



ABOUT THE COLLEGE

Mata Sundri College for Women, a constituent college of the University of Delhi, founded in 1967, is committed to higher education and women empowerment. The college boasts of a distinguished faculty and efficient support staff, providing an ideal learning environment. Notably, the college has been accredited with the esteemed NAAC "A" grade, reflecting its commitment to excellence in education and overall development.



MATA SUNDRI COLLEGE FOR WOMEN
UNIVERSITY OF DELHI
(under the aegis of IQAC)
PRESENTS

CAPACITY BUILDING PROGRAMME FOR NON TEACHING STAFF

CHIEF PATRON:

Prof.(Dr.) Harpreet Kaur
(Principal)

PATRON:

S. Manjit Singh
(Officiating AO & Section Officer, Accounts)

Dr. Lokesh Kumar Gupta
Director, IQAC



ABOUT THE PROGRAMME

This programme aims to empower individuals with practical insights and abilities that can enhance their financial and administrative capabilities. Throughout the course of five days, participants will delve into various aspects of finance, taxation, and software tools. By the end of the programme, attendees should be equipped with the knowledge and skills necessary to make informed decisions about retirement planning, navigate government regulations, confidently file income tax returns, harness the capabilities of Microsoft Excel, and effectively use Tally accounting software.



Structure of the Capacity Building Programme

Session-1: NPS Know-How

- Explore the National Pension System (NPS)
- Understand investment options and retirement planning.

Session-2: Central Govt. Rules

- Recruitment Roster / PWbD

Session-3: Excel

- Unlock the Power of Excel!

Session 4: ITR Simplified

- Demystify Income Tax Returns (ITR) Old & New Regime
- Learn to file your taxes confidently.

Session-5: Tally

- Get hands-on with Tally, the accounting software.
- Learn Book Keeping, Bank Reconciliation, Vouchering & more.

DATES:

30 October-03 November, 2023

VENUE:

**MATA SUNDRI COLLEGE FOR WOMEN
MATA SUNDRI LANE, NEW DELHI**

[ENROLL NOW](#)

Registration Fees of Rs. 500/- only

Event Coordinators:

Dr. Jasmeet Kaur, Education

Ms. Ashema Hasti, Computer Science

Dr. Meena Baweja, Mathematics

Expert Speakers:

Mr. Sachin Gupta
Branch Manager
Tata AIA Life Insurance

Dr. Naresh Kumar
Deputy Registrar (Colleges)
University of Delhi

Dr. S.B. Rathore
Former Associate Professor
Shyam Lal College
University of Delhi

Mr. Sushil Soni
STEM Trainer (Data Analytics)
Learning Links Foundation

Mr. Abdul Mohiz
TALLY Trainer
(Technology & Innovation)
Learning Links Foundation

**E-CERTIFICATES WILL BE
PROVIDED TO ALL ATTENDEES**