

**IGN COLLEGE, LADWA**

**ONLINE WOKSHOP**

**ON**

**RESEARCH METHODOLOGY**

*Jointly organized by IQAC, IGN College, Ladwa in  
association with IQAC, SD College, Ambala Cantt.*

ON

**25.06.2020**



**IQAC, Sanatan Dharma College, Ambala Cantt**

In Collaboration with  
**IQAC, IGN College, Ladwa**



**ORGANIZES ONLINE WORKSHOP**

ON

# **RESEARCH METHODOLOGY**

Under Paramarsh "UGC Scheme for Mentoring NAAC Accreditation  
Aspirant Institutions to promote Quality Assurance in Higher Education"

Scan to Register:



## **Distinguish Speakers**

**Prof. Rajender Nath**  
Chairman, DCSA

**Prof. Rakesh Kumar**  
DCSA

Kurukshetra University, KUK Kurukshetra University, KUK

**Date: 25-06-2020 (Thursday) Time: 10:00 AM**

**Platform: Cisco Webex Meeting**

**Dr Amit Kumar**  
Organizing Secretary  
IGN College, Ladwa

**Dr Sandeep Bansal**  
IQAC Coordinator  
IGN College, Ladwa

**Dr. Sushil Kumar**  
Director, IQAC  
Sanatan Dharma College,  
Ambala Cantt

**Dr. Hari Parkash Sharma**  
Principal  
IGN College,  
Ladwa

**Dr. Rajinder Singh**  
Accreditation Ambassador PARAMARSH  
& Principal  
Sanatan Dharma College,  
Ambala Cantt

SDC-IGNL # 14



**IQAC, Sanatan Dharma College**

*In collaboration with*

**IQAC, IGN College, Ladwa**



## **CERTIFICATE**

*This is to certify that*

Dr. Ravish Kumar Chauhan, Associate Professor, IGN College, Ladwa has participated in the National Workshop entitled "**Research Methodology**" organized by IQAC, Sanatan Dharma College, Ambala Cantt in Collaboration with IQAC, IGN College, Ladwa under "PARAMARSH" for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education" held on June 25, 2020.

**Dr. Sandeep Bansal**  
Coordinator, IQAC  
IGN College,  
Ladwa

**Dr. Sushil Kumar**  
Director, IQAC  
Sanatan Dharma College,  
Ambala Cantt

**Dr. Hari Prakash Sharma**  
Principal  
IGN College,  
Ladwa

**Dr. Rajinder Singh**  
Accreditation Ambassador PARAMARSH  
& Principal  
Sanatan Dharma College,  
Ambala Cantt

SDC-IGNL # 12



**IQAC, Sanatan Dharma College**

*In collaboration with*

**IQAC, IGN College, Ladwa**



## **CERTIFICATE**

*This is to certify that*

Ms. Priyanka, Assistant Professor, IGN College, Ladwa has participated in the National Workshop entitled "Research Methodology" organized by IQAC, Sanatan Dharma College, Ambala Cantt in Collaboration with IQAC, IGN College, Ladwa under "PARAMARSH" for Mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education" held on June 25, 2020.

**Dr. Sandeep Bansal**  
Coordinator, IQAC  
IGN College,  
Ladwa

**Dr. Sushil Kumar**  
Director, IQAC  
Sanatan Dharma College,  
Ambala Cantt

**Dr. Hari Prakash Sharma**  
Principal  
IGN College,  
Ladwa

**Dr. Rajinder Singh**  
Accreditation Ambassador PARAMARSH  
& Principal  
Sanatan Dharma College,  
Ambala Cantt

IGN COLLEGE, LADWA  
ONLINE WORKSHOP  
ON  
RESEARCH METHODOLOGY  
REPORT

An Online workshop on Research Methodology was organized on 25-06-2020 by IQAC, IGN College, Ladwa in association with IQAC, SO College, Ambala Cantt.

In the starting of the workshop, Dr. Amit Kumar, Organizing Secretary of the programme welcome all the guests and faculty participants.

Dr. HariParkash Sharma, Principal, IGN College, Ladwa welcome all and congratulate IQAC Convenors of both the Colleges for this event.

Dr. Rajinder Singh, Principal, SO College, Ambala Cantt welcome both the distinguished speakers and gave his best wishes and congratulate the entire team of organisers.

Prof. Rajender Nath, Chairman, Department of Computer Science and Applications, Kurukshetra University, Kurukshetra discussed about the Quality of Research as well as Research Methodology.

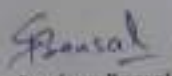
Prof. Rakesh Kumar, Department of Computer Science and Applications, Kurukshetra University, Kurukshetra discussed about the how to write a good Research paper, How to prepare a project etc.

Both the eminent speakers motivate the young Researchers and put a special focus on Quality Research. They suggested not to copy any ones research, always try to put and publish your own work. They also speaks about plagiarism and way to check and minimize it.

In the End of the workshop, Dr. Sandeep Bansal, IQAC, Convener, IGN college, Ladwa put the Vote of thanks. 147 Faculty members from different colleges participated in this event. Out of these, 23 faculty members were from IGN College, Ladwa.

  
Dr. Amit Kumar

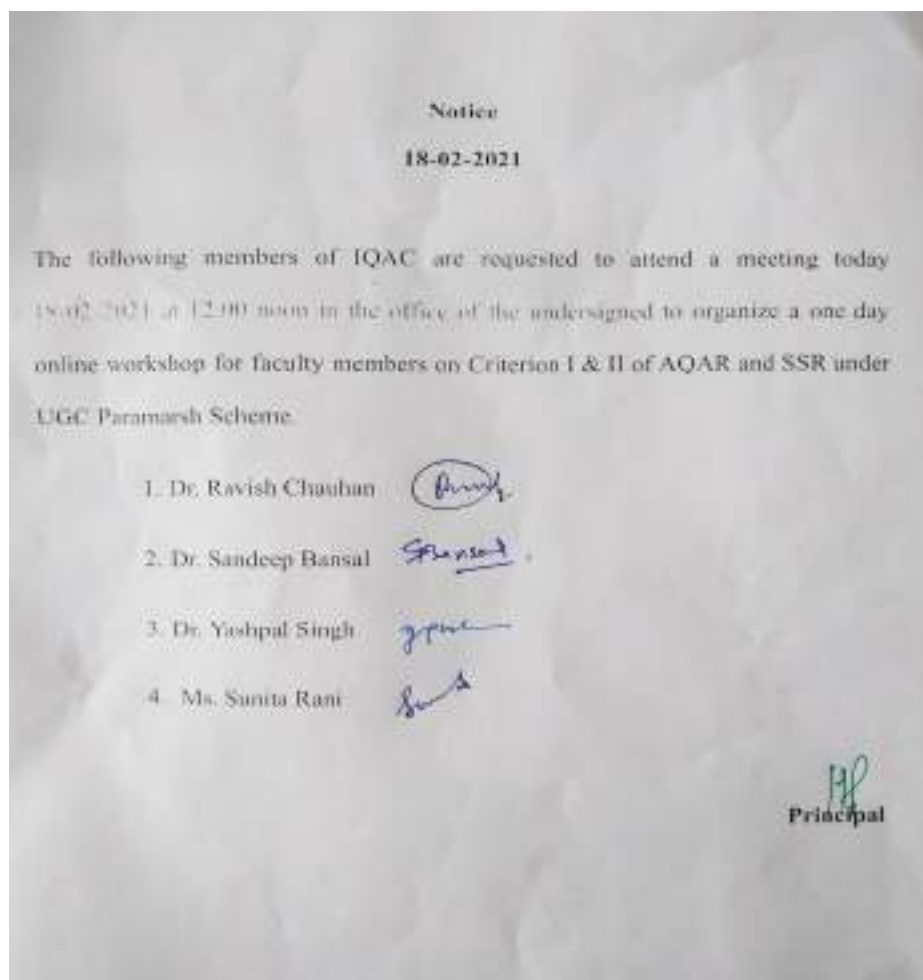
Organising Secretary

  
Dr. Sandeep Bansal  
IQAC Coordinator

## Indira Gandhi National College Ladwa

### Report on workshop for faculty members on criterion I and II of AQAR on 20 Feb 2021

One day online workshop for faculty members on criterion I and II of AQAR and SSR under UGC Paramarsh Scheme was organised in the college on 20 February 2021. Dr. Amandeep Mehta, Assistant Professor, S.D.College Ambala Cantt. was the Resource Person.



#### Minutes of Meeting

A meeting was held on 18-02-2021 at 12:00 noon in the principal office. The main agenda of the meeting was to organize a one day online workshop on criterion I & II of AQAR and SSR under the Paramount Authority of UER. The following

1. Dr. Ravish Chaudhri
2. Dr. Sandeep Bansal
3. Dr. Yashpal Singh
4. Ms. Suma Devi

It was resolved that:-

1. The workshop will be organized on 20 February, 2021 at 12:00 noon.
2. The online workshop will be organized with collaboration under the auspices of UER on 20<sup>th</sup> Feb, 2021 at 12:00 noon.
3. Dr. Yashpal Singh and Ms. Suma Devi will act as convokers of the said workshop.
4. Dr. Suman Srivastava and Ms. Poojika have been nominated as organizing secretary of the workshop.
5. A notice in this regard will be circulated among staff members. They will be requested to attend the workshop in the college meeting room.
6. Principal S.D. College, Dr. Raminder Singh, will be requested to appoint a Resource Person for this workshop.

Principal

Dr. Sandeep Bansal

#### INDIRA GANDHI NATIONAL COLLEGE, LADWA (DHANDRA) DISTRICT - 243005, RAJASTHAN

Date  
18-02-2021

One day online workshop will be organized related to criterion I and II AQAR and SSR at 12:00 noon on 20-02-2021 in the meeting room. All the teaching staff members are requested to attend the same.

Principal



**Dr. Rajinder Singh**  
Principal  
S.D. College Ambala Cantt.



**Indira Gandhi National College Ladwa**  
In collaboration with  
**S.D. College Ambala Cantt.**  
Under IGCC Paramarsh Scheme  
**organizes**  
**One Day Online Workshop for Faculty Members**  
on  
**Annual Quality Assurance Report & Self Study Report**  
Preparation for NAAC  
Criterion 1 & 2  
**Date: 20<sup>th</sup> February, 2021**  
**Time: 12 Noon onwards**  
Register at: [click here for registration](#)



**Dr. Hari Parkash Sharma**  
Principal  
I.G.N. College, Ladwa

**Resource Person**  
Dr. Ananddeep Mehra  
Assistant Professor  
Department of Computer Sci.  
S.D. College, Ambala Cantt.


**NAAC Coordinator**  
Dr. Sandeep Bansal

**Conveners**  
Dr. Yashpal Singh  
Ms. Sunita

**Organising Secretaries**  
Dr. Suman Siwach  
Ms. Priyanka

**Technical Team**  
Dr. Anil Verma  
Mr. Rajbir

**Schedule**  
Inaugural Session: 12 noon  
1<sup>st</sup> Technical Session: 12:20 pm  
2<sup>nd</sup> Technical Session: 2:20 pm



Behlolpur, Haryana, India  
Danura, Behlolpur, Haryana 136132, India  
Lat N 30° 0' 41.6016"  
Long E 77° 3' 1.3032"  
20/02/21 12:14 PM



**Criteria-1 (Curricular Aspects)**  
**(UG, PG AFFILAITED COLLEGES)**  
Presented by  
Ms. Ananddeep Mehra  
Senior Thoma College,  
Ambala Cantt, Haryana

Behlolpur, Haryana, India  
Danura, Behlolpur, Haryana 136132, India  
Lat N 30° 0' 41.6016"  
Long E 77° 3' 1.3032"  
20/02/21 12:14 PM





Notice

03-03-2021

The following members of IQAC are requested to attend a meeting today i.e. 03-03-2021 at 1:00 pm in the office of the undersigned to organize one day workshop for College teaching faculty on 'E-Content Development'.

1. Dr. Sandeep Bansal Sansal
2. Ms. Harneet Kaur Kaur
3. Dr. Neetu Neetu

AD  
Principal

### Minutes of Meeting

A meeting was held on 03-03-2021 at 1:00 pm in the principal office. The main agenda of the meeting was to organize one day workshop on 'E-Content Development' with collaboration with S.D. College Ambala Cantt. The following members of IQAC were present in the meeting.

1. Dr. Sandeep Bansal
2. Ms. Harneet Kaur
3. Dr. Neetu

It was resolved that:-

1. The workshop will be organized on 6<sup>th</sup> March, 2021 at 9:00 am.
2. The above said workshop will be organized in collaboration with Sanatan Dharma College under paramarsh scheme of UGC on 6<sup>th</sup> March, 2021 at 9:00 am.
3. Ms. Harneet Kaur will act as convener of the said workshop.
4. Dr. Neetu has been nominated as organizing secretary of the workshop.
5. An organizing committee will be formed for this workshop.
6. A notice in this regard will be circulated among staff members. They will be requested to attend this workshop in college meeting room.
7. Principal S.D. College, Dr. Rajinder Singh, will be requested to appoint Resource Persons for this workshop.

  
Principal

  
Dr. Sandeep Bansal



# **INDIRA GANDHI NATIONAL COLLEGE**

## **LADWA (DHANORA) DISTT. KURUKSHETRA**

**Internal Quality Assurance Cell (IQAC)**

Organizes

One Day Workshop for College Teaching Faculty

On

“E-Content Development”

**6 March, 2021**

In collaboration with

**SANATAN DHARMA COLLEGE, AMBALA CANTT.**

Under UGC Paramarsh Scheme

Register at:

<https://forms.gle/qgmdV5TcWYzL4Wvy6>

**Convener IQAC**  
Dr. Sandeep Bansal

**Convener**  
Ms. Harneet Kaur

**Organising Secretary**  
Dr. Neetu

**Organising Committee**  
Ms. Sunita Rani  
Dr. Amit Verma  
Mr. Rajbir

**Dr. Hari Parkash Sharma**  
Principal  
IGN College, Ladwa

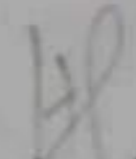
**Dr. Rajinder Singh**  
Accreditation Ambassador PARAMARSH  
& Principal  
Sanatan Dharma College, Ambala Cantt.

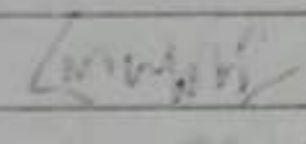
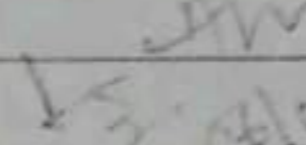
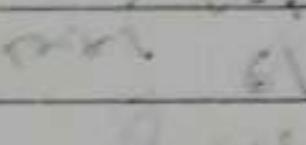
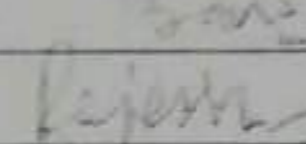
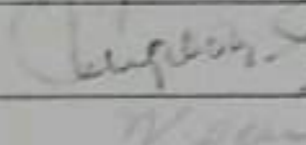
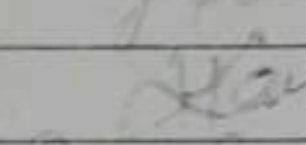
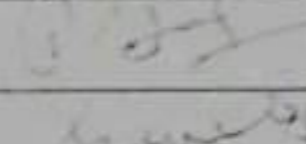
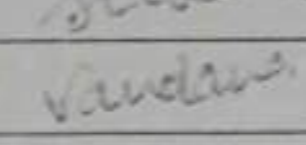
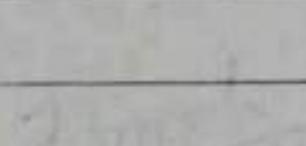
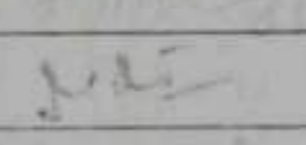
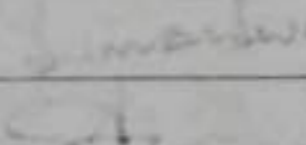
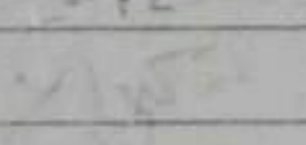
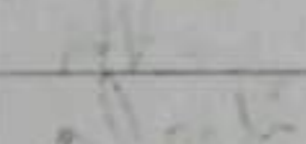
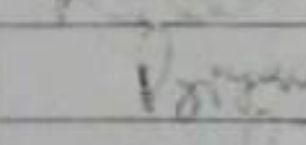
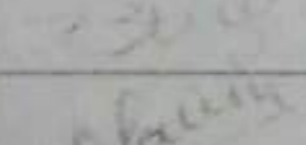
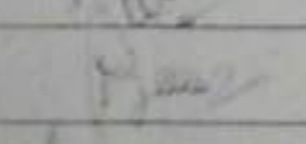
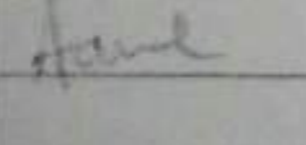
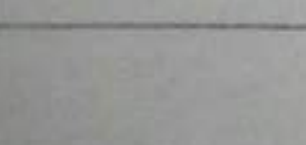
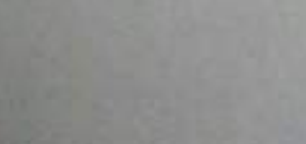



**Schedule of  
One Day Workshop for College Teaching Faculty  
on  
E- Content Development**

Sr. No.	Time	Details	Resource Persons
1	9:20-9:40 am	Inaugural Session	
2	9:40-11:00 am	Technical Session I	Ms. Mandeep Kaur
	Topic	Creating effective PPT (Audio/Video)	
3	11:00-12:30 pm	Technical Session II	Ms. Heena
	Topic	Uploading PPT/Videos on Youtube & Licensing	
4	12:30-1:00 pm	Lunch Break	
5	1:00-2:30 pm	Technical Session III	Ms. Amandeep Kaur
	Topic	Google Classroom/Doc/Sheet	
6	2:00-3:00 pm	Valedictory Session	

## Attendance Chart

The following staff members are present in the Workshop held on 6-3-2021 (Saturday) at 9:20 am to 3:00 pm regarding "E-Content Development" organized by IQAC of this college in collaboration with mentor college S.D. College, Ambala Cantt.

  
Principal

S.No.	Name (Dr./Sh./Ms.)	Signature
1	Dr. R.K.Chauhan, Asso. Prof.	
2	Dr. Madhu Gupta Asso. Prof.	
3	Dr. Ashok Verma, Asso. Prof.	
4	Dr. A.K.Garg, Asso. Prof.	
5	Dr. Romesh Bhaal Asso.Prof.	
6	Dr. Sandeep Bansal, Asso.Prof	
7	Dr. Rajesh Kumar Asst.Prof.	
8	Dr. Rupesh Gaur Librarian	
9	Dr. Yash Pal Singh Asstt.Prof.	
10	Ms. Harneet Kaur Asstt.Prof.	
11	Dr. Mohan Lal Asstt.Prof.	
12	Ms. Sunita Rani Asstt.Prof.	
13	Dr. Vandana Gupta Asstt. Prof	
14	Dr. Neeru Bala, Asstt. Prof.	
15	Dr. Kuldeep Singh Asst. Prof.	
16	Dr. Niti Goyal Asstt. Prof.	
17	Dr. Suman Siwach Asstt. Prof.	
18	Dr. Amit Kumar, Asstt. Prof.	
19	Dr. Sudesh Kumar, Asstt. Prof.	
20	Dr. Amit Verma, Asstt. Prof.	
21	Dr. Neetu, Asstt. Prof.	
22	Ms. Priyanka, Asstt. Prof.	
23	Dr. Surinder Kumar Asstt. Prof.	
24	Dr. Navin Kumari Asstt. Prof.	
25	Ms. Mandeep Kaur, Lecturer	
26	Ms. Aanchal Jain, Lecturer	
27	Mr. Rajbir Singh. Lecturer	

## Notice

26-06-2021

The following members of IQAC are requested to attend a meeting today i.e. 26-06-2021 at 1:30 pm in the office of the undersigned to organize three day workshop for College Non - Teaching faculty on “Joyful Professionalism”.

1. Dr. Sandeep Bansal

2. Ms. Harneet Kaur

3. Dr. Neetu



Principal  
Indira Gandhi National College  
LADWA Distt. Kurukshetra

Minutes of Meeting

A meeting was held on 26-06-2021 at 1:30 pm in the principal office. The main agenda of the meeting was to organize Three days workshop for non teaching staff on “Joyful Professionalism”. The following members of IQAC were present in the meeting.

1. Dr. Sandeep Bansal
2. Ms. Harneet Kaur
3. Dr. Neetu

It was resolved that:

1. The workshop will be organized on 29, 30 June, 2021 to 1 July, 2021 at 12:30 pm.
2. Ms. Harneet Kaur will act as convener of the said workshop.
3. Dr. Neetu has been nominated as organizing secretary of the workshop.
4. An organizing committee will be formed for this workshop.
5. A notice in this regard will be circulated among non teaching staff members. They will be requested to attend this workshop in college meeting room.
6. Dr. Ravish Chauhan, Dr. Sandeep Bansal, Dr. Rupesh Gaur and Dr. Harneet Kaur will be requested to appoint Resource Persons for this workshop.

  
Principal  
Indira Gandhi National College  
LACWA Distt. Kurukshetra



# Schedule

at  
*Three Day Workshop for College Non-Teaching Staff*

on  
*"Joyful Professionalism"*

*From 29-06-2021 to 01-07-2021*











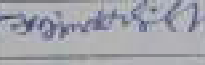






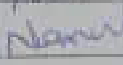




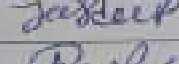


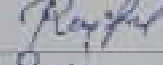







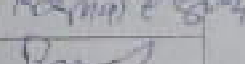


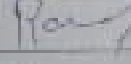




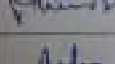
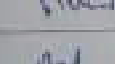

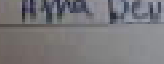

Date & Day	Time	Details	Resource Person
29-06-2021 Day-1	7:00 PM to 4:00 PM	Grooming and Attire: Emotional and Social Intelligence	Dr. Satdeep Bansal
30-06-2021 Day-2	2:00 PM to 4:00 PM	Communication Skills	Mrs. Harneet Kaur
01-07-2021 Day-3	7:00 PM to 4:00 PM	Professionalism and Daily Discipline	Dr. Rupesh Gour

Principal  
Indira Gandhi National College  
LADWA, Dist. Kurukshetra

## Attendance Chart

The following Non-teaching faculty members are present in the Workshop held on 29, 30 June, 2021 to 1-July-2021 at 2:00 P.M to 4:00 PM. regarding "Joyful Professionalism" organized by IQAC of this college.

  
Principal

Sr. No.	Name (Sh./Ms.)	Signature	Signature	Signature
		29 <sup>th</sup> June, 2021	30 <sup>th</sup> June, 2021	01 <sup>st</sup> July, 2021
1.	Vijay Kumar			.
2.	Ravinder Sharma			
3.	Muri Lal			
4.	Joginder Singh			
5.	Naresh Kumar			
6.	Rakib			
7.	Naresh Pal	.	.	
8.	Raj Kumar			
9.	Jagdeep Chahal			.
10.	Raj Pal			
11.	Pooja Kamboj	.	.	
12.	Saroj Saini			.
13.	Susheel Kumar			.
14.	Karnail Singh			
15.	Roop Chand			
16.	Parveen Kumar			
17.	Mukesh Kumar			
18.	Asha Devi			



कुरुक्षेत्र भास्कर 03-07-2021

## आईजीएन कॉलेज में 3 दिवसीय कार्यशाला संपन्न

भास्कर न्यूज़ | लाडवा

लाडवा के इंदिरा गांधी नेशनल कॉलेज में गैर-शिक्षक वर्ग के लिए तीन दिवसीय कार्यशाला का आयोजन किया गया जिसमें कॉलेज के सभी गैर-शिक्षक वर्ग ने इस कार्यशाला में भाग लेकर ज्ञानवर्धन किया। प्राचार्य डॉ. हरिप्रकाश शर्मा ने बताया कि कॉलेज में गैर-शिक्षक वर्ग के लिए तीन दिवसीय कार्यशाला 29 जून को शुरू की गई थी जिसका एक जुलाई को समापन हुआ। उन्होंने कहा कि सीखने की कोई उम्र नहीं होती। प्रत्येक व्यक्ति को समयानुसार बदलना पड़ता है। आज के समय



लाडवा | आईजीएन कॉलेज में कार्यशाला में मौजूद गैर-शिक्षक वर्ग के लोग।

में चल रहे विषयों की जानकारी भी प्रत्येक व्यक्ति के पास होनी चाहिए। जिस स्टाफ मेंबर को जो कार्य सौंपा गया है, उसे ईमानदारी से करना चाहिए। दूसरे कामों को भी सीखने की इच्छा करनी चाहिए।

आईक्यूएसी के संयोजक डॉ. संदीप बंसल ने कार्यशाला के प्रथम दिवस गैर-शिक्षक वर्ग को व्याख्यान देकर उनका ज्ञानवर्धन किया। द्वितीय दिवस पर डॉ. रविश और प्रो. हरनीत कौर ने व्याख्यान दिया।

# इंदिरा गांधी नेशनल कालेज में तीन दिवसीय कार्यशाला सम्पन्न



कार्यशाला में भाग गैर-शिक्षक वर्ग के लोग।

(डिम्पी)

लाडवा (नरेश गर्ग) : लाडवा के इंदिरा गांधी नेशनल कालेज में गैर-शिक्षक वर्ग के लिए तीन दिवसीय कार्यशाला का आयोजन किया गया, जिसमें कालेज के सभी गैर-शिक्षक वर्ग ने इस कार्यशाला में भाग लेकर अपना ज्ञानवर्धन किया। कालेज के प्राचार्य डा. हरिप्रकाश शर्मा ने बताया कि कालेज में गैर-शिक्षक वर्ग के लिए तीन दिवसीय कार्यशाला 29 जून को शुरू की गई थी। जिसका एक जुलाई को समापन हुआ। उन्होंने कहा कि सीखने की कोई उम्र नहीं होती। प्रत्येक व्यक्ति को समयानुसार बदलना पड़ता है। आज के समय में चल रहे विषयों की जानकारी भी प्रत्येक व्यक्ति के पास होनी चाहिए। जिस स्टाफ मैम्बर को जो कार्य सौंपा गया है उसे ईमानदारी से करना चाहिए तथा दूसरे कामों को भी सीखने की इच्छा करनी चाहिए। द्वितीय दिवस डा. रविष चैहान और प्रो. हरनीत कौर ने व्याख्यान दें, स्टाफ सदस्यों को लाभान्वित किया।



# INDIRA GANDHI NATIONAL COLLEGE

Dhanora-Ladwa 136 132 Distt. Kurukshetra

[www.igncollege.ac.in](http://www.igncollege.ac.in) email\_id: igncollege@gmail.com

*Internal Quality Assurance Cell (IQAC)*

*organizes*


*Five Day Workshop for College Non-Teaching Staff*

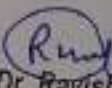
*on*

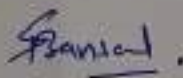
*“Lab Skills: Maintaining the Equipments”*

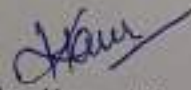
*From 15-09-2021 to 20-09-2021*

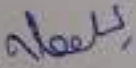
*Register at: <https://forms.gle/CmuUCz7rwFxlacqE6>*

  
Dr. Hari Parkash Sharma  
Principal

  
Dr. Ravish Chauhan  
Advisor

  
Dr. Sandeep Bansal  
Convener

  
Mrs. Harneet Kaur  
Co-Convener

  
Dr. Neetu  
Org. Secretary

# Schedule

of


*Five Day Workshop for College Non-Teaching Staff*

on

*“Lab Skills: Maintaining the equipments”*

*From 15-09-2021 to 20-09-2021*

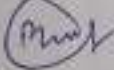
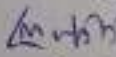
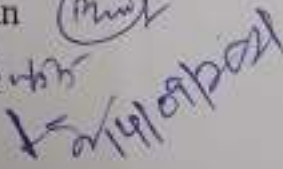

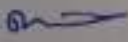
<i>Date &amp; Day</i>	<i>Time</i>	<i>Details</i>	<i>Resource Person</i>
15-09-2021 Day -1	12.00 PM to 3.00 PM	Chemistry Lab	Dr. Ravish Kumar Chauhan
16-09-2021 Day-2	12.00 PM to 3.00 PM	Home Science Lab	Dr. Madhu Gupta
17-09-2021 Day-3	12.00 PM to 3.00 PM	Physics Lab	Dr. Arvind Kumar Garg
18-09-2021 Day-4	12.00 PM to 3.00 PM	Botany Lab	Dr. Romesh Singh Bhaal
20-09-2021 Day-5	12.00 PM to 3.00 PM	Computer Lab	Mr. Rajbir

  
Principal

**INDIRA GANDHI NATIONAL COLLEGE, LADWA Distt. Kurukshetra**

**Notice 13.09.2021**

The following staff members are requested to follow the schedule of five days Workshop for College Non-Teaching staff on "Lab Skills: Maintaining the equipments" from 15-09-2021 to 20-09-2021 (copy of schedule attached)

1. Dr. Ravish Kumar Chauhan 
2. Dr. Madhu Gupta 
3. Dr. Arvind Kumar Garg   
15/09/2021
4. Dr. Romesh Singh Bhaal   
RSB
5. Mr. Rajbir 

  
Principal

INDIRA GANDHI NATIONAL COLLEGE, LADWA Distt. Kurukshetra

Notice 13.09.2021

The following staff members are requested to attend the five days Workshop for College Non-Teaching staff on "Lab Skills: Maintaining the equipments" from 15-09-2021 to 20-09-2021 (copy of schedule attached) and register yourself through Google Form (link available on brochure)

1. Sh. Muni Lal *m*
2. Sh. Joginder Singh *Joginder Singh*
3. Sh. Naresh Kumar *Naresh Kumar*
4. Sh. Naresh Pal *Naresh Pal*
5. Sh. Roop Chand *Roop Chand*
- 6 Ms. Asha Devi *Asha Devi*

*HP*  
Principal





**Behlolpur, Haryana, India**  
**Danura, Behlolpur, Haryana 136132, India**  
**Lat 30.012029°**  
**Long 77.050908°**  
**15/09/21 12:12 PM**





Behlulpur, Haryana, India  
Danura, Behlulpur, Haryana 136132, India  
Lat 30.012036°  
Long 77.0509°  
15/09/21 12:13 PM

# गैर शिक्षक वर्ग के लिए लगाया पांच दिवसीय कार्यशाला



भास्कर न्यूज | लाडवा

लाडवा के इन्दिरा गांधी नेशनल कालेज में गैर-शिक्षक वर्ग के लिए पांच दिवसीय कार्यशाला 15 सितम्बर को शुरू की गई थी। जिसका सोमवार को समापन हुआ। यह पांच दिवसीय कार्यशाला कालेज के प्राचार्य डॉ. हरिप्रकाश शर्मा के नेतृत्व में सम्पन्न हुई। कॉलेज के सभी गैर-शिक्षक वर्ग ने इस कार्यशाला में भाग लेकर अपना ज्ञानवर्धन किया। कार्यशाला का विषय लैब स्किलस-मेनटैनिंग द इक्विपमेंट्स रहा। प्राचार्य डॉ. हरिप्रकाश शर्मा ने गैर-शिक्षक वर्ग को प्रेरित करते

हुए कहा कि कॉलेज को चलाने में गैर-शिक्षक वर्ग का बहुत योगदान होता है। विद्यार्थियों के प्रत्येक आंकड़े को व्यवस्थित करना गैर-शिक्षक वर्ग की जिम्मेदारी होती है, जिसे वे बखूबी निभाते हैं। वहीं डॉ. रवीश कुमार ने कहा कि आज का समय कम्प्यूटर का है। जिसकी जानकारी प्रत्येक कर्मचारी को होनी अति आवश्यक है। उन्होंने युवा गैर शिक्षक वर्ग को कम्प्यूटर सीखने के लिए प्रेरित किया। मौके पर डॉ. रवीश कुमार चैहान, डॉ. मधु गुप्ता, डॉ. अरविन्द कुमार गर्ग, डॉ. रोमेश सिंह भाल, राजबीर आदि मौजूद थे।

☎: 01744-260334



# INDIRA GANDHI NATIONAL COLLEGE

(Affiliated to Kurukshetra University, Kurukshetra)

**LADWA (Dhanora) Distt. Kurukshetra**

Estd. 1975

Email : [igncollege@gmail.com](mailto:igncollege@gmail.com), Website : [www.igncollege.ac.in](http://www.igncollege.ac.in)


Ref. No

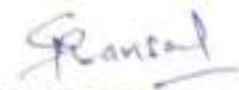
06-08-2022

## 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  
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**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**

*Munilal*

**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**
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