

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Off Carter Road, Bandra West, Mumbai: 400 050

ONE DAY TRAINING PROGRAM ON
‘VARIOUS ASPECT OF DOCUMENTATION’

Saturday, 26th February, 2022
(6th Floor, Seminar Room)

Program Schedule

10:30 am	Assemble in 6 th floor, Seminar room
11:00 am	Greetings by Dr. Suhana Khan
11:01 am	Introduction on Management
11:02 am	Brief about College
11:03 am	Invite Dr. (Mrs.) Anjum Ara Ahmad, (Principal I/C) for a welcome address brief note
11:07 am	Invite Mrs. Mehjabeen Khan, (Office Superintendent) for a brief note
11:09 am	Invite Mr. Syed Qamar Haider (Deputy Superintendent) for a brief note
11:08 am	Introduction on Program
11:10 am	Introduction on Resource Person, Ms. Keyaa Mukherjee, (Office Superintendent, Maniben Nanavati Women's College) followed by Felicitation by Principal
11:15 am	Session I (Topics: Digitization, Documentation and Data Handling)
01:00 pm	Break
01:30 pm	Session II (Topics: Admin Audit and Quality Management System)
03:25 pm	Votes Of Thanks by Mrs. Shweta Pandey <i>(Assistant Professor- Department of Economics & Co-Coordinator of IQAC)</i>

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Topic: Digitization
Importance of Digital Archive for Admin Office
Role of ICT in Administration
Topic: Documentation
Document Control/ Record Management
Documentation with NAAC perspective
Topic: Data Handling
Data Centricity & Decentralization for Prompt Coordination and easy access
Data Centricity with NAAC Perspective
Topic: Admin Audit
Internal Audit of Administration Department for smooth functioning of daily process with Quality Management System
Admin Audit with NAAC Perspective
Topic: Quality Management System
Importance of PLAN-DO-CHECK-ACT Cycle for smooth functioning of Administration Department
S O P for Administration Department
Importance of Annual Calendar
Duties and Responsibilities of Administration Staff
Duties and Responsibilities of Class IV
Staff Welfare Policies