



Internal Quality Assurance Cell (IQAC)

SLC (University of Delhi)
SHYAM LAL COLLEGE

<http://www.slc.du.ac.in/>

is organising a

One-week Online Training Workshop

(September 25, 2021- October 1, 2021)

on

Developing Administrative Skills and Leadership

In collaboration with

Mahatma Hansraj Faculty Development Centre



Prof. Balam Pani
Dean Colleges, DU



Prof. P. C. Joshi
Hon'ble VC, DU



Dr. Vikas Gupta
Registrar, DU



Prof. D. S. Rawat
Dean Exam, DU



Prof. K. C. Sharma
Ex-VC, Kurushetra University



Prof. Sanjeev Singh
Joint Dean-Adm, DU



Prof. S. S. Khanka
Former Prof., NIFM



Prof. Pankaj Arora
Director-ILL, DU



Sh. Girish Ranjan
Finance Officer, DU



Mrs. Meenakshi Sahay
JR (Recr. & HR), DU



Dr. Rohan Rai
JR & EWS L. O., DU



Mr. Jay Chanda
JR (Academic), DU



Sh. Shreenibas C. Prusty
Registrar, Indian Law Institute

(Registration Link - <https://forms.gle/JvhyTdNmp8Xyk9cB7>)

Organizing Team

Dr. Ruchika Ramakrishnan
Workshop Coordinator, SLC

Ms. Swati
Organising Member, SLC

Ms. Deepshikha Yadav
Programme Incharge, MHRFDC

Mr. Atul Kumar Jain
Workshop Co-Coordinator, SLC

Bharat Narang
Student Coordinator, SLC

Mr. Ashutosh Yadav
Dy. Coordinator, MHRFDC

Prof. Kusha Tiwari
IQAC Convenor, SLC

Shubham Dureja
Student Coordinator, SLC

Dr. Jyoti Bhola
Coordinator, MHRFDC

Prof. Rabi Narayan Kar
Principal, SLC

Yash Gautam
Student Coordinator, SLC

Prof.(Dr.) Rama
Principal, Hansraj College
& Chairperson, MHRFDC

DEVELOPING ADMINISTRATIVE SKILLS AND LEADERSHIP

Date	2:00 pm- 3:15pm	3:30 pm- 5:00 pm
September 25, 2021	Inaugural Session & New Education Policy (NEP) 2020- Chief Guest - Dr. Vikas Gupta, Registrar, DU and Guest of Honour- Prof. Kailash Chand Sharma, Ex-VC, Kurukshetra University	
September 26, 2021	Sunday	
September 27, 2021	Grooming Leadership and Boosting Morale by Prof. S. S. Khanka, Former Prof., NIFM	Modalities of Casting a Roster by Dr. Rohan Rai, JR & EWS L.O. DU
September 28, 2021	Handling RTIs grievances and false allegation by Mr. Jay Chanda, JR, (Academic), DU	Understanding Disciplinary Issues and Code of Professional Ethics by Sh. Shreenibas C. Prusty, Registrar, Indian Law Institute
September 29, 2021	General Financial Rules (GFR) - by Sh. Girish Ranjan, F.O.,DU	Recruitment and Promotion Rules by Mrs. Meenakshi Sahay, JR (Recruitment & HR), DU
September 30, 2021	Leadership by Prof. Pankaj Arora, Director ILLL, DU	Digital Office- SAMARTH Portal and Online Admission by Prof. Sanjeev Singh Joint Dean Admissions, DU
October 1, 2021	Success Story of Open Book Examination by Prof. D. S. Rawat Dean Examination, DU & Dr. Ruchika Ramakrishnan, OBE Evaluation Coordinator, DU	Valedictory session- Chief Guest Prof. P. C. Joshi, Hon'ble VC, DU and Guests of Honour- Prof. Balaram Pani, Dean Colleges, DU and Prof. D. S. Rawat, Dean Examination, DU

DEVELOPING ADMINISTRATIVE SKILLS AND LEADERSHIP

September 25, 2021

**Inaugural Session & New Education Policy (NEP) 2020-
Chief Guest - Dr. Vikas Gupta, Registrar, DU and Guest of
Honour- Prof. Kailash Chand Sharma, Ex-VC, Kurukshetra
University**

The Workshop's Inaugural Session started with a brief introduction of the workshop by the coordinator – Dr. Ruchika Ramakrishnan. The IQAC Coordinator of Shyam Lal College – Prof. Kusha Tiwari talked about the relevance of holding this workshop. She also informed the participants this workshop is 3rd in the series of holding Smart Office Administration programmes envisioned by our College Principal. After that, Principal, Shyam Lal College- Prof. Rabi Narayan Kar talked about the importance of efficiency and the ways it should be incorporated in one's life. Principal, Hansraj College- Prof. Rama reinforced the need for change of a mind-set in this dynamic world to deliver at a faster speed. The Workshop was inaugurated by Dr. Vikas Gupta- Registrar, University of Delhi. He enlightened the participants by providing his insights on how to develop leadership at every level. The Guest of Honour- Prof. Kailash Chand Sharma talked about the details of New Education Policy (NEP) 2020 in a very simplistic manner. He included some phrases of great visionaries like Sh. Rabindranath Tagore which highlighted the simple rules to be followed while working. He elaborated on the importance of extra-curricular activities for the holistic development of the students. He also informed the participants about the importance of SWAYAM Portal. One of the most important issues highlighted by him was the importance of autonomy for a leader to transform things. The Inaugural Session ended with a vote of thanks to all the esteemed guests and participants.



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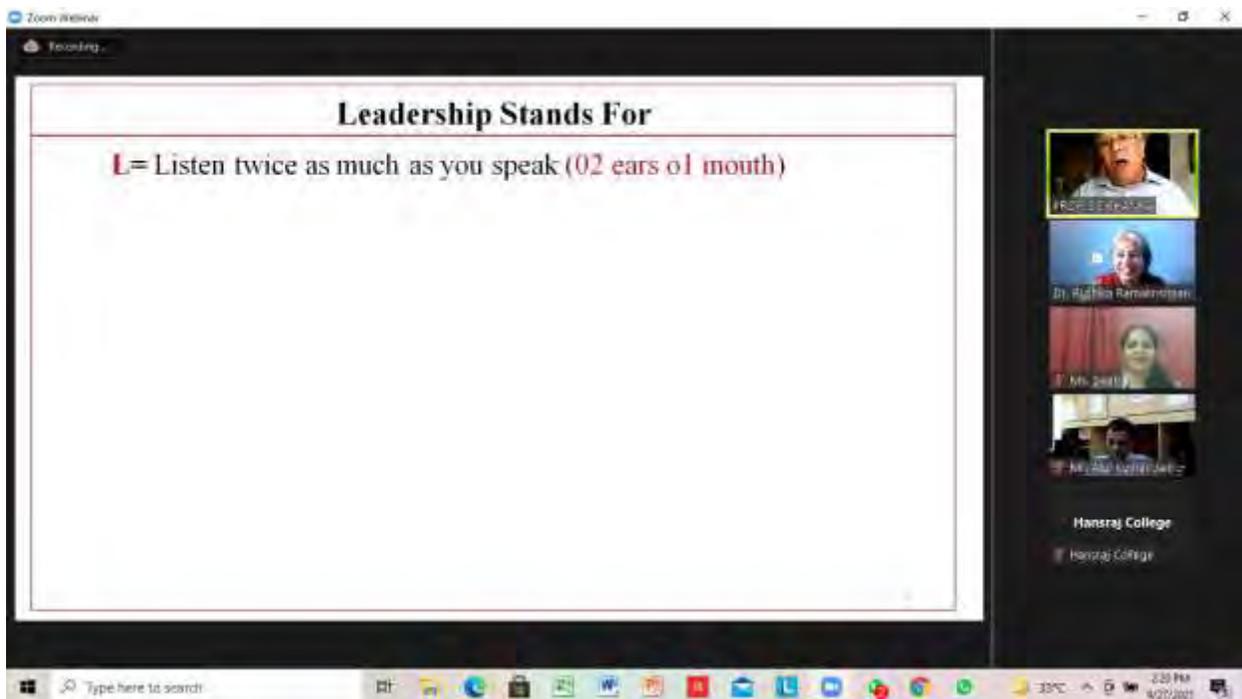


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September 27, 2021

Session 1: Grooming Leadership and Boosting Morale by Prof. S. S. Khanka, Former Professor, NIFM

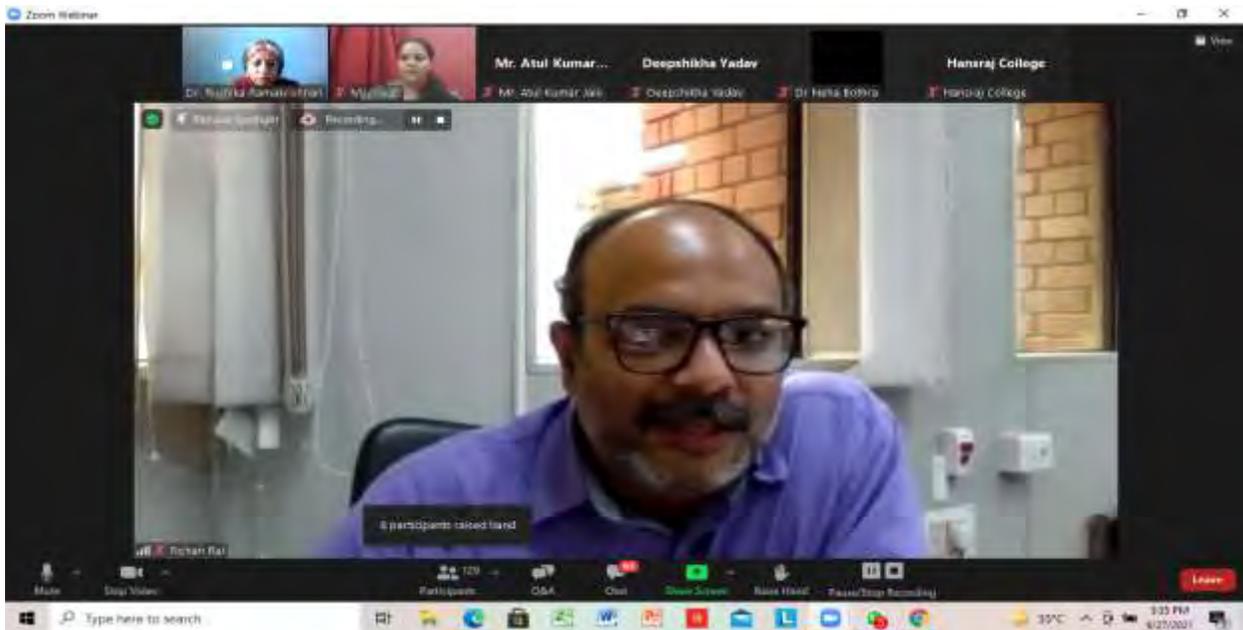
The esteemed speaker talked, in detail, the meaning of leader and leadership and what makes a good leader. He explained with the real life examples which led to effective communication and thus, an instant connect with the audience. He also explained the meaning of morale and how a leader can help in boosting morale. He stressed the importance of giving opportunity, facility, power and responsibility to the subordinates to help them grow.



Session 2: Modalities of Casting a Roster by Dr. Rohan Rai, JR & EWS Liaison Officer, University of Delhi

This was a highly technical topic but it was well-justified by the speaker. He started from explaining basics of the basis of casting a

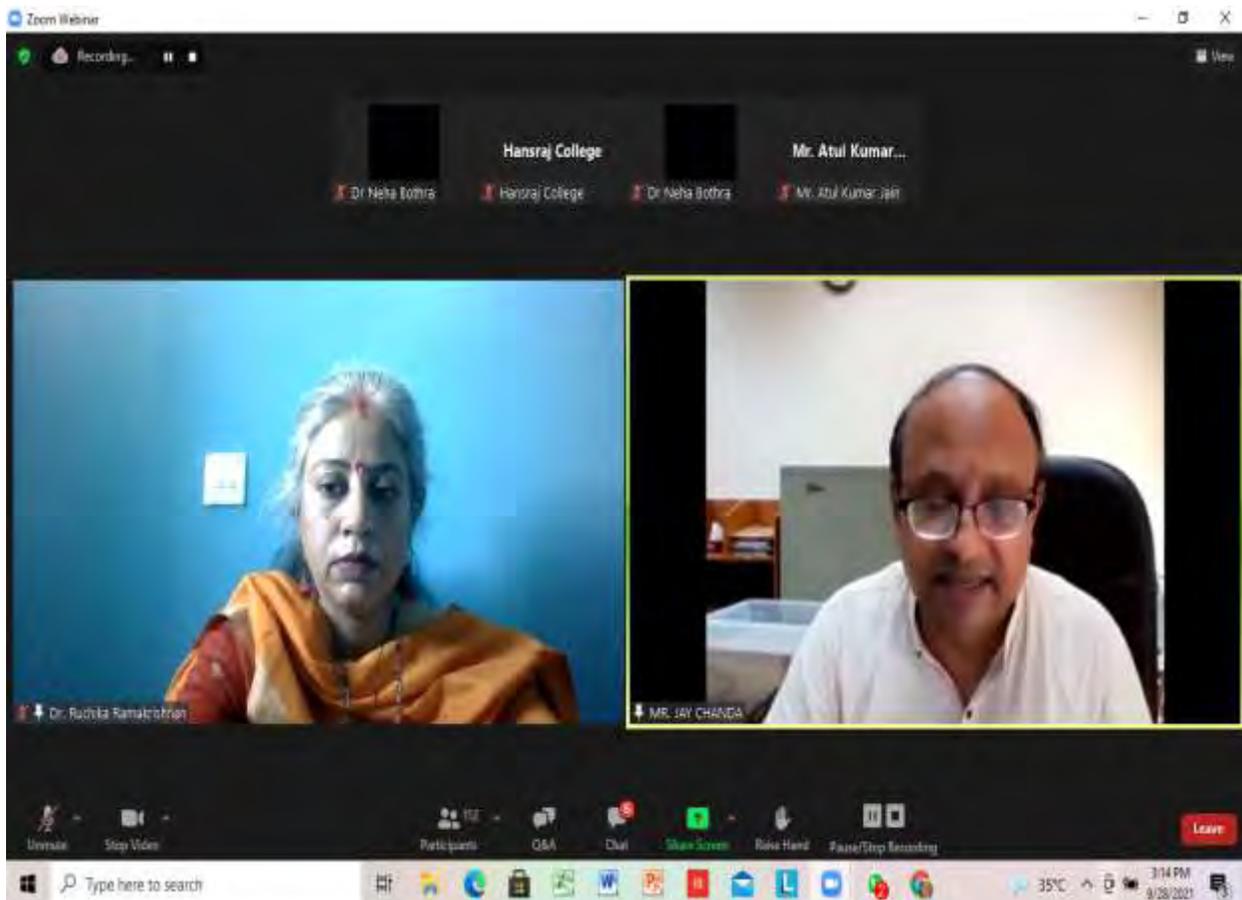
roster. He also explained the situations where Roster becomes non-applicable. The post-based roster was taken up piece by piece. A very important point made by him was that Roster cannot be used for determining seniority. The need for maintaining separate roster for recruitment/promotion and post filled by transfer/ deputation was well explained. He also cleared the misconception that there is reservation for all categories in the promotion. Right now, there is no reservation for OBC and EWS in promotion.



September 28, 2021

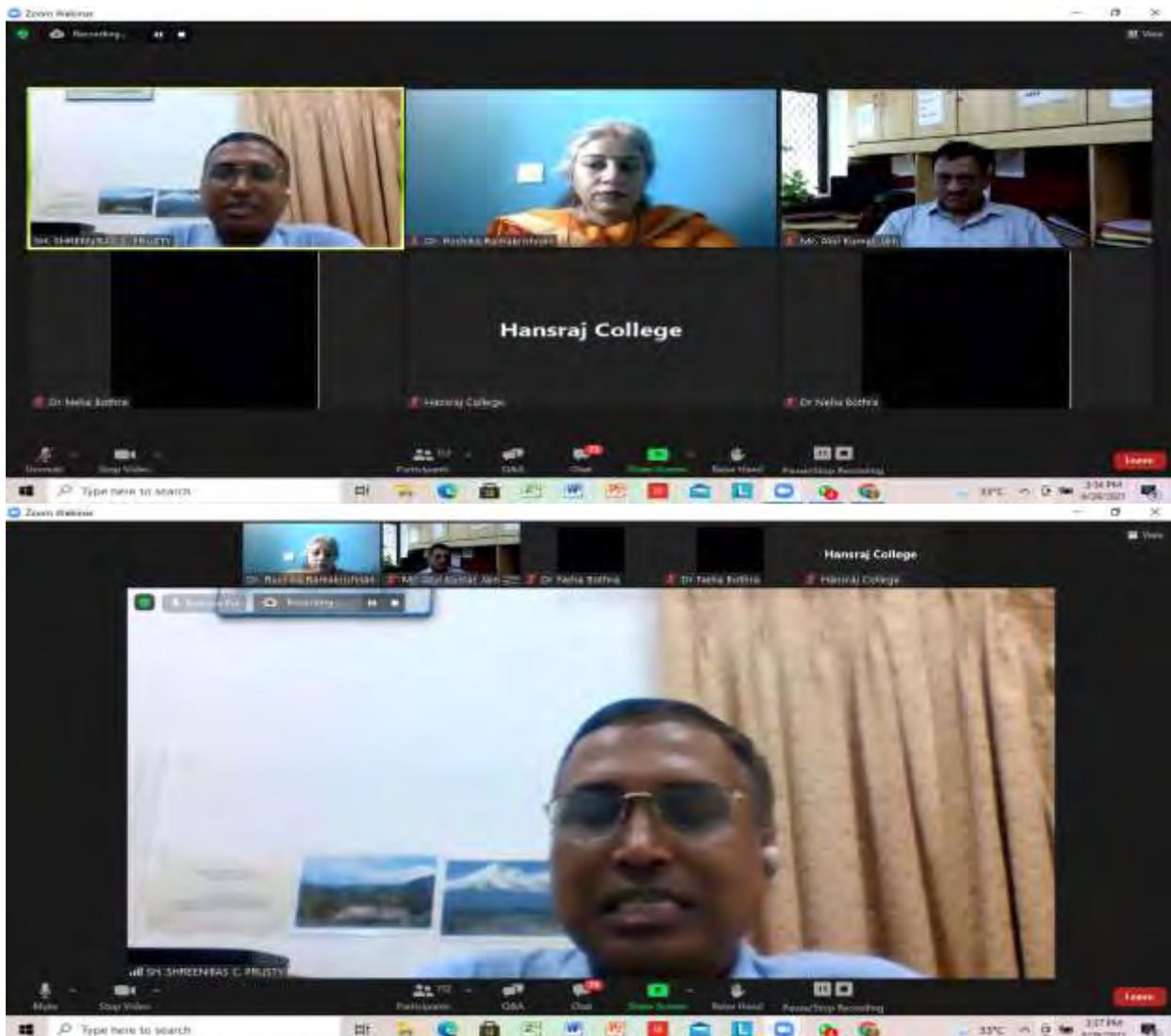
Session 1: Handling RTIs Grievances and False Allegation by Mr. Jay Chanda, Joint Registrar (Academic), University of Delhi

Mr. Jay Chanda started with the basic concepts- transparency and accountability vital for good governance. He narrated how single window mechanism was implemented in University of Delhi to reduce the grievances. He also gave some related examples which are exempted from disclosure of information like name of the evaluator cannot be given to a student in the examination system. He also told that there is no such term as false allegation. Such complaints are known as anonymous and pseudo complaints.



Session 2: Understanding Disciplinary Issues and Code of Professional Ethics by Sh. Shreenibas C. Prusty, Registrar, Indian Law Institute

The esteemed speaker started the session with the most fundamental issue – the roadmap to Vision and Mission. As the session proceeded, he kept on explaining the importance of self-discipline so that the need for punitive action gets eliminated. He highlighted the importance of organisational excellence where everyone takes the responsibility to ensure that every task is done in the most efficient manner. The speaker's pedagogy of taking daily life instances really increased the clarity.



September 29, 2021

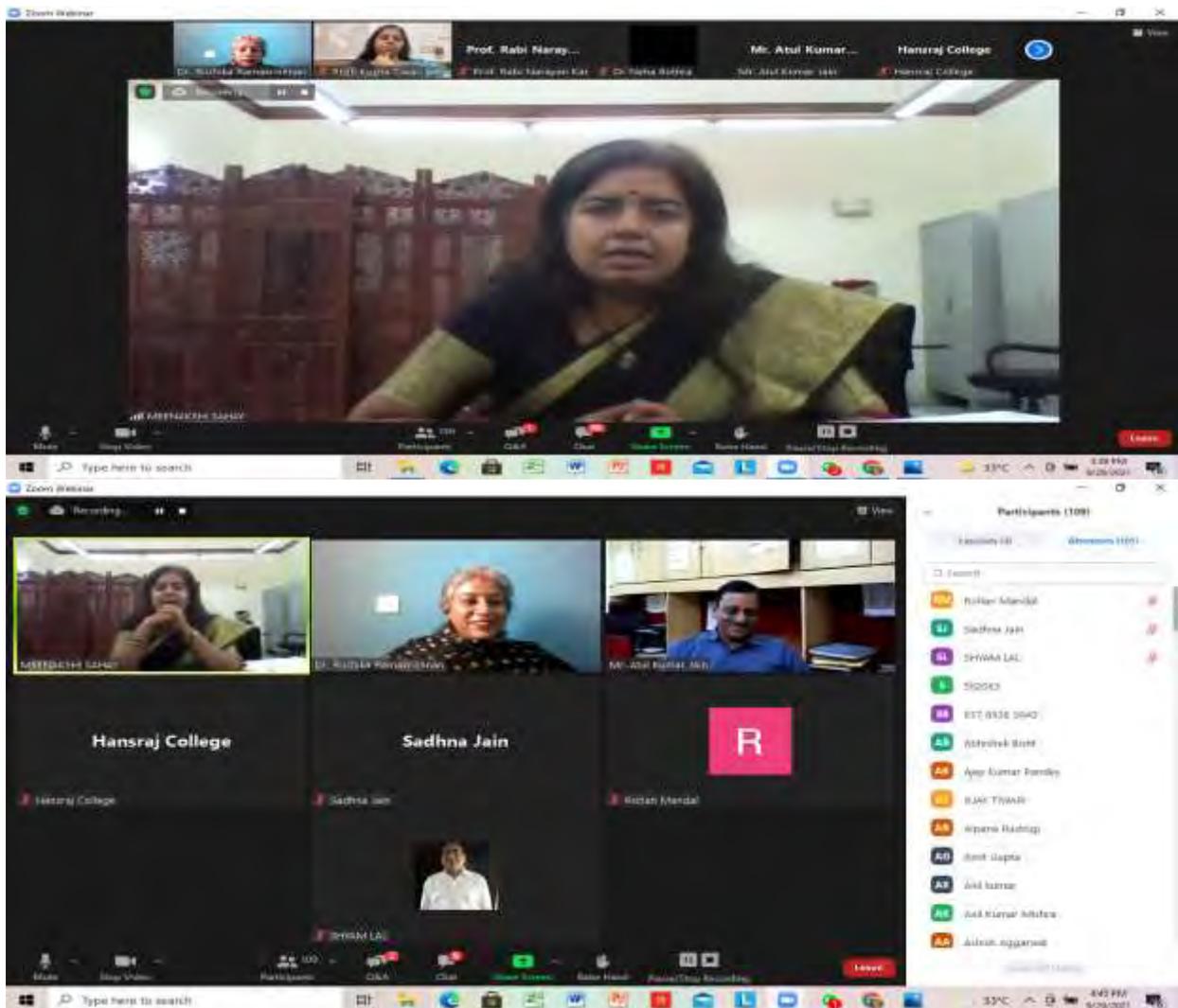
Session 1: General Financial Rules (GFR) by Sh. Girish Ranjan, Finance Officer, University of Delhi

Sh. Girish Ranjan started with some situations where the finance authorities face dilemmas. He then took them one by one and explained in such a simplified manner how to overcome these dilemmas. He also explained the importance of following these rules in toto so as to avoid any complications in future. He very clearly explained that financial issues never die and can be opened any time. He explained the rationale of purchasing from GeM to ensure full transparency.



Session 2: Recruitment and Promotion Rules by Mrs. Meenakshi Sahay, JR (Recruitment & HR), University of Delhi

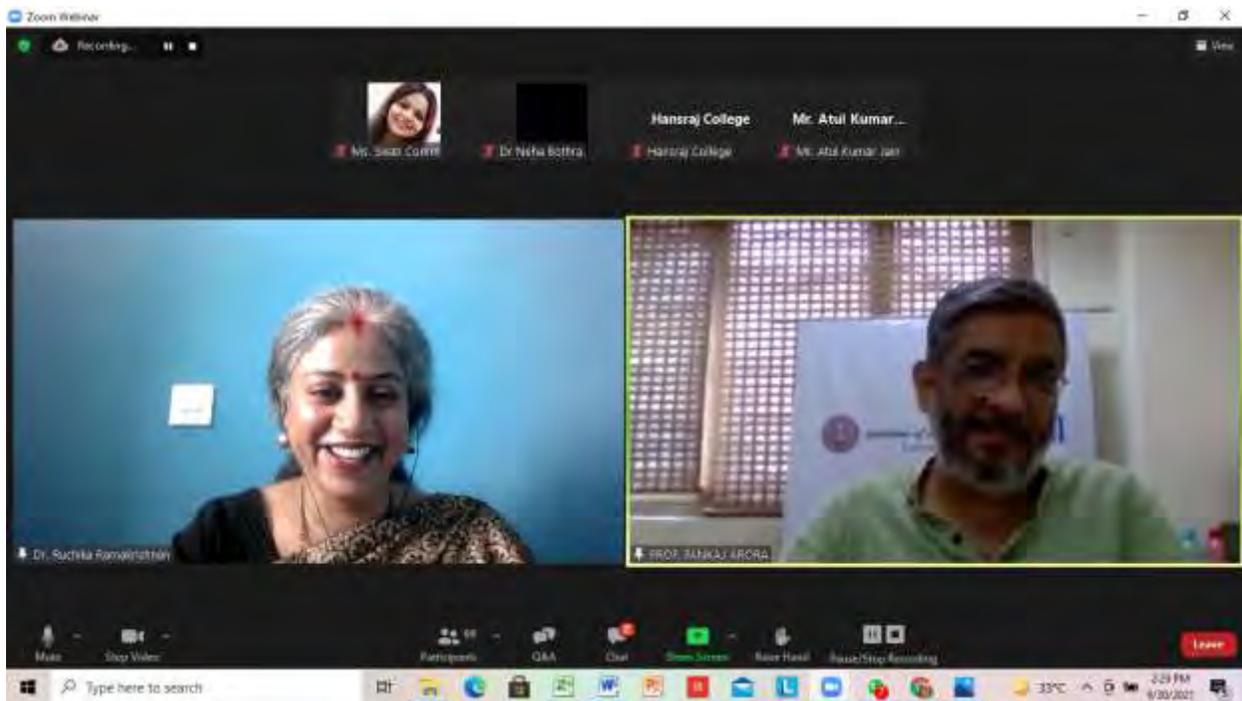
The esteemed speaker started with HR's main two tools- Recruitment and Promotion. She talked about the Recruitment Rules 2020 applicable for non-teaching staff's recruitment and promotion in addition to Career Advancement Schemes 2010 and 2018 applicable for teaching staff. She also talked about Merit Promotion Scheme 1998 for the teaching staff. She took up a lot of individual queries and answered them with all the technical points.



September 30, 2021

Session 1: Leadership by Prof. Pankaj Arora, Director Institute of LifeLong Learning (ILLL), University of Delhi

The most important quality reinforced by this esteemed speaker was the need to be people friendly. He talked about some important attributes – Courage, Ownership, and Integrity etc. which should be imbibed as life skills. He explained the role of a leader in helping people to grow. He kept on referring to the importance of having a positive approach in life. He also talked about the value oriented character leading to application of moral values and ethics.



Session 2: Digital Office- SAMARTH Portal and Online Admission by Prof. Sanjeev Singh, Joint Dean Admissions, University of Delhi

“Managing Governance in Digital Age” with a focus on Technology Landscape for the new Academic Governance was the theme of this

Session. Prof. Sanjeev Singh enlightened the audience by explaining the basics of Samarth Portal which has been effectively used in conducting Online Examinations and Admissions for the mammoth University of Delhi students. He talked about the 3 Ws- Work, Workforce and Workplace. He explained how digital governance/ web governance helped in delivering the stability.

The image shows a Zoom meeting interface. The main content is a presentation slide titled "Samarth eGov Suite" with the subtitle "An Overview". The slide includes the following information:

- Project Initiative By:** MoE, Ministry of Education
- Designed & Developed By:** IIC Research Lab, UDSC
- Project under:** National Mission in Education through ICT,

Contact information at the bottom of the slide:

- Website:** <https://www.samarth.edu.in>
- Email:** project@samarth@iic.ac.in
- Phone:** +91 - 93548 05723

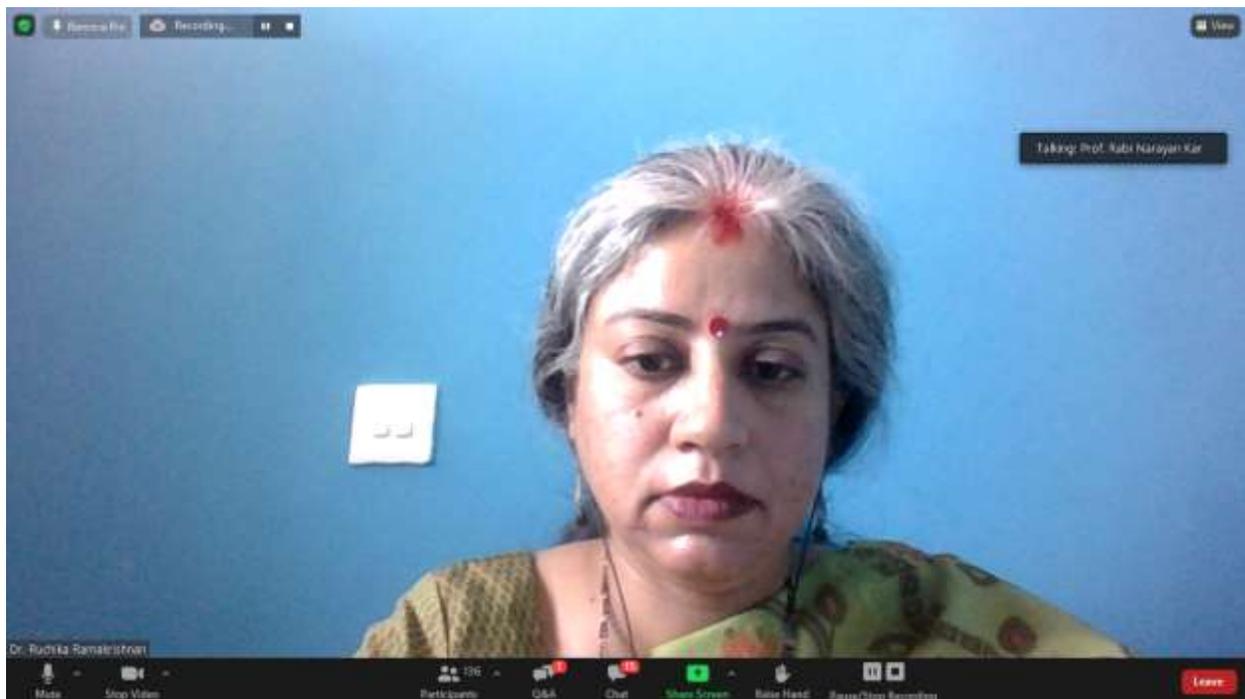
A blue badge on the right side of the slide reads "TOP 10 Initiatives of MoE".

The Zoom interface also shows a gallery view of participants on the right side, including Prof. Sanjeev Singh, Mr. Atul Kumar, Dr. Ruchika Ramalingam, and Dr. Neha Bhatia. The meeting title is "Hansraj College".

October 1, 2021

Session 1: Success Story of Open Book Examination by Prof. D. S. Rawat Dean Examinations & Dr. Ruchika Ramakrishnan, OBE Evaluation Coordinator, DU

This session focused on how this pandemic time has been turned into an opportunity by the Examination Branch, University of Delhi, ensuring that the students' careers are not affected. Dr. Ruchika Ramakrishnan explained the nuances of Open Book Examination – AECC and SEC Papers Mapping, Result Awaited Cases, and the various other issues. She also made use of this opportunity to explain the process of online admissions. The three levels of approval of an online admission application and the common problems faced by the people involved in the admission process.



Valedictory Session

Chief Guest- Prof. P. C. Joshi, Hon'ble VC, University of Delhi and Guests of Honour- Prof. Balaram Pani, Dean Colleges, University of Delhi and Prof. D. S. Rawat, Dean Examination, University of Delhi

The workshop ended in the august presence of the Hon'ble VC – Prof. P. C. Joshi, Dean of Colleges- Prof. Balaram Pani and Dean Examination- Prof. D. S. Rawat. The coordinator of the workshop presented a brief report of this successful event with a participation of 160 persons across all the levels- Principals, Teachers and Non- Teaching. She summarized the main points of each session held during this one-week online workshop. The workshop Co-Cordinator – Sh. Atul Kumar Jain also gave some insights based on the sessions.

Hon'ble VC applauded the efforts of the entire organising team headed by the Principal, Shyam Lal College- Prof. Rabi Narayan Kar for imitating this one of its kind workshop. He reinforced the importance of being positive while acting as a leader. Prof. Balaram Pani, Dean of Colleges, congratulated the entire team and encouraged the participants by appreciating their move to join this workshop. Prof. D. S. Rawat explained the various problems faced by a mammoth University like University of Delhi and the role of positive approach and hard work which can solve these problems. The IQAC Coordination of Shyam Lal College- Prof. Kusha Tiwari thanked the entire team and expressed a desire to have many more such workshops to ensure fruitful interactions.

Prof. Rabi Narayan Kar, Principal Shyam Lal College talked about the need of thinking about innovative ways to ensure better service to all the stakeholders. He requested everyone not to think in a water- tight compartment mode but have some out of the box thinking.

Dr. Ruchika Ramakrishnan and Sh. Atul Kumar Jain thanked everyone for their support in conducting this workshop.

