



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Directorate of Quality Assurance
Kakryal, Katra-182320, Jammu & Kashmir

SMVDU/DQA/2024/120-23

Dated: 12th July, 2024

NOTIFICATION

Subject: Organizing of Training programme(s) for Non-Teaching Officers & Staff members at SMVDU.

With reference to the proposal of Dy. Director DQA duly recommended and forwarded by Director, DQA and as approved by the Competent Authority duly endorsed by DQA in its meeting held on 25th June 2024, sanction is hereby conveyed for the following:

- a. Organizing of following training programme(s) for Non-Teaching Officers & Staff members during the FY 2024-25:

S No.	Title of the Training Programme	Participants	Duration	Tentative Date & Time	Approved expenditure along with facilities (in Rs.)	Resource Person(s)	Unique ID
1.	Stress and Time Management (Coordinator-Head, SoB)	Non-Teaching Officers & Staff members of SMVD University	One day	25/07/2024 (2:00 P.M. to 5:00 P.M.)	10,000/- (for Refreshment & Honorarium) Local Transportation facility /Hospitality on complimentary basis	External resource person	SMVDU/TP/D QA/2024/ <u>327</u>
2.	Noting and Drafting-I (Coordinator-DR(R&D))	Non-Teaching Staff members of SMVD University (JA, OA, LA, Library Assistants, TA, STA, Accounts Assistant, AAO, SO)	One day	08/08/2024 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>328</u>
3.	Noting and Drafting-II (Coordinator-DR(R&D))	Non-Teaching Staff members of SMVD University (JA, OA, LA, Library Assistants, TA, STA, Accounts Assistant, AAO, SO)	One day	29/08/2024 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>329</u>
4.	Administrative Rules (Coordinator-DR(DQA))	Non-Teaching Staff members of SMVD University (JA, OA, LA, Library Assistants, TA, STA, Accounts Assistant, AAO, SO)	One day	12/09/2024 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>330</u>
5.	Communication Skills and	Non-Teaching Officers & Staff	One day	26/09/2024 (2:00 P.M.)	10,000/- (for Refreshment	External resource	SMVDU/TP/D QA/2024/ <u>331</u>



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	Personality Development-I (Coordinator-Head, SoB)	members of SMVD University		to 5:00 P.M.)	& Honorarium) Local Transportation facility /Hospitality on complimentary basis	person	
6.	Communication Skills and Personality Development-II (Coordinator-Head, SoB)	Non-Teaching Officers & Staff members of SMVD University	One day	17/10/2024 (2:00 P.M. to 5:00 P.M.)	10,000/- (for Refreshment & Honorarium) Local Transportation facility /Hospitality on complimentary basis	External resource person	SMVDU/TP/D QA/2024/ <u>332</u>
7.	Leave Rules (Coordinator-AR(Estt.))	Non-Teaching Staff members of SMVD University	One day	31/10/2024 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>333</u>
8.	Up gradation of Computer Skills-I (Coordinator-Prof. Amit Kant Pandit, SoECE)	Non-Teaching Staff members of SMVD University (JA. OA. Accounts Assistant. STA. ASO. Store Officer. AAO. SO)	One day	07/11/2024 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>334</u>
9.	Up gradation of Computer Skills-II (Coordinator-Prof. Amit Kant Pandit, SoECE)	Non-Teaching Staff members of SMVD University (LA. TA. Library Assistant. Store Keeper)	One day	21/11/2024 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>335</u>
10.	Leadership Skills (Coordinator-Head, SoB)	Non-Teaching Officers & Staff members of SMVD University (SO & above)	One day	30/01/2025 (2:00 P.M. to 5:00 P.M.)	10,000/- (for Refreshment & Honorarium) Local Transportation facility /Hospitality on complimentary basis	External resource person	SMVDU/TP/D QA/2024/ <u>336</u>
11.	Purchase Management, Upkeep of Store, Store Rules (Coordinator-DR(S&P))	Non-Teaching Staff members of SMVD University	One day	06/02/2025 (2:00 P.M. to 5:00 P.M.)	5000/- for refreshment	Internal resource person	SMVDU/TP/D QA/2024/ <u>337</u>



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12.	One Week National Training Programme on Management Capacity Enhancement (Registration fee- Rs. 10,000/- for External participants only) (Coordinator- DR(DQA))	Participants from all over India Administrative Staff members (Section Officers, Assistant Registrar, Deputy Registrar, Assistant Accounts Officer, Chief Accounts Officer and equivalent)	One Week	17/02/2025 to 21/02/2025 (9:30 A.M. to 5:00 P.M.)	50,000/- + Funds to be generated from Registration fee	External resource person	SMVDU/TP/D QA/2024/ <u>338</u>
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- b. Grant of financial assistance of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand only) for the said events from Training Expenses Head of SMVD University.

Further, the Coordinator shall take feedback at the end of the event and submit a report on the proceedings (in the enclosed format) and feedback analysis to office DQA within a week after the conduct of event in hardcopy as well as in softcopy (office.dqa@smvdu.ac.in) for perusal and records.


Registrar
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Copy to:

1. Finance Officer, SMVDU for information.
2. All Concerned _____ for information and compliance.
3. AR to VC, for kind information of the Hon'ble Vice Chancellor.
4. I/c Website, for uploading on University website.
5. Concerned file.