

☎: 01744-260334



INDIRA GANDHI NATIONAL COLLEGE

(Affiliated to Kurukshetra University, Kurukshetra)

LADWA (Dhanora) Distt. Kurukshetra

Estd. 1975

Email : igncollege@gmail.com, Website : www.igncollege.ac.in


Ref. No

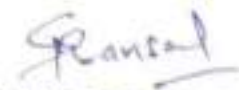
06-08-2022

To whom it may concern

This is certified that online Five Days Administrative Training Programme on Data Management using Collaboration Tools under UGC scheme of "Paramarsh" for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education was organized by Sanatan Dharma College, Ambala Cantt. from 15-06-2020 to 19-06-2020.

The non-teaching of Indira Gandhi National College, Ladwa attended the program on the initiative of IQAC of the College.


Principal (Off.)
Indira Gandhi National College
LADWA Distt. Kurukshetra


Vener. IQAC Officer
Indira Gandhi National College
Ladwa-136132 Distt. Kurukshetra

INDIRA GANDHI NATIONAL COLLEGE, LADWA

Online Five Days Administrative Training Programme

on

Data Management Using Collaboration Tools

Under UGC Scheme of “Paramarsh”

organized by

**SD College, Ambala Cantt. on the initiative of
IQAC, IGN College, Ladwa**

for

Non-Teaching Staff of IGN College, Ladwa

from

15-06-2020 to 19-06-2020



Ravi Sharma <ravi10nov@gmail.com>

Training Programme by Sanatan Dharma College : Inauguration

1 message

Sanatan Dharma College Ambala Cantt <sdscsdcamb@gmail.com>
Re: ravi10nov@gmail.com

Sun, Jun 14, 2020 at 6:40 PM

Dear Participant,
Greetings from Sanatan Dharma College!

Thank you for registering in the Online Administrative Training Programme on "Data Management using Collaboration tools", Under "PARAMARSHI" UGC Scheme for meritorious NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from 15 June to 19 June 2020.

The First session with Cisco WebEx Meeting is scheduled for tomorrow on 16th June 2020 at 10:00 AM. You are hereby requested to join the same on or before 09:30 AM, so that we can start the session on time. The details to join the live session are:

Cisco Meeting number (access code): 166 661 4619

Meeting password: sdcnaac

Meeting link: <https://sdscollege.webex.com/join?MT=Dharma04054f2aa26748b70075622bde85008>

You can click on the above link and it will install Cisco Meeting app in your machine, so that you can join the session. Thanking you for showing your interest in the training programme and looking forward to see you all in the session.

Thank you,
Organizing Team

Certificate ID: ATPDMCTI-36



**CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL**

SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Mr. Vijay Kumar

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

**Mrs. Amandeep Kaur
Co-Convener**

**Dr. Girdhar Gopal
Convener**

**Dr. Sushil Kumar
Director, IQAC**

**Dr. Rajinder Singh
AA Paramarsh & Principal**

Mr. Vijay Kumar has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**



Certificate ID: ATPDMCTI-35



CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL
SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that
Mr. Ravinder Nath Sharma
From Indira Gandhi National College, Ladwa
has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)

Mrs. Amandeep Kaur
Co-Convener

Dr. Girdhar Gopal
Convener

Dr. Sushil Kumar
Director, IQAC

Dr. Rajinder Singh
AA Paramarsh & Principal

Mr. Ravinder Nath Sharma has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**

Certificate ID: ATPDMCTI-31



**CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL**

SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Mr. Joginder Singh

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

**Mrs. Amandeep Kaur
Co-Convener**

**Dr. Girdhar Gopal
Convener**

**Dr. Sushil Kumar
Director, IQAC**

**Dr. Rajinder Singh
AA Paramarsh & Principal**

Mr. Joginder Singh has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**



Certificate ID: ATPDMCTI-38



CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL
SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Munihal

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

Mrs. Amandeep Kaur
Co-Convener

Dr. Girdhar Gopal
Convener

Dr. Sushil Kumar
Director, IQAC

Dr. Rajinder Singh
AA Paramarsh & Principal

Munifal has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:
5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**



Certificate ID: ATPDMCTI-33



CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL
SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

Organized Online Five Days Administrative Training Program on "Data Management Using Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June 15, 2020 to June 19, 2020.

This is to certify that

Mr. Naresh Kumar

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15, 2020 to June 19, 2020 (30 Hours)**

Mrs. Amandeep Kaur
Co-Convener

Dr. Girdhar Gopal
Convener

Dr. Sushil Kumar
Director, IQAC

Dr. Rajinder Singh
AA Paramarsh & Principal

Mr. Naresh Kumar has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**



Certificate ID: ATPDMCTI-40



CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL
SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Naresh Pal Baroda

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

Mrs. Amandeep Kaur
Co-Convener

Dr. Girdhar Gopal
Convener

Dr. Sushil Kumar
Director, IQAC

Dr. Rajinder Singh
AA Paramarsh & Principal

Naresh Pal Baroda has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**



Certificate ID: ATPDMCTI-34



CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL
SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

Organized Online Five Days Administrative Training Program on "Data Management Using Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June 15, 2020 to June 19, 2020.

This is to certify that

Mr. Rajpal

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15, 2020 to June 19, 2020 (30 Hours)**

Mrs. Amandeep Kaur
Co-Convener

Dr. Girdhar Gopal
Convener

Dr. Sushil Kumar
Director, IQAC

Dr. Rajinder Singh
AA Paramarsh & Principal

Mr. Rajpal has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:
5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**

Certificate ID: ATPDMCTI-37



**CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL**

SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Ms. Pooja Kamboj

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

**Mrs. Amandeep Kaur
Co-Convener**

**Dr. Girdhar Gopal
Convener**

**Dr. Sushil Kumar
Director, IQAC**

**Dr. Rajinder Singh
AA Paramarsh & Principal**

Ms. Pooja Kamboj has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**



Certificate ID: ATPDMCTI-32



CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL
SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Mr. Mukesh Saini

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

Mrs. Amandeep Kaur
Co-Convener

Dr. Girdhar Gopal
Convener

Dr. Sushil Kumar
Director, IQAC

Dr. Rajinder Singh
AA Paramarsh & Principal

Mr. Mukesh Saini has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**

Certificate ID: ATPDMCTI-39



**CERTIFICATE OF PARTICIPATION
E-RESOURCE DEVELOPMENT CELL**

SANATAN DHARMA COLLEGE

Jagadhari Road, Ambala Cantt., Haryana

**College with Potential for Excellence- UGC, New Delhi | NAAC Accredited Grade "A+" with CGPA 3.51 in third cycle
(Affiliated to Kurukshetra University, Kurukshetra)**

**Organized Online Five Days Administrative Training Program on "Data Management Using
Collaboration Tools" Under UGC Scheme of "PARAMARSH" for mentoring NAAC
Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education from June
15,2020 to June 19,2020.**

This is to certify that

Roop Tomar

From Indira Gandhi National College, Ladwa

**has successfully completed Online five Days Administrative Training Program
from June 15,2020 to June 19,2020 (30 Hours)**

**Mrs. Amandeep Kaur
Co-Convener**

**Dr. Girdhar Gopal
Convener**

**Dr. Sushil Kumar
Director, IQAC**

**Dr. Rajinder Singh
AA Paramarsh & Principal**

Roop Tomar has completed the following course under **"Data Management Using Collaboration Tools"**.

The training program has helped participants to understand techniques to tools to store organize and manage abundance of office data and documents. This course has covered latest collaborative tools.

Study Requirement:

5 Days (30 Hours)

Syllabus:

- **Data Management**
- **Management of Department Level Data**
- **Management of Institutional Level Data**
- **Collaboration Tools(Google Drive, Google Docs, Google Sheets)**
- **Data Collection using Google Forms**
- **Features of Gmail.**
- **Mail Merge for bulk emails, letters, labels and envelopes.**