



श्री माता वैष्णोदेवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Directorate of Quality Assurance

Kakryal, Katra-182320, Jammu & Kashmir

SMVDU/DQA/2022/241

Dated: 18th August, 2022

NOTIFICATION

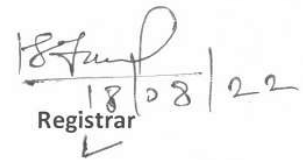
Sub: Organizing "Capacity Building Programme for Secretarial Assistance".

With reference to the proposal from Dr. A. K. Das, Director of Quality Assurance, SMVDU and as approved by the Competent Authority, sanction is hereby accorded for the following:

- To organize one day training programme on "Capacity Building Programme for Secretarial Assistance" in SMVDU on 23rd August, 2022.
- The Financial assistance of Rs.5,000/- (Rupees Five Thousand only) from University funds for all expenses.
- Use of one Lecture theatre on 23rd August, 2022 for the said event.
- Utilization of University transport facility on 23rd August, 2022 on complimentary basis subject to availability.

Further, Dr. A. K. Das, Director of Quality Assurance, SMVDU and Ms. Bhawna Mishra, AR, DQA are hereby appointed as Coordinator and Organizing Secretary respectively for smooth conduct of the said event. The Coordinator shall take feedback at the end of the program and submit a report on the proceedings (in the enclosed format) and feedback analysis to DQA for perusal and records.

This event shall have the unique no. SMVDU/LTP/DQA/2022/205 for future reference.


18/08/22
Registrar

Copy to:

1. Finance officer, for information.
2. Dr. A. K. Das, for information and compliance.
3. I/c Transport, for information and compliance.
4. I/c website, for uploading on University website.
5. PS to VC, for kind information of the Hon'ble Vice Chancellor.
6. Deputy University Engineering, for information and compliance.
7. All Concerned _____ for information and compliance.
8. Concerned file.