

## REPORT ON OFFICE TRAINING PROGRAMME

SLC, being a pioneer Delhi University College in east Delhi, has taken yet another step towards achieving institutional excellence. SLC has become the first college in DU to have organized a Training Programme for the Office staff on “Smart Office Administration”. This three day training programme, organized by the Internal Quality Assurance Cell (IQAC), is an important initiative that would facilitate the process of enhancing skills, capabilities and knowledge of the Office staff. The event was attended by nearly 80 participants. Training programmes are crucial for organizational development and success and contribute to the overall work productivity of an institution. This training programme spread over three days had expert speakers and participants from academic institutions and other organizations. The programme was inaugurated by Dr. S.C.Prusty, Registrar, Indian Law Institute who focused on explaining how smart office administration involves not only smooth office workings but also involves developing and maintaining healthy interpersonal interactions. He emphasized how organizations should work towards ensuring paperless administration and complete automation of the office dealings. Prof. Sunita Singh Sen Gupta, FMS University of Delhi, engaged the audience on the importance of maintaining a serene state of mind and environment in the workplace because that leads to improved work experience. The programme also had other eminent resource persons such Dr. Vikas Gupta, Joint Registrar, University of Delhi; Prof. S.S Khanka, NIFM, Ministry of Finance, Govt. of India; Dr. T. Vengadesan, Joint Registrar, University of Delhi; Prof. I.M Kapahi, Member UGC. The idea to organize such a training programme was conceptualized by our Principal Dr. Rabi Narayan Kar who also took the initiative of taking feedback from all our stakeholders on infrastructural, administrative and academic aspects related to the College. The feedback process provided insights into the skills and behavior desired in the institution to accomplish the vision, mission, and maintain a desired culture of excellence. To achieve these objectives, SLC has taken many pioneer steps such as the digitization of the whole administrative work including Library, Office and Accounts that has streamlined and smoothed the office operations. We have conducted International and National Conferences and Virtual lectures in the past one year in which our teaching, non-teaching staff and students played crucial role in the successful organization of these conferences without engaging any professional event management company. The College has also established five Centres: Centre for Holistic Development (CHD), Centre for Industry Interaction and Skill Development (CIISD), Women Development Cell (WDC), Ambedkar Study Circle (ASC) and Gandhi Study Circle (GSC). These Centres have taken up cross-cutting issues related to modern

lifestyle, gender, caste identity in India, professional challenges, social anomalies etc. This office training programme is another step towards improving the overall functioning of the institution and to expose our staff members to brainstorming sessions with distinguished panel/s of expert speakers who, with their experience in skilled management and administration, would guide them to adopt smart office practices. This is a pioneer initiative taken by SLC to encourage and promote smart office management, and to improve the work environment and work potential of the administrative workforce.

Poster:



**SLC** (University of Delhi)  
**SHYAM LAL COLLEGE**  
**IQAC**

*Organizes*

A FOUR DAYS TRAINING PROGRAMME

*on*

**“Smart Office Administration”**

21<sup>st</sup> October – 24<sup>th</sup> October, 2016

**Chief Guest**

**Dr. S.C. Prusty**

Registrar, Indian Law Institute

**Eminent Speakers**

**Dr. Vikas Gupta**

Joint Registrar, University  
of Delhi

**Prof. S.S Khanka**

NIFM, Ministry of Finance,  
Govt. of India

**Dr. T. Vengadesan**

Joint Registrar, University  
of Delhi

**Prof. I.M Kapahi**

Member UGC

**Programme Coordinator**

**Mr. J.S. Chauchan** (A.O, SLC)

**Programme Co-Chairs**

**Dr. Hemant Kukreti**, Vice Principal, SLC

**Dr. Alka Sharma**, Convenor, IQAC

**Dr. Kusha Tiwari**

**Principal & Patron**

**Prof. Rabi Narayan Kar**