

KAMALA NEHRU COLLEGE
(UNIVERSITY OF DELHI)
NAAC Accredited 'A' College
August Kranti Marg, New Delhi-110049
Telephone No.011-26494881 Telefax No.011-26495964
Website: www.knc.edu.in


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NOTICE

The Internal Quality Assurance Cell (IQAC) of Kamala Nehru College (University of Delhi) is organizing a Two-Day Workshop on 20th and 21st December, 2017 on "*Office Procedures (Noting & Drafting), Conduct Rules, E-Procurement and Government e-Marketplace (GeM)*" for the benefit of Faculty, Officers and Official Staff related to the subject concerned in Colleges and University of Delhi.

The main motive of the workshop is to provide basic skills on 'Noting & Drafting' required in all offices, inculcate awareness on basic conduct to be adhered by all concerned staff. Apart from the above, the workshop intends to provide hands on practical training in connection with new aspects established by the Government i.e., E-Procurement and Government e-Marketplace (GeM). The complete workshop schedule is placed at page-2.

The registration of participants will be considered on First-cum-First-Service basis. Maximum Three (03) participants from the Colleges of University of Delhi and University of Delhi will be considered for the workshop. The interested applicants should send their application form duly forwarded by the Principal / Head, latest by 19th December, 2017 by 3.00 pm through e-mail / by hand / by post to the Principal (Officiating), Kamala Nehru College(University of Delhi), August Kranti Marg, New Delhi-110049,, email: kamla.nehru_du@hotmail.com.


(DR.KALPANA BHAKUNI)
PRINCIPAL(OFFICIATING)

Note:-

1. The details of the workshop are also available at: <https://knc.edu.in>, www.du.ac.in.
2. The Participation Certificates will be awarded only to those applicants, who will attend the workshop on both days.

WORKSHOP AGENDA

Day One (20.12.2017)		
TIME	SESSION	THEME
9:30-10:00		Opening Remarks by Principal
10:00-11:30	I	"Office procedure (Noting & Drafting)"-Resource Person-Dr. Vikas Gupta, Joint Registrar, University of Delhi
11:30-12:00		Break
12:00-1:30	II	"Conduct Rules"-Resource Person-Dr. Vikas Gupta, Joint Registrar, University of Delhi
1:30-2:30		Lunch
2:30-3:30	III	"E-procurement"
3:30-3:45		Tea Break
3:45-5:00	IV	Continuation of E-procurement session

Day Two (21.12.2017)		
TIME	SESSION	THEME
11:00-1:30	I	Theory session "Government e-Marketplace (GeM)"- Resource Person-Mr. Raja & Mr. Keshav, GOI
1:30-2:15		Lunch
2:15-3:30	II	Practical "Government e-Marketplace (GeM)"- Resource Person-Mr. Raja & Mr. Keshav, GOI
3:30-3:45		Tea Break
3:45-5:00	III	Practical "Government e-Marketplace (GeM)"- Resource Person-Mr. Raja & Mr. Keshav, GOI
5:00 pm		Valedictory

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2-Day Workshop on 20th and 21st December, 2017 on "Office Procedures (Noting & Drafting), Conduct Rules, E-Procurement and Government e-Marketplace (GeM)"

Full Name _____ (IN BLOCK LETTERS)

Designation _____

Department / College _____

Telephone: Office _____ Mobile _____

E- Mail Address _____

Experience Details _____

(SIGNATURE OF PARTICIPANT)

Place : _____

Dated: _____

FORWARDED BY :

Recommendation, if any, _____

SIGNATURE OF HOD / PRINCIPAL
(WITH PROPER SEAL)

Place : _____

Dated: _____