

Report on One-Day Workshop on Office Procedures

Date: 14th May 2025ss

Venue: Room No. 01

The Internal Quality Assurance Cell (IQAC) of Government Degree College, Nankhari organized a **one-day workshop on “Office Procedures”** for the teaching and non-teaching staff on **14th May 2025**. The objective of the workshop was to enhance the administrative efficiency of the college staff by familiarizing them with key aspects of office functioning.

The program commenced with a welcome address by **Dr. Inder Singh Suryan**, who emphasized the importance of procedural transparency and accuracy in institutional operations.

The resource person for the workshop was **Mr. Surjan Singh Kapoor**, Superintendent Grade-I (Retired), Department of Higher Education. Mr. Kapoor, with his vast experience in government administrative procedures, delivered a comprehensive session covering various essential aspects of office work.

Key topics discussed during the workshop included:

- Procurement procedures
- File management systems
- Record keeping

Mr. Kapoor’s presentation was highly informative and interactive, offering practical insights and real-life examples that enriched the learning experience for participants. The session also included a Q&A round, allowing staff members to seek clarifications on procedural doubts encountered in daily administrative tasks.

The workshop proved to be highly beneficial in improving the procedural knowledge and capabilities of both teaching and non-teaching faculty members. The IQAC aims to continue organizing such capacity-building initiatives in the future to support the overall institutional development.

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