



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University under Haryana Act No. XXV of 1975)

NAAC Accredited 'A+' Grade

Email: co.asc@mdu.ac.in

ADMINISTRATIVE STAFF COLLEGE

NOTICE

It is for information of all concerned that the ADMINISTRATIVE STAFF COLLEGE (ASC) is organising a training programme on 'Time Management and Work Efficiency in Administrative Offices'. Participants will gain practical techniques to prioritize heavy workloads, eliminate common daily distractions, and use simple digital tools to automate routine paperwork. Furthermore, the program will provide strategies to better manage departmental and branch communication to ensure a seamless flow of information across the University. This initiative is designed to help the employees to reduce workplace stress while significantly enhancing the quality of service provided to the students and faculty. By refining these professional skills, the program aims to ensure all administrative functions are handled with greater ease and precision. All non-teaching staff members are expected to participate in this valuable opportunity to foster a more productive and organized campus environment.

The program details are as under:-

Date, Time & Venue : **06.05.2026 (Wednesday) at 03.00 PM (Sharp)**
in Seminar Hall (2nd Floor) of FDC

Resource Person : **Prof. Sandeep Bansal, Registrar, MDU Rohtak**

All the Deputy Registrars, Assistant Registrars, Superintendents, Deputy Superintendents, Assistants and other non-teaching staff of the University are invited to attend the programme. Attendance is mandatory.


(Ashok Kumar)

Coordinator, Administrative Staff College

Endst. No.ASC/2026/ 101-200

Dated: 04-05-2026

A copy of above is forwarded to the following for information and necessary action:-

1. All the Heads of the Departments/Directors of Institutes/Controlling Officers/Branch Officers, M. D. University, Rohtak, with the request to circulate the notice amongst non-teaching employees.
2. Director (FDC), M.D. University, Rohtak with the request to kindly reserve the Seminar Hall for the programme.
3. Assistant Registrar (General Admn.), M.D. University, Rohtak. She is requested to make arrangement of refreshment for the participants.
4. Public Relations Officer (PRO), M.D. University, Rohtak.
5. Secretary to Vice-Chancellor/PA to Registrar (for kind information of the Vice-Chancellor/ Registrar), M. D. University, Rohtak.


(Ashok Kumar)

Coordinator, Administrative Staff College