

SRI VENKATESWARA COLLEGE (UNIVERSITY OF DELHI)

EVENT REPORT

NAME OF THE EVENT: In	duction 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	Mr. Vijay Aggarwal(Big Data Analyst & Automation Expert)	
WITH AFFILIATION	Prof. Rina Ramdev (Department of English) Sri Venkateswara	
DETAILS	College	
(IF ANY)	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	

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

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		

	Thumala Trupati Dovasthanams ຊື່, ລົວຮັບສິ່ງເຮັ
	Sri Venkateswara College
	NAAC Grade A+
	PERMISSION FOR ORGANIZATION OF EVENTS
the Co 2. Ple 3. A submi Coord EOC, events	1. Please ensure that the completion certificate of the event is physically signed by novener of the event, IQAC Coordinator and Principal after the event report is made. ase ensure a pre booking of the venue before getting the permission letter signed. copy of this duly filled form signed by the TIC/ Convener and Principal shall be tted to ICT sysadmin@svc.ac.in, Caretaker sandeepluthra@svc.ac.in, IQAC linator iqac@svc.ac.in, Dr. Arpita Kaul arpita@svc.ac.in for commerce, NSS, NCC, Empathise, Placement and Sports events, Dr. Urmi <u>urmi.b@svc.ac.in</u> for humanities s, Dr. P. Jayaraj <u>jayaraj@svc.ac.in</u> for sciences events. (Mails mentioned in SOP) and agendra Kumar Kalaparthi <u>nkalaparthi@svc.ac.in</u> , for IQAC/ NAAC criteria 1-7.
	EVENT DETAILS
1.	Name of the Department/Society /Association: BURSAR'S UFFICE in Mobincher
	Name of the TIC/Convenor (if any): Prof./Dr./Mr./Ms. S-KRISHNA KUMAR
	Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public or community outreach/ skill enhancement/others. WORKSNOP / Skill CHIANCE MENT
4.	Participants: Student-centric /Faculty/Both /admin / lab
	Event Type: Offline/Online/Hybrid; Indoor/Outdoor
6.	Collaborating Agency /Organization:
	Proposed Title of the Event: INDUCTION 2023 WORKSNOP
8.	Tentative List of Speakers with affiliations:
1	MEENAKSHI SANAY M. VIZAY AGGANAY
	Mr. RAVINDER SINGH
	1- 20hp- 2023
9.	Date, Time from to ; 26 th Dec 2023 (offline) the 29th Dec 2023
10	Financial Assistance/ Funding received (if any)
11	. Proposed Budget (please attach details in a separate enclosure): Rs 39,000
12	Faculty responsible for Geo Tagged Pictures Mr. Naven (ICT) Mr. V.kon, (13 . Rome
	Faculty responsible for Event Report S. ICRIS IN NAKUM AC
14	. ICT support required, if any (ICT Lab, Laptop, LCD projector) Yer

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 thoughtprovoking 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 Mailmerger which us 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 sessionn 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 firms, 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 changeand 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 if Delhi). Dr. Krishnskumar 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 felucutations 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

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:

imala Tirupati Devasthanams శ్రీ వేంకటేశ్వర కళాశాల 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. Ratna Raman
- Dr. Jitendra Veer Kalra

Dr. S Krishnakumar Bursar (SVC)



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



Dr. Arpita Kaul Dr. Robin Suyesh

Dr. Pankaj

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Induction Workshop 2023

For newly recruited administrative, 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)

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Induction Workshop 2023

For newly recruited administrative, technical, laboratory and library personnel

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)

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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)

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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)



Date – 26 Dec 2023

Induction Workshop 2023 : Spreadsheet Skills

S. No.	Name of participant	Department	Signature
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Bursar

Principal



Date - 26 Dec 2023

Induction Workshop 2023 : Spreadsheet Skills

Attendance Sheet

S. No.	Name of participant	Department	Signature
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40.	Nariendra Bharrelwaj	ICT	Ø
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Date – 26 Dec 2023

Induction Workshop 2023 : Spreadsheet Skills

Attendance Sheet

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Bursar

Principal



Date - 27 Dec 2023

Induction Workshop 2023 : Word Processing Skills

S. No.	Name of participant	Department	Signature
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19.	Anil Kumar	Botany	120

	Date - 27 Dec 2023			
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Principal

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		Date - 27	D 2022
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	Induction Workshop 2023 : W	ord Processing Skills	
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Bursar

Principal





Date - 28 Dec 2023
Induction Workshop 2023 : Organising Conferences Online

Attendance Sheet

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3.	Vishal Bhardwaj	Chemistry	400
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13	Ashish Kerman	Electronics	Ashirt
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19	Kinko	Botany	Aut



Date - 28 Dec 2023

Induction Workshop 2023 : Organising Conferences Online

Attendance Sheet

S. No.	Name of participant	Department	Signature
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50	Naxondra Bhardwaj	14	X
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Bursar

Principal



Date – 28 Dec 2023

Induction Workshop 2023 : Organising Conferences Online

S. No.	Name of participant	Department	Signature
20	Aleny Cinos	Accounts	Mu
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23	Vikas Motla	Accounts	m
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46	Chander Pal Singh	Chemishy Library	all
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Bursar

Principal











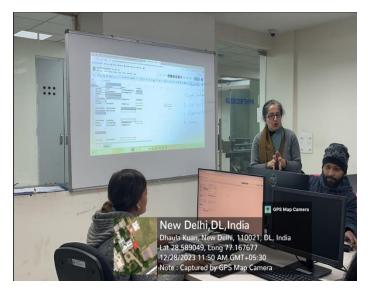




















New Delhi, Delhi, India Sri Venkateswara College Dhaula Kuan Enclave I, Dhaula Kuan, New Delhi, Delhi 110021, India Lat 28.588964°

Long 77.167398° 28/12/23 03:42 PM GMT +05:30









Tirumala Tirupati Devasthanams శ్రీ వేంకటేశ్వర కళాశాల Sri Venkateswara College (University of Delhi) NAAC Grade A+ 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. N Cidnelumar L Prof. Swarn Singh Prof. K. Chandramani Singh Dr. S Krishnakumar IQAC Coordinator Principal Event In-Charge