



ONE WEEK PROFESSIONAL DEVELOPMENT PROGRAM FOR ADMINISTRATIVE STAFF

15TH JULY - 21ST JULY 2025

Organized by

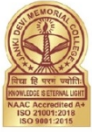
**Janki Devi Memorial College
University of Delhi
A+ NAAC accredited**

Under the Aegis of IQAC

**In collaboration with
Institute of Lifelong Learning (ILLL)
University of Delhi
(In Hybrid Mode)**

Report

- 1. Rationale for the PDP**
- 2. Introduction**
- 3. The Journey of One Week PDP**
- 4. Participation and Feedback**
- 5. Glimpses**



JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

In Collaboration with

Institute of Lifelong Learning

(University of Delhi)

Under the aegis of

JDMC- IQAC (INTERNAL QUALITY ASSURANCE CELL)

organises

One week

PROFESSIONAL DEVELOPMENT PROGRAM FOR ADMINISTRATIVE STAFF



15th - 21st July, 2025



2:00 PM Onwards



**Seminar Room, JDMC
& Zoom platform**



Scan to Register

Last Date-July 14th, 2025

Organising Team

Dr. Kush Kr. Gayasen,
Coordinator, IQAC, JDMC
Dr. Shiwani Burnwal, Dy.
Coordinator, IQAC, JDMC
Dr. Md. Zubeer Ahmed
Associate Prof., JDMC

Dr. Raju Keshari
Asst. Prof., JDMC
Dr. Kaushal Kishore,
Admin. Officer, JDMC
Mr. Surendra Kumar,
Admin. Officer, JDMC

Patrons

Prof. Sanjoy Roy.
Director, ILL, University of Delhi

Prof. Swati Pal
Principal, JDMC



जानकी देवी मेमोरियल कॉलेज
(दिल्ली विश्वविद्यालय)
एवं
इंस्टिट्यूट ऑफ़ लाइफलॉन्ग लर्निंग
(दिल्ली विश्वविद्यालय)

जेडीएमसी - आईक्यूएसी (आंतरिक गुणवत्ता आश्वासन सेल)

के तत्वावधान में प्रस्तुत

प्रशासनिक कर्मचारियों के लिए एक सप्ताह का व्यावसायिक विकास कार्यक्रम



15 - 21 जुलाई, 2025



दोपहर **2:00** बजे से



सेमिनार कक्ष, जेडीएमसी
एवं Zoom platform



रजिस्टर करने के लिए स्कैन करें

अंतिम तिथि- **14 जुलाई, 2025**

आयोजन समिति

डॉ. कुश कुमार गयासेन,
समन्वयक, आईक्यूएसी, जेडीएमसी
डॉ. शिवानी बर्नवाल,
उप-समन्वयक, आईक्यूएसी, जेडीएमसी
डॉ. मो. जुबेर अहमद
सह-प्रोफेसर, जेडीएमसी

डॉ. राजू केशरी
सहायक प्रोफेसर, जेडीएमसी
डॉ. कौशल किशोर
प्रशासनिक अधिकारी, जेडीएमसी
श्री सुरेन्द्र कुमार
प्रशासनिक अधिकारी, जेडीएमसी

संरक्षक

प्रो. संजय रॉय
निदेशक, ILLL, दिल्ली
विश्वविद्यालय

प्रो. स्वाति पाल
प्राचार्या, जेडीएमसी

Report

Name of the event:	Professional Development Program for Administrative Staff
Name of the organizer (s):	Janki Devi Memorial College (JDMC), in collaboration with the Institute of Lifelong Learning (ILL), University of Delhi. (Hybrid Mode)
Type of event (intra-college/inter-college/ state/ national or any other collaboration)	National
Objectives of the event:	Professional Development-Capacity Building of Administrative Staff
Name and Affiliation of the Resource person (if applicable):	Sessions by national level experts

Rationale

The rationale of this program is to equip employees with fundamental knowledge while also enhancing and updating their practical skills to meet the demands of an evolving work place to promote understanding of Rajbhasha's role in official communication with practical skills to incorporate it effectively in line with government language policies. To enable participants with the skills to effectively use key government portals (GeM, CPPP, NPS, PFMS) for improved efficiency, accuracy, and transparency in administrative tasks. To help participants manage stress effectively through mindfulness and relaxation techniques for improved focus and well-being.

Introduction

Janki Devi Memorial College (JDMC), in collaboration with the Institute of Lifelong Learning (ILL), University of Delhi, organised a week-long **Professional Development Program for**

Administrative Staff from 15th to 21st July 2025 in Hybrid mode.

This initiative aimed to equip administrative personnel with fundamental knowledge, while enhancing and updating their professional skills and capacities through a series of interactive and enriching sessions conducted by eminent resource persons.

The program comprised six thematic sessions, along with inaugural and valedictory events, and covered a range of topics relevant to the professional roles of non-teaching and administrative staff.

The Journey of One Week PDP

Day 1 – Inaugural Session (15th July 2025)

The Professional Development Program for Administrative Staff was inaugurated on 15th July 2025 at 2:00 PM in the Seminar Hall of Janki Devi Memorial College. This collaborative effort between Janki Devi Memorial College and the Institute of Lifelong Learning (ILLL), University of Delhi, was designed to enhance the knowledge and professional capacities of administrative personnel through a week-long series of interactive and insightful sessions. The event began with a formal welcome by the Vice Principal of Janki Devi Memorial College, who underscored the importance of capacity building in administrative roles and appreciated the partnership with ILLL in making such training accessible.

The Chief Guest, Prof. Sanjoy Roy, Director, Institute of Lifelong Learning (ILLL), University of Delhi, delivered an inspiring keynote address that set a positive tone for the program. Drawing from his vast academic and administrative experience, Prof. Roy emphasized the need for continuous learning, adaptability to changing institutional demands, and embracing professional development as an ongoing process. His speech encouraged participants to engage actively with the program content to maximize benefits. The Director of ILLL also expressed her gratitude and outlined the shared vision for strengthening administrative competencies across the University of Delhi. The organizing team, including Dr. Kush Kumar Gayasen, Dr. Shiwani Burnwal (attended online), Dr. Md. Zubeer Ahmed, Dr. Raju Keshari, Dr. Kaushal Kishore, and Mr. Surendra Kumar, were present alongside the participants. The session was expertly anchored by Dr. Kush Kumar Gayasen, IQAC Coordinator of Janki Devi Memorial College, ensuring smooth proceedings. The inaugural session concluded with a heartfelt Vote of Thanks by Dr. Kaushal Kishore, Administrative Officer, Janki Devi Memorial College, acknowledging the contributions of all dignitaries, organizers, and participants.

Day 1 – Session by Dr. Vandana Gambhir: Mindfulness Training (15th July 2025)

On the first day itself, Dr. Vandana Gambhir delivered an impactful and deeply engaging session titled “*Mindfulness Training: Coping with Stress in Everyday Life*”. Dr. Gambhir brought to the

session her extensive expertise in psychological wellbeing and stress management, drawing on both academic research and practical applications. She opened the session by highlighting the increasing relevance of mindfulness in managing workplace stress, particularly in high-pressure administrative environments.

Through a clear and articulate presentation, Dr. Gambhir explained mindfulness concepts, techniques such as focused breathing and body awareness, and how these can be integrated into daily routines to enhance mental clarity and emotional balance. What made the session particularly engaging was her interactive style, she encouraged participants to reflect on their personal stress triggers and shared exercises to cultivate mindfulness in real time. The session sparked thoughtful discussions and self-reflection among attendees, with many expressing that the insights gained would help them better manage both professional challenges and personal wellbeing. The session added significant value to the program by introducing holistic stress-coping strategies grounded in scientific research.

Day 2 – Session by Dr. Raja Ram Yadav: राजभाषा हिंदी : संवैधानिक और तकनीकी प्रावधान (16th July 2025).

As part of the Professional Development Program on “राजभाषा हिन्दी: संवैधानिक और तकनीकी प्रावधान”, Dr. Raja Ram Yadav delivered a highly informative and thought-provoking session. The program was attended by a large number of non-teaching staff members who showed keen interest in understanding the nuances of the constitutional and technical provisions related to the use of Hindi in administrative settings.

Dr. Yadav elaborated on the significance of language policy in governance and the gradual promotion of Hindi in official work while respecting India’s linguistic diversity. His detailed explanation of the constitutional framework helped participants appreciate the historical and political context in which Hindi was accorded its rightful place as राजभाषा.

Moving beyond the constitutional aspect, Dr. Yadav also discussed the practical and technical provisions laid down in the Official Language Act and subsequent guidelines issued by the Government of India. He emphasized the importance of compliance with these provisions in day-to-day administrative functioning and showed how effective implementation can strengthen communication and efficiency in offices. His references to circulars, notifications, and examples of best practices made the session highly practical and relevant for the participants.

What made the session particularly engaging was Dr. Yadav’s interactive style. He frequently invited questions and clarified doubts, which encouraged active participation from the audience. Many attendees expressed that his ability to simplify legal and technical terms into easy, comprehensible language was extremely helpful. The session was not only educative but also inspiring, as it highlighted the role of each staff member in promoting the effective use of Hindi in administration.

Overall, Dr. Raja Ram Yadav's session was a significant contribution to the Professional Development Program. It broadened the participants' understanding of the constitutional mandate and technical framework surrounding Hindi while also instilling a sense of responsibility and motivation to apply this knowledge in their professional work. The session received very positive feedback and was regarded as one of the most impactful engagements of the program.

Day 3 – Session by Mr. Shashi Kant: New Pension Scheme (17th July 2025)

Day 3 featured a highly informative session by Mr. Shashi Kant, Deputy Registrar (Finance), Pension Cell, University of Delhi, on the topic "*New Pension Scheme: Introduction and Effective Use of the Online Portal*". Mr. Kant's deep knowledge of pension administration, combined with his practical experience handling finance matters at the university level, lent the session both authority and approachability.

He began by explaining the fundamental aspects of the New Pension Scheme, including eligibility, benefits, and procedural requirements, ensuring all participants understood the scheme's importance for their long-term financial security. The session then transitioned to a detailed walkthrough of the online portal used for pension management, where Mr. Kant demonstrated how to navigate various features effectively. His step-by-step guidance helped demystify the online processes, enabling participants to feel more confident in managing pension-related tasks. The session was interactive, with Mr. Kant addressing participant queries thoughtfully, thus enhancing clarity. The practical orientation and participant engagement made this session an essential component of the program, empowering attendees to use pension services efficiently.

Day 4 – Session by Dr. Arun Julka: CPPP and PFMS (18th July 2025)

On Day 4, the program welcomed Dr. Arun Julka, Professor of Commerce at Maharaja Agrasen College, University of Delhi, who presented an in-depth session on "*Central Public Procurement Portal (CPPP) and its Online Portal Usage- Public Finance Management System (PFMS)*". Dr. Julka's expertise in commerce and finance provided a solid foundation for exploring these complex government portals essential for transparent and accountable public financial management.

Dr. Julka began by contextualizing the importance of CPPP and PFMS within India's public procurement and financial landscape, explaining their objectives of transparency, efficiency, and compliance with regulatory frameworks. His detailed live demonstrations of both portals showcased their practical usage, from tender publication to fund management. The session also covered common challenges users face and best practices to ensure smooth operations. Dr. Julka's

interactive approach included frequent participant engagement and Q&A sessions, which clarified technicalities and enhanced comprehension. His emphasis on the impact of these systems on governance and accountability resonated strongly with attendees, who found the session highly relevant to their administrative duties.

Day 5 – Session by Mr. Gaurav Anand: Inventory Management and GeM (19th July 2025, Online)

The fifth day of the program was conducted online by Mr. Gaurav Anand, Deputy Registrar (Finance), UDSC, University of Delhi. With six years of banking experience prior to joining Delhi University's administration, Mr. Anand brought a unique blend of sectoral expertise to his session on *"Inventory Management as per GFR 2017 and its Effective Implementation- Government-e-Market (GeM) Introduction"*.

Mr. Anand started by breaking down the General Financial Rules (GFR) 2017 provisions related to inventory management, emphasizing compliance, systematic record-keeping, and accountability. His lucid explanations demystified what can often be considered complex financial regulations. He then introduced the Government-e-Marketplace (GeM) portal, explaining how it modernizes government procurement by providing a transparent and efficient online marketplace. Practical demonstrations guided participants through portal registration, product/service procurement, and transaction tracking. The session was highly interactive, with participants actively raising queries and discussing real-world application scenarios. Mr. Anand's comprehensive coverage and engaging style made the session both informative and empowering for the administrative staff.

Day 6- Session by Dr. Anjana Neira Dev and Valedictory Session (21st July 2025)

The final day began with a specialized session by Dr. Anjana Neira Dev, Associate Professor, Department of English, Gargi College, University of Delhi, focused on *"Noting and Drafting – Implementation and Essentiality"*. Dr. Dev's academic background in English and extensive experience in formal communication made her an ideal resource person for this critical skill area.

She highlighted the importance of clear, precise, and professional documentation in administrative work, outlining the components of effective noting and drafting. Using practical examples, Dr. Dev demonstrated how well-crafted official notes and drafts contribute to institutional efficiency and reduce misunderstandings. The session was highly interactive, with participants engaging in exercises and discussions that enhanced their writing competencies. The practical nature of the session equipped attendees with skills that they could immediately apply in their daily responsibilities.

Following this, the Valedictory Session was conducted in the presence of Prof. Swati Pal, Principal of Janki Devi Memorial College, who shared her reflections on the program's success and the enthusiasm displayed by participants. The organizing team, including Dr. Kush Kumar Gayasen, Dr. Shiwani Burnwal (attended online), Dr. Md. Zubeer Ahmed, Dr. Raju Keshari, Dr. Kaushal Kishore, and Mr. Surendra Kumar, were present alongside the participants. Dr. Gayasen anchored the session and delivered the formal Vote of Thanks, expressing sincere gratitude to all resource persons, collaborators from ILL, organizing members, and participants. He highlighted the program's achievements in building capacity and encouraged the staff to continue their professional growth journeys. The valedictory brought the program to a successful and inspiring close.

Participation and Feedback

The Professional Development Program witnessed an impressive participation of more than 50 administrative staff members, representing not only Janki Devi Memorial College, but also various colleges across the University of Delhi and the University administrative office. The diversity of participants enriched the discussions, with attendees bringing their own institutional experiences into the learning process. Their active involvement ensured that the sessions remained dynamic and practice-oriented.

The feedback was collected online through a structured Google Form, ensuring systematic and anonymous responses. It covered both suggestions for improvements as well as general comments from the participants. The responses were overwhelmingly positive, with participants appreciating the balanced design of the program, which combined technical training on finance and procurement systems with sessions on stress management and professional communication. Several respondents highlighted that the sessions were practical, well-structured, and directly applicable to their daily administrative roles. The enthusiastic reception and constructive remarks are strong indicators of the program's success and highlight the growing demand for such professional development initiatives.

Conclusion

The week-long Professional Development Program was a resounding success, offering administrative staff a rich blend of knowledge, practical skills, and professional development opportunities. The seamless collaboration between Janki Devi Memorial College and the Institute of Lifelong Learning, University of Delhi, was pivotal in the program's smooth execution and impactful delivery. The participants expressed great appreciation for the quality of sessions and the relevance of the topics covered.





Day 1



Day 2



Staff quarters, JANKI DEVI MEMORIAL COLLEGE, Old Rajinder Nagar, Rajinder Nagar, Delhi, 110060, India

Latitude
28.6422784°

Local 05:04:51 PM
GMT 11:34:51 AM

Note : JDMC IQAC TRENING

Longitude
77.1917304°

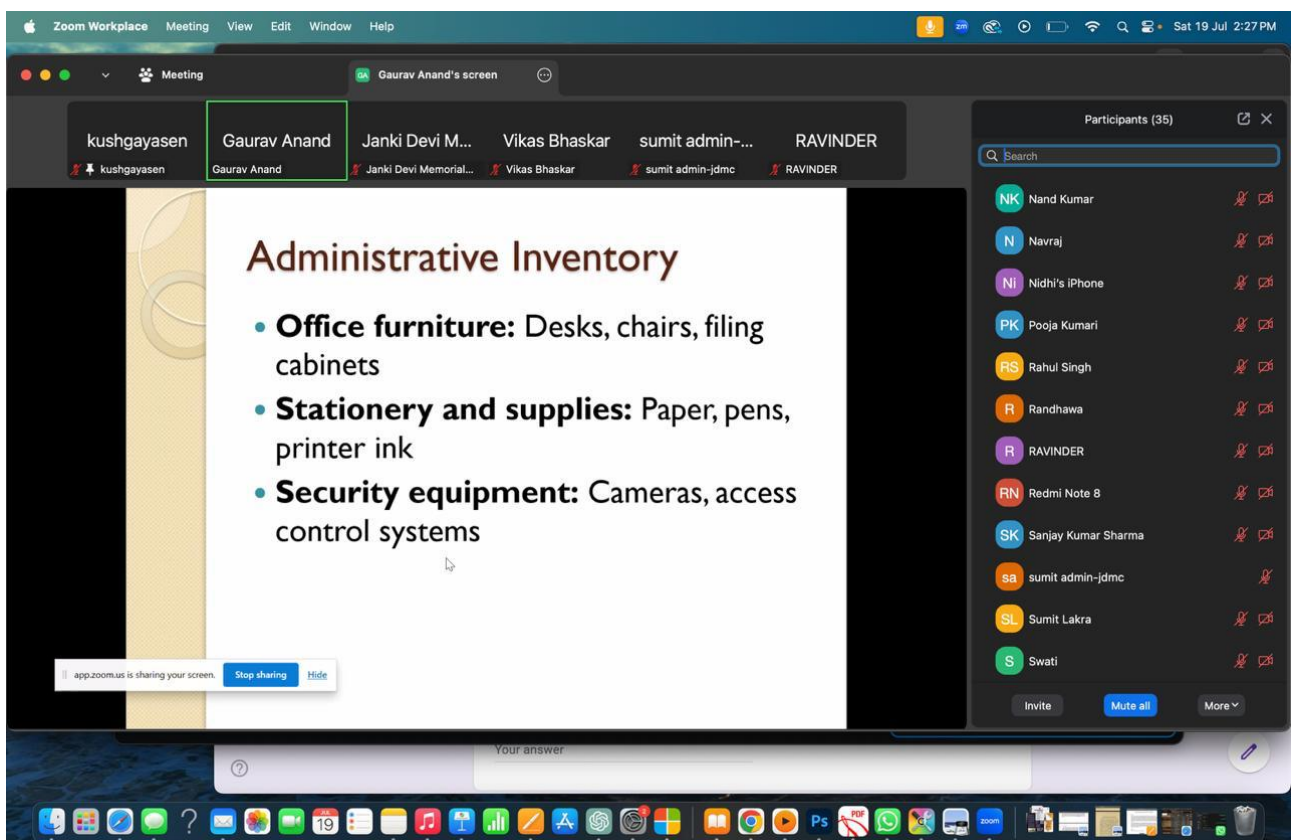
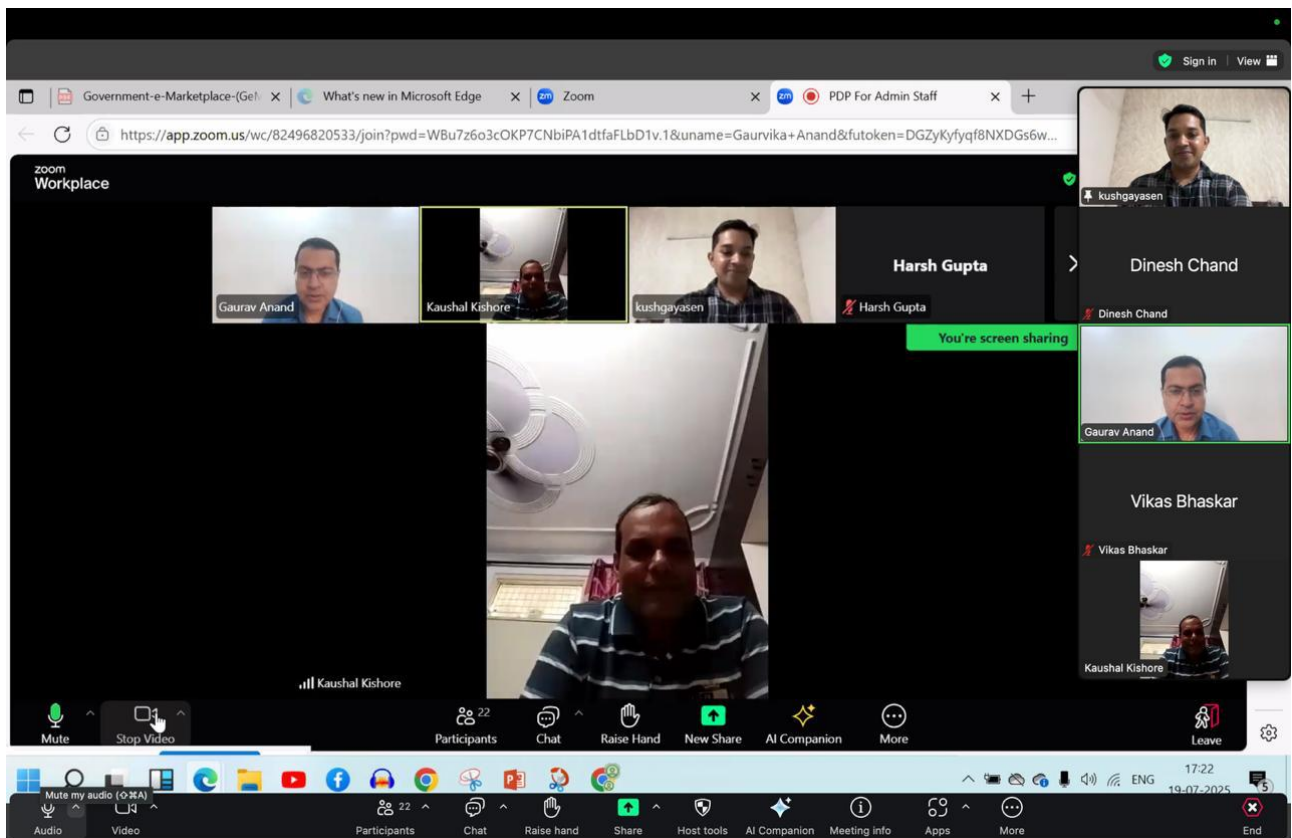
Altitude 239 meters
Thursday, 17.07.2025



Day 3



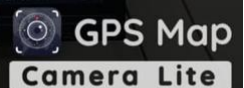
Day 4



Checklist for Effective Drafting

- i. Why is this draft necessary?
- ii. Who should it be addressed to and who will sign?
- iii. What should be the format? Letter/Memo/Office Order/Circular/...
- iv. Is something being conveyed or being called for?
- v. Have all the necessary details been included?
- vi. Does the language convey the intention and/or expectation of the sender?
- vii. What should be the recipient's response?
- viii. Has the referencing been done?
- ix. Is it logically sequenced?
- x. Is it coherent and cohesive?

Anjana Nehra Devi, Gangi College, University of Delhi



Staff quarters, JANKI DEVI MEMORIAL COLLEGE, Old Rajinder Nagar, Rajinder Nagar, Delhi, 110060, India

Latitude
28.642228°

Longitude
77.1917226°

Local 04:16:38 PM
GMT 10:46:38 AM

Altitude 239 meters
Monday, 21.07.2025

Note : JDMC IQAC TRENING



Staff quarters, JANKI DEVI MEMORIAL COLLEGE, Old Rajinder Nagar, Rajinder Nagar, Delhi, 110060, India

Latitude
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GMT 10:46:30 AM

Note : JDMC IQAC TRENING

Longitude
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Altitude 239 meters
Monday, 21.07.2025



Day 6



Day 6 Valedictory Session

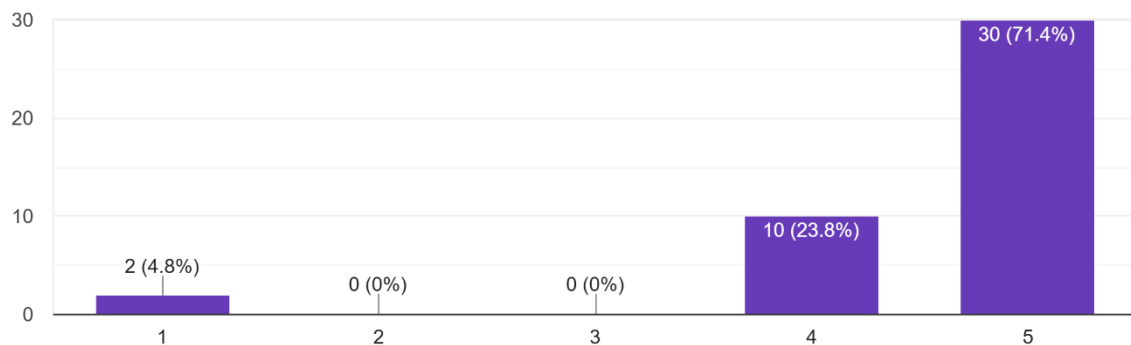
Sample of Online-Attendance-Feedback

Day-1

Attendance cum Feedback Form for the Session by Dr. Vandana Gambhir: Mindfulness Training (15th July 2025)

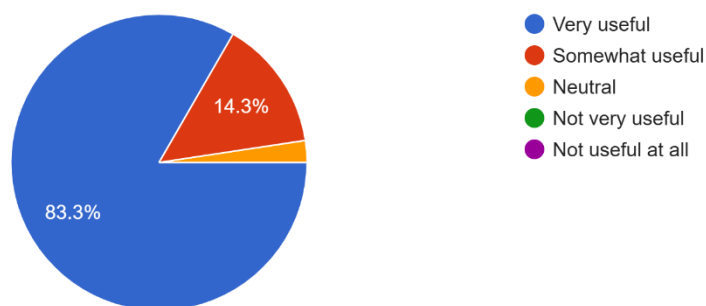
How satisfied are you with the overall program? (Linear scale: 1 to 5) Label 1 as "Very Dissatisfied" Label 5 as "Very Satisfied"

42 responses



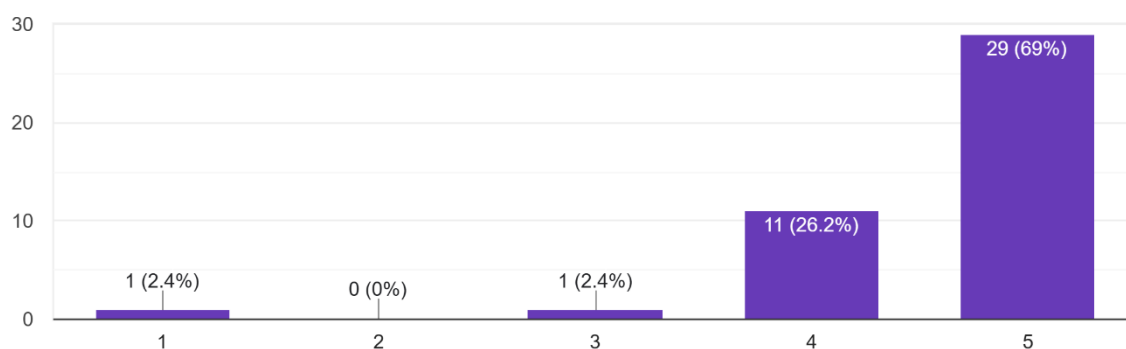
How relevant and useful were the topics covered?

42 responses



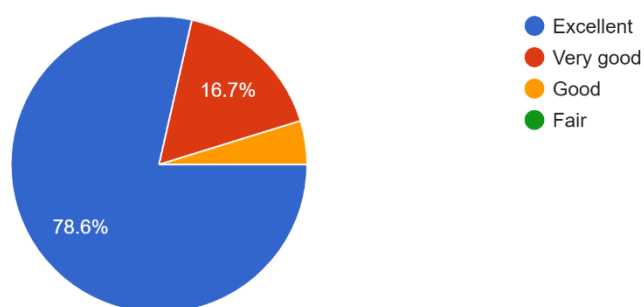
Rate the quality of the resource person/speaker. (Linear scale: 1 to 5) Label 1 as "Poor" and Label 5 as "Excellent"

42 responses



Rate the coordination and organization of the program.

42 responses

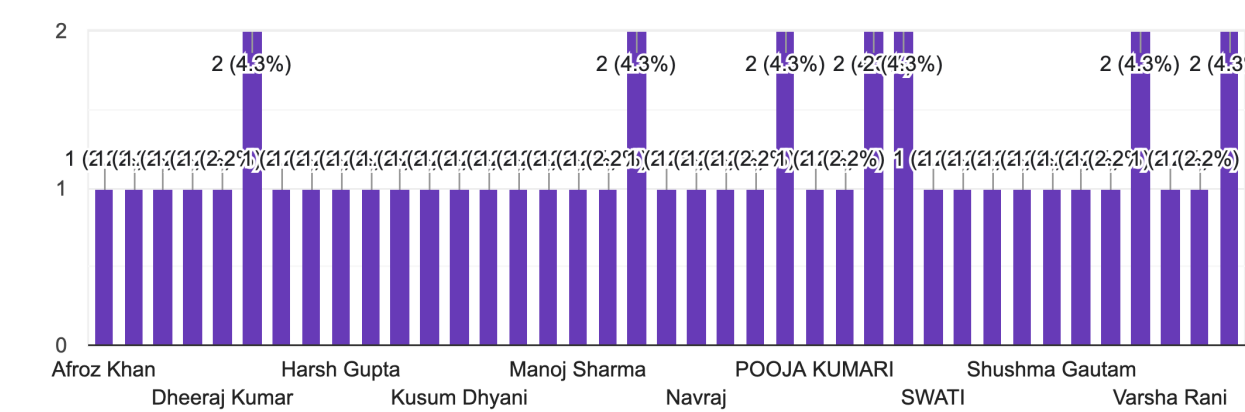


Day 2-

Attendance cum Feedback Form for राजभाषा हिंदी : संवैधानिक और तकनीकी प्रावधान-(16th July 2025).

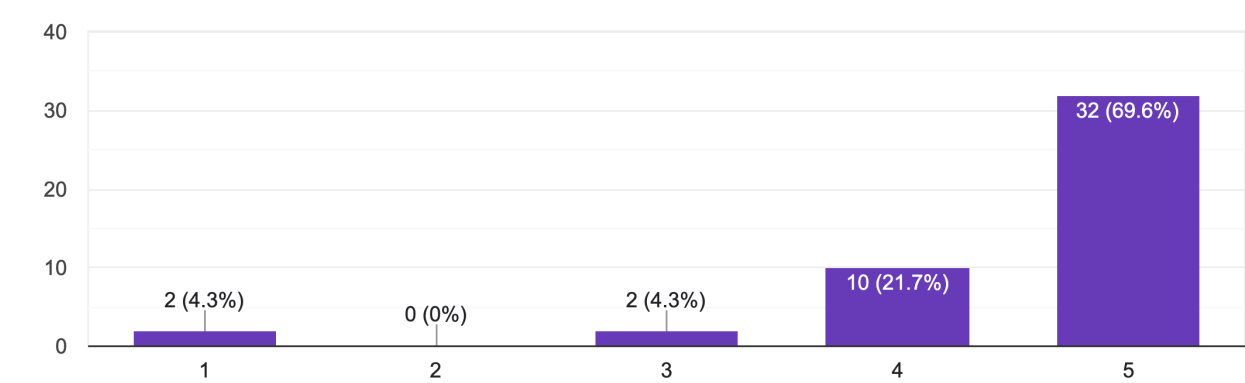
Full Name

46 responses



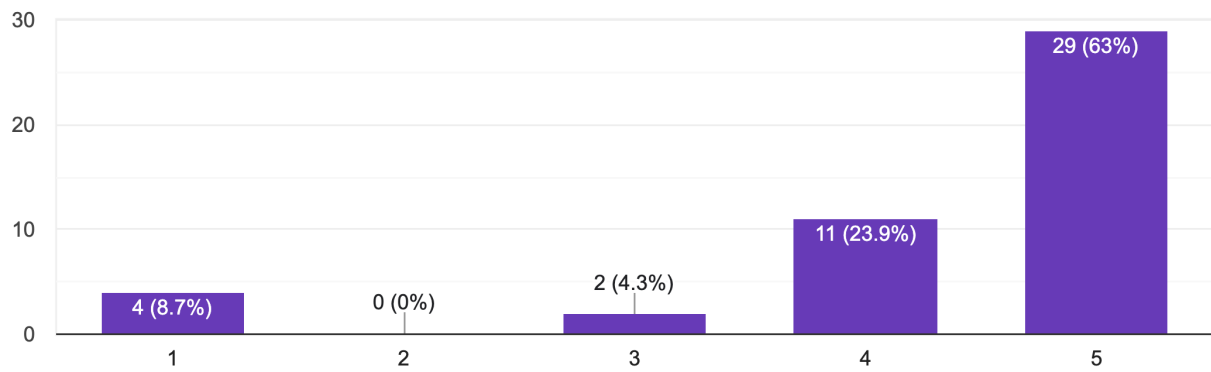
How satisfied are you with the overall program? (Linear scale: 1 to 5) Label 1 as "Very Dissatisfied" Label 5 as "Very Satisfied"

46 responses



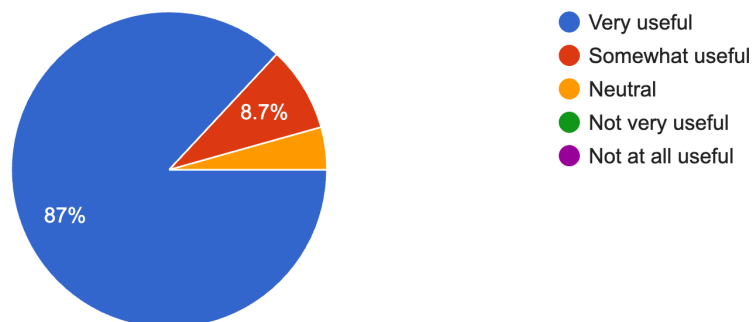
How relevant and useful were the topics covered?

46 responses



Rate the quality of the resource person/speaker.

46 responses



Rate the coordination and organization of the program.

46 responses

