

Post Graduate Govt.College for Girls,Sec-42,Chandigarh

Summary of the Event

One Day Workshop

Date: 11.02.2016

Post Graduate Govt.College for Girls, Sec-42, Chandigarh organized One Day Workshop on “**Capacity Building for Non-Teaching Staff**” under RUSA Scheme organized under the aegis of Department of Higher Education, Chandigarh Administration. More than Forty representatives from the city colleges participated in the deliberations. The theme of the Workshop was Digitalization of the Office Work, Financial Management and Work Ethics. Principal Ms.Mani Bedi inaugurated the workshop and in her address emphasized the need of such programme for governance and maintenance of working standards at work place. Mr. Puneet Modgil faculty member at PGGC-11 discussed various aspects of e-office. He said that the business process will remain the same but the speed, efficiency, effectiveness and quality of the delivery process will undergo a change. Mr. Ashwani Dogra Deputy Controller (F & A), Chandigarh Administration elaborated on various aspects on Financial Management with special focus on Budget formulation and procurement. Mr. Vijay Kumar Vij, from the Department of Higher Education highlighted various provisions laid down in the RUSA scheme pertaining to financials propriety. Ms.Suparna Puri talked about work ethics. She said that a positive attitude and holistic approach towards work would go a long way in achieving organizational goals. Dr.Punam Aggarwal coordinated the workshop and proposed a vote of thanks.