

REPORT ON WEBINAR

“BENEFITS OF DIGITAL ADMINISTRATION IN LOCKDOWN”

1ST MAY 2020

The Internal Quality Assurance Cell (IQAC) of Sri Guru Nanak Dev Khalsa College, in association with the IQAC of Ramlal Anand College, University of Delhi organized a webinar on the **“Benefits of Digital Administration in Lockdown”**, on 1st May 2020.

The resource person for the webinar was Mrs. Keyaa Mukherjee, an administrative officer from Maniben Nanawati Women’s College, Mumbai, which is affiliated to SNDT Women’s University.

Dr. Prerna Diwan, Coordinator IQAC, of Ramlal Anand College welcomed the speaker. Mrs. Mukherjee then began her detailed talk about the benefits of digital administration, especially in the present times, when one is not able to physically visit the office for any issue, even if it’s an emergency.

Mrs. Mukherjee set the example of her own college’s methods in achieving a totally digital administration for a few years now. Not only does this encourage a paper-free environment, it also saves time and money. She mentioned the enormous amount of paper the college was able to save annually due to taking their office work off the physical files and into the digital world.

She gave a brief overview of the several user-friendly tools available to people for quick and effective communication over the internet. In the times of the present lockdown, she said this has helped colleges maintain communication between the teachers, students and administration.

She described her college’s successful attempt to make all inward correspondence totally electronic, with absolutely no use of paper. She said this had led to an ease of doing work among all concerned. There were no unnecessary delays and it was easy to identify any lag in the process. She also said that in correspondence with people outside their institution also, they encouraged paperless communication.

At the end of the session the participants raised their queries regarding the shift from the current methods to a totally digital administration in their workplaces.

The programme concluded with the vote of thanks, which was delivered by Dr. Deepak Sharma, the Coordinator of IQAC, Sri Guru Nanak Dev Khalsa College.

INTERNAL QUALITY ASSURANCE CELL'
OF
SRI GURU NANAK DEV KHALSA COLLEGE
And
RAMLAL ANAND COLLEGE
(UNIVERSITY OF DELHI)
JOINTLY ORGANIZE A WEBINAR ON

Benefits of Digital Administration in Lockdown

By
Mrs Keyaa Mukherjee
Maniben Nanawati Women's College, Mumbai

Date: FRIDAY, 1ST MAY 2020

TIME: 2 PM

No registration fee

MEETING ID WOULD BE SHARED
WITH THE REGISTERED

For registration:

<https://forms.gle/tkQKfwsvBny15BkT8>

For any query or assistance, please contact Dr Nidhi Chandra 9953598732 or Mrs.
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