

Smart office Administration@2

SLC, being a pioneer Delhi University College in east Delhi, took yet another step towards achieving institutional excellence by organizing Smart Office Administration Programme in the year 2016-17 for enhancing the work productivity and skill development of the office staff. SLC has become the first college in DU to have organized a Training Programme for the Office staff on “Smart Office Administration”. The programme was organized by IQAC of the college. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. On road to excellence, 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. The endeavor of the College has always been to make higher education more enjoyable, job oriented, meaningful and practical, and at the same time more adaptable to the ever changing demands of our society. We have conducted International and National Conferences, International Winter School 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.

IQAC of the college organized the **SMART OFFICE II** in 2017-18, a two day training programme, organized by the Internal Quality Assurance Cell (IQAC), as an important initiative that would further facilitate the process of enhancing skills, capabilities and knowledge of the Office staff. Training programmes are crucial for organizational development and success and contribute to the overall work productivity of an institution. This training programme spread over two days had an interesting panel of renowned expert speakers and participants who interacted with one another. There were more than 50 participants in the programme from SLC and other colleges of Delhi University.

The smart office programme conducted in two days had six sessions along with an Inaugural session and a Valedictory session in all with excellent resource persons from administrative backgrounds sharing their experiences. The inaugural session was conducted on 3rd May, 2018 from 9.30 am onwards with Mr. Ashwani Lohani, Chairman Railway Board as the Chief Guest and Prof. V.K Kaul, Head, Department of Business

Economics, University of Delhi as Special Guest. The inaugural session focused on familiarizing the administrative staff on the importance of following code of conduct, work ethics and core competence to succeed in administration. Session I was conducted by Sh. S.C Prusty, Registrar, Indian Law Institute who discussed about the rules and regulations to be followed in dealing with student and faculty matters in institutions. Session II was conducted by Sh. Sudhir Sharma, Joint Registrar (Legal) DU who discussed the administrative work in university and colleges by sharing his own experiences at workplace. The last session of the first day was conducted by Dr. Deepak Vats, Joint Registrar, DU who took up the issue of pension and NPS administration and focused on taking up questions from the non-teaching staff of the college regarding different work issues that they face in their office and student dealing.

Day II began with Session IV conducted by Dr. B.B Goenka, DU and Mr. Deepak Bareja, FCA, Delhi. Both the speakers of the session talked about handling of TDS, Income Tax and GST. The session was very informative for the non-teaching staff of the college. Session V was conducted by Prof. Sidharth Mishra, VIPS, Delhi who engaged the audience on the topic of ethical administration and student dealing. He also took up some real life examples to make his point. Session VI was conducted by Dr. Raja Ranjan, Joint Registrar (Colleges) DU who talked about the issues, implications and pathways of governance of college. The two day programme ended with the valedictory session which had Mr. Rajiv Sexana, Director, Mazars India as the chief guest. Prof. Rabi Narayan Kar addressed the non-teaching staff and motivated them to do better in their work profile. Mr. Sexane also gave some pointers towards public dealing which could help the staff across institutions in improving their work environment in general. SMART OFFICE II 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, guided 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.



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**SLC (University of Delhi)
Shyam Lal College**



IQAC
organizes

Training Programme
on
Smart Office Administration @ 2
3-4 May, 2018
at
Conference Center, SLC

ABOUT THE COLLEGE

SLC, a co-educational constituent college of the University of Delhi, was established in 1964. SLC being the oldest and pioneer college in East Delhi has been catering to the holistic educational requirements of the young generation. The College is rapidly emerging as a prominent educational institution of the University and has earned its legitimate claim as the most efficient and complete educational institution in the relatively less developed East Delhi region. The endeavor of the College has always been to make higher education more enjoyable, job oriented, meaningful and practical, and at the same time more adaptable to the ever changing demands of our society.

ABOUT IQAC

Internal Quality Assurance Cell (IQAC) has been actively pursuing quality sustenance measures to ensure excellence in academic endeavour. In that context, IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and improvement. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

SMART OFFICE ADMINISTRATION

SLC, being a pioneer Delhi University College in east Delhi, took yet another step towards achieving institutional excellence by organizing Smart Office Administration Programme in the year 2016-17 for enhancing the work productivity and skill development of the office staff. SLC has taken many pioneer initiatives such as the digitization of the whole administrative work including Library, Office and Accounts that has streamlined and smoothened the office operations aided by changes in office layout. We have been conducting regularly International and National Conferences, International Winter School and Virtual lectures in the recent past 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.

Now we announce the **Smart Office Administration @ 2** in 2017-18, a two day training programme, organized by the Internal Quality Assurance Cell (IQAC), as an important initiative that would further facilitate the process of enhancing skills, capabilities and knowledge of the Office staff. **Smart Office Administration @ 2** is another step towards improving the overall functioning of the institutions 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 initiative of ours is to encourage and promote smart office management culture and to improve the work environment and work potential of the administrative workforce. This training programme has an interesting panel of renowned expert speakers and participants who will actively engage in deliberations.

Programme Coordinator
Mr. Jagat Singh Chauhan
Administrative Officer, SLC

Principal & Patron
Prof. Rabi Narayan Kar

Programme Co-Chairs
Dr. Alka Sharma, Convenor, IQAC
Dr. Kusha Tiwari, Member, IQAC

Other IQAC Members: Prof. V. K. Kaul, Mr. Rajiv Saxena, Dr. Arkaja Goswami, Dr. Samrendra Kumar
Dr. Ruchika Ramakrishnan, Dr. Sitaram Kumbhar, Dr. Ashu Gupta
Dr. Prabhat Sharma, Mr. Pankaj K. Chaudhary

Training Programme

on
Smart Office Administration @ 2
Programme Schedule

Day I : 3rd May, 2018 (Thursday)

Inaugural Session: 9.30 am - 11.00 am

Mr. Ashwani Lohani, Chairman Railway Board*

Prof. V.K. Kaul, Head, Department of Business Economics, University of Delhi

Tea/Coffee: 11.00 am - 11.30 am

Session I : Time: 11.30 am - 1.00 pm
Topic : Smart Office Administration & Human Relations
Speaker : Sh. S.C. Prusty, Registrar, Indian Law Institute, New Delhi

Lunch: 1.00 pm - 1.45 pm

Session II : Time: 1.45 pm - 3.15 pm
Topic : Smart Administration & Handling of Legal Issues
Speaker : Sh. Sudhir Sharma, Joint Registrar (Legal)
University of Delhi

Session III : Time: 3.15 pm - 4.45 pm
Topic : Pension & NPS Administration
Speaker : Dr. Deepak Vats, Joint Registrar, University of Delhi

Tea/Coffee: 4.45 pm

Day II : 4th May, 2018 (Friday)

Session IV : Time: 9.30 am - 11.00 am
Topic : Handling of TDS: Income Tax & GST
Speakers : Dr. B.B. Goenka, University of Delhi
Mr. Deepak Bareja, FCA, Delhi

Tea/Coffee: 11.00 am - 11.30 am

Session V : Time: 11.30 am - 1.00 pm
Topic : Ethical Administration & Student Dealing
Speaker : Prof. Sidharth Mishra, VIPS, Delhi

Lunch: 1.00 pm - 1.45 pm

Session VI : Time: 2.00 pm - 3.30 pm
Topic : Governance of College – Issues, Implication and Pathways

Speaker : Dr. Raja Ranjan, Joint Registrar (Colleges)
University of Delhi

Valedictory Session : Time: 3.30 pm - 4.30 pm
Mr. Rajiv Saxena, Director, Mazars India

Tea/Coffee: 4.30 pm

For registration contact:

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Principal & Patron
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Programme Co-Chairs
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*confirmation awaited