



September 13, 2024

3-days Training on “Enhanced File Management Skills” Concludes at IUST

Awantipora, Sept. 13: The first phase of the In-House Training Programme on “Enhanced File Management Skills” for Non-Teaching Staff, organized by the Directorate of Internal Quality Assurance (DIQA) in response to the recommendations of the Internal Quality Assurance Cell (IQAC), concluded at IUST.

The three-day programme, featured sessions aimed at equipping the non-teaching staff with essential skills to enhance their efficiency and effectiveness in file and finance management. During the training the administrative officers of the university including University Finance Officer, and Deputy Registrars provided an in-depth understanding of the intricacies involved in efficient financial management, organizational behaviour, and file management to the participants.

Speaking on the occasion, the Director of DIQA emphasized the importance of continuous training and development for the non-teaching staff. He said that such programmes are vital for enhancing the operational efficiency at the university. DIQA has announced plans to continue this training initiative in multiple phases, with future sessions to be enriched by resource persons from esteemed organizations such as J&K IMPARD, GAD, Finance Department, and the Planning Development and Monitoring Department, among others.

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