

Mahatma Education Society's  
**Mahatma Night Degree College of Arts and Commerce**

Chembur Naka, S.T. Road, Opposite Fire Brigade

Chembur Mumbai-400 071

(NAAC Re-Accredited Grade B++ "CGPA 2.89)

**A Report**

<b>Name of the Event -:</b>	National Level Webinar on Office Automation: NAAC Perspective
<b>Resource Person</b>	Ms. Keyaa Mukherjee, Office Superintendent ManibenNanavati Women's College, Vile Parle, Mumbai
<b>Date &amp; Time of the Program-:</b>	11.00 am to 1 pm on 17 <sup>th</sup> July 2020
<b>Venue -:</b>	Online at Zoom Application
<b>No of Participants-:</b>	165
<b>Objective-:</b>	To understand how can be we go for digitalization and modernization of office work culture adhering to NAAC Guidelines

**Brief Report of the Program-:**

The program started at 11.00 a.m. with the opening remarks given by IQAC Coordinator Dr. Eknath Zhrekar. The welcome address was given by principal Dr. Padma Rangan. Dr. Anaya Markandeya introduced the resource person Ms. Keyaa Mukherjee.

Ms. Mukherjee is an office superintendent at her college. She is well known for her work in digitally transforming the office work of her college. She opined that to achieve the goals of sustainable development in an environment-friendly manner, it is inevitable to go for paperless and digital administration. Digital Technology can be used for Management of various aspects of College Administration like Electronic Correspondence, Electronic Service Record, Digital File Archive, Students information, inventory Management. Madam explained the Student's Information Management System. She said that we have to minimize the use of paper and increase the use of digital documents. The use of E -Correspondence Management was explained in great detail by Ms. Keyaa Mukherjee. The system makes it very easy to receive and send the document at one click. Madam explained the E correspondence system, its Inward numbering, Concerned Departments who should be tagged likewise Outward Correspondence system in a very simple manner. Optimize Storage System and Option of Advance Search also there to search any document. Due to the digitalisation of administrative work, it's possible to work from home during this lockdown period. Staff can access there documents 24\* 7 for anywhere in the world.

She explained that E-Service Records, NOC, Approval Letter, Online Leave Records can also be maintained online. Most important how can you maintain salary records in digital forms. How much money can be saved by reducing paper realms was also discussed during the session. She emphasized that you can be ready for any audit because of a fully digitalized accounting system. The benefit of digitalization is increased productivity, reduces cost, the benefit of working remotely, enhanced improved customer service, disaster protection, and tackles the challenge of global warming. The First Step is to go for physically properly

manage the permanent records, sorting and colour coding and should be kept in a centralised record room and then go for digitalization according to Ms. Mukherjee. Madam explained the importance of Execution of DCRM as per quality management system in great detail. Particularly why internal admin audit is necessary to improve the quality and productivity of the teaching and non-teaching staffs. How to keep List of Permanent Records of the institutes in the digital forms in a manner of Starting with government Records, university records, other records ,audit records and Important GRS records for streamlining the institution work was also explained by her. Mrs. Key Mukherjee Madam briefly explained data centricity from the NAAC perspective.

Summary of the program was given by Asst.Prof. Harsh Shukla and Vote of thanks for the session was given by Dr. Lata Krishnan.

<b>No of Beneficiary -:</b>	165
-----------------------------	-----



Harsh Shukla

Assistant Professor

Mahatma Education Society's  
**Mahatma Night Degree College of Arts and Commerce**

Chembur Naka, S.T. Road, Opposite Fire Brigade  
Chembur Mumbai-400 071

(NAAC Re-Accredited Grade B+ + " "CGPA 2.89)

**Feedback Form Analysis Report for National Webinar on Office Automation:  
NAAC Perspective**

**Table 1: State of the Participants**

States	Frequency	Percent
Haryana	1	.6
Kerala	2	1.2
Maharashtra	152	92.1
Punjab	4	2.4
Tamil Nadu	6	3.6
Total	165	100.00

**Source: Derived from the feedback form**

Table 1 explains the participant's state. Maximum participants were from our own state Maharashtra. However, people from Haryana, Kerala, Punjab and Tamil Nadu also participated in the program.

**Table 2: Designation of the Participants**

Designation	Frequency	Percent
Administrative Staff	52	31.5
IQAC Coordinators	12	7.3
IQAC Member	25	15.2
Principal	10	6.1
Teaching Staff	66	40.0
Total	165	100.00

**Source: Derived from the feedback form**

Table 2 shows that 31.50 percent administrative staff participated in the webinar. There were 7.30 percent IQAC coordinators while 15.20 percent IQAC members in the program. Teaching

staff from other college also joined the program which constitutes 40.00 percent. There were 10 principals from various colleges who also attended the program.

**Table 3: Effectiveness of the Resource Person**

Effectiveness of the Resource Person		
Scale 1 to 5	Frequency	Percent
Fair	5	3.0
Good	38	23.0
Excellent	122	73.9
Total	165	100.0

*Source: Derived from the feedback form*

When participants were asked about the effectiveness of the resource person 74.00 percent gave excellent rating while 23 percent feed was in good category. There were 3 percent people who gave fair rating to the resource person.

**Table 4: Content of the Presentation**

Effectiveness of the Resource Person		
Scale 1 to 5	Frequency	Percent
Poor	1	0.6
Fair	7	4.2
Good	32	19.4
Excellent	125	75.8
Total	165	100.0

*Source: Derived from the feedback form*

Table 4 explains the feedback about content of the program. There were 75.80 percent people who gave excellent rating to the content of the program. On the other hand 19.40 percent people were happy from the content of the presentation. But there were 4.20 percent people who gave fair rating to the content of the presentation.

**Table 5: Time Management of the Session**

Effectiveness of the Resource Person		
Scale 1 to 5	Frequency	Percent
Poor	1	0.6
Fair	8	4.8
Good	50	30.3
Excellent	104	63.0
Total	165	100.0

*Source: Derived from the feedback form*

Table 5 shed light on the time management of the program. There were 63.00 participants who gave excellent rating while 30.30 percent participants gave good feedback about the time management of the program. However, 5.00 percent people gave fair feedback to the time management of the program.

**Table 6: Overall Arrangement of the Webinar**

Effectiveness of the Resource Person		
Scale 1 to 5	Frequency	Percent
Poor	3	1.8
Fair	3	1.8
Good	42	25.5
Excellent	117	70.9
Total	165	100.0

**Source: *Derived from the feedback form***

The last question in the feedback form was about the overall arrangement of the webinar. It can be seen from the feedback form that 71.00 percent gave the excellent rating while 25.50 percent gave good rating to the program. Thus it can be surmised that program was a big success and helpful to disseminate information about office automation.