SHRI RAM COLLEGE

MUZAFFARNAGAR

6.3.3

Date: 09/09/2022

<u>NOTICE</u>

All the faculty members are informed that A Professional Development Programme will commence by faculty of Teacher Education from 28/09/2021 to 30/09/2021 at 10:00 am to 01:00 pm in the college auditorium. All faculty members are suggested to report before 15 minutes from starting the programme.

(Principal)

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar

A Report on Professional Development Programme
on
Communication Skills Development
Programme by
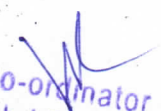## Faculty of Education, Shri Ram College, Muzaffarnagar

on
28-09-2021 & 30-09-2021

Communication is the pivot role on which the modren globe resolves. Communication can be verbal or non verbal. Being able to communicate effectively is the most important of all life skills. Communication skills involve the effective and efficient transfer of information. There are different types of skills one can learn and practice to become an effective communicator. To stand out from the competition effective communication skills are important. At the time of Recruitment employers want to see the Resume and Covering letter which highlights the skills. And this is first solid impression to the employer. Once people develop communication skill they can impress their boss, teammates and others.

The Faculty of Education has taken an initiative to invite Dr. Parul Jain, Department of English, Jain Kanya Pathshala (P.G.) College, Muzaffarnagar as Resource Person to teach the teaching fraternity about Effective Communication Skills.

Dr. Parul Jain in his discourse said that every individual has to learn top 10 communication skills. They are Listening, Non Verbal Communication, Cohesion and Clarity, Friendliness, Confidence, Empathy, Open Mindedness, Respect, Feedback and picking the right media.

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SHRI RAM COLLEGE, MUZAFFARNAGAR
ATTENDANCE OF PARTCIPANTS

S.No.	Name of the Full-time teacher	Designation	Department	Signature 28.09.2021	Signature 29.09.2022	Signature 30.09.2023
1	Mr. Nitin Tyagi	Assistant Professor	DEPT. OF COMPUTER APPLICATION			
2	Mr. Sanjay Kant	Assistant Professor	DEPT. OF COMPUTER APPLICATION			
3	Mr. Shrikant Singh	Assistant Professor	DEPT. OF COMPUTER APPLICATION			
4	Dr. Himanshu Hora	Assistant Professor	DEPT. OF COMPUTER APPLICATION			
5	Dr. Akanksha Singh	Assistant Professor	DEPT. OF COMPUTER APPLICATION			
6	Ms. Hansika Jain	Assistant Professor	DEPT. OF BUSINESS ADMIN.			
7	Ms. Pooja Pal	Assistant Professor	DEPT. OF BUSINESS ADMIN.			
8	Mr. Ankush Rawal	Assistant Professor	DEPT. OF BUSINESS ADMIN.			
9	Mr. Vikas Kumar	Assistant Professor	DEPT. OF BUSINESS ADMIN.			
10	.Ms. Garima Chaudhary	Assistant Professor	DEPT. OF BUSINESS ADMIN.			
11	Ms. Shweta Garg	Assistant Professor	DEPARTMENT OF COMMERCE			
12	Ms. Khushboo	Assistant Professor	DEPARTMENT OF COMMERCE			
13	Mr. Vishal	Assistant Professor	DEPARTMENT OF COMMERCE			
14	Mr. Ashish Saini	Assistant Professor	DEPARTMENT OF COMMERCE			
15	Mr. Vijay Singh	Assistant Professor	DEPT. OF JMC			
16	Mr. Yogiraj	Assistant Professor	DEPT. OF JMC			
17	Mr. Mayank Verma	Assistant Professor	DEPT. OF JMC			
18	Ms. Pretika Sharma	Assistant Professor	DEPT. OF JMC			
19	Ms. Kehkasha Mirza	Assistant Professor	DEPT. OF JMC			
20	Dr. Roupal Malik	Head/Associate Professor	DEPT. OF FINE ART			
21	Mrs. Binnu Pundir	Assistant Professor	DEPT. OF FINE ART			
22	Mr. Rajni Kant	Assistant Professor	DEPT. OF FINE ART			
23	Dr. Ravindra	Assistant Professor	DEPT. OF FINE ART			
24	Ms. Anu Nayak	Assistant Professor	DEPT. OF FINE ART			
25	Ms. Anita Chauhan	Assistant Professor	DEPT. OF FINE ART			
26	Dr. Ashish Garg	Assistant Professor	DEPT. OF FINE ART			
27	Ms. Ruby Narwal	Assistant Professor	DEPT. OF FINE ART			
28	Ms. Reena Tyagi	Assistant Professor	DEPT. OF FINE ART			
29	Mr. Mayank Sain	Assistant Professor	DEPT. OF FINE ART			
30	Mr. Saurabh Ruhela	Assistant Professor	DEPT. OF FINE ART			
31	Ms. Isha Garg	Assistant Professor	DEPT. OF FINE ART			
32	Mr. Ajit Kumar Manna	Assistant Professor	DEPT. OF FINE ART			
33	Ms. Sharmistha Priyadarshini Samal	Assistant Professor	DEPT. OF FINE ART			
34	Ms. Himanshu	Assistant Professor	DEPT. OF FINE ART			
35	Ms. Neelam	Assistant Professor	DEPT. OF FINE ART			

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S.No.	Name of the Full-time teacher	Designation	Department	Signature		
				28.09.2021	29.09.2022	30.09.2023
36	Dr. Ashwani Kumar	Associate Professor	DEPARTMENT OF BIOSCIENCE	Ashwani	Ashwani	Ashwani
37	Dr. Vikas Tyagi	Associate Professor	DEPARTMENT OF BIOSCIENCE	Vikas	Vikas	Vikas
38	Mr. Ankit Kumar	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Ankit	Ankit	Ankit
39	Ms. Shavi Verma	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Shavi	Shavi	Shav
40	Ms. Rohini	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Rohini	Rohi	Roh
41	Ms. Shyama Saifi	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Shyama	Shyma	Shr
42	Mr. Sachin Kumar	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Sachin	Sachin	Sach
43	Mr. Rajat Dhariwal	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Rajat	Rajat	Rajat
44	Ms. Darshika Sharma	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Darshika	Drshka	Darshi
45	Ms. Sharya Arora	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Sharya	Shary	Shary
46	Ms. Priyankasha Bhardwaj	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Priyan	Priy	Priy
47	Dr. Swati Panwar	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Swati	Swati	Swati
48	Ms. Vandana Sharma	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Van	Van	Van
49	Ms. Shivani Pal (from Jan. 2022)	Assistant Professor	DEPARTMENT OF BIOSCIENCE	Shivani	Shivani	Shivani
50	Mr. Suneel Kumar	Assistant Professor	DEPT. OF PHYSICAL EDU.	Su	Su	Su
51	Mr. Amar Panwar	Assistant Professor	DEPT. OF PHYSICAL EDU.	Neha	Neha	Neh
52	Ms. Neha Baliyan	Assistant Professor	DEPT. OF PHYSICAL EDU.	Neha	Neha	Neha
53	Dr. Prashant Kumar	Assistant Professor	DEPT. OF PHYSICAL EDU.	Prashant	Prashan	Prash
54	Ms. Anju Tyagi	Assistant Professor	DEPT. OF PHYSICAL EDU.			
55	Mr. Vishwadeep Kaushik	Assistant Professor	DEPT. OF PHYSICAL EDU.	Vish	Vish	Vish
56	Ms. Shalini Sharma	Assistant Professor	DEPT OF TEACHER EDU.	Su	Su	Su
57	Mr. Vinod Singh	Assistant Professor	DEPT OF TEACHER EDU.	Vinod	Vinod	Vinod
58	Mr. Ajay Kumar Sharma	Assistant Professor	DEPT OF TEACHER EDU.	Ajay	Ajay	Ajay
59	Mr. Praveen Kumar	Assistant Professor	DEPT OF TEACHER EDU.	Pr		
60	Mr. Sunil Kumar	Assistant Professor	DEPT OF TEACHER EDU.	Sunil	Sunil	Sun
61	Mrs. Ekta Chaudhary	Assistant Professor	DEPT OF TEACHER EDU.	E	E	E
62	Mrs. Anjani	Assistant Professor	DEPT OF TEACHER EDU.	Anu	Anu	Anu
63	Mrs. Anju Rani	Assistant Professor	DEPT OF TEACHER EDU.	Anju	Anju	Anju
64	Ms. Rubina Praveen	Assistant Professor	DEPT OF TEACHER EDU.	Anju	Anju	Anju
65	Ms. Monika Sharma	Assistant Professor	DEPT OF TEACHER EDU.	Monika	Monika	Monika
66	Mr. Uday Bhan	Assistant Professor	DEPT OF TEACHER EDU.	Uday	Uday	Uday
67	Mr. Rakesh Kumar	Assistant Professor	DEPT OF TEACHER EDU.			
68	Mr. Pramod Kumar	Assistant Professor	DEPT OF TEACHER EDU.	Pramod	Pramod	Pramod
69	Mr. Ajay Kumar	Assistant Professor	DEPT OF TEACHER EDU.	Ajay	Ajay	Ajay
70	Dr. Rajeev Kumar	Assistant Professor	DEPT OF TEACHER EDU.	Rajeev	Rajeev	Rajeev
71	Ms. Bandana Kumari	Assistant Professor	DEPT OF TEACHER EDU.	Bandana	Bandana	Bandana

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S.No.	Name of the Full-time teacher	Designation	Department	Signature		
				28.09.2021	29.09.2022	30.09.2023
72	Dr. Sweety Malik	Assistant Professor	DEPT OF TEACHER EDU.	Sweety	Sweety	Sweety
73	Dr. Prashant Kumar Saini	Assistant Professor	DEPT OF TEACHER EDU.			
74	Dr. Vivek Saxena	Assistant Professor	DEPT OF TEACHER EDU.	Vivek	Vivek	Vivek
75	Mr. Rajdeep Sharawat	Assistant Professor	DEPT. OF BASIC SCIENCE	Rslanauat	Rslanaud	Rslarau
76	Mr. Vivek	Assistant Professor	DEPT. OF BASIC SCIENCE	Vivek	Vivek	Vivek
77	Mr. Rishabh Bhardwaj	Assistant Professor	DEPT. OF BASIC SCIENCE	Rishab	Rishab	Rishab
78	Dr. Rahul Arya	Assistant Professor	DEPT. OF BASIC SCIENCE	R	R	R
79	Dr. Subhash Yadav	Assistant Professor	DEPT. OF BASIC SCIENCE	Subhash	Subhash	Subhash
80	Mr. Abid Ahmad	Assistant Professor	DEPT. OF AGRICULTURE SCIENCE	Abid	Abid	Abid
81	Mr. Shivam Rathi	Assistant Professor	DEPT. OF AGRICULTURE SCIENCE	Shivam	Shivam	Shivam
82	Mr. Raj Kumar	Assistant Professor	DEPT. OF AGRICULTURE SCIENCE	Raj	Raj	Raj

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Department of Commerce

Shri Ram College, Muzaffarnagar

DATE: 13-05-2022

NOTICE

All the faculties of Shri Ram College, Muzaffarnagar are hereby informed that Department of Commerce is going to organize a 3 days' ICT Teachers Training program on "EVALAUTION OF THE CURRICULUM AND TRAINING" from 20-05-2022 to 22-05-2022. This training will be organized at lecture theatre, SRCM Block at 10:00 AM onwards.

Dr. Saurabh Mittal

Head, Department of Commerce

Copy to:

Principal, Shri Ram College, Muzaffarnagar

HOD, Department of Business Administration

HOD, Department of Journalism and Mass Communication

HOD, Department of Computer Application

HOD, Department of Basic Science

HOD, Department of Physical Education

HOD, Department of Agriculture

HOD, Department of Bio-Science

HOD, Department of Teacher Education

HOD, Department of Fine Arts

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Department of Commerce
Shri Ram College, Muzaffarnagar

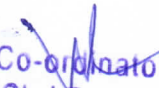ICT Teachers Training program on "EVALAUTION OF THE CURRICULUM AND TRAINING"
Attendence Sheet

S.NO.	NAME	DEPARTMENT	20-05-2022	21-05-2022	22-05-2022
1	Dr. Saurabh Mittal	COMMERCE			
2	Dr. Ashfaq Ali	COMMERCE			
3	Dr. Nitin Kumar Jain	COMMERCE			
4	Dr. M.S. Khan	COMMERCE			
5	Dr. Ajay Kumar Jain	COMMERCE			
6	Dr. Narendra Sharma	COMMERCE			
7	Ms. Pooja Choudhary	COMMERCE			
8	Mr. Mukesh Kumar	COMMERCE			
9	Ms. Poonam Sharma	COMMERCE			
10	Dr. Mohd. Danish	COMMERCE			
11	Ms. Garima	COMMERCE			
12	Mr. Ankit Kumar	COMMERCE			
13	Dr. Indu Gautam	COMMERCE			
14	Mrs. Shikha Dhiman	COMMERCE			
15	Ms. Naina Bansal	COMMERCE			
16	Ms. Shweta Garg	COMMERCE			
17	Ms. Khushboo	COMMERCE			
18	Mr. Vishal	COMMERCE			
19	Mr. Ashish Saini	COMMERCE			
20	Mr. Hari Om	COMMERCE			
21	Ms. Ishita Gupta	COMMERCE			
22	Ms. Zeba Tahir	COMMERCE			
23	Dr. Pankaj Kumar	BBA			
24	Dr. Aditya Gautam	BBA			
25	Mr. Himanshu Verma	BBA			
26	Mr. Pankaj Kaushik	BBA			

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S.NO.	NAME	DEPARTMENT	20-05-2022	21-05-2022	22-05-2022
27	Dr. Vivek Kumar Tyagi	BBA			
28	Mr. Rajeev Rawal	BBA			
29	Ms. Shruti Mittal	BBA			
30	Mr. Ajay Chauhan	BBA			
31	Mr. Kapil Dev Dhiman	BBA			
32	Mr. Amit Bhatnagar	BBA			
33	Ms. Shruti Dhiman	BBA			
34	Ms. Shivani Sharma	BBA			
35	Dr. Sameeksha Jain	BBA			
36	Mr. Anshuman Kaler	BBA			
37	Ms. Nishi Thakur	BBA			
38	Ms. Amisha Garg	BBA			
39	Ms. Hansika Jain	BBA			
40	Dr. Ravi Gautam	JMC			
41	Ms. Vaishali Garg	JMC			
42	Ms. Shivani Barman	JMC			
43	Mr. Shiv Kumar	JMC			
44	Ms. Pooja Kalra	JMC			
45	Dr. Nishant Kumar Rathi	COMP. APPLICATION			
46	Dr. Pramod Kumar	COMP. APPLICATION			
47	Dr. Amit Tyagi	COMP. APPLICATION			
48	Mr. Vikas Kumar	COMP. APPLICATION			
49	Mr. Praveen Kumar	COMP. APPLICATION			
50	Mr. Nitin Tyagi	COMP. APPLICATION			
51	Dr. Pooja Tomar	BASIC SCIENCE			
52	Dr. Manoj Mittal	BASIC SCIENCE			
53	Dr. Reetu Pundir	BASIC SCIENCE			
54	Dr. Rishabh Bhardwaj	BASIC SCIENCE			
55	Dr. Vinit Kumar Sharma	BASIC SCIENCE			
56	Mr. Rajdeep Sharawat	BASIC SCIENCE			

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Department of Commerce
Shri Ram College, Muzaffarnagar

Date 24-05-2022

ICT Teachers Training program on
"EVALAUTION OF THE CURRICULUM AND TRAINING"

Report

Department of Commerce organized incredible 3-days training program on "ICT TEACHER TRAINING" for the 2021–2022 Session, starting from May 20, 2022. There were 56 faculty members participated in this training session. Dr. M.S. Khan worked as a coordinator. Dr. S.C. Kulshreshtha, the Honorable Chairman of the Shri Ram Group of Colleges in Muzaffarnagar, attended the inaugural event and inspired all of the faculties with his experiences.

The primary aim of the training was to familiarize teachers with the technology applications in the class room such as using new learning management platforms and encouraging meaningful use of technology in the project. Teachers' curriculum is considered a significant vehicle for the realization of the goals of the national curriculum framework and consequently is designed to provide and enhanced exposure to information and resources for ongoing professional support, improve teacher learning evaluation tracking and increased productivity.

Day-1

Speaker: **Dr. Ashfaq Ali**

Basic use of tools and Techniques of computer:

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The first day session started at 10:00 AM in Lecture Theater. The program started with lamp lightning and bouquet presentation to Dr. Ashfaq Ali and Dr. Saurabh Mittal followed by a motivational session by Dr. S.C. Kulshreshtha, Founder and Chairman of Shri Ram Group of Colleges, Muzaffarnagar. This session provided attendees with an overview of various computer basic techniques, including how to operate a computer, store, retrieve and manage data, use a computer to achieve basic word and data processing task.

Day-2

Speaker: **Dr. Pankaj Kumar**

Create and manage content using software applications:

In continuation of the training session, the second day session started at 10:00 AM in the Lecture Theater. The speaker of the day was welcomed with Tilak and Bouquet. Attendees learned about the essential elements of using a variety of software applications and digital devices, using websites and search engine to locate, retrieve and manage content and resources, install, uninstall and trouble shoot simple software application.

Day-3

Speaker: **Dr. Amit Tyagi**

Advanced use of different software applications

In continuation of the training session, the third day session started at 10:00 AM in the Lecture Theater. The speaker of the day was welcomed with Tilak and Bouquet. Attendees learned about the different data base application, analysis of data and problem solving, computing design, graphical and audio visual communication under take research carry out project using web resources, use ICT

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for documentation and presentation, create and participate in web based network for cooperative and collaborative learning, become aware of issues cyber security, copyright and safe use of ICT and take necessary steps to protect oneself and ICT resources.

Interactive Sessions and Q&A:

Throughout the training session, attendees actively participated in interactive sessions, asking questions and engaging with the speakers. The Q&A sessions provided opportunities for clarification and deeper exploration of key topics, fostering a dynamic learning environment.

Conclusion:

The ICT in education curriculum broadly attempt to equip teachers with ICT competencies to strengthen their own professional capacities and to effectively use ICT tools and devices in their teaching learning. Teacher will also be trained to manage the ICT environment in the college and function as a local coordinator for organizing capacity building program.

Dr. M.S. Khan
Co-ordinator

Dr. Saurabh Mittal
Head, Department of Commerce

Co-ordinator
IQAC, Shri Ram College
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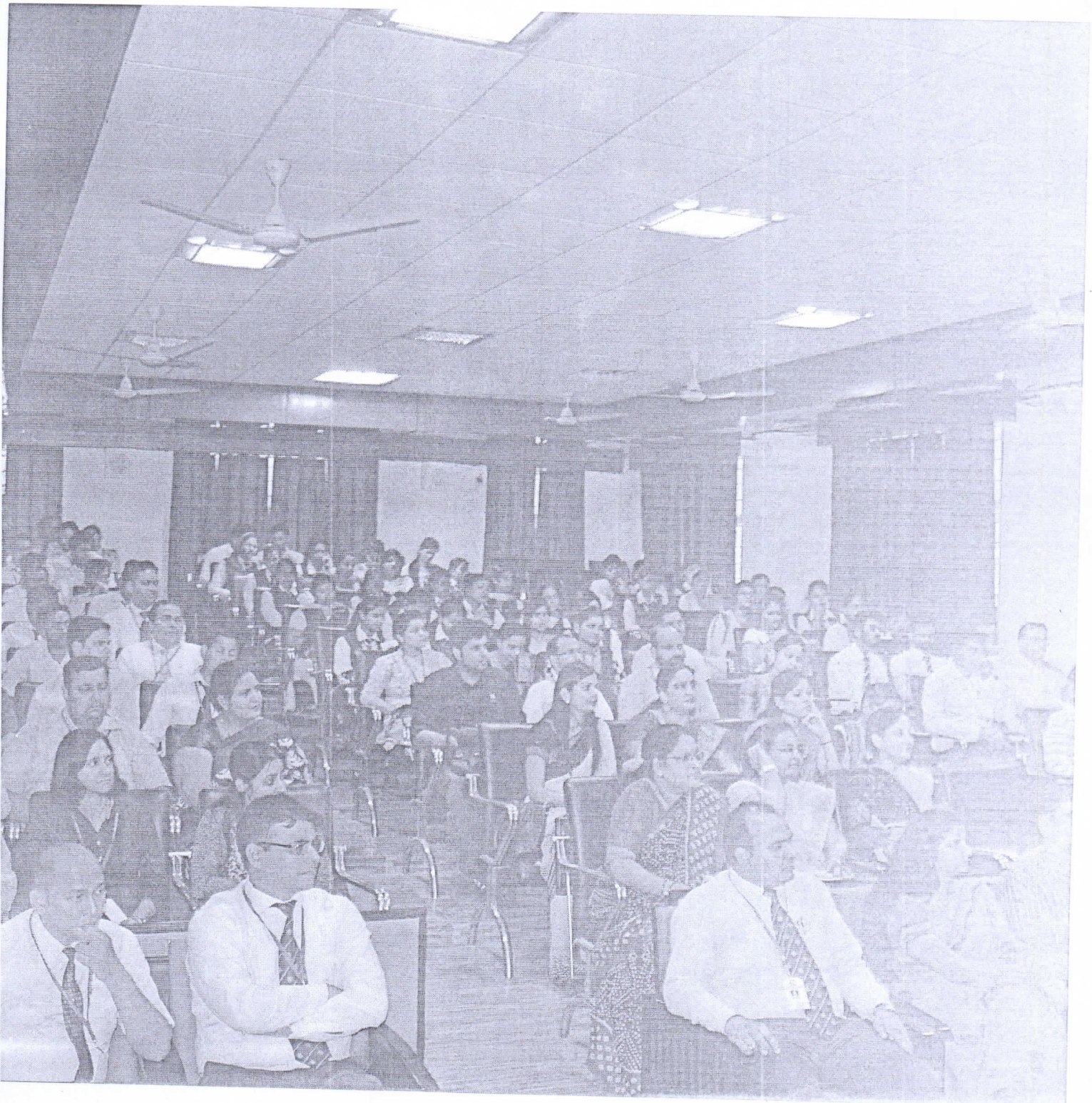
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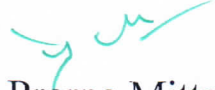
SHRI RAM COLLEGE, MUZAFFARNAGAR

DATE 16-05-2022
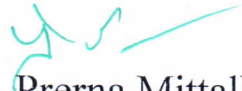
Notice

It is hereby informed that a Professional Development Programme on topic " **Training on pedagogical Framework for developing innovative teaching with ICT**" organised by the Faculty of Education on date 02-06-2022 to 04-06-2022 in SRC, Auditorium. All faculties are requested to attend the programme.

(Dr. Prerna Mittal)
Principal

Copy to: For Kind Information

1- Director, Shri Ram College, Mzn
2- HoD, All Departments
3- Coordinator, IQAC

(Dr. Prerna Mittal)
Principal

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Muzaffarnagar

Chairman
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Shri Ram College, Muzaffarnagar

Professional Development Programme
on
Training on pedagogical Framework for developing innovative teaching with ICT

Dates: 02-06-2022 to 04-06-2022

Venue: Held Online

Details of Resource persons:

S.No.	Speaker's Name	Speaker's Designation	Institutional Address
1	Dr Ashok Kumar	Professor	*(Sardar Ballabh Bhai Patel Aggirecultur University), Modipuram, Meerut.*
2	Dr Prashant Saini	HoD	IIMT Sharanpur
3	Dr. Megha Chaudhary	Assistant Professor	Tara Chand Vaidik Putri Degree College, Muzaffarnagar

No. of Participants/Beneficiaries:

Teaching Faculty Members: Approximate 65 participants for Three days.

Name of the Activity Coordinator : Dr. Ankur Sharma

Collaborating Agency:
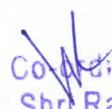
The IQAC and PDP Committee of the College jointly organized the PDP in partnership with **Active Learning**, a team of professionals in the field lead by Dr. Prerna Mittal

Email:src_mzn@rediffmail.com

https://sshriram.wordpress.com/active-learning/

Objective of the workshop:

The College as per the Quality Mandate of UGC has adopted Learning Outcomes-based

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Curriculum as an endeavour to foster holistic education that bridges the gap in acquiring degree and attain the level of employability among the students. As the concept is still in its nascent stage in India, thoughtful deliberationsare required to build capacity of teachers that will strengthen their skills of designing outcome-based curriculum, supportive interactive teaching-learning pedagogies, effective assessment methods and map the attainment of programmes outcomes. To attain this objective, the College conducted a phased 3-day workshop with curated sessions on understanding the rationale and framing the learning objectives as per the **pedagogical Framework for developing innovative teaching with ICT.**

Summary/Description:

The IQAC and PDP Committee of the College jointly organised a 3 days' PDP in partnership with Active Learning PDP, a team of professionals in the field, lead by Dr Prerna Mittal Principal Shri Ram College, Muzaffarnagar.

Technical Session

02-06-2022 to 04-06-2022

Dr Ankur Sharma, Coordinator, PDP Committee formally welcomed and introduced the resource persons for the day, Dr Ashok Kumar, Professor, (Sardar Ballabh Bhai Patel Agriculture University), Modipuram, Meerut and Dr Prashant Saini, Asst. Professor IIMT Sharanpur.

Dr Aditya Gautam, Directorr, Shri Ram College, Muzaffarnagar delivered the Welcome Address. Dr Prerna Mittal , Principal also welcomed the team of experts. Dr Bhanu Pratap Verma, lead instructor for the Day 1 and Day 2 took the session on **'Demystifying OBE'**. He introduced the meaning of the terminologies such as Course Outcomes(COs), Programme Outcomes (POs) and Programme Specific Outcomes(PSOs).

Dr Ashok Kumar discussed Bloom's Taxonomy and how it is instrumental in designing Outcome-based curriculum. He stated that curriculums should focus on Higher Order Thinking Skills such as analysis, evaluation and creation.

Dr Ashok Kumar instructed that ideally, POs should be not more than 12 and should bebased on knowledge, skills and competency (12KSCs). After the process of designing the COs, POs and

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PSOs, he demonstrated its mapping for the success of the framework. The teachers were assigned to prepared POs and COs for their respective subjects from the job descriptions and job specifications mentioned on the renowned job portals.
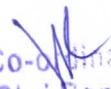
The third session of the workshop focused on "Active Learning Pedagogy". The resource person for the session was Dr. Megha Chaudhary. She elaborated the concept of active learning and motivated the participants to share their A-ha moment, when student learning was up to the expectations. Dr. Megha discussed various active learning strategies and explained how to frame appropriate assessment questions based on Bloom's Taxonomy. She gave examples to further explain how BT level 1 and 2 questions can be transformed to BT level 4 and 5. She also stressed that lectures should be interactive and topics should be connected with real life examples. She stated that learning outcome is calculated in terms of student attainment and adoption of active learning pedagogy will enrich the classroom experience of the students and improve the quality of education.

Mr. Bhanu Pratap Verma opened the session by inviting comments regarding learning from previous session. He continued further by a brief recap of his earlier session. Further, he elaborated on framing of Programme Outcomes (POs), Programme Specific Outcome (PSOs) and Course Outcomes (COS) by taking various examples. He discussed few specific examples from work submitted by Faculty members on the basis of their learnings from the previous sessions.

Dr Sharma and Dr Prerna Mittal thanked the entire team of Active learning for conducting the PDP. Dr. Aditya Gautam proposed a formal vote of thanks in the end. Approximate 65 participants attended these sessions on 3 days.

Outcome of the workshop:

A total of 87 assignments on POs and COs were submitted by the participating Faculty members at end of phase 1 which were evaluated and reviewed in the phase2 by the Active Learning team. This PDP helped the participant to enhance their understanding regarding framing of Pos, PSOs and Cos.

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Training on pedagogical Framework for developing innovative teaching with ICT

02/06/2022
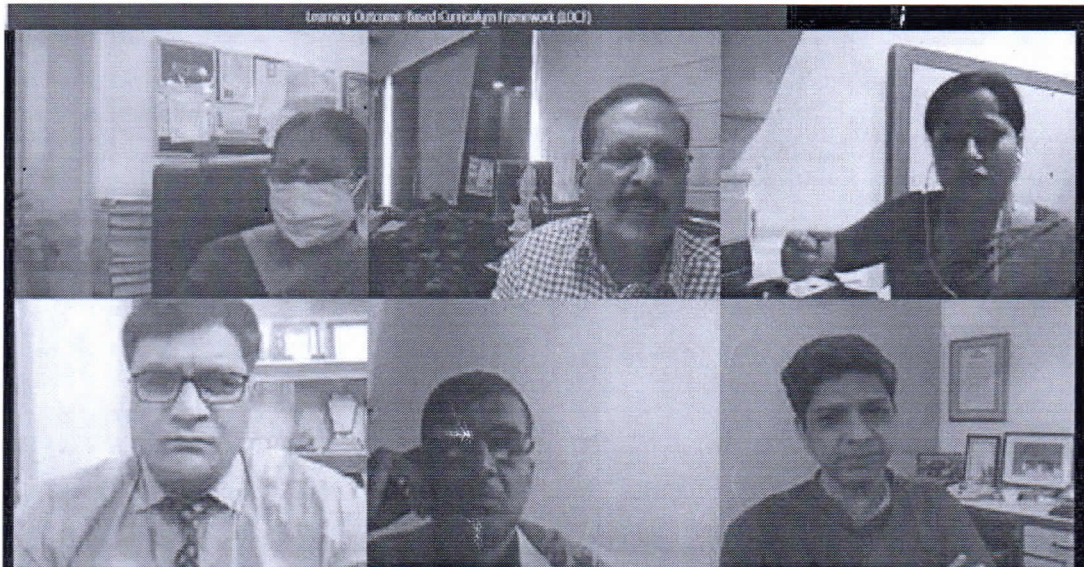
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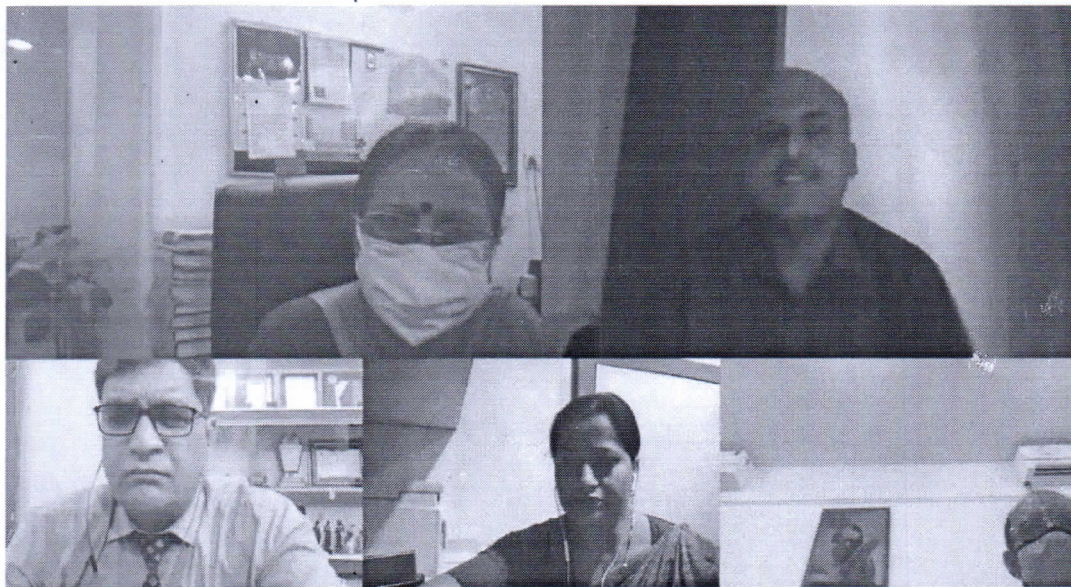
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Shri Ram College, Muzaffarnagar
Profssional Development Programme
Participent List

6.3.3

Sr. No.	Name of Faculty	Designation	Deartment
1	Dr. Rajeev Kumar	Assistant Professor	Teacher Education
2	Mrs. Teena Aggarwal	Assistant Professor	Teacher Education
3	Ms. Shalini Sharma	Assistant Professor	Teacher Education
4	Mrs. Karuna Tyagi	Assistant Professor	Teacher Education
5	Ms. Usha Verma	Assistant Professor	Teacher Education
6	Mr. Ajay Kumar Sharma	Assistant Professor	Teacher Education
7	Mr. Praveen Kumar	Assistant Professor	Teacher Education
8	Mr. Sunil Kumar	Assistant Professor	Teacher Education
9	Mr. Uday Bhan	Assistant Professor	Teacher Education
10	Mr. Rakesh Kumar	Assistant Professor	Teacher Education
11	Mr. Pramod Kumar	Assistant Professor	Teacher Education
12	Mr. Ajay Kumar	Assistant Professor	Teacher Education
13	Mr. Jugmaheer Gautam	Assistant Professor	Teacher Education
14	Ms. Bandana Kumari	Assistant Professor	Teacher Education
15	Mr. Mohd. Yusuf	Assistant Professor	Computer Aplication
16	Ms. Shreela Pareek	Assistant Professor	Computer Aplication
17	Mr. Yogendra Kumar	Assistant Professor	Computer Aplication
18	Ms. Rishu Jain	Assistant Professor	Computer Aplication
19	Mr. Ankur Ruhela	Assistant Professor	Computer Aplication
20	Mr. Anuj Kumar	Assistant Professor	Computer Aplication
21	Mr. Gurmeet Saini	Assistant Professor	Computer Aplication
22	Mr. Rahul Gautam	Assistant Professor	Computer Aplication
23	Mr. Anshuman Kaler	Assistant Professor	Bisiness Management
24	Ms. Nishi Thakur	Assistant Professor	Bisiness Management

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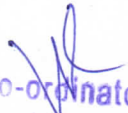
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25	Ms. Amisha Garg	Assistant Professor	Bisiness Management
26	Ms. Hansika Jain	Assistant Professor	Bisiness Management
27	Ms. Pooja Pal	Assistant Professor	Bisiness Management
28	Mr. Ankush Rawal	Assistant Professor	Bisiness Management
29	Mr. Vikas Kumar	Assistant Professor	Bisiness Management
30	Ms. Garima	Assistant Professor	Commerce
31	Ms. Naina Bansal	Assistant Professor	Commerce
32	Ms. Shweta Garg	Assistant Professor	Commerce
33	Ms. Khushboo	Assistant Professor	Commerce
34	Mr. Vishal	Assistant Professor	Commerce
35	Mr. Ashish Saini	Assistant Professor	Commerce
36	Mr. Hari Om	Assistant Professor	Commerce
37	Ms. Ishita Gupta	Assistant Professor	Commerce
38	Ms. Zeba Tahir	Assistant Professor	Commerce
39	Ms. Shivani Barman	Assistant Professor	Journalism and Mass Communication
40	Mr. Shiv Kumar	Assistant Professor	Journalism and Mass Communication
41	Mr. Mayank Verma	Assistant Professor	Journalism and Mass Communication
42	Ms. Pretika Sharma	Assistant Professor	Journalism and Mass Communication
43	Ms. Kehkasha Mirza	Assistant Professor	Journalism and Mass Communication
44	Mrs. Binnu Pundir	Assistant Professor	Fine Art
45	Mr. Rajni Kant	Assistant Professor	Fine Art
46	Ms. Anu Nayak	Assistant Professor	Fine Art
47	Ms. Ruby Narwal	Assistant Professor	Fine Art
48	Ms. Reena Tyagi	Assistant Professor	Fine Art
49	Mr. Mayank Sain	Assistant Professor	Fine Art
50	Mr. Ajit Kumar Manna	Assistant Professor	Fine Art
51	Ms. Sharmistha Priyadarshini Samal	Assistant Professor	Fine Art

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52	Ms. Himanshu	Assistant Professor	Fine Art
53	Ms. Neelam	Assistant Professor	Fine Art
54	Mr. Ankit Kumar	Assistant Professor	Bioscience
55	Ms. Shavi Verma	Assistant Professor	Bioscience
56	Ms. Rohini	Assistant Professor	Bioscience
57	Ms. Shyama Saifi	Assistant Professor	Bioscience
58	Mr. Sachin Kumar	Assistant Professor	Bioscience
59	Ms. Vandana Sharma	Assistant Professor	Bioscience
60	Mr. Sandeep Kumar	Assistant Professor	Physical Education
61	Dr. Parmod Kumar	Assistant Professor	Physical Education
62	Mr. Bhupendra Kumar	Assistant Professor	Physical Education
63	Mr. Amardeep Sharma	Assistant Professor	Physical Education
64	Mr. Vishwadeep Kaushik	Assistant Professor	Physical Education
65	Mr. Rajdeep Sharawat	Assistant Professor	Basic Science

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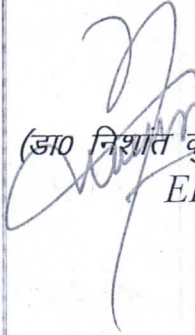Muzaffarnagar

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श्रीराम कॉलेज, मुजफ्फरनगर

दिनांक 10.08.2022

नोटिस

श्रीराम कॉलेज के सभी डीन/विभागाध्यक्षों को सूचित किया जाता है कि दिनांक 17.08.2022 से दिनांक 18.08.2022 को श्रीराम कॉलेज के सभागार में अपरान्ह 2 बजे से ईआरपी के एकेडमिक माड्यूल के लिये प्रशिक्षण कार्यक्रम का आयोजन किया जायेगा।

अतः सभी डीन/विभागाध्यक्षों से अनुरोध है कि वे संबंधित शिक्षकगणों को नियत समय पर आवश्यक रूप से प्रशिक्षण कार्यक्रम में सम्मिलित होने हेतु निर्देश देने का कष्ट करें।

(डा0 निशांत कुमार राठी)
ERP इंचार्ज

सेवा में,
1. डीन/विभागाध्यक्ष, शिक्षा विभाग
2. डीन/विभागाध्यक्ष कम्प्यूटर एप्लीकेशन विभाग
3. विभागाध्यक्ष, वाणिज्य विभाग
4. विभागाध्यक्ष, बायोसाइंस विभाग
5. विभागाध्यक्ष, शारीरिक शिक्षा विभाग
6. विभागाध्यक्ष, बेसिक साइंस विभाग
7. विभागाध्यक्ष, कृषि विज्ञान विभाग
8. विभागाध्यक्ष, ललित कला विभाग
9. विभागाध्यक्ष, व्यापार प्रबंधन विभाग
10. विभागाध्यक्ष, पत्रकारिता एवं जनसंचार विभाग
11. विभागाध्यक्ष, बीवाक (यौगिक साइंस) विभाग
12. विभागाध्यक्ष, होमसाइंस विभाग

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श्रीराम कॉलेज, मुजफ्फरनगर

कम्प्यूटर एप्लीकेशन विभाग

प्रशिक्षण कार्यक्रम–शैक्षिक माड्यूल

पूर्व निर्धारित कार्यक्रमानुसार दिनांक 17.08.2022 से दिनांक 18.08.2022 तक श्रीराम कॉलेज के सभी विभागों के शिक्षको को ईआरपी साफ्टवेयर का प्रशिक्षण प्रदान किया गया। डा0 निशान्त कुमार राठी, डीन, कम्प्यूटर एप्लीकेशन की अध्यक्षता मे श्री मनोज पुण्डीर, नेट ऐडमिन द्वारा प्रशिक्षण कार्य सम्पन्न कराया गया। प्रशिक्षण में उपस्थित शिक्षका की सूची सलग्न है।

सर्वप्रथम डा0 निशान्त कुमार राठी, डीन कम्प्यूटर एप्लीकेशन द्वारा नये शिक्षकों को ईआरपी की कार्यप्रणाली से अवगत कराया गया तथा बताया गया कि आगामी सेमेस्टर से समस्त शैक्षणिक गतिविधियों का संचालन ईआरपी के माध्यम से ही होगा।
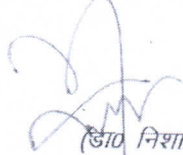
श्री मनोज पुण्डीर, नेट एडमिन द्वारा ईआरपी पोर्टल पर कार्य करने हेतु निम्न बिन्दुओं के बारे में शिक्षको को प्रशिक्षण दिया गया –
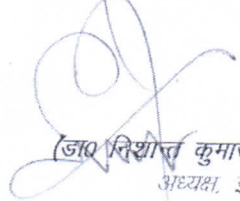
1. Assign Subject- इसमें अध्यापकों को उनके पाठ्यक्रम से संबंधित प्रविष्टि करना बताया।
2. Class Room- इसमें Time Table में कक्षाओं की प्रविष्टि के संबंध में बताया गया।
3. Time Table- इसमें अध्यापकों को समय सारणी कैसे बनती है बताया गया।
4. Lecture Plan – इसमें लैक्चर प्लान कैसे बनाये जाते है यह समझाया गया।
5. DPR(Daily Progress Report)- इसमें डीपीआर को विस्तार पूर्वक समझाया गया।
6. Syallabus Upload- इसममें पाठ्यक्रम को अपलोड करना सीखाया गया।
7. Notes- इसमें पाठ्यक्रम से संबंधित नोटस अपलोड करना सीखाया गया जिससे विद्यार्थी इआरपी लागईन पर नोटस अध्ययन कर सके।
8. Attendance- इसमें अध्यापकों को विद्यार्थियों की Attendance लगानी सीखाई गई ताकि विद्यार्थियों की उपस्थिति इआरपी पर लग सके।
9. Report- इसमें अध्यापकों को उपस्थिति, समय सारणी, लैक्चर प्लान एवं अन्य पत्रक की रिपोर्ट कैसे निकलेगी सिखाया गया।
10. अवकाश प्रार्थना पत्र प्रेषण

अन्त में अध्यापकों द्वारा ईआरपी की प्रशंसा की गई तथा नये अध्यापको को ईआरपी पर कार्य करने हेतु प्रोत्साहित किया गया।

(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी

(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी

प्रतिलिपि–वैयक्तिक सहायक चेयरमेन को चेयरमेन महोदय के सूचनार्थ प्रेषित।

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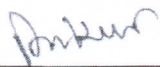Muzaffarnagar

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S.NO	NAME	Sign
	Computer Application Department	
1	Mr. Nishant Rathi (Dean)	
2	Mrs. Neetu Singh	
3	Mr. Praveen Kumar	
4	Dr. Pramod Kumar Sharma	
5	Mr. Amit Tyagi	
6	Mr. Sanjay Kant	
7	Mr. Nitin Tyagi	
8	Mr. Shri Kant Singh	
9	Mr. Vikas Kumar	
10	Mohd. Yusuf	
11	Mr. Himanshu Hora	
12	Ms. Shreela Pareek	
13	Mr. Yogendra	
14	Mr. Anuj Kumar	
15	Mr. Ankur Rohila	
16	Ms. Rishu jain	
17	Mr. Rahul Gautam	
18	Mr. Sarad Chaudhary	
19	Mr. Vishwas Kumar	
20	Mr. Gurmeet Saini	
21	Ms. Anupama	
	Basic Science Department	
1	Dr. Pooja Tomar (HoD)	
2	Dr. Vinit Kumar Sharma (Dean Academic)	
3	Dr. Manoj Mittal	
4	Mr. Rishabh Bhardwaj	
5	Dr Reetu Pundir	
6	Dr. Rahul Arya	
7	Mr. Rajdeep Saharawat	

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S.NO	NAME	Sign
8	Mr. Vivek	
9	Ms. Anjali Goel	Anjali Goel
10	Ms. Sakshi Tyagi	
11	Mr. Sachin Kumar	Sachin
12	Ms. Manisha Madan	Manisha

Teacher Education Department

S.NO	NAME	Sign
1	Mrs. Prerna Mittal (Dean)	
2	Mr. B.P. Verma	
3	Mr. Jugmaheer Gautam	
4	Mr. Sandeep Rathi	Sandeep
5	Mrs. Teena Agarwal	Teena Agarwal
6	Ms. Dolly	Dolly
7	Ms. Ritu Garg	Ritu Garg

Physical Education Department

S.NO	NAME	Sign
1	Mr. Pramod Kumar(HoD)	
2	Mr. Bhupendra Kumar (COD)	
3	Dr. Abdul Azeej Khan	Abdul
4	Ms. Sakshi Sharma	Sakshi Sharma
5	Mr. Sandeep Kumar	
6	Mr. Amardeep	Amardeep
7	Mr. Suneel Kumar	
8	Mr. Prashant Kumar	Prashant
9	Mr. Vishvdeep Kaushik	

Agriculture Science Department

S.NO	NAME	Sign
1	Dr. Naeem(HoD)	Naeem
3	Ms. Anjali	Anjali
4	Dr. Vikrant Kumar	Vikrant
5	Mr. Abid Ahamad	Abid
6	Mr. Suraj Singh	Suraj
7	Mr. Sachin KuMAR	Sachin
8	Mr. Mukul Motla	Mukul

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S.NO	NAME	Sign
BioScience Department		
1	Mr. Vikas Kumar (HoD)	Vikas
2	Mr. Ankit Kumar	Ankit Kumar
3	Mr. Sachin Kumar	Sachin
4	Ms. Shayma saifi	Shayma Saifi
5	Mr. Rajat Dhariwal	Rajat
6	Ms. Rohini Saini	Rohini
7	Mr. Subodh Kumar (Lab Asst.)	Subodh
Business Administration Department		
1	Mr. Pankaj Sharma (Dean)	Pankaj
2	Mr. Vivek Kumar Tyagi (HOD)	Vivek
3	Mr. Himanshu Verma	Himanshu
4	Ms. Aayushi Tyagi	Aayushi
5	Mr. Pankaj Kaushik	Pankaj
6	Ms. Shruti Dhiman	Shruti
7	Mrs. Shivani Sharma	Shivani
8	Mr. Rajeev Rawal	Rajeev Rawal
9	Ms. Shruti Mittal	Shruti
10	Mohd Danish	Danish
Commerce Department		
1	Dr. Saurabh Mittal (HOD)	Saurabh
2	Dr. Ashfaq Ali	Ashfaq
3	Dr. M.S. Khan	
4	Mr. Mukesh Sharma	Mukesh
5	Ms. Kajol Mourya	Kajol
6	Mrs. Pooja Raghuvanshi	Pooja
7	Ms. Garima	Garima
8	Ms. Shweta Garg	Shweta
9	Ms. Naina Bansal	Naina
10	Mrs. Poonam Sharma	Poonam
JMC Department		
S.NO	NAME	

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S.NO	NAME	Sign
1	MR.RAVI GAUTAM (HOD)	Ravi
2	Mr. MAYANK	Mayank
3	MS.SHIVANI BERMAN	Shivani
Fine Arts Department		
1	Dr. Manoj Dhiman	Manoj Dhin
2	Mrs. Roupal Malik (HOD)	Roupal
3	Mr. Rajnikant raj31jan1979@gmail.com	
4	Ms. Reena Tyagi	Reena
5	Mrs. Binnu Pundir	Binnu Sundir
6	Ms. Himanshu Gautam	Himanshu
7	Mrs. Anu	Anu
8	Ms. Sharmistha	Sharmistha
9	Mr. Mayank Saini	Mayank
10	Mr. Ajeet	Ajeet
11	Ms. Neelam	Neelam

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श्रीराम कॉलेज, मुजफ्फरनगर

दिनांक 27.06.2022

नोटिस

श्रीराम कॉलेज के सभी डीन/विभागाध्यक्षों को सूचित किया जाता है कि दिनांक 30.06.2022 को श्रीराम कॉलेज के कम्प्यूटर लैब में अपरान्ह 3 बजे से ईआरपी के छात्रावास माडयूल के लिये प्रशिक्षण कार्यक्रम का आयोजन किया जायेगा।

अतः सभी सभी डीन/विभागाध्यक्षों से अनुरोध है कि वे संबंधित स्टाफ सदस्यों को नियत समय पर आवश्यक रूप से प्रशिक्षण कार्यक्रम में सम्मिलित होने हेतु निर्देश देने का कष्ट करें।

(डा0 निशांत कुमार राठी)
ERP इंचार्ज

सेवा में,
1. डीन/विभागाध्यक्ष, शिक्षा विभाग
2. डीन/विभागाध्यक्ष कम्प्यूटर एप्लीकेशन विभाग
3. विभागाध्यक्ष, वाणिज्य विभाग
4. विभागाध्यक्ष, बायोसाइंस विभाग
5. विभागाध्यक्ष, शारीरिक शिक्षा विभाग
6. विभागाध्यक्ष, बेसिक साइंस विभाग
7. विभागाध्यक्ष, कृषि विज्ञान विभाग
8. विभागाध्यक्ष, ललित कला विभाग
9. विभागाध्यक्ष, व्यापार प्रबंधन विभाग
10. विभागाध्यक्ष, पत्रकारिता एवं जनसंचार विभाग
11. विभागाध्यक्ष, बीवाक (यौगिक साइंस) विभाग
12. विभागाध्यक्ष, होमसाइंस विभाग

Co-ordinator
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श्रीराम कॉलेज, मुजफ्फरनगर
कम्प्यूटर एप्लीकेशन विभाग
प्रशिक्षण कार्यक्रम–छात्रावास माड्यूल

पूर्व निर्धारित कार्यक्रमानुसार दिनांक 30.06.2022 को श्रीराम कॉलेज के सभी विभागों के शिक्षकों को ईआरपी साफ्टवेयर का प्रशिक्षण प्रदान किया गया। डा0 निशान्त कुमार राठी, डीन, कम्प्यूटर एप्लीकेशन की अध्यक्षता में श्री मनोज पुण्डीर, नेट ऐडमिन द्वारा प्रशिक्षण कार्य सम्पन्न कराया गया। प्रशिक्षण में उपस्थित शिक्षको की सूची संलग्न है।

सर्वप्रथम डा0 निशान्त कुमार राठी, डीन कम्प्यूटर एप्लीकेशन द्वारा नये शिक्षकों को ईआरपी की कार्यप्रणाली से अवगत कराया गया तथा बताया गया कि आगामी सेमेस्टर से समस्त शैक्षणिक गतिविधियों का संचालन ईआरपी के माध्यम से ही होगा।

श्री मनोज पुण्डीर, नेट एडमिन द्वारा ईआरपी पोर्टल पर कार्य करने हेतु निम्न बिन्दुओं के बारे मे शिक्षको को प्रशिक्षण दिया गया –

1. Hostel Master- इसमें छात्रावास का नाम तथा छात्रों के कक्षो के नाम व कक्ष संख्या निर्धारित करने का प्रशिक्षण दिया गया।
2. Room Management- इसमें छात्रावास के कक्ष के अंदर के सामान के विवरण का प्रशिक्षण दिया गया।
3. Room Allocation- इसमें छात्रों को कक्षों का पंजीकरण का प्रशिक्षण दिया गया।
4. Hostel Att. – इसमें विद्यार्थियों की उपस्थिति कैसे ली जायेगी का प्रशिक्षण दिया गया।
5. Visitor Hostel- इसमें छात्रावास में अतिथिगणों का रिकोर्ड बनाने का प्रशिक्षण दिया गया।
6. Hostel Report- इसमें छात्रावास संबंधित सूची निर्गत करना बताया गया।
7. Hostel Att Report- इसमें विद्यार्थियों की उपस्थिति की सूची दर्शायी जाने के संबंध में बताया गया।
8. Visitor Report- इसमें छात्रावास में आने वाले अतिथियों से संबंधित रिपोर्ट तैयार करना बताया गया।

अन्त में छात्रावास प्रबधक द्वारा सभी को ईआरपी पर कार्य करने हेतु प्रोत्साहित किया गया।

(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी

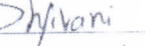प्रतिलिपि–वैयक्तिक सहायक चेयरमेन को चेयरमेन महोदय के सूचनार्थ प्रेषित।
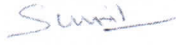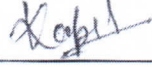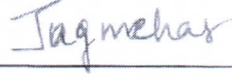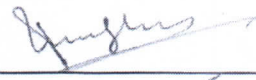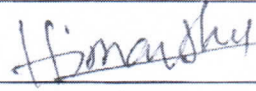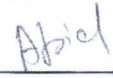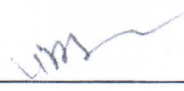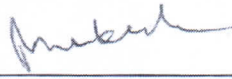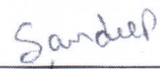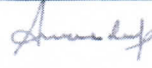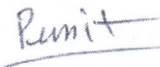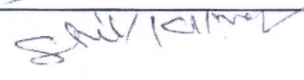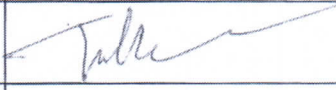
(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी
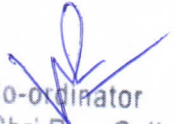
Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar

SHRI RAM COLLEGE,MZN

ERP TRAINING FOR HOSTEL MODULE

S.No	NAME	SIGNAURE
1	Dr. SUNEEL KUMAR	
2	Mr. KAPIL DEV DHIMAN	
3	Mr. JUGMEHAR GAUTAM	
4	Mr. ANKUR ROHILA	
5	Dr. PRAMOD SHARMA	
6	Mr. PANKAJ KAUSHIK	
7	Mr. HIMANSHU VERMA	
8	Mr. ABID AHMED	
9	Mr. VIKRANT	
10	Mr. MUKESH	
11	Mr. SANDEEP	
12	Mr. AMARDEEP	
13	Mr. PUNIT	
14	Mr. SHIV KUMAR	
15	Mr. TUSHAR MITTAL	
16	Mr. AMIT BHATNAGAR	

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar
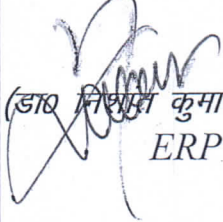
श्रीराम कॉलेज, मुजफ्फरनगर

दिनांक 5.05.2022

नोटिस

श्रीराम कॉलेज के सभी डीन/विभागाध्यक्षों को सूचित किया जाता है कि दिनांक 8.05.2022 को श्रीराम कॉलेज के कम्प्यूटर लैब में अपरान्ह 3 बजे से ईआरपी के छात्र प्रवेश माडयूल के लिये प्रशिक्षण कार्यक्रम का आयोजन किया जायेगा।

अतः सभी डीन/विभागाध्यक्षों से अनुरोध है कि वे संबंधित स्टाफ सदस्यों को नियत समय पर आवश्यक रूप प्रशिक्षण कार्यक्रम में सम्मिलित होने हेतु निर्देश देने का कष्ट करें।

(डा0 निखिल कुमार राठी)
ERP इंचार्ज

सेवा में,
1. डीन/विभागाध्यक्ष, शिक्षा विभाग
2. डीन/विभागाध्यक्ष कम्प्यूटर एप्लीकेशन विभाग
3 विभागाध्यक्ष, वाणिज्य विभाग
4. विभागाध्यक्ष, बायोसाइंस विभाग
5. विभागाध्यक्ष, शारीरिक शिक्षा विभाग
6. विभागाध्यक्ष, बेसिक साइंस विभाग
7. विभागाध्यक्ष, कृषि विज्ञान विभाग
8. विभागाध्यक्ष, ललित कला विभाग
9. विभागाध्यक्ष, व्यापार प्रबंधन विभाग
10. विभागाध्यक्ष, पत्रकारिता एवं जनसंचार विभाग
11. विभागाध्यक्ष, बीवाक (योगिक साइंस) विभाग
12. विभागाध्यक्ष, होमसाइंस विभाग

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar

श्रीराम कॉलेज, मुजफ्फरनगर

कम्प्यूटर एप्लीकेशन विभाग

प्रशिक्षण कार्यक्रम—छात्र प्रवेश माड्यूल

पूर्व निर्धारित कार्यक्रमानुसार दिनांक 8.08.2022 को श्रीराम कॉलेज के सभी विभागों के शिक्षकों को ईआरपी साफ्टवेयर का प्रशिक्षण प्रदान किया गया। डा0 निशान्त कुमार राठी, डीन, कम्प्यूटर एप्लीकेशन की अध्यक्षता में श्री मनोज पुण्डीर, नेट ऐडमिन द्वारा प्रशिक्षण कार्य सम्पन्न कराया गया। प्रशिक्षण में उपस्थित शिक्षको की सूची संलग्न है।

सर्वप्रथम डा0 निशान्त कुमार राठी, डीन कम्प्यूटर एप्लीकेशन द्वारा नये शिक्षकों को ईआरपी की कार्यप्रणाली से अवगत कराया गया तथा बताया गया कि आगामी सेमेस्टर से समस्त शैक्षणिक गतिविधियों का संचालन ईआरपी के माध्यम से ही होगा।

श्री मनोज पुण्डीर, नेट एडमिन द्वारा ईआरपी पोर्टल पर कार्य करने हेतु निम्न बिन्दुओं के बारे में शिक्षको को प्रशिक्षण दिया गया –

1. Enquiry Entry- इसमें अध्यापकों को विद्यार्थियो की प्रवेश संबंधित प्रविष्टि करना बताया।
2. Inquiry Upload- इसमें में विद्यार्थियों के प्रवेश की सूची अंतरित करने के संबंध में बताया गया।
3. Assing Entry- इसमें अध्यापकों द्वारा विद्यार्थियो के प्रवेश का दायित्व बताया गया।
4. Dashboard – इसमें विद्यार्थियों के प्रवेश की सूची दर्शायी जाने के संबंध में बताया गया।
5. Enquiry Confirmd- इसमें प्रवेश समन्वय द्वारा प्रवेश सुनिश्चित किया जाना बताया गया।
6. Admission count Report- इसमें विद्यालयवार प्रवेश की सूची के संबंध में बताया गया।
7. Consultant Admission- इसमें कंसल्टेंट द्वारा प्रवेश के विषय में विस्तार से जानकारी देना बताया गया।
8. Report- इसमें प्रवेश समन्वयक द्वारा विद्यार्थियो के प्रवेश की रिर्पोट कैसे जनरेट की जाती है, बताया गया। अन्त में प्रवेश समन्वयक द्वारा सभी अध्यापको को ईआरपी पर कार्य करने हेतु प्रोत्साहित किया गया।
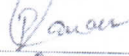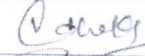
(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी

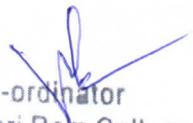प्रतिलिपि–वैयक्तिक सहायक चेयरमेन को चेयरमेन महोदय के सूचनार्थ प्रेषित।
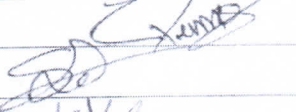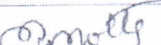
(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar

SHRI RAM COLLEGE, MUZAFFARNAGAR

ERP TRAINING FOR ADMISSION MODULE

S. No.	Name	Signature
1	Mrs. Neetu Singh (Convener)	
2	Mr. Amit Tyagi	
3	Dr. Pramod Kumar	
4	Mr. Sandeep Kumar	
5	Mr. Vikas Tyagi	
6	Dr. Pooja Tomar	
7	Mohd. Yusuf	
8	Mr. Mukul Motla	
9	Mrs. Anu Nayak	
10	Mr. Sandeep Rathi	
11	Mr. Mukesh Kumar	
12	Ms. Shivani Berman	
12	Mr. Vivek Tyagi	

Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar

Chairman
IQAC, Shri Ram College,
Muzaffarnagar
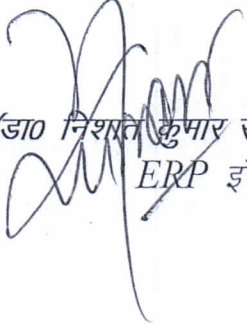
श्रीराम कॉलेज, मुजफ्फरनगर

दिनांक 3.06.2022

नोटिस

श्रीराम कॉलेज के सभी डीन/विभागाध्यक्षों को सूचित किया जाता है कि दिनांक 7.06.2022 को श्रीराम कॉलेज के कम्प्यूटर लैब में अपरान्ह 3 बजे से ईआरपी के फीस माडयूल के लिये प्रशिक्षण कार्यक्रम का आयोजन किया जायेगा।

अतः सभी डीन/विभागाध्यक्षों से अनुरोध है कि वे संबंधित स्टाफ सदस्यों को नियत समय पर आवश्यक रूप से प्रशिक्षण कार्यक्रम में सम्मिलित होने हेतु निर्देश देने का कष्ट करें।

(डा० निशांत कुमार राठी)
ERP इंचार्ज

सेवा में,
1. डीन/विभागाध्यक्ष, शिक्षा विभाग
2. डीन/विभागाध्यक्ष कम्प्यूटर एप्लीकेशन विभाग
3. विभागाध्यक्ष, वाणिज्य विभाग
4. विभागाध्यक्ष, बायोसाइंस विभाग
5. विभागाध्यक्ष, शारीरिक शिक्षा विभाग
6. विभागाध्यक्ष, बेसिक साइंस विभाग
7. विभागाध्यक्ष, कृषि विज्ञान विभाग
8. विभागाध्यक्ष, ललित कला विभाग
9. विभागाध्यक्ष, व्यापार प्रबंधन विभाग
10. विभागाध्यक्ष, पत्रकारिता एवं जनसंचार विभाग
11. विभागाध्यक्ष, बीवाक (यौगिक साइंस) विभाग
12. विभागाध्यक्ष, होमसाइंस विभाग

Co-ordinator
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Chairman
IQAC, Shri Ram College,
Muzaffarnagar

श्रीराम कॉलेज, मुजफ्फरनगर

कम्प्यूटर एप्लीकेशन विभाग

प्रशिक्षण कार्यक्रम—फीस एंड स्टूडेंट एमआईएस माड्यूल

पूर्व निर्धारित कार्यक्रमानुसार दिनांक 07.06.2022 को श्रीराम कॉलेज के कम्प्यूटर प्रयोगशाला में अपरान्ह 2 बजे से ईआरपी के फीस माड्यूल के लिये प्रशिक्षण कार्यक्रम का आयोजन किया गया। डा0 निशान्त कुमार राठी, डीन, कम्प्यूटर एप्लीकेशन की अध्यक्षता में श्री मनोज पुण्डीर, नेट ऐडमिन द्वारा प्रशिक्षण कार्य सम्पन्न कराया गया। प्रशिक्षण में उपस्थित शिक्षको की सूची संलग्न है।

सर्वप्रथम डा0 निशान्त कुमार राठी, डीन कम्प्यूटर एप्लीकेशन द्वारा गैर शैक्षिक सदस्यों को ईआरपी की कार्यप्रणाली से अवगत कराया गया तथा बताया गया कि आगामी सत्र में फीस संबंधी सभी गतिविधियों का संचालन ईआरपी के माध्यम से ही होगा।
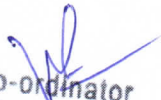
श्री मनोज पुण्डीर, नेट एडमिन द्वारा ईआरपी पोर्टल पर कार्य करने ईआरपी पोर्टल पर कार्य करने हेतु निम्न बिन्दुओं के बारे में गैर शिक्षको को प्रशिक्षण दिया गया –

1   श्री मनोज पुडीर के द्वारा बताय गया कि ईआरपी पर किस प्रकार लागईन किया जाता है।

2   विद्यार्थेयो से संबधित डाटा ईआरपी पर किस प्रकार संकलित किया जाता है।

3   विद्यार्थियों से संबधित डाटा प्रत्येक वर्ष किस प्रकार अपडेट किया जाता है।

4   प्रत्येक पाठयकम व प्रत्येक वर्ष का फीस मास्टर माड्यूल कैसे तैयार किया जाता है?

5   विद्यार्थियो से प्राप्त फीस को ईआरपी पर कैसे अंकित किया जाता है? और उसकी फीस रसीद कैसे बनाई जाती है?

6   विद्यार्थियों को पाठयक्रम के अनुसार फीस में छुट को कैसे ईआरपी पर अंकित की जाती है?

7   प्रत्येक साल के विद्यार्थियो को उनके अगले साल में ईआरपी पर कैसे प्रोन्नत किया जाता है?

8   एडऑन कोर्स तथा उसकी फीस को किस प्रकार ईआरपी पर अंतरित किया जायेगा?

अन्त में श्री नन्द किशोर कार्यालयध्यक्ष द्वारा बताया गया कि ईआरपी शुरू होने से फीस कलैक्शन तथा रिपोर्ट शीघ्र तथा आसानी से बनायी जा सकती है।

(डा0 निशान्त कुमार राठी)
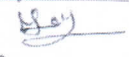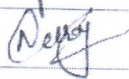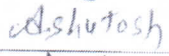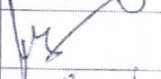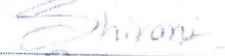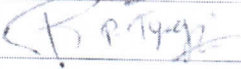
अध्यक्ष, ईआरपी

(डा0 निशान्त कुमार राठी)
अध्यक्ष, ईआरपी

प्रतिलिपि—वैयक्तिक सहायक चेयरमेन को चेयरमेन महोदय के सूचनार्थ प्रेषित।

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ERP TRAINING FOR ACCOUNT MODULE

S. No.	Name	Signature
1	Mr. Nand Kishore	
2	Mr. Nitin Sangal	
3	Mr. Bittu kumar	
4	Mr. Praveen Gautam	
5	Mr. Neeraj Gupta	
6	Mr. Ashu Tosh	
7	Mr. Ajay Kumar	
8	Mr. R.B. Singh	
9	Ms. Shazia	
10	Ms. Shivani	
11	Mr. Vinay Kumar	
12	Mr. Pawan Kumar	
13	Ms. Vinita Dhaka	
14	Mr. R.P. Tyagi	
15	Mr. Karunakar Sharma	
16	Mr. Abhijeet	

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Notice

Date: **20-09-2021**

We are organising Training on "File Maintenance & Office Management" for the office staff as per the following schedule:

Date: **24-09-2021 to 25-09-2021**

Session Delivery by: **CA (Dr.) Saurabh Mittal**

The office staff required to attend the training session which will of 2 Hours of each day. The attendance of the office staff will be compulsory.

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Session 1

FILE MANAGEMENT (STUDY MATERIAL)

The purpose of good file management is to keep the paper flowing to its final destination. Piles of paper, are lost papers looking for a home! Creating a filing system is like finding the pot of gold at the end of a rainbow. A good filing system will organize your operations, enhance your professional image and increase productivity. When it comes to files and piles, people have three fears. Do any of these haunt you?

Afraid to make a decision - If you don't know what to call a piece of paper, you'll end up calling it nothing. If it doesn't have a name, it doesn't get a home. Such orphans collect in unnamed stacks, piles, drawers and in boxes.

Afraid to discard anything - You might need it someday. Better to keep it, even if you can't lay your hands on it when you need it.
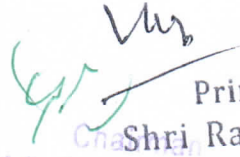
Afraid you'll never see it again - Filing an item in some systems is like flinging it into a black hole. If that describes your system, stacks and piles are indeed a lot safer. The point of filing is, easy placement and access to information.

Four Easy Steps to Improve File Management

Step 1: Separate Working from Archival Material — There are two basic types of files, temporary (working) and permanent (archival). Determining when and how often a file will be used should tell you which type it is. Temporary files include the following:

1. Action items - frequently used items requiring regular decisions and action.

2. Project items - plans, notes and documents related to current projects.

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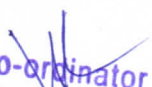Principal
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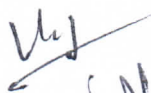Muzaffarnagar
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3. Reading items - must-read materials from any source.

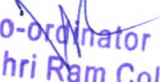4. Tickler files - organizing material for future use on a specific day.

5. Chronological file - tracking correspondence sequentially.

Step 2: Label Working Files – Label action, project and reading files by purpose or function. Use broad, generic headings that are meaningful to you. If the files are shared, the categories and headings must make sense to everyone involved.

Tips 1.

Don't create thin file headings that are hard to keep track of. Use headings that cover a substantial amount of material (up to 2 inches of paper. Box containers are great for thicker files.).

2. Design your system, complete with headings and sub-headings, before actually creating the files.
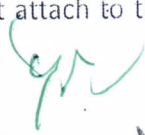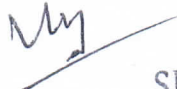
3. Use nouns for headings. Adjectives tend to get lost in memory.

4. Create a master index by primary headings so that anyone can locate a file.

5. Make it as easy as possible to add new files to your system. Keep a stock of labels, folders (manila and hanging), tabs and other filing materials close at hand. Be ready to quickly create a home for any lost piece of paper.

Step 3: Choose Locations and Fixtures - Decide who will be using the files, when they will be used and how much room is available for storage. Should the files be in, or close to your desk for frequent retrieval? Should they be centrally located, accessible to several people? Is security a factor? Are some files confidential, such as personnel files that should have limited accessibility? Choose appropriate fixtures for holding files. 'Hot Files' are receptacles that attach to the wall next to you and hold about

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100 sheets of paper. File cabinets can be vertical, lateral or open shelf. Choose wall storage units or rolling file racks. The type of fixture depends on your space and needs. Don't forget that binders work well for storing articles, newspaper clippings, reports, job descriptions, policies and procedures and other reference materials.

Step 4: Arrange the Files - Once you have appropriate fixtures in place, decide how you want to arrange your files. Choices include:
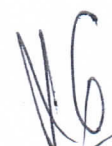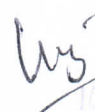
1. Alphabetically - great for client or customer name files.

2. Subject - a good choice if you're using subfolders.

3. Numerically - excellent for dated material, such as purchase orders and bills.

4. Geographical - appropriate if you have satellite operations.

5. Chronological - a good solution for back-up files that need to be set up by month.

6. Tickler files - great for very detailed tasks, such as tracking bills, correspondence and reading material. Set up tickler files by the day, month, and/or year.

Special Filing Categories - Product samples, photos and catalogues are examples of items that don't readily fit into file folders. Organizing fixtures for filing or storing such items include:

1. Boxes that hold both samples and hanging file folders.

2. Cardboard, metal or plastic holders (great for magazines and catalogues) that sit nicely on your bookshelf.

3. Tubes that accommodate large, rolled-up prints or maps.

4. Large envelopes that hold oversized papers in the bottom of a file drawer.

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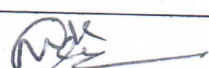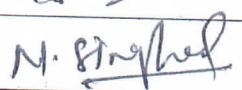Principal
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Permanent Files –
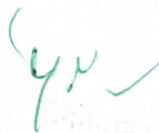
After the project is finished or the action complete, temporary files move into the permanent file category. Moving a file from temporary to permanent status requires analysis and purging. Decide if items contain quality information worth keeping and storing. Are they timely? Can they be obtained elsewhere? Are they accurate and reliable and will they continue to be so? How will you use them in the future? Must you keep them by law?

Once you decide to store a file, it is absolutely necessary to set up a retention schedule specifying how long the material will be kept before purging. Without a retention schedule, your office files will eventually flow into any space available, including public storage units. Maintain the retention schedule separately from the files themselves. The dates for consideration/purging should show up on your calendar (or a shared calendar) and should be the same every year so that consideration/purging become a habit for those involved.

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Session-II

Office Management

1. Proper work Distribution

2. Proper filing of files

3. Accountability

4. Cash management

5. Documents safety and security

6. Accounting of relevant records

7. Keeping of records

8. Efficient and responsive work system

9. Managing stationery and equipments

10. Coordinating the activities

11. Working environment

12. Layout of office
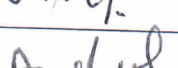
13. Correspondence

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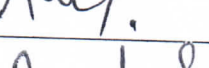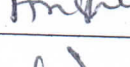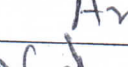Muzaffarnagar

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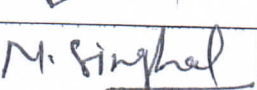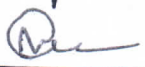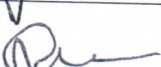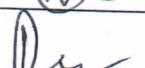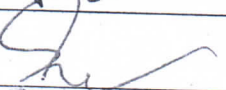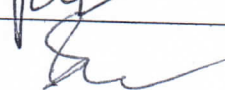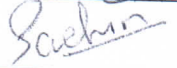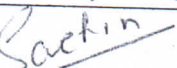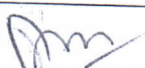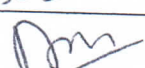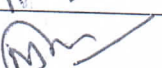
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Tally and Accounting Training

Date: **24-09-2021 to 25-09-2021**

S.No.	Name	24-09-2021	25-09-2021
1	Mr. Nand Kishor		
2	Mr. Rajendra Tyagi		
3	Mr. Nitin Singal	N. Singhal	M. Singhal
4	Mr. Praveen Gautam		
5	Mr. Bittu Kumar		
6	Mr. Neeraj Gupta		
7	Mr. Pravesh Kumar		
8	Mr. Pankaj Kumar		
9	Mr Sachin Kumar	Sachin	Sachin
10	Mr. Ajay Kumar		
11	Mr. Mohit		
12	Mr Vinay Tiwari		
13.	Mr. Anshul	Anshul	Anshul
14.	Ms. Vinita		

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