



Advanced Computing Skills Training.

AR (HR) <arhr@aud.ac.in>

Six Days Training Programme held on 7th to 12th September, 2015 - Reg.

3 messages

AR (HR) <arhr@aud.ac.in>

To: absingh@nifm.ac.in

Thu, Aug 27, 2015 at 4:30 PM

Sir,

This is to inform you that Shri Ashish Patidar, Assistant Registrar (Finance), AUD is nominate for the Six days Programme on "Accrual Accounting in Government, Autonomous Bodies, Public Sector Undertakings, Urban and Rural Local Bodies" scheduled to be held from 7th to 12 September, 2015 at National Institute of Financial Management, Faridabad, Haryana.

As regards participation fee an amount of Rs. 25000/- (Rs. 39900 – Rs. 14900 – due with regard to Shri Arun Kumar Ahuja, DR (Finance) Training Programme) will be sent in due course of time.

Kindly confirm the participation through e-mail.

A formal letter is being sent separately.

With regards,

Sat Pal

Assistant Registrar (HR)

011-23862320

Anurag Bhadur Singh <absingh@nifm.ac.in>

To: "AR (HR)" <arhr@aud.ac.in>

Tue, Sep 1, 2015 at 3:46 PM

Dear Sir,

Regarding your mail for the nomination of shri Ashish Patidar AR (Finance) AUD and adjustment of fee. please consider this mail as confirmation and you may send your officer for training and you require to pay Rs.10,420 i.e. (25160*2=50320-39900=10420)

[Quoted text hidden]

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Regards,

Dr. ANURAG BHADUR SINGH
RESEARCH ASSOCIATE
NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT
(MINISTRY OF FINANCE, GOVT. OF INDIA)
FARIDABAD-121001
INDIA
MOB: 7503536928
PHONE NO: 0129-2465242



AR (HR) <arhr@aud.ac.in>

Tue, Sep 1, 2015 at 5:37 PM

To: Anurag Bhadur Singh <absingh@nifm.ac.in>

Dear Sir,

The nomination of Shri Ashish Patidar, AR (Finance) for six days training programme including course fee, tuition fees, course material, boarding, lodging, meals and local study trips if any.

Kindly send the revised amount how much we pay.

thanks,

[Quoted text hidden]

--
Assistant Registrar (HR)
Ambedkar University Delhi





AMBEDKAR UNIVERSITY DELHI
SCHOOL OF CULTURE AND CREATIVE EXPRESSIONS
cordially invites you to

Poet SUDEEP SEN

Polyphony's Perfect Pitch:

Reading, Talk, Discussion,
Book-Signing and Q&A

Gaza

Soaked in blood, children,
their heads blown out
even before they are formed.

Gauze, gauze, more gauze —
interminable lengths
not long enough to soak

all the blood in Gaza.
A river of blood flowing,
flooding the desert sands

with incarnadine hate.
An endless lava stream
on a parched-orphaned land,

bombed every five minutes
to strip Gaza of whatever
is left of the Gaza strip.

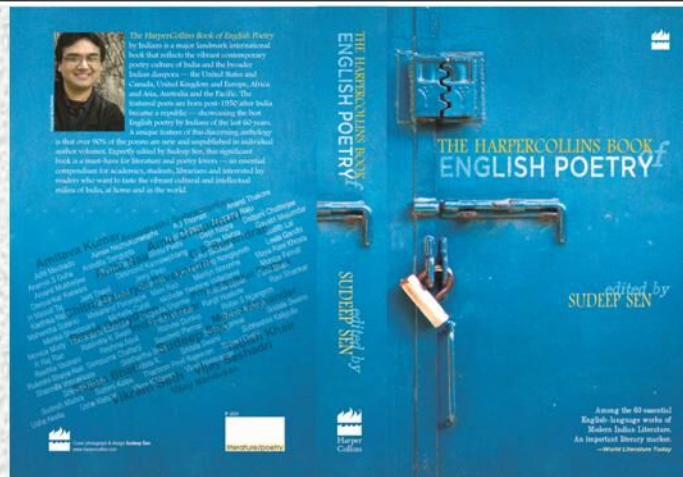
Tiny lives snuffed out,
faces defaced, eyes vacant —
a new holocaust continues

unabated. The world weeps
red, mourning —
an unceasing blood-song.



Photo credit: Aria Sen

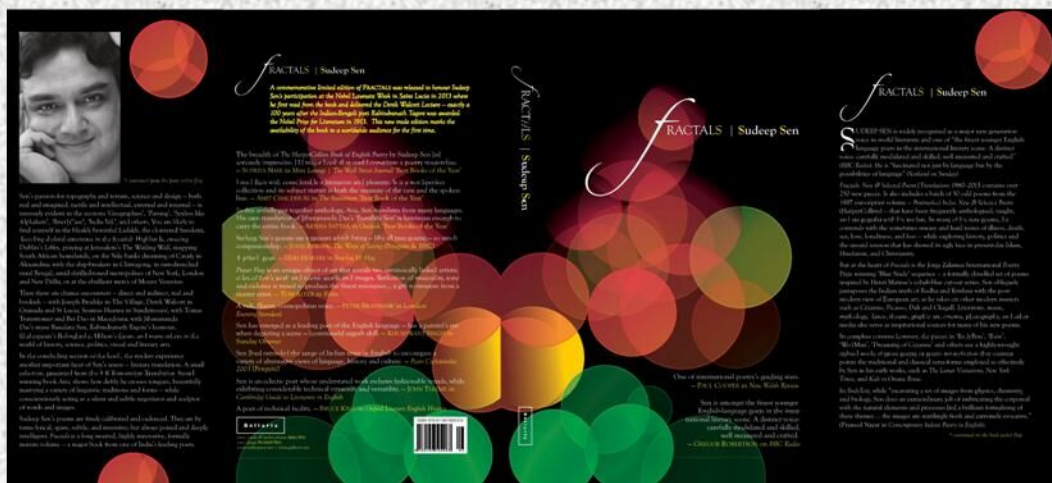
Friday, 31st October, 2014
1:30 pm
Venue: CR12, AUD



SUDEEP SEN [www.sudeepsen.net] is widely recognised as a major new generation voice in world literature and ‘one of the finest younger English-language poets in the international literary scene’ (*BBC Radio*). Sen’s prize-winning books include: *Postmarked India: New & Selected Poems* (HarperCollins), *Distracted Geographies*, *Rain, Aria* (A K Ramanujan Translation Award), *Ladakh*, and *The HarperCollins Book of English Poetry* (editor). *Blue Nude: New & Selected Poems | Translations 1979-2014* (Jorge Zalamea International Poetry Prize) is forthcoming from Partridge | Penguin Random House. His poems, translated into twenty-five languages, have featured in major international anthologies. His words have appeared in the *Times Literary Supplement*, *Newsweek*, *Guardian*, *Observer*, *Independent*, *Telegraph*, *Herald*, *Harvard Review*, *Hindu*, *Hindustan Times*, *Times of India*, *Outlook*, *India Today*, and broadcast on BBC, PBS, CNN IBN, NDTV, AIR & *Doordarshan*. Sen’s newer work appears in *New Writing 15* (Granta), *Language for a New Century* (Norton), *Leela* (Collins), *Indian Love Poems* (Knopf/Random House/Everyman), *Out of Bounds* (Bloodaxe), and *Initiate: Oxford New Writing* (Blackwell). He is the editorial director of AARK ARTS and the editor of *Atlas*.

As a photographer and graphic artist, his work is part of art fairs, exhibitions, professional print portfolios, magazine and newspaper pieces, book jacket covers, record labels, and private collections. His publications credits include: *National Geographic.com*, *Hindu*, *Deccan Chronicle*, *New Indian Express*, *Swagat*, *Gallerie*, *Biblio*, *Prairie Schooner*, *Molossus*, *World Literature Today*, *Indian Design & Interiors*, and others; plus books covers for publishers such as HarperCollins, Peepal Tree, Mulfran, Wings Press, Women Unlimited, Gallerie, Aark Arts, UPL, Bengal Gallery, and many others. He has also published two books of photography, *Prayer Flag* and *Postcards from Bangladesh*. Sen lives and works in New Delhi.

Sen is the first Asian to be honoured with an invitation to participate at the 2013 Nobel Laureate Week in St Lucia, where he delivered the Derek Walcott Lecture and read his own poetry. A special commemorative edition of his work, *Fractals: New & Selected Poems | Translations 1978-2013*, was released by the Nobel laureate Derek Walcott himself in the presence of H.E. Dame Pearlette Louisy, Governor General (President) of St Lucia. That year, the Government of India’s Ministry of Culture awarded him the senior fellowship for “outstanding persons in the field of culture”.



Annual Report

2015-16



Ambedkar University Delhi



HUMAN RESOURCES

Human Resources in AUD is a compact unit comprising six members. The Division supports the Schools, Centres and Campuses of the University by providing human resource services. It primarily takes care of all service-related matters, recruitment and staffing, training and development and initiatives for welfare of administrative employees of the University besides assisting the Registrar in performing statutory duties. These include developing and implementing appropriate personnel policies and procedures, providing appropriate support and information to concerned stakeholders, and maintaining staff records and staff-based statistics.

Recruitment, selection and staffing are vital functions that the HR Division performs. In 2015–16, staffing was carried out for sixteen posts covering the System Administrators, Technical Assistants, Security Supervisors, Consultants and Library Trainees. The Statutory Posts of Registrar and Controller of Finance along with a Deputy Registrar identified for PWD were filled. Performance review of fifteen Group-A Officers and sixty-three contractual Staff was also completed.

An exhaustive review of HR Policy for Administrative Staff was undertaken by a Committee chaired by Professor Kuriakose Mamkoottam, Director, SBPPSE, and Dean, Student Services. The Committee after undertaking a comprehensive study of staffing pattern of AUD submitted its Report to the Vice Chancellor on March 10, 2016, which was considered and approved by the Board of Management.

As a policy and procedure measure, the Biometric Attendance System was designed and implemented from January 1, 2016.

As a part of employee welfare measure, the HR Division prepared a proposal to extend group insurance cover to regular and contractual employees in AUD. Similarly, the existing Medical Attendance and Treatment Regulations were also thoroughly reviewed to make them more attractive for AUD employees.

Training and development are another important aspects of the HR Division that enable the University to work efficiently and grow. Four training programmes were organised by the HR Division to up-skill the staff. A Certificate Training Programme, covering English Language, IT & Computers, and Office Procedure, was conducted for twenty-one MTS of AUD. The participants were presented certificates by the Vice Chancellor at a meeting organised for the purpose. Two half-day courses for ten Junior Executives were conducted to refresh them on the topics of University Administration, Service Matters, Purchase Matters and Financial Management. Training on the finance and accounting software as well as Tally was provided to eleven staff in the

Finance Division. The year ended on a high note with the much appreciated two-day National Workshop for University Officers on University Governance. Thirty-nine University Officers from eight universities across the nation participated in the workshop. Twenty AUD officers and staff were deputed to various training programmes outside the university on a range of themes from Noting and Drafting to Disaster Management.

Status of Sanctioned and Vacant Positions of Administrative Staff as on 31-3-2016

No.	Name of the post	Group	Pay Band + GP	Sanctioned	In position	Vacant
1.	Registrar	A	PB-4+ GP Rs.10000	01	01	00
2.	Controller of Finance	A	PB-4+ GP Rs.10000	01	01	00
3.	Director (IT Services)	A	PB-4+ GP Rs.10000	01	00	01
4.	Deputy Registrar	A	PB-3+ GP Rs.7600	05	05	00
5.	Assistant Registrar	A	PB-3+ GP Rs.5400	15	15	00
6.	System Administrator (IT)	A	PB-3+ GP Rs.5400	02	02	00
7.	Assistant Registrar (Planning)	A	PB-3+ GP Rs.5400	02	01	01
8.	Assistant Registrar (PR)	A	PB-3+ GP Rs.5400	01	00	01
9.	Assistant Registrar (Publication)	A	PB-3+ GP Rs.5400	01	00	01
10.	Horticulturist	A	PB-3+ GP Rs.5400	01	00	01
11.	Executive	B	PB-2+ GP Rs.4600	18	00	18
12.	Junior System Administrator (IT)	B	PB-2+ GP Rs.4600	01	00	01
13.	Junior Executive (General)	B	PB-2+ GP Rs.4200	30	14	16
14.	Junior Executive (IT)	B	PB-2+ GP Rs.4200	01	00	01
15.	Junior Executive (Library)	B	PB-2+ GP Rs.4200	03	02	01
16.	Security Supervisor	B	PB-2+ GP Rs.4200	02	02	00
17.	Junior Engineer (Civil)	B	PB-2+ GP Rs.4200	01	00	01
18.	Junior Engineer (Electrical)	B	PB-2+ GP Rs.4200	01	01	00
19.	Assistant (General)	C	PB-1+ GP Rs.2400	36	28	08
20.	Library Assistant	C	PB-1+ GP Rs.2800	02	00	02
21.	Technical Assistant (IT)	C	PB-1+ GP Rs.2800	03	04	00
22.	Garden Supervisor	C	PB-1+ GP Rs.2800	01	01	00
23.	Junior Assistant/Assistant Caretaker	C	PB-1+ GP Rs.1900	05	00	05
24.	MTS (Office Attendant)	C	PB-1+ GP Rs.1800	27	19	08
25.	MTS (Mali)	C	PB-1+ GP Rs.1800	06	05	01
26.	MTS (Electrician)	C	PB-1+ GP Rs.1800	02	02	00
27.	MTS (Plumber)	C	PB-1+ GP Rs.1800	01	00	01
Total				170	103	68

Tally Training

HR Division <hrdivision@aud.ac.in>



Fwd: Reg. Training of two staff

1 message

Sat, May 9, 2020 at 12:27 PM

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

IQAC Data

----- Forwarded message -----
From: **Deputy Registrar (Training)** <drtn@aud.ac.in>
Date: Fri, May 8, 2020 at 9:50 PM
Subject: Fwd: Reg. Training of two staff
To: Noorul Haq <noorul@aud.ac.in>

Mails regarding tally Training

----- Forwarded message -----
From: **Arun Kumar Ahuja** <akahuja@aud.ac.in>
Date: Wed, Oct 31, 2018 at 10:53 AM
Subject: Re: Reg. Training of two staff
To: Deputy Registrar (Training) <drtn@aud.ac.in>, Kartik Dave <kartik@aud.ac.in>, Registrar AUD <registrar@aud.ac.in>
Cc: Bhupender Singh <bhupender@aud.ac.in>, <tpdc@aud.ac.in>

Dear Shri Prasad,

Kindly look into the matter the order forwarding names of two staff members of Finance Division for training has not been issued till date in spite of proposal approved by Registrar.

With regards,

Arun Kumar Ahuja
Sr. Consultant (Fin)
8527410808

On Tue, Oct 16, 2018 at 4:35 PM Deputy Registrar (Training) <drtn@aud.ac.in> wrote:
Dear Bhupender,

Please see the forwarded request from Sr. Consultant (Fin). Process the other pending requests also now that you say that the high priority DRs recruitment process is nearly over.

Deputy Registrar - Training

----- Forwarded message -----
From: **Arun Kumar Ahuja** <akahuja@aud.ac.in>
Date: Tue, Oct 16, 2018 at 3:24 PM
Subject: Fwd: Reg. Training of two staff
To: Deputy Registrar (Training) <drtn@aud.ac.in>

For n.a pl

----- Forwarded message -----
From: **AR (HR)** <arhr@aud.ac.in>
Date: Tue 16 Oct, 2018, 3:05 PM
Subject: Re: Reg. Training of two staff
To: Arun Kumar Ahuja <akahuja@aud.ac.in>
Cc: Kartik Dave <kartik@aud.ac.in>

Dear Ahuja Sir,



May like to request DR (Training), Dr Prasad.

Thanks

Deepak

On Tue, Oct 16, 2018, 11:16 AM Arun Kumar Ahuja <akahuja@aud.ac.in> wrote:
Dear Mr. Deepak,

A file was moved more than two weeks ago for sending Mr. Brajesh and Mr. Keshav for Training in Tally. Registrar have already approved the proposal. Kindly issue necessary orders in this regard so that they can be sent for training in Tally.

With regards,

Arun Kumar Ahuja
Sr. Consultant (Fin)
8527410808





Fwd: Training programme for attendants

1 message

Deputy Registrar HR <drhr@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:34 PM

IQAC Data

----- Forwarded message -----

From: **Dr. Amol Padwad** <amol@aud.ac.in>
Date: Fri, May 8, 2020 at 7:22 PM
Subject: Re: Training programme for attendants
To: Deputy Registrar HR <drhr@aud.ac.in>

Dear Nurulji,

In the absence of any other documents, this is fine. We can do with this. You can take prints of such documents and authenticate with signature and stamp. That will be fine for us.

Thank you very much for all your help. I appreciate the efforts you are taking in these difficult times.

Thank you,
Amol

Amol Padwad, PhD,
Professor & Director,
Centre for English Language Education,
Ambedkar University Delhi,
Lothian Road, Kashmere Gate,
DELHI 110006 India

On Fri, May 8, 2020 at 6:52 PM Deputy Registrar HR <drhr@aud.ac.in> wrote:

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Fri, May 8, 2020 at 6:22 PM
Subject: Fwd: Training programme for attendants
To: Noorul Haq <noorul@aud.ac.in>

----- Forwarded message -----

From: **DR Admin** <dradmin@aud.ac.in>
Date: Mon, Jan 25, 2016 at 10:00 AM
Subject: Fwd: Training programme for attendants
To: <drhr@aud.ac.in>

----- Forwarded message -----

From: **DR Admin** <dradmin@aud.ac.in>
Date: Fri, May 1, 2015 at 1:52 PM
Subject: Training programme for attendants
To: attendant@aud.ac.in
Cc: satpal@aud.ac.in

Dear All,



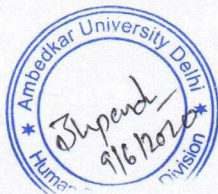
The syllabus for the proposed training programme is given below. Please send your suggestions to add/ delete any topic by 06 May 2014.

Thanks

Warm wishes,
DR Admin

English Speaking

Topics titles	Total hours
Basics of Communication	
Introduction to communication.	
Building Vocabulary.	
Sentence construction.	24
Basic English Grammar	
Introduction to	
Noun, pronoun, Adjective, Verb, Tenses,	
Preposition, Articles, Conjunction, Punctuation.	
Grammar usage in sentences.	24
Speaking English in Day to Day Life	
Introduction to	
Everyday communication - Introduction, Shopping,	
Meeting friends, Traveling, Visiting a doctor, At a bus stop/ railway station, At the movie Theatre, At the office,	
Meeting relatives, Attending a parent teacher meet etc.	24
Speaking English at Workplace	
Introduction to	
A meeting with your superior officer, Meeting a faculty member, Discussing reply to a letter with your colleague,	



Answering a student's query, Telephonic communication
with a vendor, Negotiation with the space management
committee AUD, Discussing an issue related to your
School/ Division in a meeting etc. 24

Total 96

Computers

Topics titles Total hours

Basic Computer Skills

- Start a computer
 - Use a mouse or touchpad to point, click, and double-click
 - Recognize and start a software application / program
 - Type / key text to create a document
 - Save a document
 - Close a software application
 - Locate and open a saved file
- 12**

Basic Word Processing Skills

- Recognize and start the word processing application / program
 - Open a document
 - Enter text applying basic key functions (e.g., Space Bar, Enter/Return key, Shift key, Delete and Backspace keys)
 - Save a file to a specific location
 - Print a file
- 18**

Basic Internet Skills

- Recognize and launch a Web Browser
 - Go to a specified Web address
 - Scroll through a Web page
 - Click on a link
 - Search online using a search engine
- 12**

Basic E-Mail Skills

- Access e-mail system using username and password
 - Receive / read an e-mail message
 - Reply to an e-mail message
 - Compose and send an original e-mail message
 - Attach a file to an e-mail message
- 8**



Total

50

Office Procedure

Topics titles

Total hours

Dak – Receipt, Registration & Distribution

- Receipt, of dak
 - Registration & distribution of dak
 - Submission and diarization

 - Action at various levels
 - Guidelines for noting
 - Filing, referencing and linking files
- 10

Drafting

- Types of letters
 - Marking, stamping & registering drafts
 - Procedure to be followed in sections and desks
 - Security of official information
 - Issue/ dispatch of communications
 - Entries in register
- 10

File Numbering & Record Management

- File numbering system
 - Classification of files
 - Activities involved in record management
 - Indexing

 - Custody of records
 - Weeding out of records
- 12

Total

32





Fwd: INVITATION TO DINNER MEETING ON 12TH FEBRUARY 2016

1 message

Sat, May 9, 2020 at 12:29 PM

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 9:49 AM
Subject: Fwd: INVITATION TO DINNER MEETING ON 12TH FEBRUARY 2016
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Mon, Feb 15, 2016 at 4:50 PM
Subject: Re: INVITATION TO DINNER MEETING ON 12TH FEBRUARY 2016
To: Registrar AUD <registrar@aud.ac.in>, Samuel Ernest J. <samuel@aud.ac.in>, <praveen@aud.ac.in>, Kuriakose Mamkootam <kuria@aud.ac.in>, Ashok Nagpal <ashonag@aud.ac.in>, DR Admin <dradmin@aud.ac.in>, AR, (HR) <arhr@aud.ac.in>, <sunita@aud.ac.in>, B Mallesha <mallesha@aud.ac.in>, Nupur Samuel <nupur@aud.ac.in>, SANJU Thomas <sanju@aud.ac.in>, <attendant@aud.ac.in>, <sajeesh@aud.ac.in>, Mahesh Kumar <mahesh@aud.ac.in>
Cc: Shyam B Menon <smenon@aud.ac.in>

Dear All,

Very many thanks to all the participants of the Dinner Meeting. It left everyone with a very good feeling, one of achievement and energy to keep it going and do much more.

Regards.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181



On Wed, Feb 3, 2016 at 6:42 PM, Deputy Registrar HR <drhr@aud.ac.in> wrote:
Dear All,

Consequent upon the completion of English Language Training for the 21 Multi Tasking Staff, the VC is hosting a Dinner Meeting to present the Certificates to the Trainees.

In this connection, it is my pleasure to cordially invite you, on behalf of the VC, to the Dinner Meeting on 12th February, 2016, 7.00 pm, at the Terrace Pergola, India International Center, Lodhi Road, New Delhi. There will be a brief informal interaction with the Trainees followed by dinner.

You are requested to attend the Dinner Meeting at 7.00 pm. A word of confirmation may please be sent.

With best regards.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181



Fwd: Invite to conduct training session on Service Matters on 25/02/16, 4.00 pm - 5.30 pm .

1 message

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:28 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 9:48 AM
Subject: Fwd: Invite to conduct training session on Service Matters on 25/02/16, 4.00 pm - 5.30 pm .
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Fri, Feb 12, 2016 at 10:52 AM
Subject: Re: Invite to conduct training session on Service Matters on 25/02/16, 4.00 pm - 5.30 pm .
To: Ram Parshad Sharma <rpsharma@aud.ac.in>

Thank you Sir.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181



On Fri, Feb 12, 2016 at 9:56 AM, Ram Parshad Sharma <rpsharma@aud.ac.in> wrote:
I shall be glad to take the session on 25th Feb, 2016 as proposed.

Regards

RP Sharma

On Thu, Feb 11, 2016 at 3:26 PM, Deputy Registrar HR <drhr@aud.ac.in> wrote:
Dear Sir,

Greetings of the day.

A Capsule Course Training Program for Jr. Executives of our University is approved for two half-days on 25th & 26th February, 2016. The Program is intended to increase awareness and refresh the Officers on matters relating to University Administration, Governance and Finance.

There are two sessions each of one & a half hour duration on the first day i.e. 25th February. One of the sessions will focus on Service Matters. In this connection you have been identified as Resource Person for conducting the session on Service Matters in the afternoon of 25th February. The broad course content for the session on Service Matters is as follows:

Day One (25/02/16, 4.00 pm - 5.30 pm):

Service Matters(One & a half hour duration)-

- a. Salient features of CCS (Conduct) Rules
- b. Discipline Rules in CCS (CCA) Rules

c. Service Rules

You are requested kindly to email your confirmation for conducting the Training Session.

Thank you with best regards.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181





Fwd: Media brief: on CERTIFICATE TRAINING PROGRAMME FOR ATTENDANTS of AUD

1 message

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:28 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 9:46 AM
Subject: Fwd: Media brief: on CERTIFICATE TRAINING PROGRAMME FOR ATTENDANTS of AUD
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Wed, Feb 10, 2016 at 5:06 PM
Subject: Re: Media brief: on CERTIFICATE TRAINING PROGRAMME FOR ATTENDANTS of AUD
To: DR Admin <dradmin@aud.ac.in>
Cc: Registrar AUD <registrar@aud.ac.in>

Dear Sir,

The word "student" in the second paragraph may be replaced with "staff" or "staff members".

Regards.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181



On Wed, Feb 10, 2016 at 2:38 PM, DR Admin <dradmin@aud.ac.in> wrote:

Dear Sir,

Please refer the mail received from Ms Sarmistha Roy. A draft press brief for the media coverage of Certificate Training Programme for Attendants is given below :

**Certificate Training Programme for Attendants at Ambedkar University
Delhi**

A certificate training programme is currently being conducted for the Multi Tasking Staff (MTS) of Ambedkar University Delhi (AUD) from 27 July 15 to 24 February 16. Classes are organized thrice a week during the office hours. The course has been designed to assist the MTS staff in acquiring new skills for career enhancement. The newly acquired competencies will help them to improve work efficiency and contribute more effectively in day-to-day functioning of their School/ Centre/ Division. The programme has been divided into three modules:

- i. English Language
- ii. Introduction to Computers
- iii. Office Procedure

The aim of the "English Language" module is to enable the students to understand and use the language in the day to day life. "Introduction to Computers" module has been designed to familiarize the students with Information technology, its applications and use them in day to day life. The "Office Procedure" module aims to build capabilities by imparting required knowledge & skills pertaining to office routine and administrative matters.

The first two modules have been completed. Presently, the "Office Procedure" module is in progress. The students have been encouraged to use the facilities available in the Computer Lab and Library. Heads of respective School/ Centre/ Division have been asked to monitor their progress and do the necessary hand holding. The results have been encouraging. Many of the staff members have now started maintaining the registers, record of the inventory etc, apart from using e-mail for routine correspondence. The enhanced skills have not only increased their employability, but also boosted the confidence level of these employees.

AUD is viewing this as a pilot project for its much talked about "Community College" programme, which is planned to be started is near future.

Regards,
Manish

----- Forwarded message -----

From: **Sarmistha Roy** <sarmistha@aud.ac.in>

Date: Fri, Jan 29, 2016 at 11:19 AM

Subject: Media brief: on CERTIFICATE TRAINING PROGRAMME FOR ATTENDANTS of AUD

To: Manish Kumar <manishkumar@aud.ac.in>

Cc: "Dr. M. A. Sikandar" <masikandar@aud.ac.in>, "Prof. Kuriakose Mamkoottam" <kuria@aud.ac.in>

Dear Manishji,

This is with regard to the certificate training programme that has been provided to the attendants of AUD. I believe it is almost complete.

As the media are requesting for some 'stories' and as it was conveyed to them during the last Press Conference (held on 8 June 2015) that AUD was undertaking the initiative to train the MTS, request you to kindly send a 'brief update' on the programme so that I can prepare a Press Brief for disseminating to the wider public.

You may like to mention the types of training that has been provided to the attendants, the periodic assessments and the response.

Looking forward to hearing from you.

Best regards,

Sarmistha



--
Sarmistha Roy
Deputy Registrar
Public Relations and International Partnerships

Ambedkar University Delhi (AUD)

Lothian Road, Kashmere Gate

Delhi - 110006

Email: sarmistha@aud.ac.in; sarmistha.roy941@gmail.com

Tel: 011-23864047

M: 91-9540662002

Website: www.aud.ac.in





Nakkeeran Nanjappan <nakkeeran@aud.ac.in>

Workshop on using Atlas-ti in analysis of qualitative data - 15&16th March 2017

Nakkeeran Nanjappan <nakkeeran@aud.ac.in>

Thu, Feb 23, 2017 at 11:50 AM

To: phd_sds2013@stu.aud.ac.in, phd_sds2015@stu.aud.ac.in, phd_sds2016@stu.aud.ac.in, phd_sds@stu.aud.ac.in, phd_she2013@stu.aud.ac.in, phd_she2015@stu.aud.ac.in, phd_she2016@stu.aud.ac.in, phd_she@stu.aud.ac.in, phdhindi2011@stu.aud.ac.in, phdhindi2016@stu.aud.ac.in, phdhistory2011@stu.aud.ac.in, phdhistory2016@stu.aud.ac.in, phdsce2014@stu.aud.ac.in, phdwgs2016@stu.aud.ac.in, mphil2013@stu.aud.ac.in, mphildp2015@stu.aud.ac.in, mphildp2016@stu.aud.ac.in, mphilhindi2011@stu.aud.ac.in, mphilhindi2013@stu.aud.ac.in, mphilhindi2015@stu.aud.ac.in, mphilhistory2011@stu.aud.ac.in, mphilhistory2015@stu.aud.ac.in, mphilhistory2016@stu.aud.ac.in, mphilhistroy2013@stu.aud.ac.in, mphilpsychotherapy2015@stu.aud.ac.in, mphilwgs2013@stu.aud.ac.in, mphilwgs2015@stu.aud.ac.in, mphilwgs2016@stu.aud.ac.in
Cc: chandan <chandan@aud.ac.in>, Rohit Negi <rohit@aud.ac.in>, Nandini Nayak <nandini@aud.ac.in>, santosh@aud.ac.in, rajan krishnan <rajan@aud.ac.in>, Rachna Chaudhary <rachna@aud.ac.in>, Dharendra Datt Dangwal <dhirendra@aud.ac.in>, Salil Misra <salil@aud.ac.in>, shamshad ali <alii4928@gmail.com>, Deepak Bishla <bishla@aud.ac.in>

Dear M.Phil & PhD scholars

CSSRM announces a two-day workshop on using Atlas-ti in analysis of qualitative data on 15 &16th March 2017.

AUD has 10 licenses of Atlas-ti and we may be able to accommodate maximum 20 participants in this batch.

Kindly register by writing to <shamshad@aud.ac.in> preferably before 8th March.

Regards
Nakkeeran

These softwares only aid and don't replace thinking!!

**Centre for Social Science Research Methods
AUD**

**Workshop on 'Qualitative Data Analysis using Atlas-ti
15 & 16 March 2017**

Programme Schedule

Resource person: N. Nakkeran

Session	Time	Topic
	Day 1	
Registration	09.00 - 09.30	Registration & Introduction
I	09.30 - 11.00	Introduction to data analysis using QDASW & introduction to Atlas-ti
	11.00 - 11.15	Break & Group Photo
II	11.15 - 12.15	Menu, view options, Hermeneutic unit, and primary documents, assigning documents, documents manager, editing primary documents
III	12.15 - 01.15	Quotations, quotations manager, hyperlinks
	01.15 - 02.00	Lunch Break
IV	02.00 - 03.00	Codes, coding, codes manager
	03.00 - 03.15	Break
V	03.15 - 04.15	Comments and Memos
VI	04.15 - 05.30	Families, filters, object manager
	Day 2	
VII	09.00 - 09.30	Review of previous day
VIII	09.30 - 11.00	Analysis tools - co-occurrence explorer, object crawler, word cruncher, coding analyser, Query tool
	11.00 - 11.15	Break
IX	11.15 - 12.15	Network diagram, links, relations editor
X	12.15 - 01.15	Outputs, exporting
XI	01.15 - 02.00	Lunch Break
XII	02.00 - 03.30	Merging HUs, bundling
	03.30 - 03.45	Break
XIII	03.45 - 04.00	Downloading, procurement and configuration related FAQs
Close	04.00 - 04.30	Conclusion, feedback, sharing and felicitation

Annual Report

2016-17



Ambedkar University Delhi



Events and Activities

A lecture cum demonstration on Life safety and first aid was organised, 1 April 2016.

Lect A lecture cum demonstration on Fire safety was organised, 8 April 2016.

A lecture on Disaster Management was organised, 12 April 2016.

A Fire safety training was conducted, 18 April 2016.

International Yoga Day was celebrated, 21 June 2016.

Self-defence training was given to the students and staff, 21 June 2016.

70th Independence Day was celebrated, 15 August 2016.

Stress Management programme was organised in coordination with Isha Foundation, 9 September 2016.

Samirendra Chatterjee IAS (Retd.), Executive President, Sulabh International Social Services Organisation (SISSO) delivered a talk, Cleanliness & Sanitation—Role of educational institutions, 23 September 2016.

Training to deal with terror attacks was given on 22 September 2016.

Participated in the Meri Dilli Utsav at Pitampura Dilli Haat, New Delhi, 14–16 October 2016.

Salil Misra, Professor, AUD gave a talk, Nation salutes Sardar Vallabhbhai Patel: The unifier of India, on the occasion of celebration of Rashtriya Ekta Diwas, 4 November 2016.

A lecture on Transformation of Surat—From plague city to cleanest city of India was organized, 4 November 2016.

New year day was celebrated, 1 January 2017.

An Eye Camp was organised, 13 January 2017.

A lecture, demonstration and mock exercise on Disaster Management was organised, 9 March 2017.

Fumigation activities, as a part of Anti-malaria drive, are periodically carried out in the Rohini campus and Karampura campus and anti-termite treatment was carried out in the campus in March 2017.



Self Defence Training

HR Division <hrdivision@aud.ac.in>

Fwd: - : Confirmation of Nomination and availability for training

1 message

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:30 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 9:55 AM
Subject: Fwd: - : Confirmation of Nomination and availability for training
To: Noorul Haq <noorul@aud.ac.in>

IQAC DATA

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Fri, Feb 19, 2016 at 10:20 AM
Subject: Fwd: - : Confirmation of Nomination and availability for training
To: AR, (HR) <arhr@aud.ac.in>, Bhupender Singh <bhupender@aud.ac.in>, Mahesh Kumar <mahesh@aud.ac.in>

Dear Stapalji,

PFF the confirmation of Mr Yatinder Singh to attend the training program on Basic Life Support and First Aid from 17.03.2016 and 18.03.2016.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181



----- Forwarded message -----

From: **Yatinder Singh** <yatinder@aud.ac.in>
Date: Thu, Feb 18, 2016 at 6:03 PM
Subject: - : Confirmation of Nomination and availability for training
To: drhr@aud.ac.in

Dear Sir,

Reference to letter No AUD / 1-39(6) / HR / 2016/ 363 dated 18 Feb 2016. Myself nominated for the course SL No 3 in the list, that is Basic Life Support and First Aid from 17.03.2016 and 18.03.2016 I confirm the nomination and availability for the said course.

Regards,

yatinder singh
caretaker
Ambedkar University Delhi,

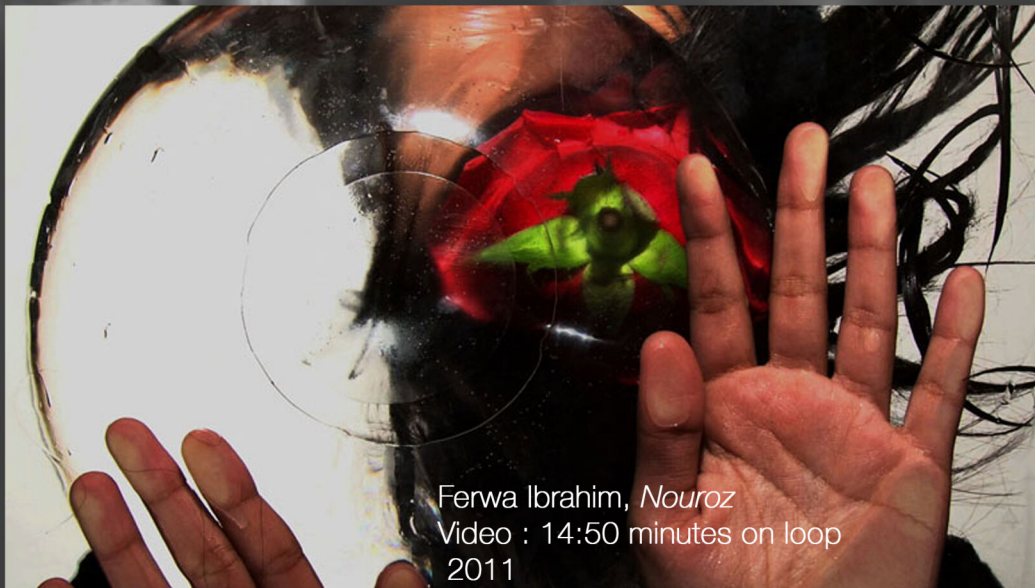
School of Culture and Creative Expressions
Ambedkar University Delhi
invites you to



A Talk by Salima Hashmi

Date: 3 November, 2.30 - 4.30 pm. Venue: CR 12, AUD campus, Kashmere Gate.

Art Schools in the Subcontinent were first set up in the 19th Century in response to a particular set of circumstances. These models have been largely replicated with a few modifications. In Pakistan, a more radical departure happened early on. The talk traces some pedagogical divergences and the implications for contemporary art and design



Ferwa Ibrahim, *Nouroz*
Video : 14:50 minutes on loop
2011

About the speaker: Salima Hashmi is an artist, curator and contemporary art historian. Professor Hashmi was the founding Dean of the Mariam Dawood School of Visual Art and Design at Beaconhouse National University, Lahore. She was Professor of Fine Art at National College of Arts [NCA] Lahore and was also Principal of the College. The Australian Council of Art and Design Schools (ACUADS) nominated her as Inaugural International Fellow, for distinguished service to art and design education in 2011. She was awarded an Honorary Doctorate by Bath Spa University in 2016. She is Council member of the Human Rights Commission of Pakistan.

Ambedkar University Delhi

Annual Report 2017-18



Ambedkar University Delhi

- Changes in the academic module of the ERP system have been incorporated by the division like Automatic Promotion from 2nd year to 3rd year, automatic grade cut as per SUS attendance policy, generation of degree with QR code, generation of final transcript with QR code.

- ERP Orientation programmes are organised every semester orient faculty members to new changes on ERP as well as to familiarize them to existing protocols on ERP.
- Systems have been put in place for faculty and school staff to report via email, day-to-day problems being faced with regard to the academic module on ERP. Regular weekly meetings are held with IT division to keep abreast of any ERP problems faced.
- Conducting ERP System training sessions for the administrative staff.

- Planning of timetables as well as teaching requirements for forthcoming semester.
- Compilation of all course details (course outlines) for forthcoming semesters for dissemination to the students via the website.
- The division has also taken up the work related to National Academic Depository. The Agreement regarding the same has already been signed with the CDSL Venture Ltd as per Government norms. All the data for current as well as the previous batches i.e., Degree and Transcript has been uploaded to NAD portal.

Examination Reform

The division has provided the framework for conducting the assessments and entry of grades in ERP. The division has also developed some monitoring mechanisms in cooperation with School Deans, Programme Coordinators and Course Coordinators.

It has been made mandatory for all the course coordinators to enter the component-wise grades in ERP in a timely manner. The ERP system then calculates the final grade. In this manner all the assessment details of any course taught at the University are recorded on ERP, thereby enabling it to be a repository of all the assessment records of the students.

Convocation 2017

The Sixth Convocation of the University was held on 8 December 2017 with Sh. Sonam Wangchuk as the chief guest. A total of 568 students graduated during the 2017 Convocation. Of the 568 students, almost 65% were women students. Details regarding the students who graduated in 2017 are presented below.

Demonstration on Disaster management on 19 May 2017

Visit of DCP (Jatin Narwal,IPS) at Kashmere Gate on 24 May 2017

Lecture/Demonstration on Fire Safety and use of Fire Extinguisher on 26 May 2017

Celebrating International Day of Yoda 21 June 2017

Organizing Sadbhavana Diwas on 9 August 2017

15 August 2017, Independence Day

25 September 2017, DANICS visit at Kashmere Gate campus

Drainage Cleaning Drive on Dussehera on 30 September 2017

Festival season on 19th October 2017

Fire drill on 24 October 2017

Roof Cleaning Drive on 10/02/2018

Fire drill on 15 March 2018

Earth Hour 24 March 2018 (8.30PmM to 9.30 PM)

Roof Cleaning Drive on 29/03/2018

Widely participation by Estate Division in annual Sports meet held on 9th March 2018

International yoga Day 21st June 2018.



ERP Training

HR Division <hrdivision@aud.ac.in>

Fwd: Intimation regarding attending meeting with Campus Lab

2 messages

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:31 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 10:44 AM
Subject: Fwd: Intimation regarding attending meeting with Campus Lab
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Thu, Dec 14, 2017 at 12:37 PM
Subject: Fwd: Intimation regarding attending meeting with Campus Lab
To: AR, (HR) <arhr@aud.ac.in>, Puneet Goel <puneet@aud.ac.in>, Urmil Shekhawat <urmil@aud.ac.in>

FNA pl.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181

----- Forwarded message -----

From: **Arun Kumar Ahuja** <akahuja@aud.ac.in>
Date: Thu, Dec 14, 2017 at 9:46 AM
Subject: Intimation regarding attending meeting with Campus Lab
To: Deputy Registrar HR <drhr@aud.ac.in>

Dear Sir,

It is informed that Mr. Brajesh Gupta, Mr. Prabhat, Mr. Ajay Kr. Thakur and undersigned went for meeting and training programme on ERP with Campus Lab on 11.12.2017 and remain there for whole day. Therefore could not mark attendance. Kindly treat it as on duty.

With regards,

Arun Kumar Ahuja
Sr. Consultant (Fin)
8527410808



Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:32 PM

[Quoted text hidden]



Disaster management

HR Division <hrdivision@aud.ac.in>

Fwd: Confirmation of Nomination and availability for training

1 message

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:30 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 9:51 AM
Subject: Fwd: Confirmation of Nomination and availability for training
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Fri, Feb 19, 2016 at 11:17 AM
Subject: Fwd: Confirmation of Nomination and availability for training
To: AR, (HR) <arhr@aud.ac.in>, Mahesh Kumar <mahesh@aud.ac.in>, Bhupender Singh <bhupender@aud.ac.in>

Dear Satpalji,

PFF the confirmation from Mr Ajit Singh to attend the training program on Disaster Management (General Course) from 09 Mar 16 -- 11 Mar 16.

Regards.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181



----- Forwarded message -----

From: **Ajit Singh** <ajit@aud.ac.in>
Date: Thu, Feb 18, 2016 at 5:27 PM
Subject: Confirmation of Nomination and availability for training
To: drhr@aud.ac.in
Cc: rajeev@aud.ac.in

Dear Sir,

Reference to letter No AUD / 1-39(6) / HR / 2016/ 363 dated 18 Feb 2016. Myself nominated for the course SL No 2 in the list, that is Disaster Management (General Course) from 09 Mar 16 -- 11 Mar 16. I confirm the nomination and availability for the said course.

Regards,

Ajit Singh
Security Supervisor
Ambedkar University Delhi,



Fwd: Annual Training Conference 2015 to be held on 8th March, 2016 at NIDM, New Delhi

1 message

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:30 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 9:59 AM
Subject: Fwd: Annual Training Conference 2015 to be held on 8th March, 2016 at NIDM, New Delhi
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Wed, Mar 2, 2016 at 10:20 AM
Subject: Annual Training Conference 2015 to be held on 8th March, 2016 at NIDM, New Delhi
To: <shekher.nidm@nic.in>
Cc: <nidmtraining15@gmail.com>, DR Admin <dradmin@aud.ac.in>, Registrar AUD <registrar@aud.ac.in>, B Mallesha <mallesha@aud.ac.in>, <sunita@aud.ac.in>, AR, (HR) <arhr@aud.ac.in>

Dear Dr. Anil K Gupta,

Greetings of the day from the AUD!

Please refer your letter dated February 11, 2016 on the subject above..

I am directed to inform you that the Competent Authority has nominated Lt. Col. Manish Kumar (Retd.), Deputy Registrar (Admin), AUD to the Annual Training Conference 2015 to be held on 8th March, 2016 at NIDM, New Delhi.

We look forward to a successful conference.

Regards.

Dr. Prasad T. S. V. K.
Deputy Registrar (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110006
Tel: +91 11 23864544
Mob: +91 9866403181





Training on Excel

HR Division <hrdivision@aud.ac.in>

Training Programme excel for AUD staff

17 messages

HR Division <hrdivision@aud.ac.in>

Wed, May 17, 2017 at 3:49 PM

To: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, nishant@aud.ac.in, raj@aud.ac.in, deepak@aud.ac.in, sangeeta@aud.ac.in, tejeshwar@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, diheung@aud.ac.in, monika@aud.ac.in, sandeepkc@aud.ac.in, mahesh@aud.ac.in, neelima@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in

Dear All,

Planning Division (IQAC) is conducting a three (03) days workshop on doing basis and advanced data analysis using spreadsheets (e.g. Microsoft excel) for AUD staff.

The details are as under:

Dates: 22nd, 24th & 26th May 2017
Time: from 10:00 am to 01:00 pm
Venue: Cisco Lab, Kashmere Gate Campus.

Your names have been approved by the University for the above workshop. All of you are kindly requested to be present at 09:30 am in Cisco Lab on all the three (03) days.

You are also requested to take permission from your Reporting Officer for attending the above said workshop.

Regards,

Bhupender Singh
Assistant (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in



HR Division <hrdivision@aud.ac.in>

Wed, May 17, 2017 at 4:04 PM

To: bishla@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in, ramiz@aud.ac.in

Sir,

This is regarding the Workshop to be conducted by the Planning Division (IQAC) as shown below.

In this regard the IQAC has requested to :

1. Book Cisco Lab for 22nd, 24th & 26th May 2017 from 10:00 am to 01:00 pm for 25-30 participants.
2. Kindly ensure that the all the Computers are working and printer facility is available in the Lab alongwith internet facility.
3. A Technical Assistant may be deputed at 09:30 am on all the three (03) days for providing technical support to the participants and resource persons.

Regards,

Bhupender Singh
Assistnat (HR)
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in

[Quoted text hidden]

Nidhi Kaicker <nidhi@aud.ac.in>

Sat, May 20, 2017 at 4:16 PM

To: HR Division <hrdivision@aud.ac.in>

Cc: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, nishant@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, tejeshwar@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, diheung@aud.ac.in, monika@aud.ac.in, sandeepkc@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>

Dear Friends,

We are organising a workshop on "Using Spreadsheets for Data Analysis" for AUD Staff Members.

The first phase of the workshop will be held in the coming week (22 / 24 / 26 May 2017, from 10 AM to 1 PM). In the first week, our focus will be on taking you all through some basic functions and formulae in Excel, which you can use in your daily operations. In the next phase, we will be moving to more advanced topics.

For the first session, we request you to take a seat in CISCO lab by 9 45 AM and download the excel supplement that is attached to this email.

We look forward to an enthusiastic participation from all of you.


Best Wishes,

Kanika & Nidhi



[Quoted text hidden]

--
Nidhi Kaicker
Assistant Professor
School of Business, Public Policy and Social Entrepreneurship,
Ambedkar University (Delhi)
Lothian Road, Kashmere Gate
Mobile No.: +91-9717798550
E-mail: nidhi@aud.ac.in

 **ExcelWorkshop_Day1.xlsx**
21K

Nidhi Kaicker <nidhi@aud.ac.in>

Tue, May 23, 2017 at 9:14 PM

To: HR Division <hrdivision@aud.ac.in>

Cc: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, nishant@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, tejeshwar@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, diheung@aud.ac.in, monika@aud.ac.in, sandeepkc@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>, asha@aud.ac.in, manmohan@aud.ac.in, shsoffice@aud.ac.in


Dear Friends,

Tomorrow is the second session of the first phase of the workshop. Please find attached the excel template that we will be using in tomorrow's class, after discussing Q3 of the previous session.

Regards

Kanika & Nidhi

[Quoted text hidden]

 **ExcelWorkshop_Day2.xlsx**
47K

Nidhi Kaicker <nidhi@aud.ac.in>

Fri, May 26, 2017 at 7:35 AM

To: HR Division <hrdivision@aud.ac.in>

Cc: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, nishant@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, tejeshwar@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, diheung@aud.ac.in, monika@aud.ac.in, sandeepkc@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>, asha@aud.ac.in, manmohan@aud.ac.in, shsoffice@aud.ac.in

Dear Friends

Please find attached the Excel Sheet for today's session. Kindly download the PDF as well.


Regards

Nidhi

[Quoted text hidden]

2 attachments

 **ExcelWorkshop_Day3 (1).xlsx**
10K

 **Skill_NSQF.pdf**
137K

HR Division <hrdivision@aud.ac.in>

Thu, Jun 8, 2017 at 5:54 PM

To: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, deepak@aud.ac.in, sangeeta@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sandeepkc@aud.ac.in, mahesh@aud.ac.in, neelima@aud.ac.in, shivam@aud.ac.in, asha@aud.ac.in, bhupender@aud.ac.in, manmohan@aud.ac.in, yusuf@aud.ac.in, pankaj@aud.ac.in, prema@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in, praveen@aud.ac.in, drhr@aud.ac.in, "AR (HR)" <arhr@aud.ac.in>, urmil@aud.ac.in

Dear All,

This is in reference to the three (03) days workshop conducted by Planning Division (IQAC) on 22nd, 24th & 26th May 2017 on doing basic and advanced data analysis using spreadsheets (e.g. Microsoft excel) for AUD staff in which you had participated.

In this regards, it is to inform you that IQAC is again conducting a three days workshop to offer a more advanced training programme on the same subject.

The details are as under:

Dates: 14th, 16th & 19th June 2017
Time: from 10:00 am to 01:00 pm
Venue: Cisco Lab, Kashmere Gate Campus.

All of you are again kindly requested to attend the workshop and be present at 09:30 am in Cisco Lab on all the three (03) days.

You are also requested to take permission from your Reporting Officer for attending the above said workshop.

HR Division

[Quoted text hidden]



Mail Delivery Subsystem <mailer-daemon@googlemail.com>

To: hrdivision@aud.ac.in

Thu, Jun 8, 2017 at 5:54 PM



Address not found

Your message wasn't delivered to **yusuf@aud.ac.in** because the address couldn't be found. Check for typos or unnecessary spaces and try again.

LEARN MORE

The response from the remote server was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <https://support.google.com/mail/?p=NoSuchUser> 8si352647vki.124 - gsmtip

Final-Recipient: rfc822; yusuf@aud.ac.in

Action: failed

Status: 5.1.1

Remote-MTA: dns; aspmx.l.google.com. (2607:f8b0:400c:c11::1b, the server for the domain aud.ac.in.)

Diagnostic-Code: smtp; 550-5.1.1 The email account that you tried to reach does not exist. Please try 550-5.1.1 double-checking the recipient's email address for typos or 550-5.1.1 unnecessary spaces. Learn more at

550 5.1.1 <https://support.google.com/mail/?p=NoSuchUser> 8si352647vki.124 - gsmtip

Last-Attempt-Date: Thu, 08 Jun 2017 05:24:09 -0700 (PDT)

----- Forwarded message -----

From: HR Division <hrdivision@aud.ac.in>

To: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, deepak@aud.ac.in, sangeeta@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sandeepkc@aud.ac.in, mahesh@aud.ac.in, neelima@aud.ac.in, shivam@aud.ac.in, asha@aud.ac.in, bhupender@aud.ac.in, manmohan@aud.ac.in, yusuf@aud.ac.in, pankaj@aud.ac.in, prema@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in, praveen@aud.ac.in, drhr@aud.ac.in, "AR (HR)" <arhr@aud.ac.in>, urmil@aud.ac.in

Bcc:

Date: Thu, 8 Jun 2017 17:54:08 +0530

Subject: Re: Training Programme excel for AUD staff

Dear All,

This is in reference to the three (03) days workshop conducted by Planning Division (IQAC) on 22nd, 24th & 26th May 2017 on doing basic and advanced data analysis using spreadsheets (e.g. Microsoft excel) for AUD staff in which you had participated.

In this regards, it is to inform you that IQAC is again conducting a three days workshop to offer a more advanced training programme on the same subject.

The details are as under:

Dates: 14th, 16th & 19th June 2017

Time: from 10:00 am to 01:00 pm

Venue: Cisco Lab, Kashmere Gate Campus.

All of you are again kindly requested to attend the workshop and be present at 09:30 am in Cisco Lab on all the three (03) days.

You are also requested to take permission from your Reporting Officer for attending the above said workshop.

HR Division
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in





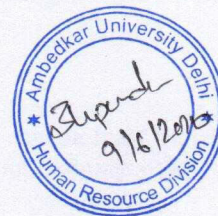
Address not found

Your message wasn't delivered to **pankaj@aud.ac.in** because the address couldn't be found. Check for typos or unnecessary spaces and try again.

[LEARN MORE](#)

The response from the remote server was:

550 5.2.1 The email account that you tried to reach is disabled. Learn more at https://support.google.com/mail/?p=DisabledUser_d187si335737vke.20 - gsmtptp



Final-Recipient: rfc822; pankaj@aud.ac.in

Action: failed

Status: 5.2.1

Remote-MTA: dns; aspmx.l.google.com. (2607:f8b0:400c:c11::1b, the server for the domain aud.ac.in.)

Diagnostic-Code: smtp; 550-5.2.1 The email account that you tried to reach is disabled. Learn more at 550 5.2.1 https://support.google.com/mail/?p=DisabledUser_d187si335737vke.20 - gsmtptp

Last-Attempt-Date: Thu, 08 Jun 2017 05:24:09 -0700 (PDT)

----- Forwarded message -----

From: HR Division <hrdivision@aud.ac.in>

To: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, deepak@aud.ac.in, sangeeta@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sandeepkc@aud.ac.in, mahesh@aud.ac.in, neelima@aud.ac.in, shivam@aud.ac.in, asha@aud.ac.in, bhupender@aud.ac.in, manmohan@aud.ac.in, yusuf@aud.ac.in, pankaj@aud.ac.in, prema@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in, praveen@aud.ac.in, drhr@aud.ac.in, "AR (HR)" <arhr@aud.ac.in>, urmil@aud.ac.in

Bcc:

Date: Thu, 8 Jun 2017 17:54:08 +0530

Subject: Re: Training Programme excel for AUD staff

Dear All,

This is in reference to the three (03) days workshop conducted by Planning Division (IQAC) on 22nd, 24th & 26th May 2017 on doing basic and advanced data analysis using spreadsheets (e.g. Microsoft excel) for AUD staff in which you had participated.

In this regards, it is to inform you that IQAC is again conducting a three days workshop to offer a more advanced training programme on the same subject.

The details are as under:

Dates: 14th, 16th & 19th June 2017

Time: from 10:00 am to 01:00 pm

Venue: Cisco Lab, Kashmere Gate Campus.

All of you are again kindly requested to attend the workshop and be present at 09:30 am in Cisco Lab on all the three (03) days.

You are also requested to take permission from your Reporting Officer for attending the above said workshop.

HR Division
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in

HR Division <hrdivision@aud.ac.in>
To: naqvi@aud.ac.in, pankajkumar@aud.ac.in

Fri, Jun 9, 2017 at 9:52 AM

Regards,

HR Division
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in

----- Forwarded message -----
From: HR Division <hrdivision@aud.ac.in>
[Quoted text hidden]

HR Division <hrdivision@aud.ac.in>
To: naqvi@aud.ac.in, pankajkumar@aud.ac.in

Fri, Jun 9, 2017 at 10:04 AM

----- Forwarded message -----
From: HR Division <hrdivision@aud.ac.in>
Date: Thu, Jun 8, 2017 at 5:54 PM
Subject: Re: Training Programme excel for AUD staff
To: sameer@aud.ac.in, prabhat@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, mohan@aud.ac.in, deepak@aud.ac.in, sangeeta@aud.ac.in, aswal@aud.ac.in, neeru@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, ritika@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, sunitamahar@aud.ac.in, anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sandeepkc@aud.ac.in, mahesh@aud.ac.in, neelima@aud.ac.in, shivam@aud.ac.in, asha@aud.ac.in, bhupender@aud.ac.in, manmohan@aud.ac.in, yusuf@aud.ac.in, pankaj@aud.ac.in, prema@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in, praveen@aud.ac.in, drhr@aud.ac.in, "AR (HR)" <arhr@aud.ac.in>, urmil@aud.ac.in

[Quoted text hidden]
[Quoted text hidden]



HR Division <hrdivision@aud.ac.in>
To: anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sameer@aud.ac.in, priyanka@aud.ac.in, sthomas@aud.ac.in, raj@aud.ac.in, deepak@aud.ac.in, sangeeta@aud.ac.in, aswal@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, mahesh@aud.ac.in, neelima@aud.ac.in, sunitamahar@aud.ac.in, sandeepkc@aud.ac.in, shivam@aud.ac.in, asha@aud.ac.in, manmohan@aud.ac.in, pankajkumar@aud.ac.in, prema@aud.ac.in
Cc: nidhi@aud.ac.in, kanikam@aud.ac.in, "AR (HR)" <arhr@aud.ac.in>

Thu, Jun 22, 2017 at 4:05 PM

Dear All,

This is in reference to the two (02) sessions of the three (03) days workshop conducted by Planning Division (IQAC) on 22/24/26 May 2017 and 14/16/19 June 2017 on using Spreadsheets for Data Analysis in which you had participated.

In this regards, it is to inform you that IQAC will be conducting a Test on your learning.

The details of the Test are as under:

Date: 27th June 2017 (Tuesday)
Time: 10:00 am
Venue: Cisco Lab, Kashmere Gate Campus.

All of you are kindly requested to attend the Test and be present at 09:30 am in Cisco Lab on 27.06.2017. A certificate of the workshop will be given to the candidate who secures a minimum B grade (on an 11 point grading scale that is used at AUD).

You are also requested to take permission from your Reporting Officer for attending the above said Test.

Regards,

HR Division
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in
[Quoted text hidden]

Nidhi Kaicker <nidhi@aud.ac.in>

To: HR Division <hrdivision@aud.ac.in>

Mon, Jun 26, 2017 at 3:34 PM

Cc: anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sameer@aud.ac.in, Priyanka Alagh <priyanka@aud.ac.in>, sthomas@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, aswal@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, sunitamahar@aud.ac.in, sandeepkc@aud.ac.in, Shivam Kaushik <shivam@aud.ac.in>, Asha Vijay <asha@aud.ac.in>, manmohan@aud.ac.in, pankajkumar@aud.ac.in, prema@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, "AR (HR)" <arhr@aud.ac.in>, shsoffice@aud.ac.in, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>

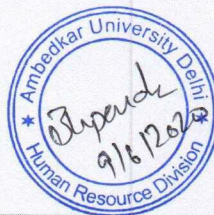
A gentle reminder for the Test Tomorrow. Kindly be seated in the computer lab by 9 30 AM.

Regards

Nidhi

[Quoted text hidden]

[Quoted text hidden]



Nidhi Kaicker <nidhi@aud.ac.in>


To: HR Division <hrdivision@aud.ac.in>

Tue, Jun 27, 2017 at 9:53 AM

Cc: anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sameer@aud.ac.in, Priyanka Alagh <priyanka@aud.ac.in>, sthomas@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, aswal@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, sunitamahar@aud.ac.in, sandeepkc@aud.ac.in, Shivam Kaushik <shivam@aud.ac.in>, Asha Vijay <asha@aud.ac.in>, manmohan@aud.ac.in, pankajkumar@aud.ac.in, prema@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, "AR (HR)" <arhr@aud.ac.in>, shsoffice@aud.ac.in, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>

Pls find attached the worksheet for today's session.

[Quoted text hidden]

 **Excel Workshop TEST.xlsx**
40K

Nidhi Kaicker <nidhi@aud.ac.in>

To: HR Division <hrdivision@aud.ac.in>

Wed, Jul 19, 2017 at 5:17 PM

Cc: anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sameer@aud.ac.in, Priyanka Alagh <priyanka@aud.ac.in>, sthomas@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, aswal@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, sunitamahar@aud.ac.in, sandeepkc@aud.ac.in, Shivam Kaushik <shivam@aud.ac.in>, Asha Vijay <asha@aud.ac.in>, manmohan@aud.ac.in, pankajkumar@aud.ac.in, prema@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, "AR (HR)" <arhr@aud.ac.in>, shsoffice@aud.ac.in, Praveen Singh <praveen@aud.ac.in>, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>

Dear Friends

This is with reference to the 6 day workshop on Using Spreadsheets for Data Analysis that was conducted in May - June 2017 for AUD staff. An assessment was conducted on 27 June 2017, for which 10 participants appeared.

We are giving a second opportunity to the participants of the workshop (this is for those who were unable to come on 27 June) to appear for an assessment on 28 July 2017 at 10 30 AM. Please note that only those participants who attended a

minimum of 3 sessions (out of 6) shall give the assessment, and you are required to score a minimum B- grade (on an 11 point grading scale) to get a certificate for the workshop.

The venue is Cisco Lab, Kashmere Gate, and the assessment will be of one hour duration.

Regards

Nidhi

[Quoted text hidden]

[Quoted text hidden]

Nidhi Kaicker <nidhi@aud.ac.in>

Thu, Jul 27, 2017 at 12:36 PM

To: HR Division <hrdivision@aud.ac.in>

Cc: anshusingh@aud.ac.in, ashishpatidar@aud.ac.in, sameer@aud.ac.in, Priyanka Alagh <priyanka@aud.ac.in>, sthomas@aud.ac.in, raj@aud.ac.in, deepak kumar <deepak@aud.ac.in>, sangeeta@aud.ac.in, aswal@aud.ac.in, mohit@aud.ac.in, nitin@aud.ac.in, saurabh@aud.ac.in, arunima@aud.ac.in, Mahesh Kumar <mahesh@aud.ac.in>, neelima@aud.ac.in, sunitamahar@aud.ac.in, sandeepkc@aud.ac.in, Shivam Kaushik <shivam@aud.ac.in>, Asha Vijay <asha@aud.ac.in>, manmohan@aud.ac.in, pankajkumar@aud.ac.in, prema@aud.ac.in, Kanika Mahajan <kanikam@aud.ac.in>, "AR (HR)" <arhr@aud.ac.in>, shsoffice@aud.ac.in, Praveen Singh <praveen@aud.ac.in>, Radhika Aggarwal <ragnarwal.15@stu.aud.ac.in>

Dear Friends

This is a gentle reminder for the Test tomorrow at 10 30 AM in Cisco Lab.

Regards

Nidhi

[Quoted text hidden]

HR Division <hrdivision@aud.ac.in>

Fri, May 8, 2020 at 10:07 PM

To: Noorul Haq <noorul@aud.ac.in>

sir,

training on excel..

Room No.57-C, Kashmere Gate Campus
Dr. B.R. Ambedkar University Delhi (AUD)
Lothian Road, Kashmere Gate, Delhi - 110 006
Tele-fax: 011-2386 2320
website: www.aud.ac.in

----- Forwarded message -----

From: **Nidhi Kaicker** <nidhi@aud.ac.in>

Date: Thu, Jul 27, 2017 at 12:36 PM

Subject: Re: Training Programme excel for AUD staff

[Quoted text hidden]

[Quoted text hidden]



Noorul Haq <noorul@aud.ac.in>

Sat, May 9, 2020 at 12:27 PM

To: HR Division <hrdivision@aud.ac.in>

IQAC Data

[Quoted text hidden]



Excel Training

HR Division <hrdivision@aud.ac.in>

Fwd: Training programme excel for staff

4 messages

Puneet Goel <puneet@aud.ac.in>

To: hrdivision@aud.ac.in, "AR, (HR)" <arhr@aud.ac.in>

Mon, May 15, 2017 at 4:59 PM

----- Forwarded message -----

From: **M. A. Sikandar** <masikandar@aud.ac.in>

Date: Mon, May 15, 2017 at 3:50 PM

Subject: Fwd: Training programme excel for staff

To: Praveen Singh <praveen@aud.ac.in>, Puneet Goel <puneet@aud.ac.in>

Cc: Deputy Registrar HR <drhr@aud.ac.in>

Dear Praveen,

HR Division is sending the names of about 22 staff members from different divisions and schools for the training. I have also asked Puneet to send a separate mail to all willing ARs/DRs for participating the programme including Karampura Campus.

Besides, if any staff members are willing to undergo the training, we are ready to spare them for the training.

Dr Nidhi may coordinate with Puneet.

Best

MA Sikandar

----- Forwarded message -----

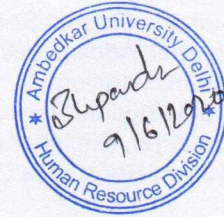
From: **Praveen Singh** <praveen@aud.ac.in>

Date: Fri, May 12, 2017 at 10:39 AM

Subject: Training programme excel for staff

To: Deputy Registrar HR <drhr@aud.ac.in>, M A Sikandar <masikandar@aud.ac.in>, "AR (HR)" <arhr@aud.ac.in>

Cc: Nidhi Kaicker <nidhi@aud.ac.in>, Kanika Mahajan <kanikam@aud.ac.in>



Dear Sr. Prasad,

Dr. Nidhi Kaicker and Dr. Kanika Mahajan have kindly agreed to conduct a workshop (on behalf of IQAC) on doing basic and advanced data analysis using spreadsheets (e.g. microsoft excel) for AUD staff. They would like to conduct the first phase of the workshop on 22, 24 and 26 May 2017. This will be very beneficial to our staff.

I request you to share this information with staff. About 20-25 members can be accommodated in the workshop. The workshop will be conducted in the computer lab.

Will appreciate if you could coordinate with them.

--
Praveen Singh
Associate Professor
School of Human Ecology

Dean (Offg), Planning

Ambedkar University Delhi
Phone: 91 - 11 - 2386 3742

HR Division <hrdivision@aud.ac.in>

Mon, May 15, 2017 at 5:15 PM

To: nidhi@aud.ac.in

Cc: praveen@aud.ac.in, kanikam@aud.ac.in, masikandar@aud.ac.in, drhr@aud.ac.in, arhr@aud.ac.in

Dear Nidhi,

The following Staff have been approved to attend the IQAC workshop on 22nd, 24th & 26th May 2017 from 10:00 am to 01:00 pm:-

Jr. Executives

1. Sameer Khan, Planning
2. Prabhat Kumar, Finance
3. Priyanka Alagh, SUS
4. Santosh Thomas, SHS
5. Mohan Singh Yadav, Karampura Campus

Assistants

6. Nishant Solomon, SDes
7. Raj Kumar, SHS
8. Deepak Kumar, SBPPSE
9. Sangeeta, SDS
10. Tejeshwar Singh, SES
11. Mamta Aswal, VC Office
12. Neeru Sharma, HR Division
13. Mohit Jagota, Finance
14. Nitin Choudhary, Student Services
15. Ritika Kattarmal, Administration
16. Saurabh, Administration
17. Arunima Paul, Student Services
18. Neelima Ghildiyal, Registrar's Office
19. Mahesh Kumar, Registrar's Officer & HR Division

Data Entry Operators

20. Sunita Mahar, SUS
21. Monika Ranjan, Academic Services
22. Sandeep Kumar, AES Division

We will be informing them by separate mail.

In addition to this we have also requested ARs & DRs to send their willingness for the workshop.

Regards,

Puneet Goel,
Assistant Registrar
HR Division
Ambedkar University Delhi
Lothian Road, Kashmere Gate,
Delhi - 110 006
Tele-fax: 011-23862320
website: www.aud.ac.in

[Quoted text hidden]



HR Division <hrdivision@aud.ac.in>

Fri, May 8, 2020 at 7:10 PM

To: Noorul Haq <noorul@aud.ac.in>

Room No.57-C, Kashmere Gate Campus
Dr. B.R. Ambedkar University Delhi (AUD)
Lothian Road, Kashmere Gate, Delhi - 110 006
Tele-fax: 011-2386 2320

website: www.aud.ac.in

[Quoted text hidden]

Noorul Haq <noorul@aud.ac.in>
To: HR Division <hrdivision@aud.ac.in>

Sat, May 9, 2020 at 12:30 PM

IQAC Data

----- Forwarded message -----

From: **Deputy Registrar HR** <drhr@aud.ac.in>
Date: Sat, May 9, 2020 at 10:24 AM
Subject: Fwd: Training programme excel for staff
To: Noorul Haq <noorul@aud.ac.in>

IQAC Data

----- Forwarded message -----

From: **HR Division** <hrdivision@aud.ac.in>
Date: Mon, May 15, 2017 at 5:15 PM
Subject: Re: Training programme excel for staff
To: <nidhi@aud.ac.in>
Cc: <praveen@aud.ac.in>, <kanikam@aud.ac.in>, <masikandar@aud.ac.in>, <drhr@aud.ac.in>, <arhr@aud.ac.in>

[Quoted text hidden]



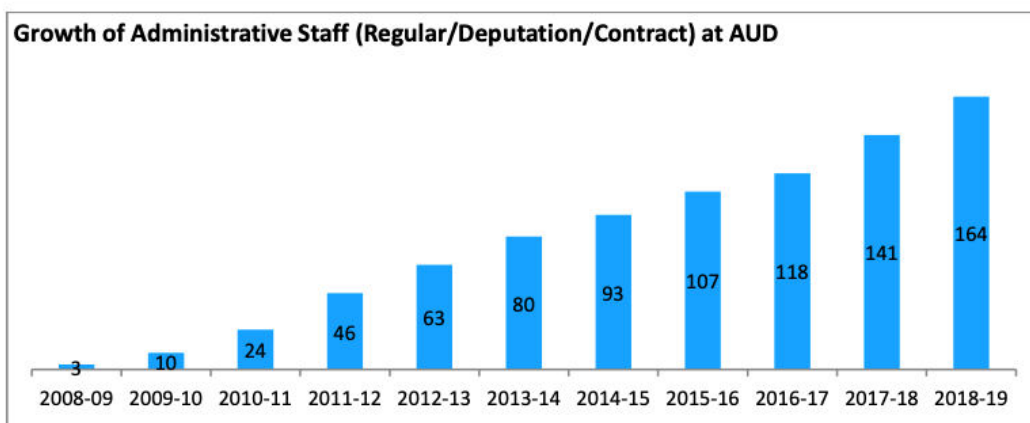
Dr B. R. Ambedkar University Delhi

Annual Report

2018–19



Ambedkar University Delhi



Training and Professional Development

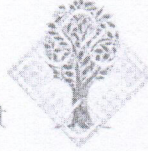
Training and professional development of the non-teaching staff is an important responsibility handled by the Division that enables the University system to work efficiently and grow. During this year, the division sent a number of employees to attend various training programmes in various organizations in order to enhance their professional development. The Division facilitated the IT staff in attending the national workshop on emerging trends in information and technology in university management, at ICFAI, Tripura. Other non-teaching employees attended training sessions on accounts and good governance, at UTCS, New Delhi. One of the officers also attended a workshop on Signs of Organisational toxicity, Health and Enlightenment (SOOTHE), at IIM Ahmadabad.

Achievements

The Division's significant achievements in are:

- Development and administration of programmes, designed to increase the effectiveness of employees.
- Creation, management and cultivation of the employer-employee relationship.
- Recruitment of a Deputy Registrar, Director (IT) and System Administrator (IT).
- Implementation of the insurance scheme for permanent and contractual employees.

IT Training for 2018-19



अम्बेडकर विश्वविद्यालय दिल्ली

Ambedkar University Delhi

No.AUD/TPDC/External/2018/ 362

Dated:

13 APR 2018

Assistant Director (Trg.-VI),
Directorate of Training: Union Territories Civil Services,
Govt. of NCT of Delhi, Institutional Area,
Behind Karkardooma Courts, Shahdara, Delhi – 110 032
Email: adtrg6utcs.delhi@nic.in

Subject: Training Programmes for the month of April, 2018

Sir,

The undersigned is directed to refer Directorate of Training: Union Territories Civil Services letter No. F.No.F.S/1/01/2017-18/TS-I/2245-2411 dated 27.02.2018 on the above subject and to inform you that the following Officers/ Officials have been nominated for the training programme at Directorate of Training: UTCS, GNCTD, Institutional Area, Shahdara, Delhi as mentioned against each name:-

Sl. No	Name of the Training Programme	Date & Duration	Nominated Persons
(i)	E-Office	17.04.2018 (One day)	Mr. Satish Kumar, Junior Consultant Ms. Mamta Aswal, Assistant Mr. Harish Kumar Tomar, Office Assistant Mr. Adesh Kumar, Office Assistant Ms. Prema Kumari, Office Assistant Ms. Bhawna Sadana, Office Assistant Mr. Suresh Prasad, Office Assistant Ms. Ayushi Verma, Data, Entry Operator Ms. Sunita Mahar, Data Entry Operator
(ii)	Pubic Procurement under GFR-2017 including e-Procurement and GeM	17.04.2018 to 18.04.2018 (Two days)	Mr. Rajeev Kumar, Assistant Registrar Mr. Deepak Bishla, System Administrator Mr. Ashutosh Kumar, System Administrator Mr. Subhash, Junior Executive Mr. Ajay Kumar Thakur, Junior Executive Mr. Saurabh, Assistant Ms. Suman Negi, Assistant
(iii)	Project Management	23.04.2018 to 25.04.2018 (Three days)	Mr. Deepak Kapoor, Assistant Registrar Mr. K. Yudhistar, Jr. Engineer (Electrical)
(iv)	Personnel & Establishment Matters (including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC & Medical Rules)	23.04.2018 to 27.04.2018 (Five days)	Mr. Prabhat Kumar, Junior Executive Mr. Dhiraj Singh, Junior Consultant Mr. Bhupender Singh, Assistant Mr. Yusuf Raza Naqvi, Assistant Ms. Anjna Kumari, Assistant

2. The above nominated Officers/ Officials are requested to attend the training programme on the scheduled date and venue.

3. This issues with the approval of Competent Authority.

Yours faithfully,

Dy. Registrar (Training)

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