



Sri Guru Gobind Singh College of Commerce
University of Delhi

Internal Quality Assurance Cell
(IQAC)

Technical Workshop
for Non-Teaching Staff

SMART E-OFFICE
TECHNIQUES 1.0 @2018

Stock Management and
Data Handling Techniques

4th and 5th June, 2018
Venue : Conference Room



About the College

Sri Guru Gobind Singh College of Commerce, founded in 1984, has created a niche name as a unique institution ascending towards exemplary heights. The college provides an optimum blend of resources and conducive environment for all-round personality development of its students.

The College has excelled in academic standards and achieved top rankings amongst the Commerce Colleges. It has been accredited with an “A” grade by National Assessment and Accrediting Council (NAAC).

The College offers several courses at the undergraduate level including B. Com. (Hons.), B.Com. (Programme), B. A. (Hons.) in Economics, B. Sc. (Hons.) Computer Science, B. A. (Hons.) in Business Economics, Bachelors in Management Studies (BMS) and B. A. (Hons.) in Punjabi. It also offers three postgraduate courses- Masters in Commerce (M. Com.), Post Graduate Diploma in International Marketing (PGDIM) and Diploma in Business Journalism and Corporate Communication (DBJCC). Apart from the regular courses, the College is also a centre for Non Collegiate Women Education Board and the School of Open Learning.

The college possesses modern infrastructure including spacious classrooms, sprawling grounds, a well-equipped library, highly sophisticated computer labs, seminar halls, conference room and state-of-art auditorium. Apart from academic excellence, the thrust is also on robust personality development and group dynamism for which sports facilities like, cricket ground, volley ball, basket ball, lawn tennis, table-tennis, shooting range etc. of the national standards have been developed.

Strategically located near the T.V. Tower, Pitam Pura, the college is sponsored by Delhi Sikh Gurdwara Management Committee, a statutory body, constituted under an Act of Parliament. The college is named after the Tenth Guru Sri Guru Gobind Singh. Drawing inspirations from the lofty teachings of the Sikh Gurus, the college helps its students to imbibe moral and spiritual values having ever-increasing universal acceptance in the modern context.

The IQAC of the college, with an objective to pursue quality enhancement and sustenance measures is making constant, consistent and catalytic improvement in the core activities and other related endeavours of the college.



About the Workshop

The Internal Quality Assurance Cell (IQAC) of Sri Guru Gobind Singh College of Commerce is organizing a two-day workshop on Stock Management and Data Handling Techniques for Non-Teaching Staff on 4th -5th June, 2018.

The workshop aims to equip the administrative and accounts staff and the library staff of various colleges affiliated to University of Delhi with some key Internet tools. The aim of the workshop is to enhance the skills of the staff and enable them to organize their database in an efficient manner that would be instrumental in enhancing their overall productivity.

The endeavour of the workshop is to train the staff to achieve administrative quality enhancement by simplifying the work procedures, facilitating time-management, maintaining discipline, learning self management and getting rid of hassles in the work processes at the workplace. The ultimate aim is to empower the staff and foster safe and supportive environment at the workplace.

The Session on GST has been included for GST that replaces the prevalent tax structure is aimed to have a positive impact on the GDP growth of the country bringing a significant improvement in the economy. Awareness of its intricacies is imperative for everyone specially those who are involved in key administrative assignments.

The Resource Persons from the Academia, Research and Corporate arenas would acquaint them with the necessary information on a few relevant and contemporary topics, increase their proficiency in required e-tools and assist them in individual queries.



Programme Schedule

Day 1: 4th June, 2018 (Monday)

Inaugural Session 10:00 A.M. - 11:30 A.M.	Chief Guest : <i>Prof. C.S. Dubey</i> , Dean, Faculty of Science, University of Delhi Director, Campus of Open Learning and Chairman, Sports Council Guest of Honour : <i>Dr. Anil Kumar</i> , Director, GBO Associate Professor, SRCC, University of Delhi	
Tea Break : 11:30 A.M. - 11:45 A.M.		
Session II 11:45 A.M. - 1:00 P.M.	Topic Use of Advanced Excel Techniques in Data Handling	Resource Person Dr. H. N. Tiwari Faculty, SRCC, University of Delhi
Lunch : 1:00 P.M. - 1:30 P.M.		
Session III 1:30 P.M. - 3:00 P.M.	Topic Goods & Services Tax (GST)	Resource Person CA, Rajender Arora Secretary, NIRC, ICAI
Tea Break : 3:00 P.M. - 3:15 P.M.		

Day 2: 5th June, 2018 (Tuesday)

Session IV 10:00 A.M. - 11:30 A.M.	Topic Stock Management	Resource Person Mr. Navin Roy VBA/Excel Faculty Weekendr
Tea Break : 11:30 A.M. - 11:45 A.M.		
Session V 11:45 A.M. - 1:00 A.M.	Topic DPL and Library Administration	Resource Person Dr. Lokesh Sharma Director General, DPL Member Secretary, DLB Delhi Public Library
Lunch : 1:00 P.M. - 1:30 P.M.		
Session VI 1:30 P.M. - 3:00 P.M.	Topic Google Services	Resource Person Sanjay Mohanty Webmaster, DSIIDC (Delhi Govt.) Delhi
Tea Break : 3:00 P.M. - 3:15 P.M.		
Valedictory Session : 3:15 P.M. - 4:00 P.M.		

The workshop is open for Administrative/Accounts/Library Staff of all the colleges affiliated to University of Delhi.

Registration

The Registration Fee for the workshop is Rs 300/-

Participants can send the completed registration form along with a Demand Draft of Rs 300/- in favour of **Principal, Sri Guru Gobind Singh College of Commerce.**

or can pay online to

SGGSCC, PSB SBA/c No: 08941000005001, IFSC Code : PSIB0000894

Certificate of Participation

A certificate of participation will be awarded to every participant of the workshop after its completion.

Organising Committee

Dr. Jatinder Bir Singh

Chairperson, IQAC

Principal, Sri Guru Gobind Singh College of Commerce

Dr. Harpreet Kaur

Director, IQAC

Vice Principal, Sri Guru Gobind Singh College of Commerce

Dr. Simmarpreet Kaur

Member, IQAC

Mrs. Vandana Kalra

Member, IQAC

For any query, mail us at – iqac.sggscscc@sggscscc.ac.in

For Registration Contact

Mrs. Manmohan Kaur, Sr. Administrative Officer: 8700438288

Mrs. Ushveen Kaur, Assistant Professor: 9212091252

Dr. Tarvinder Kaur, Assistant Professor: 9910047770



Sri Guru Gobind Singh College of Commerce
University of Delhi
Pitam Pura, Delhi-110034, Phone : 011-27321109/27321528
Website : www.sggscscc.ac.in

