



BHARATI COLLEGE

UNIVERSITY OF DELHI



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ORGANISES A
THREE DAYS STAFF TRAINING PROGRAMME
ON

**GENERAL ADMINISTRATION, FINANCE AND
MANAGEMENT FOR ADMINISTRATIVE STAFF**

April 03, 2024 to April 05, 2024

02:00 PM – 05:30 PM
Seminar Room
(Bharati College)



For Registration
(Scan QR Code)

(No Registration Fees)

Open for the Administrative Staff
and University Professionals of the
various colleges and universities

SPEAKERS

- **Mr Jai Chanda, Joint Registrar (University of Delhi)**
Topic: Professionalism in Higher Education Institution
- **Mr Virender Kumar, Deputy Registrar, SPA**
Topic: Understanding Disciplinary Proceedings and Conduct Rules
- **Prof. C.P Gupta (Retired Sr. Professor)**
Topic: Navigating Accounting & Audit: Best Practices for Administrative Staff

- **Dr Rohan Rai, Joint Registrar (University of Delhi)**
Topic: Managing Admissions, CUET, and Migration
- **Dr Naresh, Deputy Registrar (University of Delhi)**
Topic: Streamlining Establishment Procedures
- **Mr Gaurav Anand, Deputy Registrar)**
Topic: Optimizing Procurement, Store Management, and NPS

Organizers

Mr. Paramanad Singh

(A. O., Accounts, Bharati College)

Mr. Indra Kant Mishra

(A. O., Administration, Bharati College)

Patron

Prof. (Dr.) Saloni Gupta

(Principal, Bharati College)

Program Coordinator

Prof. (Dr.) Rajni

(Coordinator, IQAC)