

Phase-V, Programme-05
One Day Online Workshop on
Drafting & Managing Documents Online
Dated 23rd July, 2021

Brief Report

The Teaching Learning Centre (TLC) of Shri Lal Bahadur Shastri National Sanskrit University (Central University), New Delhi established under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, Ministry of Education, Govt. of India organized One Day Online Workshop on Drafting & Managing Documents Online dated 23rd July, 2021 which is the 5th programme of Phase-V. The objectives of this workshop were to acquaint with the structural components of official documents in various forms & formats, to develop the writing skills related to various forms of documents and to enhance capacities related to managing & editing various official documents online. This online workshop was conducted through Google Meet platform. The inaugural session commenced with the welcome speech and backdrop note by the Director of the Centre **Prof. Amita Pandey Bhardwaj** followed by the Presidential address of Hon'ble *Vice Chancellor of our University, Prof. Ramesh Kumar Pandey*. In addition to inaugural & valedictory, the workshop had 02 lectures on the theme viz. Drafting, Writing & Reviewing of Various Documents by **Dr. Neelkanth Kumar** (Hindi-MPD, CIET, NCERT, New Delhi) and second Lecture- Managing Various Documents Online – **Dr. S. K. Pulist** (Deputy Director, Student Registration Division, IGNOU, New Delhi). **The registrations received till last date was 66 and the same continued the programme successfully.** The participants were the Non-Teaching Staff of SLBSNS University, New Delhi. In order to ensure the quality of the workshop from the participant's point of view **online feedback about the workshop** was taken on 5 point scale ranging from **Excellent to Unsatisfactory** and the average found was **37% in Excellent, 39% in Very Good, 18% in Good, 5% in Satisfactory and 1% in Unsatisfactory** category. In the valedictory session, the Director of the Centre welcomed the guests and presented the programme outcomes followed by Registrar's Address by **Dr. Alka Rai** (SLBSNS University) & Presidential address by our *Hon'ble Vice Chancellor Prof. Ramesh Kumar Pandey*, SLBSNS University and ended with a vote of thanks followed by Shanti Path. After the completion of the workshop, the e-Certificate was mailed to the successful participants.