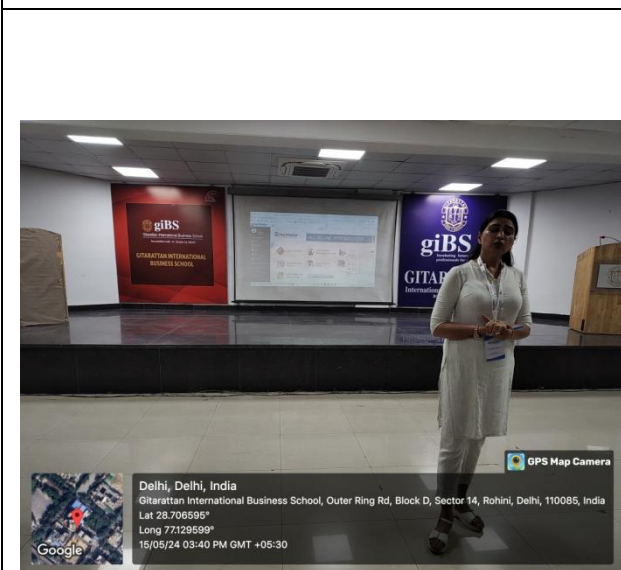
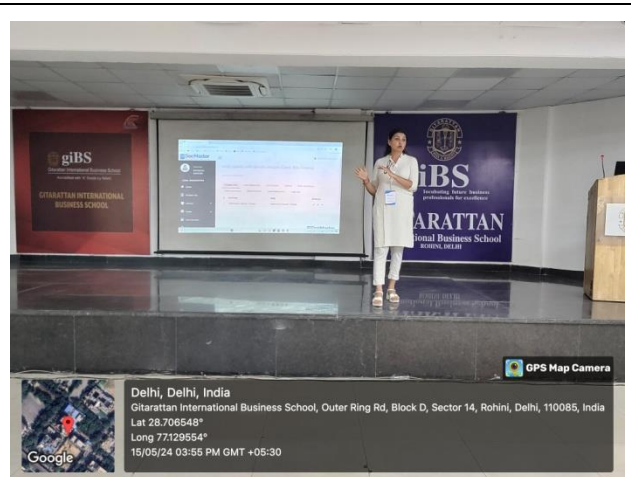


SKILL DEVELOPMENT WORKSHOP ON “DOC MASTER”

15TH MAY 2024



Gitarattan International Business School organized a Skill Development **Workshop On “Doc Master”** on 15th May 2024. The visit was organized for Teaching Staff with the purpose of well-researched illustrative document with on-point grammar and correct use of words and to help them to customize their documents which are required in everyday business depending on the industry type.

To customized solutions help saving time and costs along with error free standardized output by whole of the organization.

This workshop was conducted in Auditorium by Ms. Meenakshi, Asst. General Manager, DocMaster Pvt. Ltd. She explained about the working of DocMaster and explained the services which they provides i.e. DocMaster.in for tailor-made solutions helping them customize their documents which are required in everyday business depending on the industry type. Our customized solutions help save time and costs along with error free standardized output by whole of the organization. This has been made possible by the highly sophisticated software, designed especially for making documentation easy. She also explained how it is beneficial for the academicians to use it to explore and sharpen their work and knowledge. It was a wonderful experience for the Teaching Staff to attend the workshop.

**PREPARED & SUBMITTED BY: MR. CHETAN PRAKASH, ASSISTANT PROFESSOR
LAW, GIBS**

FLYER OF THE EVENT




SKILL DEVELOPMENT WORKSHOP
DOCMASTER
FOR TEACHING STAFF



MS. MEENAKSHI

Asst. General Manager,
 DocMaster Pvt. Limited, Noida,
 Uttar Pradesh

 **WEDNESDAY**
 15th May 2024

 3:30 pm onwards

 AUDITORIUM

 [gibs.gitarattan](https://www.instagram.com/gibs.gitarattan)

 library.gibs@gitarattan.edu.in

 www.gitarattan.edu.in

TYPE OF EVENT	NDLI
VENUE	Auditorium, GIBS
TIME & DURATION	3:30 PM onwards
CONDUCTED BY	GIBS
ORGANISED FOR	Teaching Staff
NAME OF THE COORDINATOR	Mr. Chetan Prakash
ATTENDANCE	34

RESOURCEPERSON	Ms. Meenakshi Asst. General Manager, DocMaster Pvt. Ltd. Noida
OBJECTIVES OF THE EVENT	<ol style="list-style-type: none">1. The purpose is to guide for well-researched illustrative document with on-point grammar and correct use of words.2. To help them to customize their documents which are required in everyday business depending on the industry type and to customized solutions help saving time and costs along with error free standardized output by whole of the organization.
LEARNING OUTCOME	<ol style="list-style-type: none">1. Users learnt how to effectively organize, store, and retrieve documents using an advanced document management system. This includes understanding metadata tagging, version control, and secure storage solutions.2. Users learnt how to automate various document-related processes, such as approvals and notifications.
SHORTFALL DURING EVENT	None
LINK OF YOUTUBE VIDEO	https://youtu.be/fv0vU5GYXYI