



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI -110 078

Tel: 011- 25302240 website: ipu.ac.in

Staff Development Cell

File No. GGSIPU/SDC/2018/159

Dated: 1/2/18

To,
The All Deans/Directors/Branch Heads
Sir/Madam,

Subject: Regarding Training Programme Requirement of Teaching and Non Teaching Staff.

This is in reference to the subject cited above, Staff Development Cell has been established in the university to facilitate the professional and personal development of the employees of the university. It works with the aim of enhancing the knowledge, skills and motivation of the employees so as to help them perform better at the work place.

In view of this you are kindly requested to suggest the various areas in which the training programmes be conducted for the staff (Teaching & Non-Teaching) of your respective school/Department.

Your Suggestion will help the Staff Development Cell to identify the key areas in which the relevant Training Programmes/Workshops/Conferences can be conducted in the university.

May please forward your reply to the Staff Development Cell at the earliest so that the schedule of activities for the next academic session can be finalized.

Thanking you

Yours Sincerely

Arvinder Kaur
31.1.18
Prof. Arvinder Kaur
Chairperson, SDC

Encl: Format For Training and Development Requirement for Faculty and Staff in Deptt./School.

Copy to:

1. All Deans, GGSIPU USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USE/UCMS
2. All Directors, GGSIPU
3. All Heads of School/Branch/Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Executive Engineer, UWD, GGSIPU/Librarian, GGSIPU
6. In-charge (Personnel/Purchase)/ Medical Officer, GGSIPU
7. AR VC Sectt. for information of Hon'ble Vice Chancellor
8. SO Pro-VC Sectt. for information of Pro-Vice Chancellor
9. AR Registrar for information to the Registrar
10. FOs/DDO/AAOs/SO, Finance & Accounts Department.
11. UITS Department – for uploading the same in the University website.

Kushpreet Singh
Kushpreet Singh Chhatwal
Assistant Registrar, SDC



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STAFF DEVELOPMENT CELL

**FORMAT FOR TRAINING AND DEVELOPMENT, REOUIREMENT
 FOR FACULTY AND STAFF IN DEPTT / SCHOOL.**

1. School/Department : _____
2. Total Manpower Strength: _____
- (A) Faculty: _____
- (B) Non-Teaching: _____
3. Suggest the Training & Development Programmes & Faculty Development Programme that should be conducted by SDC for the benefit of your school / Deptt. etc.
 - A. Training programme of Faculty:
 - B. Training programme of Non Teaching Staff

Suggested illustrative Areas for Training Programmes/ Workshops: Purchase Management in Government, Noting and Drafting; Right to information; Record Management; Public Information Officers; Refreshers Course on Personal Assistants; Basic Functional Efficiency in Computer Operation; Communication Skills; Accounting / Basic Functional Efficiency in Audit Matters; Basic Managerial Competence in Event Management; Others (Pl. Specify) 7 Statues ordinance of the university / CCS conduct rules / Research Methodology / Subject Specific Refresh Course. (Specify the topics) / Contract Management / Inventory and Store Management / Purchase Procedure / Payment and Receipt Rules. Contract Management / Leadership / Evaluation of Evidence.

Please Suggest, if any other Training programme(s) is required for the benefit of Employees of the University, May please be communicated within a week to the Staff Development Cell.

(Signature of Dean / HOD)