

**Association of Indian Universities &  
Academic and Administrative Development Centre (AADC)  
Under the Aegis of Staff Development Cell  
Guru Gobind Singh Indraprastha University**  
*Organizes*

***Two Days Workshop on "Understanding Service Rights, Conduct Rules,  
NPS & Leave Policies for University Employees"  
On 19th-20th March 2025***

**NOTICE**

AADC Under the aegis of Staff Development Cell is organizing **Two Workshop on "Understanding Service Rights, Conduct Rules, NPS & Leave Policies for University Employees" On 19th-20th March 2025 in offline mode.** The details of the proposed Workshop are given below:

<b>Date and Time</b>	<b>Details</b>	<b>Proposed no. of participants</b>
<b>On 19th-20th March 2025 in offline mode</b>	The workshop will cover Employee Rights & Responsibilities, discussing and service conditions. Code of Conduct & Ethics will focus on workplace discipline and integrity. Understanding NPS for University Employees will provide insights into contributions, withdrawals, and retirement benefits including Gratuity, Pension & Provident Fund. Types of Leaves Available will explain CL, EL, ML, and sabbaticals, while Leave Encashment & Carry Forward Policies will clarify accumulation and encashment rules.	Maximum 60 participants on first come first serve basis (Target Group : The workshop is open to all the employees of the University)

Interested participants should fill up the attached form and send it through proper channel at the following address by 17<sup>th</sup> March 2025.

***The Chairperson, Staff Development Cell, Room number: D-317, GGSIP University***

Applicants are also requested to fill the following form in Google link (mandatory) and the list of selected participants will be displayed on the website on 18th March, 2025.

<https://forms.gle/JvqfhoeFvz7Unh4eA>



**Prof Arvinder Kaur  
Chairperson (SDC Cell)  
Nodal Officer, AADC cell, GGSIP**

Copy to:

1. All Deans/Directors/Branch Heads/Librarian of GGSIPU.
2. AR to Hon'ble Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
3. AR to Registrar for kind information of the Registrar.
4. In-Charge UITS with a request to upload this notice on the University website.



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***Two Days Workshop on “Understanding Service Rights, Conduct  
Rules, NPS & Leave Policies for University Employees”  
On 19th-20th March 2025***

1	Title of Workshop	“Two Days Workshop on “Understanding Service Rights, Conduct Rules, NPS & Leave Policies for University Employees”
2	Duration of Workshop	<b>19th-20th March 2025</b> , (2 Days), 10 am – 5 pm
3	Eligibility	Employee of GGSIP University
4	Mode of delivery	Offline Mode
5	Venue	Seminar Hall, Admin Block

### **Objectives of the Workshop**

Employee Rights & Responsibilities – Discussion on service conditions and legal frameworks.

Code of Conduct & Ethics – Focus on workplace discipline, integrity, and professional behavior.

Understanding NPS for University Employees – Insights into contributions, withdrawals, and retirement benefits.

Gratuity, Pension & Provident Fund – Explanation of post-retirement financial benefits.

Types of Leaves Available – Overview of CL, EL, ML, sabbaticals, and other leave options.

Leave Encashment & Carry Forward Policies – Clarification on accumulation and encashment rules.

**About the Workshop:** Experienced resource persons from Industry and Academia will be handling the sessions.

- The participants must be employee of the GGSIP University.

- Participants will be given the opportunity to interact with the experts. The resource persons will also be sharing their knowledge through case studies.
- Each session will be an opportunity for learning, experiencing and sharing knowledge with the experts & co-participants.
- Certificate will be given by AADC cell and Staff Development Cell, GGSIP University.

### **Workshop Registration Details (Registration is FREE)**

The participants can register for the Workshop by accessing the following link and providing the required details.

<https://forms.gle/Jvqfhoefvz7Unh4eA>

#### **Patrons:**

**Prof Mahesh Verma, Vice-Chancellor, GGSIP University**

#### **SDC Chairperson:**

**Prof Arvinder Kaur, Chairperson, SDC, GGSIP University**

#### **SDC Co-ordinator:**

**Dr. Anuradha Chug, Convener, SDC, GGSIP University**

#### **SDC members:**

**Ms. Shikha Agarwal**

**Mr. Kushpreet Singh Chhatwal**

#### **Contact Details:**

[sdc@ipu.ac.in](mailto:sdc@ipu.ac.in)

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(Application Form)**

Name of the employee	
Designation	
Employee Department/ School	
Employee Code	
Date of Birth	
Employee type (Regular/ Contractual/ Adhoc)	
Date of Joining in the university	
Mobile number	
Email id	

**Signature of the employee  
(Name and Designation)**

The candidate will be permitted to attend the above course, if selected.

**Signature of the forwarding authority  
(Name and Designation)**