

Report of the One Week Skill Enhancement Programme for Non-Teaching Staff



JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)
(ACCREDITED GRADE 'B++' BY NAAC)

Organizes
(UNDER THE AGEIS OF IQAC)

ONE WEEK ONLINE SKILL ENHANCEMENT PROGRAMME ON

"GENERAL ADMINISTRATIVE TRAINING"
FOR NON-TEACHING STAFF

14th December-18th December 2020

Live Sessions: 2:00 to 5:00 pm
Last Date of Registration: 13th December 2020

COORDINATORS

Mr. Surendra Kumar
Sr. P.A. to the Principal

Dr. Kaushal Kishore
Administrative Officer

ORGANISING COMMITTEE

Mr. Arvind Pal
Senior Assistant

Mr. Manpreet
Senior Assistant

Mr. Manoj
Senior Tech. Assistant

Convenor
Dr. Shilpa Choudhary
IQAC Coordinator

Patron
Prof. Swati Pal
Principal

BROCHURE LINK: <https://bit.ly/2lkzwoQ>

REGISTRATION LINK: <https://forms.gle/95dEMotB1n1Cvru8>

For queries, contact us at sep@jdm.du.ac.in, 9810536379

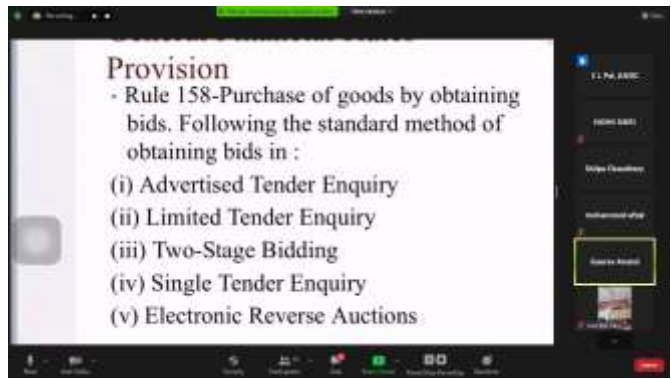
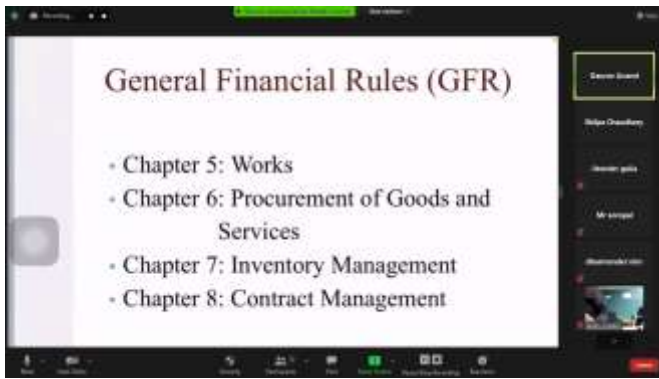
Day 1: Rules related to Procurement as per GFR, 2017: GFR, CPP, GEM and other Financial Rules

The session started with Welcome address by Dr. Shilpa Chaudhary, IQAC Coordinator, JDMC followed by Inaugural Address by Prof. Swati Pal, Principal, JDMC. Prof. Pal welcomed all the participants and wished them a fruitful week ahead. She emphasized the importance of efficient functioning of the non-teaching staff for institutions to function efficiently.

Dr. Kaushal Kishore, A.O., JDMC welcomed the resource person for the day **Shri Gaurav Anand, Assistant Registrar (Finance), South Delhi Campus, University of Delhi**. The speaker explained in detail the important provisions of various rules related to procurement as per GFR, 2017. He also apprised the audience about GeM and CPP. Shri Anand elaborated on different methods of procurement and types of bidding as well as special cases for single source tender. The lecture was followed by a question-answer session wherein the resource person answered all queries from the participants. The participants were very satisfied with the detailed exposition of the subject matter.

The session ended with a Vote of Thanks.





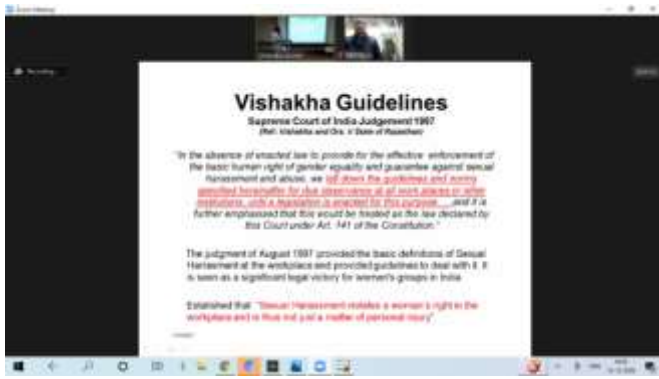
Day 2: Discipline and Administrative Vigilance, Grievance Redressal Mechanism (including Safety of Women at the Workplace)

The session started with Welcome address by Dr. Kaushal Kishore, A.O., JDMC. He introduced the resource person for the day **Shri Virendra Kumar, Deputy Registrar, School of Planning and Architecture (SPA), Delhi**. Shri Kumar started with basic expectations of an employer and then explained the penalties that may be imposed on the employees who do not exhibit the desired code of conduct. He discussed the constitutional provisions related to these, including the duties of the Investigating Officer. The speaker discussed the provisions of Article 310 as well as ICC. The provisions related to prevention of Sexual Harassment at workplace were then described in detail.

The lecture was followed by question-answer session wherein the resource person answered all queries from the participants. The participants were very satisfied with the detailed exposition of the subject matter.

The session ended with a Vote of Thanks.

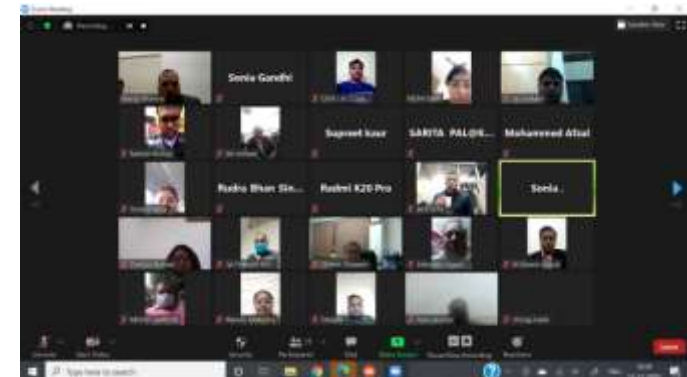
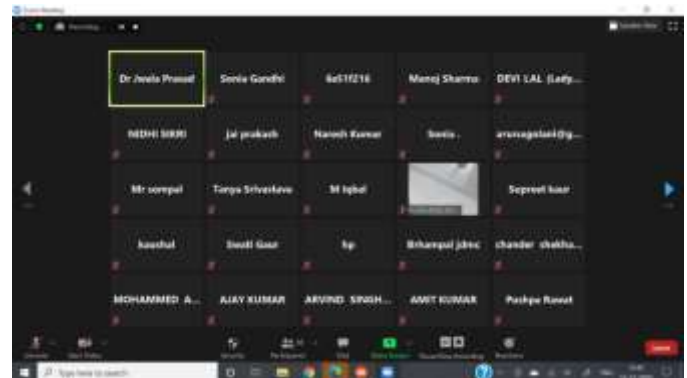




Day 3: Ethics, Protocol, Code of Conduct and Leadership

The session started with Welcome address and motivational speech by Dr. Kaushal Kishore, A.O., JDMC. He introduced the resource person **Dr. Jwala Prasad**, Deputy Registrar, Mahatma Gandhi Central University, Bihar. The speaker dealt in detail with various concerns regarding ethics. He highlighted the importance of values and ethics in personal and professional life. Dr. Prasad described the code of conduct to be followed by employees and that which is expected by authorities. He also emphasized that it is in best interest of employees to display good value system and follow code of conduct.

It was a very interactive session and participants sought answers to several of their queries. The session was quite engaging and ended with a vote of thanks by Dr. Kaushal Kishore.



Day 4: Process, RR-2020, Promotion Process, APAR, MACP

The session started with Welcome address and motivational speech by Dr. Kaushal Kishore, A.O., JDMC. He introduced the resource **Dr. Pradeep Kumar**, Deputy Registrar, University of Delhi.

The resource person explained in detail the Reservation Roster for Teaching staff as well as Non-teaching roster. He also described the recruitment process in detail. He explained the role of staff council and described the changes in RR-2020. Dr. Kumar discussed the promotion process in detail and also discussed APAR and MACP at length.

The participants asked several queries and they were answered in detail by the speaker. It was a very interactive and informative session and the participants appreciated the session a lot.





Session 5: Rules related to Leave, Medical Reimbursement, Increments, LTC etc

The session started with Welcome address and motivational speech by Dr. Kaushal Kishore, A.O., JDMC. He introduced the resource **Shri Anand Kumar Soni**, Assistant Registrar, University of Delhi.

Mr. Soni explained in detail rules related to various types of leave such as casual, medical, earned etc, He also described the procedure for medical reimbursement and clarified that it is necessary to get treatment done only at the hospitals/ use services at diagnostic centres which are on the panel of DU. Mr. Soni then cleared participants' doubts related to increments and elaborated on LTC rules. He also alerted the participants that the documents need to be submitted well in time otherwise the claim will not be accepted.

It was an interactive session that helped participants to clear their questions. The session ended with a vote of thanks.

Day 6: Valedictory Session

The Valedictory session began with a welcome address. A brief report of the FDP was presented by Dr. Shilpa Chaudhary. This was followed by Valedictory Address by Prof. Swati Pal, Principal, JDMC. Then, the participants shared their feedback wherein they heartily appreciated the program content, resource persons as well as organization of the program. The program ended with a Vote of thanks.



Zoom Meeting

Recording... Speaker View

		Nizam Ashraf	Tarun	
	Rajesh Mehta	Shiba Chakraborty		
Ajit Kumar	Omvir Balsoya	AJAY TIWARI	Ashutosh Agga...	Amit kumar

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