



## ONE DAY WORK SHOP OF NON TEACHING STAFF ON BEST PRACTICES IN OFFICE ADMINISTRATION

IPEM LAW ACADEMY organized a Non-Teaching Staff work-shop on "Best Practices in Office Administration" with the kind support of Principal & College faculty members on 14th June 2022 from 2.30 to 3.0 pm

The Idea behind having such a work-shop was to guide the Non-Teaching Staff of surrounding colleges regarding Pension, P.F. Retirement Benefit, Accounting & Auditing, Maintenance of Dead Stock Register, Examination Systems of University as well as College Examination Systems.

It is therefore very essential to have a well learned gathering of administrators of Surrounding Colleges, who could discuss and deliberate the possible implications of such administrative difficulties. This provided ample scope for intellectual interaction.

The principal Dr. Minaxi Tomar delivered an introductory speech as head of the institution. She welcomed all the speakers as well as Hon'ble guests & all the participants on behalf of institution. She explained the purpose behind the work-shop.

Mr. Jitendr Kumar Gautam guided the participants regarding good administration, how to tackle the day to day activities of the college, how to manage the work in admin framework & yet following positive approach and gave some examples of the good administrators.

After this wonderful session the Assistant professor Ms. Neeraj Nagar thanked all the respected speakers on behalf of organizing committee & asked for the suggestions if any from the participants.



**IPEM LAW ACADEMY**

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17<sup>th</sup> Aug 2021

**ONE-DAY SKILL DEVELOPMENT WORKSHOP**  
**FOR NON-TEACHING STAFF**

A one-day skill development course for non-teaching personnel was organized by IPEM Law Academy. The workshop was entirely focused on maintaining workplace harmony. The workshop's major goal was to improve abilities and was entirely focused on self-improvement. The goal of upskilling non-teaching personnel was met by providing them with training on the topics of "Developing Effective Interpersonal Communication Skills in the Workplace" which included a variety of activities and role plays. The activities focused on day-to-day work scenarios, and participants were taught and guided on how to work in a polite manner within a team without hurting others' feelings. The role plays were performed in order to assist them in overcoming workplace stressors and better balancing their professional and personal lives.

The Resource Persons made the workshops very engaging, and the attendees greatly enjoyed them and had a good time overall.

**Principal**

**IPEM Law Academy**

