

One Day Training Programme on Smart Office Administration, 9 February, 2020



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



**IQAC**  
*organises*

**ONE DAY TRAINING PROGRAMME**

*on*

**Smart Office Administration**

**Date: February 9<sup>th</sup>, 2020**

**Time: 12:00 noon**

**Venue: Seminar Hall, SLC**

**Prof. S.S. Khanka**

Retired Professor School of Management and Entrepreneurship  
Delhi Technological University & Former Senior Professor  
National Institute of Financial Management

**Prof. Rabi Narayan Kar**  
Principal, SLC

**Dr. Kusha Tiwari**  
Convenor, IQAC

Programme Coordinator  
**Mr. J.S. Chauhan**  
Administrative, Officer

**Report**  
**One Day Training Programme on Smart Office Administration, was organised  
by IQAC, SLC, 9 February, 2020**

Smart Office One day Training Programme on 'Digitalization & Happiness at Workplace' on February 9, 2020 A One Day Training Programme on Promoting Digitalization and Happiness at workplace for Non-teaching Staff was held on February 9, 2020. The session was a very insightful one with the presence of 60 staff members. The training programme Inaugural Session started with a brief introduction of the theme of training programme by Programme Coordinator Mr. J. S. Chauhan – Administrative Officer. Dr. Kusha Tiwari, IQAC, Coordinator talked about the relevance of holding this training programme as in the contemporary world relevance of digitalization and happiness at workplace is utmost important, both for organisation and employee. She also informed the participants this training programme is 3rd in the series of holding Smart Office Administration programmes envisioned by our Prof. Rabi Narayan Kar, Principal. After that, Principal, Shyam Lal College- Prof. Rabi Narayan Kar emphasised about the importance of digitalization and the ways it should be incorporated in office for up-keeping of official records. Prof. Rabi Narayan Kar also quoted from Hon'ble Prime Minister speech "India has seen a dream of Digital India, from latest Science to latest Technology; everything should be available at the tip of one's finger'. Prof. Kar also stressed that by ensuring digitalization of the official records our College can contribute in its own way in realization of Hon'ble Prime Minister dream of digital India. Prof. S.S. Khanka , Retired Professor School of Management and Entrepreneurship, Delhi Technological University& Former Senior Professor National Institute of Financial Management laid emphasis on being happy at work place and by being happy at work place , one can contribute more at his/her organisation and how happy employees ensure better productivity as happy employees are more passionate about their work and being happy at workplace also ensures faster and better results and great teamwork as well. It was also observed by the IQAC-Coordinator, Principal and Prof. S.S. Khankathat efficiency of office staff has significantly improved by conscious efforts of administration over the years and Mr. J. S. Chauhan- Programme coordinator and Administrative Officer thanked IQAC and Principal, SLC for organizing such productive training programme for Non-teaching staff from time to time.