



TEZPUR
UNIVERSITY

Workshop on Office Document Management

Organised by :
Dean, School of Engineering, Tezpur University

Date: **17-18 August 2020**

The two day workshop will be a follow up to the previous workshop held in the month of October 2019. Presentations are invited by each Department on the basis of which the progress will be analysed and challenges discussed.

Contact :
Dean, School of Engineering
E-mail : deansoe@tezu.ernet.in

**A REPORT OF
FOLLOWUP WORKSHOP ON OFFICE DOCUMENT MANAGEMENT
17-18 August, 2020
School of Engineering
Tezpur University**

Objectives:


1. To analyse the implementation of the file management according to the uniform model of file management prepared in the last workshop held on 22-26 October 2019.
2. Organize the data of department/centre/cell of SoE in different formats required for IQAC/NBA/NAAC/TUAR etc.
3. Document flow record maintenance of log book, register, peon book etc.
4. Archival of documents both manually and digitally
5. An overall presentation from all departments of SoE about the file management implementation. The departments are ECE, EE, ME, FET, CIVIL, ENERGY, CSE, Design, Applied Sciences, Training & Placement Cell, AICTE Cell and Dean Office, SoE.

Outcomes:

1. Developed a uniform model of file management system 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. All departments under SoE will follow the uniform model of file management system developed for SoE.
2. After every semester (twice in a year) a follow-up workshop will be conducted to address new issues, facts and findings.
3. Data will be maintained both manually and digitally. A proposal for overhead document scanner and an external hard disk (for backups) from all departmental heads of SoE will be submitted through Dean, SoE
4. A proposal of 100 numbers of files and two file cabinets or as required by the department is to be submitted.


(Smriti Kumar Sinha)
Dean, SoE



तेजपुर विश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

नपाम, तेजपुर - 784 028, असम, भारत

TEZPUR UNIVERSITY

(A Central University)

Napam, Tezpur - 784 028, Assam, India

Participants of the workshop on File Management
School of Engineering
17 August to 18 August 2020

S/N	Name
1	Chirajyoti Doley
2	Puspajyoti Kalita
3	Iseng Thawmung
4	Jahnu Baruah
5	Parama Nanda Chauhan
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

(Smriti Kumar Sinha)
Dean, SoE