

# Office Automation and Documentation



## SRI GURU NANAK DEV KHALSA COLLEGE

Dev Nagar, Delhi- 110005

Invites for

Workshop on

## Office Automation and Documentation for NAAC

### Who can attend?

- IQAC Coordinators, members and staff
- Administrative Officer, Section Officer and other officials dealing with students' affairs, HR and record management.

4-6 January,  
2019

9:30 am to 5:30  
pm

Venue:  
Seminar Room

### Topics:

- Documentation for NAAC
- Office automation
- Data Communication and Data management
- Document Control and Record Management
- Effective Communication and soft skills
- Practical exercises

DD/Cheque in favour of Principal, Sri Guru Nanak Dev Khalsa College, Delhi

### Registration fee:

**Rs. 750 per  
participant**

Registration form is available on College website [www.sgndkc.org](http://www.sgndkc.org)

No 'on the spot' registration.

Registration will be on the 'first come first serve basis', as seats are limited.

For any assistance/clarification, write to [igacordinator@sgndkc.du.ac.in](mailto:igacordinator@sgndkc.du.ac.in)

Certificate of participation will be awarded to those who would successfully attend program on all three days.

### Organizing Committee: Internal Quality Assurance Cell

<i>Principal</i> Dr. Man Mohan Kaur Patron	<i>Coordinator</i> Dr. Deepak Sharma (9213604905)	<i>Co-coordinators:</i> Dr Bhagwant Kour (9891404458)	<i>Co-coordinators:</i> Dr Vinay Neet Kaur (9811119833)
<i>Member, IQAC</i> Dr Abhishek Sharma (9811119533)	<i>Member, IQAC</i> Dr. Deep M. Singh (9968267970)	<i>Member, IQAC</i> Mr G.K Arora (9811012106)	<i>Member, IQAC</i> Dr. Meena Singh (9810052621)

**Sri Guru Nanak Dev Khalsa College**  
**Dev Nagar, Delhi**  
**Faculty Development Programme (FDP)**  
**Office Automation, Documentation for NAAC and Effective Communication**  
**4-6 January 2019**

*Programme*

<b>Day 1</b>	
Morning (10 am - 1PM)	Afternoon (2 PM to 5 PM)
<p><b>10:00 am</b>  <i>College prayer</i>  <i>Welcome Address:</i> DR. Man Mohan Kaur, Principal  <i>About the FDP:</i> Deepak Sharma, Coordinator, IQAC  <i>Self-introduction by the Participants</i>  <i>Inaugural address:</i> Dr Harpreet Kaur, Principal, Mata Sundri College, University of Delhi, Delhi,            "Need for Office Automation and NAAC Accreditation process"</p>	
<p><b>11.30 AM to 1.00 PM</b>            Session I            11.30-12:00            Rajiv Midha, <i>Moving towards Automation</i>            12:00 -12:30            Deepak Sharma, <i>Paperless Office: An Introduction</i>            Group Discussion 12.30 – 1:00</p>	<p><b>2 PM to 04:30 PM</b>            Session II            Keyaa Mukherjee, Nanawati College, Mumbai,  <i>Office Automation</i>            04:30-05:30 pm  <i>Group activity and Exercises</i>  <i>Exercises</i></p>
<b>Day 2</b>	
<p><b>10 AM to 11:30 AM</b>            Deepak Sharma, <i>Documents and Documentation for NAAC</i>  <b>11:30 AM to 1 PM</b>            Keyaa Mukherjee, <i>Discussion on Participants' work</i>  <i>Preparing for NAAC: Data Record Management Documentation for NAAC</i></p>	<p><b>2 PM to 4 PM</b>  <i>Exercises and Group activity</i>   <b>4 to 5 PM</b>            Rajiv Midha, <i>Net Etiquettes</i></p>
<b>Day 3</b>	
<p><b>10 PM to 1 PM</b>            Dr. Sumita C Unmat, Director (Learning Expert &amp; Coach), <i>Effective Communication and Soft skills workshop</i></p>	
<p><b>3 PM</b>  <i>Valedictory Address:</i> Dr. R. K. Gupta, Principal, Ram Lal Anand College, Delhi  <i>Vote of Thanks:</i> Dr. Bhagwant Kour</p>	

Tea break: 11 AM to 11:30 AM  
 Lunch Break: 1 PM to 2 PM

**No of Participants**

S. N.	Name	Contact No	College	Mode of payment	Details
1	Dr. Shilpi Sahi	9899664133	Bharati College,C-4, Janakpuri, New Delhi 110058. Ph. No.011-43273030.	RTGS/NE FT	NEFT payment of Rs 750 is made with reference id 626518446
2	Dr. Pooja Jain	9810156580	Daulat Ram College, University of Delhi, Delhi 110007 27667863 daulatramcollegedu@gmail.com	RTGS/NE FT	UTR: 834805707485 Date of transfer: 14-12-18 Bank: Indian Overseas Bank
3	Manisha Mathur	9956634519	Mata Sundri College for Women, Mata Sundri Lane, New Delhi-110002	RTGS/NE FT	Transferred through SBI Vipul Khand Gomti Nagar Lucknow Branch. INB Transfer No. IR11758967 dated 14-12-2018 Time: 10:11 AM
4	DR. SANGEET A D GADRE	9811366656	KIRORI MAL COLLEGE, UNIVERSITY OF DELHI, DELHI - 11007 (PH.011-27667939 & principal@kmc.du.ac.in	RTGS/NE FT	ORBCH18354055346 DATED 20.12.2018
5	Chanchal Batra	9811351467	Ram Lal Anand College, Benito Juarez Road, New Delhi-110021. rlac.du@gmail.com	RTGS/NE FT	RTGS will be sent by Thursday, i.e. 27.12.2018
6	Sanjay Kumar Jain	9212453787	Ram Lal Anand College, Benito Juarez Road, New Delhi-110021. rlac.du@gmail.com	RTGS/NE FT	RTGS will be sent by Thursday, i.e. 27.12.2018
7	Vishwanath Manjhi	9953604930	Campus Law Centre, University of Delhi	Demand draft or Cheque	P181221175021573696 1842
8	Rahul Singhal	9990684902	Shyama Prasad Mukherji College, Road No 57, Punjabi Bagh West, New Delhi-110026, Phone No: - 011-25224499, email: - spmcollegedu@gmail.com	Demand draft or Cheque	Ch No: - 000005
9	Nidhi Das	9810185145	New Delhi Institute of Management, 61 tughlakabad institutional Area , Near Batra hospital , New Delhi 62	Demand draft or Cheque	Oriental bank of commerce
10	Sonia	9818909286	P.G.D.A.V.College NehruNagar New Delhi 110065 pgdavcollege.edu@gmail.com 01129832092	RTGS/NE FT	Transaction ref. No. 1607558542 remitted on 29/12/18

11	Ritesh Kapahi	9818332061	Shyama Prasad Mukherji College, Road No. 57, Punjabi Bagh (West), New Delhi - 110026, Ph : 25224499, email : spmcollegedu@gmail.com	Demand draft or Cheque	6
12	RAJESH KMUAR	9811799335	Shyama Prasad Mukherji College (for women) , Road No. 57, Punjabi Bagh(west) , New Delhi-110026 Phone :- 011-25224499 Email:- spmcollegedu@gmail.com	Demand draft or Cheque	7
13	Harbans Singh	9.199E+11	Sri Guru Gobind Singh College of Commerce, University of delhi, Delhi-110034, sggsc@yahoo.in	RTGS/NE FT	UTR no. DL-6813
14	Bhawna	9873868418	3, Institutional Area, Sector-5, Rohini, Delhi 45184021	RTGS/NE FT	KKBKH18365720555
15	Chandni Kohli	9873234388	3, Institutional Area, Sector-5, Rohini, Delhi 45184021	RTGS/NE FT	N365180713644990
16	ARVIND PAL	9810536379	JANKI DEVI MEMORIAL COLLEGE, SIR GANGA RAM HOSPITAL MARG, NEW DELHI-110060, PH-011-25787754, E-MAIL-principal@jdm.du.ac.in	Demand draft or Cheque	cheque no-233072 dated 31/12/2018
17	MANPREET	8510931685	JANKI DEVI MEMORIAL COLLEGE, SIR GANGA RAM HOSPITAL MARG, NEW DELHI-110060, PH-011-25787754, EMAIL-principal@jdm.du.ac.in	Demand draft or Cheque	cheque no-233073 dated 31/12/2018
18	Abhishek Sharma	9811119533	S.G.N.D.Khalsa College, Dev Nagar	Demand draft or Cheque	0
19	Dr Meena Singh	9810052621	SGND Khalsa College	Demand draft or Cheque	0
20	Dr. Sunaina Batra	9871919523	Lady Irwin College, Sikandra Road, New Delhi - 110001 Phone/Fax: +91-11-23711222 Websites <a href="http://www.ladyirwin.edu.in">http://www.ladyirwin.edu.in</a> Email director@lic.du.ac.in	RTGS/NE FT	Date of transaction: 01/01/19, Transaction Reference No: 1610012838
21	SARITA NANDA	9999680604	Daulat Ram College,27666990, daulatramcollegedu@gmail.com	RTGS/NE FT	750 rs sent on 2nd January, 2019, from IOB university Branch, IFSC code IOBA0001734, Account no 173401000000068

22	Jaspreet Kaur	9999441785	SGND Khalsa College, Dev Nagar, New Delhi-110005.	RTGS/NEFT	NEFT
23	Mr. Manjit Singh	9810087075	Mata sundri Lane, New Delhi	RTGS/NEFT	RTGS
24	Monica Babbar	9891012020	Mata Sundri College	RTGS/NEFT	Rtgs
25	Dr. Sangeeta Kaul	9810600819	Sri Aurobindo College, Malviya Nagar, New Delhi-110017, 011-26692986, Principal@aurobindo.du.ac.in	RTGS/NEFT	UTR-P19010264114369
26	JYOTSNA	9540455826	S.G.N.D. Khalsa College, Dev Nagar, 28729399, principal@sgndkc.du.ac.in	RTGS/NEFT	NEFT
27	D.Subathra	9717930520	Sri Guru Nanak Dev Khalsa College	RTGS/NEFT	NEFT
28	SUNNY KUMAR	9999086439	SGND Khalsa College, Dev Nagar, 28729399, principal@sgndkc.du.ac.in	RTGS/NEFT	750/-
29	Dr. Meets Mathur	9810656015	Sri Aurobindo College, Malviya Nagar, New Delhi - 110017, 01126692986, principal@aurobindo.du.ac.in	RTGS/NEFT	UTR-P19010264114369
30	Gursimran Kaur	9999782564	S.G.N.D. Khalsa College, Dev Nagar, 28729399, principal@sgndkc.du.ac.in	RTGS/NEFT	750/-
31	Ramakanta Sahoo	9716266450	Sri Aurobindo College, Malviya Nagar, New Delhi-110017, 011-26692986, Principal@aurobindo.du.ac.in	RTGS/NEFT	UTR-P19010264114369
32	KUSUM LATA	9999810949	SRI GURU NANAK DEV KHALSA COLLEGE, DEV NAGAR NEW DELHI-110005	RTGS/NEFT	NEFT
33	Dr. Ritu Walia	9873534127	S.G.N.D Khalsa College, Dev Nagar, principal@sgndkc.du.ac.in, 28729399	RTGS/NEFT	750
34	S.Jaswinder Singh	9818246664	Sri Guru Nanak Dev Khalsa College	RTGS/NEFT	Neft

35	Dr ALKA HARNEJA	9810174430	Lakshmi bai College,Ashok Vihar, Delhi Phone 27304076	Demand draft or Cheque	128153
36	MEERA DHIRI	9810488047	sgnd khalsa college, dev nagar	RTGS/NE FT	Neft
37	Dr Priti Rai	9810035737	Shyama Prasad Mukherji College , Punjabi Bagh , New Delhi ,25224499, spmcollegedu@gmail.com	RTGS/NE FT	9.0041E+11
38	Chander Shekhar	9999132717	Sri Aurobindo College (Evening)	RTGS/NE FT	Account No.- 8462101002364, Name of Account Holder - Principal Sri Guru Nanak Dev Khalsa College, Delhi. Amount Rs. 4500/-
39	Dr. Kshetrimayum Subarta Singh	9711208098	Shyama Prasad Mukherji College for Women, Punjabi Bagh West, DELhi-26, 25224499	RTGS/NE FT	9.0041E+11
40	sailaja modem	9810550881	siri fort road, new delhi-49	RTGS/NE FT	gargi college account
41	Sudhanshu yadav	9015052064	Shri Ram College of Commerce, University of Delhi Maurice Nagar, Delhi 110007,Contact-011-27667905,	Demand draft or Cheque	512974
42	RAVI KUMAR MUDGAL	9871328999	ARYABHATTA COLLEGE - 01124110490 - principal@aryabhattachcollege.ac.in	RTGS/NE FT	NEFT
43	JATIN LAMBA	9911176544	SRCC, DU, DELHI 110007	Demand draft or Cheque	512974
44	Madhu Yashpal	9599090309	Siri Fort Road, New Delhi-110049	RTGS/NE FT	Gargi College Account
45	Yashpal Singh Talan	9811774721	Sri Aurobindo College (Evening), Ph. 011-41751306, sriaurobindoeven@yahoo.com	RTGS/NE FT	Paid into account no.08441000020329 for Rs.4500 for 6 members on 03.01.18
46	Manoj Kumar	9911180403	Gargi College, University of Delhi, 011-26494544	RTGS/NE FT	Gargi College Accounts

47	SUPREEE T KAUR	88514755 22	011-28729399	Demand draft or Cheque	Punjab & Sind Bank Karol Bagh 000035
48	ANUPAM BHARGAV	79826440 20	SRI AUROBINDO COLLEGE EVENING	RTGS/NE FT	PAID IN ACCOUNT NO 08441000020329 Rs 4500
49	DEEPIKA RANA	81303692 36	GARGI COLLEGE SIRI FORT ROAD NEW DELHI 49	RTGS/NE FT	GARGI COLLEGE ACCOUNT
50	Pankaj Kumar Tiwari	95991166 59	SRI AUROBINDO COLLEGE EVENING	RTGS/NE FT	PAID RS 4500 IN COLLEGE ACCOUNT FOR 6 PEOPLE
51	KUMAR DEEPAK	70047629 89	Sri Aurobindo College (Evening),01141751306,bubbledeepakk0019@ gmail.com	RTGS/NE FT	Paid Rs. 4500 in College Account for 6 Members.
52	Parveen Kumar Jain	98110956 85	SRCC, DU, Delhi	Demand draft or Cheque	512974
53	Dr. Anita Bhatt	98113400 42	Gargi College, Siri Fort Road, New Delhi-49	RTGS/NE FT	Gargi College Account
54	Yogender Singh	98717590 28	ARYABHATTA COLLEGE - 01124110490 - principal@aryabhattachollege.ac.in	RTGS/NE FT	NEFT
55	Dr.Deepma la	93129076 28	Sri Guru Nanak Dev Khalsa College,Dev Nagar,New Delhi-110005	Demand draft or Cheque	Cheque
56	MONIKA KAPOOR	88517676 09	Lakshmibai College, Ashok Vihar, Phase-III, Delhi -52 011-27308598 lakshmibaicollege@yahoo.co.in	Demand draft or Cheque	Cheque
57	PREM KANT	98185023 04	LAKSHMIBAICOLLEGE, ASHOK VIHAR, PHASE-III, DELHI-110 052 011-27308598 lakshmibaicollege@yahoo.co.in	Demand draft or Cheque	Cheque
58	Gayatri	98102702 03	Lakshmibai College, Ashok Vihar, phase III, Delhi	Demand draft or Cheque	Cheque number 167277, Bank of India, Kamla Nagar branch











