

WORKSHOP ON OFFICE DOCUMENT MANAGEMENT

22-26 October, 2019 and 17-18 August, 2020

School of Engineering, Tezpur University

Two workshops were organized during 22-26 October 2019 and 17-18 August 2020 on Office Document Management in the School of Engineering.

Coordinators:

1. Mr. Uttam Roy, UDC
2. Mr. Jibon Ch Das, STA

Participants:

1. Mr. Uttam Roy, UDC, Office of the Dean, SoE
2. Mr. Suren Baruah, Assistant, Dept. of FET
3. Mr. Krishna Borah, Office Assistant, Dept. of FET
4. Mr. Raj Kumar Das, Assistant, Dept. of ECE
5. Mr. Parama Nanda Chauhan, LDC, Dept. of CE
6. Ms. Polly Rajbonshi, LDC, Dept. of Energy
7. Ms. Dipanjali Sinha, UDC, Dept. of ME
8. Mrs. Pranati Boro, Assistant, Dept. of CSE
9. Mr. Zakir Hussain, Office Assistant, Dept. of EE
10. Mr. Debajit Sarmah, Office Assistant, AICTE Cell

Resource Persons:

1. Prof. S. K. Sinha, Dean, School of Engineering
2. Prof. Utpal Sharma, Dept. of CSE
3. Prof. Manabendra Bhuyan, Dept. of ECE
4. Prof. B. Borah, Dept. of CSE
5. Prof. Nandan Sit, Dept. of FET
6. Prof. M.K. Hazarika, Dept. of FET
7. Prof. Partha Pratim Sahu, Dept. of ECE
8. Prof. Utpal Kr. Das, Dept. of CE
9. Dr. Pijush Chandra Das, Deputy Director, T&P Cell
10. Mr. Dibojyoti Dutta, Section Officer, Establishment

Objectives:

1. To analyse the existing models in the practice of official documents both in manual and digital modes in different depts./centres/cells.
2. Organize departmental, SoE data in different formats required for IQAC/NBA/NAAC/ T&PC etc.
3. Document flow record maintenance of logbook, register and peon book etc.
4. Archival of documents both manually and digitally
5. Case study presentation department-wise ECE, EE, ME, FET, CIVIL, ENERGY, T & P Cell, AICTE Cell, and Dean Office SoE.

Expected Outcomes:

1. Develop a uniform model for office documents to follow in SoE
2. Digital and manual maintenance of documents and files.
3. The document management model be in sync with TU administration

Outcomes in 1st workshop

1. In the first workshop (22-26 October 2019) a uniform model of file management system was developed for SoE.
2. File/document issue number will be followed from every financial year.
3. Data will be maintained both manually and digitally. A proposal for a document scanner for all Dept. of SoE was submitted.
4. Total 100 numbers of the file are required for all departments for updating the file management system.

Outcomes in 2nd follow-up workshop

1. In the second follow-up workshop (17-18 August, 2020) the developed file management system was reviewed for all the departments of SoE.
2. As per the decision of the first workshop, a document scanner was purchased and almost all important files are digitalized in the Deans' Office, SoE.

(Smriti Kumar Sinha)
Dean, SoE

FILE NUMBERING PATTERN

F. TU/DEPT, CELL, CENTRE CODE/CATEGORY-SUB CATEGORY (VOLUME)

F. TU/ECE/01-03(V-1)

W.E.F 23.10.2019

AFTER THEN


DOCUMENT REFERENCE NUMBER : FY-XXXX

FY(Financial YEAR OF DESPATCH),XXXX(ISSUE NUMBER)

F. TU/ECE/01-03(V-1)/2019-20-0001 DATE: DD/MM/YYYY

FILE CATEGORY

- 01: ADMISSION
- 02: CURRICULUM
- 03: COURSE
- 04: PH.D.
- 05: EXAMINATION
- 06: FELLOWSHIP
- 07: SCHOLARSHIP
- 08: INDUSTRY INTERACTIONS
- 09: CERTIFICATE
- 10: COMMITTEE
- 11: CONVOCATION
- 12: FUNDED PROJECT
- 13: PERSONAL FILES
- 14: STATISTICS
- 15: GENERAL
- 16: INFRASTRUCTURE
- 17. DEPARTMENT SPECIFIC FILE


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GALLERY
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