



विवेकानन्द कॉलेज
VIVEKANANDA COLLEGE
(दिल्ली विश्वविद्यालय)
(UNIVERSITY OF DELHI)
विवेक विहार, दिल्ली-110095
VIVEK VIHAR, DELHI-110095
GRADE 'A' ACCREDITED By NAAC

VIVEKANANDA COLLEGE

UNIVERSITY OF DELHI

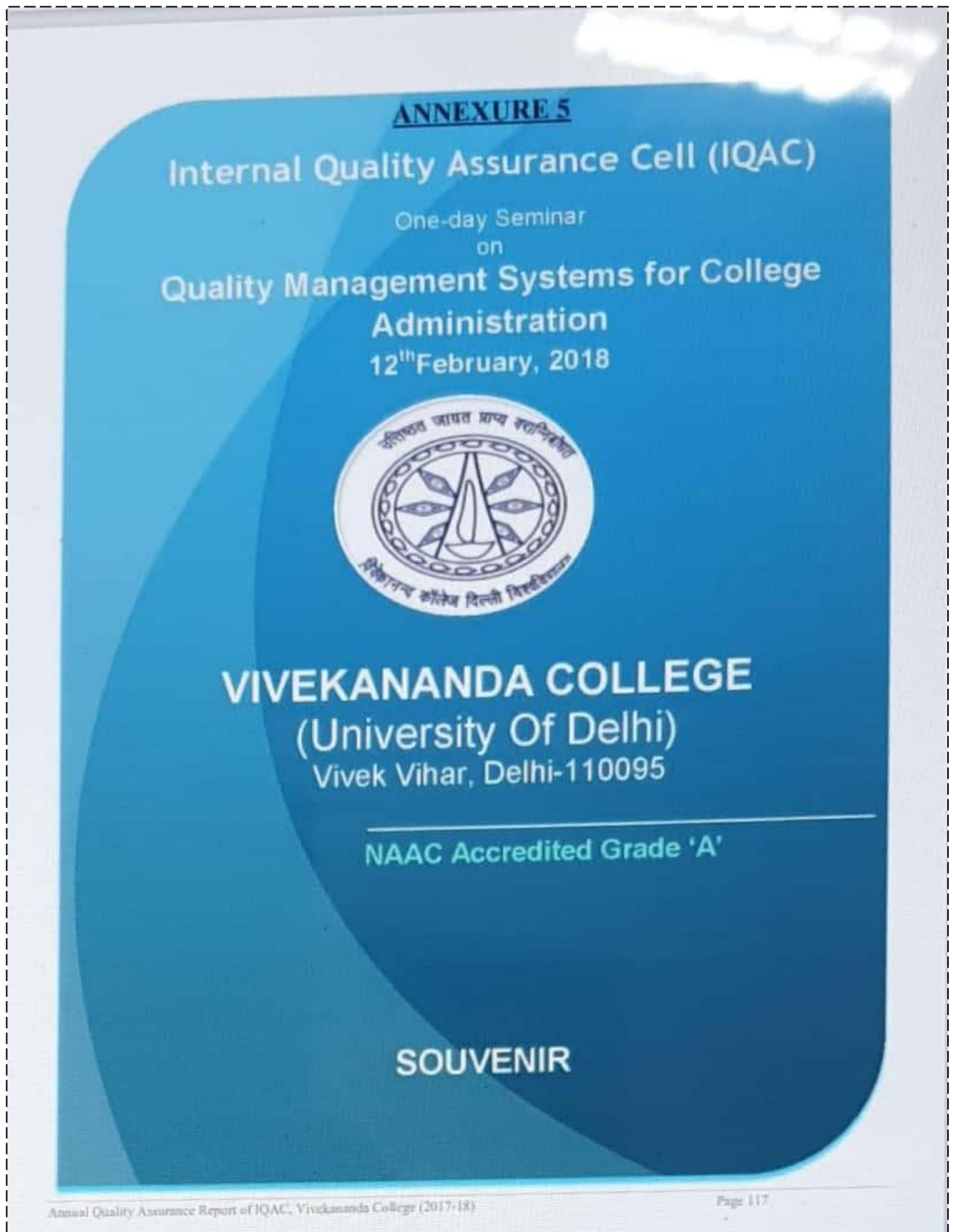
SUPPORTING DOCUMENTS FOR 3.2.2

2017-2018

The supporting documents for Metric No. 3.2.2 have been uploaded on the college website.

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1. Report of One Day Seminar on Quality Management Systems for College Administration





ABOUT THE COLLEGE

Vivekananda College provides a dynamic and empowering educational environment for young women seeking an undergraduate degree in the Arts, Humanities, Commerce and Social Sciences. This pioneering knowledge hub of East Delhi attracts students from all over the country. Fostering and inculcating a vibrant exchange of ideas, the

college seeks to ignite the minds of learners to facilitate their all round development.

The sprawling college campus at Vivek Vihar is spread over an area of over 10 acres open space for garden and sports facilities. The teaching- learning process is facilitated in 35 class rooms, 12 tutorial rooms, two specialized laboratories, three state-of-the-art computer centers with high speed Internet connectivity, a seminar room, conference room, an auditorium and a fully automated library. The entire college campus is Wi-Fi enabled. A new synthetic track (200 mts.), the first of its kind in Delhi University, has been laid. The college also provides residential facilities for the Principal, teaching faculty and non teaching staff. The construction of a new academic block has been completed and the teaching has started in new building.



ABOUT INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell was formed in July 2016 with Dr. Subhneet Suri as the Coordinator. As recommended by the National Assessment and Accreditation Council, the Internal Quality Assurance Cell (IQAC) was formed as a permanent quality sustenance measure to internalize and institutionalize quality assurance measures. The objectives of the Cell are:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The functions of the IQAC Cell are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

MESSAGE

Vivekananda College has organized a National Seminar on "Quality Management Systems for College Administration" on 12th February, 2018. Its role in building quality in management education is accentuated through its **Internal Quality Assurance Cell (IQAC)**. IQAC is the system of quality assessment, improvement, and accreditation of higher education institutions in management and business administration. Its fundamental objective is to raise the quality and standard of management education. IQAC facilitates standard setting, benchmarking, mutual learning, and the dissemination across borders of good practice. The goal of IQAC is to evolve a globally benchmarked Quality Assurance System adapted to the specificity and needs of college system. With increasing economic activity, there is a concomitant need for increased and effective administrative talent. This can be made possible only through dissemination of quality management education replete with contemporary practices and approaches.



This Conference with a host of participants from leading colleges and Universities articulated and suggested prescriptions to stimulate thought processes and approaches which will serve the ultimate cause of making available a large pool of skilled talent to society at large. It is our college's cherished objective to take more such proactive initiatives in this fast changing and evolving world.

I thank all the delegates for thought-provoking deliberations at the seminar.

Dr. Hina Nandrajog
Offg. Principal

MESSAGE

Building quality in Management Education is the dream and aspiration of all colleges across the University which is looking at a future for them. The IQAC aids to prepare educators and corporate professionals for accreditation and certifying the level of quality achieved by a college. This visionary initiative brought forth extremely useful set of programmes with expert support from senior management educators and member institutions. IQAC desires that the message of quality in management education should be carried to an increased number of colleges which are interested in future growth apart from review of the current status. For this we planned a one day seminar on the theme "Quality Management Systems for College Administration" on 12th February, 2018 at Vivekananda College. The focus of the seminar was intended to understand the significance and need for quality enhancement, to identify work specific areas of critical control points and potential failures, to recognize the need for moving from quality assurance to total quality management, to help conceptualize a framework for developing job specific quality management system, to continuously improvise their quality management systems on an on-going basis and to appreciate the need to continuously improvise the QMS for quality enhancement as an on-going procedure.



On behalf of IQAC, I am indeed delighted for an overwhelming interest and response shown by the participants in the seminar and wish them all the success in their mission. We hope that this seminar was a positive contribution towards building institutions which will perpetuate their functioning in a dynamic style not losing the element of quality along the way. Wishing all the delegates our best wishes in their journey

Dr. Sukhneet Suri
Coordinator

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BRIEF ABOUT THE SEMINAR

The management of college administration plays a pivotal role in determining the quality of environment which is provided to the learners - the future of our nation. The role of administrative staff in maintaining and enhancing the internal quality assurance system of an educational institution is immense. **It is therefore necessary for every institution to:**

- Develop a Quality Management System based on 'right first time' and 'zero defect' approach
- Encourage involvement of all staff members to contribute towards continuous improvement
- Validate, verify and improve the internal quality management system as a routine task

If we wish our higher education institutions to be ranked among the world's best organizations it is necessary to bring internal administrative quality enhancement systems at, or closer to, the standards laid down by the International Standards Organization and those expected by the World Trade Organization. In view of the GATS laid down by the WTO, it is becoming increasingly important to raise standards of the educational institutions in the public sector so that they can compete and maintain their position in the national and international market.

This seminar is being organized with the idea that in order to be recognized as a high quality educational institution of 'eminence' and be ranked among the 'world's best' it is necessary to have accountable governance systems. It is expected that the seminar would help the participants to:

- Understand the significance and need for quality enhancement
- Identify work specific areas of critical control points and potential failures
- Recognize the need for moving from quality assurance to total quality management
- Help conceptualize a framework for developing job specific quality management system
- Continuously improvise their quality management systems on an on-going basis
- Appreciate the need to continuously improvise the QMS for quality enhancement as a on-going procedure.

ADVISORY BOARD MEMBERS

Dr. Anita Sharma Chairperson, Governing Body, Vivekananda College	Dr. Hina Nandrajog Principal (Offg.), Vivekananda College	Dr. S S Ghenkrota IAS (Retd.)	Dr. Kumud Khanna Director (Former), Institute of Home Economics (University of Delhi)	Dr. Sukrita Paul Kumar Aruna Asaf Ali Chair (former)	Mr. Vivek Sagar Amazon (Payments)
					



ORGANIZING COMMITTEE MEMBERS

Convenor Dr. Sukhmeet Suri 	Co-Convenor Mrs. Anju Nagpal 	Treasurer Dr. Swati R Choudhary 	
Registration Committee Ms. Anchala Paliwal 	Ms. Kanika Kumar 	Dr. Sirbhash Chandra 	
Hospitality & Venue Committee Dr. Neeta Mathur 	Dr. Anjana Kumari 	Mrs. Neha Gupta 	Dr. Saifur Rahman Farooqi 
Souvenir Committee Dr. Meera Sood 	Dr. Arushi Jain 	Ms. Shilpa 	Dr. Ratish Chandra Jha 
Media and Public Outreach Committee Mrs. Devika 	Ms. Laxmi 	Dr. Gyan Prakash 	Mrs. Veema Sharma 



Programme		
Time	Topic	Expert
9:30-11:15 am	Inaugural Session	
	Welcome Address	Dr. Him Nandrajog, Principal (Offg.), Vivekananda College
	Introduction to the Theme	Dr. Sukhmeet Suri, Coordinator, Internal Quality Assurance Cell, Vivekananda College
	Keynote Address- Quality Assurance- Concerns and Issues	Chief Guest Prof. Santosh Panda Former Chairperson, National Council for Teacher's Education
11:15-11:30 a.m. 11:30-1:00 p.m.	Special Address	Guest of Honour Dr. Vikas Gupta, Joint Registrar (Council), University of Delhi
	Tea	
	Session I: Challenges and Accountability in Administration Chairperson: Dr. G.G. Saxena, IAS (Retd.)	
	Governance of Colleges	Mr. Raja Rajan Joint Registrar (Colleges), University of Delhi
1:00-1:30 p.m. 1:30-3:00 p.m.	RTI Act	Ms. Meenukshi Sahay Deputy Registrar and CPIO, University of Delhi
	Lunch	
	Session II: Inclusive and Equitable Work Environment Chairperson: Dr. Sukrita Paul Kumar, Former Asaf Ali Chair	
	Inter-Personal Relationships and Ethics at Work	Mr. Omkar Nath Pandit Assistant Registrar (CR & Vigilance Cell), University of Delhi
3:00-3:15 p.m. 3:15-4:30 p.m.	Administrative and Disciplinary Procedures, Constitutional Provisions/CCS/CCA Rules	Mr. Virendra Kumar Administrative Officer, Sri Venkateswara College, University of Delhi
	Tea	
	Session III: Keeping Pace with Developments Chairperson: Dr. S. Lakshmi Devi, Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi	
	Record Keeping and documentation- Rules and Procedures	Dr. H.H. Baa Joint Registrar (Establishment, Non-Tenching), University of Delhi
4:30-5:30 p.m.	Procurement Process, e-Procurement and Government e-Marketplace	Dr. Bhuvan Jha Former Assistant Registrar and Assistant Professor, Satyawati College, University of Delhi
	Valedictory Session	
	Moving towards the Future- From Quality Assurance to Total Quality Management in Administration	Dr. S. Lakshmi Devi Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi
	Participants Feedback Vote of Thanks	Dr. Swati R Choudhary, Member, IQAC, Vivekananda College

Chief Guest: Professor (Dr.) Santosh Panda*Former Chairperson, National Council for Teacher's Education.*

Bio-note: Professor Panda is B.A. (Economics), M.A. (Education), M.Phil (Education) and Ph.D. (Education). He has a certificate in Educational Television from BBC & Open University, UK. He was a Fulbright Post-Doctoral from University of New Mexico, USA and has a certificate in online teaching from University of Maryland, USA. He has been into teaching, research and administration since 29 years. He has been professor for more than 16 years and Director for past thirteen years. He is currently the Chairperson, National Council for Teacher Education (Government of India), New Delhi. He has held various eminent positions in the past like Director, Inter-University Consortium, Indira Gandhi National Open University, New Delhi; visiting professor, Beijing Normal University, Beijing, P R China; Director, Centre for Flexible & Distance Learning, University of the South Pacific, Fiji; Director, Staff Training & Research Institute, Indira Gandhi National Open University; Adjunct Professor, University of Maryland, USA & University of Oldenburg, Germany; Visiting Professor, Manchester Metropolitan University, UK; Founding Director, Inter-University Consortium for ICT-Enabled Education, IGNOU; Visiting Professor, University of London, & Manchester Metropolitan University, UK; Senior Fulbright Scholar, University of New Mexico, Albuquerque, USA; Director, Staff Training & Research Institute, Indira Gandhi National Open University; Professor of Staff Development, Staff Training & Research Institute, IGNOU; Director, Association of Indian Universities, New Delhi; Associate Professor (Distance Education), Indira Gandhi National Open University; Senior Lecturer (Instructional Design & Training), Indira Gandhi National Open University; Assistant Professor (Instructional Design & Training), Indira Gandhi National Open University; Assistant Professor (Educational Planning), Faculty of Education, Kurukshetra University and Project Officer, Centre for Adult & Continuing Education, Kurukshetra University, India.

He has many publications to his credit which includes 48 papers in refereed journals, 44 book chapters and edited 19 books. He has presented 34 papers at conferences and delivered 12 keynote addresses. He has had consultancies project in the past for: BC, CEMCA, COL, DVV, Ford Foundation, GTZ, IDRC, SADC, UNDP, UNESCO, World Bank. He has many awards to his credit like National Gold Medal for Innovations in ICT, 13th Convocation, IGNOU, 2013; Senior Fulbright Scholar, US Department of Education/ University of New Mexico, USA, 2003; Gold Medal, Standing First in MPhil (Education), Kurukshetra University, India, 1981; Gold Medal, Standing First in MA (Education), Kurukshetra University, India, 1980 and British Government Fellowship, Certificate in Ed TV at BBC, UK, 1989.

Key-note Address:

Guest of Honour: Dr. Vikas Gupta

Joint Registrar (Council)
University of Delhi



Dr. Vikas Gupta is B.Sc.(H.) Electronics graduate from Hans Raj College and he did his M.Sc. Electronics from South Campus. He completed his Ph.D. from D.U on Semiconductor Materials in Electronics and started his career as a Lecturer in Electronics at ARSD College, DU.

He has held multiple responsibilities in South Campus, Council Branch and Establishment Teaching. Among the various positions that he has held are:

- Director, Distance Education Council (Apex Body to regulate Distance Education)
- Joint Secretary (CBSE) & Regional Officer of North East Region of CBSE
- Assistant Director, AICTE (Apex Body to regulate Technical Education)
- Joint Secretary, UGC
- Controller of Examinations, Indira Gandhi Delhi Technical University for Women
- Member Finance, Central University of Haryana
- Member of several Committees of UGC and various other Universities.

He is highly respected for his encyclopaedic knowledge of rules and regulations, and his understanding of the intricacies of governance is well known.

Special Address: Good Governance

Quality and concerns related to improvement of quality in service sector such as higher education is a matter of great concern. Here, the concept of governance plays a big role. The words 'governance' and 'administration' are often used interchangeably but their meaning and implications are quite different; though there is a close interplay between them. Administration is the process of running an organization. In the context of college governance, although the Principal is the head of the institution, yet other functionaries in the college form a part of the administration. Governance, however, is the action or manner of governing a system. It comprises of mechanisms and processes, through which Citizens and Groups articulate their interest, exercise legal rights, meet their obligations, and ultimately mediate differences. Governance goes beyond the Government and has 3 key actors: state, market and civil society. In the process of evolving Governance Development Plan the gaps are to be identified from the current state to the desired state. Good governance is the process for making and implementing decisions. The decision making should be – Rational, Informed and Transparent. The main characteristics or indicators of good governance are accountability and transparency which include exchange and free flow of information. Transparency and accountability leads to zero-tolerance for corruption. By following the rule of law, a responsive, equitable and inclusive environment can be created in an organization. There is also a need to create an environment of 'equal opportunity' for all.

To ensure effective and efficient governance, it is essential to ensure optimum use of resources – technology and system improvement, ensuring competency and performance. Furthermore, it is essential to employ a participatory approach in decision making, i.e. a consensus oriented approach which involves mediation of different interests, etc. The

important strategies for Good Governance include reorienting priorities, strengthening the present system/rules; introducing appropriate reforms, enhancing service capacity, facilitating new alliances and evolving new frameworks for cooperation. Critique of Good Governance need contextual understanding. Initiatives which can be taken to facilitate good governance include:

- Decentralization and People's Participation
- Citizen's Charters
- Results Framework Document
- State of Civil Services Survey
- Model Code of Governance
- Redressal of Citizen's Grievances
- E - Governance
- Social Accountability
- RTI, Social Audits, Community Score Cards

The concept of E-governance is catching up now. The objective is to transform and to improve lives, to provide access to information to empower citizens, to enable their participation in government and to enhance citizens' economic and social opportunities. Its key components are-

- Technological
- Social
- Cultural
- Political
- Psychological
- Service

Challenges faced in ensuring good e-governance include lack of integrated services, lack of key personnel, population and different languages. Good Governance may be rhetorical. Its eternal requirements include-

- Good government
- Responsive administration
- A just legal system

External drive to policy change needs to be replaced with local commitment and ownership of reforms.

Session I: Challenges and Accountability in Administration

Chairperson: Dr. G.G. Saxena, IAS (Retd.)

Bio-note: He was a 1996 Batch IAS officer of AGMUT Cadre. He retired in Nov. 2013 as M.D. and CEO of Delhi Tourism & Transportation Development Corporation Ltd. He is a subject matter expert in Legal, Infrastructure, PPP and Tourism domains. He is a member of Delhi High Court Bar Association DHCBA no. 11926/2014. He is also a member of Indian Council of Arbitration no. II/JCA/3181 of 2013. He possesses a Ph.D. in Management with specialization in Tourism and Hospitality on "Role of Bed and Breakfast Scheme of Delhi in Development of Tourism in Delhi" from Dr.K.N.Modi University, Newai, Rajasthan. He has published five research papers on Tourism and plenty of articles on tourism and hospitality in leading newspapers and magazines. He has participated in various international events on Tourism & Travel like WTM London (UK), ITB Berlin (Germany), Geneva Tourism Festival (Switzerland), Hanoi (Vietnam), Bali (Indonesia) and Manila (Philippines). He is a Trustee cum Secretary, Delhi Heritage Foundation, a brainchild of Dr. S Y Qureshi, former Chief Election Commissioner of India. He presented the case for Delhi to be awarded World Heritage City, before UNESCO Experts.



He has many awards to his credit like National Tourism Award from President of India on "Heritage walk" in year 2012; "Delhi as most favoured tourist city" by Condé Nast Travelers Award in year 2012; Best Foodies Indian City Award to Delhi in year 2013 in recognition of Annual "DilliKePaikwan" and as a Nodal officer, got dossier for inscription of Delhi as UNESCO World Heritage City in 2013. The same was sent by Ministry of Culture, GOI to UNESCO.

Speaker: Dr. Raja Rajan, Joint Registrar (Colleges) University of Delhi

Bio-note: Dr. Rajan has taught at Sri Venkateswara College, Khalsa College, Dyal Singh College (Evening) before becoming an invaluable and integral part of the administration of University of Delhi in 2001. He has held several important posts; that of - Assistant Registrar, Assistant Controller of Examinations; Deputy Controller of Exams and Joint Controller of Exams. In addition, he has also worked as Project Fellow in IGNOU in Human Rights. Currently, he holds the position of Joint Registrar (Colleges), University of Delhi.



Speaker: Ms. Meenakshi Sahay, Deputy Registrar & CPISO, University of Delhi

Bio-note: She is associated with University of Delhi since 2005. In South Campus, she was in-charge of General, Academic and Examination branches. She has been in North campus since 2014. She is with the College branch and is also a Central Public Information Officer. She was previously with Indian Council of Agriculture Research.



Governance of Colleges

Dr. Raja Rajan, Joint Registrar (Colleges) University of Delhi

Dr. Rajan discussed about the scope and role of various ordinances and rules with special reference to the academic and administrative aspects of University of Delhi. While discussing the hierarchy of authorities, delegation of power and the linkages between University Grants Commission, University of Delhi and its constituent colleges, he elucidated the provision for various types of funds for government and trust based colleges. The role of Governing bodies in various colleges, their composition, power and duties were explained. While citing relevant content from various ordinances and rules, the appointment procedures with special reference to API score as well as the leave rules for academic and administrative staff members were discussed.

His talk also reflected upon the role of Right to Information Act (Section 8) and its association with the vast spectrum of rules and procedures available to guide us. Further, trust, transparency and mutual understanding in facilitating good governance of colleges is the baseline for successful administration.

Right to Information act, 2005

Ms. Meenakshi Sahay, Deputy Registrar & CPIO, University of Delhi

It is legislation, one of its kind, which has emerged from the civil society. It is, therefore, a citizen centric Act. It is one of the few act which is all pervasive with only exemptions prescribed. The various sections of the acts were very lucidly explained. Section 2 covers definitions of the relevant terms. According to the act, "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force. "Public Authority" means any authority or body or institution of self-government established or constituted, "Right to Information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-inspection of work, documents, records; taking notes, extracts, or certified copies of documents or records; taking certified samples of material; obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device. Section 3 involves subject to the provisions of this act, all citizens shall have the right to information. Section 4 of act covers obligations of public authorities. It shall be a constant endeavor of every public authority to take steps to provide as much information to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information. For the purposes of every information shall be disseminated widely and in such form and manner which is easily accessible to the public. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible. to the extent possible in electronic format with the Central Public

Information Officer or State Public Information Officer. As the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Section 5 covers Designation of Public Information Officer. Every public authority is required to designate- a CPIO/SPIO, as the case may be in all administrative units/offices under it as may be necessary to provide information under this Act; there is also a provision for designation of CAPIO, to receive the applications for information or appeals under the Act and forward them to the concerned CPIO/SPIO. Section 6 of the act covers request for obtaining information. A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to— the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority; the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be. Section 7 covers disposal of request. The information under the Act shall be provided/rejected, as the case may be, as expeditiously as possible, and in any case within thirty days of the receipt of the request. Section 8 of the act includes Exemption from disclosure of information and Section 9 covers Grounds for rejection to access in certain cases. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

Section 10 includes severability. Here a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

Section 11 includes Third Party Information. Section 18 discusses the Powers and functions of Information Commission. Section 19 includes Appeal. Any person who, does not receive a decision within the time specified for the purpose, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority. Section 20 covers penalties and Section 21 covers protection of action taken in good faith. Here no suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made there under.

At present our country is in the 13th year of functioning of the Act. There are many Court decisions available on various provisions of the Act, which have further defined the various sections of the Act.

Session II: Inclusive and Equitable Work Environment

Chairperson: Dr. Sukrita Paul Kumar, Aruna Asaf Ali Chair, University of Delhi

Bio-note: Dr. Sukrita Paul Kumar is a poet, critic and translator, who until recently held the Aruna Asaf Ali Chair at the University of Delhi. Formerly a Fellow of the IAS, Shimla, she is an Honorary Fellow of the International Writing Programme, University of Iowa as well as of Hong Kong Baptist University and Cambridge Seminars. She is honorary faculty at the Durrell Centre at Corfu. Her books include *Poems Come Home, Blind, Narrating Partition* and *Mapping Memories*, amongst others. She has also been invited to deliver lectures at many Universities and Institutions in India and abroad, such as Cornell University, University of Heidelberg at Germany, Indian Institute of Advanced Study (Shimla), University of New York at Stonybrook, Cambridge University, SOAS at London, University of Hawaii (USA), University of California at Irvine and many others.



Speaker: Mr. Omkar Nath Pandit, Registrar (CR & Vigilance Cell) University of Delhi

Bio-note: Mr. Omkar Nath Pandit has been in administration with over 20 years of service with exhaustive functional experience in the area of Training Coordination, Training Planning, Procurement, Establishment, Estate, Recruitment, Vigilance, Scholarship, Legal, RTIs, media, Security, Council, Finance etc. Mr. Pandit has done his Masters in History and second masters in Political Science from University of Mumbai. He has also qualified UGC-NET in both of these subjects.



He has done his MBA in HRM and has under-gone a Post-Graduate Diploma in Human Rights from the Department of Civics & Politics, University of Mumbai. He has also done a Diploma in Labour Laws and Labour Welfare from Siddharth College of Law, University of Mumbai. He has held many administrative portfolios involving almost all the departments of an organization. He has acted as a Resource Person on varied administrative subjects in many Colleges and Academic Staff Centre under University of Delhi.

Presently he is holding the charge of Assistant Registrar (CR & Vigilance) and has also been given additional charges of Assistant Registrar (Registrar's Office), Drawing & Disbursement Officer of the University and Administrative Head of ILL - Delhi University. Further, he has also been entrusted with the responsibility of transient duties of Vice-Chancellor's Office. In the University of Delhi, he has also held the charge of Assistant Registrar (Scholarship), where he has streamlined and made disbursement of scholarship quite easy and timely with the help of IT tools.

**Speaker: Mr. Virendra Kumar, Administrative Officer, Sri Venkateswara College,
University of Delhi**

Bio-note: Mr. Virendra Kumar possesses a Masters degree in English and Hindi Literature from University of Allahabad and Avadh University. He also has Masters degree in Business Administration from IGNOU and PG Diploma in Human Right Law from ILL, Delhi. He is currently pursuing LLB from University of Delhi. He joined government service in secretarial cadre in 1998, as senior assistant and served in Ministry of Defense, Law and the Cabinet Secretariat for over 15 years. He joined Delhi University in 2013 and is serving as an Administrative Officer in Sri Venkateswara College since then.



Interpersonal Relationship and Ethics at Work Place

Mr. Omkar Nath Pandit , Registrar (CR & Vigilance Cell) University of Delhi

The Human being is a social animal whose existence is subject to him being in a group rather in isolation for fulfilling his basic needs. The group may be as small as a family, tribe or as big as a nation. Evolutionary Social Scientists of State whether Rousseau or Hobbes while theorizing on the evolution of state, though their version of nature of state was diametrically opposite, were of the firm view that the society and the state were vital for the survival for human beings. Therefore, human beings have been in touch with each other and developed relations for mutual sustenance since times immemorial either in a village or the neighborhood or at work place.

In contemporary world of increasing urbanization, modernization and modern economy, an individual is subjected to many relationships with diverse groups at different location and phases of one's life. However, one of the most important relationships an individual has to nurture is that at workplace primarily for his own self development, professional growth, stability of livelihood and for organizational development. A Human being is not a machine and cannot work at a stretch in isolation. We need friends and colleagues to talk to and share our feelings. On an average one spends 8-9 hours daily at the work station and it is practically impossible for him to work in isolation. It is essential to have trustworthy fellow workers around with whom one can share his secrets and issues to de-stress himself. Whether it is a matter of decision making or for appreciation of one's own work, good interpersonal relations are must which sometimes go beyond the work place and also help individuals in resolving personal family issues.

However, the positive environment created by sound interpersonal relations is the chief requirement in a Higher Educational Institute like a college where the society expects their future generation to learn, develop and model themselves to become responsible citizens of the society and the nation. The interpersonal relationships between students and teachers, teachers and other teachers, teachers and administrators, college staff personnel, parents and community members are vital for successful learning environment for all the students. All the stakeholders in the college must get along well for a positive and healthy ambience with clear communication, decision making and conflict resolution mechanisms. The behavioral aspect among them in order to maintain, sustain and nurture good relationship are mutual respect, trust, responding and patient listening to one other's ideas, viewpoints etc. No matter how far these may be deviant from the normal course.

Ethics are set of moral principles, standards of behavior or set of values regarding proper conduct in the workplace. The deviant behavior of the employees can be illegal, unethical or irresponsible acts on their part against the employer. Ethics are something which are nurtured from childhood and can also be learned with time. An act by an employee may be unethical, but may not be illegal. The thumb rule by which an employee or an individual should presume whether his act is socially or legally acceptable is to one's question to his/her conscience, "If anyone I knew, saw me doing this act, will I be comfortable?"

*Administrative and Disciplinary Procedures, Constitutional Procedure/ CCS/CCA rules
Mr. Virendra Kumar, Administrative Officer, Sri Venkateswara College,
University of Delhi*

The basic expectations of employers are: to work efficiently, to work honestly and to not damage the reputation of the employer. Personnel management system aims to get better output from the human resources of the organisation. The subsystems consist of: recruitment; career progression; performance appraisal; grievances handling; counselling; reward and punishment.

Penalties are of two types - minor and major which may be imposed for good and sufficient reasons after following prescribed procedure by the authorities empowered to impose. Major penalties are strong and minor penalties are light. Major penalties are done by appointing authorities and minor are committed by lower authorities. Major penalties are dealt after detailed oral hearing and minor penalties are dealt ordinarily without hearing.

Inquiry officer may be a serving government servant or retired government servant or even an outsider. He / She must be senior in rank. He / She must not have any interest in the case must not have expressed any opinion on the case. Presentation officer has an endeavor to establish the charge; organize inspection of documents; provide state documents; produce state witnesses; cross examines defense witnesses; submit written brief; keep disciplinary authority informed about progress regularly. Defense assistant assists in the defense of the case. He may be a serving government servant; retired government servant or a legal practitioner.

Stages of inquiry include Preliminary hearing followed by regular hearing. This is followed by written brief by PO and CO and thereafter IO's report. After all this action on IO's report is taken which may be remittance for further inquiry or the reply is examined and final action is taken on it.

Session III: Keeping Pace with Developments**Chairperson: Dr. S. Lakshmi Devi****Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi**

Bio-note: Dr. S. Lakshmi Devi has been an educationist for the past 43 years. She is currently the Director of Centre for Entrepreneurship and Career Oriented Programmes, University of Delhi. She was the founder Principal at Shaheed Rajguru College of Applied Sciences. She completed her M.Sc. and B.Sc. in Botany from Miranda House, D.U. She is also the President of WOW India who helps women to take care of their health physically, emotionally and spiritually. She is a truly inspiring presence for all.

**Speaker: Dr. Bhuwan Jha, Assistant Professor (History), Satyawati College, University of Delhi.**

Bio-note: Dr. Bhuwan Kumar Jha teaches Modern History in Satyawati College of Delhi University. He is currently also a Fellow in the Developing Countries Research Centre of the University. He worked as Research Associate and Project Coordinator in the Nehru Memorial Museum and Library from 2007 to 2009. He has also worked as Assistant Registrar in the University for six years where he looked after the VC Secretariat, Recruitment, Finance and Estate at different times. He is an alumnus of Kirorimal College for his BA and MA in History. He was also a UGC Research Fellow during his M.Phil. and Ph.D. in History in DU. He has published in refereed journals.



Purchase Process, e-Procurement and Government e-Marketplace

Dr. Bhuvan Jha, Assistant Professor (History), Satyawati College, University of Delhi.

Dr. Jha started his talk by elaborating on the general principles of public spending and processes outlined in the General Finance Rules-2005 and 2017. Basic principles of buying were also discussed underlining the importance of probity. It was stressed that public money should be spent with lot of prudence and transparency. The basic principle of the requirement need to be decided and technical specifications in terms of quality, quantity and price should be clearly spelt out. The authority make the procurement should satisfy itself that the price is reasonable. The considerations while making the procurement decision should also be placed on record. Transparency needs to be encouraged in public buying. Elimination of arbitrariness in the procedure should be strived at. He also talked about the CVC guidelines in this regard, e.g realistic qualification criteria; evaluating bids based on the specifications given in the bid document; discouraging negotiations with bidders; award of contract to be in public domain etc. He also talked about different procedures of procurement based primarily on the price estimate and also at times on the kind of product to be procured. Purchase of small value items, purchase through survey of local market by purchase committee, limited tender enquiry, advertised tender enquiry, two-bid system, proprietary items- were discussed giving examples on each occasion. He told the participants about the shift in emphasis from manual to digital procurement and how the GFR-2017 had laid clear cut guidelines in this regard. On E-Procurement (Rule 160 of GFR-2017), it was pointed out that it is mandatory for Ministries/ Departments to receive all bids through e-procurement portals in respect of all procurements. The entire process of procurement is electronic, online and paperless. All authorized users should have a valid digital signature certificates along with ID and password, to be able to operate the e-Procurement module. Of special interest was the discussion on GeM or the Government e-Marketplace. Rule 149 of GFR-2017 spells out details of the process of procurement through GeM. The rule makes it mandatory to make procurement of goods and services for goods and services available on GeM. Certain features of procurement through GeM were highlighted, e.g.

- Look, estimate, compare and buying facility on dynamic pricing basis
- Market place buying of majority of common User Items.
- Buying Goods and Services online, as and when required.
- Single window system for aggregating demands and ordering
- Transparency and ease of buying
- Useful for low value buying and also for bulk buying at competitive price using Reverse
- Auction/ e-bidding.
- Continuous vendor rating system.
- User friendly dash board for buying and monitoring supplies and payments
- Return policy

- For procurement through GeM, the institutions can make purchases as follows:
- Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers
- Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids using online bidding or reverse auction tool provided on GeM.

Valedictory Session

Moving towards the Future- From Quality Assurance to Total Quality Management in Administration

Dr. S. Lakshmi Devi

Former Principal, Shaheed Rajguru College of Applied Sciences, University of Delhi

Higher education faces a new era as a result of changes in the way people view colleges and universities. Expectations for better performance in terms of teaching and producing competent college graduates are increasing. The overall scenario of higher education in India does not match with the global quality standards. Hence, there is enough justification for an increased assessment of the quality of the country's educational institutions. The fitness of a college, in this context, depends on three major areas of its operation namely, class-room learning (knowledge), research (new knowledge), and service to society (application of knowledge to real life).

The concept of quality started in the industry as customers became quality conscious, therefore it all started with "Quality Control", which involves the detection and elimination of components or final products which are not up to the standard. (Tom Peters) this was replaced by "Quality Assurance" which means producing defect-and-fault-free product. The aim, in the words of Philip B Crosby, is "Zero Defect". Then came the concept of Total Quality Management (TQM) which is about creating a quality culture popularized by Peters and Waterman in "In Search of Excellence".

TQM is essentially a philosophy of continuous improvement of the quality of a product, to the satisfaction of the customers the root of the process of TQM. Joseph Juran uses the Japanese word 'Kaizen' to explain that TQM means step by step improvement. Philip Crosby was committed to the management of quality improvement. His concept of Zero Defects which implies that in a perfect quality product there should be no defects in the production process. Edwards Deming, another philosopher of TQM, also gives importance to the role of the management. According to him the problem of quality lies primarily with the management. There are five pillars to TQM they are: product, price, people, place and promotion. However when we apply quality in education, two fundamental questions arise first, what is the product and second, who are the customers? Education Reform Act 1988 makes the distinction thus:

1. Education-- The service
2. The Learner-- Primary external customer (client)
3. Parents--Secondary external customer
4. Labor market-- Tertiary external customer
5. Teachers/ Support Staff- Internal customers

Thus a core definition of total quality management (TQM) describes a management approach to a long-term success through customer satisfaction. In a TQM effort, all members of an organization participate in improving processes, products, services, and the culture in which they work. TQM means quality in all aspects of organization. The quality needs to be

redefined from the narrow criteria of achievement of students in examinations to a holistic approach to quality of life in colleges. The system as a whole has to be taken care. Quality is not incidental or accidental. It is a planned and deliberate process. It should be carried out on a continual basis.

Institution based management for development is very important. Each institution comprises several sub-components and there is Inter-relationship and inter-dependence. The Institution as a whole has to develop a holistic thinking so that one has to look at the organization as a complete organism (systems thinking)

Educational institution has to be taken as system

a) Input Indicators

- Capital inputs
- Human inputs
- recurring inputs

b) Process Indicators

- Class-room
- Extra-curricular activities games and sports, cultural and community development.

c) Output Indicators

- Examination results,
- Employment of out-going students,
- Admission to higher studies,
- Achievements of its alumni.

Then comes the sub-systems approach as to what are the vision mission & goals; academics; personnel; finance; infrastructure; linkage & interface; student services; rules & regulations, institution building process and managing people at work. Sub-systems vary from one another but are interdependent. Finance, infrastructure is concrete & measurable. Vision, mission & goals are abstract in nature. Academic activities, students' services, managing people at work are organizational processes. System thinking also involves academic management, admission, curriculum, instruction, co-curricular activities. Student assessment instruction contains; classroom teaching, home assignments for students, project work, lab. practicals, field visits and others.

College should be seen as total organism, not as fragments of activities and structure. The college should document the perception of a teachers & staff about the college. If there are enormous differences in perception share & cross check each other's belief & bring it into open identification of areas of improvement. List the areas of improvement specify a minimum number of improvement areas compile and tabulate to find common & divergent views discuss again to find out problem areas of improvement in the college. This exercise helps in diagnosing individual and collective shortfall and identifying common areas of improvement Institutional assessment structured qualitative and quantitative pattern of growth can be diagnosed and data can assess changes and development

In institutional management, change holds the key position all over the world. The head of the institution occupies important position in initiation and managing the process of change.

The head of the institute are accountable for organizational growth and decay. Leadership is seen less as a control function but as providing and communicating a sense of vision and direction based on the following assumptions. Thus the TQM leadership is all about imagination, enabling and empowerment, not status. The role of the TQM leader is to activate, assist, support colleagues so that they focus on a shared vision, strategy and set of intended outcomes. Next comes the planning and implementation which involves SWOT Analysis i.e. whatever idea you wish to consider in terms of strengths, weaknesses, opportunity & threat

Tools have to be developed for organizational diagnosis which will be useful for reflection, decision making and evaluation.

Prioritization of the goals is very important as improvement cannot be achieved at the same time in all areas, so prioritize the activities. Pick one or two items at a time carry out the resource assessment and allocate resources against each activity. Develop the mechanism of evaluating and monitoring activities at every step and also a mechanism of evaluation to assess the success. It implies conversion of each of the planned item into action.

To carry out all the above activities work ethics of an organization holds the key

Work ethics is a group of moral principles, standards of behavior, or set of values regarding proper conduct in the workplace. Therefore foremost emphasis should be on work ethics of the institution then only it will be easier to implement Total Quality Management. This is very well exemplified from our traditional *gurukul* system which really took care of the quality of the students produced from those institutions. Thus each educational institution will have to build its own TQM as each is unique in itself.

FEEDBACK BY PARTICIPANTS

1) **Mrs. Ruchika Arora:** Senior P.A. to Principal & Officiating Administrative Officer (Accounts), Vivekananda College.

Feedback: "This Seminar was very useful for non-teaching staff members. Such a Seminar helps in enhancing the administrative knowledge and proves to be very helpful in routine administrative and accounting work and in creating healthy working environment at the work station. It is suggested that such seminars should be organized from time-to-time".



2) **Mrs. Nisha Amar:** Section Officer (Administration), Vivekananda College.

Feedback: "The workshop held in the college on 12.02.2018 was quite exhaustive, informative and helpful for all concerned. The topics discussed by the speakers were useful and benefitting for Administration. The discussion helped in clearing our various doubts and gave a good insight on the qualitative environment that should exist at the workplace. I suggest that flow of such type of workshops in the college may continue as that will pave the way for consistent, motivational and qualitative performance".



3) **Mr. Abhishek Sharma:** Senior Technical Assistant (Computer Lab/Contract), Vivekananda College.

Feedback: "Congratulations to the members of entire IQAC team of Vivekananda College on successfully completion of One Day workshop on for Non-Teaching staff. As a part of Non-teaching section of Vivekananda College, it was a great experience to be a participant of such a productive workshop. Speakers invited for the workshop were masters in their own field. They provided enough motivation and drive for all the participants to work more efficiently and effectively in the office. This not only changes our working habits in office but in our other routine work as well. All the concepts (technical and managerial) were explained with real life scenarios and situations so that we can co-relate those with our official workings. Sessions were interactive and experts clear most of the queries keeping the time constraints in consideration. It would be great if in future this kind of workshops can be split into at least two days so that it gives both speakers as well as participants a chance to get more insight of the concepts".



4) **Mr. Suresh Kumar:** Lab Assistant (Food Technology), Vivekananda College.

Feedback: "One-day seminar on "Quality Management Systems for College Administration" was very nice. Speaker (Expert) and speech of Session-I, Topic of RTI Act by Ms. Meenakshi Sahay and Session-III, Topic of Procurement Process, e-procurement and Government e-Marketplace by Dr. Bhurwan Jha was very good".





VIVEKANANDA COLLEGE
VIVEK VIHAR : DELHI-95

Attendance Sheet for One Day Seminar held on 12th Feb. 2018 for Non-Teaching Staff under Internal Quality Assurance Cell

Time : 9.00 a.m.



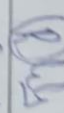

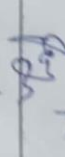
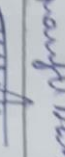
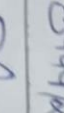

S.No.	Name	Designation	College	Mobile No	e-mail	SIGNATURE
✓ 1	SURESH KUMAR	Lab. Assistant	Vivekananda	9868183030	Suresh.kumar179@gmail.com	
2	Dr. Shahnaz Begam	Assistant Prof	" "	9899730241		
3.	Dr. Sushnya Jain	Assistant Prof	" "	9911378328		
✓ 4	Deepak Thakur	Lab. Asstt.	Vivekananda	9811666558		
✓ 5	Shanku Tiwari	Junior Assistant	Institute of Economic and Statistics	9911692225		
✓ 6	Shikha Bhatia	Sr. IA to Principal	Ranjana College	9810696303		
✓ 7	Ravi R. Singh	offg. JACT	VMC	9910216435		
✓ 8	Dr. Sanjeer Koushik	Lab Asstt	VNC	7840634414		

Vivekananda कॉलेज दिल्ली विश्वविद्यालय

VIVEKANANDA COLLEGE
VIVEK VIHAR : DELHI-95

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Time : 9.00 a.m.

S.No.	Name	Designation	College	Mobile No	email	SIGNATURE
9.	Veeru Sharma	offg. lib.	VNC			
10	Yogendra Kumar	L.A	V.N.C	9210640991		
11.	Brajkishore	O.A	VNC	9891919142		
12.	Arshdeep Singh	O.A (Chd)	VNC	9645118892		
13.	Rajesh Sharma	O.A	VNC	9990446530		
14.	MANOJ DALL	Mali	vivekananda college	992085277		
15.	Udaygaur Singh	comp. Lab. Attnd	VNC	9991048557		
16	Babun Jyoti	Prof. Assistant (lib)	VNC	8130728667		

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VIVEKANANDA COLLEGE
VIVEK VIHAR : DELHI-95

Attendance Sheet for One Day Seminar held on 12th Feb. 2018 for Non-Teaching Staff under Internal Quality Assurance Cell

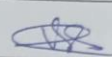
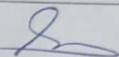



Time : 9.00 a.m.

S.No.	Name	Designation	College	Mobile No	e-mail SIGNATURE
25.	Anu George	Lib. Attndt.	V.N.C	7065319942	Anu George
26.	Sujata	Lib. Attndt.	V.N.C	2520080079	Sujata
27.	Mujeeb Hussain	Table Arrangement	V.N.C	9911114335	
28.	Ramesh Babu	Lib. Attndt.	V.N.C	9899431405	
29.	Rajpal	Sales Supervisor	V.N.C	9818354534	915141181
30.	Pallavi Sharma	SACT	V.N.C	9860031905	
31.	Kranti Karam	Sr. Asst.	V.N.C	9871869884	Kranti
32.	Ranjana	Asst. Lib.	V.N.C	8010760450	Ranjana

VIVEKANANDA COLLEGE
VIVEK VIHAR : DELHI-95

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Time : 9.00 a.m.

S.No.	Name	Designation	College	Mobile No	e-mail SIGNATURE.
✓ 17.	C B Dubey	Off Lib. Assis't	VNC	8368193150	
18.	Shankar Kumar	Offs. Sr. Asstt.	VNC	986895842	
✓ 19.	Rekha Kumari	Library Attendant	VNC	9953471585	Rekha
✓ 20.	Rajni	S. P. A	VNC	9899066000	Rajni
✓ 21.	Somit Kumar	Computer lab Attendant	VNC	9310381900	Somit
✓ 22.	Abhishek Sharma	Sr. Tech. Asstt. (Computer)	VNC	9877529710	
✓ 23.	Chanderpal Singh	Lib. Attendant	VNC	8800417146	
✓ 24.	Sudhvir Gish	Lib. Attendant	"	9717907840	

Vivekananda कॉलेज दिल्ली विश्वविद्यालय

VIVEKANANDA COLLEGE
VIVEK VIHAR, DELHI-95

Attendance Sheet for One Day Seminar held on 12th Feb. 2018 for Non-Teaching Staff under Internal Quality Assurance Cell

Time : 9.00 a.m.

S.No.	Name	Designation	College	Mobile No	e-mail SIGNATURE
✓ 33	KAPIL TANN	A.O. Admin	VC	9899551926	
✓ 34	Harish Dutt	Jr. Assistant	D.U.	9654444087	
✓ 35	Anuradha Anon	Offg. S.O. (A/C)	Vivekananda	9891778135	
✓ 36	Ruchika Anon	Offg. A.O. (Accounts)	Vivekananda		
37	Vijay Bala	Offg. Sr. Asslt.	Vivekananda		
38	Dr Perti RLA	Asst Prof. (FN)	Lady Lomon college	9910683513	
39	ANURADHA	Nurse	VNC		
✓ 40	RAHUL JAIN	Senior tech assistant	Rangrao College	9810646732	

VIVEKANANDA COLLEGE
VIVEK VIHAR : DELHI-95

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S.No.	Name	Designation	College	Mobile No	e-mail	SIGNATURE
41	Nisha Anwar	S.O. (Admin)	VNC	9311662995		
42	Archana	Assistant (Admin)	VNC	7838175036		
43	Usha Ravi	Office Attnd.	VNC	9818881405		
44	Yona Kalu	Assis. Prof.	VNC	9540932431		
45						
46						
47						
48						



2. Report of M.S. Excel Workshop for Six Days

Lectures and Workshop

392

Report of M.S.Excel Workshop conducted by Placement Committee

A 6 days' workshop for Proficiency in M.S.Excel was conducted by the placement committee in collaboration with NIIT, Vivek Vihar. Each session was of 2 hours duration. The following are the details of sessions :

Day	Date	Timmings	No. of Students	Topic/s	Verified by Member/s
1	23/03/2017	3:30 PM to 5:30 PM	23		<i>Amish</i>
2	25/03/2017	"	32		<i>Amish</i>
3	27/03/2017	"	33		<i>Amish</i>
4	28/03/2017	"	33		<i>Kanchan, Sunita</i>
5	29/03/2017	"	32		<i>Charu Singh</i> CHARU SINGH
6	30/03/2017	"	35		<i>Amish</i>

The college made a payment of Rs. 14850/- to NIIT for the same and certificates were distributed to _____ students.

[Signature]


[Signature]
26/6/18

27

3. Report of Two Days Workshop to Initiate the Formation of Entrepreneurship Cell

406 169 182

7.2.17


 विवेकानन्द महाविद्यालय
 VIVEKANANDA COLLEGE
 (दिल्ली विश्वविद्यालय)
 (University of Delhi)
 विवेक विहार, दिल्ली - ११००९५
 VIVEK VIHAR, DELHI - 110 095
 E-mail: yivac2008@vivekanand.du.ac.in
 दूरभाष: : 011-22150100, टेलिफेक्स: 22164626
 Ph: 011-22150100, Telefax: 22164626

NAAC ACCREDITED – GRADE “A”

Ref. No.: VC/2018/3528

Date : 10.02.2018
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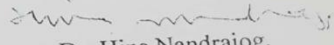
Dr. S. Lakshmi Devi,
 Hony. Director,
 Centre for Entrepreneurship & Career Oriented Programme,
 Shaheed Rajguru College of Applied Sciences for Women,
 Vasundhra Enclave, Mayur Vihar Ph.-I,
 Delhi-110 096.

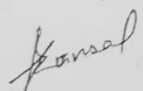
Dear Madam,

We express our heartfelt gratitude to you and Professor S.K. Palhar, Great Lake Institute of Management, Gurgaon, for taking an initiative to form Entrepreneurship Cell in our college.

We highly appreciate your sincere and wonderful efforts for encouraging and promoting the interest of our students to develop their innovative ideas as entrepreneur by the presentation and conducting various activities in two workshops held by you on 16th Jan. & 2nd Feb. 2018.

We wish for your continuous support in future.

Yours faithfully,

 Dr. Hina Nandrajog,
 Offg. Principal


 Mrs. Sushma Aggarwal,
 Programmer Co-ordinator

Round 2: 37 students of Commerce and Food Technology had several activities including the identification of the problems, flowering of ideas through presentation having regard to the different problems of society. This boosted up their confidence and vision.

The cell perceives to take the teams forward and to turn the job seekers into self-

Volume 4, Issue: March, 2018

Team 1:

Team 2 : Ankita Jain, B.Com (H) II year

ENTREPRENUERSHIP CELL WORKSHOP -**ROUND 1: 16TH JANUARY, 2018 ; ROUND 2: 2ND FEBUARY, 2018**

The Department successfully established the Entrepreneurship Cell of Vivekananda College this year. An Introductory interactive session was hosted by the Department in the College premises under the guidance of **DR. Lakshmi Devi , Director, Center for Entrepreneurship and Career Oriented Program, University of Delhi** and **Dr. S.K. Palhan , Founder and Director of Great Lakes Institute of Management, Gurugram.**

Round 1 : 64 students from various disciplines participated and raised their doubts regarding Capital Investment in this workshop.



"कलज दिल्ली"

A talk to initiate 'Entrepreneurship Cell' in Vivekananda College organized by the Department of Commerce on 16/01/2018

LIST OF PARTICIPANTS

Name of the Student	Course	Mobile/Email
Kaith Varma	Bcom(H)	9818204981
Jyoti Rani	Bcom(CH)	8375931013
Si shivi	B.Com(H)	8368864111
Nivita Raut	B.Com(H)	8800437470
Neha Pal	B.Com(H)	9773542641
Vani Pandey	Bcom(H)	9310057429
Yukti Goel	B.Com(H)	8448779294
Riya Agarwal	B.Com(H)	8745971201
Pratibha Kumari	B.Com(H)	9871434227
Twinkle Jyoti	B.Com(H)	9999069370
D. Anshu	B.Com(H)	7292035026
Shikha	B.COM(H)	8527961842
Parul Chauhan	B.COM(H)	8860864493
Aseta Panchal	B.COM(H)	7042955939
Irishvi Singhal	B.COM(H)	7503012913
Anya Verma	B.COM(H)	9897516051
Arun	B.COM(H)	7291945331
		9560541686

warya	B.com(H) II yr	Sec A	Aishwarya
van C Gupta	B.com(H) III yr	Sec A	Anu
a Das	B.com(H) II yr	Sec A	Pooja Das
nipani Das	B.com(H) II yr	Sec A	Shikha
nsha.	B.com(H) II yr	Sec A	Shikha
hi Velmia	B.com(H) II yr	Sec A	Pankaj
off Rani	B.com(H) II yr	Sec A	Shikha
ahat Anona	B.com(H) II yr	Sec A	Chobal
man Rashogi	B.com(H) II yr	Sec A	Brinda
shi Yadav	B.com(H) II yr	Sec A	Pooja
insha Naxeng	B.COM(H) II yr	Sec A	Neha
ika Panwar	B.COM(H) II yr	Sec A	Seetha
rani Machkoria	B.com(H) II yr	Sec A	Shikha
ishka Bhardwaj	B.com(H) II yr	Sec A	Shikha Bhardwaj
skan Hehestwari	B.com(H) II yr	Sec A	M M
ihun Jain	B.com(H) I yr	Sec B	Rishu Jain
Rshi Jain	B.com(H) I yr	Sec B	Pooja
ubhi chhatwal	B.com(H) I yr	Sec B	Shikha
gust Jainwal	B.com(H) III yr	Sec A	Shikha
mishtha Garg	B.com(H) III yr	Sec A	Hemant
zali Kataria	B.com(H) I yr	Sec A	S

20/7/18

Vivekananda College
(University of Delhi)
Department of Commerce
Attendance sheet

Venue:- Sharda Hall

Day & Time:- Friday, 1:30
Date:- 02/02/2018

Subject:- ENTREPRENEURSHIP CELL

S. no.	Name of the student	course	signature	Mobile no	E-Mail
1	PRACHI SINGHAL	Bcom(H)	Prachi	844716111	
2	SHREYATI SHARMA	Bcom(H)	Shreya	983116111	
3	SAUMYA SAXENA	Bcom(H)	Saumya	795802905	
4	DEEPIKA	FT	Deepika	0173748046	
5	SAMAN	FT	Saman	904030000	
6	FESHA	FT	Fesha	904030000	
7	PAHANI MUNDRA	Bcom(H)	Pahani	9891089051	mp.pahani
8	PAKHI GUPTA	Bcom(H)	Pakhi	9868498981	pakhi.gupta@vivekananda.edu.in
9	SAKSHI GAUR	Bcom(H)	Sakshi	7959824602	Sakshigaur@vivekananda.edu.in
10	SAKSHI JAIN	FT	Sakshi Jain	7703815994	Be deepika

TIC signature
(Sushma Apparwal)

Sushma
2-17/18



(University of Delhi)
Department of Commerce
Attendance sheet

Day & Time:- Friday, 1:30
Date:- 02/02/2018

Venue:- Sharda Hall

Subject:- ENTREPRENEURSHIP CELL

S. no.	Name of the student	course	signature	Mobile no.	E-Mail
	TWINKLE	BA (Prog)	<i>Twinkle</i>	9773689755	twinkle232217@gmail.com
	SHREYA	BA (Prog)	<i>Shreya</i>	8800457026	shreya2705jaiswal@gmail.com
	VIJETA PAL	BA (Prog)	<i>Vijeta</i>	8510066822	vijeta.pal30900@gmail.com
	SHRADHA AGGARWAL	Bcom(H)	<i>Shradha</i>	8357054948	aggarwalshradha17@gmail.com
	KHUSHBOO	BA (Prog)	<i>Khushboo</i>	8076179068	khushboo01jan@gmail.com
	NISHA KUMARI VARSHAT	BA (Prog)	<i>Nisha</i>	9582576794	nishavarshat6@gmail.com
	GEETANJALI	BA (Prog)	<i>Geetanjali</i>	7701974631	Sa. geetanjali.osp@gmail.com
	NEHALI KALRA	Bcom(H)	<i>Nehali</i>	7530704740	kalra.neha07@gmail.com
	ANSHIKA BHARDWAJ	Bcom(H)	<i>Anshika Bhardwaj</i>	8800129946	anshikabhardwaj@gmail.com
	SAKSHI YADAV	Bcom(H)	<i>Sakshi</i>	9971134854	Sakshi.Sakshiyadav.Sakshi@gmail.com

193
TIC signature
(Sushma Aggarwal)

Sushma
20/7/18

विवेकानन्द कॉलेज दिल्ली विश्वविद्यालय

vivekananda college -
(University of Delhi)
Department of Commerce
Attendance sheet

Venue:- Sharda Hall

Day & Time:- Friday, 1:30
Date:- 02/02/2018

Subject:- ENTREPRENEURSHIP CELL

S. no.	Name of the student	course	signature	Mobile no.	E-Mail
	PRACHI TRIPATHI	FT	Prachi	9654987469	PrachiTripathi2912@gmail.com
	PRATIMA	FT	Pratima	8802448426	pratimasharma2803@gmail.com
	NEHA YADAV	FT	Neha yadav	8745055357	1999nehayadav@gmail.com
	ISHU RANA	FT	ishurana	9871749070	ishurana759@gmail.com
	HEERAM RAJPOOT	FT	Heerama	8170712140	heerama1432@gmail.com
	JYOTI	FT	Jyoti	7827669679	Jyotikabir789@gmail.com
	VANSHIKA JAIN	BCOM(H)	vjain	9599995553	vanshika.jain74@gmail.com
	BRINDA	BCOM(H)	Brinda	9654118992	brinda-rastogi@gmail.com
	CHABHAT ARORA	BCOM(H)	Chahat	9873226910	Chahatarora.ca1999@gmail.com
	SIMRAN BANSI	BA(PROG)	Simran Bansal	9910815990	Simranbansi142@gmail.com

TIC signature
(Sushma Aggarwal)



(University of Delhi)
Department of Commerce
Attendance sheet

Venue:- Sharda Hall

Day & Time:- Friday, 1:30
Date:- 02/02/2018

Subject:- ENTREPRENEURSHIP CELL

S. no	Name of the student	course	signature	Mobile no.	E-Mail
	ANITA DAS	B.COM(H)	Sushma	8750115739	anasharma442@gmail.com
	ANANDI KASHYAP	B.COM(H)	Wasi	8316071710	anandikashyap@gmail.com
	ANIKET VERMA	B.COM(H)	Rakhi	8373977034	aniketverma08021999@gmail.com
	SUBHITA	BA (Prog)	Subha	8448978042	Subha810@gmail.com
	MEENA RANI	BA (Prog)	Greeno Pami	875084947	
	DEEPA SAR	BA (Prog)	Subha	9654393562	subha309215@gmail.com
	PARUL WADHWANI	B.COM(H)	Parul	9811424061	parulwadhwani@gmail.com

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Sushma
20/2/18
TIC signature
(Sushma Aggarwal)

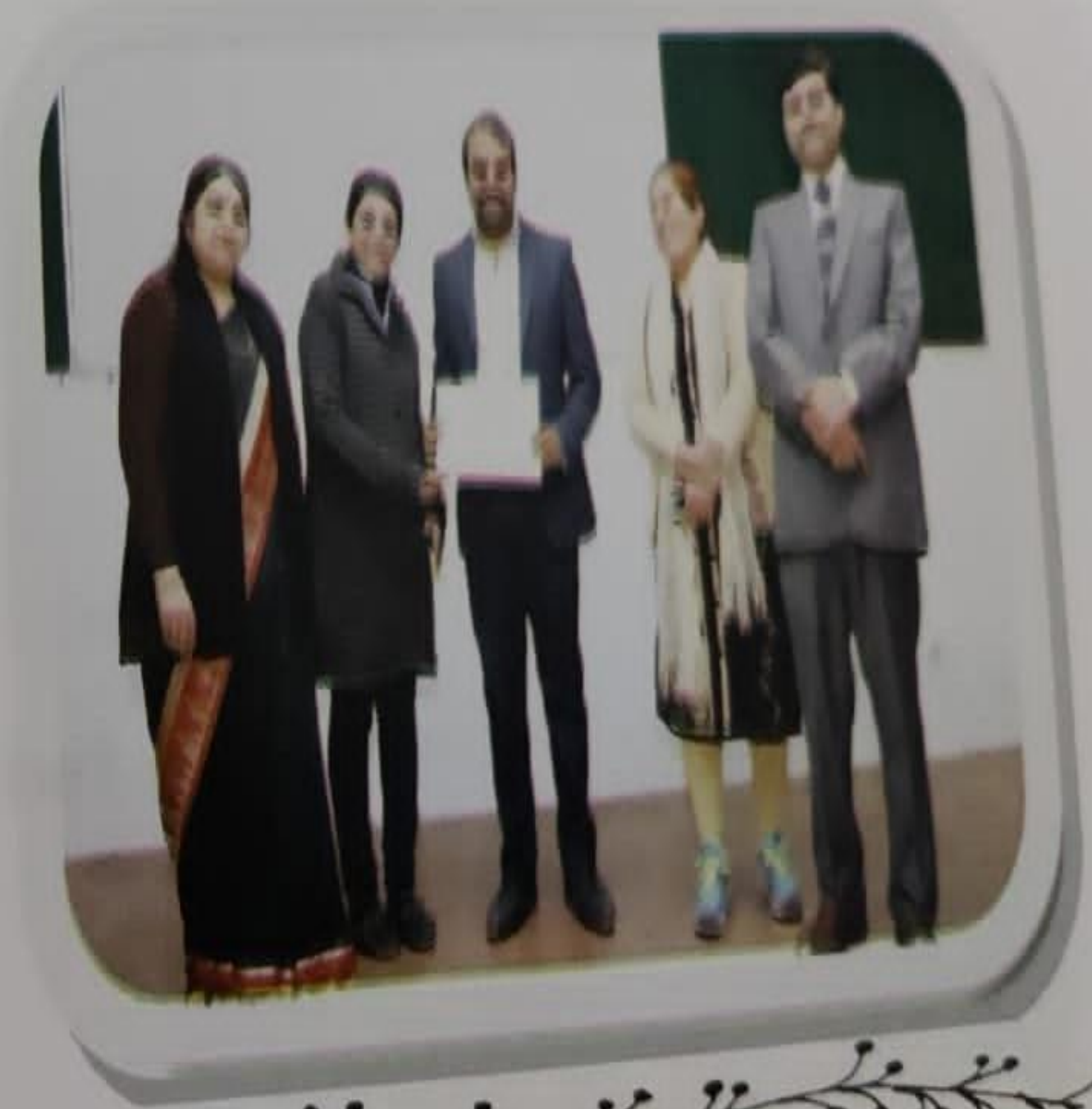


4. Report of FDP on GST for Facult**4. A LECTURE ON GST FOR FACULTY (13TH JANUARY, 2018)**

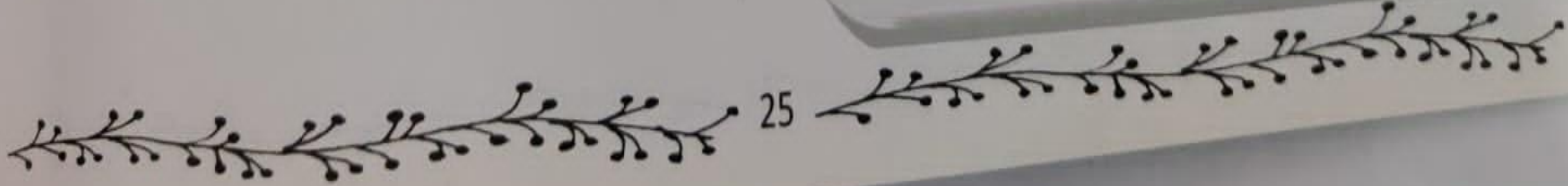
Learning never stops and one must strive to achieve excellence. To practice these words, the Department of Commerce organized the Faculty Development Program on **GST AND CUSTOM LAWS** by CA (DR.) K.M.BANSAL, an Author and Associate Professor of B.R.Ambedkar College, University of Delhi . The session was attended by ~~more than~~ 40 faculties from various universities and colleges.



Dr. K.M. Bansal speaking on
GST AND CUSTOM LAWS



Dr. K.M. Bansal with some
Faculty members





Faculty Development Program :
GST and Customs Law
Organised by

Department of Commerce of
Vivekananda College

on
13th, January, 2018.

Participation Certificate

This is to certify that Dr./Mr./Ms. MANOJ KUMAR
of college VIVEKANANDA COLLEGE attended one day

FDP on GST and Customs Law conducted by Associate Professor C.A. (Dr.)
K. M. Bansal, B. R. Anbedkar College on Saturday, 13th January, 2018.

Sushma Aggarwal
Mrs. Sushma Aggarwal
Teacher - in - Charge

Hina Nandrajog
Dr. Hina Nandrajog
Principal

विवेकानन्द कॉलेज दिल्ली विश्वविद्यालय

5. Report of Two Days Workshop on How to Design Power Point Presentation

421

The department conducted a two-day workshop on "How to design powerpoint presentation" on 21st-22nd December, 2017. Mahima Maluja, an alumni, demonstrated the lecture under the supervision of Mrs. Isha Gupta.



DeviKa

Vivekananda College
Department of Computer Science

2th November, 2017


NOTICE

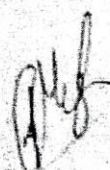
All the students are hereby informed that the Department of Computer Science is organizing a two day workshop on "How to Design Power Point Presentation" during winter break from 21st December to 22nd December, 2017. Interested Students may give their names to undersigned latest by 15th November, 2017. The seats will be reserved on first come first basis.

For further information contact :

Ms. Kriti Khullar(BA II yr): 9654847470

Ms. Kajal Yadav(BA II yr): 9871467704


Mrs. Isha Gupta
(Dept. of Computer Science)


Ms. Rachna Megh
(Convener of B.A Program)

The department conducted a two-day workshop on "How to design powerpoint presentation" on 21st-22nd December, 2017. Mahima Maluja, an alumni, demonstrated the lecture under the supervision of Mrs. Isha Gupta.



Devika

2nd November, 2017

The Principal,
Vivekananda College,
University Of Delhi
Vivek Vihar, Delhi - 95

Subject: Permission to organize a two day Workshop on PowerPoint Presentation.

Respected Mam,

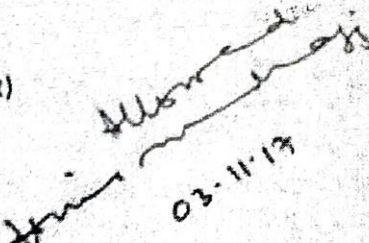
The Computer Science Department is planning to organize a two day workshop on "How to Design PowerPoint Presentation" during winter break from 21st December to 22nd December, 2017 for the students.


Ms. Mahima Baluja, an alumini of Vivekananda College will demonstrate the lecture. The second year students of the Department volunteered to guide the students during the workshop.

With this letter we seek your permission to organize the workshop. Also please allow us to use Lab-5.


Thanks and Regards

Mrs. Isha Gupta
(Computer Science Department)


03-11-17


Ms. Bachna Megh
(Convener of B.A Program)

ATTENDANCE LIST : 21.12.2017

PPT WORKSHOP

(21.12.17)
Signature (21/12/2017)

NAME	COURSE AND YEAR	PHONE NO.	EMAIL ID
Sakshi Jain	Bcom (Hons)-1st yr	9717300348	sakshibornshine3@gmail.com
Priya Jain	Bcom (P)- 1st yr		Privajain9643805@gmail.com
Nishita Upadhyay	Bsc Maths Hons-1st yr	8368126712	nishitaupadhvyay@gmail.com
Prachi	Bsc Maths Hons-1st yr	9599375667	chaudharyprachi267@gmail.com
Shashi	Bsc Maths Hons-1st yr	9811539708	shashipal1852001@gmail.com
Tanu Jain	Bsc Maths Hons-1st yr	9718625689	tanu03@gmail.com
Priya Tyagi	English Hons- 1st yr		tyagi.priya9719@gmail.com
Pooja Singh	English Hons- 3rd yr		Poojasingh29.ps15@gmail.com
Nazreen	BA Prog- 2nd yr	8826836259	nazreen9971@gmail.com
Ayushi Gupta	Bcom (Hons)- 2nd yr	9205054375	ayushigupta1708@gmail.com
Vaishali Singh	BA Prog- 2nd yr	9910528928	vaishalisingh922007@gmail.com
Runjhun Jain	Bcom(Hons)-1st yr	9711231138	runjhun987@hotmail.com
Pooja Malik	Bcom(Hons)-3rd yr	7053882281	malikpoojaa@gmail.com
Chetna Jain	Bcom(Hons)-3rd yr	9999796878	chetnajain9999@gmail.com
Shivani Gupta	Pol science(Hons)-1st yr	9821516411	shivani Gupta9313@gmail.com
Harshita Gupta	Hindi Hons-1st yr	9871560565	harshitajune19@gmail.com
Simran Verma	English Hons-1st yr	9599516846	h2e427@gmail.com
Pankhuri Jain	Bcom Hons-1st yr	9760687572	pankhurijain117@gmail.com
Himanshi	Pol science(hons)-2nd yr	8851234395	himanshiRani00@gmail.com
Preeti	Pol science(hons)-2nd yr	9968904050	ujwal.preeti.9@gmail.com
Shruti	Pol science(hons)-2nd yr	9958722803	ashruti925@gmail.com
Rani Jiwani	Bcom Prog	7838238367	Ranidilipitwari.1998@gmail.com
Bhawna	Bcom Prog-2nd yr	8373990518	sainibhawna68@gmail.com
Deepshika Mishra	BA History Hons- 2nd yr	9990074150	mishra.dlineshmishra047@gmail.com
Manisha Kasana	Bcom Prog	8860279607	kasanamanisha98@gmail.com
Kushboo Kumari	Bcom Prog	7503387397	thakurkushboo1901@gmail.com
Kriti	BA Prog	9871064151	kritimakhija84@gmail.com
Meena	BA Prog	8750840147	
Ankita Singh	Bcom Hons	7291007879	Singhankita1030@gmail.com
Shraddha Jain	Bcom Hons- 1st yr	7838710031	jsraddha359@gmail.com

Signature
Nishita
Tanujain
Nazreen
Ayushi
Vaishali
Vaishali
Shruti
Shruti
Himanshi
Preeti
Shruti
Shruti
Deepshika

Shivani Sharma
Pooja Kumari
Shikha
Kavita
Ruby
Yogita
Sandhya Yadav
Prabhjot
Shraddha

Bcom Hons
Bcom Hons
Pol Sci hons- 2nd yr
Bcom Hons-2nd yr
Bcom Hons-2nd yr
Bcom Hons-2nd yr
BA Prog
Bcom Hons
Eng Hons- 1st yr

8505845999 shivanilyk.sharma@gmail.com
8585972295 Pooja26101998@gmail.com
8743056021 shikha28211999@gmail.com
9540312217 Kavita2016113@gmail.com
9717762827 ruby.1212.singh@gmail.com
9891102450 meghakoli2021@gmail.com
8130260284 sandhyayadav1171998@gmail.com
9818845511 Kpreetisingh98@gmail.com
7557544078 Ymeenakshi505@gmail.com

Shivani Sharma
Pooja Kumari
Yogita
Shraddha Yadav

22-12-2017
Shivani Sharma
Pooja Kumari
Yogita

विवेकानंद कॉलेज दिल्ली विश्वविद्यालय