

Digitized College Office

Motto: "Turn Data into Information and Information into insight"

Skill Development: Conference/ Seminar/ Workshop



One-Day State Level Workshop on "Advanced Excel Hands on Training for Administrative Staff"
More than 150 participants from various colleges of the State participated in this Workshop.



Training on "Effective Search in Google" and "How to Link to Web" by Mr. Sanjay Chheda



Seminar on "Sustainable Quality Measures in Higher Education" in M.D. Shah Mahila College, Malad



Presented Paper on "Role of ICT in Administration"
National Conference on "Academic and Administrative Audit" in Nirmala Niketan College, Churchgate



Seminar on "Paperless Office" in MMP Shah Mahila College, Matunga

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Colleges visited and Appreciated our College Office Automation & Digital Work

Principal, IQAC Member, Vice Principal, IT Staff & Administrative Team visited our office from

1) S.M. Shetty College, Andheri 2) C K T College, New Panvel 3) St. Andrews College, Bandra 4) Shri. M.D. Shah Mahila College of Arts And Commerce, Malad 5) LalaLajpatrai College, Haji Ali 6) Swami Vivekanand College, Chembur 7) Nagindas Khandwala College, Malad 8) S.V.T. College of Home Science, Juhu 9) Dr. B.M.N. College of Home Science, Matunga 10) Nirmala Niketan College of Home Science, Churchgate.



Staff Achievement

- Ms. Keyaa Mukherjee - Office Superintendent Nominated as **Member on the Senate** of the University, Invited as **External Auditor & Resource Person** by other colleges.
- Mr. Santosh Okate, Ms. Deepmala Mailkar, Mr. Rajendra Bane, Ms. Tulsa Waghela and Ms. Sudha Narkar **won Prizes** in Sports Day.



Best Practice

- Training of Administration for Vocational Students by office staff.
- Created Classwise **GR's & CR's Whatsapp groups** to send students related information for smooth functioning.

Team Building and Recreational Activities:



- Ms. Ujwala Padhye, Ms. Gayatri Sarode, Ms. Anushka Shivade and Ms. Sneha Raorane participate in intercollegiate cultural competition **Tarang** at M.D.Shah Mahila College, Malad
- College organize and celebrate various **Recreational Activities** such as Diwali Lunch Treat, New Year Eve Celebration, Family Picnic, Satyanarayan Pooja & HaldiKum-kum.