



फोन नं० : 05262-232994 कार्यालय
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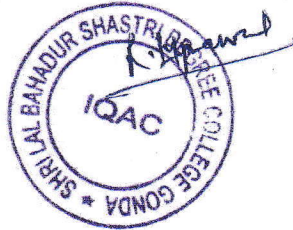
श्री लाल बहादुर शास्त्री डिग्री कालेज, गोण्डा - 271003 (उ.प्र.)
SHRI LAL BHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)

01/02/2020

Notice

Workshop on Office Document File Management for Non-Teaching Staff

All the non-teaching staff members of the college are hereby informed that our college is organizing five days Workshop on "Office Document File Management." Dr. Rajeev Agarwal, Associate Professor of Department of Commerce, shall train the members and the session would be held from February 04 to February 08, 2020.



Rajeev
Principal
Shri Lal Bahadur Shastri Degree College
Gonda

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Principal
Shri Lal Bahadur Shastri Degree College
Gonda



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Report

Topic: Five Days Workshop on Office Document File Management

Date: 04/02/2020- 08/02/2020

Name of the Resource Person: Dr. Rajeev Agrawal, Associate Professor of Department of Commerce, Shri Lal Bahadur Shastri Degree College, Gonda

Five Days Workshop for non-teaching staff was organized from February 11 to February 12, 2020 to equip participants with basic principles and best Practices in document control and file management. The speaker discussed about proper documentation and file formatting, handling and distribution and protocols for document identification. The non teaching staffs and members of our institution were benefited by this programme and they assured to implement the strategies in their job.

Total No. Of Participants- 26

Shri Lal Bahadur Shastri Degree College Gonda

Induction Program for Non- Teaching staff Workshop
On
"Office Document file management"
04-08 Feb. 2020
Organised By IQAC
Speaker:-
Dr. Rajeev Agarwal

Chairperson
Dr. Vandana Saraswat

Coordinator
Dr. Rajeev Agarwal

Organizing Committee

1. Dr. Sanjay Kumar Pandey
2. Dr. Jitendra Singh
3. Dr. Ranjan Sharma
4. Mr. Lohans Kalyan
5. Dr. Pushyamitra Mishra
6. Mr. Manish Sharma

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Principal
Shri Lal Bahadur Shastri Degree College
Gonda

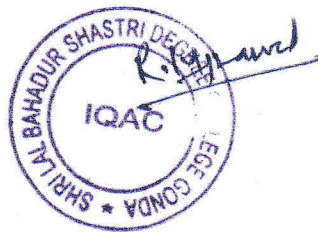


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SHRI LAL BAHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)

Five Days Workshop on Office Document File Management

Sr No	Name of the Trainee
1	Shri Satish Kumar Dixit
2	Shri Ram Bhawan Singh
3	Shri Ram Kumar
4	Shri Hanuman Prasad Yadav
5	Shri Dev Prakash
6	Shri Mukta Ram
7	Shri Vijay Singh
8	Dr Sandhya Singh
9	DrNiharika Srivastava
10	Shri AmarjeetVerma
11	Shri Raj Kumar Mathur
12	SmtMoinaKhatoon
13	Shri Santosh Kumar
14	Shri Sukhdev Prasad
15	Shri Shiv Kumar
16	Shri Sharad Kumar Pathak
17	Shri Akashdeep
18	Shri Ashutosh Srivastava
19	Shri Nand Kumar Shukla
20	Shri Rohit Singh
21	Dr Abhimanyu Chaubey
22	Shri Pankaj Lal Srivastava
23	Shri Pramod Kumar
24	Devesh Dixit



R. Singh
Principal
Shri Lal Bahadur Shastri Degree College
Gonda

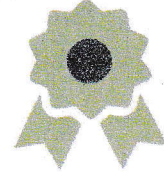
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Principal
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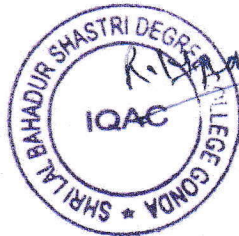
CERTIFICATE OF PARTICIPATION

Proudly present to :

FOR PARTICIPATING IN THE INDUCTION PROGRAM FOR NON-
TEACHING STAFF WORKSHOP ON "OFFICE DOCUMENT FILE
MANAGEMENT", ORGANIZED BY IQAC ON 04-08 FEB 2020.

Dr Rajeev Agarwal
Coordinator

Dr Vandana Saraswat
Principal



Vandana
Principal
Shri Lal Bahadur Shastri Degree College
Gonda

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Vandana
Principal

Shri Lal Bahadur Shastri Degree College