

PONDICHERRY UNIVERSITY

(A Central University)

Directorate of Distance Education

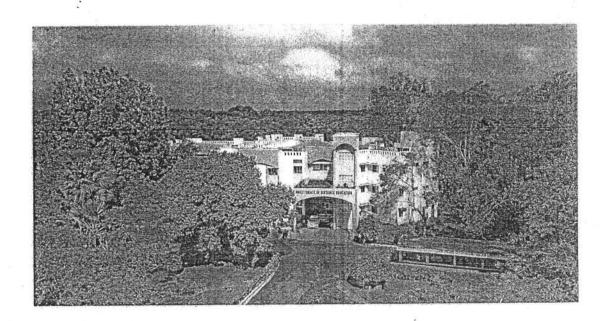


Four Days Online Training Programme

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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DIRECTORATE OF DISTANCE EDUCATION



Four Days Training Programme on "Office Management System and Motivational Skills"

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

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	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	C Drafting & Noting	Feedback and Valedictory Session