

ACHARYA NARENDRA DEV 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

Time	Activity (venue)	Resource Person / Affiliation
September 15, 2022 (Thursday)		
9:00 – 10:30 am	Inauguration (Seminar Hall)	Chief Guest: Professor Ajay Kumar Singh Senior Professor & Head, Department of Commerce and Dean, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi Guest of Honor: Mr Anil Saini, Chairman, Governing Body, ANDC
10:30 – 11:00 am	High Tea (College Canteen)	
11:00 – 01:00 pm	CCS Leave Rules 1972 Leave Rules, LTC rules (Seminar Hall)	Mr Sikandar Aggarwal Administrative Officer, Deen Dayal Upadhyaya College, University of Delhi
01:00 – 02:00 pm	Lunch (College Canteen)	
02:00 – 3:30 pm	Recruitment and Promotion Rules (MACP) (Seminar Hall)	Ms Meenakshi Sahay Joint Registrar (Recruitment), University of Delhi
03:30 pm	Tea (College Canteen)	
September 16, 2022 (Friday)		
9:00 – 10:30 am	Introduction to MS Word (Web Facilitation Centre)	Dr Jitender Goel, Assistant Professor, Department of Commerce, ANDC Dr Surinder Kaur Associate Professor, Department of Commerce, ANDC
10:30 – 11:00 am	Tea (College Canteen)	
11:00 – 12:30 pm	MS Word – Hands on Session (Web Facilitation Centre)	Dr Jitender Goel, Assistant Professor, Department of Commerce, ANDC Mr Vinesh Kumar Laboratory Assistant, Department of Biomedical Science, ANDC Mr Deepak Bharti Junior Assistant, Accounts, ANDC

12:30 – 01:30 pm	Lunch (College Canteen)	
01:30 – 2:30 pm	Rules Regarding Submission of Bills (Seminar Hall)	Mr Chetanya Sharma Section Officer, Accounts, ANDC
02:30 – 4:00 pm	Introduction to MS Power point Presentation (Seminar Hall)	Dr Jamaluddeen Assistant Professor, University of North Bengal
	MS Power Point – Hands on Session (Seminar Hall)	Mr Gurjinder Singh Assistant Professor, Post Graduate Govt. College for Girls, Chandigarh
04:00 pm	Tea (College Canteen)	
September 17, 2022 (Saturday)		
9:00 – 10:30 am	Library Automation System (Seminar Hall)	Ms Namrata Arora, Officiating Librarian, ANDC
10:30 – 11:00 am	Tea (College Canteen)	
11:00 – 12:30 pm	Library Tour: RFID System, Online Public Access Catalogue (OPAC), Stock Verification of Books etc. (ANDC Library)	Ms Namrata Arora, Officiating Librarian, ANDC
12:30 – 01:30 pm	Lunch (College Canteen)	
01:30 – 2:30 pm	Good Laboratory Practices (Seminar Hall)	Dr Neera Mehra Associate Professor, Department of Zoology, Swami Shraddhanand College, University of Delhi
02:30 – 3:00 pm	Virtual Tour: Laboratories at ANDC (Seminar Hall)	
03:00 – 4:00 pm	Visit to UG & Research Laboratories	Professor Seema Makhija Department of Zoology, ANDC
		Dr Neel Gagan Singh Assistant Professor, Department of Zoology, ANDC
		Dr Sushma Bhardwaj Assistant Professor, Department of Zoology, ANDC
04:00 pm	Tea (College Canteen)	

September 19, 2022 (Monday)

9:00 – 10:30 am	Public Procurement & General Finance Rules (Seminar Hall)	Mr Jatinder Lamba Under Secretary (P&A), Airports Economic Regulatory Authority of India, Ministry of Civil Aviation, Govt. of India
10:30 – 11:00 am	Tea (College Canteen)	
11:00 – 12:30 pm	ITR – 1 (Web Facilitation Centre)	Dr Surinder Kaur Associate Professor, Department of Commerce, ANDC CA Yash Sain Assistant Professor, Department of Commerce, ANDC
12:30 – 01:30 pm	Lunch (College Canteen)	
01:30 – 3:00 pm	Spread Sheets - Formulae, Functions & Applications (Web Facilitation Centre)	Dr Shalu Mahajan Associate Professor, Department of Commerce, ANDC Mr Ankit Singh Assistant Professor, Department of Commerce, ANDC
3:00 – 4:00 pm	Hands on Session on MS Excel (Web Facilitation Centre)	Mr Deepak Bharti Junior Assistant, Accounts, ANDC Mr Rajat Sharma Mr Pratham Sharma B.Sc. (H) Comp. Science Semester-IV, ANDC
4:00 pm	Tea (College Canteen)	

September 20, 2022 (Tuesday)

9:00 – 10:30 am	Web Conferencing Using Google Meet/Zoom Platform (Seminar Hall)	Dr Sunita Narang Associate Professor, Department of Computer Science, ANDC Ms Sunita Joshi Mr Sanjeev Kumar B.Sc. (P) Computer Science, Semester-III, ANDC
10:30 – 11:00 am	Tea (College Canteen)	
11:00 – 12:30 pm	GeM Portal (Seminar Hall)	Mr Sandeep Sharma Assistant Registrar, University of Delhi
12:30 – 01:30 pm	Lunch (College Canteen)	

01:30 – 2:30 pm	Hands on Session – GeM Portal (Web Facilitation Centre)	Dr Geetu Gambhir (Bursar) Associate Professor, Department of Chemistry, ANDC
02:30 – 03:30 pm	Online Frauds (Seminar Hall)	Mr Abhishek Nag Chief Faculty, Punjab National Bank
03:30 pm	Tea (College Canteen)	
September 21, 2022 (Wednesday)		
9:00 – 10:30 am	Financial Planning for salaried Employees (Seminar Hall)	Dr Sandeep Kumar Goel Associate Professor, Department of Commerce, ANDC Ms Malika Khanna B.Com (H), Semester-III, ANDC
10:30 – 11:00 am	Tea (College Canteen)	
11:00 – 12:30 pm	Talk on – Admission through CUET (Seminar Hall)	Professor Haneet Gandhi Dean, Admissions University of Delhi
12:30 – 01:30 pm	Lunch (College Canteen)	
01:30 – 02:30 pm	Valedictory (Seminar Hall)	Chief Guest: Professor Ashutosh Bhardwaj Founding OSD, institute of Eminence and Professor, Department of Physics & Astrophysics, University of Delhi
02:30 pm	Vote of Thanks Followed by High Tea	