



**Shyama Prasad Mukherji College for Women
University of Delhi**

is organising

**One Week Professional Development Programme
for Non-Teaching Staff (Online Mode)**

under the aegis of

Internal Quality Assurance Cell (IQAC)

From February 24 - March 2, 2022.

Registration Link: https://docs.google.com/forms/d/1RhAR-TzUt8QmjUeXgcG40Q83AIBkpDjFH6ao5Ej_VNQ/edit

Convenors

Dr. Shubha Sinha (IQAC Coordinator)

Dr. Shivani George

Dr Ksh. Subarta Singh

Ms. Meenakshi Mittal

Patron

Prof. Sadhna Sharma

Principal (Officiating)

ABOUT SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN



Shyama Prasad Mukherji College is a constituent college of the University of Delhi. Ever since its inception in 1969, it has continuously been involved in empowering women through imparting quality education and value based holistic development. The College is named after distinguished academician and statesman Dr. Shyama Prasad Mukherji but it has no affiliation with any sect, religion, political group, or ideology.

Significance of Professional Development Programme

The role of Non-Teaching staff, who are the backbone of the institution, has become very challenging in the fast changing administrative management of the HEI. Keeping an eye on this, we have designed and developed key modules of updating the skills of our Non-Teaching employees through a professional development programme.

Name and designation of Resource Person	Date and Timing of the Online Training Session	Topic
Prof. Sadhna Sharma (Principal) Dr. Vikas Gupta, Registrar, Delhi University	24 February 2022 2 PM - 4 PM	Inaugural Session
Ms. Meenakshi Sahai, Joint Registrar (Rect.), Delhi University	25 February 2022 2.30 PM - 4 PM	Recruitment and Promotion Rules for Teaching and Non-Teaching
Dr. Rohan Rai, Joint Registrar (Esatb.), Delhi University	26 February 2022 2.30 PM - 4 PM	Reservation Roster, Leave Rules and LTC
Dr. Gaurav Anand, Assistant Registrar Finance, Delhi University	28 February 2022 2.30 PM - 4 PM	Procurement Rules as per GFR and New Pension Scheme
Professor Pravin Chandra, Professor and Dean, GGS Indraprastha University	1 March 2022 2.30 PM - 4 PM	Office Automation
Dr. Virendra Kumar Assistant Professor, SPMC	2 March 2022 2.30 PM - 3:30 PM	Role of Mental Health at Work Place
Dr. Sadhna Sharma (Principal) (to be updated)	2 March 2022 3:30 PM onwards	Valedictory Session

Important Instructions for the Participants:

- Registration: All the interested candidates are required to register themselves for the Workshop with a fee of Rs. 100 till 20 February 2022
- Interested Candidates are required to register through the link: https://docs.google.com/forms/d/1RhAR-TzUt8QmjUeXgcG40Q83AIBkpDjFH6ao5Ej_VNQ/edit .
- The registration fee of Rs. 100 is payable by the participants through NEFT/RTGS at the below given bank account:

Details of Bank Account:

Name of the Bank	Indian Overseas Bank
Address	SPM College, Road No. 57 Punjabi Bagh (West), New Delhi-110026
Account No	176001000000115
IFSC Code	IOBA0001760
MICR Code	110020043

- The last date of registration is: 20 February 2022
- All the successfully registered participants shall be intimated through the registered e-mail ID only.
- Details of the programme schedule along with the meeting link will be shared to the registered e-mail ID only.
- All the participants who attend all the sessions and fill attendance cum feedback form shall be given e-certificates.
- For any Queries regarding Payment issues, please Contact:

Dr. Shubha Sinha (9868567017)

ORGANISING COMMITTEE

- 1. Dr. Shubha Sinha (IQAC Coordinator)**
- 2. Dr. Shivani George**
- 3. Ms. Meenakshi Mittal (AO)**
- 4. Dr. Ksh. Subarta Singh**

Patron

**Prof. Sadhna Sharma
(Principal Officiating)**