



श्री माता वैष्णो देवी विश्वाविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Directorate of Quality Assurance

Kakryal, Katra-182320, Jammu & Kashmir

No. SMVDU/DQA/2025/235-48

Dated: 4th, August, 2025

NOTIFICATION

Subject: Organizing of Training Programme(s) for Non-Teaching Officers & Staff members at SMVDU during FY 2025-26.

As decided in the 7th meeting of DQA held on 30th June, 2025 and as approved by the Competent Authority, sanction is hereby accorded for the following:

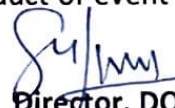
- a) Organizing of following training programme(s) for Non- Teaching Officers & Staff Members at SMVDU during FY 2025-26:

S No.	Title of the Training Programme	Participants	Coordinator	Duration	Tentative dates	Approved expenditure along with facilities (in Rs.)	Unique ID
1.	Leave Rules	Non-Teaching Staff members of SMVD University	Ms. Bhawna Mishra, Assistant Registrar Establishment	One Day	7 th Oct., 2025	7,500/- (Refreshment)	SMVDU/TP/D QA/2025/392
2.	Inventory Management	Non-Teaching Staff members of SMVD University	Mr. Rajesh Sharma, Deputy Registrar, S&P	One Day	30 th Oct., 2025	7,500/- (Refreshment)	SMVDU/TP/D QA/2025/393
3.	Stress Coping Management	Non-Teaching Staff members of SMVD University	Dr. Rashi Taggar, Assistant Professor, SoB	One Day	11 th Nov., 2025	10,000/- (Honorarium for External Expert, TA/DA, Local Transport on complimentary basis & Refreshment)	SMVDU/TP/D QA/2025/394
4.	Relevance of Communication Skills at Workplace	Non-Teaching Staff members of SMVD University	Dr. Anurag Kumar, Associate Professor, SoLL	One Day	27 th Nov., 2025	10,000/- (Honorarium for External Expert, TA/DA, Local Transport on complimentary basis & Refreshment)	SMVDU/TP/D QA/2025/395

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5.	One Week National Staff Training Programme on Management Capacity Enhancement (Registration fee- Rs. 10,000/- for External participants only)	Participants Pan India Administrative Staff Members; including Section Officer, Assistant Registrar, Deputy Registrar, Assistant Accounts Officer, Chief Accounts Officer and equivalent, from different part of the country.	<ul style="list-style-type: none"> • Prof. Supran K. Sharma, SoB • Prof. Sumeet Gupta, SoECE • Dr. Tirumalas etty Chiranjeevi, Associate Professor, SoEE 	One Week	15 th -19 th Dec., 2025	1,00,000/- (for payment of Honorarium for External Expert, TA/DA, Refreshment, Mementos etc.)	SMVDU/TP/D QA/2025/396
6.	Leadership Development and Organizational Growth	Non-Teaching Staff members of SMVD University	Prof. Jyoti, SoB	One Day	16 th Jan., 2026	10,000/- (Honorarium for External Expert, TA/DA, Local Transport on complimentary basis & Refreshment)	SMVDU/TP/D QA/2025/397

b) Grant of financial assistance of Rs. 1,45,000/- for the above said events from Training expenses head - University funds.

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 records.


Director, DQA
4.8.25

Copy to:

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