



SLC (University of Delhi)

SHYAM LAL COLLEGE

NAAC A++ & NIRF 68th



Smart Office Administration @3: Effective Leadership for Viksit Bharat

PROGRAMME SCHEDULE

Day 1: January 10, 2024 (Wednesday)

- Inaugural Session: 9:30 AM : Dr. Vikas Gupta, Registrar, DU**
- 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 : 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

Ms. Priya Khanna
Assistant Professor

Mr. Manish Kumar
Assistant Professor

Prof. Rabi Narayan Kar
Principal