



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

EVENT REPORT

NAME OF THE EVENT:			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS NAME
24 th 29 th MAY 2021	Administration	NA	D. Brahma Reddy
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Online
2.30 pm to 5.15 pm.	Workplace/Home	33	
	Online		Online
FINANCIAL SUPPORT/ASSISTANCE (if any):	College Internal Funds		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Training Course Name: Office Procedure-1 Programme: Capacity Building Programme for Administrative Staff.
OBJECTIVES	To improve the knowledge, skills in the area of a) Functionaries and Functions b) Management of DAK & Receipts c) File Management c) Noting & Drafting of Communications
METHODOLOGY	Lecture, Discussion, Quiz
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	All faculty are presently working in Central Training Institute or have worked in the past and having vast work experience in Central Secretariat and Central Training Institute
OUTCOMES	Improving Office procedure that shall lead to Speedy and Accurate decision making and thereby leading to improvement of administrative efficiency. This may result intangible and intangible benefits in terms of improved service delivery, financial savings, better reputation of the College etc.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters	2 Number of Participants & Name of participants ✓	3 Event report*	4 Photos ✓	5 Feedback Form & analysis
6 News clip with details	7 Sample Copy of the Certificate ✓	8 Posters/ Invites ✓	9 Event report Attested by Event Coordinator & IQAC Coordinator	10,11 &12 Any other document ✓

IQAC Document No: IQAC/SVC/2021-22/	Criterion No: 6
Departmental file no:	IQAC file No: 2021-22

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SIGNATURE)
D. Brahma Reddy	<i>C. Sheela Reddy</i> Prof. C. Sheela Reddy Principal Sri Venkateswara College (University of Delhi) Dhaura Kuan New Delhi-110 021	<i>N. Latha</i> Dr. N. Latha, Coordinator IQAC Sri Venkateswara College

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		



Number of Participants & Name of participants

Academic Section	
Sl. No.	Name
1	Mr. Madan Lal Gautam
2	<u>Mr. P K Pandey</u>
3	<u>Mr. J P Mishra</u>
4	<u>Mr. Rajive Goel</u>
5	<u>Mr. U R R Narendra</u>
6	<u>Ms. Nidhi</u>
7	<u>Mr. Arun Sharma</u>
8	<u>Mr. Pankaj Bhati</u>
Accounts Section	
Sl. No.	Name
1	Mr. D Venkata Ramana
2	<u>Mr. Sudesh</u>
3	<u>Mr. Mohit</u>
4	<u>Mr. Kumar Ashish</u>
5	<u>Mr. Dharmendra</u>
6	<u>Mr. Purushottam</u>
7	<u>Ms. Anjali</u>
Establishment	
Sl. No.	Name
1	<u>Mr. MLN Murty</u>
2	<u>Mr. Anshul</u>
3	<u>Ms. Alisa R Minj</u>
4	<u>Mr. Chander Pal Singh</u>
5	<u>Mr. Sandeep</u>
Principal's Office	
Sl. No.	Name
1	<u>Mr. P Syamal Rao</u>
2	<u>Mr. Anil Kumar</u>
Library	
1	Dr. Bebi
2	Ms. P. Padmawati
3	Ms. Sandhya Salunia
4	Ms. Roma Tiwari
5	Ms. Pooja Sharma
6	Ms. Neetu
7	Mr. Ramniwas
8	Mr. Jatin
ICT	
Sl. No.	Name
1	Mr. Naveen Choudhary
2	Mr. Kuldeep Singh

Sl. No	Name
1	Mr. Santhanam Ayyangar Consultant

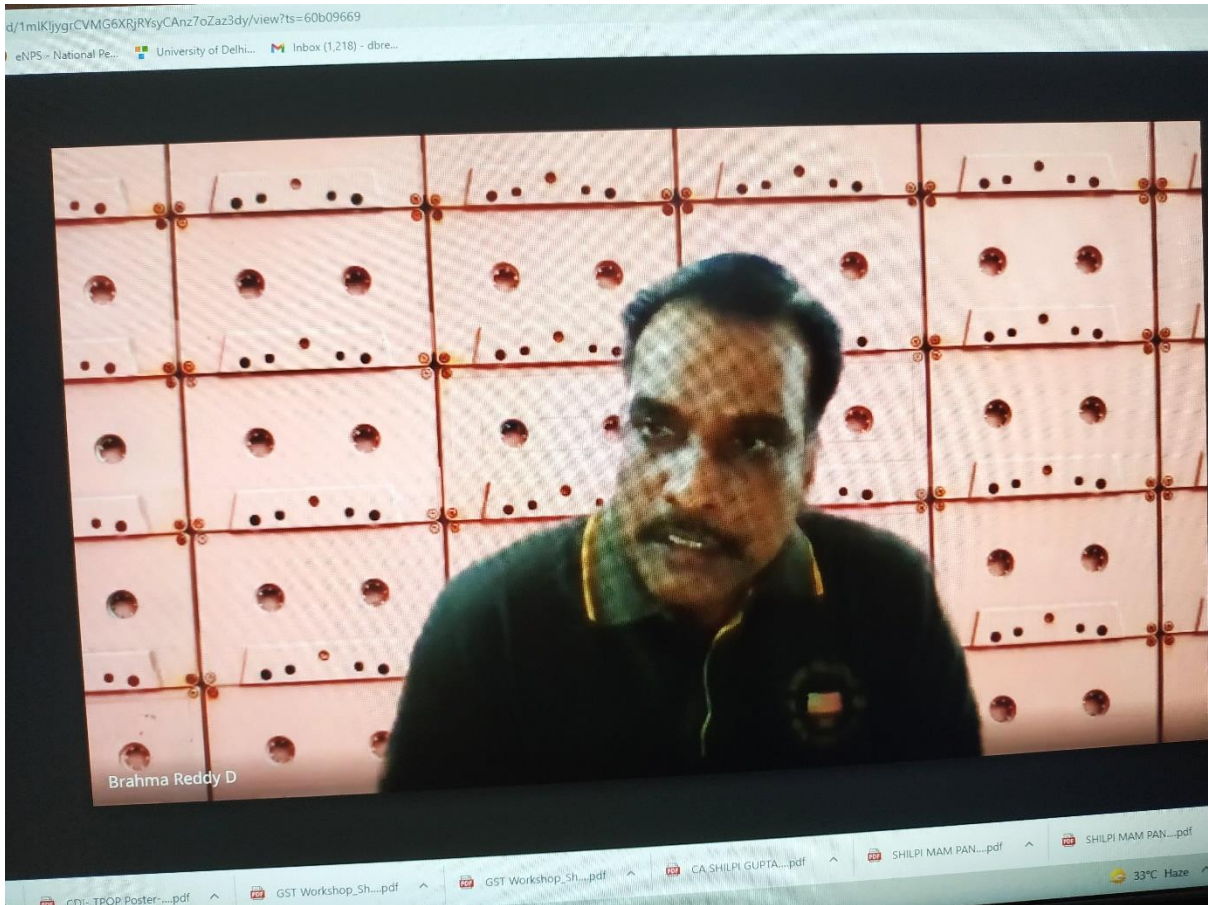
Total Strength

Sl. No.	Section/Unit	Total Strength	Registered & Participated
1	Academic Section	8	8
2	<u>Accounts Section</u>	7	7
3	<u>Establishment</u>	5	5
4	Principal's Office	2	2
5	<u>Library</u>	8	8
6	ICT	2	2
7	Consultant	1	1
	Total	33	33

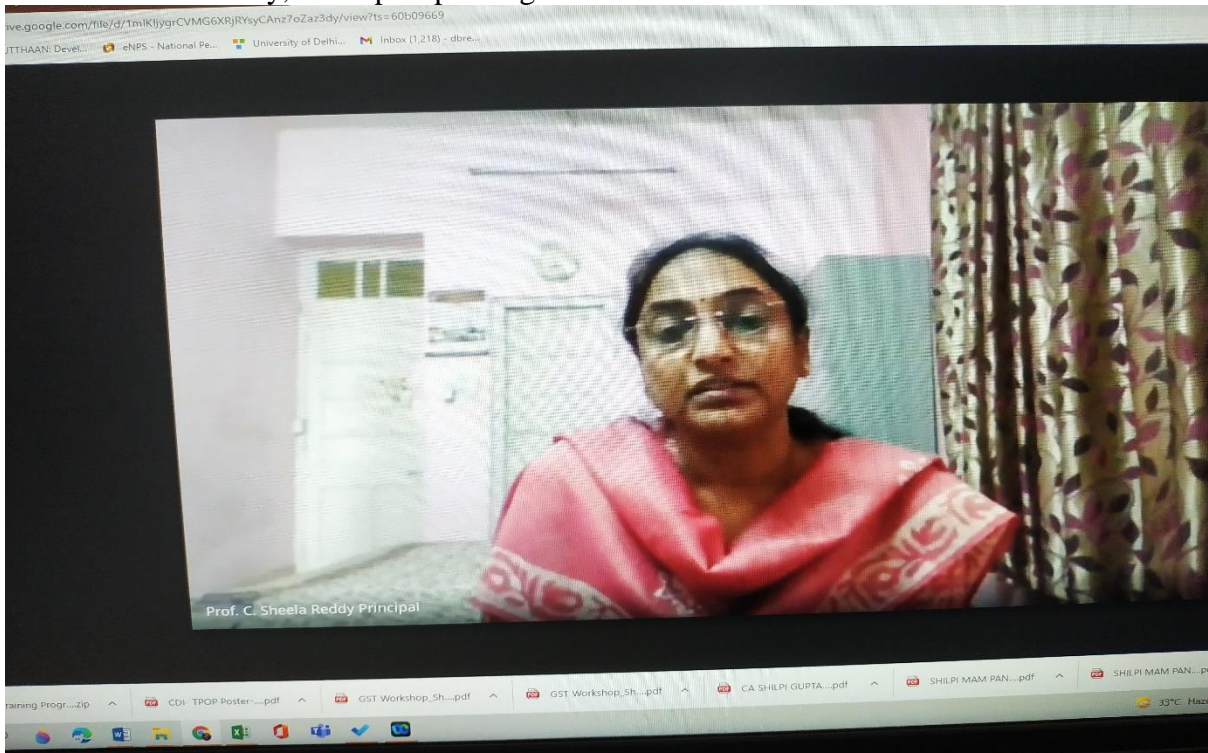
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Photos

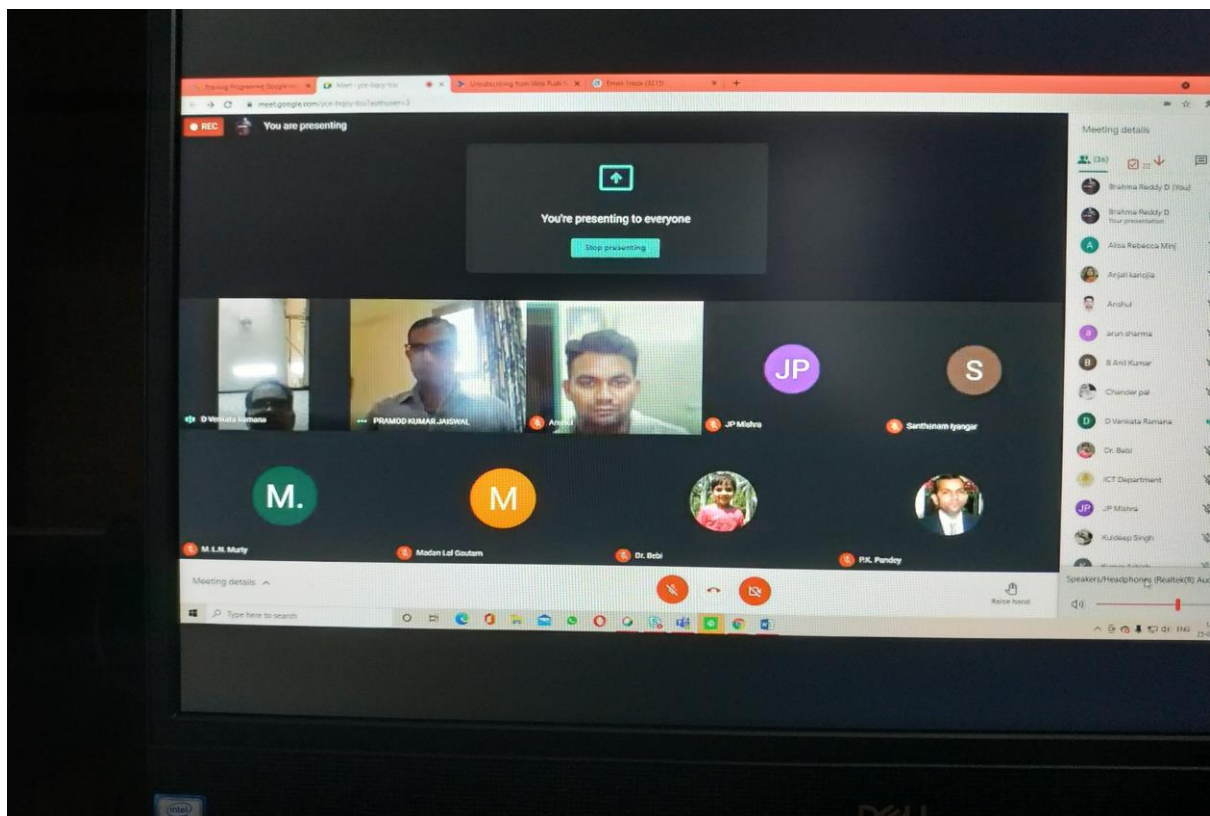
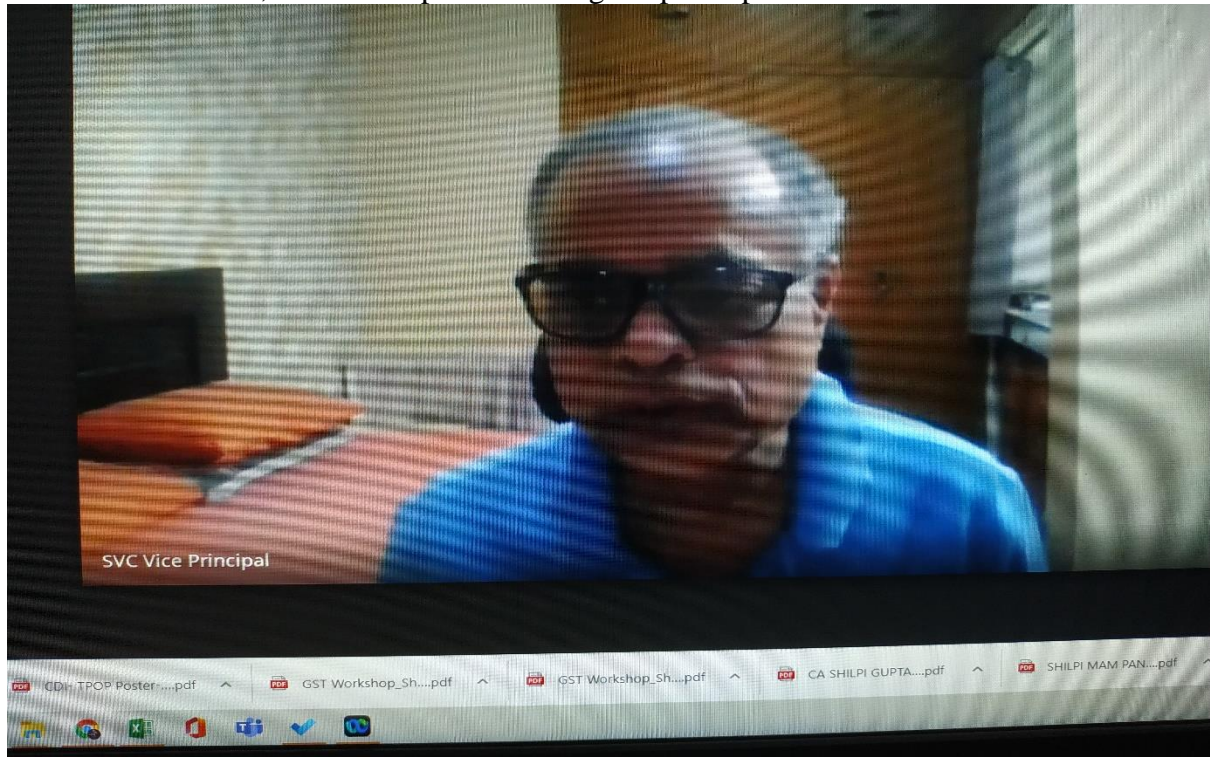
Mr. D. Brahma Reddy, Coordinator, CDP outlining the objectives and aims of the programme.

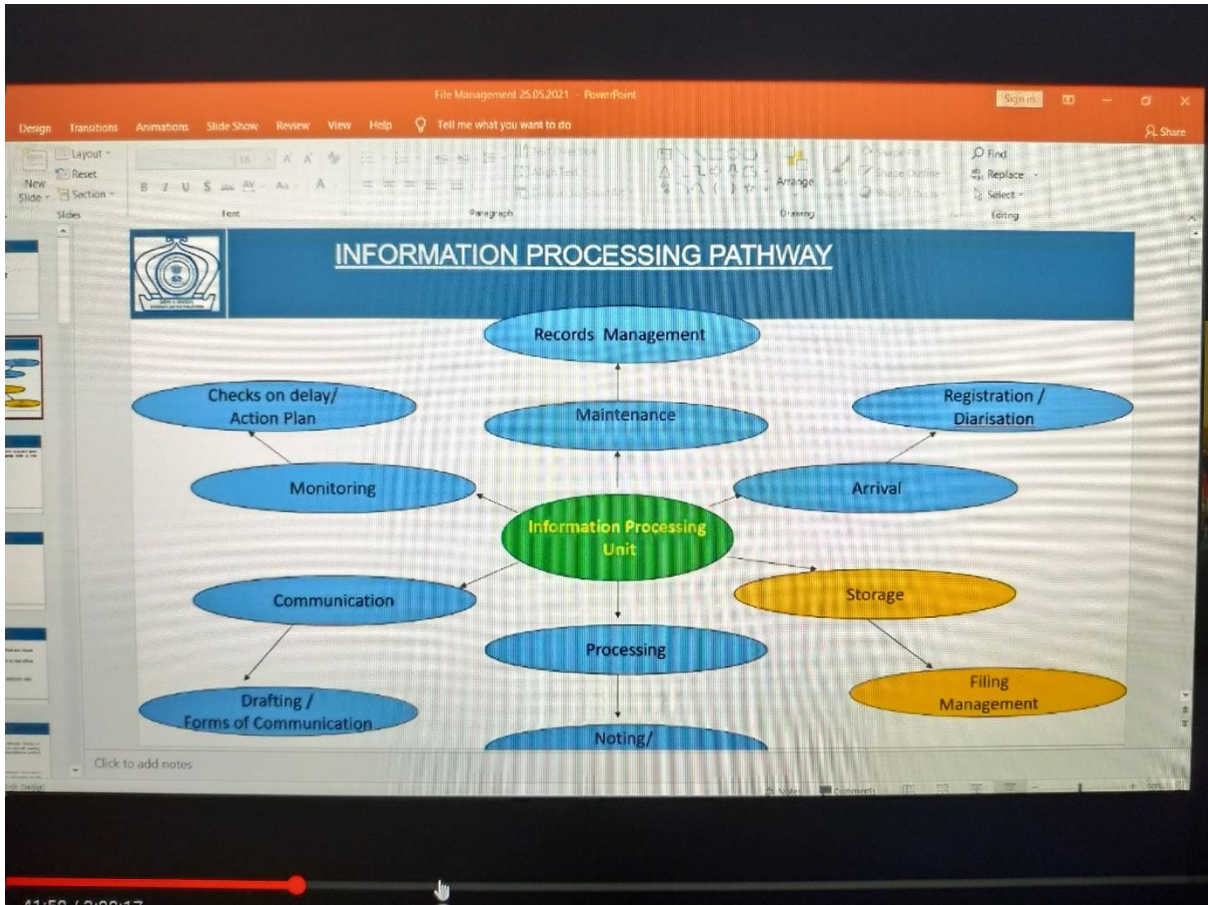


Prof. C Sheela Reddy, Principal speaking on this occasion.



Dr. Venkata Kumar, Vice Principal addressing the participants on this occasion







**SRI VENKATESWARA COLLEGE
UNIVERSITY OF DELHI**



Capacity Development Programme for Administrative Staff 2021-22

THIS IS TO CERTIFY THAT

Mr./Ms. **P.K Pandey, Sr. Assistant**

has participated and successfully qualified in the five day online training programme on **Office Procedure -I** held from 24th to 29th May 2021.

D. BRAHMA REDDY
Coordinator
Capacity Development Programme

PROF. C. SHEELA REDDY
Principal



**SRI VENKATESWARA COLLEGE
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Capacity Development Initiative (CDI) for Administrative Staff

Training Programme on Office Procedure I from 24th to 29th May 2021



Link: <https://meet.google.com/yce-bqoy-tcu?hs=122&authuser=3>

Prof. C. Sheela Reddy
Principal (SVC)

Dr. N. Latha
Coordinator, IQAC

D. Brahma Reddy
Coordinator, CDI

Mr. D Venkata Ramana
Administrative Officer (I/C)

Session Plan

Sl. No.	Topic	Date	Time
	Inauguration	Monday , 24 th May 2.00 pm Onwards	Speakers Prof. C. Sheela Reddy, Principal Dr. S. Venkata Kumar, Vice Principal Dr. N Latha, Coordinator IQAC Mr. D. Brahma Reddy, Coordinator, CDI Mr. D.V. Ramana, Administrative Officer (I/C)
1	Functionaries and Functions Management of DAK & Receipts	Monday , 24 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
2	File Management System	Tuesday, 25 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
26th May 2021 Gazetted Holiday on Account of Budha Purnima			
3	Guidelines on Noting-I	Thursday, 27 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
4	Guidelines on Noting-II	Friday , 28 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm
5	Communications: Forms, Channels and Procedure	Saturday , 29 th May	10.15 am 11.30 am Break 11.30 am to 11.45 am 11.45 am to 1.00 pm
6	Guidelines on Drafting of Communications	Saturday , 29 th May	2.30 pm 3.45 pm Break 3.45 pm to 4.00 pm 4.00 pm to 5.15 pm

Exercise on FILE MANAGEMENT

1. FR means First Receipt.
(TRUE/ FALSE)
2. When a Current file grows up to 150-200 pages including both Notes & Correspondence portion, a new volume of the file is opened.
(TRUE/ FALSE)
3. PUC is a subsequent receipt on a case which brings in additional information.
(TRUE/ FALSE)
4. Making entries in the notes portion of a file about the serial number assigned to each item of correspondence for its identification is called Docketing.
(TRUE/ FALSE)
5. Blank intervening pages in a file are also numbered on the right top corner.
(TRUE/ FALSE)
6. There cannot be two part files opened at a time on a main file.
(TRUE/ FALSE)
7. The title of a file should be written in as general terms as possible.
(TRUE/ FALSE)
8. The movement of the file received from some other Section can be checked with the help of File Register.
(TRUE/ FALSE)
9. The File Movement Register helps in checking up whether a recorded file is available in the Section itself or is available in the Central Record Room.
(TRUE/ FALSE)
10. The new volumes of a file are also known as Part Files.
(TRUE/ FALSE)

11. A file number is given below. Which file numbering system is followed?

F. 40-21/2020-ISTM

Ans. _____

12. What is the other system of numbering a file?

Ans. _____

13. Ministry of Minority Affairs wants to open a file on following 3 topics. Which one among them is a functional topic?

- i. Maintenance of cleanliness in the office;
- ii. Enacting a law for protection of rights of Minorities
- iii. Appointment of Members of Minority Commission

14. There is a concept of SFS file. What do you mean by that?

Ans. _____

15. Is Guard File a file? Explain your answer.

Ans. _____

16. What do you understand by "Docketing"?

Ans. _____

17. Which part of a file is legal part?

Ans _____

Post Training Assessment

9/20/21, 4:12 PM

Office Procedure I

Office Procedure I

* Required

1. Email *

2. Full Name *

3. Mobile No. *

State whether the Statements are Correct/Incorrect

4. In a file, only the notes portion and appendix to notes are referenced.

Mark only one oval.

- Correct
- Incorrect
- Partially Correct
- Partially Incorrect