

Central University of Punjab INTERNAL QUALITY ASSURANCE CELL

Report on Training Program on Good Office Practices for non-teaching employees of the Central University of Punjab, conducted by Prof. H. Sharma, CoE, JNU, Delhi on 24th October 2018 at 2:00 p.m. in the Seminar Hall

A training session on Good Office Practices was organized by IQAC in collaboration with Registrar office on 24th October 2018 to impart the skills of effective and smooth office management for non-teaching employees at university premises under the guidance of Dr. Jagdeep Singh, Registrar, Central University of Punjab, Bathinda and Prof S. K. Bawa, Director, Internal Quality Assurance Cell. This training was conducted by Prof. H. Sharma, Controller of Examinations, Jawahar Lal Nehru University Delhi. The objective of this training program was to enhance the skills of the employees of Central University of Punjab and to enlighten them about effective office practices. Dr. Jagdeep Singh, Registrar welcomed the guest. Prof. H. Sharma spoke about administrative procedures, ethical practices, important DOPT rules and latest RTI case learnings. He explained the procedures through examples and actual cases to make the training more understandable. Forty Seven (47) Non-teaching employees attended the programme.

Prof. S. K. Bawa expressed her gratitude to the guest speaker and all the participants for their active presence and making this event significant.



Prof H. Sharma COE, JNU Delhi giving training to CUP Non-Teaching Staff

Prof. S. K. Bawa
Director, IQAC

19/12/18

Hon'ble Vice Chancellor

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