

**Goa University**

<b>Title of the Event</b>	Training to Non-Teaching Employees of Goa University
<b>Date and Time</b>	3 <sup>rd</sup> November 2022, 10.00 am
<b>Mode</b>	Offline
<b>School/Directorate</b>	Directorate of Internal Quality Assurance (DIQA)
<b>Number of Participants</b>	45
<b>Resource Person</b>	Shri Vinayak Naik, Jt. Director Accounts (Retd) Shri.V. S Nadkarni, Chief Guest & Key Note Speaker Shri. M.Shreedhara, Jt. Registrar, Administration
<b>Staff attended</b>	45
<b>Description of the activity</b>	<ul style="list-style-type: none"> <li>✓ Fundamental Rules &amp; Supplementary Rules (FRSR) Inclusive of Leave Rules.</li> <li>✓ Academic Administration in Higher Education.</li> <li>✓ General Office Procedure &amp; Rules of Goa University.</li> </ul>
<b>Benefit/Key outcome of the event</b>	<ul style="list-style-type: none"> <li>• New Recruited Staffs were trained on various rules related to Service matters and various govt procedures,</li> <li>• Academic Administration regarding providing best services to students and others who directly or indirectly comes to associate in functioning of this University (i)matters pertaining to conduct of Exams, (ii) Rules of Admissions, (iii) Financial allotments, (iv)Purchase Guidelines (v)Statutes, (vi)Ordinances, (vii) Goa University Act, was main highlights of the session</li> <li>• General rules of Goa University regarding processing of files &amp; other official matters, Drafting letters, noting's, and file managements, numbering of official correspondence, Duties &amp; Responsibilities etc.</li> <li>• Overall feedback was overwhelming</li> </ul>

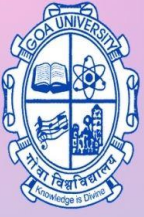
Signature

Prof.S.N Dhuri

Directorate of Internal Quality Assurance (DIQA)

DIRECTOR

DIRECTORATE OF INTERNAL  
QUALITY ASSURANE (DIQA)  
GOA UNIVERSITY



# GOA UNIVERSITY

## DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)

### TRAINING PROGRAMME FOR NON-TEACHING EMPLOYEES



**Prof. V.S. Nadkarni,**

Registrar - GU

Chief Guest &

Key Note Speaker

**Topic: Academic  
Administration in  
Higher Education**

03 Nov 2022, 10:00 am at Conference Hall, GU



**M. Shreedhara,**

Joint Registrar

(Administration)

**Topic: General Office  
Procedures and  
Rules of Goa University**



**Vinayak Naik,**

Joint Director

Accounts (Retd.)

**Topic: Fundamental Rules &  
Supplementary Rules  
(inclusive of Leave Rules)**



**Prof. S.N. Dhuri,**

Director-DIQA





