



PONDICHERRY UNIVERSITY

(A Central University)

Directorate of Distance Education



Four Days Online Training Programme

On

**Office Management System and Motivational Skills for
the Officers/Employees of the Pondicherry University**

15th, 16th, 22nd & 23rd October, 2022



Organised by

**The Directorate of Distance Education
PONDICHERRY UNIVERSITY**



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on

“Office Management System and Motivational Skills”

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Date	Morning Session			Afternoon Session	
	10.00 am -11.30 am	11.30 am – 1.00 pm		2.00 pm – 3.30 pm	3.30 pm – 5.00 pm
15.10.2022 (Saturday)	Registration and Inauguration Chief Guest Prof. Gurmeet Singh, VC, PU	Motivation Lecture	L U N C H B R E A K	Basic Computation (Microsoft Excel)	Communication Skills
16.10.2022 (Sunday)	Procurement through GeM, NIC	Procurement through GeM, NIC		Basic Accounting Procedures	Basic Accounting Procedures
22.10.2022 (Saturday)	Purchases through the Central Public Procurement Portal (CPPP), NIC	Purchases through the Central Public Procurement Portal (CPPP), NIC		Purchases through the Central Public Procurement Portal (CPPP), NIC	Purchases through the Central Public Procurement Portal (CPPP), NIC
23.10.2022 (Sunday)	Service Writing	Service Writing		Drafting & Noting	Feedback and Valedictory Session