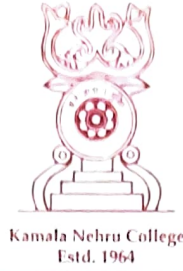


कमला नेहरू कॉलेज
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Capacity Building Programme for Administrative Staff to be held from 2nd to 8th July, 2025 to be organized by Kamala Nehru College in collaboration with the Institute of Lifelong Learning (ILL), University of Delhi

To:

Dear Sir/Madam,

Greetings from the IQAC, Kamala Nehru College!

We are pleased to inform you that IQAC Kamala Nehru College in collaboration with the Institute of Lifelong Learning (ILL), University of Delhi is organizing a 7-Day Offline Capacity Building Programme for Administrative Staff of Colleges and University. The programme details are as follows: -

Programme Name: 7-Day Capacity Building Programme for Administrative Staff of Colleges and University in Offline mode

Date: 2 July – 8 July 2025

Timings: 2:00 PM onwards

Registration Deadline: 30th June, 2025

Fee: Rs.500/- per participant

Eligibility: Administrative Staff from Central/ State/ Deemed/ Private Universities/ Institutions of National Importance/ Colleges, and other Higher Education Institutions (HEIs).

Mandatory Requirement: A 'No Objection Certificate (NOC)' from your institution is required for participation.

Registration Link/ QR Code: - <https://qrco.de/bg6OVp>



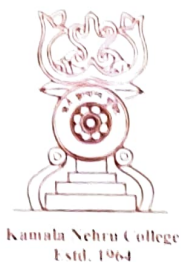
Participants will have the opportunity to learn from distinguished resource persons from leading academic and professional institutions. Further details are available in the attached flyer and brochure.

We encourage you to circulate this invitation within your institution to facilitate participation and contribute to the capacity building of Administration Staff.

Looking forward to your participation.

Warm regards,

Prof. (Dr.) Pavitra Bhardwaj
Principal



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Introduction: In today's office functioning, training plays a prime role in updating the knowledge, getting new ideas and helping for institutional development as well as a requirement of individual career progression. The Non-Teaching Staff members need to undergo these kinds of trainings to update working knowledge and to use online portals for their day to day functioning.

Objectives: The objective of this programme is to provide employees with a basic knowledge as well as to update their working skills at par with the changing working environment (such as GeM, CPPP, PFMS & NPS etc..)

Training Programme Content:

The Programme will cover the following major topics (tentatively) as required in present day the Govt. Offices:-

- Government-e-Market (GeM) introduction and its online portal usage
- Central Public Procurement Portal (CPPP) and its online portal usage
- Inventory Management as per GFR-2017 and its effective implementation.
- Noting & Drafting- Implementation and Essentiality
- Public Finance Management System (PFMS) and its online portal usage
- New Pension Scheme: - Introduction and its online portal usage
- "Mindfulness and Daily Breathing" to cope up with stress in our daily life.
- R.A.J BASHA usage in Government Offices

Each module will include theoretical insights, practical exercises, and discussions, offering a comprehensive learning experience for participants.

Target Audience: This Development Programme is designed for all non-teaching staff members and other management members aiming to enhance their knowledge and also to get exposure on the usage of online portals while performing duties in concerned organizations.

Tentative Schedule

Mode: Offline

Dates: 2 to 8 July, 2025

Timings: 2:00 PM - 6:00 PM

Venue: New Seminar Room, Kamala Nehru College

Expected Outcomes

Upon completion of the Training Programme, participants will be able to update their knowledge:

- Understand and Operate the online portals of GeM, CPPP, NPS & PFMS.
- Understand importance of Rajbasha and its usage in the respective offices.
- Stress management through Mindfulness Techniques

Tentative Schedule of Topics: -

<u>Day & Time</u>	<u>Topics</u>
Day-1: 02.07.25 at 2 pm	Inauguration
Day-1: 02.07.25 at 3 pm	<i>Inventory Management as per GFR-2017 and its effective implementation.</i>
Day-2: 03.07.25 at 2 pm	GeM and CPPP
Day-3: 04.07.25 at 2 pm	<i>Mindfulness</i>
Day-4: 05.07.25 at 2 pm	<i>Noting & Drafting and its implementation and its essentiality in offices</i>
Day-5: 07.07.25 at 2 pm	<i>PFMS and NPS</i>
Day-6: 08.07.25 at 2 pm	<i>Rajbhasha usage in Government offices</i>
Day-6: 08.07.25 at 4 pm	<i>Valedictory Session and distribution of Certificates</i>

Organizing Team: -

1. Prof. Sanjoy Roy, Director, ILLL, University of Delhi
2. Prof. (Dr.) Pavitra Bhardwaj, Principal, Kamala Nehru College
3. Dr.Pooja. Convener, IQAC Cell
4. Dr.Geetesh Nirban, Associate Professor (Philosophy)
5. Dr.Bharti. Professor(Hindi)
6. Mr.K.Ramesh, Administrative Officer (Sr.Scale)

Conclusion: -

This Capacity Building Programme represents a collaborative effort between IQAC of **Kamala Nehru College** and **Institute of Lifelong Learning**, University of Delhi, designed to enhance the working skills and implement the same in their respective positions for growth of the institute as well as self-development.