

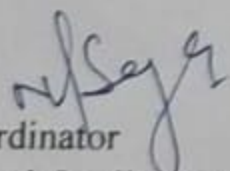
Internal Quality Assurance Cell

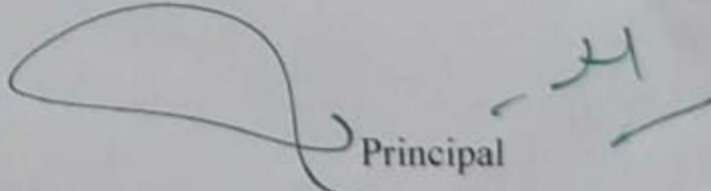
Dr. YS Parmar Govt. PG College, Nahar & HP SIRD, Craignano, Shimla

Tentative Module of One Week Faculty Development Programme on Administrative Capacity Building (32 Hours)

w. e. f. May 23 – May 27, 2023.

Day / Date	9:50-11:20	11:20-11:30	11:30-1:00	1:00 – 1:40	1:40 – 3:10	3:10 – 3:20	3:20 – 4:50	4:50 – 5:15
Tuesday/ 23-05-2023	Inaugural & Tech. Session I Challenges at Work Place - A	Forenoon Tea Break	Tech. Session II Challenges at Work Place - B	Lunch	Tech. Session III Approvals & Sanctions - A	Afternoon Tea Break	Tech. Session IV Approvals & Sanctions - B	Problem Striking Session
Wednesday / 24-05-2023	Tech. Session V Work-Place Communication - A	Forenoon Tea Break	Tech. Session VI Work-Place Communication - B	Lunch	Tech. Session VII Written Communication - A	Afternoon Tea Break	Tech. Session VIII Written Communication - B	Problem Striking Session
Thursday / 25-05-2023	Tech. Session IX Procurement of goods and services - A	Forenoon Tea Break	Tech. Session X Procurement of goods and services - B	Lunch	Tech. Session XI Competency based Learning - A	Afternoon Tea Break	Tech. Session XII Competency based Learning - B	Problem Striking Session
Friday / 26-05-2023	Tech. Session XIII TA and DA - A	Forenoon Tea Break	Tech. Session XIV TA and DA - B	Lunch	Tech. Session XV Report Writing - A	Afternoon Tea Break	Tech. Session XVI Report Writing - B	Problem Striking Session
Saturday / 27-05-2023	Tech. Session XVII Filing system and Record Management - A	Forenoon Tea Break	Tech. Session XVIII Filing system and Record Management - B	Lunch	Tech. Session XIX Assignments and Evaluation - A	Afternoon Tea Break	Tech. Session XX Assignments and Evaluation - B	Problem Striking & Valedictory Session


Co-ordinator
Internal Quality Assurance Cell


Principal