



In commemoration of centenary celebrations of
University of Delhi



NATIONAL WORKSHOP
on
Career and Skill Enhancement for Non-Teaching Staff
under the aegis of DBT STAR College Scheme and IQAC

ACHARYA NARENDRA DEV COLLEGE

NAAC Accreditation Grade 'A' | NIRF Ranking 2022-#18 | DBT STAR Status College

organizes



NATIONAL WORKSHOP on Career and Skill Enhancement for Non-Teaching Staff

Under the aegis of DBT STAR College Scheme and IQAC

September 15-21, 2022

Registration Fee: ₹750 | Registration Form:

<https://forms.gle/uZQQSJdhGPUurphD8>

- ◆ IT Skills – MS WORD, MS EXCEL etc.
- ◆ Operation of GeM Portal
- ◆ Library Automation
- ◆ Good Laboratory Practices
- ◆ Financial Planning for Salaried Employees
- ◆ ITR Filing
- ◆ Promotion Rules and Rules Regarding LTC
- ◆ How to use various Digital Platforms (Zoom Platform and Google Meet)

Patron: Prof. Ravi Toteja

Convenors: Dr. Surinder Kaur

Dr. Shalu Mahajan

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About the College

Since its inception in 1991, the College has helped to unfold the enormous potential of the students and empower them to meet the challenges of the future. ANDC is considered as one of the top colleges in India. This is evident from the NAAC score of 3.31 and 18th NIRF-2022 ranking. Besides, India Today and Week rankings are also testimony to this. The College has one of the best infrastructure & research facilities. Our pedagogy is student centric. The College provides ample opportunities for students to excel in both academics and co-curricular activities. Several flagship schemes like Paramarsh, Unnat Bharat Abhiyan and DBT STAR COLLEGE SCHEME of Government of India have been sanctioned to the College. This year College has been granted DBT STAR STATUS by Department of Biotechnology, Govt of India. Collaborations like SPIE (USA) Chapter, Science Setu Programme and NPTEL-SWAYAM chapter continue to report robust progress at the national and international level.

About the Workshop

The success of an institution is heavily dependent on the non-teaching employees. Together, the academics, administrators, and the non-teaching personnel must strive to get the best results for the students. Without a thorough understanding of certain abilities, such as how to utilize different digital platforms or comprehend the fundamentals of Word, PowerPoint, Spreadsheets, financial planning etc., it is impossible for the non-teaching personnel to be effective as they may be. Digital technology has changed the nature of work. As remote working grows more prevalent, more people now have considerably more opportunities thanks to improved internet alternatives. Today, many tasks can easily be completed from hundreds or even thousands of miles away. With this goal in mind, the Department of Commerce, Acharya Narendra Dev College under the aegis of DBT Star College Scheme and IQAC is Organizing a workshop for the holistic development of the non teaching personnel.

Highlights:

- ◆ IT Skills – MS WORD, MS EXCEL etc.
- ◆ Operation of GeM Portal
- ◆ Financial Planning for Salaried Employees
- ◆ ITR Filing
- ◆ Promotion Rules and Rules Regarding LTC
- ◆ How to use various Digital Platforms (Zoom Platform and Google Meet)

DBT STAR College Co-ordinators:

Prof. Sunita Hooda	Prof. Seema Makhija	Prof. Arijit Chowdhuri
Dr. Chandra Kant Samal	Dr. Archana Pandey	Dr. Ravneet Kaur
	Dr. Rashmi Sharma	

IQAC Co-ordinator: Dr. Sada Nand Prasad

Organizing Committee

Dr Geetu Gambhir	Ms. Sangeeta Relan	Ms. Sadhna Gupta	Ms. Poonam Chauhan
Ms. Anuradha Sarin	Ms. Rupali Pabreja	Dr. Sandeep Kumar Goel	Dr. Jitender Goel
Mr. Yask Sain	Mr. Ankit Singh	Ms. Hanisha Bhagat	Ms. Deepika
		Ms Sapna Yadav	
Mr. V S Rao	Mr. Ravinder Kumar Pandey	Mr. Atlesh Kumar Tanwar	Mr. Mahinder Singh Rawat
Mr. Anil Kishore Godiyal	Mr. Tara Dutt Sharma	Mr. Pramod Kumar Bhatt	Mr. Vinesh Kumar
Mr. Ashutosh Bhatt	Mr. Vikas Singh Rawat	Mr. Sanjay Sangwan	Mr. Tarun Sharma
	Mr. Deepak Bharti	Mr. Praveen Singh	