



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Directorate of Quality Assurance

Kakryal, Katra-182320, Jammu & Kashmir

SMVDU/DQA/2023/738-43

Dated: 23<sup>rd</sup> December, 2023

**NOTIFICATION**

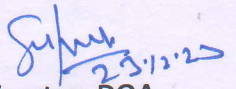
**Subject: Organizing of Training Programme on Foundational Training: MS Word, MS Excel and Email Basics.**

With reference to the joint proposal of Dr. Sonika Gupta, Assistant Professor, SoCSE and Dr. Rashi Taggar, Assistant Professor, SoB duly recommended and forwarded by DoSW, and as approved by the Competent Authority, sanction is hereby accorded for the following:

- To Organize Training Programme on "Foundational Training: MS Word, MS Excel and Email Basics" for hostel staff w.e.f. 29th January to 6th February 2024.
- Grant of financial assistance for an amount of ₹7,500/- (Rupees Seventy Five Hundred only) for the said event from University funds.
- Utilization of Computer Lab from 29th January to 6th February 2024 for the said event.

Further, Dr. Sonika Gupta, Assistant Professor, SoCSE and Dr. Rashi Taggar, Assistant Professor, SoB are hereby appointed as Coordinators for the said event. The Coordinators shall take feedback at the end of the event and submit a report on the proceedings (in the enclosed format) and feedback analysis to office DQA within a week after the conduct of training programme in hardcopy as well as in softcopy (office.dqa@smvdu.ac.in) for perusal and records.

This event shall have the unique no. SMVDU/RTP/DSW/2023/288 for future reference.

  
23/12/23  
Director, DQA

Copy to:

- Registrar, SMVDU for information.
- Finance Officer, SMVDU for information and n.a.
- Dean of Student Welfare, for information.
- All Concerned \_\_\_\_\_ for information and compliance.
- AR to VC, for kind information of the Hon'ble Vice Chancellor.
- I/c Website, for uploading on University website.
- Concerned file.