

Shri Ram College, Muzaffarnagar
Department of Business Administration

Notice

Dated-13/07/2018

All the non-teaching staff of Shri Ram College, Muzaffarnagar are hereby informed that a two daystraining program named, "File Keeping and Document Management" is to be conductedby Department of Business Administration. Commencement date of the training program will be 16/07/18.



Head, Department of Business Administration

CC:

Director,
Shri Ram College, Muzaffarnagar



Co-ordinator
IQAC, Shri Ram College,
Muzaffarnagar



Principal
Shri Ram College
Muzaffarnagar

Shri Ram College, Mzn.
 Department of Business Administration
 Training for file keeping and documents management
 List of participating non-teaching staff
 Date-16/07/18-17/07/18

S.No.	Name of non-teaching staff	Department	Signature Day-1	Signature Day-2
1	Mr. Deepak Tyagi	IT Manager		
2	Mr. Nitin Kumar	Account Office		
3	Mr. Ashutosh	Account Office		
4	Mr. Neeraj Gupta	Account Office		
5	Mr. Rajendra Tyagi	Account Office		
6	Ms. Suman Bhatia	Library		
7	Ms. Renu Chaudhary	Library		
8	Ms. Namita Singhal	Library		
9	Mr. Nand Kishor	Account Office		
10	Mr. Parveen Gautam	Account Office		

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Report

Training for file keeping and document management

Dates of training program	16/07/2018 and 17/07/2018	Venue of Training program	Auditorium, Shri Ram College, Muzaffarnagar
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Objectives

- Understand records retention requirements, regulations and guidelines
- Learn how to create a system for managing desktop and active paper files
- Understand the various record management locations and how best to utilize them
- Learn how to effectively name documents for versioning, easy retrieval and access
- Gain searching strategies to find information quickly with digital tips and tricks

Methodology

The training was conducted in a very attractive way. The entire training session was divided in two phases.


Phase-I (Day-1)


In this Phase following points were discussed: -

- What are the rules for creating documents?

In this training program it was discussed that all businesses create a variety of documents (Invoices, payment reminder letters, sales brochure, email, balance sheets, spreadsheets, reports etc.) in the course of doing and keeping track of business. And to keep things organized, all businesses need to establish rules for creating documents.

- Are there in-house templates for some of your standard business documents, such as letters and invoices, and where are they located?
- Is there an in-house style guide that needs to be followed?
- Should new documents be dated or time-stamped?
- What procedures should be followed for sharing or reviewing documents?


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- **How will we store documents?**

There are costs associated with storage—the largest of which, for most small businesses, is probably the cost of the time wasted when people are looking for documents. So, the question is: How will documents be filed? Through good file management practices, a clear, easy system can be developed. In this phase it is discussed that how we can archive documents without wasting time and cost.

Phase-2 (Day-2)

- **How can retrieving documents be simplified?**

In this phase resource person addressed that good filing practices can go a long way toward solving the problem. If you do things such as consistently follow strict naming conventions, for example, documents will be much easier to find.

You should create a file locations list, which will remind users where particular types of files go—and where to find them. Remember to include whether or not the file will be on your computer system, an in-house server, in the cloud, or filed in a physical location such as a filing cabinet. For instance, suppose that you use images, video, or even paper photos in your business. An entry in your file locations list might be:

- Digital images/video: computer (or server)—drive E:/photos—file in the appropriate subject folder
Paper photos: filing cabinet 3—Photos—alpha by subject

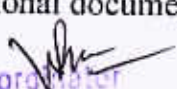
Shared network or cloud drives should be labeled according to contents, as should filing cabinet drawers.


- **How can we make and keep our documents secure?**

The first line of defense for document security is physically securing the business premises themselves. All businesses, even home-based ones, need to have security systems installed.

Businesses may also need or want to invest in other security devices, such as window bars, security cameras, or patrol services. You can spend all the time you want creating passwords and encrypting files in an attempt to protect your electronic files, but it doesn't matter much if someone can just wander in and steal your computer.

Additional document security measures include:


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- Locking all filing cabinets after business hours (and during lunch if no one reliable is present)
- Backing up electronic documents regularly, preferably off-site to guard against having your business data wiped out by natural disasters.
- Restricting user access to certain documents, applications, and folders on any shared computers
- Preventing employee theft by conducting background and reference checks as a part of your hiring process

- **Implement and Follow Through**

Once you have created your document management plan by answering the questions above, you're ready to implement it. Make sure all your entire staff knows the details of your business's document management system and that everyone follows appropriate procedures when creating, storing, and retrieving documents.

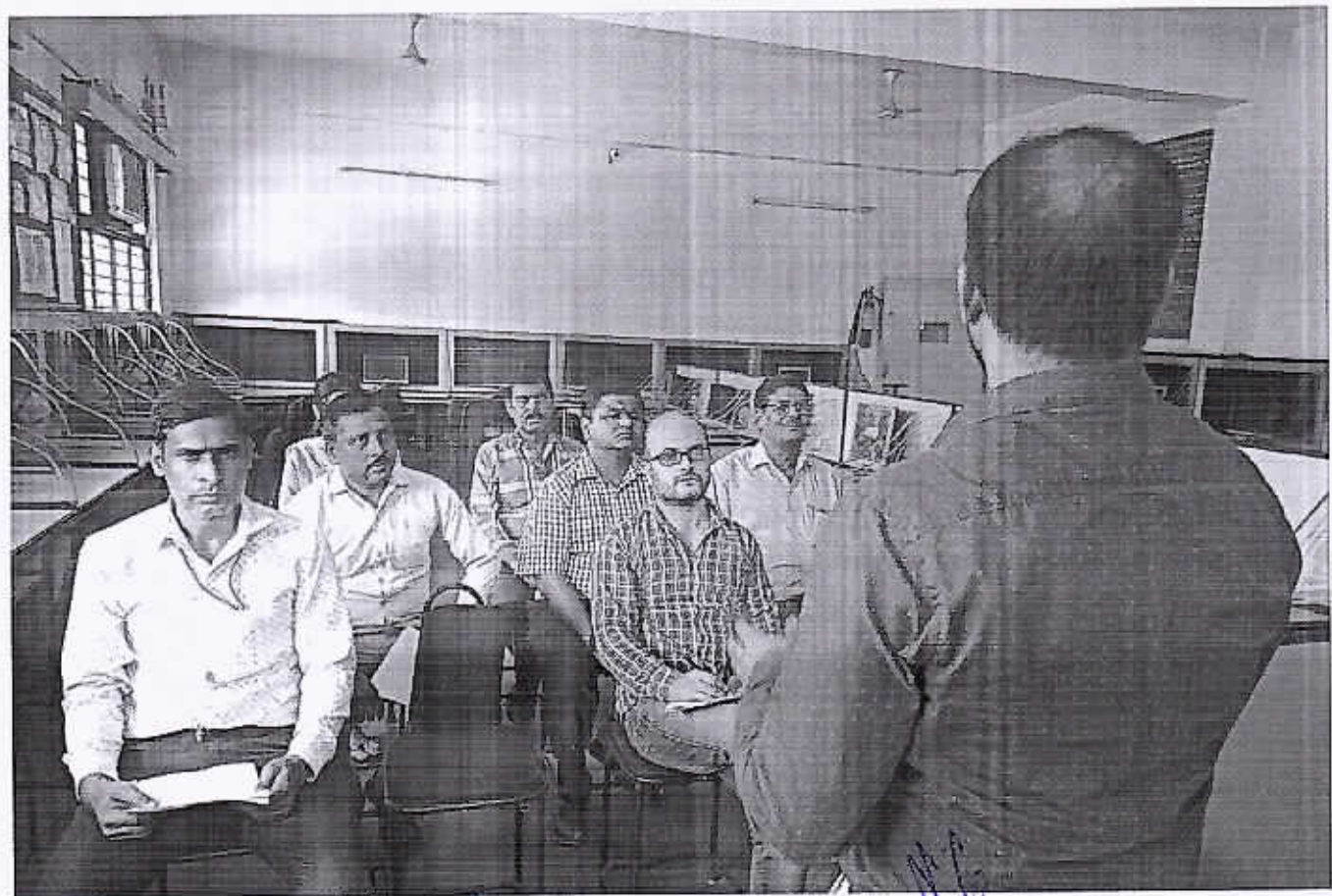
You'll also have to be sure that everyone who accesses and uses documents within your organization follows through by consistently naming and storing documents appropriately. Spot check on a regular basis to test whether particular files can be easily found and to guard against misfiling. Even occasional carelessness can throw off the entire system.

Types of Participants	Non-teaching staff
No. of participants	10
Resource person	Day-1 (Mr. Sanjay Kant) Day-2 (Mr. Hans Tyagi)


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