

I. K. Gujral Punjab Technical University

Main Campus Kapurthala, Punjab, India

AICTE & IKGPTU Sponsored National Level 12-Day Professional Development Programme

“Rules and Tools for effective Office Governance”

(16th – 29th August 2022)



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Vice-Chancellor, IKGPTU

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PROFESSIONAL DEVELOPMENT PROGRAMME

This Professional Development Programme is only for Non-Teaching/Administrative Staff members of IKGPTU Kapurthala and affiliated institutes. This 2-Week (Twelve working days) PDP is sponsored by AICTE and IKGPTU Kapurthala. The objectives of the PDP include:

1. Best office practices and teamwork in offices
2. Effective use of computers
3. Upkeeping of office records
4. Rule related purchase, store, HR, and accounts departments

It will help in improving office work culture and lead to growth of the organization at a faster pace. Participants will have to attend all the sessions for effective learning. Daily evening sessions will be dedicated for effective use of computers for office work.

COURSE CONTENTS

1. E-office file handling
2. Finance Rules
3. Store and Purchase Rules
4. HR Rules
5. Managing Online/Offline meetings
6. Recording minutes of meetings
7. Use of MS Office
8. Maintenance of office records
9. Faculty, staff and student data management
10. Use of cloud storage for data recording
11. Outcome assessment for office staff
12. Life skills for office work culture
13. Stress & Time management in office work

METHODOLOGY

Morning sessions during will conducted by experts of the domain, where case-studies and various office rules will be discussed. Daily evening sessions will be conducted in the computer center for enhancing computer proficiency of the participants. This PDP will be useful for the administrative, non-teaching and supporting staff members of various government, aided and private regulatory bodies.

WHO AND HOW TO?

Administrative, non-teaching and supporting staff from various campuses and affiliated colleges of IKGPTU Kapurthala area are eligible for registration. The number of participants is limited and will be selected on first come, first serve basis. Interested participants will apply online at <https://data.ptu.ac.in/fdpregn.php> and submit a signed copy duly signed (approved) by the concerned Head of Department / Institution. Last date for submissions of applications is 15-08-2022. Participants should send signed application on WhatsApp numbers of the programme coordinators.

IMPORTANT INSTRUCTIONS

1. No-Registration Fee for any participants.
2. Seats are limited and will be filled on first-come first-serve basis.
3. All sessions are mandatory to attend.
4. Participants will take test at the end of PDP
5. No TA/DA will be given to any participant.
6. Daily lunch and tea (before and after lunch) will be served.
7. Boarding and lodging arrangements will be made in hostels, if required.