

NOTICE

Date: 05.07.2017

A workshop for non-teaching staff of the college will be organized by IQAC on 17.7.17 as per the following Schedule.

Time	Particulars	Resource Person/persons	Venue
9.30 a.m.	A brief about IQAC, its objectives and importance	Dr. Alka Gupta	Auditorium
10.00 a.m. to 10.30 a.m.	A talk on Gender Sensitization	Dr. Swarita Gopal, Convener, WDC	Auditorium
10.30 a.m. to 11.30 a.m.	English Communication Skill enhancement	Ms. Shivranjini, Department of English	Auditorium
11.30 a.m. to 12.00 p.m.	Tea break		Auditorium
12.00 a.m. to 12.30 p.m.	Awareness of Service rules	Mr. R.K.Swashanti (Administrative Officer)	Auditorium
12.30. p.m. to 01.00 p.m.	Awareness of conduct rules	Dr.I.S.Bakshi Principal	Auditorium
02.00 p.m. to 04 p.m.	Computer workshop	Dr. Hema Banati Mr. Neeraj Saxena Mrs. Preeti Dabas	Computer Labs.

The workshop is mandatory for all non-teaching staff members.

A Singh
5.7.17

Principal, Chairman (IQAC)

- College website
- circulate among non teaching staff