



# University of Delhi

## **FOUR WEEK ONLINE TRAINING FOR ASSISTANT REGISTRARS/ADMINISTRATIVE OFFICERS**

4 WEEK TRAINING PROGRAMME (Starting on 21.02.2022)

**CALL FOR REGISTRATION FOR PARTICIPATION**

*The program is open to **Assistant Registrars/Administrative Officers of the Universities and colleges***

**For Registration click following link:**

**<https://forms.du.ac.in/mac/view.php?id=51840>**

**Last Date For Registration : 10<sup>th</sup> February 2022**

**Training Timing – 2:00 PM to 6:00 PM.**



**Prof. Yogesh Singh**  
Vice-Chancellor



**Dr. Vikas Gupta**  
Registrar

**Ms. Meenakshi Sahay**  
Joint Registrar,  
Coordinator

**Mr. Sharad Kumar Sant**  
Deputy Registrar,  
Coordinator

**Mr. Akhilesh Jha**  
Assistant Registrar,  
Coordinator

**Ms. Geetanjali Kala**  
Assistant Professor,  
Coordinator

**Ms. Seema Sirpal**  
Sr. System Programmer  
Coordinator



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## ONLINE TRAINING FOR ASSISTANT REGISTRARS/ADMINISTRATIVE OFFICERS

### AREA TO BE COVERED

- Personality related areas - Stress Management, Motivation, Leadership Skills etc.
- Establishment Matters - Recruitment, Promotion, Pension etc.
- Financial Matters - Budget, Accounting, Audit etc.
- Ranking and Quality Assurance Related Matters

### REGISTRATION & FEE

- Registration link has been provided on the preceding page
  - This program is for the officers in the cadre of Assistant Registrars/ Administrative Officers of the Universities and Colleges.
  - There is no registration fee for employees of University of Delhi & its Colleges. However, there is a registration fee of Rs. 3,000/- for other employees/ participants.

### MODE OF TRAINING

- The training would be imparted in blended mode with 20 participants to be registered in offline mode and 200 in online mode.
- The registration shall be on first cum first serve basis.
- The participants preferring to participate in offline mode will have to deposit their registration proforma with a covering letter duly forwarded by Head of the Department/Institution at the following address on or before 14<sup>th</sup> Feb 2022:
  - Office of Assistant Registrar (Establishment Teaching/HR)  
Room No. 208, First Floor,  
Old Examination Building  
University of Delhi  
Delhi-110007.

### PROCESS OF FINALISATION OF PARTICIPANTS LIST

The details of the applicants registering for the programme would be screened and the final list of participants for both offline and online mode shall be uploaded on the website by 18.02.2022. The University's decision will be final in this respect.