




November 18, 2016

Dear Sir/Madam,

We are pleased to inform you that the Internal Quality Assurance Cell (IQAC) of Hansraj College, University of Delhi is organizing a two day Training Programme on "Management skills in office Administration – Practices and Advances" for the Non-Teaching Staff of the colleges on 22.11.2016 and 23.11.2016. We request you to kindly nominate one member of the office staff from your college to participate in the said training programme.

The programme schedule is enclosed for your kind perusal and wide circulation amongst the staff members of your institution. A line of confirmation of participation by 18.11.2016 shall be highly appreciated.

Warm Regards,


(Dr. Rama)
Officiating Principal

Encl: as above



Training Session on
“Management skills in office Administration – Practices and Advances”

22nd - 23rd November, 2016

Organized by IQAC, Hansraj College

Program Schedule

Date and Day	Programme	Timings
Day 1 22 nd November Tuesday	Registration	10:00a.m. –11:00a.m.
	Inaugural ceremony of the Training Session	11:00a.m.-11:30a.m.
	Session -I On “Noting, Drafting and File Management” Dr. Vikas Gupta Joint Registrar, University of Delhi	11:30a.m.-12:30p.m.
	Tea Break	12:30p.m.-1:00p.m.
	Session –II on “Management Skills in Office Management” Dr. Ajay Gupta Director, Computer Science Center, University of Delhi	1:00p.m.- 2:00 p.m.
	Lunch	2:00 p.m.- 2:30 p.m.
	Session –III On “Governance of Colleges in Letter And Spirit.” Dr. Raja Rajan Joint Registrar, University of Delhi	2:30 p.m.- 3:30 p.m.
	Tea	3:30p.m.-4:00p.m.
Day2- 23d November, Wednesday	Session –I On “Essentiality of Human Relations in overall Organizational Excellence” Sh. Shreenibas Chandra Prusty Registrar, Indian Law Institute,	11:00a.m.-12:00
	Tea Break	12:00 - 12:30 p.m.
	Session –II On “General Financial Rules” Dr. Vikas Gupta Joint Registrar, University of Delhi	12:30p.m.- 1:30 p.m.
	Lunch	1:30p.m.-2:00p.m.
	Valedictory Ceremony	2:00p.m.-3:00p.m.
	Tea	3:00p.m.-3:30p.m.