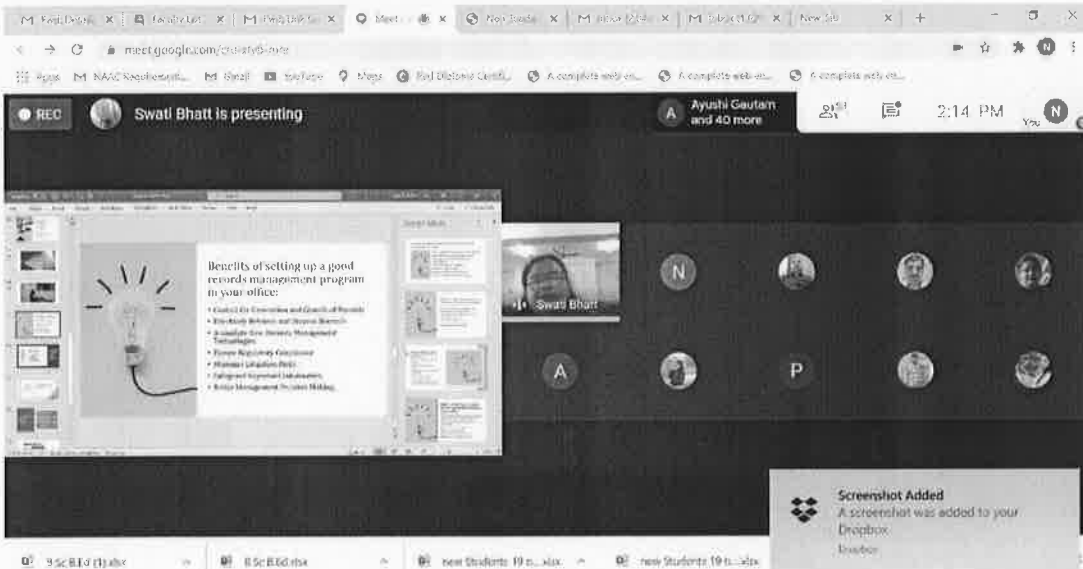


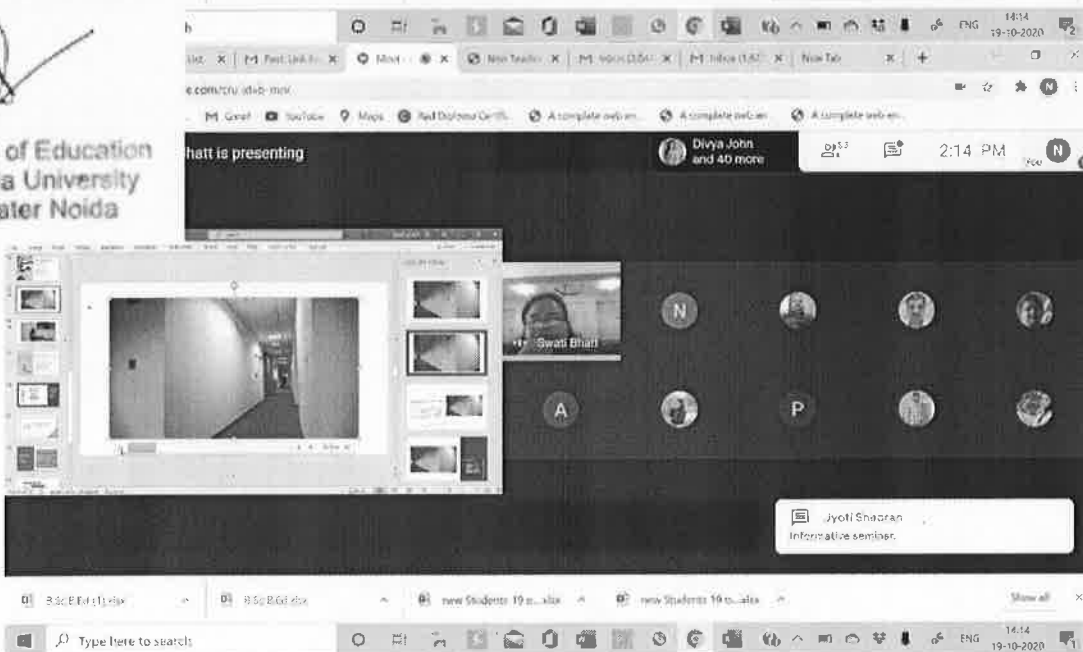
Name of the event	A One Day training program On Digital Maintenance of Official Data and Records for the Non teaching staff.		
Date of the event	19 th october 2020		
Location of the event	Sharda University, Greater Noida (It was organized on Google Meet Platform)		
Event Summary	<p>School of Education has organized one day online training program on digital maintenance of official data and records for the Non teaching staff.</p> <p>The objectives of this workshop was to introduce the field of management responsible for the efficient and systematic control of the creation, recite, maintenance, use and this disposition of records in an electronic environment.</p> <p>100 participants from sharda university participated in this event.</p>		
Dialogs with representatives, speakers, and exhibitors	The Speaker Ms. Swati Bhatt Assistant Professor, Dept. of Management, SRM Institute of Science and Technology spoke on efficient office management for creating a lean office..		
Name of the Organizing Department/ School	Department		School
	Education		School of Education
Convener/ Co-Ordinator details	Name	Contact Number	Email ID
	Convener Prof. Arti Koul Kachroo Coordinator Dr. Akanksha Srivastava	9971992154 6398727580	arti.kachroo@sharda.ac.in akanksha.srivastava@sharda.ac.in
Chief Guest/ Guest of Honor	Name		Affiliation
Speaker details	Name of the Speaker	Affiliation	AREA (Academics/ Industry/ Research Organization/ Others) [Please specify]
Speaker -1	Dr.Swati Bhatt	SRM institute of science and technology	Academics

Dean School of Education

Speaker -2									
Speaker -3									
Speaker -4									
Type of the event	(Write 'Yes' where applicable in the respective event column)								
	Conference	Seminar	Workshop	Symposium	Guest Lecture (Invited talk)	FDP/MDP/EDP	Special Session	Industrial Visit	Extension and Outreach Programs
							Quiz	Cultural/Celebration/Sports	
National			Yes					Yes	
International									




 School of Education
 Sharda University
 Greater Noida




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 Sharda University
 Greater Noida



SHARDA
UNIVERSITY
Beyond Boundaries

**SCHOOL OF
EDUCATION**

One-day training program on
**Digital Maintenance of
Official Data & Records for
NON-TEACHING STAFF**

 19th October, 2020  1:00 P.M. - 3:00 P.M.



SPEAKER

Ms. Swati Bhatt
*Asst. Prof., Marketing, Deptt. of Mgmt.,
SRM Institute of Science & Tech., Ghaziabad*



CONVENER

Prof. Arti Koul Kachroo
Dean, SOE



COORDINATOR

Dr. Akanksha Srivastava
Associate Professor, SOE



Registration
Free of Cost

Registration Link: <https://forms.gle/8buiDrzdYq5WfRr8>

Dear All,

School of Education, Sharda University is organising A One- day training program on **'Digital Maintenance of Official Data and Records'** for the Non- Teaching Staff scheduled on **19th October,2020**.

The main objective of this workshop is to introduce the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records in an electronic environment



School of Education
Sharda University
Greater Noida

To support the continuing flow of operations, comply with the regulatory environment and provide necessary accountability, organizations should create and maintain authentic, reliable and usable records, and protect the integrity of those records for as long as required. Organizations are increasingly reliant on information communications technology (ICT) as a crucial component of operations. As a result, information is often partially or fully in electronic form. Records document institutional policies, procedures, and activities of the institutions may be created, disseminated, and maintained through a variety of technologies and they may include electronic mail, websites, word processing files, databases, images, audio and video content, and other emerging digital genres. This workshop will be intended to develop the much required knowledge and skills regarding digital maintenance of data and records among the staff.

Objectives of the event:

- Identification, Maintenance, and Preservation of Digital Records
- Creating a lean office
- Efficient office management- Use of Google

Convenor Details:

Prof. Arti Koul Kachroo
Dean School of Education
Sharda University

Co-Ordinator Details:

Dr. Akanksha Srivastava
Associate Professor
School of Education

Resource Person:

Ms. Swati Bhatt
Assistant Professor, Marketing
Department of Management
SRM, Institute of Science and Technology
Modinagar, Gaziabad

Program Details:

Date: 19th October, 2020

Time: 1:00 P.M to 3:00 PM

Registration Link: <https://forms.gle/e5gH4zsCKcQ13Z8B7>

We look forward to your gracious presence.


Dean School of Education

Registration Form

A One- Day Training Program on 'Digital Maintenance of Official Data and Records' for Non-Teaching Staff . DATE: October 19,2020

Organized By: School of Education, Sharda University, Greater Noida

* Required

1. Email Address *

2. First Name *

3. Last Name *

4. Full Address of the Organization *

5. Mobile Number *

6. Whats App Mobile Number *


Dean School of Education

FEEDBACK FORM

A One- Day Training Program on 'Digital Maintenance of Official Data and Records' for Non-Teaching Staff .

DATE: October 19,2020

Organized By: School of Education, Sharda University, Greater Noida

* Required

1. Email address *

2. Full Name (as required in the certificate) *

3. Name of the University/Institute/College/Organisation *

4. Whats App Mobile Number *

5. Overall Impression of the Workshop with reference to organizers

Mark only one oval per row.

	Excellent	Very Good	Good	Average	Poor
Ease of using technology by Workshop organiser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility of signal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Co-ordination and communication with the participants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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6. Overall Feedback for the session *

Mark only one oval per row.

	Excellent	Very Good	Good	Average	Poor
Relevance of the content with the topic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Style of communicating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstration of the Technique	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This content is neither created nor endorsed by Google.

Google Forms


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CERTIFICATE

OF PARTICIPATION

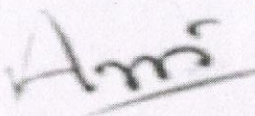
This is to certify that

Mr./Mrs./Dr. Manaansh Srivastava of DPS

Has participated in the One-day training program on **Digital Maintenance of Official Data & Records** for
NON-TEACHING STAFF


Organized by School of Education, Sharda University.

Date: 19th Oct, 2020


Prof. Arti Koul Kachroo

Convenor

Dean School of Education


Dr Akanksha Srivastava

Co-ordinator

List of Participants

Timestamp	Email Address	First Name	Last Name	Full Address of the Organ	Mobile Number	Whats App Mobile Number
10/12/2020 9:51:12	999	Dev Dutt	Sharma	School of Dental Science	9997922212	9997922212
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10/13/2020 13:56:12	sunil.kumar1@sharda.ac.	Sunil	Kumar	Sharda University	9258696453	9258696453
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10/13/2020 14:12:24	anupam.1@sharda.ac.in	Anupam	.	School of pharmacy	9779614562	9779614562
10/13/2020 15:35:44	sanjay.kumar5@sharda.a	Sanjay	Kumar	Plot No. 32, 34, Knowled	9312364474	9312364474
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10/14/2020 9:57:24	pinkujanth@gmail.com	Ankit	Kumar	SU block 2 CCDC	9958670023	9958670023
10/14/2020 10:13:57	amarjeet.singh@sharda.a	AMARJEET	SINGH	SHARDA UNIVERSITY	8743932519	8743932519
10/14/2020 11:15:39	sachin.gupta1@sharda.ac	Sachin	Gupta	Department of Mass Com	9953094869	9953094869
10/14/2020 13:36:54	naheeda.akhtar@sharda.	naheeda	akhtar	sharda university	8448557657	8448557657
10/14/2020 15:19:31	nelam.narang@sharda.ac	Neelam	Narang	School of Architecture & F	9911677976	9911677976
10/15/2020 6:48:28	azimuddin.saifi@sharda.z	Azimuddin	Saifi	Sharda university	7428708168	7428708168
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Timestamp	Email Address	First Name	Last Name	Full Address of the Organ	Mobile Number	Whats App Mobile Number
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10/16/2020 20:35:21	priyadsouza164@gmail.c	Priya	Sharma	Sharda university	7042946903	7042946903
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10/16/2020 20:59:33	divyapapola440@gmail.c	Divya	Papola	Student of school of educ	7302642091	7302642091
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10/17/2020 15:08:55	piyush.kumar@sharda.ac	Piyush	Kumar	Sharda university	9582814601	9582814601
10/17/2020 15:51:35	anant.verma@sharda.ac.	ANANT VIJAY	VERMA	SHARDA UNIVERSITY	9205586062	9205586062
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Timestamp	Email Address	First Name	Last Name	Full Address of the Organ	Mobile Number	Whats App Mobile Number
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10/19/2020 14:50:45	lal.baboo@sharda.ac.in	lalbaboo	baboo	lalbaboo (SET-1)	9911084046	9625365701



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