

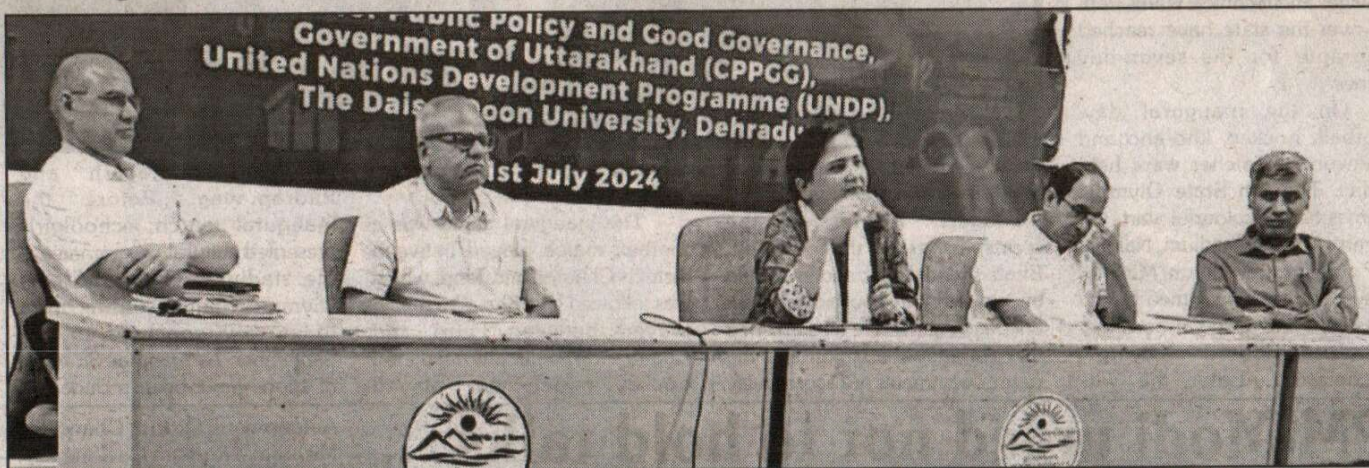
DOON UNIVERSITY

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Workshop on Filing & Documentation of Records held at Doon Varsity

By OUR STAFF REPORTER
DEHRADUN, 20 Sep: A one-day workshop on the recording, filing, and documentation of information and forms was organised by the Internal Quality Assurance Cell (IQAC) of Doon University.

Addressing the university staff during the workshop, Vice-



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Chancellor Prof Surekha Dangwal emphasised that every employee should work with a sense of institutional commitment, as the development of the institution directly contributes to personal growth. She remarked, "Institutional commitment is, in fact, national commitment. If we complete our daily tasks on time and properly document and file them, it will make it easier to provide any required information when needed."

Prof Dangwal highlighted that, since its inception, the university has been setting new

standards of quality. In this regard, the documentation of all essential records of the university, including examinations, general administration, departmental correspondence, and important meetings, is crucial.

On this occasion, University Registrar Durgesh Dimri stated that the university's office procedures rely heavily on proper recording, making files and documentation essential components.

Dean of the School of Media and Communication Studies, Prof Rajesh Kumar, while addressing the workshop,

said that proper management of filing and documentation is the primary goal of office administration in universities. In today's information age, institutions with robust and confidential filing processes are more successful in achieving their objectives. He added that such workshops will bring qualitative improvements in work culture and contribute to the smooth functioning of office procedures.

The workshop was conducted and concluded with a vote of thanks by IQAC Director Prof HC Purohit. He mentioned

that the workshop was organised with the aim of creating an excellent learning and research environment at the university. He also announced that more such workshops will be organised in the future to help create a better learning environment for students.

On this occasion, Assistant Registrar Dwivendu Rawat, Rohit Joshi, Mukul Bahuguna, Prashant Mehta, Shilpi Tiwari, Ashish Kala, Himanshu Kukshal, Nisha, Sandeep Rawat, Manmohan, Manoj Joshi, Archana Thapliyal, and others were also present.