



SLC (University of Delhi) SHYAM LAL COLLEGE



NAAC A++ & NIRF 68TH

Internal Quality Assurance Cell (IQAC) organizes Two-days Workshop on

Smart Office Administration@3: Effective Leadership for Viksit Bharat



January 10-11, 2024



Board Room

Kindly Register At:



[https://forms.gle/c9pS
G1Y6bVi2dyAPA](https://forms.gle/c9pS G1Y6bVi2dyAPA)

Distinguished Guests & Speakers:

- Dr. Vikas Gupta, Registrar, DU
- Sh. Girish Ranjan, Finance Officer, DU
- Smt. Meenakshi Sahay, JR (Rec & HR), DU
- Sh. Sandeep Sharma, AR (Proc), DU
- Sh. Shreenibas Prusty, Registrar, ILI
- Sh. Jay Chanda, JR (Academics), DU
- Sh. Mahesh Gupta, IAO, DU
- Dr. Jitendra Tripathi, Joint Sec, UGC

Organising Team

Mr. Manoj Kumar
Section Officer

Mr. Atul Kumar Jain
Administrative Officer

Prof. Kusha Tiwari
IQAC Director

Dr. Anurag Maurya
Assistant Professor

Mr. Manish Kumar
Assistant Professor

Ms. Priya Khanna
Assistant Professor

Prof. Rabi Narayan Kar
Principal



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Smart Office Administration @3: Effective Leadership for Viksit Bharat

PROGRAMME SCHEDULE

Day 1: January 10, 2024 (Wednesday)

Inaugural Session: 9:30 AM

- 11:00 AM - 11:30 AM : High Tea
- 11:30 AM - 01:00 PM : Sh. Girish Ranjan, Finance Officer, DU
- 01:00 PM - 02:00 PM : Lunch
- 02:00 PM - 03:30 PM : Smt. Meenakshi Sahay, JR (Recruitment & HR), DU
- 03:30 PM - 05:00 PM : Sh. Sandeep Sharma, AR (Procurement), DU
- 05:00 PM onwards : Tea

Day 2 : January 11, 2024 (Thursday)

- 09:30 AM - 11:00 AM : Sh. Mahesh Gupta, Internal Audit Officer, DU
- 11:00 AM - 11:30 AM : Tea
- 11:30 AM - 01:00 PM : Sh. Shreenibas Prusty, Registrar, Indian Law Institute
- 01:00 PM - 02:00 PM : Lunch
- 02:00 PM - 03:30 PM : Sh. Jay Chanda, JR (Academics), DU
- 04:30 PM onwards : High Tea

Valedictory Session: 3:30 PM

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