



Office of the Vice-Chancellor through CoETaL

*Presents*

# The University's Inaugural Senior Administrative Leadership On-Boarding Seminar 2021

**Date: Wednesday 28th July, 2021**  
**Time: 10:00hrs to 14:00hrs daily.**

## *Programme*

*National Anthem*

**Chairperson: Dr. Charmaine Bissessar**

**10:00hrs 10:30hrs- Welcome Remarks and Orienting Presentation:**  
**Prof. Paloma Mohamed, Vice Chancellor XI, University of Guyana**

**10:30hrs-10:45hrs- Questions and Answers**

**10:45hrs-11:00hrs- Operations in Institutional Advancement: Dr. Mellissa Ifill, Deputy  
Vice-Chancellor, Institutional Advancement, University of Guyana**

**11:15hrs- 11:30hrs Questions and Answers**

**11:30hrs -11:45hrs - Operations in Academic Engagement: Dr. Emanuel Cummings,  
Deputy Vice-Chancellor, Academic Engagement, University of Guyana**

**11:45hrs - 12:00hrs- Questions and Answers**

**12:00hrs-12:15hrs- Break**

**12:15hrs-12:30hrs – Operating the Department of Projects: Ms. Nicole Cole,  
Director, Procurement, Planning and Monitoring (PPM), University of Guyana**

**12:30hrs- 12:45hrs - Questions and Answers**

**12:45hrs-13:05hrs- Lunch Break**

**13:05hrs- 13:20hrs- Operating Estates and Maintenance: Mr. Bjorn Williams Director,  
Operating Estates and Maintenance, University of Guyana**

**13:20hrs to 13:35hrs- Questions and Answers**

**13:35hrs -13:50hrs – Operating Security: Ms. Arlene McLean, Chief of Operations,  
University of Guyana**

**13:50hrs to 14:05hrs- Questions and Answers**

**14:05hrs- 14:20hrs – Operating The Department of Events, Conferences and  
Communications (DECC): Mr Jainarine Deonauth, Director, DECC, University of Guyana**

**14:20hrs- 14:35hrs Questions and Answers**

**Word Evaluation (Mentimap)– End of Day 1**



UNIVERSITY of GUYANA

Office of the Vice-Chancellor through CoETaL

*Presents*

**The University's Inaugural  
Senior Administrative Leadership  
On-Boarding Seminar 2021**

**Date: Thursday 29th July 2021  
Time: 10:00hrs to 15:00hrs daily.**

*Programme*

*National Anthem*

**Chairperson: Dr. Charmaine Bissessar**

**10:00hrs 10:30hrs- Operating The Tactical Online Unit:  
Mr. Malcolm Williams, Director, TOS, University of Guyana**

**10:30hrs-10:45hrs- Questions and Answers**

**10:45hrs-11:00hrs- Operating Personnel: Ms. Marcellin D'Aguiar,  
Acting Personnel Officer, University of Guyana**

**11:00hrs -11:15hrs- Questions and Answers**

**11:15hrs-11:30hrs- Operating the Registry: Dr. Theodosius Velloza, Acting Registrar**

**11:30hrs- 11:45hrs - Questions and Answers**

**11:45hrs-11:50hrs- Break**

**11:50hrs-12:05hrs- Operating the Bursary: Ms. Holda Ponai, Bursar, University of Guyana**

**12:05hrs- 12:20hrs- Questions and Answers**

**12:20hrs- 13:00hrs- Lunch Break**

**13:00hrs- 13:15hrs- Operating UGBC: Prof. Gomathinayagam Subramanian,  
Director UGBC, University of Guyana**

**13:15hrs- 13:30hrs - Questions and Answers**

**13:30hrs - 13:45hrs- Operating IDCE:  
Dr. Jacqueline Murray, Director, University of Guyana**

**13:45hrs- 14:00hrs - Questions and Answers**

**14:00hrs - 14:15hrs - Operating Occupational Health and Safety:  
Ms. Olivia Parris-Bowen, Director, OHAS, University of Guyana**

**14:15hrs- 14:30hrs - Questions and Answers**

**14 30hrs- 14:45hrs - Mentimap Evaluation**

**14:45hrs - 14:50hrs - Closing Remarks – Prof. Paloma Mohamed,  
Vice-Chancellor XI, University of Guyana**

**End**



**UNIVERSITY of GUYANA**  
**OFFICE OF THE VICE-CHANCELLOR**



**(CoETaL)**



**Office of the Vice-Chancellor**