



# SRI AUROBINDO COLLEGE

UNIVERSITY OF DELHI

INTERNAL QUALITY ASSURANCE CELL

presents

## TRAINING PROGRAMME FOR MULTIPLE DIMENSIONS OF ADMINISTRATIVE TASKS

For NON-TEACHING FRATERNITY of COLLEGES/UNIVERSITIES

DATE: 12 JULY to 19 JULY, 2024

TIME: 2 PM to 4 PM

@GOOGLE MEET

### TO REGISTER

Click on the Link Below

<https://shorturl.at/25tGEa>

OR



Scan the QR Code

## ABOUT COLLEGE

Sri Aurobindo College was established in 1972, the birth centenary of the philosopher, patriot-poet, Sri Aurobindo, as a constituent college of the University of Delhi. The College inculcates the ideals of Sri Aurobindo and believes that an active commitment towards excellence is fundamental to the process of education. The College, popularly referred to as "Aurobindo", offers liberal education in humanities, commerce and science to more than 3200 students. It offers B.A. Honours in English, Hindi and Political Science, B.A. Programme, B.Com.(H) and B.Com., B.Sc. Honours Electronics, B.Sc. Programme Life Sciences and Physical Sciences. Besides catering to students from Delhi, a large number of students come from diverse parts of the country including Bihar, UP and North Eastern India.

The College has seen remarkable growth over the years. The efforts and resilience of all the members of the Institute have been of pivotal importance in this monumental growth. From this, there is no doubt that the non-teaching staff of the college has put in their maximum and always been on the forefront to perform their duties and responsibilities with due diligence. Their efforts have resulted in this remarkable growth and paved way for an upward graph in the progress of the Institute.

## INTERNAL QUALITY ASSURANCE CELL

The UGC (University Grants Commission) proposes that every institution should have an Internal Quality Assurance Cell (IQAC) for performance evaluation, assessment, accreditation & quality improvement. Since quality enhancement is a continuous process, the IQAC of SAC Morning has become an integral part and is working towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions & also channelizing the efforts towards academic excellence. The success of IQAC depends upon the sense of belongingness and participation. IQAC is a statutory, facilitative and participative system/unit/organ of the institution. IQAC in SAC Morning is acting as a vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

With this aim, the Internal Quality Assurance Cell of Sri Aurobindo College is organizing a Training Programme for the Non-Teaching Staff of the Colleges/Universities, with the aim of providing intensive discussion-based modules that could help the participants do their usual tasks with ease and efficiency.

## ABOUT THE TRAINING PROGRAMME

Teaching fraternity, students, Non-teaching staff and parents are an important pillar of the Institute. Thereby, of these four crucial premises of any Institute, Non-Teaching Staff takes up a significant role. In that case, for any Institute to progress, it is of pivotal importance that Non-Teaching staff progresses and hone their skills, as much as any other element of the Institute.

The progress that this college has seen in the past years is also a result of the efforts of the non-teaching members of the college. The future way forward to move ahead requires this segment of staff to innovate, improve and progress further to increase their efficiency, from their already highly efficient levels of performance.

This Training Programme for the non-teaching staff targets to provide a platform for the concerned segment to revisit, revise, upgrade and improve their skill set and perform even more competitively. It intends to shed light on the areas related to the RTI, Leave protocols, Roster, communication skills, GeM - E-Procurement, GFR etc. This process shall be conducted by the eminent speakers who are experts in their fields and can provide valuable inputs to the participants.

The Programme shall be conducted from the 12th of July 2024 till 19th of July 2024, 1400 Hours till 1600 Hours daily (excluding Sunday) on Google Meet Platform. It is on first come, first serve basis and is open for the Non-teaching staff of any University/College. It is free of cost for all the participants.

## TOPICS COVERED

- Pension and Retirement Benefits
- Recruitment and Promotion
- Leadership Values
- Professionalism in Administration
- Communication Skills in Administrative Tasks
- Leave Related Matters
- Work Ethics
- GFR, GeM/E-Procurement and Digital Signatures
- Hindi Raaj Bhasha in Administrative Tasks
- Office Procedure Management
- Reservation in Government Services
- Examination related matters

## Terms and Conditions

- Registration for the Training Programme will be through the provided google form link before the stipulated deadline.
- The final selection of the candidates shall be on first come, first serve basis.
- The selected candidates shall be intimated through a mail on the ID provided by them on the Google form.
- Attending all the sessions is mandatory for successful completion of the Training Programme.
- Certificates shall only be provided to all the candidates who have attended all the sessions of the Training Programme.
- Having a stable internet connection preferably on a laptop/desktop, instead of mobile phones is recommended.
- In case of any concerns, the participant can mail their issues on [iqac@aurobindo.du.ac.in](mailto:iqac@aurobindo.du.ac.in)
- The Training Programme is free of cost.
- Last date of application is 10th of July 2024.

### ORGANISING TEAM

**Prof. Vipin K. Aggarwal**, Principal

**Prof. Sangeeta Kaul**, IQAC, Convener

**Prof. Meeta Mathur**, NAAC, Coordinator

**Ms. Hema Nagpal**, Faculty Coordinator

**Dr. Shikha Narang**, Faculty Coordinator

**Dr. Rinki Sharma**, Faculty Coordinator

**Mr. Ravinder Singh**, Administrative Officer

**Mr. M.K. Gupta**, Non-Teaching Coordinator

**For any Queries, Please Email us at [iqac@aurobindo.du.ac.in](mailto:iqac@aurobindo.du.ac.in)**

**Website: [www.aurobindo.du.ac.in](http://www.aurobindo.du.ac.in)**