



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

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

EVENT REPORT

NAME OF THE EVENT: TRAINING WORKSHOP FOR LABORATORY PROGRAM			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
17-19 th January 24 and 23 rd -24 th January 24	Biochemistry Botany Chemistry Electronics Zoology	IQAC	Prof. Swarn Singh Prof. Sharada Pasricha Prof. Vartika Mathur
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
10:00 AM-3:00PM	New Seminar Hall, Durgabai Deshmukh Block, SVC Science Labs	38	Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	IQAC		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Training Workshop for Newly Appointed Laboratory Staff
OBJECTIVES	To introduce newly inducted laboratory staff to various Laboratory, ICT and other protocols that are used by them every day
METHODOLOGY	- The event started with Welcome address by Prof. Swarn Singh. - Prof. K. C. Singh, Off. Principal, SVC addressed the newly appointed staff members and welcomed them to SVC.

	The inaugural session was followed by Subject-specific sessions which were conducted in the respective department laboratories
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	- Shri Arvind Giri, Assistant Registrar, University of Delhi - Dr. Nidhi Gupta, AIIMS, New Delhi - Mr. Neeraj Bajaj, Branch Manager, Oriental Science Apparatus Workshop - Mr. Mithun Das, M/S Silicom Electronics Pvt. Ltd. - Faculty members were the Resource persons in the subject-specific sessions
OUTCOMES	The Orientation Program helped the newly appointed faculty members understand the college and its functioning. They were abridged about the role of IQAC and other college committees. It was particularly relevant for those who have come from other universities/ organizations.

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

1 Notice & Letters ✓	2 Number of Participants & Name of participants ✓	3 Video clip	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 Any other document

IQAC Document No: IQAC/SVC/Lab Staff Training2023- 2024/IQAC/12	Criterion No: II, VI
Departmental file no. IQAC/2023-2024/	IQAC file No: SVC/2023-24


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NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Prof. Sharada Pasricha Prof. Vartika Mathur	Prof. K. C. Singh	Prof. Swarn Singh

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		


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Session-wise Report Department of Biochemistry

17th Jan. 2024 - Session 1

“Lab Safety” and “Dos and Don’ts” in the Lab Preparation and Storage of Reagents used in the Biochemistry lab

(By Dr Nandita Narayanasamy & Dr Lakshay Malhotra) Venue: Biochemistry



Lab

The theoretical basis for different symbols of lab safety, like hazardous, flammable, and corrosive chemicals, was introduced. How to use and handle different types of chemicals based on their physical and chemical properties, lab safety protocols on when there is any acid or alkali spillage and how to clean them. Suppose there is a fire accident; how do you act upon it and use different types of fire extinguishers (A, B and C)? They have been taught how to prepare solutions and calculations (molarity, normality, and dilutions). They calculated



and prepared two different sodium chloride solutions (stock solution) and diluted them further (working solution). Additionally, they were taught how to store

17th Jan. 2024 Session 2

(By Dr. Meenakshi Kuhar & Dr. Ravindra Varma) Venue: Biochemistry Lab



The spectrophotometer's principle, working and applications have been introduced to them. They estimated the protein concentration using the biuret method. They had seen different cuvettes used for UV-Vis spectroscopy. They took the optical density (O.D) values of the protein standard solutions and determined the unknown protein concentrations by plotting a standard Bovine Serum Albumin (BSA) graph.

18th Jan 2024 Session 1.

Purification of biomolecules by Chromatography and Storage/regeneration of Matrix
(By Dr Anju Kaicker and Dr Kameshwar Sharma YVR) Venue: Biochemistry Lab



Purification of biomolecules by Chromatography and storage/regeneration of matrix.

The biophysical or biochemical chromatography technique is a versatile technique used to purify biomolecules, especially proteins, which were introduced, and the principle working and application of different types of chromatography were discussed. Additional steps about chromatography, columns used in chromatography, different types of matrixes used, column

packing, washing, matrix regeneration, and matrix storage in appropriate conditions were discussed. The lab staff separated cobalt chloride and dextran blue using gel filtration.

19th Jan 2024 Session 1.

Clinical & Tissue-based experiments and disposal of biological samples
(Dr Nandita Narayanasamy and Dr Sarika Yadav) Venue: Biochemistry Lab



Clinical & Tissue-based experiments and disposal of biological samples

The staff were taught how experiments were performed using blood and tissues; they drew the blood using a lancet and prepared a blood smear. They learnt the differences between plasma and serum. They are taught how to dispose of the vacutainers, needles, and lancets. They are taught if tissue is used for the experiments, how to dispose of the plastic ware and how to dispose of unused tissue.

19th Jan 2024 Session 2.



Session on DNA-based experiments and culture preparation
(By Dr Shalini Sen & Dr Nimisha Sinha) Venue: Biochemistry Lab



DNA-based experiments and culture preparation.

Bacterial growth is taught, where LB media is used to grow *E. coli*. Further from the *E. coli* grown, the isolation of Genomic DNA and plasmid from *E. coli* has been introduced. They were taught the differences between DNA and RNA and their differences in stability due to their chemical composition.

23rd Jan 2024 Session 1.

Microscope handling and Maintenance

(By Dr Vandana Malhotra, Dr Sidhartha Tarila and Dr Lakshay Malhotra) Venue: Biochemistry Lab



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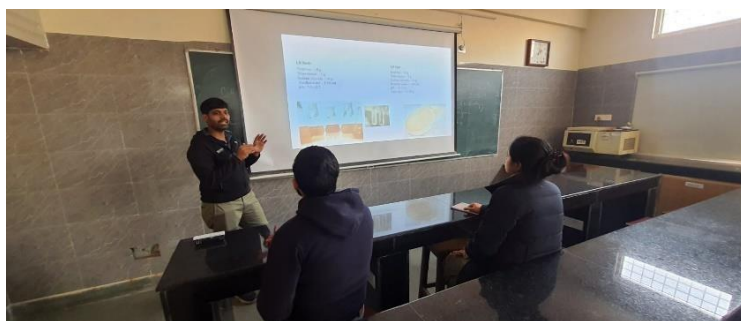
Microscopy handling and maintenance.

The staff had been introduced to the microscope and its applications. We have demonstrated different parts of the compound microscope and how to use, clean, and maintain the microscopes. They have experimented with staining and visualization of buccal cavity smear using two different stains (fast green and acetocarmine). Fast green and acetocarmine stains protein and Nucleic Acids, respectively. They were acquainted with the microscope and observed the buccal cavity cells at 10, 40, and 100X magnifications.

23rd Jan 2024 Session 2.

Microbiology-based experiments and media preparation.

(By Dr Sidhartha Taritla and Dr Lakshay Malhotra) Venue: Biochemistry Lab



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Microbiology-based experiments and media preparation.

The different culture media used in the lab were taught to grow and maintain the microorganisms (Bacteria and Fungi) and insects (Drosophila). They are taught about sterilisation techniques (Physical and chemical methods) and decontamination. We have demonstrated using and maintaining different instruments (autoclave, laminar airflow hood, hot air oven). They have been taught how to clean and decontaminate once the experiment is done. When there was any spillage of the microbial culture, they were introduced to add diluted sodium hypochlorite solution (bleach) before washing. They have been taught from media preparation to decontaminating and discarding the microbial waste to a non-hazardous state.

24th Jan 2024 Session 1.

General maintenance of biochemistry/ Biotechnology lab, and Stock entry; purchase and storage of chemicals. Followed by discussion, Suggestions and feedback.

(By Dr Dalip) Venue: Biochemistry Lab

General maintenance of biochemistry/ biotechnology lab and stock entry; purchase and storage of chemicals.

The set of chemicals the lab has should be appropriately recorded and maintained by entering it into a register with all the information regarding the nature of the chemical and the storage





Sri Venkateswara College
University of Delhi

One Week Training Workshop for Laboratory Staff – 2024
17th - 24th January, 2024

Attendance Sheet

Department of Biochemistry and Biotechnology											
S.No	Name of the Participant	17 th January		18 th January		19 th January		23 rd January		24 th January	
		Morning	Evening	Morning	Evening	Morning	Evening	Morning	Evening	Morning	Evening
1.	Mr. Lalit										
2.	Ms. Payal Kumari										
3.	Mr. K Madhusudan										

temperature. Track the required chemicals placed and keep the appropriate stock whenever necessary.

Session-wise Report Department of Botany

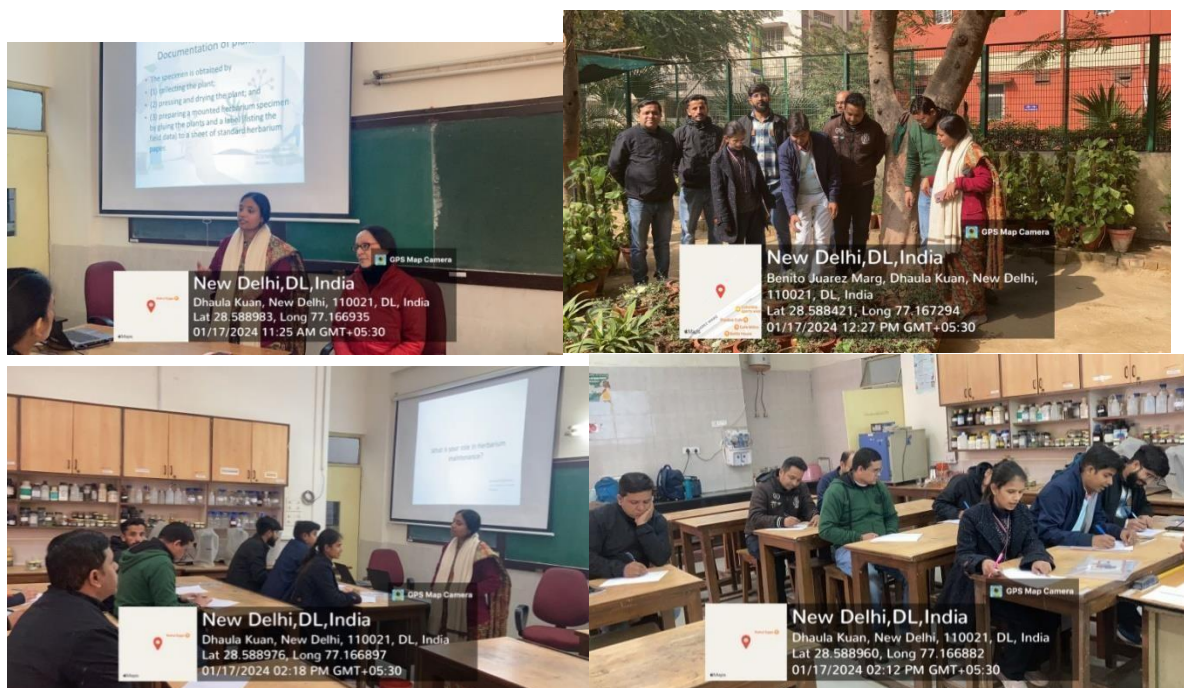
17.01.2024

Resource Person: Dr. Prajna Muthabathula, Assistant Professor, Department of Botany, Sri Venkateswara College, University of Delhi.

Two sessions were carried out in the morning for lab staff of Botany.

From 11:00AM to 12:00PM was a session on “**Preparation of Herbarium and its maintenance**” where detailed presentation was given explaining the whole procedure of Herbarium preparation and maintenance.

From 12:00PM to 01:00PM was a session called “**Know your Plants**” – which included learning about the plants that are required for general botany practicals through a presentation followed by tour of Botanical Garden and college campus to identify the plant species. During tour the plants were described for their characteristic features for easy identification in future. Later from 02:00PM to 03:00PM an assessment session was conducted where questions were asked on both the sessions conducted previously in both written and interactive discussion mode.



19th Jan 2023

Resource Persons: Dr. Manoj Thakur and Dr. Aditi Kothari Chhajer

During today's session, our primary focus centered around the preparation of EDTA, a vital chemical solution renowned for its chelating properties that effectively sequester divalent/monovalent ions. This process holds particular significance in deactivating nucleases, thereby preventing interference of endo-/exonucleases with the isolation of genomic DNA from cauliflower buds. The session kicked off with a comprehensive exploration of mathematical calculations, covering concepts such as molarity, normality, concentrations based on weight (w/w) and volume (w/v), percent solutions, and osmolarity. Transitioning from theory to practice, we initiated the preparation of a 0.5 M EDTA solution, highlighting the pivotal role of a pH meter in optimizing the pH level. Initially, the observed pH of the solution stood at approximately 4.0. Through the strategic addition of NaOH pellets at 25 degrees Celsius, we successfully raised the pH to the target value of 8.0. Throughout this phase, the trainees attentively observed the dissolution of the EDTA solute, resulting in a clear solution as the pH gradually increased.

Moving on to the evaluation and interactive segment, the trainees actively participated in solving numerical problems based on the introduced concepts. Their impressive understanding of the subject matter demonstrated the effectiveness of this hands-on activity in providing practical insights applicable to everyday Botany experiments. This session effectively bridged the gap between theoretical knowledge and its real-world application, fostering a deeper comprehension of essential concepts in the field. As the culmination of the session, the trainees were instructed to proceed with the autoclaving of the prepared EDTA solution, marking the conclusion of today's practical and instructive laboratory session.


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23rd January 2024

The fourth day of “Training workshop for laboratory staff” commenced with the session on “Learning about Fixation methods and preparation of stains” in the Botany Honours lab at 10:00 a.m. The botany department laboratory staff was familiarized with the concept of fixation and the different kinds of fixatives (Carnoy’s fluid, FAA, FPA), their preparation and importance especially during excursions. The second session started at 11:30 a.m. with an interaction on the basic Laboratory handling and maintenance. The discussion continued on a very important aspect of laboratory safety and knowing the MSDS (Material safety data sheet) of various kinds of chemicals used on a daily basis in the lab. The laboratory staff was familiarized with the various symbols (corrosive, flammable, carcinogen, toxic, etc.) mentioned on the reagent bottles for the safety of all those working in the lab. The session culminated with a fun cum learning module on “Know your apparatus” which the participants very enthusiastically attended. The day ended with an engaging quiz contest and a fruitful discussion on the various concepts learned during the sessions.


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Session-wise Report Department of Chemistry

Day-1

Date-17-01-2024

Laboratory Session 1 Topic: Lab Set Up and Lab ethics

Resource Person: Prof. Sarita Passey (Zakir Husain College, DU) Dr. Vinita Kapoor

Session In Charge: Dr. Vinita Kapoor, Dr. Rekha Yadav, Dr. Ravindra Upadhyay

Prof. Sarita Passey, Professor, Department of Chemistry, Zakir Husain College gave a brief presentation on lab ethics, laboratory do's and don'ts, lab safety, clothing and accessories and general conduct in the science laboratory like duties before, during and after the Lab. She also explained the participants how to deal with the common laboratory accidents and handling of broken apparatus.



Laboratory Session 2 Topic: Getting Familiar- Identification and Handling

Resource Person: Prof. Sharda Pasricha, Dr. R J Naik

Session In Charge: Prof. Sharda Pasricha and Dr R J Naik

The second session of the day was taken up by Prof Sharda Pasricha and Dr R.J. Naik where they familiarise the participants with the various apparatus used in the laboratory in day-to-day basis. The participant was briefed about the handling of the glassware's like- pipettes, Micropipettes, graduated pipettes, Burette, measuring cylinder, standard Flask, Funnel, separating Funnel (BAW), Desiccator, titration flask, conical flask, iodine flask, Bodmel, thermometers etc. Also, the storage of chemicals- "What to Keep Where" was discussed with the lab staff. The session was followed by a fun activity "Treasure Hunt" where the lab staff

were divided into various groups and they were asked to collect the apparatus mentioned in their respective slips.



Day-2

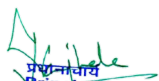
Date-18-01-2024

Laboratory Session 1 Topic: Preparation of Solutions- Common Session

Resource Person: Dr. Manisha Jain, Acharya Narendra Dev College, DU

Session In Charge: Dr. Rangarajan TM and Dr. Murali Mohan

The Day 2-Session 1 of the training workshop for laboratory staff was conducted by Dr. Manisha Jain, Associate Professor of Chemistry at ANDC College, University of Delhi. The day 2 session was the common session where the laboratory staff of Department of Botany, Chemistry, Zoology and Biochemistry participated. Dr. Manisha provided participants with a comprehensive overview of the significance of solution preparation in the laboratory, emphasizing the essential requirements for creating both standard and approximate solutions. She also introduced to the participants about the weighing balance, standard flask, winchester bottles and best practices to be followed for preparing the standard solutions. The session was concluded with Vote of Thanks by Dr Murali Mohan.


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Laboratory Session 2 Topic: Making solutions in groups of four - Common Session

Resource Person : Dr. Shefali Shukla & Dr. R J Naik

Session In Charge: Dr. Shefali Shukla & Dr. R J Naik

The second session of the day was conducted in Chemistry lab 2. At the outset Dr Shefali Shukla and Dr. R J Naik, from Chemistry Department, SVC gave the instructions for solution preparation with various concentration in term of Molarity, Normality, and Weight by Volume. The participants were told about the various sources of error during solution preparation. The participants, in group of four, performed the activity of preparing 5% glucose solution, N/40 Mohr's solution and 1M HCl. Her session was followed by a Q&A session with participants.



Session 2 ended with a formal summing up of the session and a Vote of thanks delivered by Dr. R J Naik from Dept of Chemistry, Sri Venkateswara College, University of Delhi.

Day-3

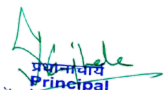
Date-19-01-2024

Laboratory Session 1 Topic: Instrumentation

Resource Persons: Dr. Pragya Gahlot, Dr. Vinita Kapoor

Session Incharge: Dr. Pragya Gahlot, Dr. Vinita Kapoor, Dr. Ravindra Upadhayay

Dr Pragya Gahlot, Assistant Professor, Department of Chemistry, addressed the session on "Instrumentation". She started his lecture with the introduction of various analytical instruments in the Chemistry laboratory. Dr. Vinita Kapoor and Dr. Pragya Gahlot demonstrated the general handling, maintenance, and working of PH meters, conductometers, colorimeters, and spectrophotometers. The session in-charge also took up all queries from participants along with the discussion.


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Laboratory Session 2 Topic: Group Activity- Calibrate Balance, PH meter calibrated, Conductivity calibration

Session In Charge: Dr. Pragya Gahlot, Dr. Vinita Kapoor, Dr. Ravindra Upadhyay

The Second Session of the day was the activity session conducted in Chemistry Lab 2. At the outset, Dr. Vinita Kapoor delivered the basic instruction, and in the presence of the session in charge, the participants were distributed in groups of three. All the groups were told to prepare the buffer solutions and do the calibration of the pH Metre.



Day-4

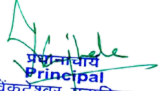
Laboratory Session-1

Date-23-01-2024

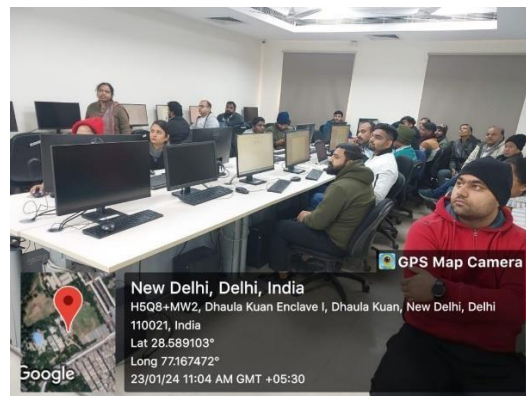
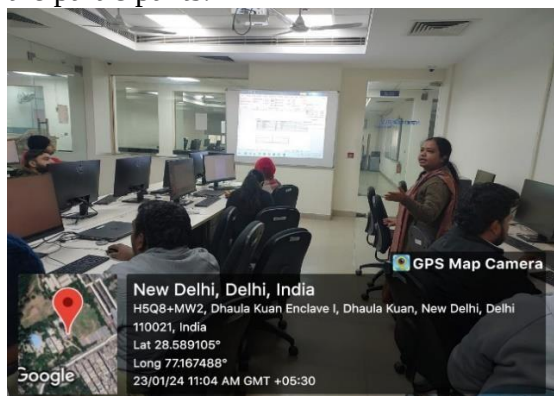
Topic: ICT and Lab up-keeping (Hands-on) and Activity

Resource Persons: Dr. Rekha Yadav and Dr Rakhi Narang

Session In charge: Dr. Rekha Yadav, Dr. Rakhi Narang


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Dr. Rekha Yadav, Assistant Professor, Department of Chemistry gave a brief presentation on ICT tools and Lab up-keeping activities. The session began with a discussion on how to create and customize table and nesting of tables. Further she discussed use of Microsoft Word for applications in chemistry and electronics. Based on the instruction delivered, participants were told to do the activities like listing of the items in chemistry lab, making time table in a word format, making labels etc. The session concluded with a very interactive Q & A session with the participants.



Laboratory Session 2 Topic: ICT and Lab up-keeping (Hands-on) and activity based on budget

Session In Charge: Dr. Rakhi Narang and Dr. Rekha Yadav

The last session of the day was conducted by Dr. Rakhi Narang, Assistant Professor, Department of Electronics. Beginning with a brief introduction of MS-EXCEL and its importance in data handling, Dr. Rakhi Narang introduced the use of simple functions like sum, average, product, division, max, min, text functions and various ways of formatting the entered data. The topic-related activity was also given to the participants.



Day-5

Laboratory Session-1

Date-24-01-2024

Session 1 Topic: Using Google drive-for academic data and Activity

Session In Charge: Dr. Rekha Yadav and Dr. Rakhi Narang

Resource Person: Dr. Rekha Yadav

At the outset, Dr. Rekha Yadav, Assistant Professor, Department of Chemistry gave a brief introduction of Google Drive and how to use Google Drive to create, backup, manage, and find files. She also explained the usage of essential Google Drive apps like Google Docs and Google Sheets. After the half an hour introductory session, the session in charge took up all queries

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from participants and perform the hand on activity's related to the academic data handling through google drive.

Laboratory Session 2 Topic: Lab Safety

Resource Person: Dr. Vinita Kapoor

Session Incharge: Dr. Vinita Kapoor, Dr. Murali Mohan, Dr. Chandrashekhar Tekuri

The session starts with the introduction of lab safety techniques by Dr. K. Murali Mohan Achari. Dr. Vinita Kapoor explained how to read a required laboratory reagent bottle and safety labels. The session continued with the safety precautions for handling sodium and mercury metals, using first aid kit and gloves usage. The session concluded with vote of thanks by Dr. Chandra Sekhar Tekuri.




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Session-wise Report
Department of Electronics

TRAINING WORKSHOP FOR LABORATORY STAFF – EVENT REPORT
DEPARTMENT OF ELECTRONICS

Day 1: January 17, 2024

Time	Topic of Presentation	Resource Person		Venue
11.00 – 12.00 noon	Circuit design using breadboard and IC Testing	Dr Rakhi Narang		Electronic Lab (Room no 261)
Break				
2.00 – 3.00 pm	Hands-on Session	Dr Rakhi Narang		Electronic Lab (Room no 261)

The first session focussed on familiarizing the participants with various active and passive electronic components like resistor, capacitor, diode, transistor, and potentiometer etc. which are commonly used in the experiments. Knowledge of component behaviour, specifications, and limitations ensures the creation of circuits that meet desired performance criteria.

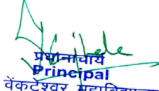
Next, temporary circuit designing using a breadboard was explained. In addition to this, several ICs are used in different experiments. It is imperative to check the IC before using it in any circuit. So, the working of an IC tester equipment was explained to the participants.

A worksheet was provided to the participants for the hands-on session to practice circuit design, measuring the component values manually and using the multimeter along with troubleshooting.



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Worksheet : Day 1

Date: 17th January 2024

Session: Evening

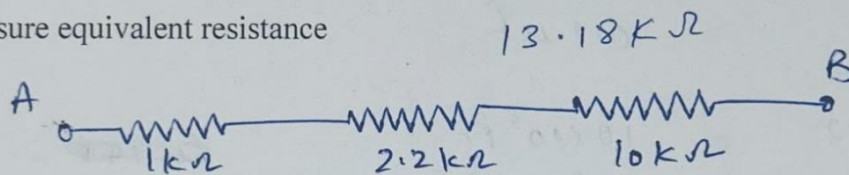
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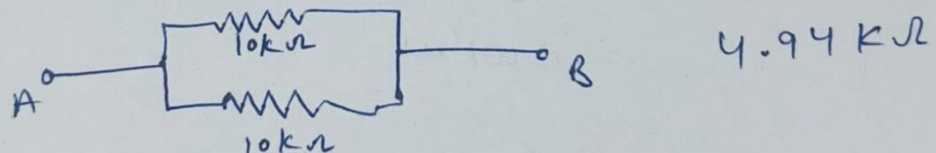
1. Calculate the resistance value for 3 different resistors using color coding and verify using multimeter.

2. Calculate the value of two ceramic capacitors and verify through multimeter.

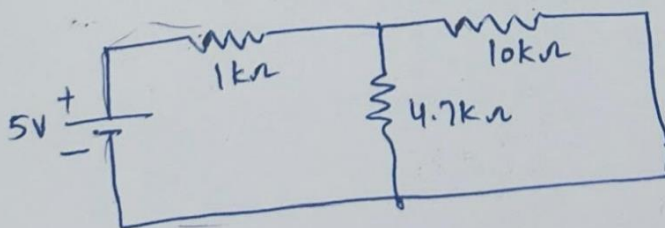
3. Measure equivalent resistance



4. Measure equivalent resistance



5. Make this circuit on breadboard.

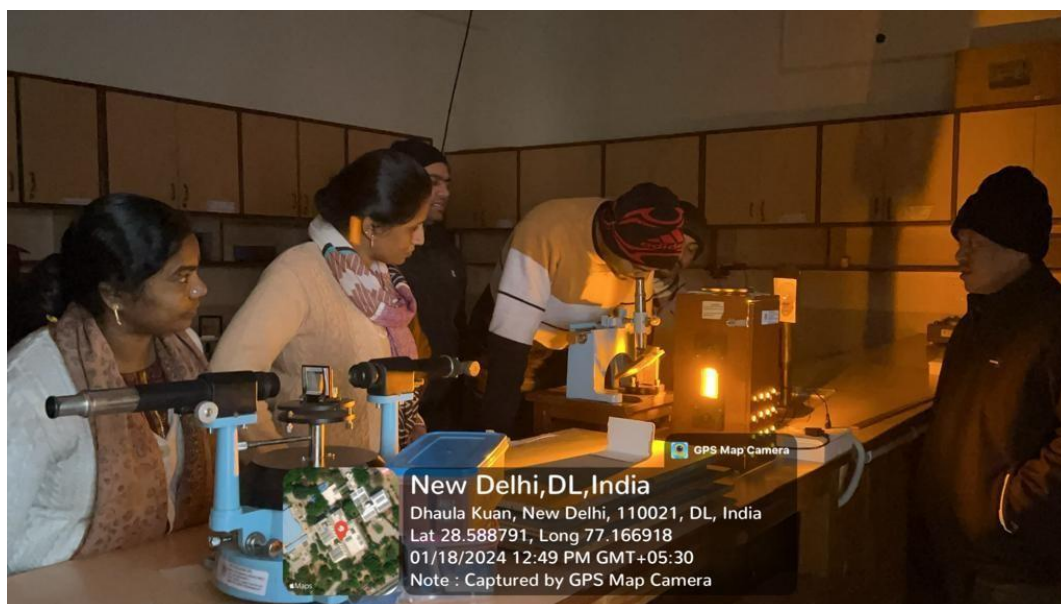


6. Test IC: 741 , 7400 and 7447 using IC Tester.

Day 2: January 18,2024

Time	Topic of Presentation	Resource Persons		Venue
10.00 – 11.00 am	Calibration of Light and Optical Instruments- Diffraction Gratings, Travelling Microscopes, Polarimeters and Laser	Mr. Neeraj Bajaj, Oriental Science Apparatus Workshop		Electronic Lab (Room no 261)
Break				
2.00 – 3.00 pm	Testing and Measurement using power supply and Function Generator	Dr Hina Yadav		Electronic Lab (Room no 261)

To calibrate, maintain and repair Spectrometer and LASER in optics lab. How to prepare set-up of optics experiment and follow safety guidelines while performing experiments. Also explained the usage of polarimeter and newton rings set-up. In afternoon session Demonstration of Power supplies and function generator was shown.



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धौला कुआँ, नई दिल्ली / Dhula Kuan, New Delhi-21



Day 3: January 19,2024

Time	Topic of Presentation	Resource Persons		Venue
10.00 – 11.00 am	Testing and Measurement using CRO	Dr Rakhi Narang		Electronic Lab (Room no 261)
11.00 – 12.00 noon	Repair and Maintenance of instruments	Engineer from Sciencetech Instruments		Electronic Lab (Room no 261)
Break				
2.00 – 3.00 pm	Hands-on session on Soldering	P.N. Rao		Electronic Lab (Room no 261)

The participants were given demonstration about how to handle testing and measurement set up comprising of power supply, function generator and oscilloscopes (both analog and DSO). Practical exercise involving waveform interpretation, and measurement through CRO and troubleshooting scenarios to enhance proficiency was provided.

This was followed by a demonstration and repair/maintenance session by a Sales and application engineer-Mr. Mithun Das from Silicom Electronics Pvt. Ltd.

CRO Worksheet

AIM: To observe sine, square, and triangular waveforms on the C.R.O. and to measure amplitude and frequency of the waveforms.

Introduction:

C.R.O. (Cathode Ray Oscilloscope) is an instrument used to observe the various signal waveforms. Signals are displayed in the time domain i.e. variation in amplitude of the signal with respect to time is plotted on the CRO screen. X-axis represents time and Y-axis represents amplitude. It is used to measure amplitude, frequency and phase of the waveforms. It is also used to observe shape of the waveform.

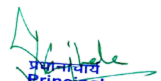
Digital storage oscilloscope (DSO) display voltage and frequency directly on the LCD and does not require any calculations. It can also store waveform for further analysis.

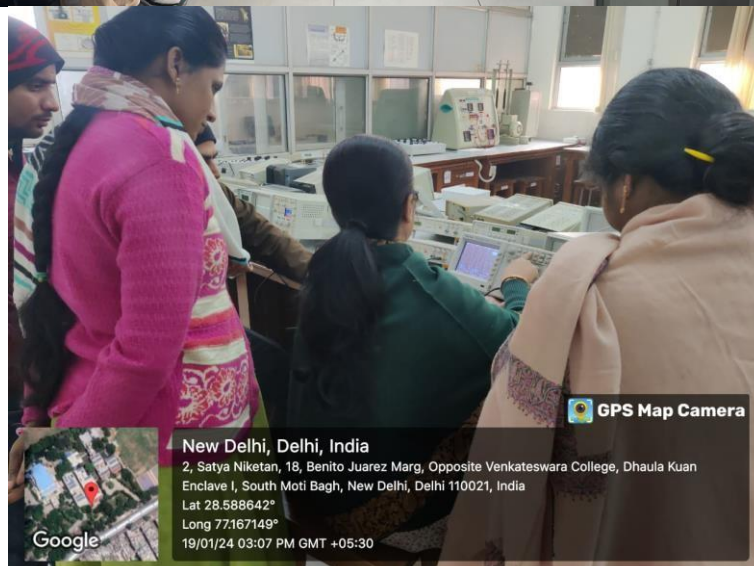
Procedure:

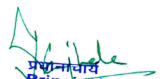
1. Connect function generator output at the input of C.R.O. at channel 1 or at channel 2
2. Adjust Time /Div knob to get sufficient time period displacement of the wave on the CRO screen.
3. With fine tuning of time/Div make the waveform steady on screen.
4. Keep volt/div knob such that waveform is visible on the screen without clipping
5. Measure P-P reading along y-axis. This reading multiplied with volt/div gives peak to peak amplitude of the ac i/p wave.
6. Measure horizontal division of one complete cycle. This division multiplied by time/div gives time period of the i/p wave.
7. Calculate frequency using formula $f = 1/T$.
8. Take trace of waveforms of sine, square, and triangular signal.

Function	Vertical Division (a)	Volt/div (b)	Amplitude (p-p) $V=a*b$	Horizontal Div (c)	Time/div (d)	Time T $=c*d$	Freq. $F=1/T$
Sine wave							
Square Wave							
Triangular Wave							




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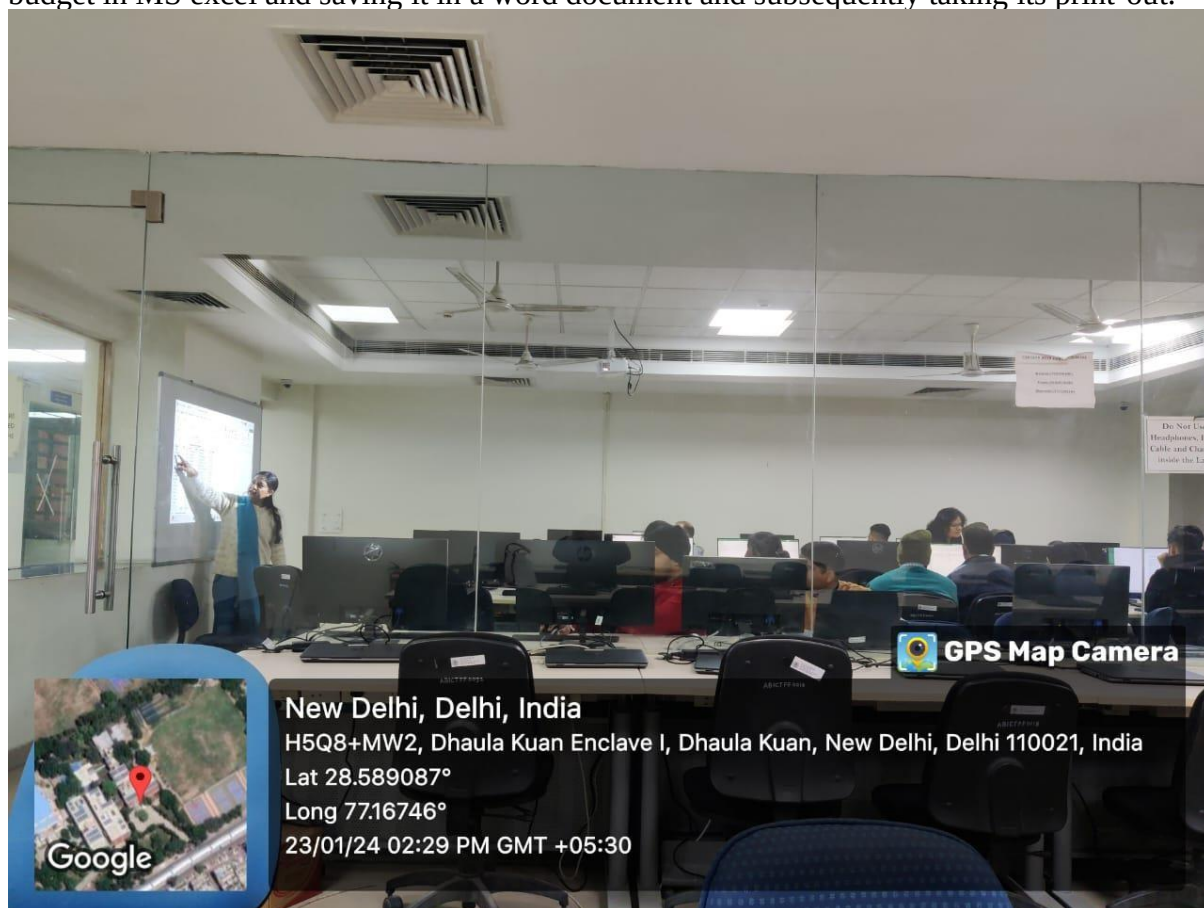



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Day 4: January 23,2024

Time	Topic of Presentation	Resource Persons	Venue
10.30 – 11.30 am	ICT and Lab up-keeping (Hands-on) and Activity: Nesting of folders and Word	Dr. Rekha Yadav and Dr Rakhi Narang	ICT Lab
Break			
2.00 – 3.00 pm	ICT and Lab up-keeping Cont. (Hands-on) and Activity: Based on Budget	Dr. Rekha Yadav and Dr Rakhi Narang	Electronic Lab (Room no 261)

A session on usage of ICT tools like the Microsoft Word and Excel for documentation, record keeping, and accounting was conducted for the participants from Electronics, Physics and Chemistry department. The various tools and utilities available in Microsoft excel such as creating a data-base for students or equipment, creating account statements using equations and formulas were explained. The participants were also given a hands-on exercise for making a budget in MS excel and saving it in a word document and subsequently taking its print-out.



Day 5: January 24, 2024

Time	Topic of Presentation	Resource Persons	Venue
10.30 – 11.30 am	E-waste awareness, management and disposal	Dr Rakhi Narang	ICT Lab

The participants of Electronics and Physics department were introduced to various categories of E-waste, which are usually generated on daily basis in the laboratories and their harmful effects on the environment if not properly disposed of. The various steps through which the proper disposal or recycling can be done for the E-waste was also explained.

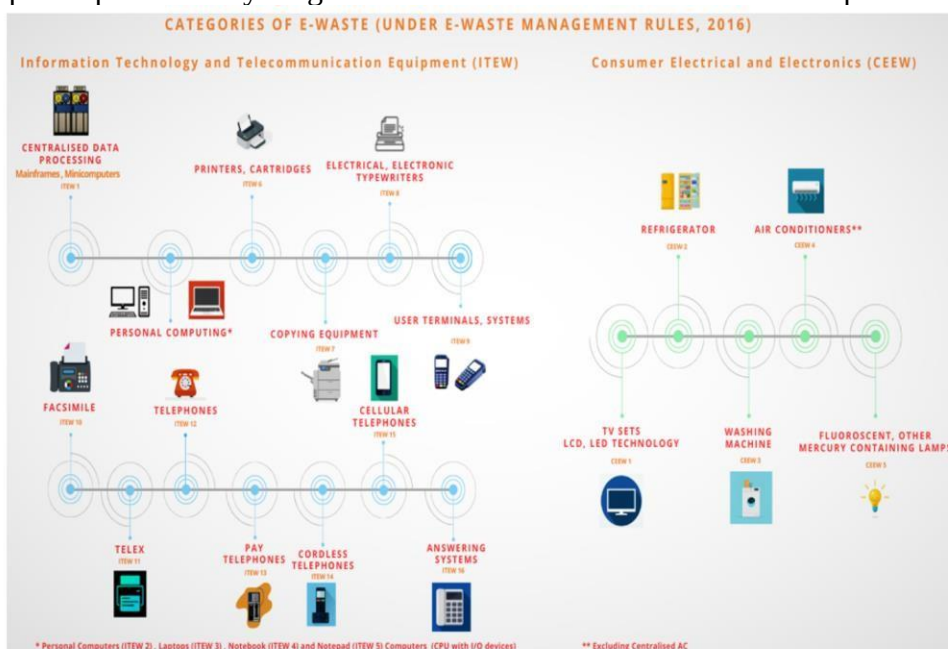
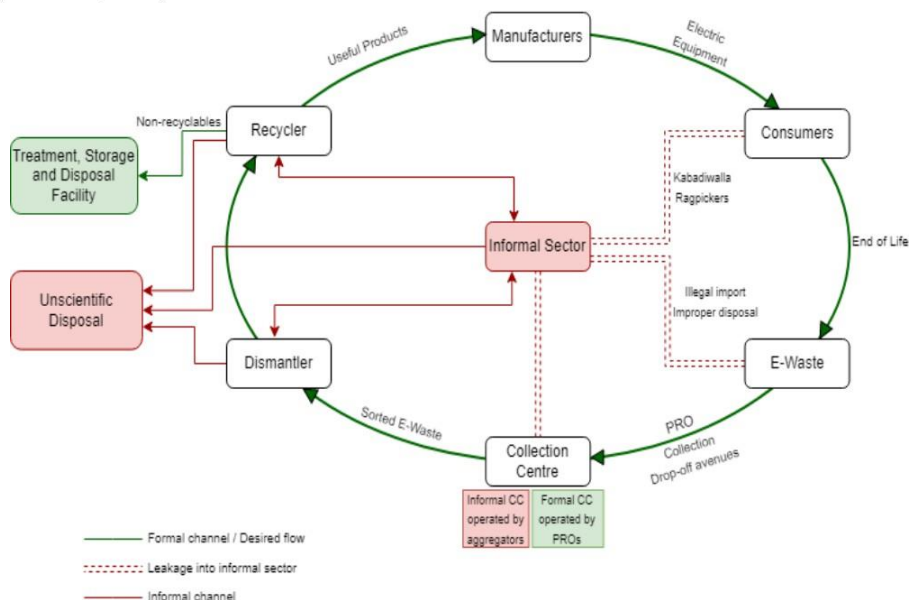


Figure 1: Different categories of e-waste under E-Waste (Management) Rules, 2016

Source: (MoEFCC, 2016)

The estimated e-waste generation in India was nearly 0.77 MMT in 2018-2019 and about 1.02 MMT in 2019-20 (CPCB, 2020).



Flow of E-waste in India

Session-wise Report Department of Zoology

A one week lab staff training workshop was held by Zoology Department from 17th January 2024 to 24th January 2024. It was attended by eight members of the lab staff of zoology department.

Day 1 (17th January 2024)

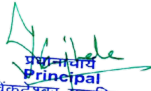
The week-long workshop kicked off with a joint inaugural session for laboratory staff across all science departments, setting the tone for the event. Professor Vartika Mathur from the Department of Zoology at Sri Venkateswara College led an insightful discussion on "Work Ethics and Management of the Zoology Laboratory." She adopted an interactive approach, prompting participants to share each other's attributes and emphasizing the importance of fostering a friendly atmosphere for effective laboratory and departmental operations.

Subsequently, Mr. Mukesh Kumar, a seasoned Senior Technical Assistant from the Department of Zoology at the University of Delhi, conducted a session on "Maintenance of Chemicals, Glassware, and Stock Registers." Drawing from his extensive experience, he offered valuable guidance on laboratory upkeep, patiently addressing participant queries. Professor Vartika Mathur acknowledged his contributions with a token of appreciation.

Afternoon sessions commenced with Dr. Nidhi Gupta, a Senior Resident from the Department of Biochemistry at AIIMS, leading an engaging session on Instrumentation. She provided hands-on training on the technical aspects and operation of instruments such as spectrophotometers, pH meters, and autoclaves, among others. Laboratory staff eagerly absorbed insights on instrument calibration and usage.

All sessions took place in the Zoology Honours lab, ensuring a focused learning environment for participants.




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Day 2 (18th January 2024)

On second day of the workshop, a common session and hands on training for laboratory personnel of all the participating science departments was conducted by Chemistry department wherein hands on training of Preparation of Chemicals, Buffers and Stock solutions was provided.

Day 3 (19th January 2024)

The day's initial session was led by Dr. Richa Misra, an Assistant Professor from the Department of Zoology at SVC, who conducted a training session on fundamental ICT tools for laboratory staff in the ICT lab. Following this session, staff members acquired practical expertise in various tasks, including utilizing official emails, generating Google Meet links, updating the department page on the college website, collaborating on Google Drive folders, and working with Google Docs, Google Sheets, and Google Lens. Additionally, they learned how to create a YouTube channel for disseminating Zoology Practical information.

Subsequently, Dr. Namita Nayyar, also an Assistant Professor from the Department of Zoology, facilitated a hands-on session on Microscopy, elucidating concepts of resolution and magnification. Participants gained insight into the essential structural components of both compound and dissecting microscopes, including various lenses, stages, and techniques for coarse and fine tuning and focusing. Emphasis was placed on proper maintenance and lens cleaning.

After lunch, Dr. P Jayaraj, another Assistant Professor from the Department of Zoology at SVC, conducted a session on Zoological Museum upkeep, maintenance, and biosafety. This session aimed to equip laboratory staff with the necessary knowledge of safety protocols and procedures concerning zoological specimens, including specimen handling, personal protective equipment (PPE) usage, and emergency response. The training covered proper techniques for handling, mounting, and preserving specimens, alongside collection management practices such as cataloging and labeling.

The latter part of Dr. P Jayaraj's session focused on introducing microtomy techniques and providing hands-on training in microtomy procedures. Participants gained proficiency in identifying and resolving common issues encountered during microtomy processes.



Day 4 (23rd January 2024)

The day kicked off with a session on Laboratory Safety and Good Laboratory Practices led by Dr. Sumit Raj, Assistant Professor in the Department of Zoology at SVC. Dr. Raj emphasized the crucial nature of adhering to all GLP protocols, covering aspects such as resource management, characterization, regulations, results, and quality assurance. Topics covered included general laboratory safety, biosafety measures (including first aid protocols), safety signage, chemical classifications, proper chemical handling and storage (including labeling, quality assessment, expiration dates, and usage precautions), hazardous waste disposal, laboratory waste management, and types of glassware.

Following this, Dr. Mohita Bhagat, also an Assistant Professor in the Department of Zoology at SVC, conducted a session on Instrumentation. Participants learned about various types of solutions and the associated measurements and calculations. They were instructed on unit conversions, volume measurements, weight calculations, molarity, normality, percentage solutions, stock solutions, and buffers.

In the latter part of the session, laboratory staff received instruction on Laminar Air Flow, preparation of culture media, bacterial cultures, the use of a shaker incubator, identification of tools such as the haemocytometer, WBC and RBC pipettes, haemoglobinometer, and precautions for pricking procedures.



Day 5 (24th January 2024)

The workshop commenced with a session on biotechnological techniques led by Ms. Preeti Khandelwal, Assistant Professor in the Department of Zoology at SVC. Participants received hands-on training and instruction on Plasmid and DNA Isolation, Agarose Gel Electrophoresis, TBE Preparation, Gel Apparatus setup, Ethidium Bromide Preparation, and various types of Stains.

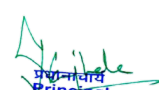
Following this, Mr. V. Parthasarathi, Senior Laboratory Assistant in the Department of Zoology at SVC, conducted a session on General Lab Maintenance. Drawing from his

extensive experience, he provided insights into maintaining lab records, equipment, glassware, chemicals, and other essential aspects.

Subsequently, an online exam was administered to assess participants' comprehension and skills acquired during the technical and practical sessions.

After lunch, attendees gathered for a concluding valedictory session, during which they shared their workshop experiences and received certificates of participation.




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**One Week Training Workshop for Laboratory Staff – 2024,
17th - 24th January, 2024
Attendance Sheet**

Department of Zoology											
S.No	Name of the Participant	17 th January		18 th January		19 th January		23 rd January		24 th January	
		Morning	Evening	Morning	Evening	Morning	Evening	Morning	Evening	Morning	Evening
1	Mohit Kumar	present	present			present	present	present	present	present	present
2.	Mr. Sonu	Sonu	Sonu	Sonu	Sonu	Sonu	Sonu	Sonu	Sonu	Sonu	Sonu
3.	Mr. Sachin Sharma	Sachin	Sachin		Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
4.	Mr. Arvind Singh Rawat	Arvind	Arvind	Arvind	Arvind	Arvind	Arvind	Arvind	Arvind	Arvind	Arvind
5.	Mr. Tarun Mohan	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun
6.	Ms. Nidhi Gulia	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi	Nidhi
7.	Ms. Pooja Sharma	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja


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ATTENDANCE SHEET: Inaugural Session

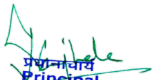
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UNIVERSITY OF DELHI						
LABORATORY STAFF TRAINING WORKSHOP-2024						
17-19, & 23-24 JANUARY, 2024						
Name	Department	Designation	Age	Gender	Category	Signature
Arun Sharma	Botany	Laboratory Assistant	35	Male	UR	
Rakesh Singh	Botany	Laboratory Attendant	33	Male	Pwd	21/21
Anil Kumar	Botany	Laboratory Attendant	34	Male	OBC	
Sandeep Luthra	Botany	Laboratory Attendant	41	Male	SC	
Shilpi	Botany	Lab attendant	23	Female	UR	
Ravish	Botany	Lab attendant	26	Male	UR	RAVISH
Rinku	Botany	Laboratory attendant	22	Male	EWS	Rinku
Lalit	Biochemistry	Laboratory attendant	23	Male	UR	
Payal Kumari	Biochemistry	Laboratory attendant	25	Female	OBC	
Baljeet	Chemistry	Lab Attendant	32	Male	OBC	Baljeet
Anjna Bansal	Chemistry	Lab Attendant	44	Female	UR	Anjna
Nikhil Kumar	Chemistry	Lab Attendant	22	Male	EWS	Nikhil
Vishal Bhardwaj	Chemistry	Lab Attendant	21	Male	UR	Vishal
Tarsem	Chemistry	Lab Attendant	27	Male	UR	TARSEM
Ramnivas	Chemistry	Lab Attendant	16	Male	SC	
Ashish Giri	Chemistry	Lab Assistant	25	Male	UR	
Yogender	Chemistry	Lab Attendant	28	Male	OBC	
Sachin	Chemistry	Lab Attendant	31	Male	OBC	Sachin
Jatin	Chemistry	Lab Attendant	20	Male	UR	Jatin
Chanderpal Singh	Chemistry	Lab Attendant	40	Male	UR	
Neetu	Chemistry	Lab Attendant	39	Female	ST	Neetu
Kumari manimala	Electronics	Lab Attendant	28	Female	UR	
Ashish Kumar	Electronics	Lab Attendant	29	Male	UR	Ashish
Mohit Kumar	Zoology	Laboratory Attendant	28	Male	SC	Mohit
Sonu	Zoology	Lab attendant	27	Male	General	Sonu
Sachin Sharma	Zoology	Lab Attendant	22	Male	General	Sachin
Arvind Singh Rawat	Zoology	Laboratory Attendant	39	Male	General	Arvind
Tarun Mohan	Zoology	Laboratory Attendant	32	Male	OBC	Tarun
Nidhi gulia	Zoology	Laboratory Assistant	33	Female	General	Nidhi
Pooja sharma	Zoology	Lab attendant	38	Female	General	Pooja

Manish Mehra Starts
A. Jaganmou

Lab Attendant 39 Male EWS/UR
Lab Assistant Electronics

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Name	Deptt.	Post	Age	G.	Cat.	Sign
S. K. Tiwari	Physics	Lab. Asst	56	m	un	
K. M. Baf	"	"	52	m	un	
S. B. Thapar	"	"	56	m	un	
Anandam	"	"	31	m	SC	
Jagmohan	"	Lab. Asst. 23		m	SC	
Rajesh Indur	Bio-Tech	Lab. Asst. 43		m	ST	

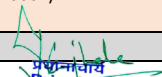

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PROGRAMME SCHEDULE OF TRAINING WORKSHOP FOR LABORATORY STAFF

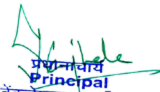
DATE/DAY	TIME	DEPARTMENT		
		DEPARTMENT OF BOTANY	DEPARTMENT OF CHEMISTRY	DEPARTMENT OF ELECTRONICS
		TOPIC OF PRESENTATION & RESOURCE PERSONS	TOPIC OF PRESENTATION & RESOURCE PERSONS	TOPIC OF PRESENTATION & RESOURCE PERSONS
Day 1 17/01/2024	10:00 – 10:30 AM	INAUGURATION (VENUE: SEMINAR HALL)		
	10:30 – 11:00 AM	Herbarium preparation (By Prajna Muthabathula & Dr Sunita Yadav) VENUE: Botany Honours Lab	Lab set up and Lab ethics (By Dr. Sarita Passey & Dr Vinita Kapoor) Venue: Instrument Lab Chemistry	Circuit Design using breadboard and IC Testing (By Rakhi Narang) VENUE: Electronic Lab (Room no 261)
	11:00 AM Onwards	Garden tour for the identification of plants (By Prajna Muthabathula & Dr Sunita Yadav) VENUE: College Campus	Getting Familiar – Identification and Handling (By Dr Vibha Saxena, Dr. Sharda Pasricha & Dr R. J. Naik) Venue: Chemistry Lab 2	
	1:30 – 2:00 PM	BREAK		
	2:00 – 3:00 PM	Evaluation and assessment activity (By Dr Prajna Muthabathula & Dr Sunita Yadav) VENUE: Botany Honours Lab	Treasure Hunt Venue: Chemistry Lab 2	Hands on Session (By Rakhi Narang) VENUE: Electronic Lab (Room no 261)
Day 2 18/01/2024	10:00 – 11:30 AM	Preparation of Solutions- Common Session (By Dr. Manisha Jain, ANDC College, DU) Venue: Chemistry Lab 2		Testing and Measurement using power supply and Function Generator (By Dr Hina Yadav) VENUE: Electronic Lab (R.no 261)
	11:30 Onwards	BREAK		
	2:00 – 3:00 PM	Making solutions in groups of three (By Dr. Shefali Shukla & Dr. R J Naik) Venue: Instrument Lab Chemistry		Hands on Session (By Dr Hina Yadav) VENUE: Ele Lab (Rno 261)
Day 3 19/01/2024	10:00 – 11:00 AM	Prepare of EDTA and optimisation of its pH for use in the isolation of DNA. (By Dr. Manoj Thakur & Dr. Aditi Kothari Chhajer) VENUE: Botany Honours Lab	Instrumentation (By Dr. Pragya Gahlot, Dr. Vinita Kapoor) Venue: Instrument Lab Chemistry	Testing and Measurement using CRO (By Dr Rakhi Narang) VENUE: Electronic Lab (Room no 261)
	11:00 – 12:00 Noon			Repair and Maintenance of Instruments (By Engineer from Sciencetech Instruments) VENUE: Electronic Lab (Room no 261)
	12:00 Noon Onwards	BREAK		
	2:00 PM Onwards	Evaluation and assessment activity (By Dr. Manoj Thakur & Dr. Aditi Kothari Chhajer) VENUE: Botany Honours Lab	Group Activity- Calibrate Balance, pH meter calibrated, Conductivity calibration (By Dr. Pragya Gahlot, Dr. Vinita Kapoor, Dr. R. Upadhyay) Venue: Chemistry Lab 2	Hands on Session on Soldering (By P. N. Rao) VENUE: Electronic Lab (Room no 261)
Day 4 23/01/2024	10:00 – 11:30 AM	Learning about Fixation methods and preparation of stains (By Dr Sunita Yadav & Dr Prajna Muthabathula) VENUE: Botany Honours Lab	ICT and Lab up-keeping (Hands-on) and Activity: Nesting of folders and Word (By Dr. Rekha Yadav and Dr Rakhi Narang) Venue: ICT Lab	Calibration of Light and Optical Instruments- Diffraction Gratings, Travelling Microscopes, Polarimeters and Laser (By ..) VENUE: Electronic Lab (Room no 261)
	11:30 – 1:00 PM	Know your apparatus (By Dr Sunita Yadav & Dr Prajna Muthabathula) VENUE: Botany Honours Lab		
	1:00 PM Onwards	BREAK		
	2:00 – 3:00 PM	Evaluation and assessment activity (By Dr Sunita Yadav & Dr Prajna Muthabathula) VENUE: Botany Honours Lab	ICT and Lab up-keeping Cont. (Hands-on) and Activity: Based on Budget (By Dr. Rekha Yadav and Dr Rakhi Narang) Venue: ICT Lab	Hands on Session (By..) VENUE: Electronic Lab (Room no 261)
Day 5 24/01/2024	10:00 – 10:30 AM	Handling of Instruments like Colorimeter, Autoclave, Laminar flow and Microscopes. (By Dr. Aditi Kothari Chhajer) VENUE: Botany Honours Lab	Using Google Drive for Academic Data and Activity: Uploading and Sharing Documents (By Rekha Yadav) Venue: ICT Lab	ICT based Training session E-waste awareness, management and disposal (By Dr Rakhi Narang and Dr Rekha Yadav)
	10:30 – 11:30 AM		Lab Safety (By Dr Vineta Kapoor) Venue: ICT Lab	VENUE: ICT Lab
	2:00 – 4:00 PM	VALEDICTORY SESSION VENUE: Room No 158		


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DATE/DAY	TIME	DEPARTMENT	
		DEPARTMENT OF ZOOLOGY	DEPARTMENT OF BIOCHEMISTRY
		TOPIC OF PRESENTATION & RESOURCE PERSONS	TOPIC OF PRESENTATION & RESOURCE PERSONS
Day 1 17/01/2024	10:00 – 10:30 AM	INAUGURATION (VENUE: SEMINAR HALL)	
	10:30 – 11:00 AM	Work Ethics and Management of Zoology Laboratory (By Dr. Vartika Mathur) Venue: Zoology Hons. Lab	“Lab Safety” and “Dos and Don’ts” in the Lab Preparation and storage of Reagents used in Biochemistry lab (By Dr Nandita Narayanasamy & Dr Lakshay Malhotra) Venue: Biochemistry Lab
	11:00 AM Onwards	Maintenance of Chemicals, Glassware and Stock Register (By Mr. Mukesh Kumar) Venue: Zoology Hons. Lab	
	1:30 – 2:00 PM	BREAK	
	2:00 – 3:00 PM	Instrumentation I (By Dr. Nidhi Gupta, AIIMS) Venue: Zoology Hons. Lab	Handling a Spectrophotometer and quantitative biochemical assays. (By Dr. Meenakshi Kuhar & Dr. Ravindra Varma) Venue: Biochemistry Lab
Day 2 18/01/2024	10:00 – 11:30 AM	Preparation of Solutions- Common Session (By Dr. Manisha Jain, ANDC College, DU) Venue: Chemistry Lab 2	
	11:30 Onwards	BREAK	
	2:00 – 3:00 PM	Making solutions in groups of three (By Dr. Shefali Shukla & Dr. R J Naik) Venue: Instrument Lab Chemistry	Purification of biomolecules by Chromatography and Storage/regeneration of Matrix (By Dr Anju Kaicker and Dr Kameshwar Sharma YVR) Venue: Biochemistry Lab
Day 3 19/01/2024	10:00 – 11:00 AM	ICT Tools (By Dr. Richa Mishra) Venue: ICT Lab	Clinical & tissue-based experiments and disposal of biological samples (By Dr. Nandita Narayanasamy & Dr Sarika Yadav) Venue: Biochemistry Lab
	11:00 – 12:00 Noon	Microscopy (By Dr. Namita Nayyar) Venue: Zoology Hons. Lab	
	12:00 noon Onwards	BREAK	
	2:00 PM Onwards	Museum and Specimen Maintenance (By P Jayaraj) Venue: Zoology Hons. Lab and Zoology Museum	Session on DNA based experiments and culture preparation (By Dr. Shalini Sen & Dr Nimisha Sinha) Venue: Biochemistry Lab
Day 4 23/01/2024	10:00 – 11:30 AM	Lab Safety and Good Lab Practices (By Dr. Sumit Raj) Venue: Zoology Hons. Lab	Microscope handling and Maintenance (By Dr Vandana Malhotra, Dr Sidhartha Tarila and Dr Lakshay Malhotra) Venue: Biochemistry Lab
	11:30 – 1:00 PM		
	1:00 PM Onwards	BREAK	
	2:00 – 3:00 PM	Instrumentation II (By Dr Mohita Bhagat) Venue: Zoology Hons. Lab	Microbiology based Experiments and media preparation (By Dr Sidhartha Taritla and Dr Lakshay Malhotra) Venue: Biochemistry Lab
Day 5 24/01/2024	10:00 – 11:30 AM	Biotechnological Techniques (By Dr Preeti Khandelwal) Venue: Zoology General Lab	General maintenance of biochemistry/ Biotechnology lab, and Stock entry; purchase and storage of chemicals. Followed by discussion, Suggestions and feedback (By Dr Dalip) Venue: Biochemistry Lab
	11:30 – 12:00 Noon	General Lab Maintenance (By Mr V Parthasarathi) Venue: Zoology General Lab	
	12:00 – 1:00 PM	Assessment and Evaluation Venue: Zoology General Lab	
	2:00 PM Onwards	VALEDICTORY SESSION VENUE: Room No 158	


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 धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College
(University of Delhi)

NAAC Grade A+

CERTIFICATE

This is to certify that the training workshop_for laboratory staff was successfully conducted on the 17-19th, 23rd and 24th of January 2024 by the IQAC in the offline mode, and its event report has been submitted to IQAC for records.

Event In-Charge

IQAC Coordinator

Principal

Principal

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దिल्ली विश्वविद्यालय / University of Delhi
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Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

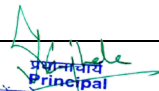
NAAC Grade A+

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

EVENT REPORT

NAME OF THE EVENT: Three-day online workshop on “Use of AI in Teaching, Learning and Evaluation.”			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
22 nd May 2024- 24 th May 2024	Criteria 2	IQAC	Prof. Sharda Pasricha Dr. Pooja Jain Dr. Rakhi Narang Dr. Vinita Kapoor
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
4:00 PM till 7:45 PM and 3:00 PM till 6:15 PM	ZOOM: Day 1: https://us06web.zoom.us/j/84695251940?pwd=wI4RkixvmxS0VHhNQ9BddcRc7sNzxK.1 Day 2: https://us06web.zoom.us/j/85373185158?pwd=7S2gyEf8m3AuVT60hibXfPj8R9NNV.1 Day 3: https://us06web.zoom.us/j/83120994772?pwd=BchiLtiVIS0hDoWfcYlBJ3uGFqGdZp.1	99	Online
FINANCIAL SUPPORT/ASSISTANCE (if any):	NIL.		

BRIEF INFORMATION ABOUT THE ACTIVITY


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TOPIC/SUBJECT OF THE ACTIVITY	Three-day online workshop on “Use of AI in Teaching, Learning and Evaluation.”
OBJECTIVES	To enhance teaching and learning using AI. To use AI in evaluation and assessment. To upgrade teaching standards as per the changing scenario.
METHODOLOGY	The programme had 2 online live sessions every day, on day 1, the inaugural session started at 4:00 PM to 4:30 PM followed by the first session which started at 4:30 PM to 6:00 PM and the second session from 6:15 PM to 7:45 PM. On Day 2 & 3, the first session started at 3:00 PM to 4:30 PM and second session at 4:45 PM to 6:15 PM. Recordings were also shared with the participants.
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	• Dr. Ritesh Kumar, University of Chicago • Dr. Arun Julka, Maharaja Agrasen College, University of Delhi.
OUTCOMES	How to integrate AI with teaching and learning. AI and its use for evaluation. Use of AI tools for enhanced understanding of concepts. Personalized learning experience at the undergraduate level. Scope for upgrading teaching standards at par with current global practices

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

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

IQAC Document No: IQAC/2023-24	Criterion No: II & VII
Departmental file no: IQAC/2023-24/workshop on AI in Teaching, Learning	IQAC file No: IQAC/2023-24

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NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
 Prof. Sharda Pasricha	 Prof. Sharda Pasricha	 Prof. Swarn Singh

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		

SUMMARY

REPORT OF Three-day online workshop on “Use of AI in Teaching, Learning and Evaluation.”

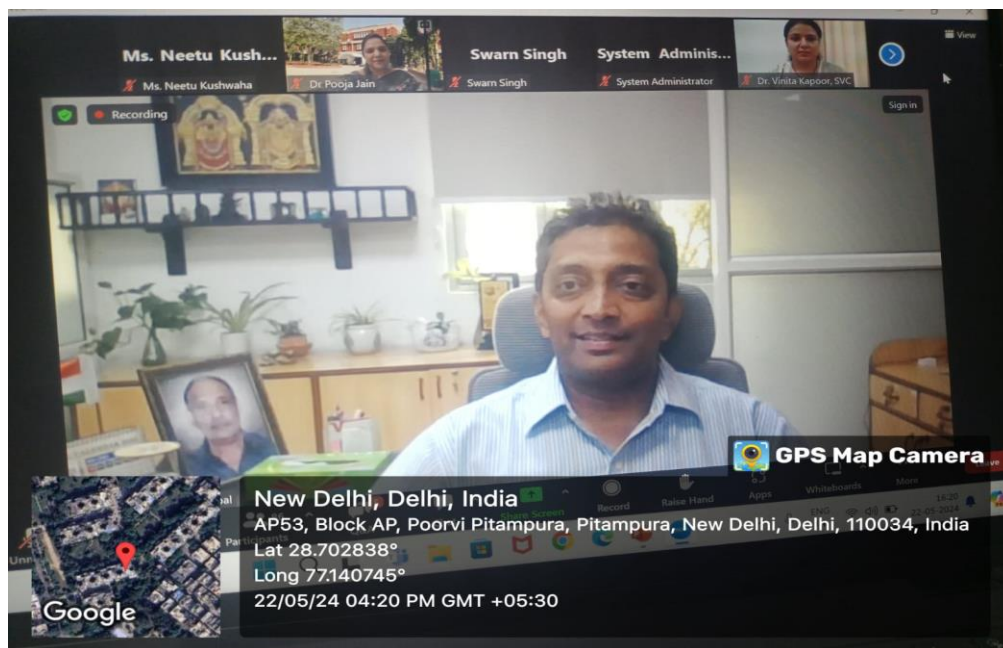
DATE: 22-05-2024

Inauguration Day-

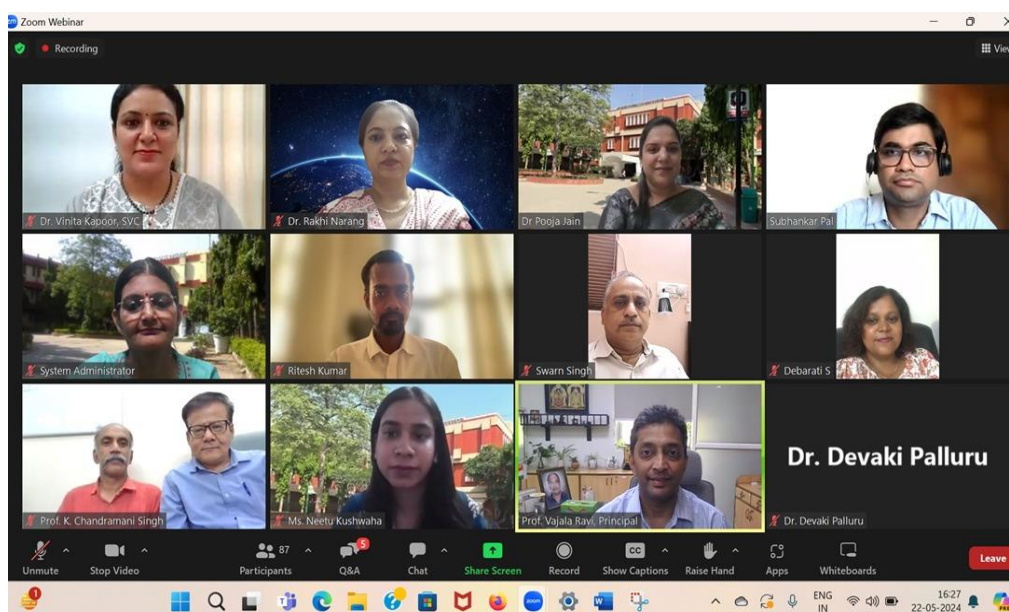
Sri Venkateswara College, under the aegis of the IQAC organised a three-day online workshop titled the “*Use of AI in Teaching, Learning, and Evaluation*” for the college faculty from May 22nd-24th 2024.

The inaugural session began with Dr. Pooja Jain enlightening the audience about the relevance and the many paradigms of AI. This was followed by the Saraswati Vandana. Prof. Sharada Pasricha, Convenor of the workshop, extended a warm welcome note highlighting the various aspects of AI. Prof. Swarn Singh, IQAC Coordinator, thereafter spoke about different dimensions of AI. The principal of Sri Venkateswara College, Prof. V. Ravi, mentioned the various challenges concerning the usage of AI in everyday life and the scope of

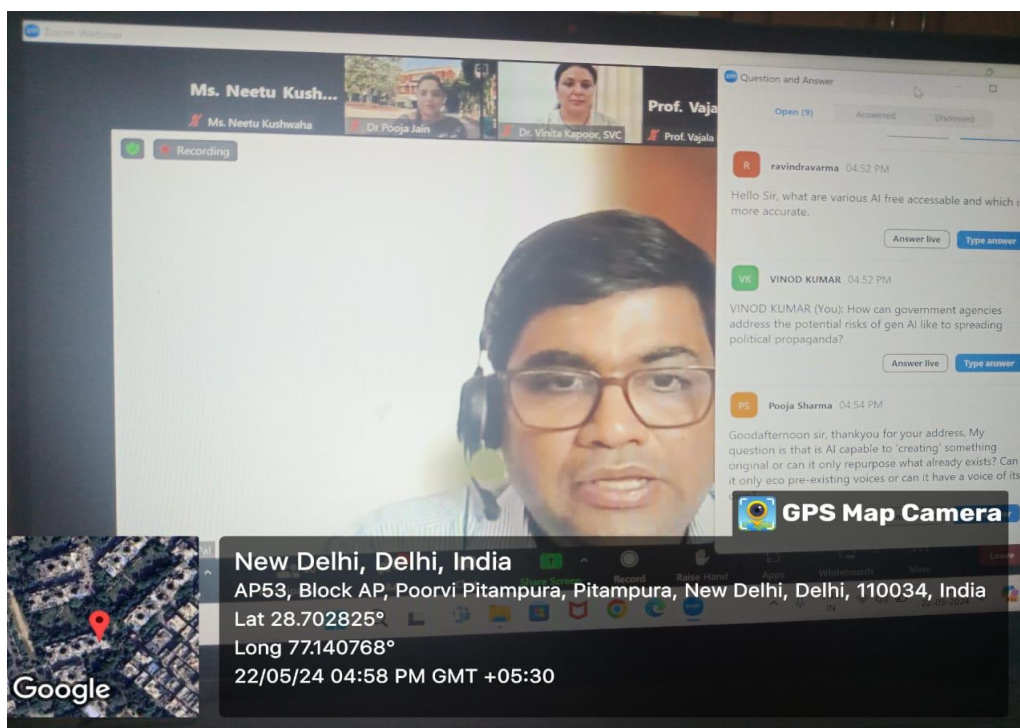
putting this new technological innovation to good use. He extended all his support to the workshop and wished great success to the proceedings. This was followed by Dr. Rakhi Narang introducing the Chief Guest, Mr. Shubhankar Pal, Director Capgemini. Mr. Pal in his inaugural address spoke in a very knowledgeable manner about how AI should not be seen as replacing human involvement but rather as a guide and assistant to the advantage of the human world. He gave convincing examples of remote surgery, mechanism to lessen carbon emissions and added how all this should only be guided by a firm ethical framework. Dr. Vinita Kapoor tabled the vote of thanks to the proceedings. With this the inaugural session came to an end.



(Prof.V. Ravi, Principal, addressing the gathering)



(A glipme of the Inaugration Ceremony)



(Mr. Shubhankar Pal, Director, Capegemini answering the queries of the participants)

Session 1:

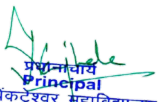
Moderator: Dr. Rakhi Narang

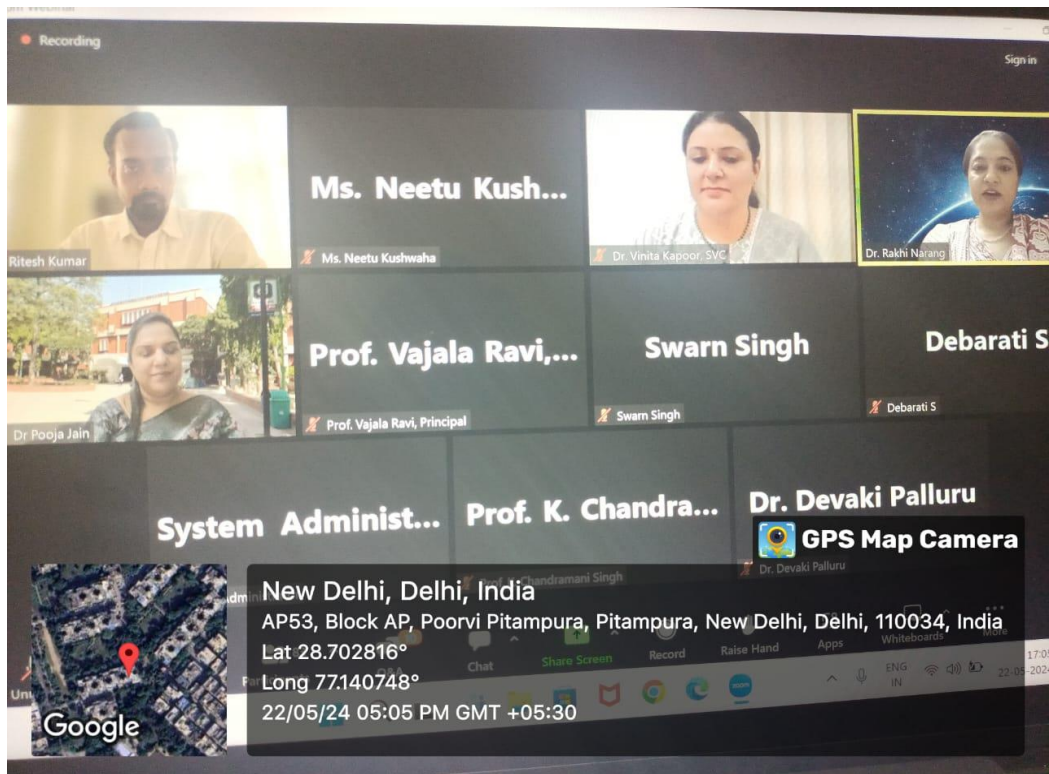
Session Co-ordinator: Dr. Pooja Jain

Faculty Co-ordinator: Dr. Vinita Kapoor

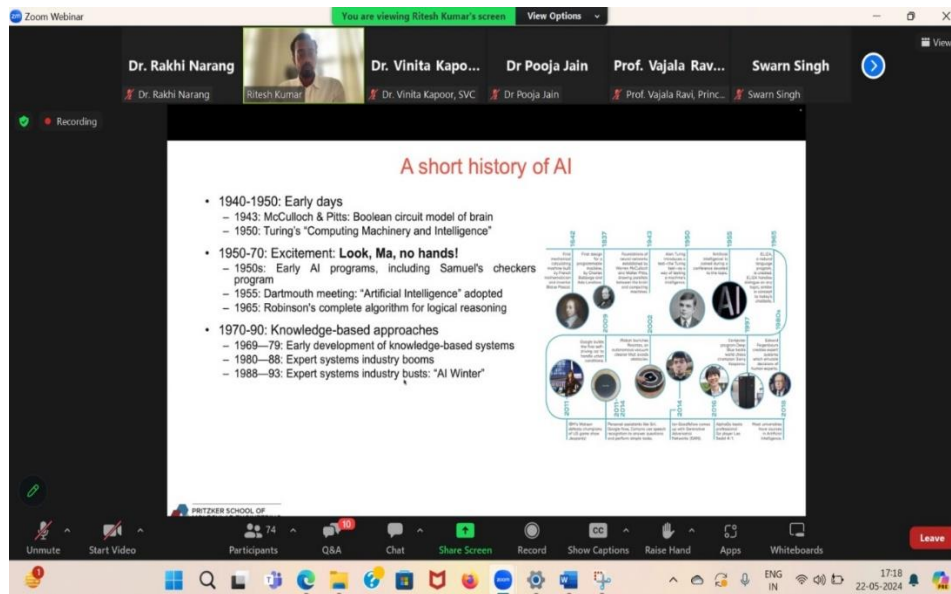
The first session for Day 1 titled “*AI and AI Tools*” began with much enthusiasm. The resource person Dr. Ritesh Kumar, Postdoctoral Fellow at the University of Chicago, began by charting out the history of AI, drawing our attention to the defining moments in its evolution. Subsequently, he came to the current status of AI and the many dimensions that it has assumed for itself. Unravelling the many layered AI landscape, Dr. Ritesh spoke about AI had now entered into almost every field of the digital world around us with larger ramifications onto our everyday real life.

The session was much appreciated by the audience and was followed by an energetic Q&A session. Dr. Rakhi Narang moderated the session very well and the session ended with more to be followed in the subsequent second session.

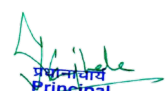

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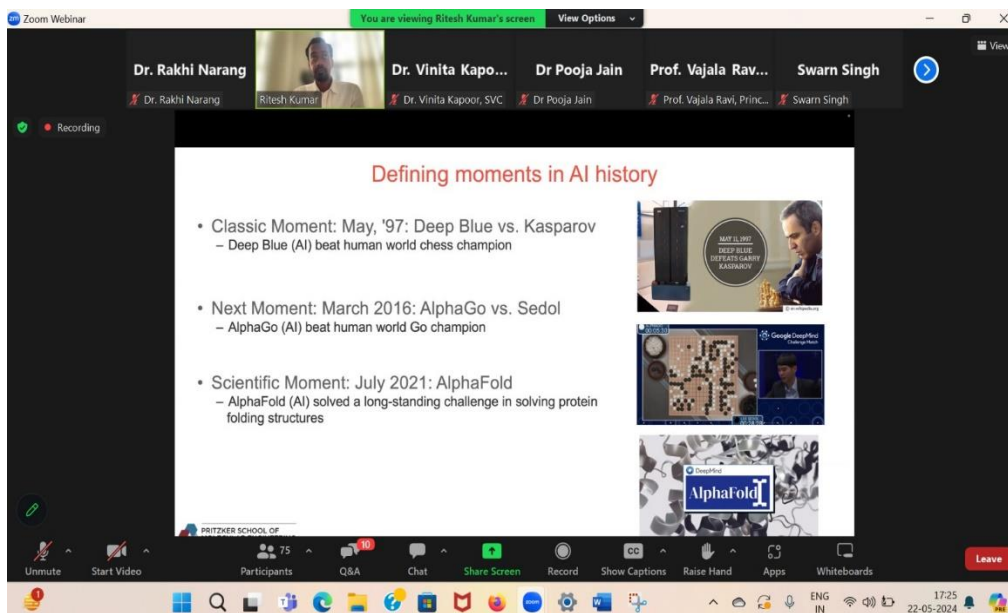


(Dr. Ritesh Kumar along with Core team 1)



(Dr. Ritesh briefing about the history of AI)


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□(Dr. Ritesh briefing about the defining Moments in AI History)

Session 2:

Moderator: Dr. Rakhi Narang

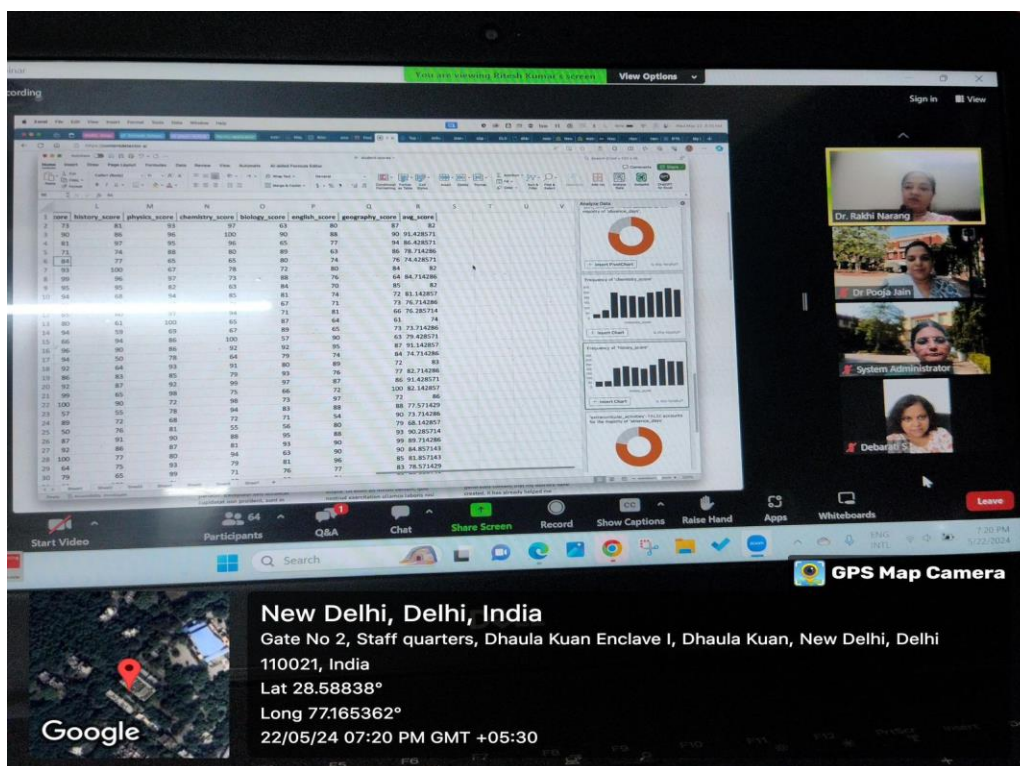
Session Co-ordinator: Dr. Rakhi Narang

Faculty Co-ordinator: Dr. Pooja Jain

The second session for Day 1 titled ‘AI powered Excel’ began at the scheduled hour and continued with a zealous interaction with the audience. The resource person Dr. Ritesh Kumar, Postdoctoral Fellow at the University of Chicago, had a hands-on approach with Excel and the various usages to which it could be put. He demonstrated with great lucidity a very user-friendly set of commands which could enable the audience to achieve several goals.

Dr. Ritesh showed how commands like AI.ASK, could help answer our questions, AI.EXTRACT could help in filling up options, AI.TRANSLATE could help to translate while AI.TABLE could help to lay out data in a tabular form. He further explained with live application, how large sets of data could be analysed and even attendance could be tabulated and calculated with AI in conjunction with Excel. The session received a huge applause from the audience and was followed by an enthusiastic Q&A session. Dr. Rakhi Narang was a great moderator and the session ended with a vote of thanks by Ms. Debarati Sen.

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(Hands on session on AI Powered Excel)

Day 2: 23-05-2024

Session 1:

Moderator: Dr. Vinita Kapoor

Session Coordinator: Dr. Manoj Thakur

Faculty Volunteer: Dr. Rakhi Narang

The next session of the three-day online workshop started at 3:00 PM on 23rd May 2024 and continued till 4:30 PM. The keynote speaker for the session was Dr. Arun Julka, Associate Professor, Maharaja Agrasen College, University of Delhi. The session started with the introduction of the resource person by Dr. Pooja Jain, coordinator of the workshop. The resource person carried forward with asking a few questions about the tools used by the faculties for their day-to-day teaching. Furthermore, he continued the hands-on session with the participants, where he explained the usage of tools like Google Drive & how to add the Google Drive extension, Google Earth along with Google Earth Studio, Google Drawings, Paint 3D, MS-Designer & the collaborative working tools. The entire session was interactive and along with the hands-on session, the resource person was also answering the queries of the participants simultaneously. At last, he also explained Google Sites and made participants do a hands-on on Google Sites and create their websites.


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Sri Venkateswara College (NAAC A+)
University Of Delhi

Under the Aegis of
Internal Quality Assurance Cell

Presents
THREE-DAY ONLINE WORKSHOP
ON
**Use of AI in Teaching, Learning
and Evaluation**

Date: 23 May 2024
Time: 3:00 P.M. - 06:15 P.M.
DAY-2

RESOURCE PERSON: DR. ARUN JULKA
ASSOCIATE PROFESSOR,
MAHARAJA AGRASEN COLLEGE

Zoom Meeting Link: <https://us06web.zoom.us/j/85373185158?pwd=752gyeF0m3AurV60hhbXtpj8R9NkV1>

Coordinator: Prof. Shobha Pandey
Collection & Coordination

Co-ordinators: Dr. Pooja Jain
Dr. Rakhi Narang
Dr. Shobha Pandey

Organizing Team: Dr. Shobha Pandey
Dr. P. Singh
Dr. Manoj Thakur
Dr. Shobha Pandey

IPAC Coordinator: Prof. Arun Julka
Prof. Arun Julka

Dr. Pooja Jain

Google

New Delhi, Delhi, India
AP53, Block AP, Poorvi Pitampura, Pitampura, New Delhi, Delhi, 110034, India
Lat 28.702872°
Long 77.140814°
23/05/24 03:03 PM GMT +05:30

(Dr. Pooja Jain, Coordinator, Sri Venkateswara College, introducing the resource person, Dr. Arun Julka)

DOC 1 - Google Docs

DOC 1 - Google Docs

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	Name	Department	Subject Area
1	Vandana Mathuria	Biochemistry	Rev AI
2	Dr. Rakhi Narang	Electronics	
3			
4	Dr. Shobha Mathur		

Dr. Arun Julka

Ms. Neetu Kush...
Ms. Neetu Kushwaha

Dr. Manoj Thakur

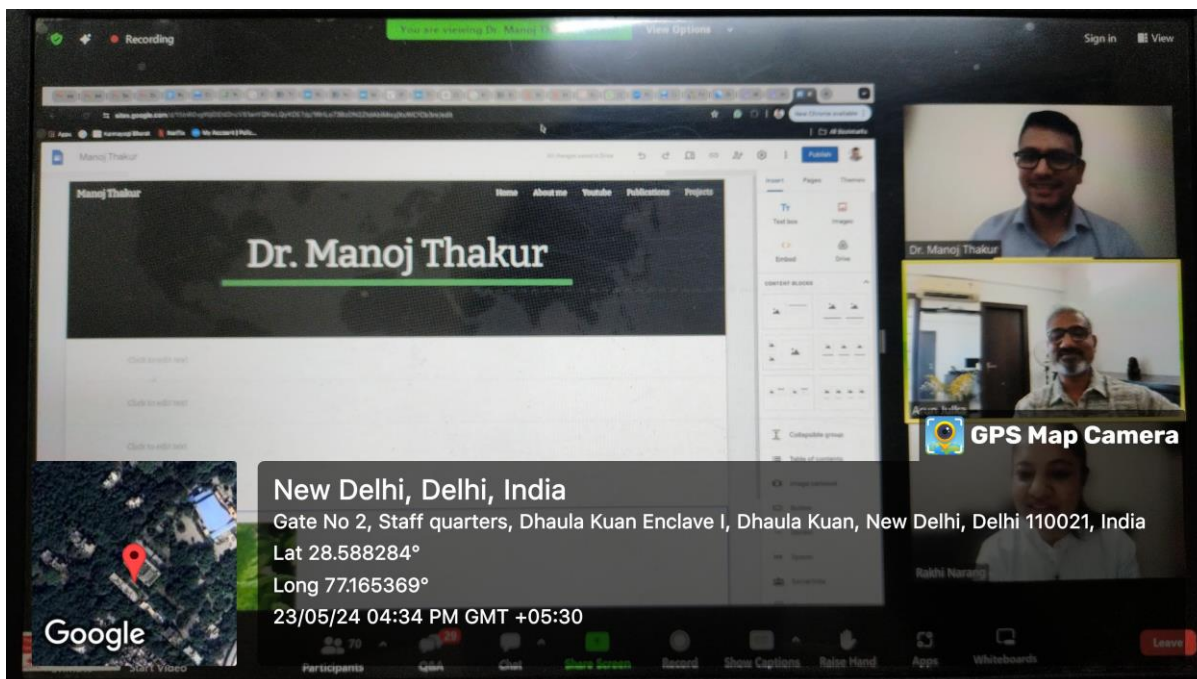
Rakhi Narang

Google

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AP53, Block AP, Poorvi Pitampura, Pitampura, New Delhi, Delhi, 110034, India
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Long 77.140664°
23/05/24 03:40 PM GMT +05:30

(Hands on session on excel by Dr. Arun Julka)

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(Hands on session on creating webpage)

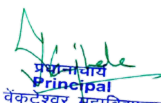
Session 2:

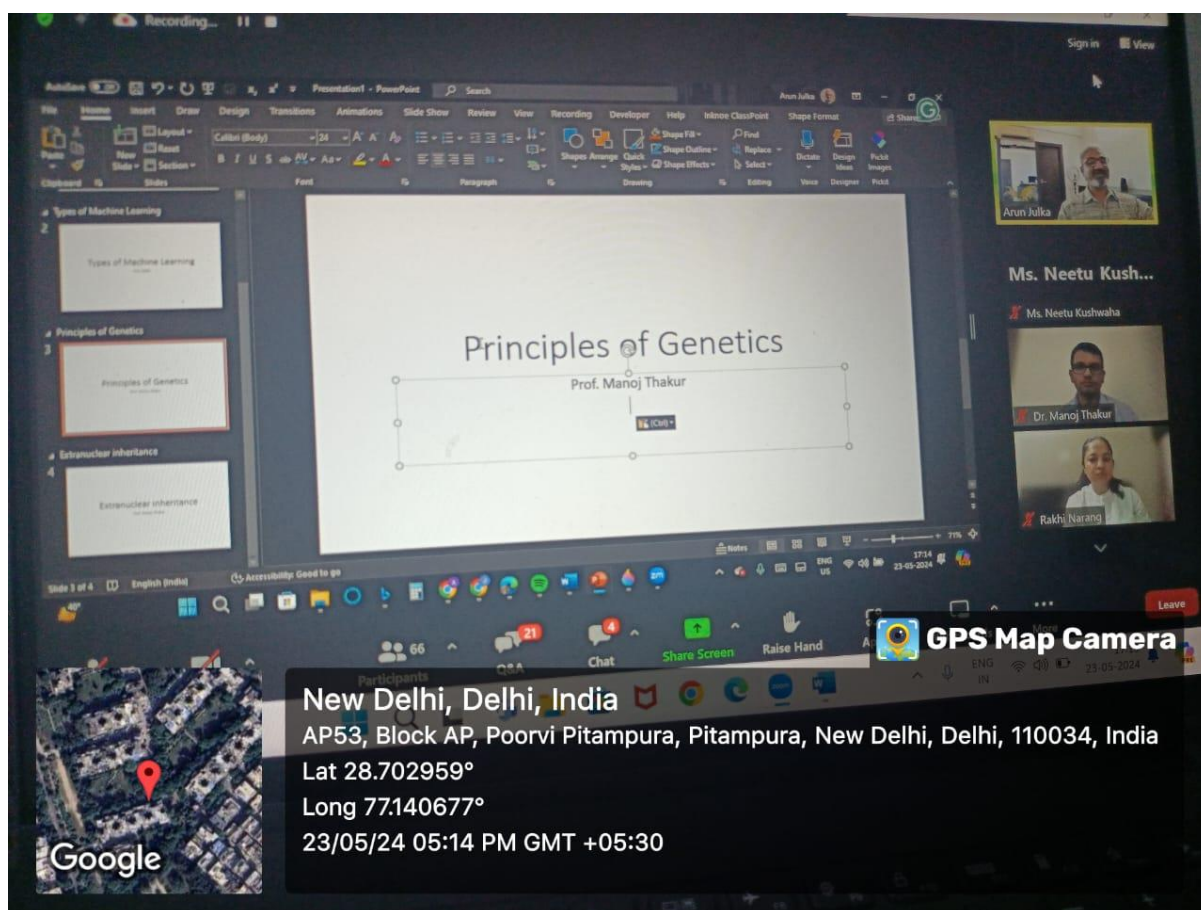
Moderator: Dr. Vinita Kapoor

Session Coordinator: Dr. Neetu Kushwaha

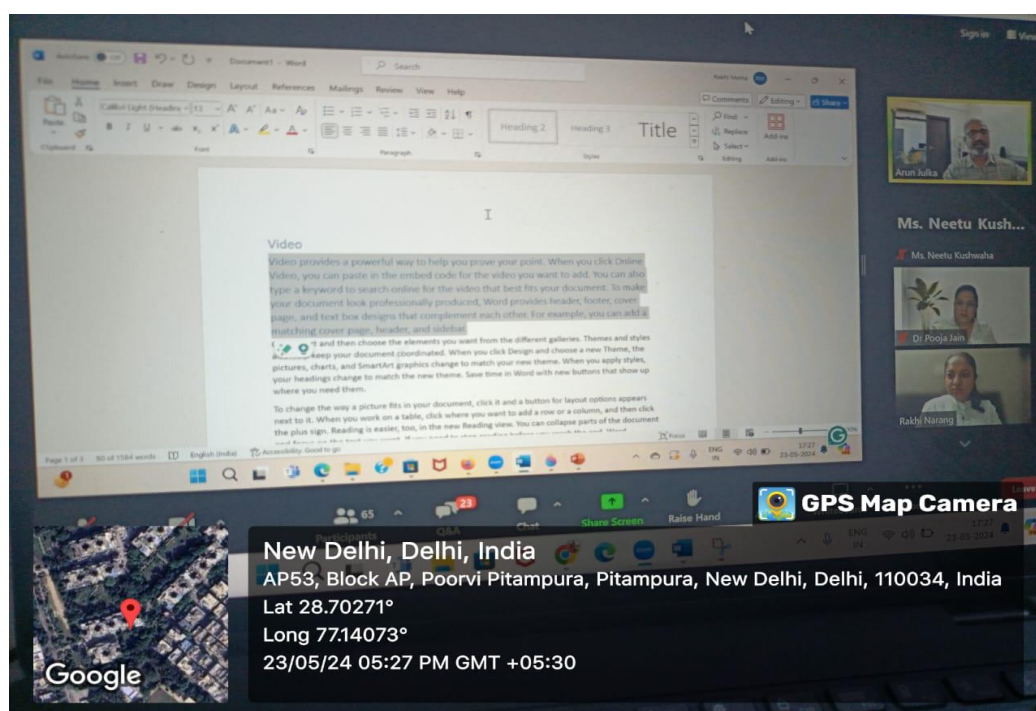
Faculty Volunteer: Dr. Rakhi Narang & Dr. Manoj Thakur

The second session of the second day of the three-day online workshop started at 5:00 PM on 23rd May 2024 and continued till 6:25 PM. The resource person started the session with MS PowerPoint, where he taught how to add speak commands and sections & subsections in the PPT. He also illustrated how Word documents can be converted into PowerPoint presentations, styling PowerPoints, adding 3D effects in PowerPoints, and exporting PPTs to videos. Furthermore, the resource person explained the correct prompt to be used in Chat GPT to get effective results. The resource persons also illustrated other useful tools like Pexels and MS-Powertoys which can help in enhancing the teaching and learning activities. In the end, the session concluded with answering the queries by the resource person and with a vote of thanks to the resource person by Dr. Vinita Kapoor.


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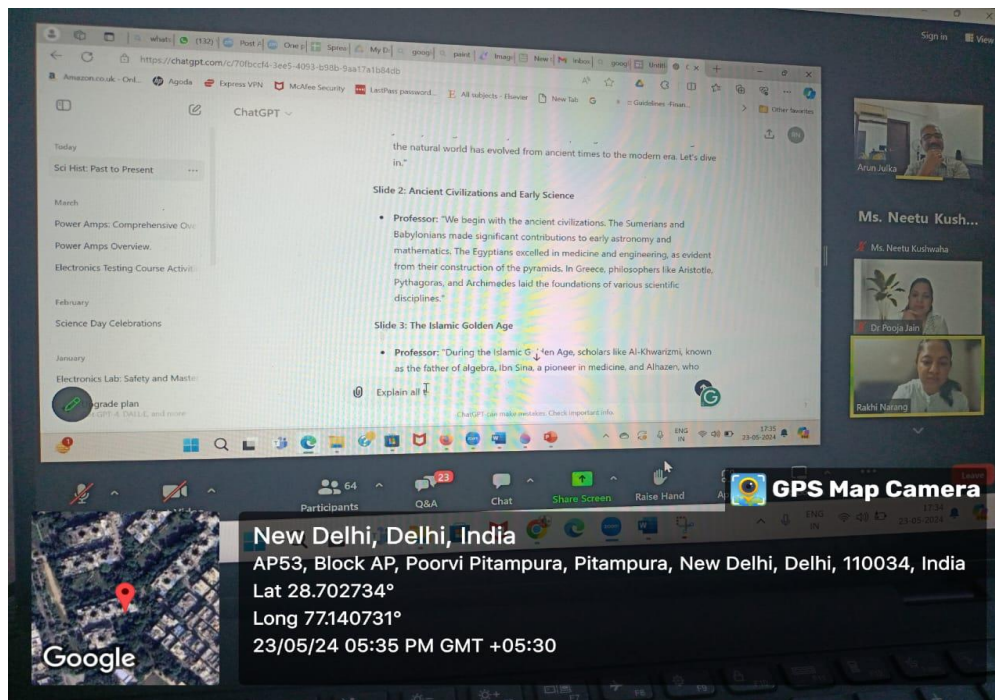


(Hands-on on PowerPoint, Volunteer by Dr. Manoj Thakur)

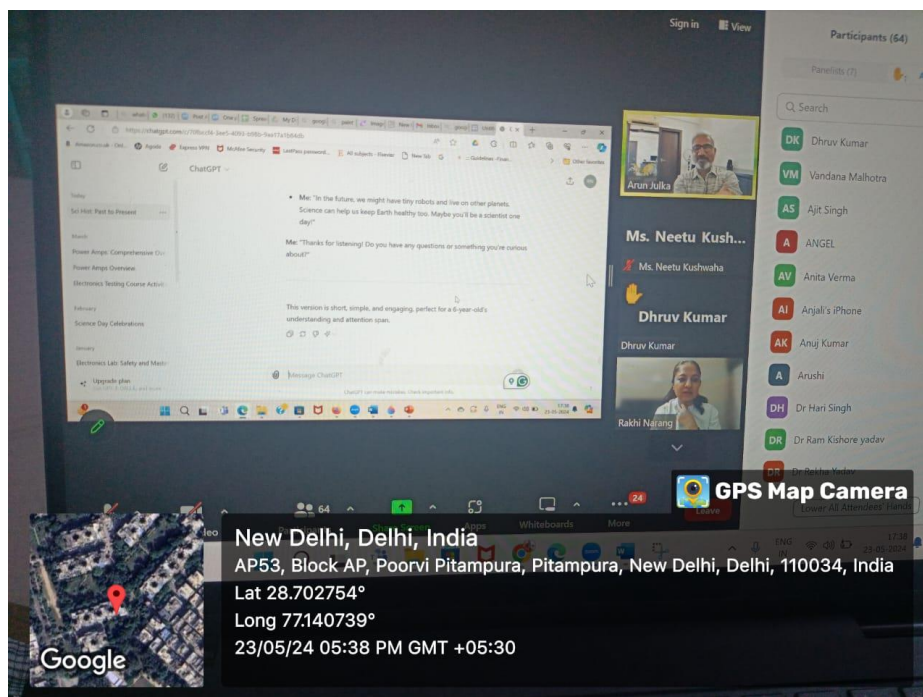


(Converting document file to PowerPoint, Volunteer by Dr. Rakhi Narang)

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(Hands-on Chat GPT, Volunteer by Dr. Rakhi Narang)



(The Resource Person answering the queries of participants)

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Day 3: 24-05-2024

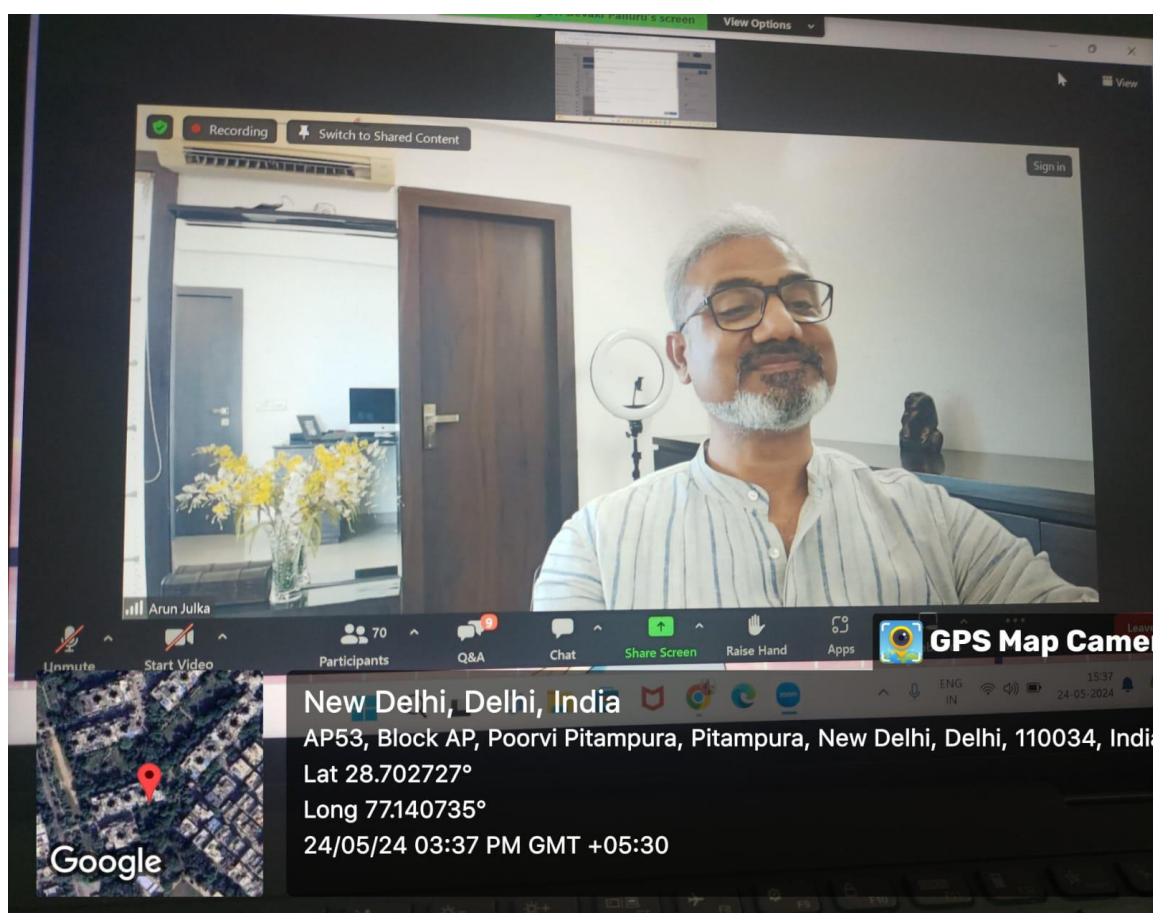
Session 1:

Moderator: Dr. Pooja Jain

Session Coordinator: Dr. P. Devaki

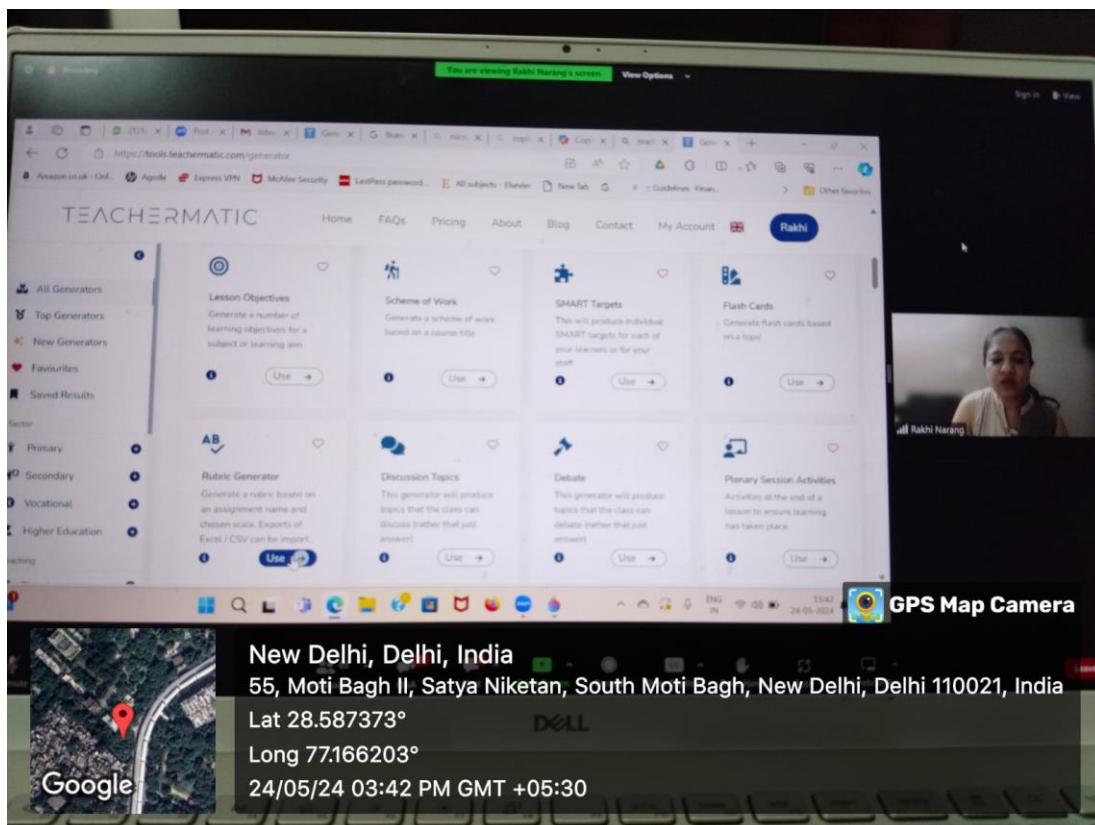
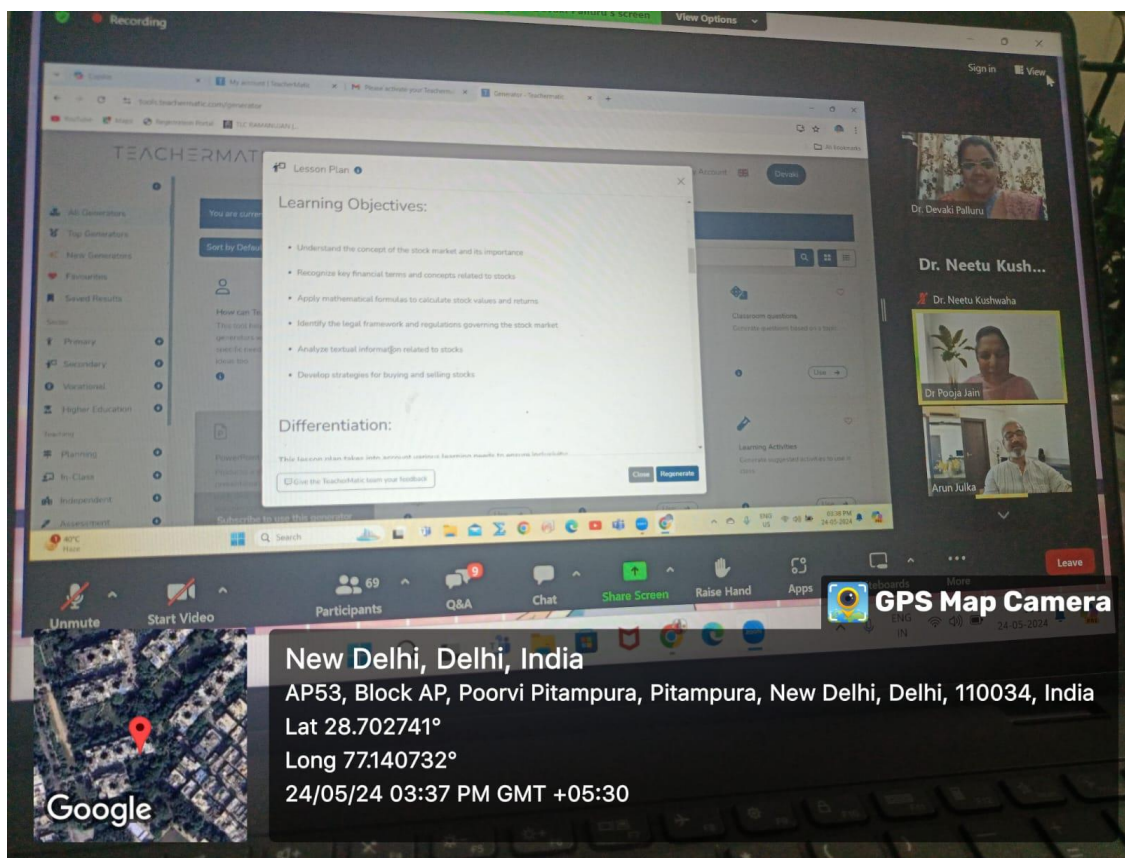
Faculty Volunteer: Dr. Rakhi Narang

The first session of day-3 of the 3- day online workshop started at 3.00 PM on 24th May 2024 and ended up at 4.35 PM. The resource person Dr. Arun Julka, Associate Professor, Department of Mathematics, Maharaja College, University of Delhi, started the session by clearing some queries of participants related to previous session talk. He explained about TEACHERMATIC usage in creating lesson plane, PPTs, class room questions, learning activities, etc. He then moved on to the GAMMA to create PPTs with in 5 mins to the prescribed topic. There was an question answer session on these concepts and resource person handled it in an effective way. The session was closed after this queries session.



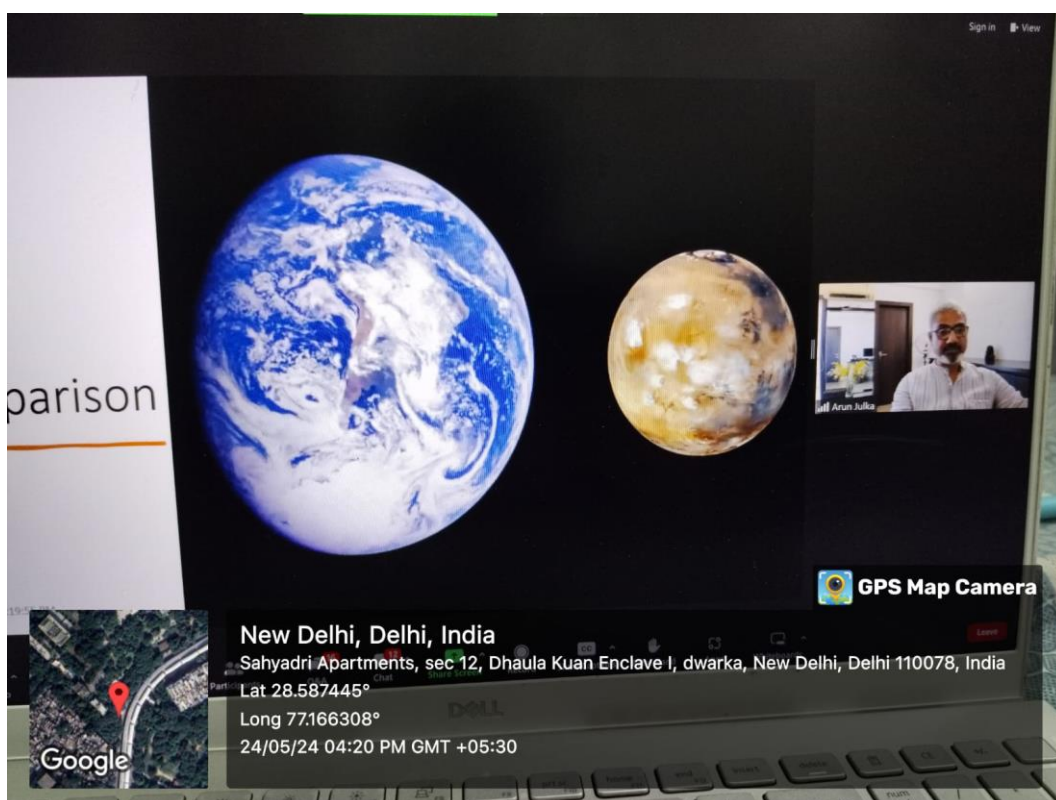
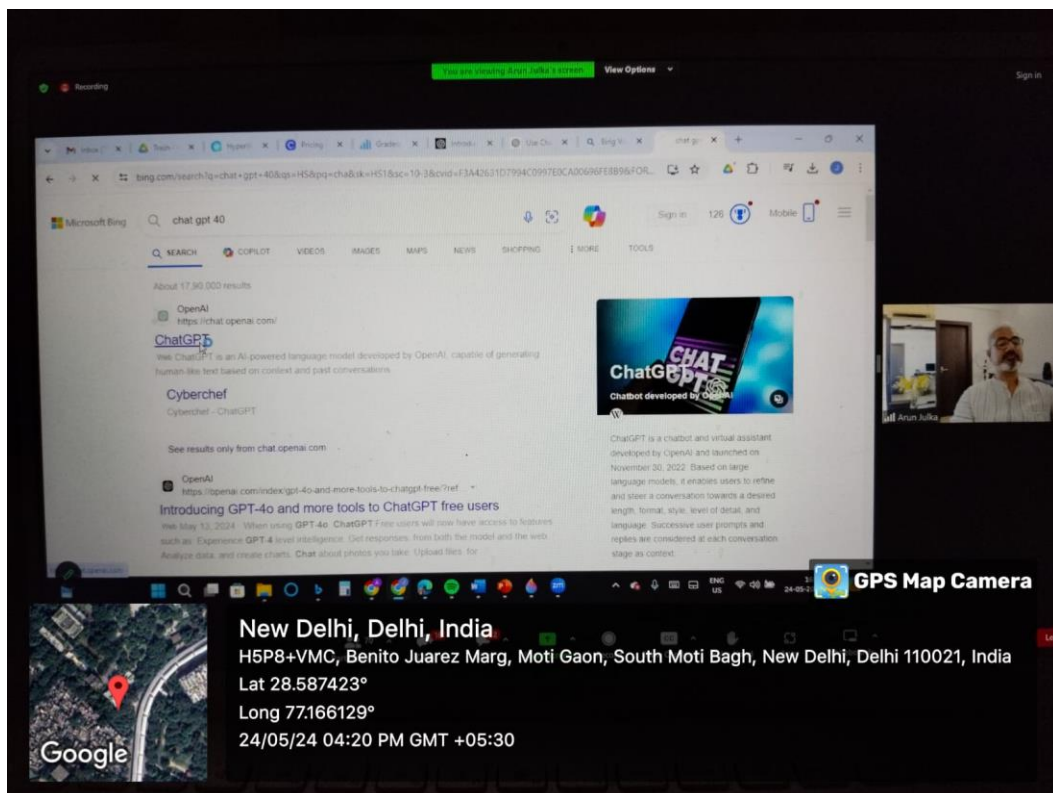
In continuation of the previous day session the Resource Person (Dr. Arun Julka) is answering the participants quarries in an interactive way.

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Dr. Arun Julka (Resource person) explaining TEACHERMATIC and its applications hands on training along with coordinators Dr. P. Devaki (member of the organizing team of workshop) and Dr, Rakhi Narang (Coordinator of the workshop)

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The Resource person (Dr. Arun Julka) explained in detail ChatGPT in an interesting way using PPT presentation with live application.

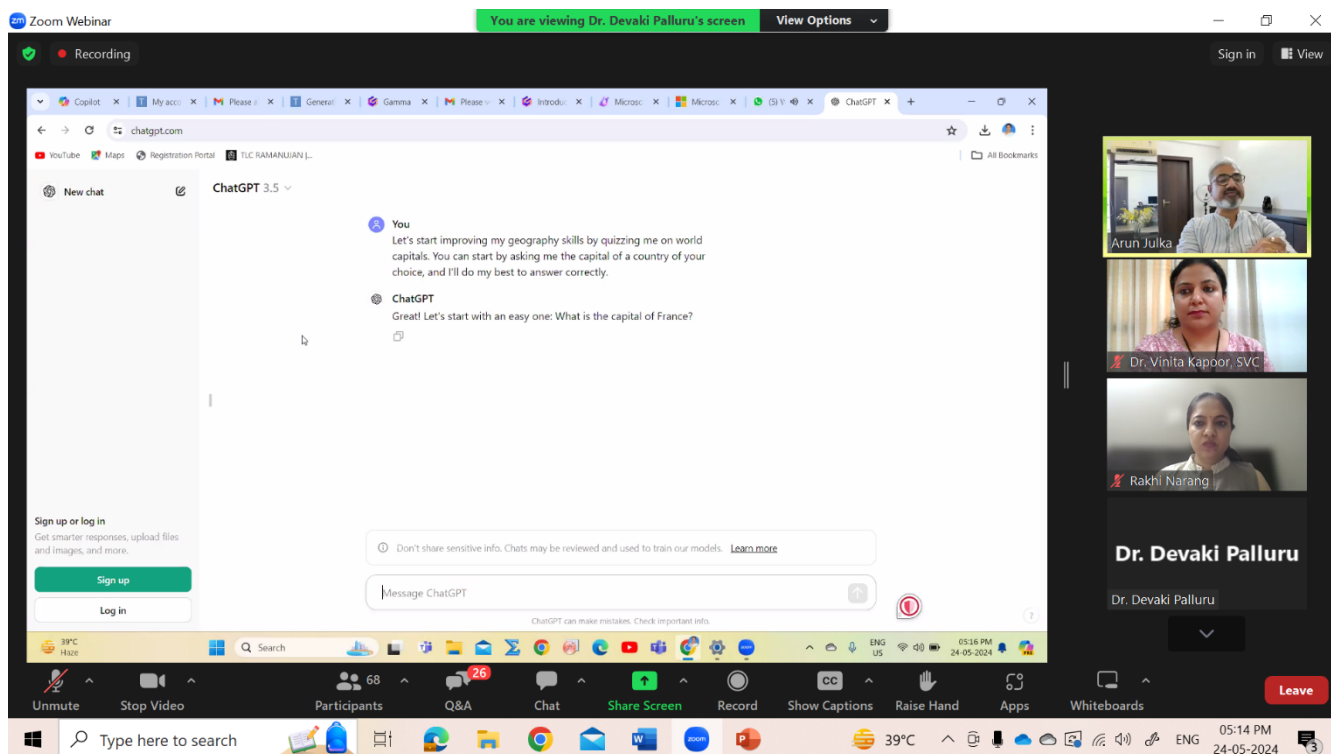
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Session 2 :

Moderator: Dr. Pooja Jain

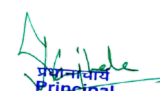
Session Co-ordinator: Dr. Vinita Kapoor

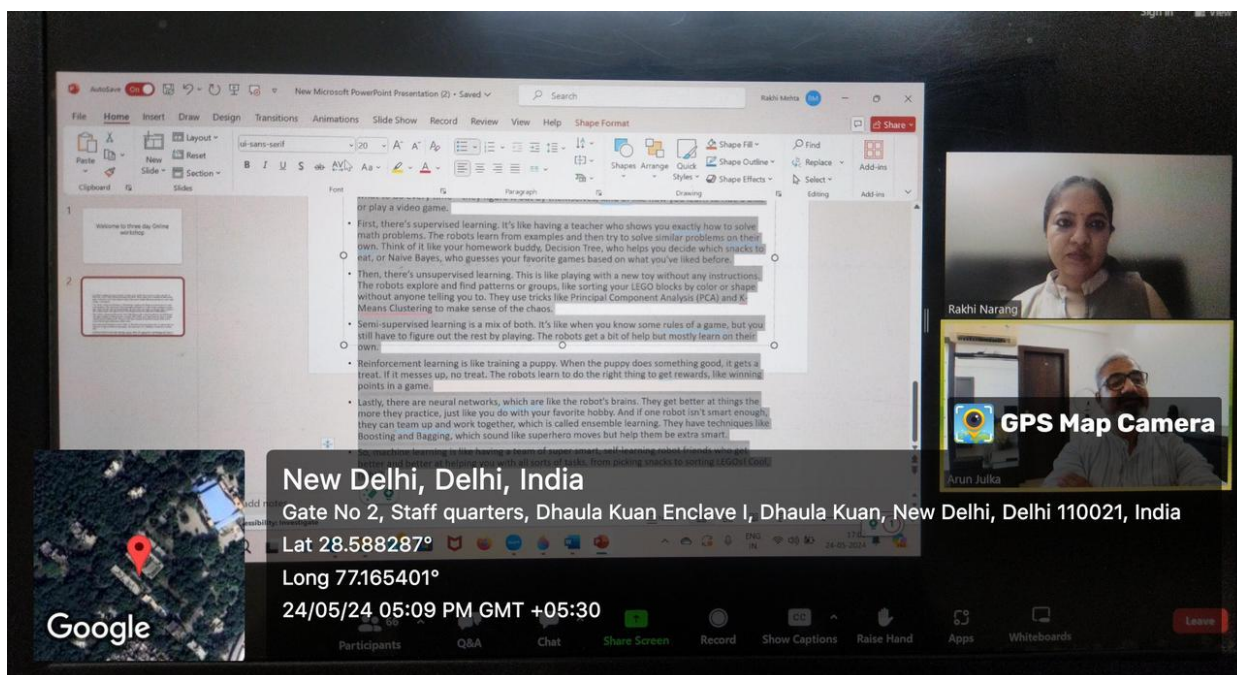
The Speaker, Dr. Arun Julka started the second session of the day by explaining the power of Chat GPT and its usefulness in different customized prompts. He also explained that not only this application is used to generate text but also for Tabular outputs, to make summaries of research papers, to design proposals, etc and many other professional and personal uses in daily life. Sir also explained the Pros and cons of using Chat GPT, mis-use, plagiarism problems etc.



(Dr. Arun Julka explaining Chat GPT and its usefulness)

Sir then switched to the use of LMS (Learning Management System) which is very useful for teachers for creating lesson plans, taking assessment, tracking attendance, tracking assignment submissions and many more features. He demonstrated an LMS <https://myeclass.academy> to our participants.

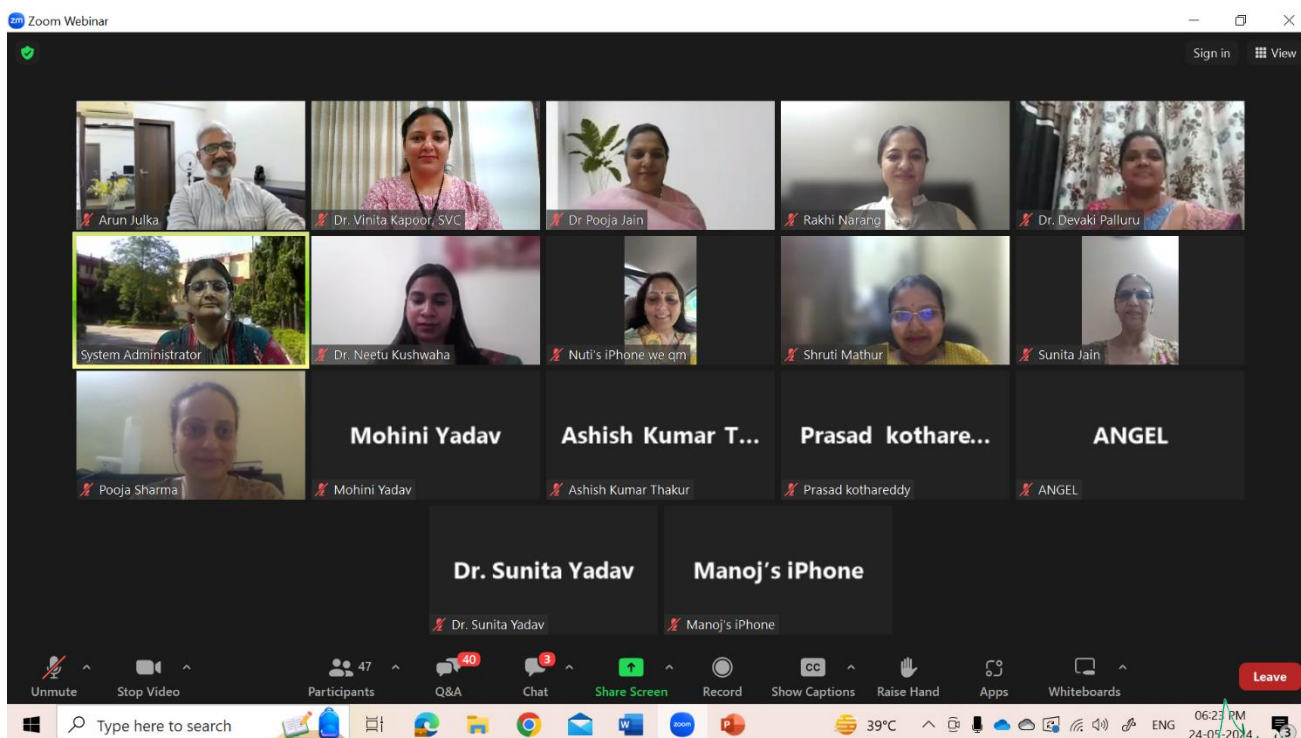

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(Dr. Arun Julka explains conversion of text file to PowerPoint directly)

Sir also demonstrated the use of Excel for taking attendance, commands to total attendance, handling huge amount of student data and many more features that proved very handy to teachers and were appreciated by all faculty members.

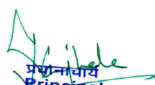
In the end, the session received a huge applause from the audience and was followed by an enthusiastic Q&A session. Sir interacted with participants and took their overall feedback which was very positive and faculty members even demanded more sessions from Sir in the future as well. Faculty members also praised the speaker for engaging, well-paced, relatable hands-on session which was very beneficial for them.



(Participants giving their feedback about the hands-on sessions)

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घोला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

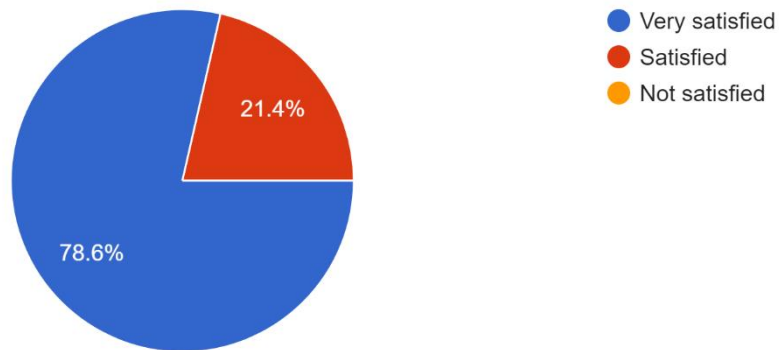
Toward the end, Dr. Vinita Kapoor (Co-ordinator) summarized the session and thanked the speaker for sharing his wealth of knowledge with SVC faculty. Then Dr. Pooja Jain (Co-ordinator) also placed on record her appreciation and gratitude for the Speaker for sparing his valuable time and conducting such useful hands-on sessions with participants. The session ended with a formal Vote of Thanks by Prof. Sharda Pasricha, Convener of the Three-Day Workshop.


प्रधानाचार्य
Principal
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धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

Feedback Analysis:

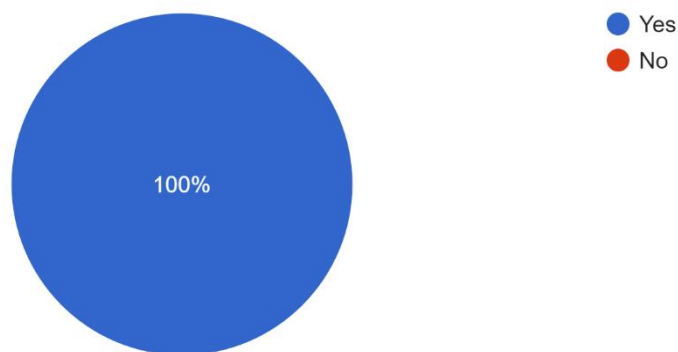
How satisfied are you with the content of the workshop?

84 responses

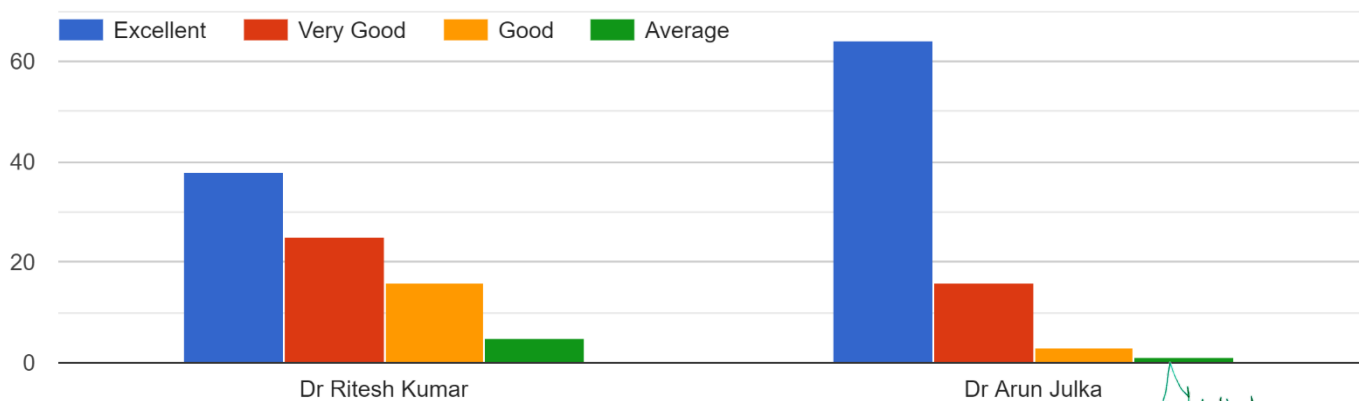


Would you like to be part of such programs in future?

84 responses



Please rate the resource persons with regards to their sessions and content.




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Permission Letter:


Tirumala Tirupati Devasthanams
శ్రీ వేంకటేశ్వర కళాశాల
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+

PERMISSION FOR ORGANIZATION OF EVENTS

NOTE: 1. Please ensure that the completion certificate of the event is physically signed by the Convener of the event, IQAC Coordinator and Principal after the event report is made.
2. Please ensure a pre booking of the venue before getting the permission letter signed.
3. A copy of this duly filled form signed by the TIC/ Convener and Principal shall be submitted to ICT sysadmin@svc.ac.in, Caretaker sandeepthra@svc.ac.in, IQAC Coordinator iqac@svc.ac.in, Dr. Arpita Kaul arpita@svc.ac.in for commerce, NSS, NCC, EOC, Empathise, Placement and Sports events, Dr. Urmi urmi.b@svc.ac.in for humanities events, Dr. P. Jayaraj jayaraj@svc.ac.in for sciences events. (Mails mentioned in SOP) and Dr. Nagendra Kumar Kalaparthi nkalaparthi@svc.ac.in, for IQAC/ NAAC criteria 1-7.

EVENT DETAILS

1. Name of the Department/Society /Association: CRITERION-2 / IQAC

2. Name of the TIC/Convenor (if any): Prof./Dr./Mr./Ms. SHARDA PASRICHA

3. Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public or community outreach/ skill enhancement/others: THREE DAY ONLINE WORKSHOP ^{USE OF AI IN TEACHING, LEARNING & EVALUATION}

4. Participants: Student-centric / Faculty/ Both

5. Event Type: Offline/Online/Hybrid; Indoor/Outdoor

6. Collaborating Agency /Organization: -

7. Proposed Title of the Event: USE OF AI IN TEACHING, LEARNING & EVALUATION

8. Tentative List of Speakers with affiliations: ① DR. RITESH KUMAR,
② DR. ARUN JOLKA (MAHARAJA AGRA SEN COLLEGE)

9. Date, Time from to : 22nd 23rd & 24th MAY 2024

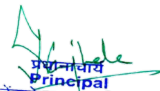
10. Financial Assistance/ Funding received (if any) IQAC

11. Proposed Budget (please attach details in a separate enclosure): 6 SESSIONS OF 1.5 hrs each (9 hrs) (RS 18000/- HONORARIUM)

12. Faculty responsible for Geo Tagged Pictures DR. MANOJ KUMAR

13. Faculty responsible for Event Report DR. POOJA JAIN

14. ICT support required, if any (ICT Lab, Laptop, LCD projector) ZOOM LINK and ZOOM SESSION (22nd-24th May 2:30-7:30 pm)


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Sri Venkateswara College (NAAC A+)
University Of Delhi

Under the Aegis of
Internal Quality Assurance Cell

Presents

THREE-DAY ONLINE WORKSHOP
ON

**Use of AI in Teaching, Learning
and Evaluation**

Date: 22 May 2024, Time: 4:00 P.M. – 07:30 P.M.
Date: 23 & 24 May 2024, Time: 03:00 P.M. – 06:00 P.M.

Online Platform: Zoom
Registration Link: <https://forms.gle/FeAxzJDK2ArKNnUG8>



HIGHLIGHTS ///

- Interactive Q&A Session
- Hands-On Learning Experience
- Exclusively for SVC Faculty
- No Registration Fee

***Participation Certificates will be given**

***75% attendance is necessary**

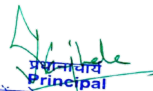
Convener Prof. Sharda Pasricha Criterion II Coordinator	Coordinators Dr. Pooja Jain Dr. Rakhi Narang Dr. Vinita Kapoor	Organizing Team Dr. Debarati Sen Dr. P. Devaki Dr. Manoj Thakur Dr. Neetu Kushwaha	IQAC Coordinator Prof. Swarn Singh	Patron Prof. Vajjala Ravi Principal
--	--	---	--	--




Principal
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhoola Kuan, New Delhi-21

Sample Certificate:




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Sri Venkateswara College
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धौला कुआं, नई दिल्ली / Dhaula Kuan, New Delhi-21

List of Participants:

S.No.	Name	Designation	Department
1	Dr. Neha Singhal	Assistant Professor	Commerce
2	Dr. Sheebani Goswami	Assistant Professor	Economics
3	Dr Pooja Sharma	Assistant Professor	English
4	Shukla Saluja	Professor	Botany
5	Dr. Navneet Kumar	Assistant Professor	Botany
6	Mahendra Pratap Pal	Assistant Professor	Mathematics
7	Sudhakar Yadav	Assistant Professor	Mathematics
8	Nimisha Sinha	Assistant Professor	Biochemistry
9	Dr. Pamil Tayal	Assistant Professor	Botany
10	Mohini Yadav	Assistant Professor	Commerce
11	Dr. Vandana Malhotra	Assistant Professor	Biochemistry
12	Dr. K. Murali Mohan Achari	Assistant Professor	Chemistry
13	Dr. T. Vasantha	Assistant Professor	Chemistry
14	Dr. Richa Misra	Assistant Professor	Zoology
15	Dr.Devendra Malapati	Assistant Professor	Commerece
16	Satheesh Perumalla	Assistant Professor	Sociology
17	Dr Mainak Mukherjee	Associate Professor	Mathematics
18	Mr. Aashish Jain	Assistant Professor	Commerce
19	Ajit Singh	Assistant Professor	Commerce
20	Dr. Haokam Vaiphei	Assistant Professor	Political Science
21	Dr. Rahul Thakur	Assistant Professor	Mathematics
22	Dr. Nisha Bohra	Assistant Professor	Mathematics
23	Anjali S. Nawani	Assistant Professor	Zoology
24	Mrs. Sunita Chhabra	Associate Professor	Commerce
25	Deepika	Assistant Professor	Commerce
26	Ninian Nauneet Kujur	Assistant Professor	Mathematics
27	Mausumi Mohanty	Assistant Professor	Economics
28	Dr. Shruti Mathur	Associate Professor	Commerce
29	Dr Deepti Jain	Associate Professor	Mathematics
30	Dr Garima Sharma	Assistant Professor	Political Science
31	Ashish Kumar Thakur	Assistant Professor	Political Science
32	Dr M Rama Naik	Assistant Professor	Commerce
33	Dr.Vedanidhi	Associate Professor	Sanskrit
34	Dr. Obaiah Jamakala	Assistant Professor	Zoology
35	Vikas Jorwal	Assistant Professor	Mathematics
36	Angel Josy Lakra	Assistant Professor	Commerce
37	Ram Lal Awasthi	Assistant Professor	Physics
38	Dr. Urmi Bhattacharyya	Assistant Professor	Sociology
39	Dr. Manvi Singh	Assistant Professor	English
40	Dr. Nuti Namita	Assistant Professor	History
41	Ms. Antima Sharma	Assistant Professor	Commerce
42	Dr. Sindhu Mani Bag	Assistant Professor	Commerce
43	Dr. P. Chengalrayulu	Assistant Professor	Commerce
44	M Krishna Rao	Assistant Professor	Sanskrit
45	Yogesh Malhotra	Assistant Professor	Economics
46	Dr. Sunitaa Saikia	Assistant Professor	History
47	Jhansi Rangu	Assistant Professor	History


 प्रिन्सिपल
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48	Dr. Namita Nayyar	Assistant Professor	Zoology
49	Dr. Rahul	Assistant Professor	Electronics
50	Dr. P. Jayaraj	Assistant Professor	Zoology
51	Dr. Vinod Kumar	Assistant Professor	Commerce
52	Dr. Mamta Arora	Associate Professor	Commerce
53	Dhruv Kumar	Assistant Professor	Hindi
54	Avinash Kumar	Assistant Professor	Hindi
55	Dr Hari Singh	Assistant Professor	Electronics
56	Dr. Rekha Yadav	Assistant Professor	Chemistry
57	Arushi	Assistant Professor	Mathematics
58	Dr. Shikha Gulati	Assistant Professor	Chemistry
59	Dr. Ravindra Varma Polisetty	Assistant Professor	Biochemistry
60	Dr Raghavendra Vemuri	Assistant Professor	Physics
61	Main Pal	Assistant Professor	Physics
62	Prof. Om Prakash	Professor	Zoology
63	Anita Verma	Professor	Zoology
64	Dr. Priya Singh	Assistant Professor	Zoology
65	Dr. Preeti Khandelwal	Assistant Professor	Zoology
66	Dr. Amrita Sharma	Assistant Professor	English
67	Rajendra Phartyal	Assistant Professor	Zoology
68	Shalini Sen	Associate Professor	Biochemistry
69	Pooja Gokhale Sinha	Assistant Professor	Botany
70	Dr. Ravuru Narasaiah	Assistant Professor	Political Science
71	Dr Sukrat Sinha	Assistant Professor	Zoology
72	Dr Ram Kishore Yadav	Associate Professor	Hindi
73	Ningmuanching	Assistant Professor	History
74	Pratibha Gaur	Associate Professor	Mathematics
75	Dr. Sunita Yadav	Assistant Professor	Botany
76	Dr. Amit Kumar	Assistant Professor	Mathematics
77	Dr. T. Satheesh	Assistant Professor	Telugu
78	Varadapureddy Sushmitha Naidu	Assistant Professor	Economics
79	Anuj Kumar	Assistant Professor	Mathematics
80	Dr. Alok Kumar Singh	Assistant Professor	Statistics
81	Dr Sarika Yadav	Assistant Professor	Biochemistry
82	Dr. Aditi Kothari Chhajer	Assistant Professor	Botany
83	Dr. Madhu Raina	Assistant Professor	Botany
84	Dr K. Prasad	Assistant Professor	Botany
85	Dr Shefali Shukla	Assistant Professor	Chemistry
86	Dr. Hina Yadav	Assistant Professor	Electronics
87	Dr. Shweta Sharma	Assistant Professor	Botany
88	Dr Chetan	Assistant Professor	Statistics
89	Dr. Shantanu Mandal	Assistant Professor	Botany
90	Neelam Kumari	Assistant Professor	Chemistry
91	Dr. Ravi Kumar Meena	Assistant Professor	Sanskrit
92	Rajbir Kaur	Assistant Professor	History
93	Dr. Guduru Krishna Kumar	Assistant Professor	Botany
94	O Sivasankar Prasad	Associate Professor	Library
95	Dr. Nutan Kala Joshi	Associate Professor	Electronics
96	Dr. Sunita Jain	Associate Professor	Electronics
97	Dr. Amrita Singh	Assistant Professor	Botany


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Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

CERTIFICATE

This is to certify that the Three-Day Online Workshop on “Use of AI in Teaching, Learning and Evaluation” was successfully conducted on 22-24th May, 2024 from 4:30 pm to 7:45 pm by Criteria 2 team members in the online mode and its event report has been submitted to IQAC for records.

Event In-Charge

Prof. Sharda Pasricha

IQAC Coordinator

Prof. Swarn Singh

Coordinator, IQAC
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Principal

Prof. Vajala Ravi

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Principal
श्री वेंकटेश्वर महाविद्यालय
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Tirumala Tirupati Devasthanams

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Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

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

EVENT REPORT

NAME OF THE EVENT: Induction Programme 2023			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
26 th to 29 th December 2023	IQAC		Dr. S Krishnakumar
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
10:00Am to 4:00PM	ICT Lab/ Seminar Hall	55	offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	IQAC		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Imparting technical and office skills to the newly inducted administrative and technical staff as well the ministerial staff in various departments
OBJECTIVES	To enhance the IT skills, introducing them to the office management software as well as introduce about online organisation of events
METHODOLOGY	Hands on Workshop
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	Mr. Vijay Aggarwal(Big Data Analyst & Automation Expert) Prof. Rina Ramdev (Department of English) Sri Venkateswara College Mr. Ravinder (PhD Scholar, University of Delhi) Prof. Ratna Raman (Department of English) Sri Venkateswara College Dr. Jitendra Veer Kalra (Department of Hindi) Sri Venkateswara College Dr. Arpita Kual (Department of Hindi) Sri Venkateswara College Dr. Robin Suyash (Department of Environmental Science) Sri Venkateswara College Dr. Pankaj (Department of Environmental Science) Sri Venkateswara College


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OUTCOMES	To enhance productivity of staff working in various departments: office, administrative, library, laboratory as well as sports.
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PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

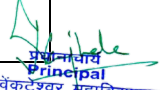
1 Notice & Letters	2 Number of Participants & Name of participants	3 Video clip	4 Photos	5 Feedback Form & analysis
6 News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites	9 Event report Attested by Event Coordinator & IQAC Coordinator	10 Any other document

IQAC Document No: IQAC/BURSAR/02	Criterion No: VII
Departmental file no: IQAC/ 2023/INDUCTION/02	IQAC file No: IQAC/2023-24

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Dr. Krishnakumar S		

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		


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Tirumala Tirupati Devasthanams

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Sri Venkateswara College

(University of Delhi)

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PERMISSION FOR ORGANIZATION OF EVENTS

NOTE: 1. Please ensure that the completion certificate of the event is physically signed by the Convener of the event, IQAC Coordinator and Principal after the event report is made.
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EVENT DETAILS

- Name of the Department/Society /Association: BURSAR'S OFFICE in collaboration with IQAC
- Name of the TIC/Convener (if any): Prof./Dr./Mr./Ms. S. KRISHNA KUMAR
- Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public or community outreach/ skill enhancement/others WORKSHOP / SKILL ENHANCEMENT
- Participants: Student-centric /Faculty/Both /admn/lab personnel
- Event Type: Offline/Online/Hybrid; Indoor/Outdoor
- Collaborating Agency /Organization:
- Proposed Title of the Event: INDUCTION 2023 WORKSHOP
- Tentative List of Speakers with affiliations:
Dr. MEENAKSHI SARAY Mr. VIJAY AGGARWAL
Mr. RAVINDER SINGH
- Date, Time from to : 26th Dec 2023 (offline) & 29th Dec 2023 further online sessions
- Financial Assistance/ Funding received (if any)
- Proposed Budget (please attach details in a separate enclosure):
Rs 30,000/-
- Faculty responsible for Geo Tagged Pictures Mr. Navam (ICT), Mr. Vikas, Ms. Roma (Admn)
- Faculty responsible for Event Report S. KRISHNA KUMAR
- ICT support required, if any (ICT Lab, Laptop, LCD projector) Yes


Principal

श्री वेंकटेश्वर महाविद्यालय
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SUMMARY

The programme started with the inaugural address of Prof. K Chandramani Singh who welcomed the participants of the Conference and emphasised on the importance of giving the best to the institution. He gave a brief glimpse of the growth of the institution and the role played by the administrative and technical staff in the same.

Dr. S Krishnakumar (Bursar) emphasised on the importance of catching up with technology towards enhancing productivity in the workspace.

Workshop on Spreadsheet Skills

Ms. Nidhi introduced the guest speaker Mr. Vijay Aggarwal who has received number of awards for his accomplishments in the field of training.

Mr. Vijay Aggarwal CA from Champ Excel introduced the participants to spreadsheet skills through Excel. He dealt at length on the export and import of data, pivot tables, conditional formatting and various formulae in excel. In this interesting session, he motivated the participants to work on the spreadsheets and grow through it. He addressed many queries of the participants relating to the applications of spreadsheet software. Mr. Ankit Bisht proposed the vote of thanks.

Women at Workplace

Mr. Dharmendra Mahto introduced Prof. Rina Ramdev to the participants and welcomed her to address the session. In her interactive session, she spoke about issues relating to women empowerment, rights of women at Workplace and issues relating to gender discrimination. She tried to explain the issue through a short documentary clips. After thus, there was a freewheeling interaction among the participants. Her thought-provoking discussions navigated topics such as gender equality, career advancement, and fostering an inclusive work environment. The seminar not only heightened awareness of workplace dynamics but also inspired a commitment to empowering and supporting women in their professional journeys. Prof. Ramdev's expertise and passion created a platform for meaningful dialogue and reflection, fostering a positive impact on attendees. A Thank You Note was proposed by Mrs. Roma Tiwari.

Workshop on Word-processing Skills

Mr. Anshul introduced the Resource Person Mr. Ravinder from Motilal Nehru College (E) to the participants. Mr. Ravinder introduced different aspects of the wordprocessing software. His comprehensive guidance demystified advanced features of word processing tools, empowering attendees with efficient document creation and editing techniques. Mr. Singh's expertise, coupled with practical demonstrations, enhanced our proficiency in utilizing word processing software. In particular, he introduced the group to techniques like insertion of tables, formatting, as well as Mailmerger which is of immense importance in everyday office activities. From formatting intricacies to time-saving shortcuts, the seminar was a valuable exploration of the nuances of document management. Mr. Vikas Motla proposed the vote of thanks.

Literature and Culture Session

The resource persons for the literature session were introduced by Mr. Naveen from ICT. The afternoon was witness to a great session on literature. Prof. Ratna Raman introduced the audience about Indian writing in English and gave many suggestions for further reading. Dr. Jitendra Veer Kalra gave a large coverage about the history of Hindi literature. The lectures emphasized the crucial role of reading and writing in shaping intellectual discourse. The seminar not only heightened appreciation for literature but also inspired a commitment to fostering a rich literary environment. The engaging session left attendees motivated to champion the transformative power of words in our communities. Mr. Sandeep proposed the vote of thanks.

Workshop on Online Organisation of Conferences

Mr. Madhusudhan introduced Dr. Arpita Kaul to the participants. In her workshop she introduced the participants to the online organisation of events. On a hands on mode, she facilitated generation of Google forms, poster making on Canva and also introduced them the process of QR Code generation. Dr. Kaul provided a comprehensive guide on leveraging virtual platforms, optimizing engagement, and overcoming

challenges in the online conference domain. Her practical tips and strategic approach equipped attendees with the necessary tools to seamlessly organize and execute successful virtual conferences. Mr. Arun Sharma proposed the vote of thanks.

Sustainability and Climate Change

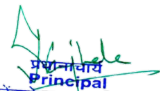
.Dr. Robin Suyesh and Dr. Pankaj Kumar drew attention to the pressing concerns on the planetary front. Their collaborative expertise illuminated the intricate relationship between biodiversity and climate change, offering innovative solutions and initiatives for a sustainable future. The seminar delved into pressing environmental challenges, providing a profound understanding of the urgent need for conservation efforts. Dr. Suyesh and Dr. Pankaj's insights fueled a sense of responsibility and inspired attendees to actively engage in preserving biodiversity, reinforcing the crucial link between ecological balance and the fight against climate change and took the team for a visit to the solar panels atop the college as well as the water harvesting structures across the College. They introduced the group to the process of compost of dry leaves. Ms. Nasreen Ansari proposed the vote of thanks.

Valedictory Session

The valedictory session was addressed by Prof. K Chandramsni Singh who welcomed Ms. Meenakshi Sahay(Jt. Registrar, University of Delhi). Dr. Krishnaskumar drew attention to the structure of the four day programme and its content. Ms. Meenakshi Sahay congratulated the participants on the completion of Induction Programme 2023. Prof. Swarn Singh also extended felicitations on the occasion.. The certificates were distributed to the participants by Ms. Sahay

The following staff attended the workshop on **"Induction Workshop 2023"** at Sri Venkateswara College, University of Delhi:-

- 1) Mr. Ankit Bisht
- 2) Mr. Vikas Motla
- 3) Ms. Roma Tiwari
- 4) Ms. N. Uma Devi
- 5) Mr. Neeraj Kumar Sharma
- 6) Mr. Neeraj
- 7) Mr. Jatin
- 8) Ms. Nasreen Ansari
- 9) Mr. Arvind Kumar
- 10) Ms. Kavita Dutt
- 11) Ms. Ekta
- 12) Mr. Jada Jagannadham
- 13) Ms. Payal Kumari
- 14) Mr. Lalit
- 15) Mr. Kalapala Anand
- 16) Mr. Arun Sharma
- 17) Ms. Shilpi
- 18) Mr. Rinku
- 19) Mr. Sandeep Luehera
- 20) Mr. Anil Kumar
- 21) Mr. Rakesh Singh
- 22) Mr. Ravish
- 23) Mr. Ashish Kumar
- 24) Ms. Kummari Manimala
- 25) Mr. Ashish Giri
- 26) Mr. Vishal Bhardwaj


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- 27) Mr. Tarsem
- 28) Mr. Jatin
- 29) Mr. Sachin
- 30) Mr. Chanderpal Singh
- 31) Mr. Baljeet
- 32) Mr. Yogender
- 33) Mr. Ram Niwas
- 34) Ms. Neetu
- 35) Mr. Nikhil Kumar
- 36) Mr. Jagmohan
- 37) Mr. Venkata Nagaraju Galeti
- 38) Mr. Lanka Satyanarayana Mr. Manish Mehra
- 39) Ms. Nidhi Gulia
- 40) Ms. Pooja Sharma
- 41) Mr. Arvind Singh Rawat
- 42) Mr. Sonu
- 43) Mr. Sachin Sharma
- 44) Mr. Tarun Mohan
- 45) Mr. Mohit Kumar
- 46) Mr. Vikas Mishra
- 47) Ms. Chetan Beniwal
- 48) Ms. Ayushi
- 49) Mr. Narendar Bharadwaj
- 50) Mr. Manoj Kumar
- 51) Mr. Vishal Kumar
- 52) Mr. Sachin

(The report benefited from the inputs of Mr. Vikas Motla,. Ms. Roma Tyiwari and Ms. Ayushi Yadav)

Proofs:


Principal
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Sri Venkateswara College
(University of Delhi)

NAAC Grade A+



Induction Workshop 2023

For newly recruited administrative,
technical, laboratory and library personnel

INAUGURATION



Prof. K Chandramani Singh
Acting Principal

RESOURCE PERSONS



Mr. Vijay Aggarwal



Mr. Ravinder Singh



Prof. Rina Ramdev



Prof. Ratna Raman



Dr. Jitendra Veer Kalra



26th-29 Dec, 2023
9:30 AM onwards



Dr. Arpita Kaul



Dr. Robin Suyesh



Dr. Pankaj

Dr. S Krishnakumar
Bursar (SVC)

Prof. KC Singh
Acting Principal (SVC)


Principal
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Induction Workshop 2023

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technical, laboratory and library personnel

SPREADSHEET SKILLS



Mr. Vijay Aggarwal
Big Data Analyst &
Automation Expert

26th December, 2023
10:00 AM - 12:30 PM

ICT Lab

Dr. S Krishnakumar
Bursar (SVC)

Prof. KC Singh
Acting Principal (SVC)


Principal
श्री वेङ्कटेश्वर महाविद्यालय
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WOMEN AT WORKPLACE



Prof. Rina Ramdev
Department of English
Sri Venkateswara College

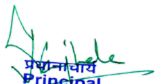
26th December, 2023

02:00 PM - 03:30 PM

Seminar Hall

Dr. S Krishnakumar
Bursar (SVC)

Prof. KC Singh
Acting Principal (SVC)


Principal
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Induction Workshop 2023

For newly recruited administrative,
technical, laboratory and library personnel

WORD PROCESSING SKILLS



Mr. Ravinder
PhD Scholar,
University of Delhi

27th December, 2023
10:00 AM - 12:30 PM

ICT Lab

Dr. S Krishnakumar
Bursar (SVC)

Prof. KC Singh
Acting Principal (SVC)


Principal
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Induction Workshop 2023

For newly recruited administrative,
technical, laboratory and library personnel

CULTURE OF READING & WRITING



Prof. Ratna Raman
Department of English
Sri Venkateswara College



Dr. Jitendra Veer Kalra
Department of Hindi
Sri Venkateswara College

27th December, 2023

02:00 PM - 03:30 PM

Seminar Hall

Dr. S Krishnakumar
Bursar (SVC)

Prof. KC Singh
Acting Principal (SVC)


Principal
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धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

Date - 26 Dec 2023

Induction Workshop 2023 : Spreadsheet Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
1	CHETAN	SPORTS	Chetan
2	Manish Menka	Statistics	Manish
3	Ashish Kumar	Electronics	Ashish
4	Jagmohan	Physics	Jagmohan
5	MANIMALA	Electronics	Manimala
6	Sandeep	Botany	Sandeep
7	Venkata Nagesh Chaitanya	Physics	Venkata Nagesh Chaitanya
8	Anil Kumar	Botany	Anil Kumar
9	Shilpi	Botany	Shilpi
10	Rakesh Singh	Botany	Rakesh Singh
11	YOGENDER	Chemistry	Yogender
12	Rinku	Botany	Rinku
13	Ravish	Botany	RAVISH
14	Nikhil Kumar	Chemistry	Nikhil Kumar
15	Jatin	Chemistry	Jatin
16	TARSEM	Chemistry	TARSEM
17	Sachin	Zoology	Sachin
18	Vishal Bhardwaj	Chemistry	Vishal Bhardwaj
19	Ashish Gini	Chemistry	Ashish Gini

Bursar

Principal

Date - 26 Dec 2023

Induction Workshop 2023 : Spreadsheet Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
20	Mohit Kumar	Zoology	Mohit
21	Neetu	Chemistry	Neetu
22	Ramniwas	Chemistry	Ramniwas
23	Nidhi	Zoology	Nidhi
24	Sonu	Zoology	Sonu
25	Pooja	Zoology	Pooja
26	Rajal Kumari	BioTechnology	Rajal Kumari
27	S. Sharmila	Hostel	S. Sharmila
28	Vikas Mishra	Hostel	Vikas Mishra
29	Nasim Ansari	Library	Nasim Ansari
30	Roma Tiwari	Accounts	Roma Tiwari
31	Kavita Dutt	Library	Kavita Dutt
32	Neeraj	Library	Neeraj
33	ARVIND KUMAR	Library	ARVIND KUMAR
34	Tabin	Library	Tabin
35	Chander Pal Singh	Chemistry	Chander Pal Singh
36	Naveen K. Sharma	Library	Naveen K. Sharma
37	TARUN MOHAN	Zoology	TARUN MOHAN
38	N. Uma Devi	Administration	N. Uma Devi

Bursar

Principal

Date - 26 Dec 2023

Induction Workshop 2023 : Spreadsheet Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
39	L. Satyanarayana	Physics	L. Satyanarayana
40	Narender Bhardwaj	ICT	Narender Bhardwaj
41	Jada Jagannadham	ICT	Jada Jagannadham
42	Ayushi Yadav	ICT	Ayushi Yadav
43	Sachin	Chemistry	Sachin
44	BALJEET	Chemistry	BALJEET
45	Anu Sharma	Botany	Anu Sharma
46	Kalpita Anand	Bio-chemistry	Kalpita Anand
47	Ravish	Botany	RAVISH
48	Sachin Kumar Sharma	Library	Sachin Kumar Sharma
49	L. Satyanarayana	Physics	L. Satyanarayana

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Date - 27 Dec 2023

Induction Workshop 2023 : Word Processing Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
1	Mohit Kumar	Zoology	Mohit
2	Sachin	Chemistry	Sachin
3	Sonu	Zoology	Sonu
4	Sachin	Zoology	Sachin
5	Kolapala Anand	Bio-chemistry	Kolapala
6	Chander Pal Singh	Chemistry	Chander
7	Pooja Kumari	Bio-Technology	Pooja
8	Vishal Bhardwaj	Chemistry	Vishal
9	Nikhil Kumar	Chemistry	Nikhil
10	Tatin	Chemistry	Tatin
11	Ram Niwas		Ram Niwas
12	Ashish Gini	Chemistry	Ashish
13	Ankit Rishi	Principal's Office	Ankit
14	Vikas Motta	Accounts	Vikas
15	Sandeep Luchan	Botany	Sandeep
16	Ashish Kumar	Electronics	Ashish
17	Kumari Namita	Electronics	Kumari
18	Jyoti	Physics	Jyoti
19	Anil Kumar	Botany	Anil

Bursar

Principal

Date - 27 Dec 2023

Induction Workshop 2023 : Word Processing Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
37	Venkat Nayana Goleti	Physics	Venkat
40	YOGENDER	Chemistry	Yogender
41	TARSEM	Chemistry	TARSEM
42	Ravish	Botany	Ravish
43	Rinku	Botany	Rinku
44	21/12/21	Botany	21/12/21
45	BALDEET	Chemistry	Baldeep
46	CHETAN	Department of Physical Edu.	Chetan
47	NEETU	Chemistry	Neetu
48	Namj Chimer	Accounts	Namj
49	Manish Mehra	Statistics	Manish
50	Lanka. S. Tyagaraj	Physics	Lanka

Bursar

Principal

Date - 27 Dec 2023

Induction Workshop 2023 : Word Processing Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
20	Adit	Bio-Technology	Adit
21	Neeraj	Library	Neeraj
22	Sachin Kumar Sharma	Library	Sachin
23	ARVIND KUMAR	Library	Arvind
24	Manish Mehra	Statistics	Manish
25	Neha P. Sharma	Library	Neha
26	Ekt	Library	Ekt
27	Anu Sharma	Botany	Anu
28	Jyoti	Library	Jyoti
29	Naseem Ansari	Library	Naseem
30	H. Ram Niwas Goupy	Chemistry	H. Ram
31	Kavita Datta	Library	Kavita
32	Naseem Bhardwa	Library	Naseem
33	Roma Tiwari	Accounts	Roma
34	Vishal Kumar	ICT	Vishal
35	Reja Sharma	Zoology	Reja
36	Shikhi	Botany	Shikhi
37	Anshu Jaiswal	Maths	Anshu
38	S. Sharmila	Hostel	S. Sharmila

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Date - 28 Dec 2023

Induction Workshop 2023 : Organising Conferences Online

Attendance Sheet

S. No.	Name of participant	Department	Signature
1.	Rajal Kumari	Bio-Technology	Rajal
2.	Nikhil Kumar	Chemistry	Nikhil
3.	Vishal Bhardwaj	Chemistry	Vishal
4.	BAWERT	Chemistry	Bawert
5.	Ram Nivas	Chemistry	Ram
6.	Galit	Bio Chemistry	Galit
7.	TARSEM	CHEMISTRY	TARSEM
8.	Tatin	Chemistry	Tatin
9.	Sandeep	Botany	Sandeep
10.	Sachin	Chemistry	Sachin
11.	N. Uma Devi	Administration	Uma
12.	CHETAN	SPORTS	Chetan
13.	Ashish Kumar	Electronics	Ashish
14.	Jagadeesh	Physics	Jagadeesh
15.	AURAT Bhatt	Principal's Office	Auratt
16.	Mohit Kumar	Zoology	Mohit
17.	Venkata Nagesh Guleri	Physics	Venkata
18.	YOGENDER	Chemistry	Yogender
19.	Rinku	Botany	Rinku

Bursar

Principal

Date - 28 Dec 2023

Induction Workshop 2023 : Organising Conferences Online

Attendance Sheet

S. No.	Name of participant	Department	Signature
48.	Kavita Dutt	Library	Kavita
49.	Elita	Library	Elita
50.	Narandea Bhardwaj	ICT	Narandea
51.	Sachin Kumar Sharma	Library	Sachin
52.	Sonu	Zoology	Sonu
53.	Mohit Kumar	Zoology	Mohit
54.	Ashish Gini	Chemistry	Ashish
55.	Nidhi Gulia	Zoology	Nidhi
56.	Lanka Satyanarayana	Physics	Lanka

Date - 28 Dec 2023

Induction Workshop 2023 : Organising Conferences Online

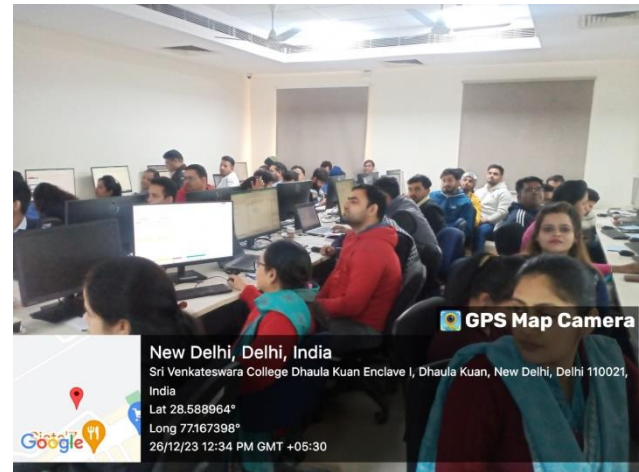
Attendance Sheet

S. No.	Name of participant	Department	Signature
20.	Manj Kumar	Accounts	Manj
21.	Vishal Kumar	ICT	Vishal
22.	Anu Sharma	Botany	Anu
23.	Vikas Motla	Accounts	Vikas
24.	Anil Kumar	Botany	Anil
25.	Rajis Sharma	Zoology	Rajis
26.	Shilpi	Botany	Shilpi
27.	S Sharmila	Hostel	S Sharmila
	K. Manimata	Electronics	K. Manimata
29.	Manish Mehta	Statistics	Manish
30.	Kalapala Anand	Bio-chemistry	Kalapala
31.	Neeha	Chemistry	Neeha
32.	Roma Tiwari	Accounts	Roma
33.	Anushi Yadav	ICT	Anushi
43.	Vishal Kumar	ICT	Vishal
44.	Neeraj	Library	Neeraj
45.	ARVIND KUMAR	Library	Arvind
46.	Chandrapal Singh	Chemistry	Chandrapal
47.	Naseem Ansari	Library	Naseem

Bursar

Principal

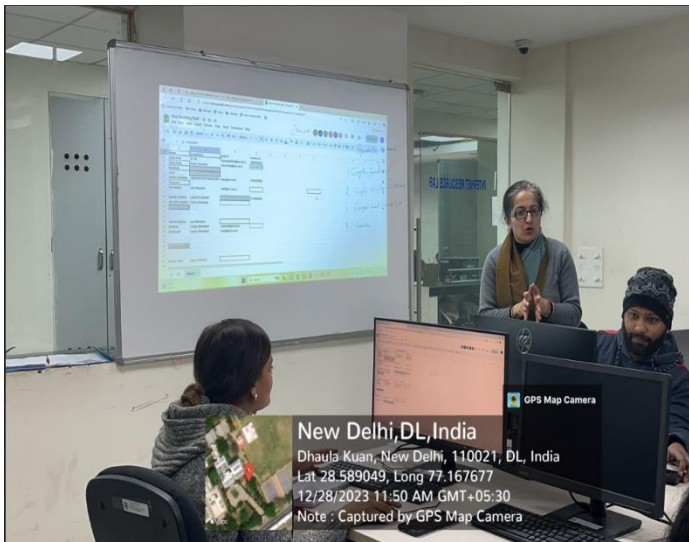
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Signature
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श्री वेङ्कटेश्वर महाविद्यालय
Sri Venkateswara College
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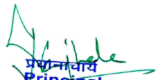


प्रधानाचार्य
 Principal
 श्री वेंकटेश्वर महाविद्यालय
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Tirumala Tirupati Devasthanams

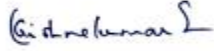
శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College
(University of Delhi)

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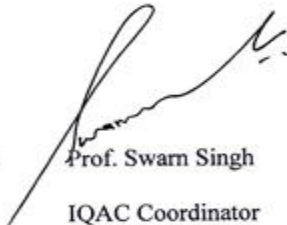
CERTIFICATE

This is to certify that **Induction Programme 2023** was successfully conducted from 26th to 29th of December 2023 by the Bursar's Office in collaboration with IQAC in the (Offline) mode and its event report has been submitted to IQAC for records.



Dr. S Krishnakumar

Event In-Charge


Prof. Swarn Singh

IQAC Coordinator



Prof. K. Chandramani Singh

Principal


Principal
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Tirumala Tirupati Devasthanams

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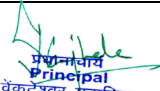
**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

EVENT REPORT

NAME OF THE EVENT: NEP Framework			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
7 th July, 2023	SVC	IQAC	Dr. Nandita Narayanasamy Dr. Neha Singhal,
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
10:00 AM to 12:30 PM	Room No. 57, Sri Venkateswara College	45	Indoor/ Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	SRI VENKATESWARA COLLEGE, UNIVERSITY OF DELHI		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	An orientation programme on “NEP Framework”
OBJECTIVES	The objective was to provide an orientation of NEP Framework 2020 and to highlight certain points that must be told to students before they give their subject options.
METHODOLOGY	A power point presentation along with the hand-out were used for orientation programme.
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	Dr. Nandita Narayanasamy Member, NEP Core Committee, Department of Biochemistry, DU; Standing committee, Biological science course Dr. Neha Singhal Nodal Officer, NEP-UTSAH Portal
OUTCOMES	The teachers learnt about the minute details and intricacies involved in NEP framework which will help them to float subject options and frame time table.


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धौला कुआँ, नई दिल्ली / Dhola Kuan, New Delhi-21

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

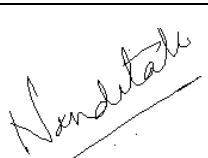
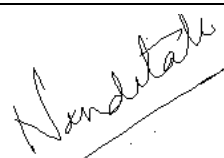
1 Notice & Letters ✓	2 Number of Participants & Name of participants ✓	3 Video clip	4 Photos ✓	5 Feedback Form & analysis
6 News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites	9 Event report Attested by Event Coordinator & IQAC Coordinator	10 Any other document

IQAC Document No: IQAC/SVC/2022-2023/35

Criterion No: 1-7

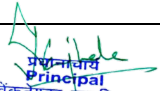
Departmental file no: SVC/2022-23

IQAC file No: SVC/2022-23

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
 DR. NANDITA NARAYANSWAMY	 DR. NANDITA NARAYANSWAMY	
 DR. NEHA SINGHAL	 DR. NEHA SINGHAL	

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		


 प्रिन्सिपल
 Principal
 श्री वेंकटेश्वर महाविद्यालय
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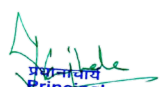
Event Report

Sri Venkateswara College, University of Delhi, organized an orientation programme on the "NEP Framework" on 7th July 2023. The event aimed to discuss the implementation of the New Education Policy, 2020. All the TICs/Coordinators, IQAC Coordinator, IQAC Criteria 1-7 Coordinators, SEC/VAC/AEC/APC Coordinators, Time Table Committee Coordinator, Cluster Coordinator, Teaching and Non-Teaching Staff, and Dealing Assistants of different courses (admin section) were present.

The inaugural began at 10:00 AM with Prof. C. Sheela Reddy, Principal, SVC, giving the opening remarks of the orientation programme. She addressed the gathering with a warm welcome.



(Prof. C. Sheela Reddy, Principal, SVC, addressing the gathering)


Principal
श्री वेंकटेश्वर महाविद्यालय
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The same was then followed by **Dr. Neha Singhal, Nodal Officer, NEP-UTSAH Portal**, taking the floor. She explained the PowerPoint Presentation that shed light on the Undergraduate Curriculum Framework-2022 (UGCF-2022). She elaborated on the framework in detail and also explained how the framework is meant to bring about systemic change in the higher education system in the University and align itself with the New Education Policy, 2020.



(Dr. Neha Singhal, Nodal Officer, NEP-UTSAH Portal explaining the PPT)

She then invited the resource person, **Dr. Nandita N Member, NEP Core Committee, Department of Biochemistry, DU; Standing committee, Biological science course Member, Standing Committee, Department of Biochemistry, University of Delhi**. She then explained the NEP Framework on blackboard.

The doubts of all the participants were also answered by Dr. Nandita Narayanswamy and Dr. Neha Singhal. It was ensured that none of the participants' doubts remained unanswered.



(Dr. Nandita Narayanswamy and Dr. Neha Singhal addressing doubts of the participants)

The event concluded successfully at 12:30 PM.

Participants List with Attendance (Total Number of Participants-45)

<u>Orientation for NEP framework.</u>			
S.No.			7/7/2022 10 AM-12P.
Name			Signature
1.	Krishnakumar S.	Member IQAC	Giduchan L
2.	Swarn Singh	Coordinator, IQAC	Swarn Singh
3.	Dr. Mamta Arora	TIC (Commerce)	Mamta Arora
4.	DR. C.S. RAWAT	प्रधान-पठन	CS Rawat
5.	Dr. SANTAY KUMAR	Life Sciences	Santay Kumar
6.	Dr. M.K. SINGH	Coordinates clusters	M.K. Singh
7.	Dr. Mercy Jacob	TIC, Chemistry	Mercy Jacob
8.	Dr. Pratima Gya	TIC, Physics	Pratima Gya
9.	DR. SARIKA YADAV	TIC, Biochemistry	Sarika Yadav
10.	Dr. Deepti Jain	Criterion 1, Coordinator VAC coordinator	Deepti Jain
11.	Dr. Shruti Mathur	Criteria 5 coordinator & SEC coordinator	Shruti Mathur
12.	Prof. Sharda Pasricha	Criterion 2 coordinator	Sharda Pasricha
13.	Dr. Nimisha Sinha	Time Table committee conven. + Criterion 4 coordinator	Nimisha Sinha
14.	GEETA J. SODHI	TIC, Sociology	Geeta J. Sodhi
15.	Rina Kaur	English Dept T.I.C	Rina Kaur
16.	DR. ROM KISHORE YADAV	Deputy Head	Rom Kishore Yadav
17.	Ashish Kumar Thakur	Criterion 7, Pol. Science	Ashish Kumar Thakur
18.	Dr. HAOKAM VAIPHEI	IQAC Coordinator, B.I.Sc. A	Dr. Haokam Vaiphei
19.	Dr. Nuti Namita	IQAC Coordinator History on behalf of TIC (History)	Nuti Namita

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S. No.	Name	Dept. / Designation	Signature
20	Om Prakash	Zoology / Professor	Om Prakash
21.	Dr. Varika Mathur	Zoology / Professor	Varika
22.	Dr. Devenwar. M	Commerce	Devenwar
23	Dr. M. Rama Rao	Commerce	Rama Rao
24.	Prof. Veena Budhaya	TIC (Statistics)	Veena
25.	Dr. R.K. Budhaya	TIC (Maths)	R.K. Budhaya
26.	Dr. Nishit Yadav	Coordinator (B.A. Prog)	Nishit
27	Dr. Robin Singh	Env. Sciences	Robin Singh
28	J.P. Mishra	Administration	J.P. Mishra
29	Rajiv Gopal	Admin	Rajiv Gopal
30	Kumar Ashish	Assistant	Ashish
31.	Pankaj Kumar Bhati	MTS (Office)	Pankaj
32.	Arun Sharma	Lab Assistant	Arun
33.	Madan Lal Gargam	S.O. Admin	Madan Lal
34.	N. Uma Devi	Jr. Asst. (Admin)	N. Uma Devi
35.	Antima Sharma	Commerce	Antima
36.	Misa Rebecca Jini	Junior Assistant	Misa Rebecca
37	DR. Kanwal Singh	T.I.C. Sanskrit	Kanwal Singh
38.	Dr. Shubla Sahay	Botany / TIC.	Shubla Sahay
39	Shakuntla Wadhwa	Mathematics	Shakuntla Wadhwa
40.	Dr. Nenu Kumar	Electronics (TIC)	Nenu Kumar
41	Dr. Aruna Rao	Economics (TIC)	Aruna Rao
42	Dr. Namita Pandey	B.P. Sc	Namita
43.	Ms. Sheebani Goswami	Economics	Sheebani
44	Mr. Yogesh Malhotra	Economics	Yogesh
45	Prof. S. Seeniramu	Tamil / Telugu	Seeniramu

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UNIVERSITY OF DELHI

Ref No. SVC/SPA Office/Notice/2023

Date: 03.07.2023

NOTICE

It is hereby notified that an orientation programme on “**NEP Framework**” is scheduled on 7th July, 2023 (Friday) at 10:00 A.M. in the Room No. 57, Science Block. It is mandatory for the following to attend the same:-

1. All TICs / Coordinators.
2. IQAC Coordinator.
3. IQAC Criteria 1-7 Coordinators.
4. SEC Coordinator.
5. VAC Coordinator.
6. AEC (EVS & Languages) Coordinators.
7. APC Coordinator.
8. Time Table Committee Coordinator.
9. Cluster Coordinator.
10. Dealing Assistants of different courses (Admin Section).

Copy to:

1. All concerned persons.
2. Office file.

C. Dhula Kuan
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[Signature]
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Tirumala Tirupati Devasthanams

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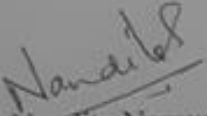
Sri Venkateswara College

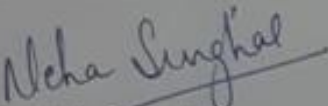
(University of Delhi)

NAAC Grade A+

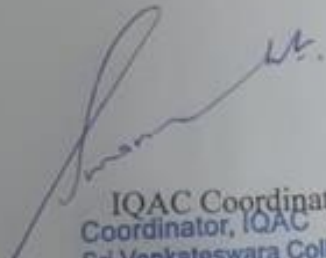
CERTIFICATE

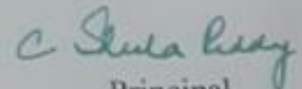
This is to certify that the Orientation Programme on NEP Framework, (2020) was successfully conducted on July 7, 2023 from 10:00 A.M to 12:30 P.M by IQAC in the Offline mode and its event report has been submitted to IQAC for records.

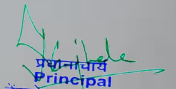

Dr. Nandita Narayanswamy


Dr. Neha Singhal

Event In-Charge


IQAC Coordinator
Coordinator, IQAC
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021


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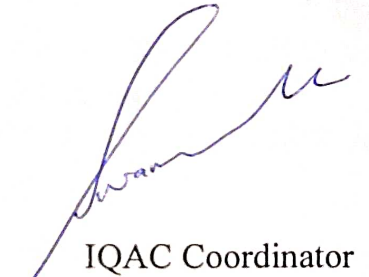
NAAC Grade A+

CERTIFICATE

This is to certify that the राष्ट्रिय शिक्षा नीति 2020: प्रथम तथा तृतीय सेमेस्टर के विशेष संदर्भ में was successfully conducted on 21/08/2023 from 11:45 am to 12:45 pm by Department of Sanskrit in the Offline mode and its event report has been submitted to IQAC for records.

अंकाश्वि

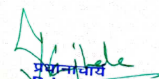
Event In-Charge


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Coordinator, IQAC
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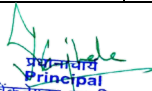
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EVENT REPORT

NAME OF THE EVENT: One-Week Online Faculty Development Programme on “Skill Enhancement Courses (Digital Marketing, Personal Financial Planning and Innovation & Entrepreneurship)”			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
1-02-2024 to 7-02-2024	Commerce	Commerce	Dr Mamta Arora & Dr Pooja Jain
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
2:30 pm till 3:30 pm and 3:45 pm till 5:15 pm	ZOOM https://us06web.zoom.us/j/89369020598?tk=WYyXQtbJPzbbEsbN1JFRxnHu4Lx3yRIoD0tMSg3gt3c.DQYAAAAUzs8IthZqRHMzVEcxOVNfNnpuMGNxV2tuR0RBAAAAAAAAAAAAAAAAAAAAAA	93	Online
FINANCIAL SUPPORT/ASSISTANCE (if any):	Registered Participants paid fees of ₹ 500; this amount was handled by Mahatma Hansraj Faculty Development Centre. They provided the online support for the conduct of the FDP and made all the requisite payments.		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	One-Week Online Faculty Development Programme on “Skill Enhancement Courses (Digital Marketing, Personal Financial Planning and Innovation & Entrepreneurship)”	
OBJECTIVES	• To give a better understanding of the subject matter. • Preparing faculty for successful dissemination of knowledge. • Encourage the process of creative thinking among teachers for upgraded andragogy. • Train the teachers to promote creative mind-set among students. • To enable the teachers to carve the student's perspective • Equip our teachers for augmenting the horizon of understanding of students. Preparing teachers to develop skills among students to work in teams and build connections, collaborations and social networks.	
METHODOLOGY	The programme had 2 online live sessions every day from 2:00 p.m. - 3:30 p.m. and 3:45 p.m. - 5:15 p.m. assessment was done with the help of Multiple choice questions based tests for every live sessions. Recordings were also shared with the participants.	


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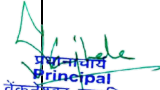
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	• Prof A.K. Singh, Head & Dean, Department of Commerce, University of Delhi. • Prof. Sunaina Kanojia, Department of Commerce, University of Delhi. • Prof. R.P. Tulsian, Shaheed Bhagat Singh (Evening) College, University of Delhi. • Mr. Rajiv Gupta, Head of India Tax, Apollo Tyres • Prof. Ashish Chandra, Department of Commerce, University of Delhi. • Dr. Sumangla Rathore, Suyash College, Hyderabad	
OUTCOMES	• The participants learnt the basic understanding of the subject matter covered in the programme. • It enhances teachers to develop the skills among the students to work in teams. The participants learnt about how to promote the creative mind-set among students.	

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

1 Notice & Letters 	2 Number of Participants & Name of participants 	3 Video clip	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 Any other document

IQAC Document No:	IQAC/SVC/2023-24/COM/27	Criterion No:	III & VI
Departmental file no:		IQAC file No:	

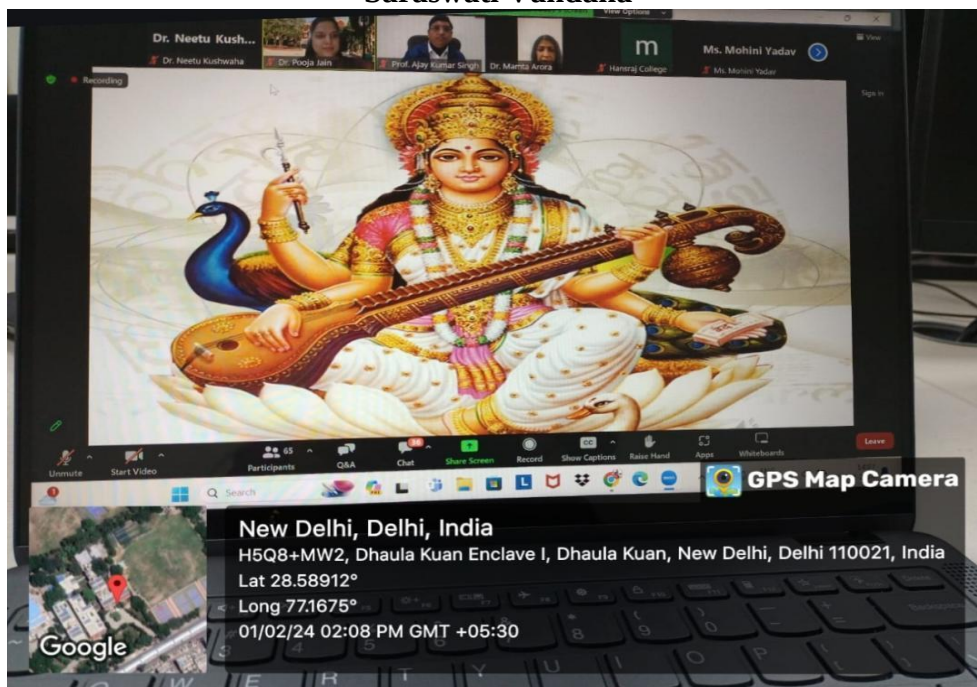
NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
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 प्रिन्सिपल
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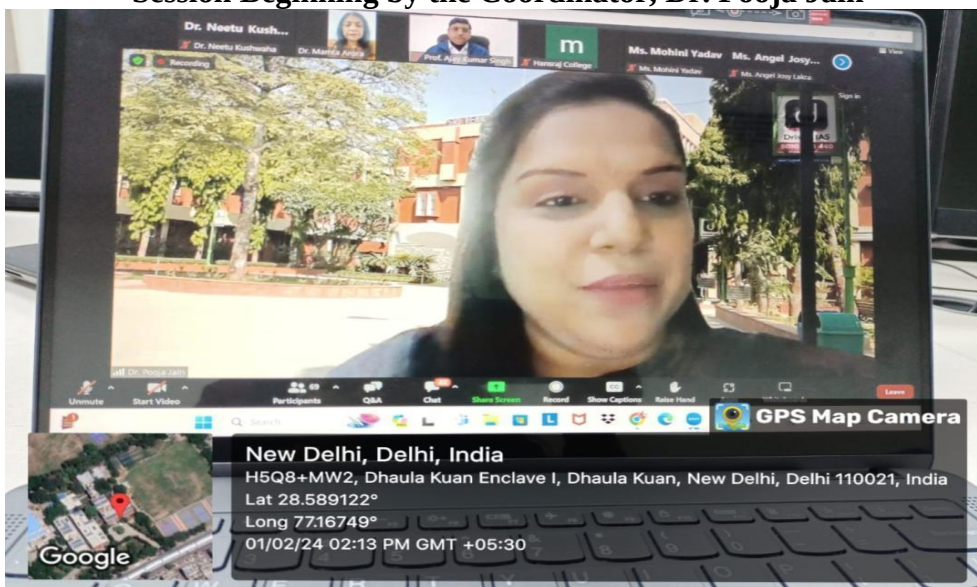
The Chief Guest for the Inaugural Session was Prof. AK Singh, Head & Dean, Faculty of Commerce and Business, University of Delhi. Prof. AK Singh addressed the gathering and started his speech by focusing on Four Pillars of Education and Bharatiya Gyan Parampara. In addition, he discussed the National Credit Framework and the importance of having programmes on skill Enhancement Courses as today's world is a VUCA world and students need practical knowledge to survive in the VUCA world. Prof. Singh also focused his discussion on how Bloom's Taxonomy will work in education. Apart from this, he focused on how Ancient Indian Vedic Education was associated with the Contemporary Education System.

After Prof. AK Singh's fruitful discussion with the audience, the instructions regarding FDP were presented by Dr. Pooja Jain to the participants. At last, a vote of thanks at the inaugural session was presented by Ms. Angel Josy Lakra.

Saraswati Vandana

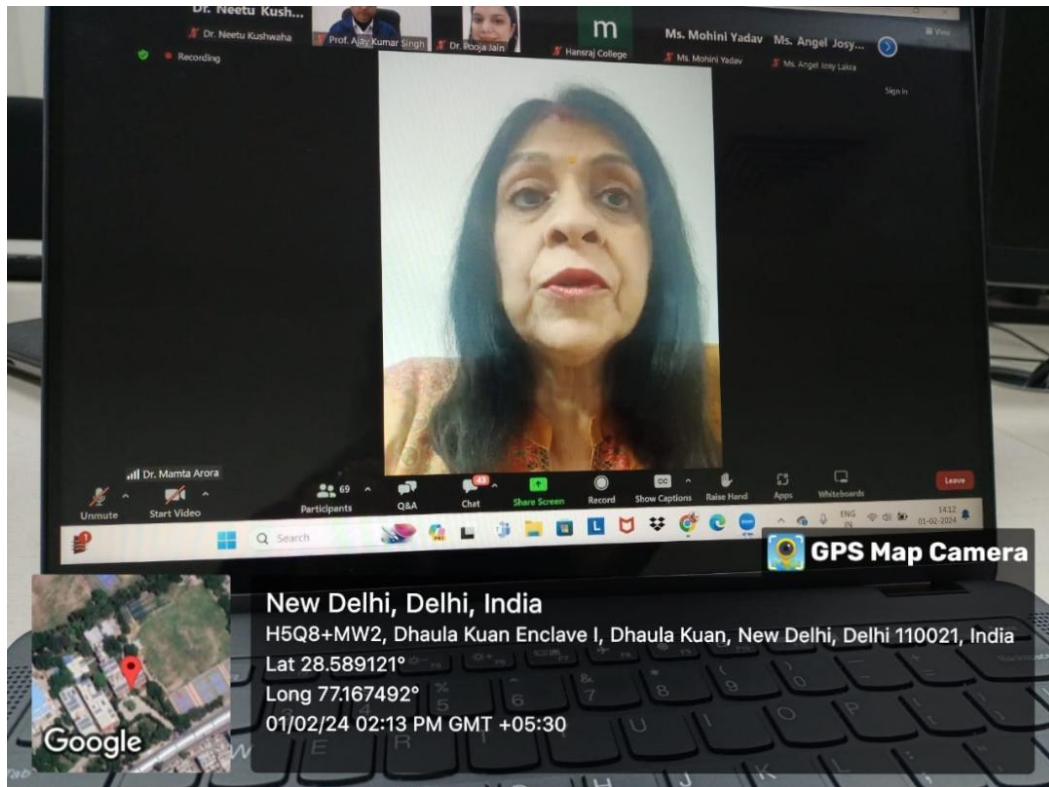


Session Beginning by the Coordinator, Dr. Pooja Jain

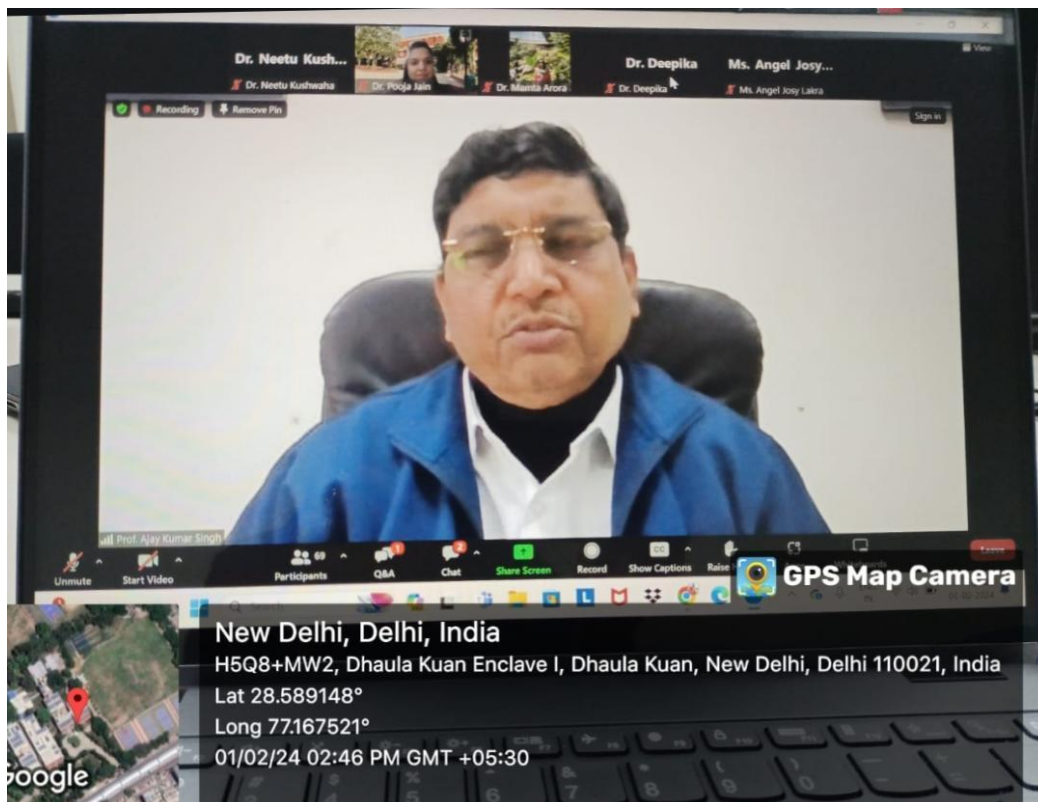


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Welcome Address by Dr. Mamta Arora, TIC

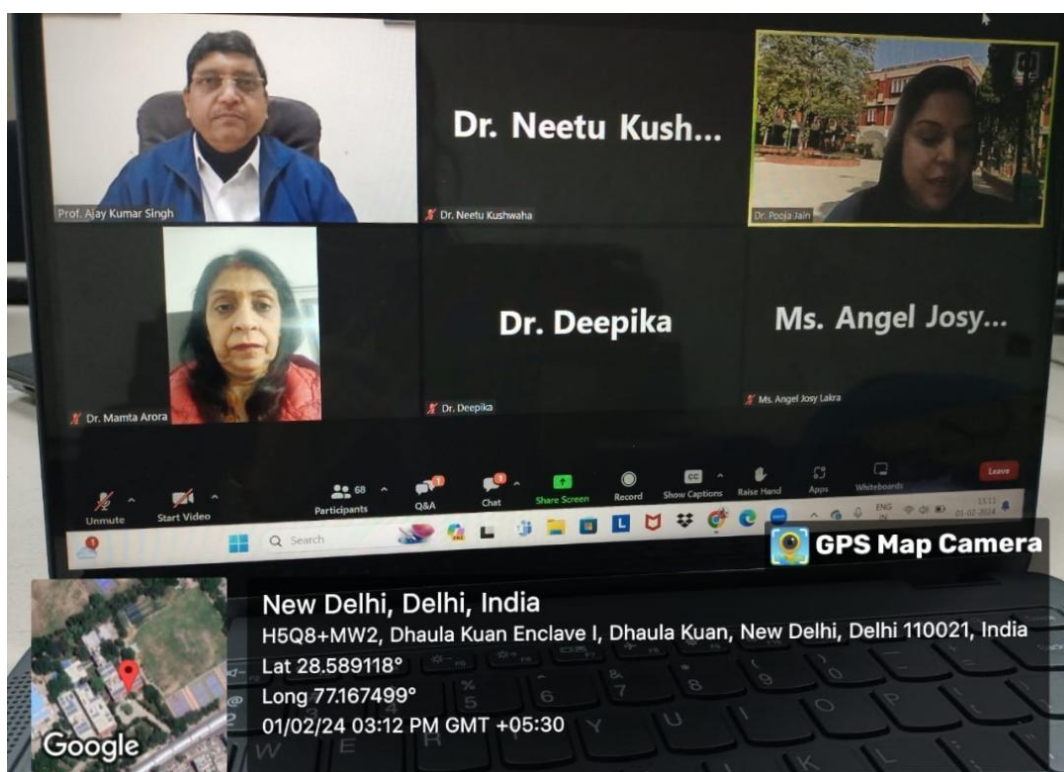


Speech by the Chief Guest, Prof. AK Singh

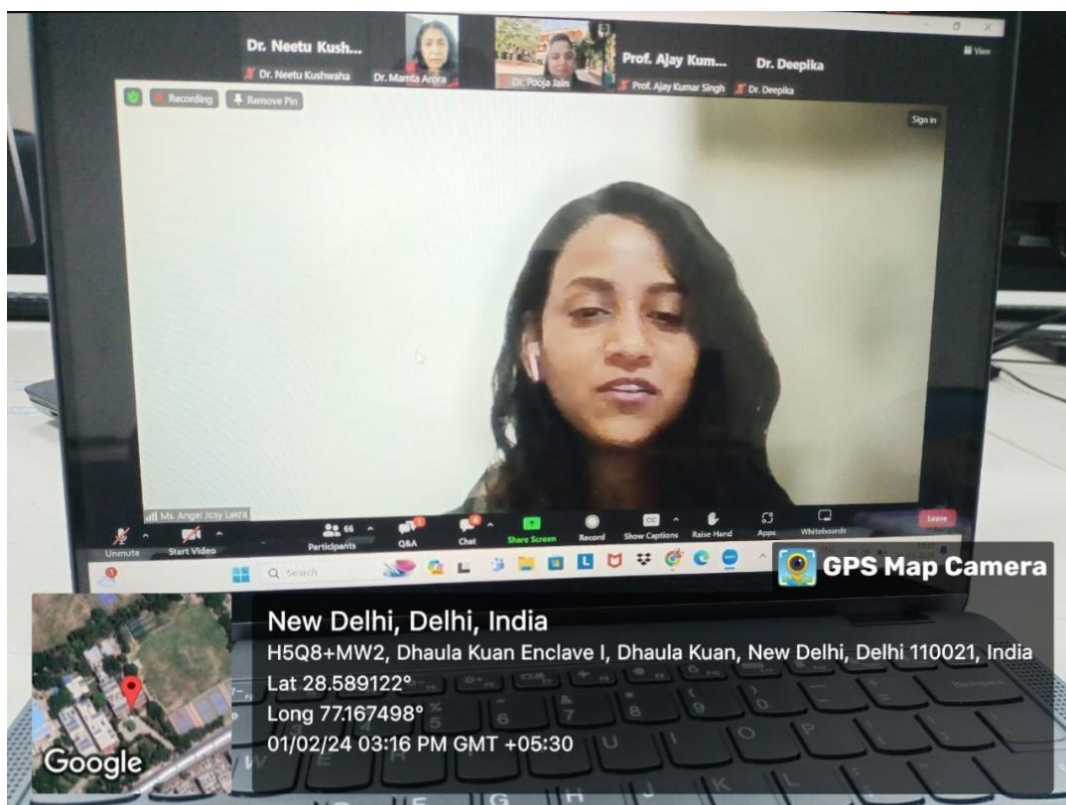



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Brief Discussion the sessions by Dr. Pooja Jain



Vote of Thanks by Ms. Angel Josy Lakra, Member, Organizing Committee



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Session 2 (Introduction to Financial Planning)

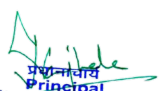
The session, led by **Prof R. P. Tulsian** from Shaheed Bhagat Singh College, University of Delhi, was inaugurated with a warm welcome by **Ms. Angel Josy Lakra**, Assistant Professor at Sri Venkateswara College, University of Delhi. Prof Tulsian is recognized as an expert in the field and was introduced as the speaker for the session. The session commenced with an interactive segment where attendees were encouraged to share their experiences in managing finances and their involvement in any investment activities. This set the stage for a participative atmosphere, fostering engagement and creating a connection between the speaker and the audience. Prof Tulsian navigated through the fundamental aspects of personal financial planning, breaking down complex concepts into easily understandable components. The "what, why, and how" of financial planning were eloquently elucidated, ensuring that attendees, regardless of their financial background, could grasp the principles. The speaker's interactive approach added a layer of depth to the session. Attendees were invited to ask questions, share concerns, and seek clarifications, creating a dynamic and engaging environment. This approach not only enhanced the learning experience but also made the content more relatable to the participants' individual situations.

Prof Tulsian's ability to convey intricate concepts in a simple manner was a highlight of the session. He ensured that attendees could comprehend the nuances of financial planning without feeling overwhelmed. The session served as an insightful exploration into the principles and strategies essential for effective financial management. The speaker's encouragement for participants to bring forward their questions not only made the session more interesting but also empowered attendees to actively participate in their learning journey. Prof Tulsian assured them that subsequent sessions would delve even deeper into the intricacies of financial planning.

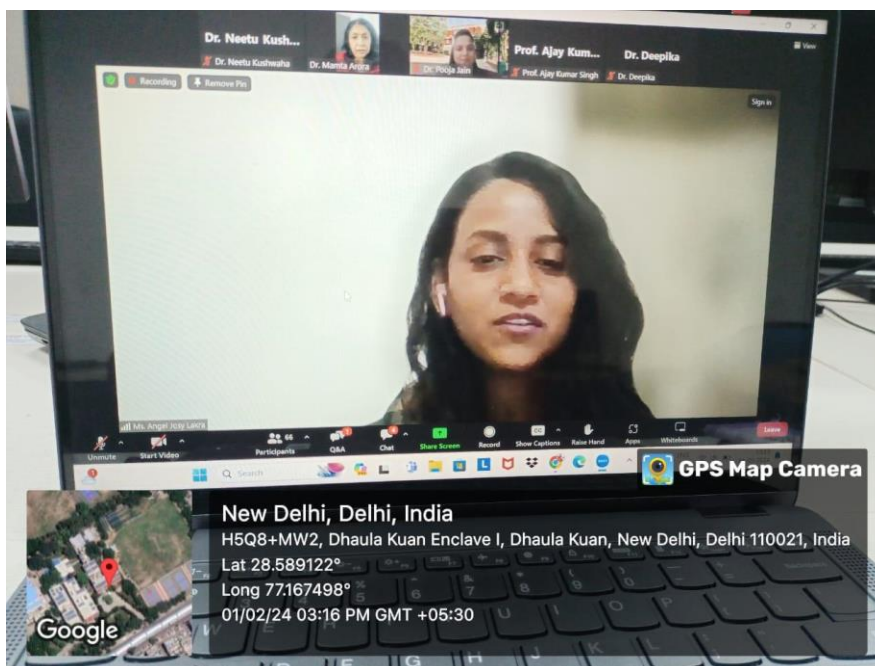
In conclusion, Session 1 on financial Planning, led by Prof R. P. Tulsian proved to be an engaging and informative event. Attendees left with a clearer understanding of the foundations of personal financial planning, and the interactive nature of the session laid a solid groundwork for future discussions. The promise of in-depth knowledge in upcoming sessions has generated anticipation among participants, making the overall experience both enriching and promising for all involved.

Prof Tulsian explaining aspects of financial planning




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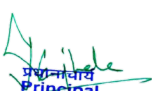
Vote of thanks to Prof Tulsian



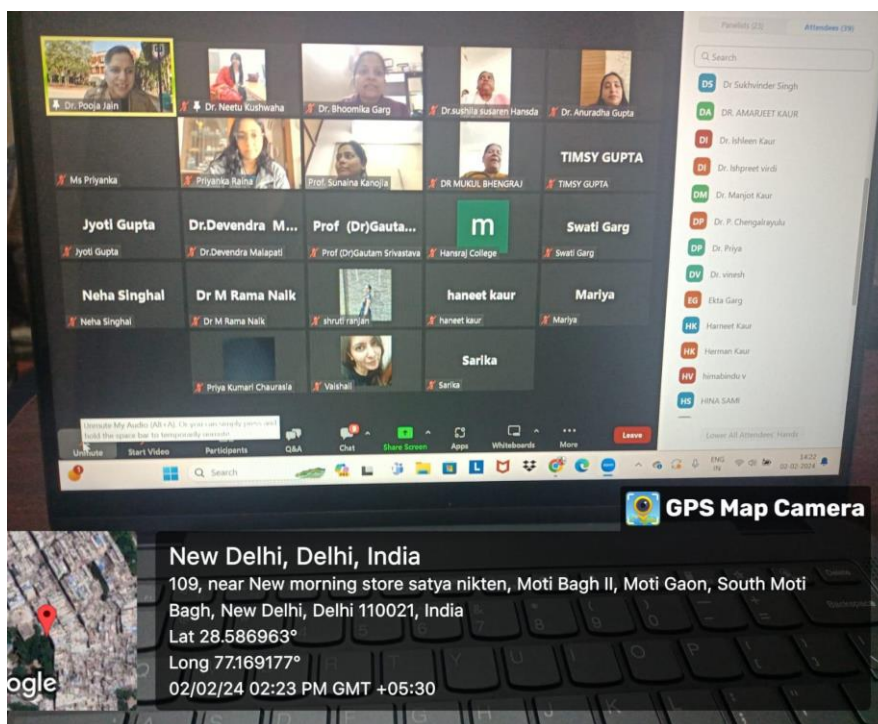
DATE: 02-02-2024

Session 3 (Introduction to Life and Health Insurance)

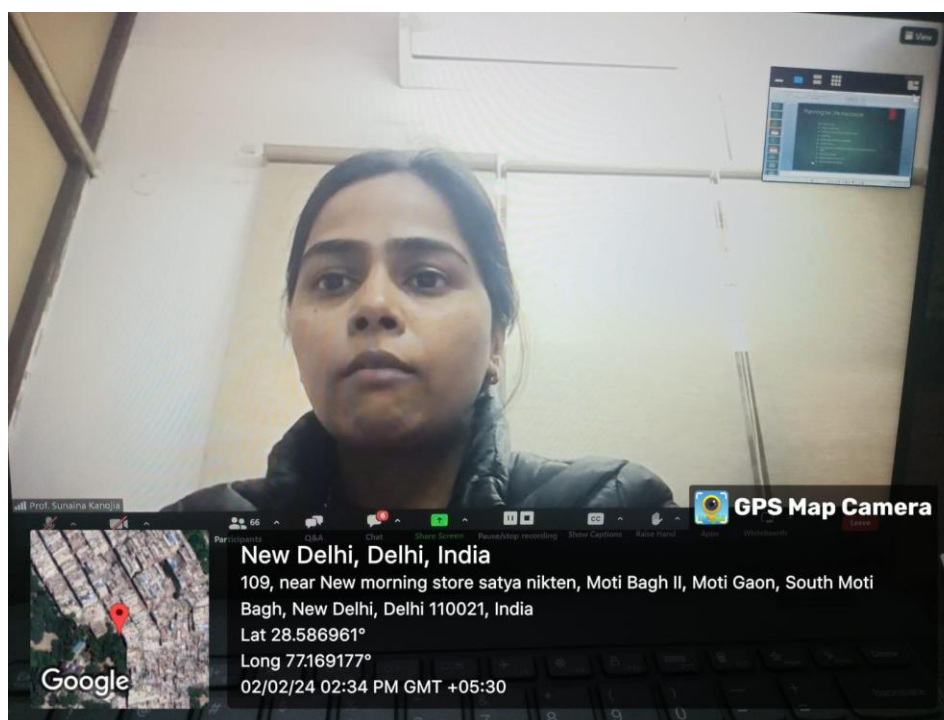
The third session of the one-week online faculty development programme started at 2:00 PM on 2nd February 2024 and continued till 3:30 PM. The keynote speaker for the session was Prof. Sunaina Kanojia, Department of Commerce, Delhi School of Economics, University of Delhi. The session started with welcoming the resource person by Dr. Pooja Jain, Convener of the FDP, and the introduction of the resource person by Dr. Neetu Kushwaha, Assistant Professor, Sri Venkateswara College, University of Delhi. The resource person carried forward the session with an Introduction to life and health insurance and the purpose of availing the insurance. Furthermore, she elaborated on the role of planning for life insurance and explained the tactics of insurance planning. In between the sessions, the resource person also tried to answer the queries of the participants. Moreover, the resource person also did a hands-on calculation of SIP. The session ended with a vote of thanks by Dr. Pooja Jain, Convener of the FDP, and Dr. Neetu Kushwaha, Member of FDP.


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Welcoming of the Speaker



Discussion by the Speaker



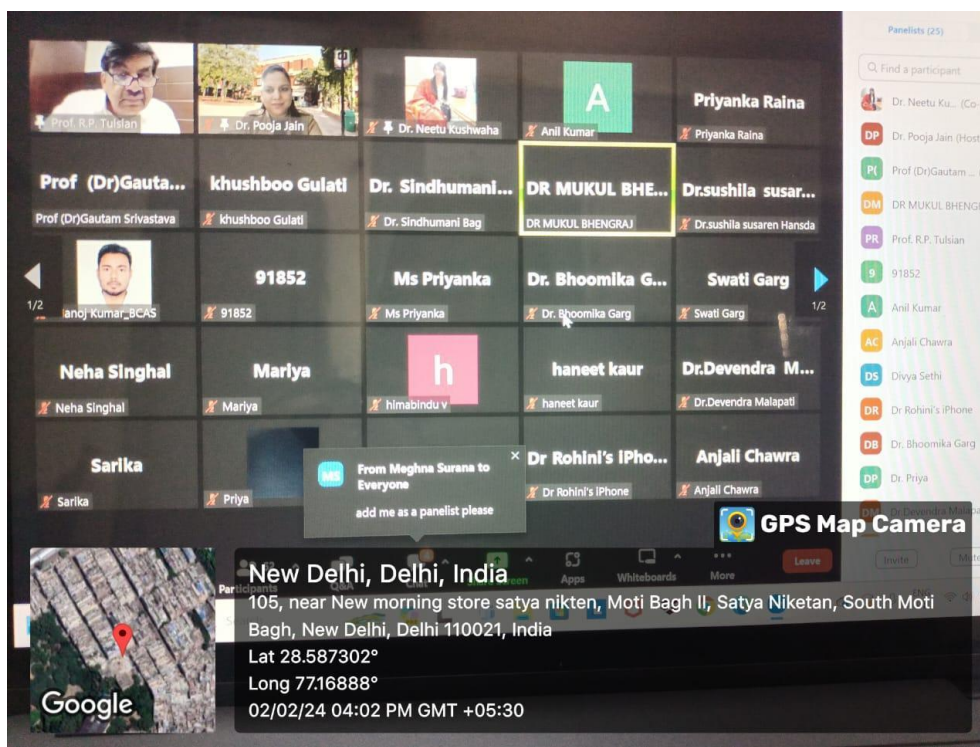
Session 4 (Investment Planning)

The fourth session of the one-week online faculty development programme started at 3:45 PM on 2nd February 2024 and continued till 5:30 PM. The keynote speaker for the session was Prof. R.P. Tulsian, Shaheed Bhagat Singh (Evening) College, University of Delhi. The session started with welcoming the resource person by Dr. Pooja Jain, Convener of the FDP. The resource person carried forward the session interacting with the participants about their thoughts on investment. Furthermore, he explained the parameters that need to be considered before making any kind of investment. In between the sessions, the resource person also tried to

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Dr. R.P. Tulsian
Shaheed Bhagat Singh College
University of Delhi
Dhaula Kuan, New Delhi-110021

answer the queries of the participants and try to interact with them throughout the session. The resource person also explained various investment plans and policies like SIP, FP, PPF, Sukanya Yojana, NPS, Gold Bond Scheme, Mutual Funds, and derivatives. Afterward, the session concluded with the reviews of the participants on what they learned during the session. The session ended with a vote of thanks by Dr. Pooja Jain, Convener of the FDP.

Participants' Interactions with the Speaker



DATE: 03-02-2024

Session 5 (Tax Planning Alternatives)

The 5th Session of the One Week Online FDP was held on 3rd February, 2024 at 2:00 pm till 3:30 pm. The keynote speaker for the Session was Mr. Rajiv Gupta who is a Tax Head at Apollo Tyres. The Session started with the welcome address by Dr. Deepika, Member, Organizing Committee. The speaker then initiated his discussion and explained various tax Planning alternatives available for a salaried employee. Speaker also discussed the Old tax Regime and New Tax Regime and what are the associated benefits with these. He also discussed various deductions available to a salaried employee as well as rules regarding Double Taxation. Speaker also explained how one can claim HRA within legal terms and following all the legal requirements. Speaker also discussed the fine line difference between Tax Avoidance and Tax Planned. The speaker interacted with the audience and all the queries of participants were addressed by the speaker. At last, the Session ended with the vote of thanks by Dr. Deepika.

Discussion by the Speaker

[Signature]
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Income – Inclusions & Exclusions

- Tax on income earned by an individual
- Types of income:
 - Salary income
 - House Property income
 - Business income
 - Capital gains
 - Income from other source
- Exemptions & deductions

Dr. Deepika

GPS Map Camera

New Delhi, Delhi, India
1122, Civil Line Rd, Block G, Kalyan Vihar, New Delhi, Delhi, 110009, India
Lat 28.694744°
Long 77.202801°
03/02/24 02:20 PM GMT +05:30

Google

Interaction with the audience

Other touch

- Company car
- Company driver
- Laptop
- Mobile phone
- PF contribution

Q&A

Open(7)	Answered	Dismissed
what are the rebates that can be claimed under new regime (if permitted or if any.) Regards Nishant Gaur Answer live Type answer		
TG TIMSY GUPTA 2:42 PM Sir what is the maximum amount of deduction we can claim by investing in various instruments under old regime? Answer live Type answer		
TG TIMSY GUPTA 2:46 PM Sir, is there any deduction available for interest payable on home loan? Answer live Type answer		
PN Priyanka Bains 2:48 PM Sir in new regime even section 24 will not exist Answer live Type answer		

Dr. Deepika

Dr. Sindhumani Bag

GPS Map Camera

New Delhi, Delhi, India
1122, Civil Line Rd, Block G, Kalyan Vihar, New Delhi, Delhi, 110009, India
Lat 28.694742°
Long 77.202794°
03/02/24 02:54 PM GMT +05:30

Google

Principal
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श्री वेङ्कटेश्वर महाविद्यालय
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दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhula Kuan, New Delhi-21

Vote of thanks to the Speaker



Session 6 (Entrepreneurship)

The next session of the one-week online faculty development programme started at 3:45 PM on 3rd February 2024 and continued till 5:20 PM. The keynote speaker for the session was Prof. Ashish Chandra, Department of Commerce, Delhi School of Economics, University of Delhi. The session started with welcoming the resource person by Dr. Pooja Jain, Convener of the FDP. The resource person carried forward the session by explaining the meaning of entrepreneurship and how one can define it. He also highlighted the timeline evolution of entrepreneurship and elaborated on the role and entrepreneurial mindset. Furthermore, the resource person discussed about the types of entrepreneurs and the models of entrepreneurship. The resource person concluded the session with some closing quotes from famous personalities and interacted with the participants to answer their queries related to the topic. At the end, the session wound up with a warmful thanks from Dr. Pooja Jain, Convener of the FDP.


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धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

Introduction of the Speaker

The screenshot shows a Zoom meeting in progress. At the top, there are video thumbnails for participants: Dr. Neetu Kush..., Dr. Sindhumani..., and Prof. Ashish Chandra. Below these, a larger video feed shows Dr. Pooja Jain speaking. The background of her video feed is a street scene in New Delhi. At the bottom of the screen, a 'GPS Map Camera' overlay displays the location: New Delhi, Delhi, India, with coordinates and a timestamp. A list of participants is visible on the right side of the screen.

Participants (66)

Panelists (4)

Dr. Neetu Kus... (Co-host, me)

Dr. Pooja Jain (Host)

Dr. Manita Arora (Co-host)

Prof. Ashish Chandra

Recording...

Dr. Pooja Jain

GPS Map Camera

New Delhi, Delhi, India

109, near New morning store satya niketan, Moti Bagh II, Moti Gaon, South Moti Bagh, New Delhi, Delhi 110021, India

Lat 28.586976°

Long 77.169168°

03/02/24 04:08 PM GMT +05:30

Discussion by the Speaker

The screenshot shows a Zoom meeting in progress. The main part of the screen displays a presentation slide titled 'Who is an Entrepreneur?'. The slide defines an entrepreneur as a person who organizes and manages an enterprise, especially a business, usually with considerable initiative and risk. It also lists two key attributes: Initiative (Readiness and ability of initiating an action) and Risk (The hazard or chance of loss). A small video thumbnail of Prof. Ashish Chandra is visible in the top right corner. At the bottom, a 'GPS Map Camera' overlay shows the location: New Delhi, Delhi, India, with coordinates and a timestamp.

Who is an Entrepreneur?

Entrepreneur: A person who organizes and manages an enterprise, especially a business, usually with considerable initiative and risk.

- **Initiative:** Readiness and ability of initiating an action.
- **Risk:** The hazard or chance of loss.

Remove Pin

Prof. Ashish Chandra

GPS Map Camera

New Delhi, Delhi, India

H5P9+QPW, Moti Bagh II, Satya Niketan, South Moti Bagh, New Delhi, Delhi 110021, India

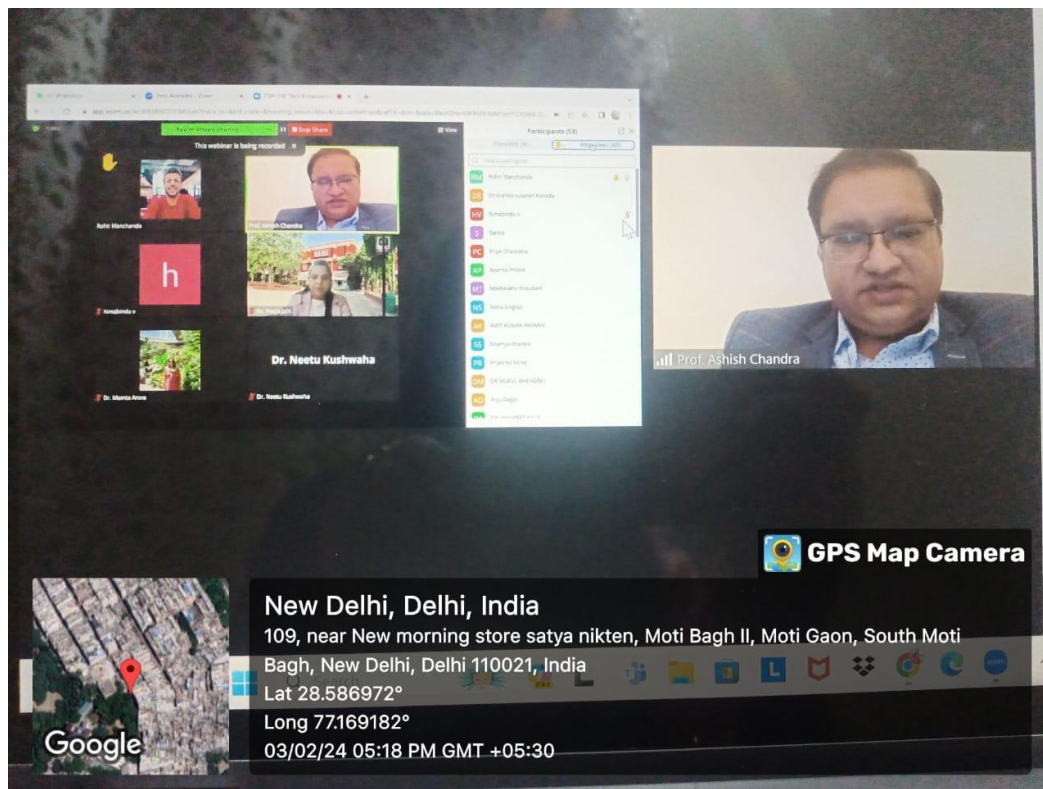
Lat 28.58701°

Long 77.1693°

03/02/24 04:09 PM GMT +05:30

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धौला कुर्ग, नई दिल्ली / Dhaula Kuan, New Delhi-21

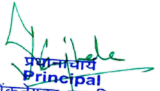
Interaction with the Audience



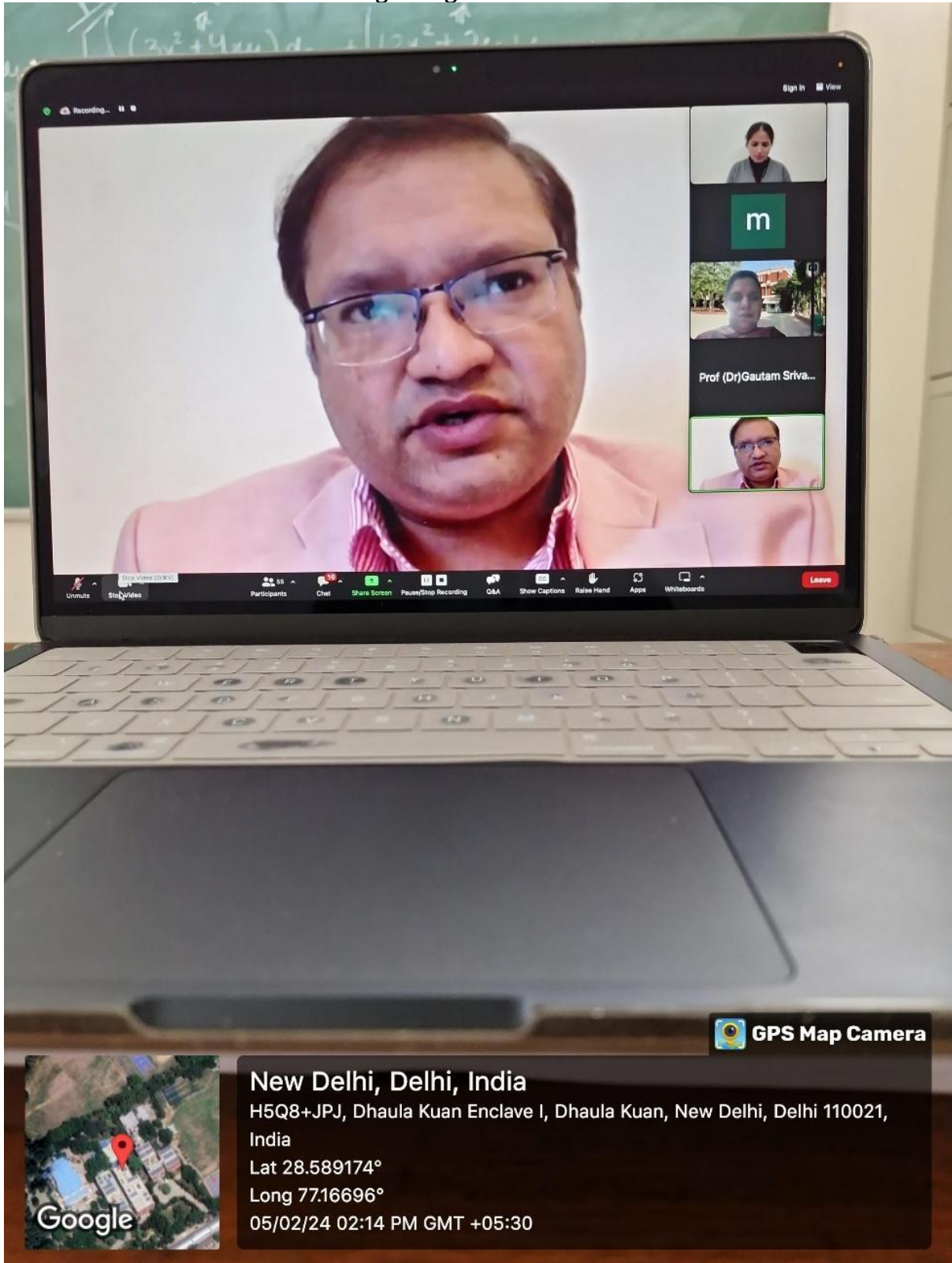
DATE: 05-02-2024

Session 7 (Idea Generation and Intellectual Property Rights)

The 7th Session of the One Week Online FDP was held on 5th February, 2024 at 2:00 pm till 3:30 pm. The keynote speaker for the Session was Prof. Ashish Chandra, Department of Commerce, Delhi School of Economics, University of Delhi. It was Prof. Ashish Chandra's second Session of the One Week Online FDP and he started his discussion on Idea Generation and Intellectual Property Rights. He initiated his discussion by explaining what business plan is and how one should write a business plan or in simple words, what should be kept in mind while writing Business plan. He also explained the importance of Customer needs. He, then, discussed about various Techniques of Idea Generation such as Brain Storming, Delphi Techniques etc. He also explained Lean Canvas Model and Alex Osterwalder's Business Model Canvas. Apart from this, he discussed about Intellectual Property Rights and its role. At last, the Session ended with the questions and answers Session.


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Beginning of the Session



Recording... Sign In View

Unmute Stop Video (0:00) Participants Chat Share Screen Pause/Stop Recording QNA Show Captions Raise Hand Apps Whiteboards Leave

Prof (Dr)Gautam Sriva...

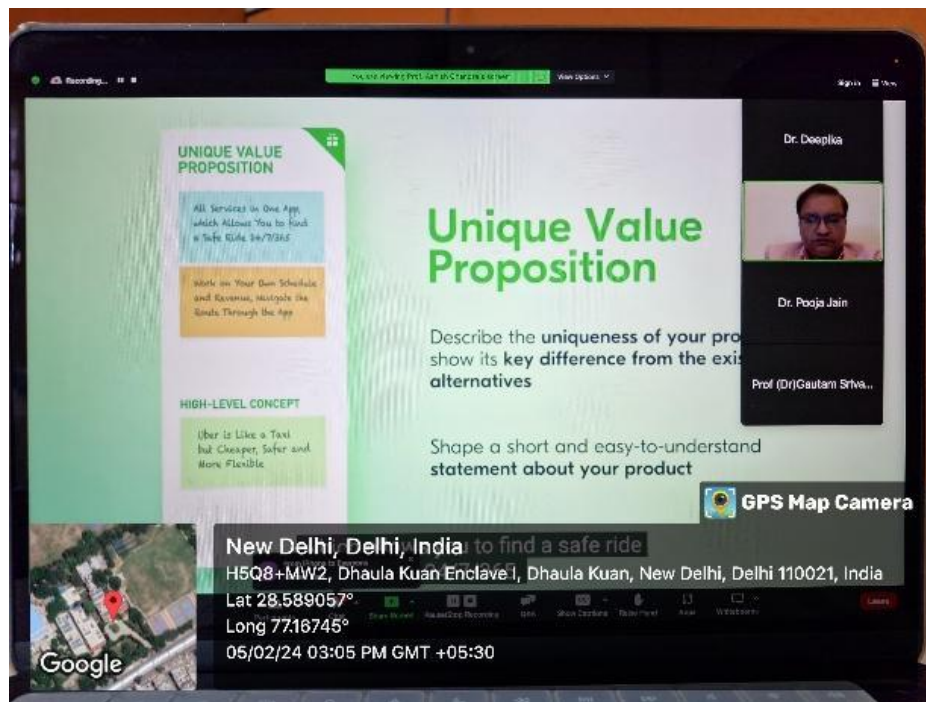
 **GPS Map Camera**

 **Google**

New Delhi, Delhi, India
H5Q8+JPJ, Dhaula Kuan Enclave I, Dhaula Kuan, New Delhi, Delhi 110021, India
Lat 28.589174°
Long 77.16696°
05/02/24 02:14 PM GMT +05:30


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Discussion



Interaction

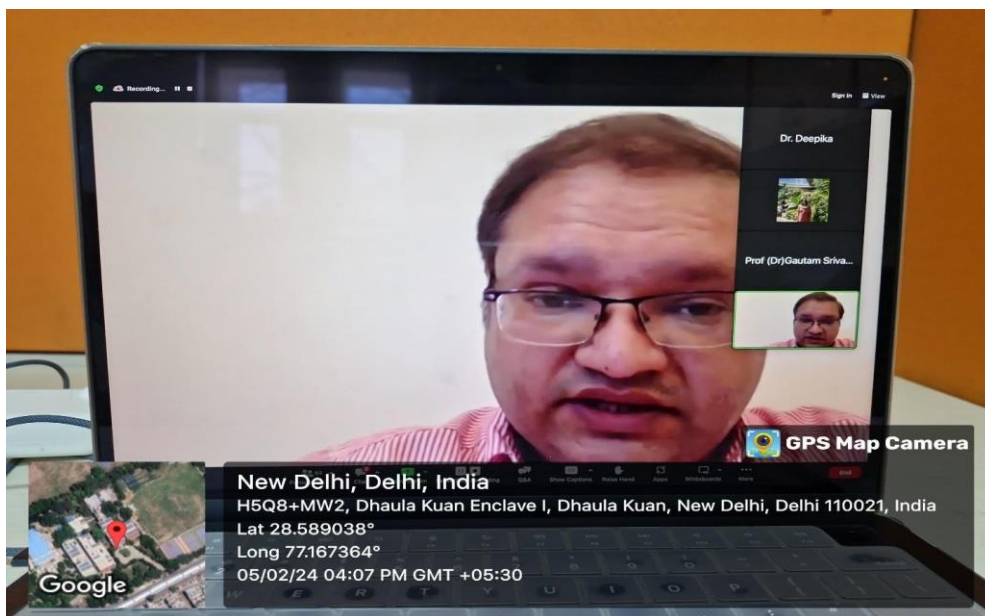


Session 8 (Idea Generation)

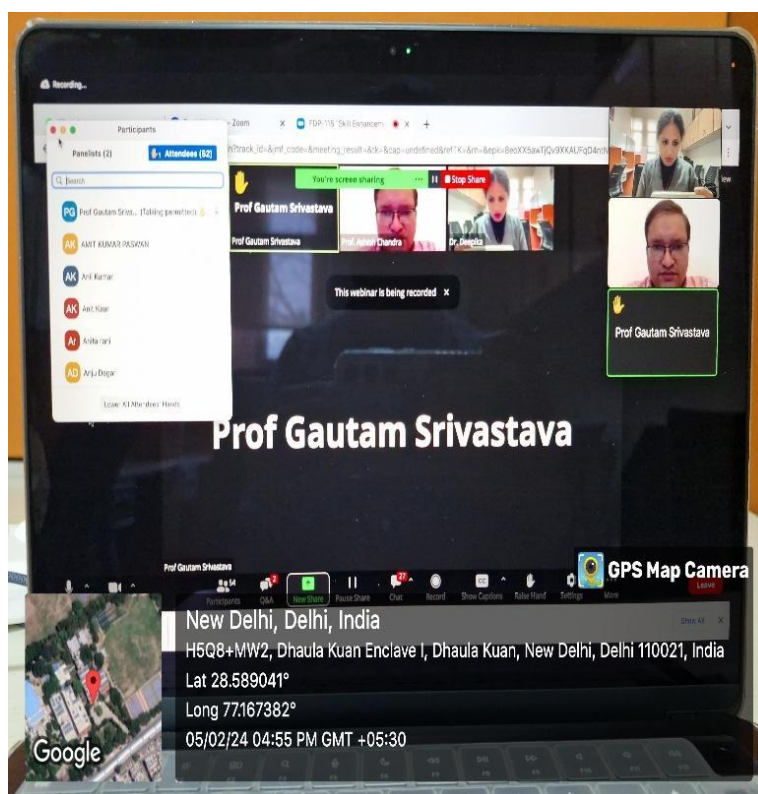
The 8th Session of the One Week Online FDP was held on 5th February, 2024 at 3:45 pm till 5:15 pm. The keynote speaker for the Session was Prof. Ashish Chandra, Department of Commerce, Delhi School of Economics, University of Delhi. Prof. Ashish Chandra resumed his discussion. He explained about various Techniques of Idea Generation such as Brain Storming, Delphi Techniques, mind mapping Techniques etc. He also focused on source of Idea Generation and explained it with the help of Times of India Print Study.

He, then, talked about Mass Penetration. After this, he moved his discussion towards various growth strategies available to an entrepreneur and what could be the growth strategies. After this, Prof. Ashish Chandra interacted with the audience. At last, the Session ended with the vote of thanks by Dr. Deepika.

Discussion by the Speaker



Interaction with Audience



DATE: 06-02-2024

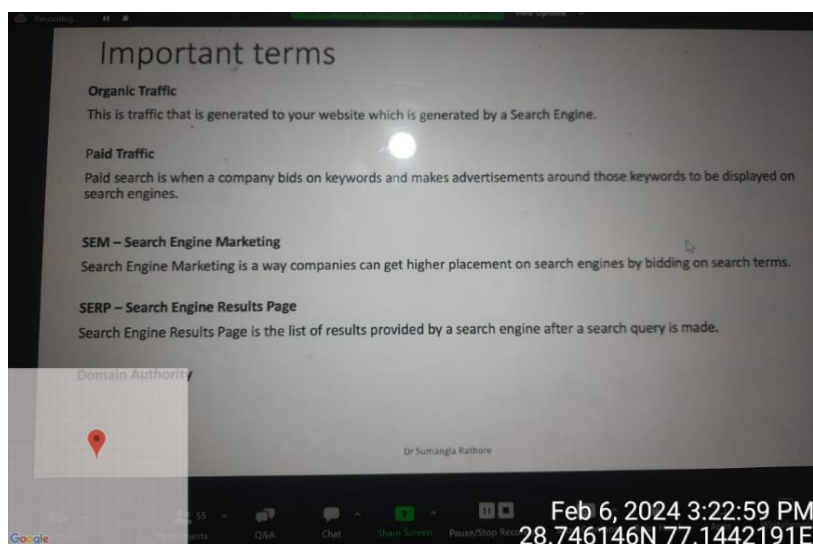
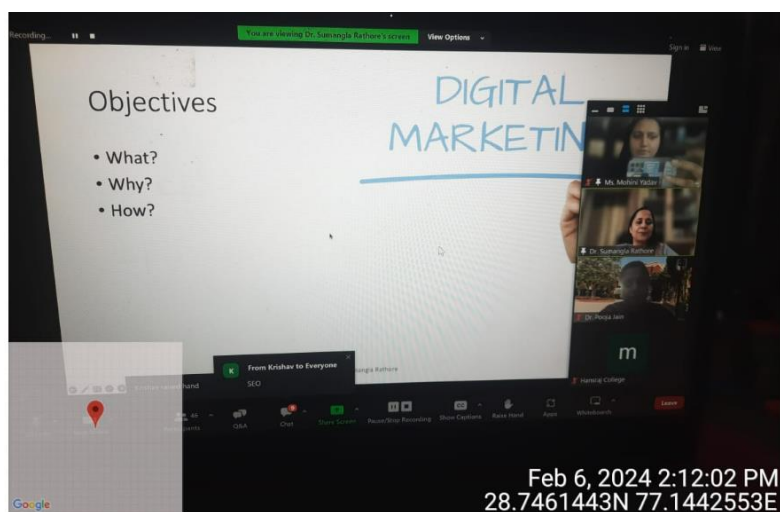
Session 9 (Digital Marketing)

The first session of the fifth day started at 2:00 p.m. and continued until 3:30 p.m. The session commenced with the introduction of the resource person, Dr. Sumangla Rathore, by Mohini Yadav, an organizing member of the FDP committee. Dr. Sumangla Rathore currently serves as the Principal at Suyash College and as an

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दिल्ली विश्वविद्यालय / University of Delhi
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Adjunct Faculty Member at ICFAI Foundation of Higher Education, Hyderabad, India. She began by addressing fundamental questions about the What, Why, and How of Digital Marketing. Her presentation included explanations of the Digital Strategy Roadmap, Digital Marketing Funnel, and important terms in Digital Marketing, accompanied by numerous practical applications.

Discussion



Session 10 (Digital Marketing)

The second session of the fifth day commenced at 3:45 p.m. and concluded at 5:15 p.m. Dr. Sumangla Rathore initiated the session by elaborating on the remaining crucial terms in digital marketing. She further delved into contemporary trends, highlighting the significance of artificial intelligence and influencer marketing. Dr. Rathore also addressed the anticipated challenges in the evolving landscape of digital marketing, actively involving the students in insightful discussions. The session concluded with a vote of thanks delivered by Mohini Yadav, expressing gratitude for Dr. Rathore's enlightening presentation and fostering engaging conversations.


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Discussion

CTR – Click-Through Rate
Click-Through Rate identifies the percentage of people who click on link. Usually placed in an email, an ad, website page... etc.

CPA – Cost per Acquisition
Cost per Acquisition is a pricing model where companies are charged by advertising platforms only when leads, sales or conversions are generated.

CPC – Cost per Click
Cost per Click is a pricing model where companies are charged by publishers for every click people make on a displayed/test ad which leads people to your company's website

Conversion
When a visitor takes the desired action while visiting your site, it is called conversion. This can be a purchase, membership, signup, download or registration for newsletter.

Feb 6, 2024 3:47:40 PM
28.7461329N 77.144222E

Top Trends in Digital Marketing

- **Artificial Intelligence and Machine Learning**

To analyze consumer behavior and search patterns, utilizing data from social media platforms and blog posts to help businesses understand how users and customers find their products and services.

Feb 6, 2024 3:52:29 PM
28.7461127N 77.1442595E

ramsala, Badli Industrial Area, Samaypur, New Delhi, Delhi, 110042, India

Vote of Thanks

Webinar Chat

Dr. Priya to Everyone
Informative session...
Thank you ma'am

Dr. Sumangla Rathore to Hosts and panelists
Thank you ma'am

Dr. Krishna to Everyone
Yes ma'am! i will look into it.

17:03
06-02-2024

Dr. Sumangla Rathore
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धौला कुर्मी, गढ़ी रिल्ली / Dhola Kuan, New Delhi-21

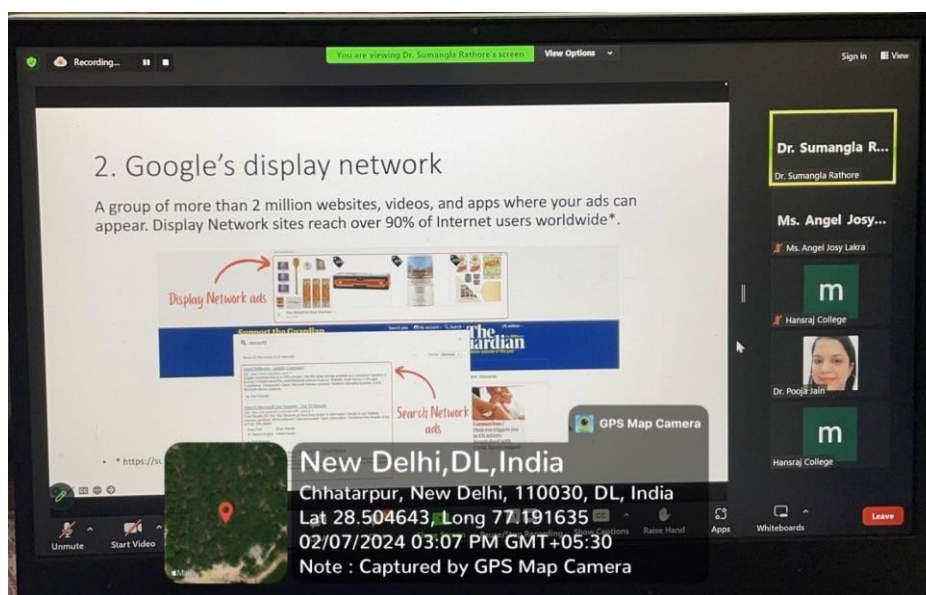
DATE: 07-02-2024

Session 11 (Digital Marketing)

Dr. Sumangla Rathore, an esteemed expert in the field of digital marketing, conducted an illuminating session on Display Advertising & Search Advertising. Her expertise and passion for the subject were evident throughout the session, guiding participants through the complexities of digital marketing with clarity and precision.

Dr. Rathore provided a comprehensive overview of display advertising, highlighting its significance in digital marketing strategies. She elucidated on various display ad formats, targeting options, and best practices for effective implementation. Participants gained valuable insights into the realm of search advertising, as Dr. Rathore delved into the intricacies of search engine marketing (SEM), keyword targeting, ad rank, and ad extensions. Practical examples were seamlessly integrated to enhance understanding.

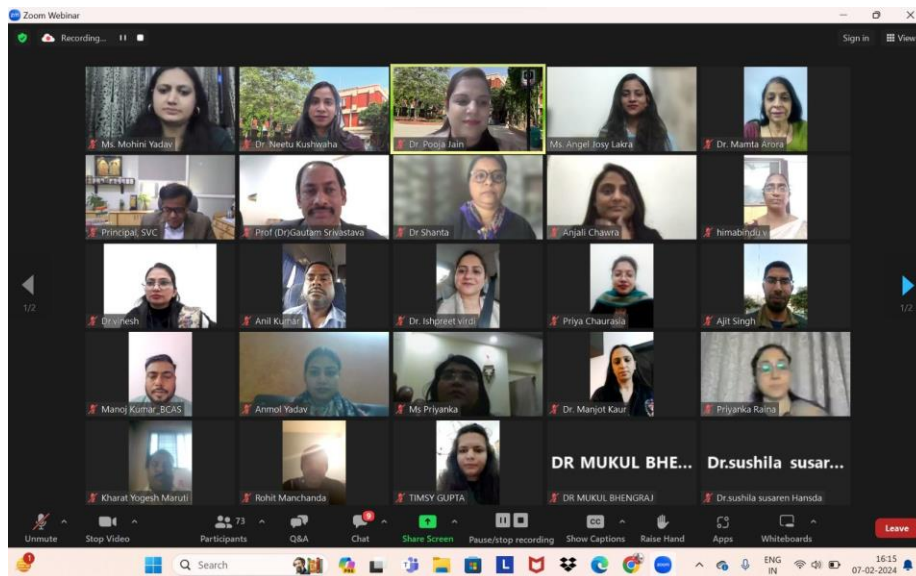
Dr. Rathore explaining google display network



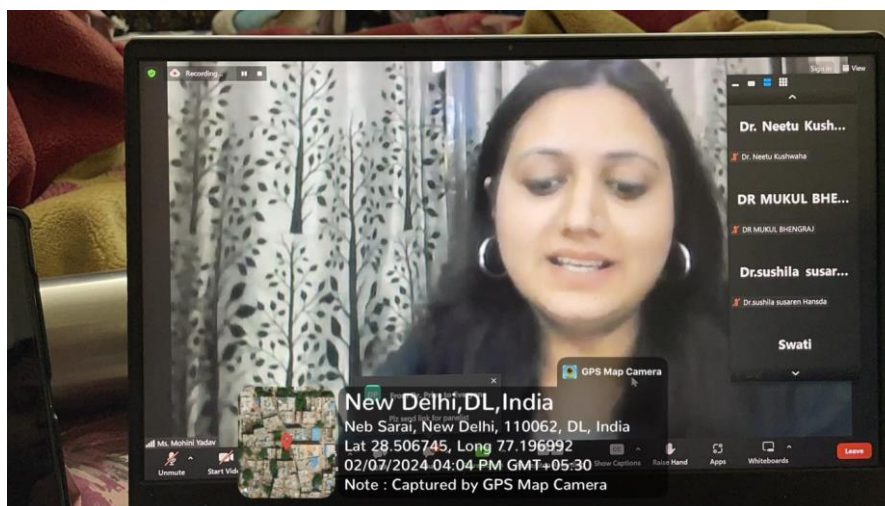
Dr. Rathore's presentation was enriched with practical examples and live demonstrations, offering participants a firsthand glimpse into the application of display and search advertising techniques. This hands-on approach facilitated a deeper comprehension of the subject matter. Throughout the session, Dr. Rathore actively engaged with participants, encouraging interactive discussions and addressing queries with expertise. Her willingness to clarify doubts ensured that participants received personalized attention and support. Her passion for digital marketing served as a source of inspiration for participants, motivating them to explore new avenues and embrace innovation in their endeavors. Her dynamic presentation style fostered a conducive learning environment, encouraging participants to think creatively and adapt to evolving marketing trends.

Vote of thanks by Ms. Angel Josy Lakra, Member, Organizing Committee

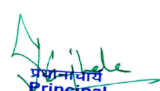

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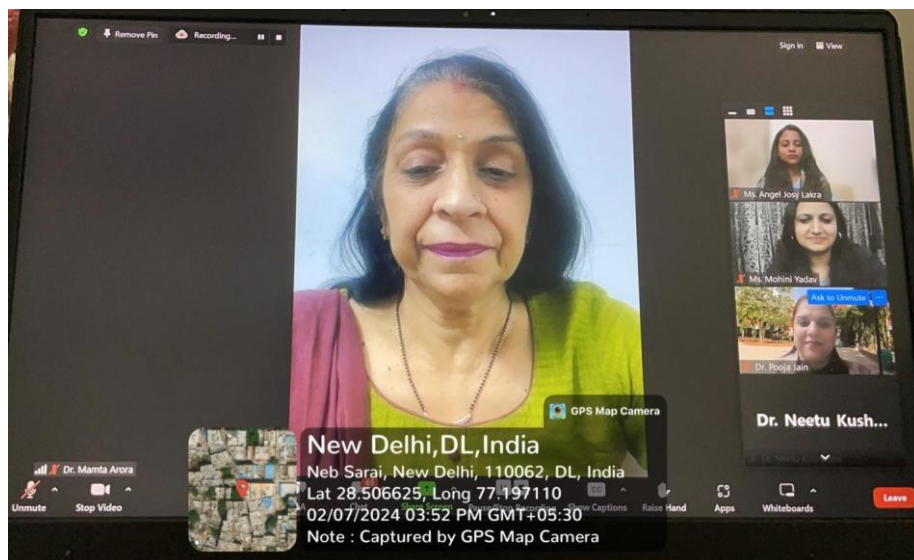


Opening remarks by Ms. Mohini Yadav, Organizing Team Member-FDP



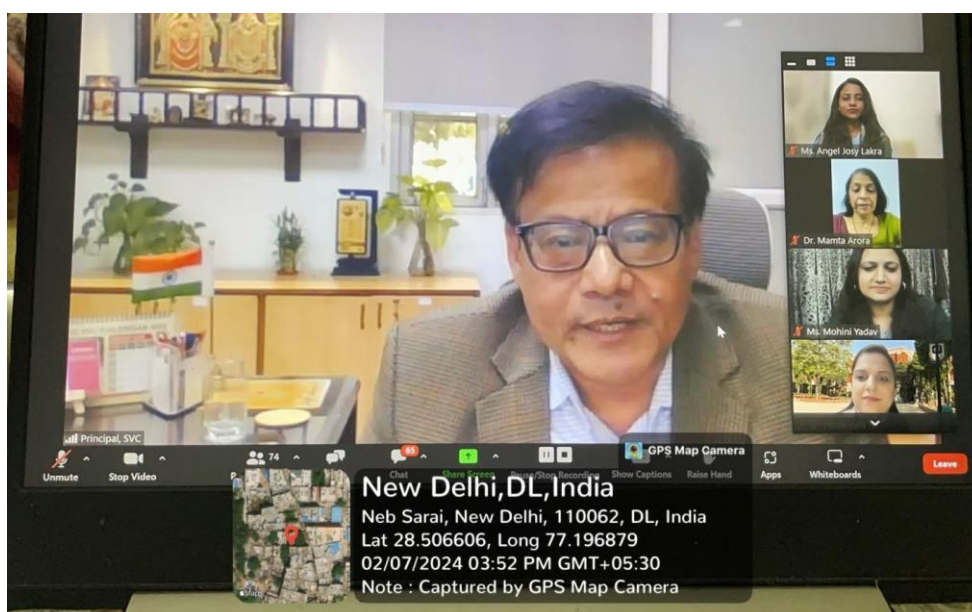
Address by Dr. Mamta Arora, Convener-FDP


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 धौला कुर्ग, नई दिल्ली / Dhoola Kuan, New Delhi-21



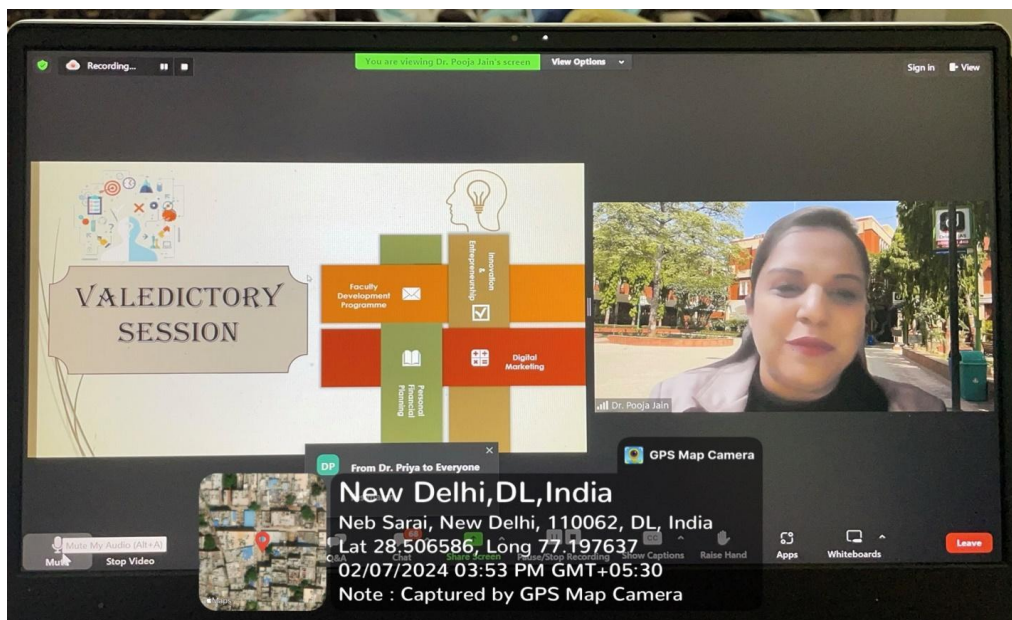
Prof. K. C. Singh, serving as the Acting Principal of Sri Venkateswara College, shared his genuine joy and satisfaction regarding the successful collaboration between Sri Venkateswara College and the Hansraj College. His enthusiasm and optimism were palpable as he eagerly expressed his readiness and anticipation for further fruitful collaborations in the future, fostering a spirit of mutual growth and innovation between the two esteemed educational institutions.

Address by Prof. (Dr.) K. C. Singh , Principal



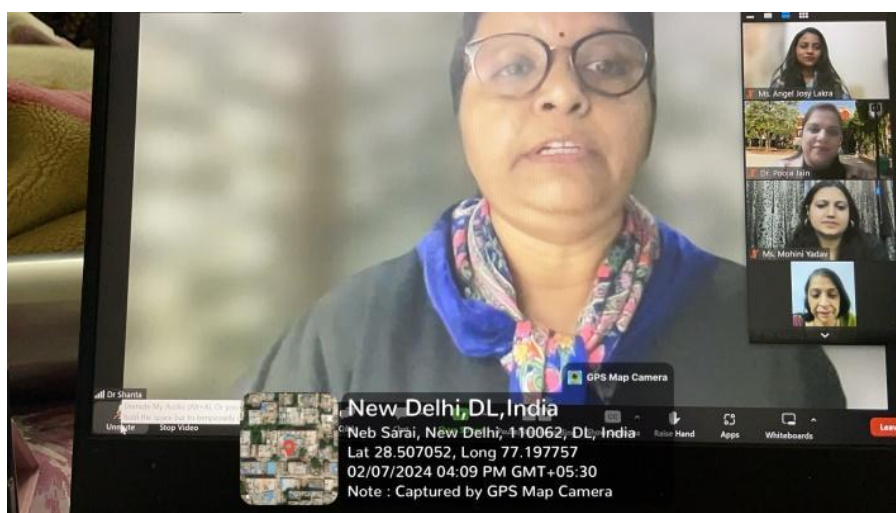
Presentation by Dr. Pooja Jain, Convener-FDP

(Signature)
Principal
 श्री वेङ्कटेश्वर महाविद्यालय
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 दिल्ली विश्वविद्यालय / University of Delhi
 धौला कुर्ग, नई दिल्ली / Dhula Kurg, New Delhi-21



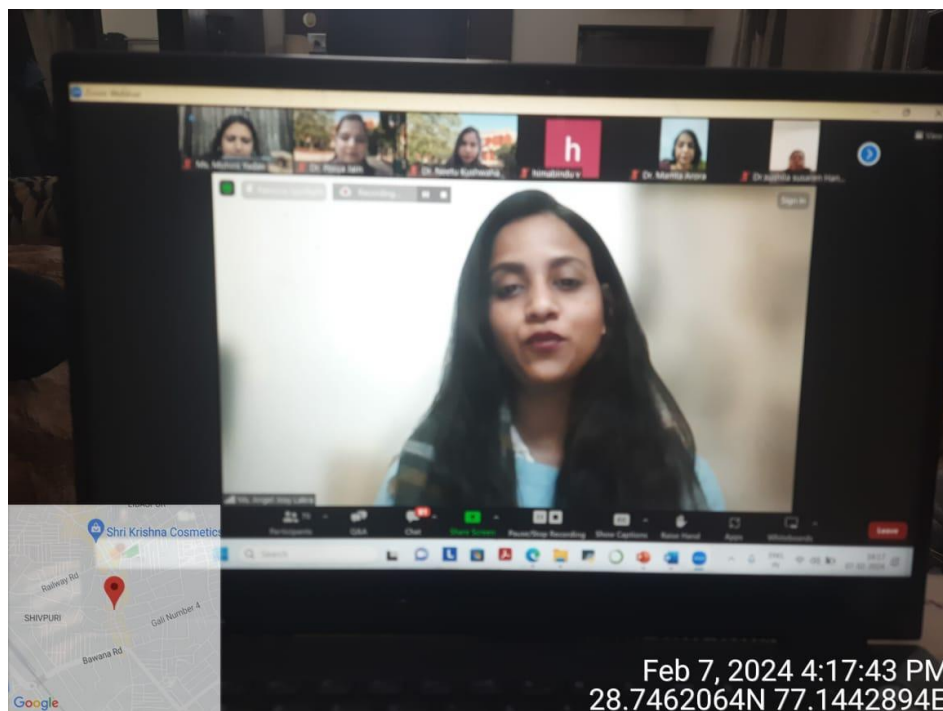
Addressing all the participants, **Dr. Pooja Jain**, Assistant Professor in the Department of Commerce at Sri Venkateswara College, provided a concise summary of the entire Faculty Development Program (FDP). She outlined the topics covered throughout the week, including Digital Marketing, Personal Financial Planning, and Innovation & Entrepreneurship. Additionally, Dr. Jain highlighted the expertise of the professionals who delivered lectures on these subjects during the program.

Feedback from Participants

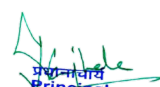


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Vote of Thanks by Ms. Angel Josy Lakra, Organizing Team Member-FDP



At the conclusion of the session, participants enthusiastically seized the opportunity to provide their feedback, reflecting on their valuable takeaways and expressing their appreciation for the enriching experience. **Ms. Angel Josy Lakra**, Assistant Professor within the Department of Commerce at Sri Venkateswara College, gracefully assumed the role of concluding the Faculty Development Program. With heartfelt sincerity, she extended gratitude to all the participants, organizers, speakers, and collaborators whose collective efforts contributed to the success of the program. Her closing remarks resonated with a sense of gratitude and camaraderie, encapsulating the spirit of unity and shared learning that characterized the entire event.


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FDP Brochure





**MAHATMA HANSRAJ MALAVIYA MISSION TEACHER TRAINING CENTRE
(MH-MMTTC)**

ONE WEEK ONLINE FACULTY DEVELOPMENT PROGRAMME

on

Skill Enhancement Courses
(Digital marketing, Personal Financial Planning, and Innovation & Entrepreneurship)



Organised by
SRI VENKATESWARA COLLEGE
DEPARTMENT OF COMMERCE
(NAAC Accredited A+ Grade)
University of Delhi

in collaboration with
HANSRAJ COLLEGE
(NACC Accredited A++ GRADE)
University of Delhi



February 1- February 7, 2024
Live Sessions: 2:00 PM - 5:15 PM

Last date for registration: 26th January, 2024

ABOUT HANSRAJ COLLEGE	ABOUT MALAVIYA MISSION SCHEME	ABOUT SRI VENKATESWARA COLLEGE
Hansraj college is one of the largest constituent colleges of University of Delhi and has been ranked as one of the top five colleges for science, arts and commerce several times in the last decade. The faculty and students of the college have contributed immensely in the field of academics, sports and cultural activities. The college faculty is dedicated towards growth and development of the institution academically and administratively to constantly thrive for excellence. Hansrajians have been placed in diverse professions and services worldwide and are bringing fame and laurels to the institution.	The Ministry of Education (MoE) has sought to strengthen synergy between HRDCs and PMMMNMTT centers to meet the objective of NEP 2020, keeping in view the optimal utilisation of infrastructure, financial, and human resources. The scheme has been designed to implement some of the recommendations and aims of the policy, which suggests imperative changes to invigorate the prevalent higher education system and thereby deliver high-quality higher education, with equity and inclusion. This scheme also aims to implement the recommendations of NEP viz. to improve the quality of teaching at all levels and in all domains; to focus on equity and inclusion in higher education; promote online and digital education; ensure equitable use of technology; promote Indian language and culture; develop basic infrastructure facilities; create awareness about gender sensitisation; include vocational education in the curriculum; develop leadership and management skills; create pool of mentors and pedagogic experts; and promote research and multidisciplinary education.	Sri Venkateswara College envisages shaping sensitive and balanced global citizens of tomorrow. The temple of education where hearts are cultured with indigenous values and mind are sharpened for critical thinking. From the outset, we have relentlessly pursued the ideals set by our founders and taken pride in creating a holistic learning atmosphere for students from diverse backgrounds. This year marks 62 years for this prestigious institution, which has proudly stood tall through the last many decades. Sri Venkateswara College has over the years acquired an indomitable place in the Indian education map. The college has been crowned with exemplary achievements which made the institution as one of the top institutions of University of Delhi. The college is a NAAC accredited with A+ Grade and NIRF Ranking 14 amongst colleges all over India. The faculty members of the institution have published many books, research papers in renowned journals; delivered invited talks; appeared as reviewers and participated in various conferences at national and international levels.


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AIMS OF THE PROGRAMME

- To give a better understanding of the subject matter.
- Preparing faculty for successful dissemination of knowledge.
- Encourage the process of creative thinking among teachers for upgraded andragogy.
- Train the teachers to promote creative mind-set among students.
- To enable the teachers to carve the student's perspective
- Equip our teachers for augmenting the horizon of understanding of students.
- Preparing teachers to develop skills among students to work in teams and build connections, collaborations and social networks.

PROGRAMME OVERVIEW

NEP 2020 has been implemented to tackle the needs of ever changing environment. This policy provides the valuable insights and recommendations on various aspects of education. At college, with the introduction of NEP 2020, there are numerous changes in the curriculum and it leads to the introduction of various Skill Enhancement Courses (SEC) and Value Added Course (VAC).

This FDP is designed to cater the needs of various academicians for a sound understanding of selective subjects, more particularly, Skill Enhancement Course (SEC) papers. The FDP covers few of the most prominent and demanding subjects such as Digital Marketing, Personal Financial Planning and Innovation and Entrepreneurship. All these subjects have a significant relevance in the real world. The programme will be useful not only to the teachers teaching these subjects but for everyone since learning these concepts are the need of an hour.

The objective of the SEC is to impart training for learning beyond the conventional syllabus. It aims to empower the learner to meet challenges in the real world, for instance, in getting the job or entering into the research etc.

RESOURCE PERSONS



Chief Guest
Prof. A.K. Singh (Head & Dean)
Department of Commerce, Delhi
School of Economics, University
of Delhi



Prof. R. P. Tulsian, Shaheed
Bhagat Singh (Evening)
College,
University of Delhi



Dr. Sumangla Rathore, Principal
Suyash College



Prof. Sunaina Kanojia, Department
of Commerce, Delhi School of
Economics, University of Delhi



Prof. Ashish Chandra, Department
of Commerce, Delhi School of
Economics, University of Delhi



Prof. Amit Kumar Singh, Department
of Commerce, Delhi School of
Economics, University of Delhi

THEMES TO BE COVERED

- Digital Marketing Techniques
- Display Advertising
- Search Advertising
- Introduction to Financial Planning
- Insurance Planning and Retirement Benefits
- Personal Tax Planning
- Investment Planning and IPO
- Entrepreneurship in different contexts
- Model for business planning
- Idea generation techniques
- Networking
- Growth strategies

Principal

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धौला कुआँ, नई दिल्ली / Dhoola Kuan, New Delhi-21

REGISTRATION PROCESS

- Interested Participants are requested to follow the steps mentioned below in order to register for the FDP:
- Participants are required to pay the registration fee of ₹500 via NEFT/IMPS/UPI to the following account:

- Account: Principal, Hansraj College FDC
- Bank: Canara Bank, Hansraj College, Delhi
- Type of Account: Savings
- Account Number: 2848101019873
- *Note: Fee is Non-Refundable

Eligibility Criteria

- Teaching faculty from all disciplines and university
- Teaching faculty includes Permanent, Ad-hoc, Guest, and contractual faculty
- Research scholars

- Pre-registration to the programme is through online mode only.
- Participants are required to fill the registration form using the following link (Please ensure that you have payment proof before filling up the registration form):

Registration Link: <https://forms.gle/Ej5abRdMDW37Kdmx5>



- The last date for registration is 26th January, 2024
- Participants will be informed by 29th January, 2024
- Attendance norms are strict. Participants are required to clear the assessment component for getting the e-certificates.
- Further details will be communicated to the registered participants.

MHMMTTC Team

Patron
Padma Shri Dr. Punam Suri
Chairman, Governing Body, Hansraj
College

Prof. (Dr.) Rama
Principal, Hansraj College
Chairperson, MH-MMTC

Mr. Ashutosh Yadav
Coordinator, MH-MMTC

Ms. Deepshikha Yadav
Dr. Anurag Kakkar
Deputy Coordinators, MH-MMTC

SVC Team

Chief Patron
Prof. K. C. Singh
Acting Principal, Sri
Venkateswara College

Dr. Pooja Jain
Sri Venkateswara College
Convener

Dr. Mamta Arora
Sri Venkateswara College
Convener

Ms. Angel Josy Lakra
Dr. Deepika
Ms. Mohini Yadav
Dr. Neetu Kushwaha
Members

For more information contact:
Dr. Mamta Arora
Mobile no. 9811222984
mamtaarora1966@gmail.com

Dr. Pooja Jain
Mobile no. 9891860800
pjain@svc.ac.in


Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhola Kuan, New Delhi-21



ONE-WEEK ONLINE FACULTY DEVELOPMENT PROGRAMME

on

SKILL ENHANCEMENT COURSES

(Digital Marketing, Personal Financial Planning, and Innovation & Entrepreneurship)

(February 1 to February 7, 2024)

PROGRAMME SCHEDULE

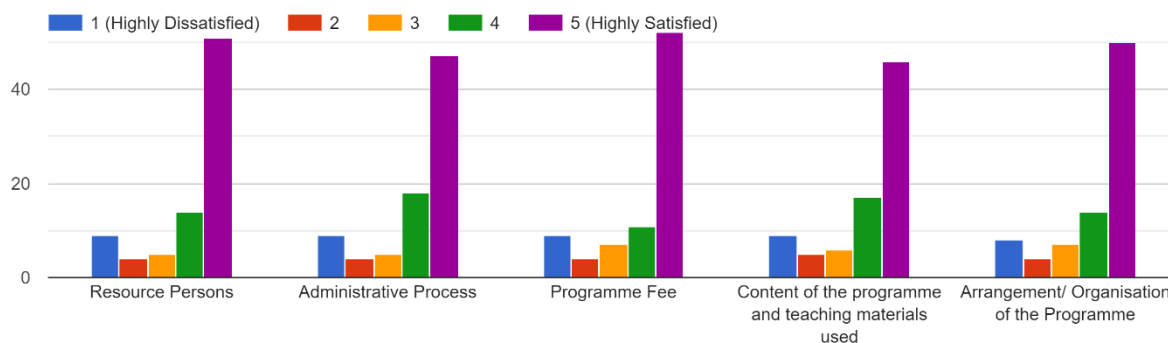
Date	Session	Timing	Topic	Speakers
1.02.2024	1	02:00 P.M. - 03:30 P.M.	Inaugural Session Chief Guest Prof. A.K. Singh (Head & Dean) Department of Commerce, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi	
1.02.2024	2	03:45 P.M. - 05:15 P.M.	Introduction to Financial Planning	Prof. R.P. Tulsian Shaheed Bhagat Singh (Evening) College, University of Delhi
2.02.2024	3	02:00 P.M. - 03:30 P.M.	Insurance Planning & Retirement Benefit Planning	Prof. Sunaina Kanojia Department of Commerce, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi
2.02.2024	4	03:45 P.M. - 05:15 P.M.	Investment Planning & IPO	Prof. R.P. Tulsian Shaheed Bhagat Singh (Evening) College, University of Delhi
3.02.2024	5	02:00 P.M. - 03:30 P.M.	Personal Tax Planning	Mr. Rajiv Gupta Head of Indian Tax Apollo Tyres
3.02.2024	6	03:45 P.M. - 05:15 P.M.	Entrepreneurship in different contexts- social, cooperative, commercial, public, not for profit organizations	Prof. Ashish Chandra Department of Commerce, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi
			Lean canvas model for business plan	

5.02.2024	7	02:00 P.M. - 03:30 P.M.	Intellectual Property Rights in India	Prof. Ashish Chandra Department of Commerce, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi
			Techniques of idea generation	
5.02.2024	8	03:45 P.M. - 05:45 P.M.	Networking and growth strategies	Prof. Ashish Chandra Department of Commerce, Faculty of Commerce & Business, Delhi School of Economics, University of Delhi
			Learning from failures- Case studies from ventures that could not sustain	
6.02.2024	9	02:00 P.M. - 03:30 P.M.	Marketing in the Digital World	Dr. Sumangla Rathore Suyash College, Adjunct Faculty Member, ICFAI Foundation of Higher Education, Hyderabad
6.02.2024	10	03:45 P.M. - 05:15 P.M.	Digital Marketing Technique	Dr. Sumangla Rathore Suyash College, Adjunct Faculty Member, ICFAI Foundation of Higher Education, Hyderabad
7.02.2024	11	02:00 P.M. - 03:30 P.M.	Display Advertising & Search Advertising	Dr. Sumangla Rathore Suyash College, Adjunct Faculty Member, ICFAI Foundation of Higher Education, Hyderabad
7.02.2024	12	03:45 P.M. - 05:15 P.M.	Valedictory Ceremony	

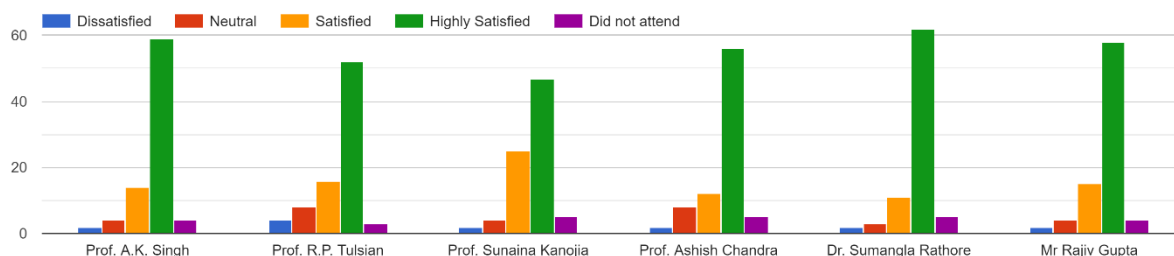
प्रमुख
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 Sri Venkateswara College
 दिल्ली विश्वविद्यालय / University of Delhi
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Feedback Report

How satisfied are you with the following?

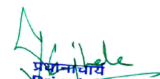


How satisfied are you with the sessions of the following resource persons?



Any other feedback

- Very well organised
- Best wishes. It was great learning experience. Many many Congratulations to all the organising members.
- Love to attend more such FDP's
- All the session are highly informative and fruitful. Thanks!
- Looking forward to attend & participating in more FDP in the future.
- Very good sessions and nice organization
- Very Informative and Insightful FDP
- A very well organised FDP, all sessions were insightful, knowledgeable and covered maximum.
- All the lecture delivered by the faculty are well presented. I would like to thank the organizing team for organizing such a wonderful and knowledgeable FDP.
- All the sessions were quite informative and insightful. Hope we get to attend more such events in coming
- Start Refresher Course

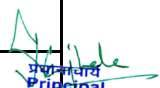

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- Great Work and Great Planning 🙌🙌
- All session were good and well-coordinated
- It was well-organised FDP. Session taken by Dr. Sumangla Rathore was highly commendable. I request you to conduct a core marketing FDP by inviting Dr. Sumangla Rathore as a resource person. Thanks a lot for such FDP.
- Excellent workshop
- Well organised, Excellent speakers
- Wonderful Organisation and Remarkable knowledge Sharing FDP, Congratulations Team.
- It was a great session & would like to be the part of more future FDP conducted by your team.
- Very well organised and coordinated
- Well organised and impressive
- I am grateful to the organisers for sharing the recordings and promptly responding to queries and concerns. Thank you.
- Well organized FDP 👍
- It was such a nice experience and highly satisfying. The course contents and resource person were of very high quality. Thanks for the notes shared. Looking forward for future FDP also from your end.
- Very knowledgeable & informative sessions
- An enriching experience
- I extend my appreciation for conducting such wonderful sessions and still look forward for more such knowledge enriching sessions
- Thank you for wonderful and enlightening event. Please hold more such FDPs in future.
- All session of seminar was well conducted. Thanks for inviting me. I really appreciated it
- Very wonderful and knowledgeable sessions
- Session is very informative and looking forward for more
- The FDP was very well organised and highly beneficial.
- Thank you to the organising team for such a wonderful FDP for enhancing knowledge base. I have taken various key take aways from all the session.
- Looking forward for more of similar sessions


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PARTICIPANT'S LIST

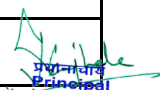
Title(Prof./ Dr./ Mr./ Ms.)	Name	Affiliation
Dr.	Neha Singhal	Sri Venkateswara College, DU
Ms.	Vaishali Chhokar	Shri Ram College of Commerce
Dr.	Areema Pandey	Assistant professor
Ms.	Swati	Shyam Lal College University of Delhi
Ms	Timsy Gupta	Shri Guru Nanak Dev Khalsa College, University of Delhi
Dr.	Divya Sethi	Assistant Professor, Sri Guru Nanak Dev Khalsa College, University of Delhi
Ms.	Komal Goyal	Assistant professor
Ms.	Preeti Choudhary	PhD Research Scholar
Ms.	Maebeama Thoudam	Assistant Professor
Ms	Anshu Chopra	Shivaji College
Ms.	APARNA PRITAM	Assistant Professor
Ms	Priyanka	Maharishi Dayanand University Rohtak,Haryana
Dr.	Devendra Malapati	Sri Venkateswara College (University of delhi)
Ms	Anit Kaur	Sri Guru Tegh Bahadur Institute of Management and Information Technology , GGSIPU
Ms.	Harneet kaur	Sri Guru Tegh Bahadur Institute of Management and Information Technology, GGSIPU
Dr.	Ishleen Kaur	Assistant Professor
Dr.	Jyoti Gupta	Hansraj College,University of Delhi
Dr.	Manjot Kaur Shah	Assistant Professor
Mr.	Manoj Kumar	Bhaskaracharya College of Applied Science, University of Delhi
Dr.	Ishpreet Virdi	Assistant professor
Ms.	Mansi Kanojia	Assistant Professor, Daulat Ram College
Mr.	Sunny Kumar	Research Scholar
Mr	Amit Kumar Paswan	Hindu College University of Delhi
Dr	Rohini baghel	DCAC
Dr	M Rama Naik	Delhi University


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Dr.	Harshmeeta Kaur Soni	Mata Sundri College, University of Delhi
Dr.	Preeti	Assistant Professor
Ms	Meghna Surana	Hindu College
Dr	Manisekhar Mallipudi	ANDHRA University
Mr.	Ajit Singh	Sri Venkateswara College, University of Delhi
Dr	Sukhvinder Singgh	Asst Prof MAIT Rohini
Ms.	SWATI GARG	Ph.D. Scholar (Jamia Hamdard)
Ms	Latika Bajetha	Shri Ram College of Commerce
Dr	Pragyan Dangwal	Amity University Uttar Pradesh
Dr	Ramandeep	Government College Ding Mandi, Sirsa (Haryana)
Dr	Shanta Rani Kerketta	Associate professor
Mr.	Nishant Gaur	Maharaja Agrasen Institute of Technology
Dr	Anuradha Gupta	Pgdav college ,DU
Dr.	Shasta Gupta	Assistant Professor, Sri Aurobindo College
Mr.	Yogesh Maruti Kharat	Vishwasrao Ransing College, Kalamb - Walchandnagar Savitribai Phule Pune University Pune.
Dr.	Anita Rani	Government college
Ms.	Sarika	Assistant Professor, Delhi School of professional studies and Research (DPSR), GGSIPU
Ms.	Deepika Jindal	Daulat Ram College, University of Delhi
Dr	Sushila susaren Hansda	The Graduate school college for women Sakchi Jamshedpur kolhan university chaibasa jharkhand
Ms.	Iti Verma	Gargi College, University of Delhi
Ms.	Soumya Sharma	Vivekananda College, University of Delhi
Dr.	Isha Goel	Daulat Ram College, University of Delhi
Dr.	Sunita dahiya	Aditi Mahavidyalaya, University of Delhi
Dr.	Bhoomika Garg	Rajdhani College, University of Delhi
Ms.	Anju dagar	Sri Guru Nanak Dev khalsa college, Delhi University
DR.	DR. AMARJEET KAUR	Dyal Singh College, University of Delhi
Ms.	Damanpreet Kaur	Sri Guru Nanak Dev Khalsa College, University of Delhi

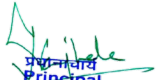

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Dr.	Anil Kumar	Deshbandhu College, University of Delhi
Dr.	Anil Kumar	Kamala Nehru College (University of Delhi)
DR,	DR VSDHIMABINDU	ANDHRA UNIVERSITY,A.P
Ms	Priyanka Raina	Manav Rachna International Institute of Research and Studies
Prof(Dr)	Gautam Srivastava	School of Leadership & Management, Manav Rachna International Institute of Research & Studies, Faridabad
Dr.	Khushboo Gulati	Manav Rachna University
Ms	Hina sami	University of Lucknow
Mr.	Kundan Kumar	Rajdhani College, University of Delhi
Dr	MUKUL BHENGRAJ	Affiliation
Ms.	Anjali Chawra	Chaudhary Charan Singh University
Dr.	Vinesh	CCS University Meerut
Dr	Pooja Garg	SGND Khalsa college
Ms	Haneet kaur	Sri Guru Nanak Dev Khalsa College , University of Delhi
Dr	Anita	SGND Khalsa college, University of Delhi
Ms	Shikha Garg	Sri Guru Nanak Dev Khalsa College University of Delhi
Ms.	EKTA GARG	Research Scholar (The Northcap University)
Dr	Komal Vashisht	Sri Guru Nanak Dev Khalsa College, University of Delhi
Dr.	Priya Gupta	CCS University Meerut
Ms	Anmol Yadav	Lady Irwin College, University of Delhi
Ms.	Priya Kumari Chaurasia	Ccsu
Dr.	Meenakshi Ahlawat	Sri Venkateswara College, DU
Ms.	Shruti Ranjan	Christ (deemed to be university) Delhi NCR
Dr	Sindhu Mani Bag	Sri Venkateswara College, University of Delhi
Dr.	P. Chengalrayulu	Sri Venkateswara College (University of Delhi)
Dr.	Manoj Kumar Pandey	Department of Commerce, Gargi College, University of Delhi
Dr.	Monika	Assistant Professor Moti Lal nehru College Eve
Mr.	ROHIT MANCHANDA	University of Delhi
Mr.	Satyavir	Deshbandhu College University of Delhi


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Sample Certificate

 Ministry of Education Government of India		 MALAVIYA MISSION TEACHER TRAINING PROGRAMME	Certificate ID: Certificate_ID	 ज्ञान-विज्ञान विम्वरये University Grants Commission
<u>CERTIFICATE OF PARTICIPATION</u>				
This is to certify that Prof./Dr./Mr./Ms.				
<u>Name</u>				
from				
<u>Name of College Institution</u>				
has successfully completed the				
One Week Online Faculty Development Programme				
on				
<u>"Skill Enhancement Courses (Digital marketing, Personal Financial Planning, and Innovation & Entrepreneurship"</u>				
<u>(01st - 07th February, 2024)</u>				
organised by				
Department of Commerce, Sri Venkateswara College, University of Delhi				
in collaboration with				
Mahatma Hansraj Malaviya Mission Teacher Training Centre (MH-MMTTC), Hansraj College, University of Delhi				
 Coordinator (MH-MMTTC, Hansraj College)		 Chairperson (MH-MMTTC, Hansraj College)		


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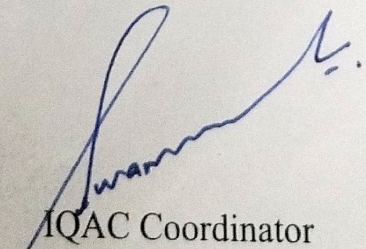
NAAC Grade A+

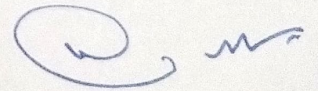
CERTIFICATE

This is to certify that the One Week Online Faculty Development Programme titled "Skill Enhancement Courses (Digital Marketing, Personal Financial Planning and Innovation & Entrepreneurship)" was successfully conducted from 1st February, 2024 - 7th February, 2024 from 2:30 pm to 5:15 pm by Department of Commerce, Sri Venkateswara College, University of Delhi in collaboration with Hansraj College, University of Delhi in the Online mode and its event report has been submitted to IQAC for records.

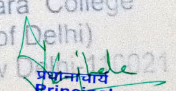
Mamta Ansa
15/3/24

Event In-Charge


IQAC Coordinator
Coordinator, IQAC
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



Principal

PRINCIPAL (Acting)
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Principal
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Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

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

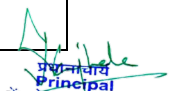
EVENT REPORT

NAME OF THE EVENT: PROCUREMENT THROUGH GeM : A PRIMER

DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
22.11.2023	BURSAR's OFFICE		Dr. S. Krishnakumar
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
10:00Am to 1:00PM	New Committee Room, Durgabai Deshmukh Block	15 participants+5 speakers	Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	Funds from college IQAC		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	PROCUREMENT THROUGH GeM : A PRIMER
OBJECTIVES	To enhance the capacity of faculty as well as administrative and laboratory personnel on the process of procurement through GeM
METHODOLOGY	Workshop with hands on experience
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	Dr. Narendra Kumar, Dr. Kameshhwar Sharma and Mr, Naveen from ICT
OUTCOMES	The participants were expected to help and co-ordinate in smoothing this process at the college level


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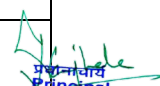
PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters ✓	2 Number of Participants & Name of participants	3 Video clip	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 Any other document

IQAC Document No: IQAC/BURSAR/01	Criterion No: VI
Departmental file no: IQAC/BURSAR/01	IQAC file No: IQAC/2023-24

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Krishnakumar S		

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		


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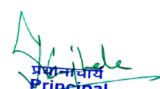
REPORT

A workshop on Procurement Through GeM was organized at Sri Venkateswara College in New Committee Room, Durgabai Deshmukh Block on Nov 22, 2023 at 10 AM. The objective of the workshop was to streamline purchases in the college and make the procurement process more efficient. The commencement of the event featured opening remarks from Prof. K C Singh, Acting Principal, Sri Venkateswara College, who emphasized the need of such workshops for efficient functioning of the college. Subsequent to this, an introduction to the workshop was delivered by Dr S Krishnakumar who provided insights into General Financial Rules (GFR), particularly GeM as a significant component of GFR. He further provided an insight into the budget details of the college. The resource persons for the workshop were Lt. Dr Kameswara Sharma, Associate Professor, Biochemistry Department, SVC; Dr. Narendra Kumar, Associate Professor, Physics Department, SVC and Mr Naveen, Senior Technical Assistant, ICT, SVC. All the three resource persons possess expertise in GeM and shed light on the technicalities and intricacies inside and out. The workshop was enthusiastically attended by 21 people including faculty and technical, laboratory and administrative personnel.

Dr Kameswara Sharma outlined the procurement protocol and stressed the importance of securing administrative and financial approval for a particular product within ten days so as to avoid unnecessary repeated product searches. He also highlighted the role played by the department initiating purchase on the crucial role in ensuring timely payment. Dr Narendra Kumar clarified the procedures to be adhered in relation to product pricing in deciding between direct purchase or opting for the lowest price. Additionally, he elaborated on the golden parameters and circumstances under which we can seek permission to contact authorized dealer. He provided further explanation on the types of bidding and the relevance of Proprietary Article Certificate (PAC), Bid Order Questionnaire (BoQ) and Consignee Receipt and Acceptance Certificate (CRAC). Mr Naveen stressed on the bidding process on products above Rs 5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. A thorough demonstration was also provided by Mr. Naveen and Dr. Kameswara explaining the whole procurement process. The speakers addressed and elucidated the queries raised by the attendees.

The workshop co-ordinated by was appreciated by all the attendees and recommendation for the organization of additional workshops of similar nature was proposed. A vote of thanks was delivered to the speakers by Mr. Anender Manjhi and closing comments by Dr S Krishnakumar, Bursar, co-ordinator of this workshop.

(This note was prepared by Dr. Mohita Bhagat, Department of Zoology)


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Sri Venkateswara College
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NAAC Grade A+

Date – 22 Nov 2023

Workshop : Procurement through GeM : A Primer

Attendance Sheet

S. No.	Name of participant	Signature
1	Dr. Lakshay Malhotra (Biochemistry)	
2	Dr. Ravindra Upadhyaya (Chemistry)	
3	Dr. Mohita Bhagat (Zoology)	
4	Dr. Sachin Kumar (Botany)	
5	Dr. Hina Yadav (Electronics)	
6	Dr. Anil Kumar (Physics)	
7	Mr. Anil (Chemistry)	
8	Ms. Nidhi Gulia (Zoology)	
9	Mr. Arun Sharma (Botany)	
10	Mr. Narasimha Rao (Electronics)	
11	Mr. Anendar (Physics)	
12	Mr. U R R Narendra (Assistant and Caretaker)	

13. ANIL SINGH HANI (BIOCHEMISTRY)

14. Pawan Kumar Bani

15. VIKAS MOTLA

16. P. NARASIMHA RAO
Bursar

Principal



Procurement through GeM : A Primer WORKSHOP

Opening Remarks:

**Prof. K C Singh,
Acting Principal**

Resource Persons

**Dr. Kameshwar Sharma YVR
Dr. Narender Kumar
Mr. Naveen**

**Dr. S Krishnakumar
Bursar(SVC)**

NOV 22, 2023 | 10 AM

Introduction:

**Dr. S. Krishnakumar
Bursar**

**Venue : New Committee
Room, Smt. DD Block**

**Prof. K C Singh,
Acting Principal(SVC)**



Tirumala Tirupati Devasthanams

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CERTIFICATE

This is to certify that the **Workshop on Procurement Through GeM** was successfully conducted on (22nd November 2023) from (10:00 AM to 1:00 PM) by (the Bursar's Office in collaboration with IQAC in the (Offline) mode and its event report has been submitted to IQAC for records.

Dr. S Krishnakumar

Event In-Charge

Prof. Swarn Singh

IQAC Coordinator

Prof. K Chandramani Singh

Principal

Principal
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