

**Internal Quality Assurance Committee (IQAC)**

**Workshops/ Seminars/ Events organized for the college staff**

**Year 2015 – 20**

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## General Aptitude and Technical Writing Program – 2 (2019 – 20)


A training program on General Aptitude and Technical Writing Program – 2 (English Grammar and Technical writing) was organized by the college for the Non-Teaching staff, from 1<sup>st</sup>– 29<sup>th</sup> February 2020.

Mr. Rituraj Anand, Asst. Professor, Department of English, SRCASW, taught the para teaching staff throughout the training program. Discussions on various important topics of English Grammar were done and several worksheets were solved by the participants to test their progress. The focus was also on improving their communication skill.

It is also utterly important for the staff to be good at technical writing for the official purposes. For the same, the staff was trained to write notices.

The training program was supposed to continue with lectures on letters, reports etc. and some practice sessions, along with progress assessments. It could not continue further due to unprecedented Covid-19 situation. The college has decided to continue the same, once the situation normalizes and college re-opens.

www.rajgurucollege.com

**शाहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन**  
**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**  
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)  
वसुंधरा एन्क्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास) Vasundhara Enclave (Adjoining Chilla Sports Complex)  
दिल्ली-110096 Delhi-110096  
दूरभाष : 22623503, 22623505 Phone(s) : 22623503, 22623505  
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संदर्भ सं./Ref. No. SRCASW/..... दिनांक/Date.....

28.1.2020

**NOTICE**


IQAC is organising a training program on General Aptitude and Technical Writing Program – 2 for multi tasking staff (MTS) of the college.

Program schedule for the same is as follows –

Classes will start from 3.2.2020 onwards on every Monday. Interested staff members are requested to attend the training program.

| S.No. | Every Monday | Subject              | Faculty                |
|-------|--------------|----------------------|------------------------|
| 1     | February     | Basic English        | Mr. Rituraj Anand      |
| 2     | March        | Playing with numbers | Mr. Shivam Kumar Singh |
| 3     | April        | Basic Computers      | Ms. Anshika Singh      |

Venue – Room No. LT – 21  
Timings – 4:00 p.m. – 5:00 p.m.

  
Dr. Payal Mago  
Principal

## General Aptitude and Technical Writing Program (2019 – 20)

Three days training programme on General Aptitude and Technical Writing for para teaching staff of the college was organized by IQAC, held from 26<sup>th</sup> – 30<sup>th</sup> December 2019. The lectures were delivered by Ms. Akanksha Dhingra covering topics like notice writing, letter writing (in Hindi and English language), basic questions on general aptitude etc. to make the staff learn and enhance their skills in technical writing for administrative work. The idea was to enhance their confidence and personality development.

## Advancements in Procedure and Purchases through GeM (2018 – 19)

A seminar on “Advancements in Procedure and Purchases through GeM” organized by IQAC, was delivered by Mr. Saaket Kumar, Section Officer (Administration) on 12<sup>th</sup> February 2019 at 11:00 a.m. onwards in the Conference Room. The idea behind the seminar was the smooth running of the purchases of the college.



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संदर्भ सं./Ref. No. SRCASW/.....

दिनांक/Date...11/2/2019.....

### NOTICE

IQAC is organizing a seminar on “Advancements in Procedure and Purchases through GeM” to be delivered by Mr. Saaket Kumar, Section Officer (Administration) on 12<sup>th</sup> February 2019 at 11:00 a.m. onwards in the Conference Room. Following members are requested to attend the seminar for smooth running of the purchases of the college. Others who are interested to attend the seminar are welcome.

| S.No. | Name                   | Department                       |
|-------|------------------------|----------------------------------|
| 1     | Dr. Saquib Ansari      | Purchase Committee               |
| 2     | Ms. Deepali Bajaj      | Purchase Committee               |
| 3     | Mr. T.N. Ravi          | Purchase Committee               |
| 4     | Dr. Sadhna Jain        | Biochemistry                     |
| 5     | Dr. Saquib Ansari      | Biomedical Science / Psychology  |
| 6     | Dr. Jasjeet Kaur       | Chemistry                        |
| 7     | Dr. Suruchi Chawla     | Computer Science                 |
| 8     | Ms. Preeti Singhal     | Electronics                      |
| 9     | Dr. Deepa Joshi        | Food Technology                  |
| 10    | Dr. Sneha Kabra        | Instrumentation/ Student Advisor |
| 11    | Dr. Punita Saxena      | Mathematics/ Statistics          |
| 12    | Dr. Rekha Mehrotra     | Microbiology                     |
| 13    | Dr. Alka Vohra Kuanr   | Physics/ Cultural Secretary      |
| 14    | Dr. Yuthika Aggarwal   | Management                       |
| 15    | Mr. Gaurav Verma       | Psychology                       |
| 16    | Dr. Komal Chandiramani | Psychology                       |
| 17    | Dr. Bimla Pawar        | Physical Education               |
| 18    | Dr. Projes Roy         | Library                          |

|    |                        |                    |
|----|------------------------|--------------------|
| 19 | Dr. Indu Arora         | Hostel Warden      |
| 20 | Mr. Manoj Pathak       | Accounts           |
| 21 | Mr. Darshan Singh Negi | Physics/Store      |
| 22 | Mr. Dinesh Rana        | Library            |
| 23 | Ms. G. Vijaya          | Computer Science   |
| 24 | Ms. Savitri Gupta      | Food Technology    |
| 25 | Mr. Prempal Singh      | Biochemistry       |
| 26 | Ms. Sweta Arya         | Instrumentation    |
| 27 | Ms. Akanksha Dhingra   | Electronics        |
| 28 | Mr. Chitij Awasthi     | Physics            |
| 29 | Mr. Rohit Kumar        | Chemistry          |
| 30 | Mr. Saurabh            | Microbiology       |
| 31 | Mr. Rishi Kumar        | Biomedical Science |
| 32 | Ms. Kanchan Kaushik    | Psychology         |
| 33 | Mr. Rishab Bhardwaj    | Administration     |
| 34 | Ms. Pratiksha Awasthi  | Matron             |
|    |                        |                    |
|    |                        |                    |

Dr. Payal Mago  
Principal

Ms. Venika Gupta  
IQAC, Convener

## Procedure and Purchases through GeM (2017 – 18)

A seminar on “Procedure and Purchases through GeM” organized by IQAC, was delivered by Mr. Saaket Kumar, Section Officer (Administration) on 27<sup>th</sup> August 2018 at 11:00 a.m. onwards in the Conference Room. The seminar was organized to introduce the procedure for purchases of the college through Government e – Marketplace and digitization.

Attendance Sheet for The IQAC Seminar on Government e Marketplace (GeM) held on  
27.8.2018

| S.No. | Name                | Signature       |
|-------|---------------------|-----------------|
| 1.    | Radhika Bakhshi     | Radhika Bakhshi |
| 2.    | Richa Sharma        | Richa           |
| 3.    | Dr. Sneha Kabra     | Sneha           |
| 4.    | Saurabh             | Saurabh         |
| 5.    | Drosham Singh       | Drosham         |
| 6.    | Dinesh Kumar        | Dinesh          |
| 7.    | Sweta Arya          | Sweta           |
| 8.    | Bhuvan Bhatt        | Bhuvan          |
| 9.    | NARESH GIRI         | Narash          |
| 10.   | ROHIT KUMAR         | Rohit Kumar     |
| 11.   | Kanchan Kaushik     | Kanchan         |
| 12.   | GAURAV VERMA        | Gaurav Verma    |
| 13.   | KOMAL CHANDIRAHANI  | Komal           |
| 14.   | YUTHIKA AGARWAL     | Yuthika         |
| 15.   | Dr. Bimla Pawar     | Bimla Pawar     |
| 16.   | G. VIJAYA           | G. Vijaya       |
| 17.   | Sarita Gupta        | Sarita          |
| 18.   | Manoj Bahale        | Manoj           |
| 19.   | T. N. Kulkarni      | T. N. Kulkarni  |
| 20.   | Dr. Saquib Ansari   | Saquib          |
| 21.   | Ms. Deepali Bajaj   | Deepali         |
| 22.   | Dr. Jasjeet Kaur    | Jasjeet         |
| 23.   | Dr. Sachin Jain     | Sachin          |
| 24.   | Ms. Preeti Singh    | Preeti          |
| 25.   | Dr. Surinder        | Surinder        |
| 26.   | Dr. Punita Sonera   | Punita          |
| 27.   | Rishabh Bhasinwaraj | Rishabh         |
| 28.   | Pramod Singh        | Pramod          |
| 29.   | Dr. PANKAJ KUMAR    | Pankaj          |
| 30.   | SAAKET KUMAR        | Saaket          |
| 31.   | Dr. Rekha Mehrotra  | Rekha           |
| 32.   | ARANRISHA DHINGRA   | Aranrisha       |

### English Proficiency Classes (2016 – 17)

English Proficiency Classes are being held in the college for students as well as non teaching and administrative staff with the aim of helping them to improve their communication skills.

During the term (July – December 2016) classes were held from September to November 2016. There were four classes per week for students and 2 classes per week for non teaching staff. Two guest teachers were appointed to take these classes. A group of about 40 students from the 1<sup>st</sup> year of various departments were selected on the basis of their requirements and they were divided into two batches of 20 each. Also 25 non teaching and administrative staff members opted to join the classes. The students and the non teaching staff found these classes very useful and informative. Consequently a 10 day capsule course was organized for the non teaching staff in the semester break in December 2016.

Classes were also held during the term (January – April 2017). About 20 non teaching staff and a batch of 25 students attended the classes. A guest teacher was appointed for taking the classes. Two classes per week were held for students as well as for non teaching staff on Friday afternoon.

Following is the list of students and non teaching staff who attended the classes –

#### Non Teaching Staff

| S.No. | Name                | Classes Attended | Total Classes |
|-------|---------------------|------------------|---------------|
| 1     | Mr. Rajender Mishra | 8                | 18            |
| 2     | Mr. Birbal Sharma   | 7                | 18            |
| 3     | Mr. Amiya Kumar Das | 7                | 18            |
| 4     | Mr. Tofiq Ali       | 7                | 18            |
| 5     | Mr. Ramprabesh Rai  | 6                | 18            |
| 6     | Mr. Prabhat Kumar   | 5                | 18            |
| 7     | Mr. Deepak Bhatt    | 6                | 18            |
| 8     | Mr. Deep Bhatt      | 5                | 18            |
| 9     | Mr. Manoj Sharma    | 5                | 18            |
| 10    | Mr. Gajender Puri   | 4                | 18            |
| 11    | Mr. Rishi Kumar     | 4                | 18            |
| 12    | Ms. Varsha Rani     | 6                | 18            |

#### Students

| S.No. | Name    | Classes Attended | Total Classes |
|-------|---------|------------------|---------------|
| 1     | Rashmi  | 7                | 18            |
| 2     | Roslyn  | 7                | 18            |
| 3     | Nisha   | 8                | 18            |
| 4     | Manisha | 10               | 18            |
| 5     | Anjali  | 9                | 18            |
| 6     | Prachi  | 5                | 18            |

|    |               |    |    |
|----|---------------|----|----|
| 7  | Saumya        | 10 | 18 |
| 8  | Anamika       | 5  | 18 |
| 9  | Priya Sahay   | 7  | 18 |
| 10 | Neha          | 15 | 18 |
| 11 | Yashika       | 7  | 18 |
| 12 | Shweta Kumari | 7  | 18 |
| 13 | Kajal         | 7  | 18 |
| 14 | Neha          | 13 | 18 |
| 15 | Priya         | 8  | 18 |
| 16 | Saumya Singh  | 13 | 18 |
| 17 | Manpreti      | 8  | 18 |
| 18 | Babita        | 12 | 18 |
| 19 | Shalu         | 8  | 18 |

**Ms. Saumya Chaturvedi**  
**Course Convener**

### Office Performance Skills (2015 – 16)

A training programme to develop office performance skills for para teaching staff was organized by IQAC of the college from 28<sup>th</sup> November – 7<sup>th</sup> December 2016. All the Lecture were delivered by Mr. Saaket Kumar, Section Officer (Admin) on General Financial Rules covering topics like preparation of notesheet for purchases and allied matters, checklist for buying goods upto the value of rupees twenty-five thousand, one lac, two lacs, general leave rules, filing and indexing, Pensionary Benefits and Provident Fund etc.





### **Introduction to Microsoft Office – Essentials (2015 – 16)**

A training programme on “Introduction to Microsoft Office – Essentials” to develop office performance skills for the para teaching staff was organized by IQAC of the college from 28<sup>th</sup> November – 16<sup>th</sup> December 2016. The sessions were delivered by Ms. Sonia Ahlawat, Ms. Seema and Ms. Asha Yadav. Topics covered during the programme were Microsoft Word, Microsoft Excel, how to create and secure mail account, Net Banking, Paytm, Online booking such as booking railway tickets etc.

