

FDP 5: FDP on Administration Work (Online)

**Organizer: Faculty of Sciences, Humanities and Languages, GKU
(09/03/2026 to 13/03/2026)**

Day	Theme	Session Highlights	Resource Person
Day 1 (09/03/2026) (Morning Session)	Effective Faculty Recruitment and Selection Process	<ul style="list-style-type: none"> • Best practices in drafting job descriptions. • Transparent selection mechanisms. • Balancing merit, diversity, and institutional needs. • Importance of orientation and induction programs. 	Dr. Amit Tuteja, Director HR, Guru Kashi University
Day 1 (09/03/2026) (Evening Session)	Faculty Performance Appraisal and Professional Development	<ul style="list-style-type: none"> • Designing fair appraisal systems (API, feedback, outcomes). • Linking appraisal to promotions, increments, and recognition. • Identifying training and development needs. • Building a culture of continuous improvement. 	Dr. Amit Tuteja, Director HR, Guru Kashi University
Day 2 (10/03/2026) (Morning Session)	Budget Preparation and Financial Planning in Higher Education	<ul style="list-style-type: none"> • Steps in preparing annual budgets. • Aligning financial planning with institutional goals. • Allocation of funds to departments and projects. • Monitoring and controlling financial expenditures. 	Prof. (Dr.) Raj Kumar Sharma, Finance Officer, Central University, Punjab
Day 2 (10/03/2026) (Evening Session)	Financial Audits and Accountability Mechanisms	<ul style="list-style-type: none"> • Importance of internal and external audits. • Maintaining compliance with statutory requirements. • Role of transparency in financial records. • Strategies for cost optimization without quality compromise. 	Prof. (Dr.) Raj Kumar Sharma, Finance Officer, Central University, Punjab
Day 3 (11/03/2026) (Morning Session)	Documentation and Archiving for Accreditation and	Administration on Special needs of International Students	Dr. Kuldeep Dagar AIU, Joint Secretary

Session)	Compliance		
Day 3 (11/03/2026) (Evening Session)			
Day 4 (12/03/2026) (Morning Session)	Role of IQAC in Academic and Administrative Quality Enhancement	<ul style="list-style-type: none"> • Functions and objectives of IQAC. • Setting quality benchmarks for academic activities. • Involvement of stakeholders (students, alumni, employers). • Continuous internal quality monitoring. 	Dr. Rama Krishna Director, IQAC, Vignan's University, Andhra Pradesh
Day 4 (12/03/2026) (Evening Session)	Best Practices and Innovations through IQAC	<ul style="list-style-type: none"> • Introducing innovative teaching-learning methods. • Enhancing research culture and consultancy projects. • Promoting green campus and social outreach activities. • Sharing institutional best practices for recognition. 	Dr. Y. Jyothi Deputy Dean, IQAC Vignan University, Andhra Pradesh
Day 5 (13/03/2026) (Morning Session)	Efficient Examination Planning and Scheduling	<ul style="list-style-type: none"> • Introduction to E-Filing and Digital Record Management • Legal and Regulatory Framework of E-Filing • Digital Documentation Standards and File Formats • E-Filing Workflow and Best Practices 	Dr. Bharat Bhushan Singla, Additional Controller of Examination, Punjabi University, Patiala
Day 5 (13/03/2026) (Evening Session)	Examination Reforms and Ensuring Academic Integrity	<ul style="list-style-type: none"> • Cybersecurity and Data Privacy in E-Filing • E-Filing Tools, Software, and Automation Techniques • Challenges and Solutions in Implementing E-Filing • Future Trends in Digital Record Management 	Dr. Bharat Bhushan Singla, Additional Controller of Examination, Punjabi University, Patiala