

### **BIO-DATA (GUEST FACULTY)**



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<b>Subject/Topics</b>	<b>Discipline and Vigilance Matters, Conduct Rules, Handling Court Cases, Establishment Rules, Record Management, Noting and Drafting, File and Dak Management, Office Procedures, Right to Information Act, Public Premises Eviction Act, Prevention of Sexual Harassment Act, Prevention of Corruption Act, Conduct of Book Review. Time Management, Checks on Delay, Grievance Redressal Mechanism</b>