



TEZPUR
UNIVERSITY

Workshop on Office Document Management

Organised by :
Dean, School of Engineering, Tezpur University

Date: **22-26 October 2019**

The workshop will train the office staff in maintaining filing system in accordance with various requirements. The record books will be emphasized upon. It will take up various departments under SoE as case studies and move towards developing an uniform maintenance of office documents.

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**A REPORT OF
WORKSHOP ON OFFICE DOCUMENT MANAGEMENT
22-26 October, 2019
School of Engineering
Tezpur University**

Objectives:

1. To analyse the existing models, in 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 log book, register, peon book etc.
4. Archival of documents both manual and digital
5. Case study presentation department wise
ECE+EE, ME, FET, CIVIL, ENERGY, Placement Cell, AICTE Cell and Dean Office SoE.

Outcomes:

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

Decision taken:

1. A uniform model of file management system has developed for SoE.
2. File/document issue number will be followed from every financial year (e.g. 2019-20)
3. In March 2020 a workshop will be organized again for SoE to find out the updated management procedure.
4. Data will be maintained both manually and digitally. A proposal for document scanner for all Dept. of SoE will be submitted.
5. Total 100 numbers of file is required to all department for updating the file.


(Smriti Kumar Sinha)
Dean, SoE



तेजपुर विश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

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Participants of the workshop on File Management
School of Engineering
22 October 2019 to 26 October 2019

S/N	Name
1	Chirajyoti Doley
2	Puspajyoti Kalita
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6	Dipak Deka
7	Ajay Kumar Sharma
8	Pranati Boro
9	Golap Baruah
10	Arun Chetri
11	Arup Kumar Sarkar
12	Kulendra Sharma
13	Khagen Gogoi
14	Jiten Ch Boro
15	Satya Prasad Saikia
16	Rupak Sharma
17	Navanit Kumar Roy
18	Suren Baruah
19	Bipul Das
20	Dibakar Nath
21	Madhurjya Borah
22	Tapanjit Borah
23	Troilokyo Lahon
24	Polly Rajbonshi
25	Dinesh Bhuyan
26	Dipankar Kalita
27	Labadeep Kalita
28	Swdwmsri Mashahary
29	Anjan Keot
30	Dipak Gogoi
31	Khargeswar Rangpi
32	Palash Rabha
33	Mitharam Handique
34	Sasthendra Kumar Nath
35	Uttam Kumar Nath
36	Bhaskar Baruah
37	Bijoy Kumar Mech
38	Dipanjali Sinha
39	Maniram Bania

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