



SHYAM LAL COLLEGE

(University of Delhi)

G.T. Road, Shahdara, Delhi-32

Website: www.shyamlal.du.ac.in

IQAC Organises Training Programme on 'Smart Office Administration' 21-24, October, 2016

Programme Schedule

Day 1: Friday, October 21, 2016

- Inaugural Session** : 9.30 a.m. – 11.00 a.m.
- Venue** : College Seminar Hall, SLC
- Introductory Address** : Dr. Rabi Narayan Kar, Principal, SLC
- Inaugural Address** : Dr. S.C. Prusty
Registrar, Indian Law Institute, New Delhi
- Guest of Honor** : Sh. Sidharth Mishra, Consulting Editor, The
Millennium Post
- Chair** : Dr. Jagmohan Negi,
Member, SLC, Governing Body
- Tea Break** : 11.00 a.m. – 11.30 a.m.

Session Date: October 21, 2016

Time: 11.30 a.m. to 01.00 p.m.

Session I	Venue: College Seminar Hall, SLC
Topic	Interpersonal Skills & Ethics
Speaker	Prof. Sunita Singh Sen Gupta, FMS, University of Delhi

Lunch: 1.00 p.m. to 2.00 p.m.

Time: 02.00 p.m. to 4.00 p.m.

Session II	Venue: College Seminar Hall, SLC
Topic	College Administration and Examination System
Speaker	Dr. Pradeep Kumar, Assistant Registrar, University of Delhi

Tea/coffee: 4.00 p.m.

Principal & Patron
Dr. Rabi Narayan Kar

Programme Co-Chairs.
Dr. Hemant Kukreti, Vice-Principal, SLC
Dr. Alka Sharma, Covenor, IQAC, SLC
Dr. Kusha Tiwari

Programme Coordinator
Mr. J.S. Chauhan, Admn.
Officer, SLC



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Programme Schedule

Day 2: Saturday, October 22, 2016

Session Date: October 22, 2016

Time: 09.30 a.m. to 11.00 a.m.

Session I	Venue: College Seminar Hall, SLC
Topic	Smart Office Administration including Filing Rules & Regulations
Speaker	Dr. Vikas Gupta, Joint Registrar, University of Delhi

Tea / coffee: 11.00 a.m. to 11.30 a.m.

Time: 11.30 a.m. to 01.00 p.m.

Session II	Venue: College Seminar Hall, SLC
Topic	Disciplinary Proceedings
Speaker	Dr. Vikas Gupta, Joint Registrar, University of Delhi

Lunch: 1.00 p.m. to 2.00 p.m.

Time: 02.00 p.m. to 03.30 p.m.

Session III	Venue: College Seminar Hall, SLC
Topic	Interpersonal Relationship & Innovators in Administration
Speaker	Prof. S.S.Khanka, NIFM, Ministry of Finance, Govt. of India

Tea / coffee: 3.30 p.m. to 3.45 p.m.

Time: 03.45 p.m. to 05.00 p.m.

Session IV	Venue: College Computer Laboratory, SLC
Topic	I.C.T. for Smart College Governance
Speaker	Mr. Sharad Mishra, University of Delhi South Campus

Principal & Patron
Dr. Rabi Narayan Kar

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Programme Schedule

Day 3: Monday, October 24, 2016

Session Date: October 24, 2016

Time: 09.30 a.m. to 11.00 a.m.

Session I	Venue: College Seminar Hall, SLC
Topic	Managing Pension and Roster System
Speaker	Mr. T. Venkadesan, Joint Registrar, University of Delhi

Tea / coffee: 11.00 a.m. to 11.30 a.m.

Time: 11.30 a.m. to 01.00 p.m.

Session II	Venue: College Seminar Hall, SLC
Topic	Transparency and Purchase Procedure in Government Setup
Speaker	Sh. S.C. Prusty, Registrar, Indian Law Institute

Lunch: 1.00 p.m. to 2.00 p.m.

Time: 02.00 p.m. to 03.30 p.m.

Session III	Venue: College Seminar Hall, SLC
Topic	Smart office Administration
Speaker	Sh. S.C. Prusty, Registrar, Indian Law Institute

Time: 3.30 p.m. to 04.30 p.m.

Valedictory Session	Venue: College Seminar Hall, SLC
Chief Guest	Prof. I.M.Kapahi Member, UGC
Guest of Honor	Prof. C.K. Jaggi Department of OR, University of Delhi & UR, SLC, Governing Body
Chair	Dr. Rabi Narayan Kar, Principal, SLC

High Tea : 4.30 p.m.

Principal & Patron
Dr. Rabi Narayan Kar

Programme Co-Chairs.
Dr. Hemant Kukreti, Vice-Principal, SLC
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