the parent organization) may be paid by Credit Card/Debit Card/Net Banking/Demand Draft. The Demand Draft should be drawn in favour of "The Principal, Sri Venkateswara College, New Delhi" issued by any Nationalized/Scheduled Bank, if payment is made through Demand Draft. **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 Demand Draft and Relieving Order must reach the College Administration by Speed Post/Registered Post/E-mail/By Hand on or before 16th December, 2016 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 completion of the Training Programme.

Virendra Kumar

Administrative Officer

Training Coordinator

Administrative Officer

Sri Venkateswara College

(University of Delhi)

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Dr P.Hemalatha Reddy

Principal

Training Director

PRINCIPAL

Sri Venkateswara College

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