

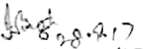
Date: 20.09.2017

NOTICE

A workshop entitled "Quality Enhancement" for non-teaching staff of the college will be organized by IQAC on 06.10.17 as per the following Schedule.

Time	Particulars	Resource Person/persons	Venue
9.30 a.m. to 9.40 a.m.	Inauguration of Workshop	Dr. I. S. Bakshi, Principal	Auditorium
9.40 a.m. to 10.00 a.m.	A brief about IQAC, its objectives and importance	Dr. Alka Gupta, Director	Auditorium
10.00 a.m. to 10.30 a.m.	A talk on Gender Sensitization	Dr. Simran Chadha, WDC	Auditorium
10.30 a.m. to 10.45 a.m.	Tea Break		
10.45 p.m. to 11.45 p.m.	English Communication Skill enhancement	Dr. Alka Sharma & Dr. Himanshu Dept. of English	Auditorium
11.45 a.m. to 1.30 p.m.	Computer workshop	Dr. Hema Banati Mr. Neeraj Saxena Mrs. Preeti Dabas	Computer Labs.
1.30 p.m. to 2.30 p.m.	Lunch Break		
2.30 p.m. to 3.00 p.m.	Awareness of Service rules	Mr. R.K. Swashanti (Administrative Officer)	Auditorium
3.00 p.m. to 03.30 p.m.	Awareness of conduct rules	Dr. I.S. Bakshi Principal	Auditorium
3.30 p.m. to 3.45 p.m.	Suggestions from Non- Teaching Staff for Quality Enhancement Measures in College	Anyone of the participants	Auditorium
3.45 to 4.00 p.m.	Vote of Thanks	Dr. Alka Gupta	Auditorium

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


Principal, Chairman (IQAC)